

25-26 Student Handbook



Bracken County High School

Property of: _____



SCHOOL ALMA MATER:

**“Morning sun greets many banners on its westward flight,
Fair to us above all others stands the Blue and White;
In the fullness of our praise, shines the radiance of thy days;
All our love to thee is given, Bracken County High” -JAMES FARRELL**

SCHOOL FIGHT SONG:

**“On, on Big Blue Team! We are out for the fight tonight;
Get the ball and hit that goal, every Polar Bear will score;
And we will fight for the Blue and White,
And we’ll bring forth that ol’ Varsity;
We will fight, *bears, fight with all of our might,
And we’ll bring home the Victory!”**

*ORIGINALLY “fellows”

BRACKEN COUNTY HIGH SCHOOL

350 W. MIAMI STREET

BROOKSVILLE, KY 41004

TELEPHONE: 606-735-3153

FAX: 606-735-2549

WEBSITE: www.bracken.kyschools.us/bchs

TABLE OF CONTENTS

I. INTRODUCTION

Vision/Mission Statements
 Introduction to PAWS
 Visitors
 School Calendar
 Bell Schedule
 NTI schedule
 Grading Periods
 Grading Scale

II. DISCIPLINE INFORMATION

Link to Bracken County Schools District Discipline Code

<https://www.bracken.kyschools.us/userfiles/7/my%20files/bracken%20county20schools%20discipline%20code%202022-23.pdf?id=3267>

Code of Conduct
 PBIS/PAWS
 Rewards/Incentives
 Minor/Major Behavior Chart
 Descriptions of Potential Consequences
 Cheating/Plagiarism
 Dress Code
 Tobacco/Vapes, E-Cigarettes, Electronic Nicotine Delivery Systems
 Electronic Communication (phone)/Musical Device Policy
 Chromebook Expectations and Procedures
 Bullying/Harassment/Intimidation
 Search and Seizure
 Drug Testing
 Drugs, Look alike Drugs, Alcohol
 Conduct at School Events
 Suspension and Expulsion Policy
 Resource Education Student
 Notes on Disciplinary Consequences

III. ATTENDANCE INFORMATION & BRACKEN COUNTY SCHOOLS ATTENDANCE POLICY

Reporting a Student's Absence
 Attendance Policy
 Compulsory School Attendance
 Make-up Work
 Truancy Defined
 Excused Absences
 Absence and Tardy Defined
 Early Dismissals
 Attendance Awards
 Special Circumstances
 21 year old and older students:
 Administration
 Driver's License Revocation Law
 Homebound Services for Extended Medical Reasons:
 Attendance: prom and Graduation Ceremonies
 Attendance and School-Related Activities
 Suspensions

Special Circumstances
Attendance Appeals

IV. TRANSPORTATION INFORMATION

Entering/ leaving the School Building
Bus Riders Rules and Regulations
Bus Procedures for Bracken High School
Student Drivers
NO PASS-NO DRIVE STATE LAW

V. STUDENT & ACADEMIC INFORMATION

Commencement
DROP/ADD (Class Change) Policy
Commencement
Extra-Curricular Tips
Graduation and Grade Level Requirements
MCTC at BCHS
MCTC at Maysville
Appeal for Dual Enrollment Criteria
Options for Completing Graduation Requirements
Report Cards and Progress Reports
Early Graduation
Determination of GPA
Scholarships & Awards
Underclassman Awards
Acceptable Use Policy
Homework Policy
Intervention Programs
Transitioning out of Intervention
Extended School Services
Bracken County Youth Service Center
Other Support Services
Parent Involvement
Personal Property
Prom
Class Dues
Vocational School Students
Student Assignment & Recruitment
Guidance and Counseling

VI. EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES AND ATHLETIC TEAMS

Eligibility and Membership
Listing of Clubs/Organizations/Teams

VII. ADDITIONAL SCHOOL RELATED INFORMATION

Annual Notification of Parents
Health Policy
Pest Management Notification
Transfers/Withdrawals
Wellness Policy
Bracken County School System Health Policies
School Health Issues

I. INTRODUCTION

VISION STATEMENT

We build successful futures.

Mission Statement

To build successful futures:

- BCHS staff will serve as encouraging role models in a safe environment while providing challenging experiences.
- BCHS students will embrace continuous growth as active learners to become problem solvers.
- BCHS parents will be welcomed into our school community as a positive voice for their students
- BCHS community will encourage its members to support and celebrate accomplishments.

NOTE: Students, their parents, and employees of the Bracken County School System are hereby notified this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504.

Welcome to the 2025-2026 school year! Bracken County High School has a proud tradition of students meeting high expectations both academic and behavioral. This year we continue to Bear Our PAWS. We are looking forward to a year full of exciting learning experiences with numerous co-curricular activities, clubs, and extracurricular activities of which you can be a part.

PAWS Pride is a school wide positive behavior intervention and support program designed to establish and maintain a safe and effective school environment that maximizes academic achievement and behavioral competence of all students. PAWS mission is to: Model and promote positive behavior and clearly communicate expectations for all Bracken County High School staff and students. PAWS categorizes expectations as : **Pride Attitude Wise Choices Safety**

Our student handbook is a comprehensive collection of information about school rules and regulations, services and facilities, and policies that directly affect students. It is the responsibility of every student to promote the best educational atmosphere by becoming familiar with the information within this handbook. The rules and regulations in this handbook will help to ensure that each student at Bracken County High School has the opportunity to succeed.

It is our sincere hope that you will take advantage of the many opportunities available to you at B.C.H.S. so that you might fulfill your career dreams and goals. Let's work together to make this a wonderful school year!

Mr. Andy Bisotti
Principal

Mrs. Megan Litzinger
Assistant Principal

Mrs. Karlie Sudlow
Counselor



Visitors

All visitors to the school must report to the office and secure clearance through the Raptor program to contact students and/or staff members. Only parents, guardians, and/or authorized relatives will be permitted to contact a student. Parents, guardians, and/or relatives will be asked to present picture identification. Visitors must remain in the office and are not permitted in the hallways without an escort from the office or a visitor's badge. All visitors must conduct themselves so as not to interfere with the daily operation of the school. Visiting students, teachers—siblings or friends--cannot be accommodated in classrooms. No loitering on school grounds will be allowed. Parents wishing to talk with a faculty member should call the school and make an appointment. Staff or students should report any unauthorized visitor to the office immediately.



BRACKEN COUNTY SCHOOLS

SCHOOL CALENDAR FOR 2025-2026

GRADING PERIODS							BRACKEN COUNTY SCHOOLS CALENDAR 2025-2026							GRADING PERIODS						
2025 July							2026 January							2026 February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5					1	2	3						
6	7	8	9	10	11	12								4	5	6	7	8	9	10
13	14	15	16	17	18	19								11	12	13	14	15	16	17
20	21	22	23	24	25	26								18	19	20	21	22	23	24
27	28	29	30	31										25	26	27	28	29	30	31
2025 August							2026 March							2026 April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9								1	2	3	4	5	6	7
10	11	12	13	14	15	16								8	9	10	11	12	13	14
17	18	19	20	21	22	23								15	16	17	18	19	20	21
24	25	26	27	28	29	30								22	23	24	25	26	27	28
31																				
2025 September							2026 May							2026 June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6														
7	8	9	10	11	12	13								1	2	3	4	5	6	
14	15	16	17	18	19	20								7	8	9	10	11	12	13
21	22	23	24	25	26	27								14	15	16	17	18	19	20
28	29	30												21	22	23	24	25	26	27
2025 October							2026 Opening & Closing for teachers							2026 June						
S	M	T	W	T	F	S	PD for teachers							S	M	T	W	T	F	S
			1	2	3	4	Teacher PLC													
5	6	7	8	9	10	11	Holidays							7	8	9	10	11	12	13
12	13	14	15	16	17	18	Days of school							14	15	16	17	18	19	20
19	20	21	22	23	24	25	Non-school days							21	22	23	24	25	26	27
26	27	28	29	30	31		May 22 Last day for students							28	29	30				
2025 November																				
S	M	T	W	T	F	S														
						1														
2	3	4	5	6	7	8														
9	10	11	12	13	14	15														
16	17	18	19	20	21	22														
23	24	25	26	27	28	29														
30																				
2025 December																				
S	M	T	W	T	F	S														
	1	2	3	4	5	6														
7	8	9	10	11	12	13														
14	15	16	17	18	19	20														
21	22	23	24	25	26	27														
28	29	30	31																	



2025-2026 REGULAR DAILY SCHEDULE

Period 1	7:45 - 8:34
Period 2	8:38 - 9:27
Period 3	9:31 - 10:20
Period 4	10:24 - 11:47
MTSS	11:51 - 12:14
Period 5	12:18 - 1:05
Period 6	1:09 - 1:56
Period 7	2:00 - 2:46

NTI SCHEDULE (OUT FOR SICKNESS, SNOWDAY, ETC.)

Students will utilize the lessons on their school issued chromebook uploaded to Google Classroom . Lessons are available via flash drive for those that lack internet connection.

Teachers will be accessible via email, phone, and possibly on Google Meets.

GRADING SCALE

Letter grades only are displayed on report cards and progress reports. This expanded grade scale better defines students' grades. All letter grades are assigned to the 4.0 GPA scale.

4.0 G.P.A. Scale	BCHS Grading Scale
4.0	100 -90 A
3.0	89 - 80 B
2.0	79 -70 C
1.0	69 - 60 D
0	59 & Below F

II. DISCIPLINE INFORMATION

CODE OF CONDUCT

The Bracken County High School Site-Based Council believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that setting limits and rules for students is an important part of the learning process and necessary for the function of a healthy and safe educational environment.

It must be understood by each student and parents/guardians that any teacher or school official not only has the right, but also the duty, to insist on behaviors appropriate to the school setting. The right of discipline extends to all areas of the school program, both curricular and extra-curricular. It is the requirement of an orderly school that students and the faculty demonstrate a mutual respect for each other, and for the school, its staff, and administration.

The Behavior Intervention Plan listed on the next pages apply to conduct while school is in session; at school-sponsored activities on school premises; off school premises at any school-sponsored activity or event; in any vehicle whose use is controlled, organized, or arranged by the school; and at any time when the student is subject to the authority of the Board of Education or school personnel. School sponsored activities or events include, but are not limited to, graduation ceremonies and graduation-related activities.

The Behavior Intervention Plan is a list of minor/major behavioral infractions and recommended disciplinary actions for each infraction. This is not a comprehensive listing and the Bracken County Board of Education and the Administration of Bracken County High School shall reserve the right to administer corrective measures for other offenses that might occur. The principal and his/her designee reserve the right to alter consequences based on the severity of any infraction.

BRACKEN COUNTY HIGH SCHOOL SCHOOL-WIDE EXPECTATIONS

Pride:

- Be on time
- Keep school clean

- Take care of property
- Be a good example to others

Attitude:

- Use quiet voices
- Be respectful to others
- Use appropriate language

Wise Choices:

- Follow adult directions
- Be prepared with necessary materials
- Use cell phones appropriately in designated areas only

Safety:

- Be where you are supposed to be
- Keep hands, feet, and objects to yourself

Student Rewards/Incentives:

- BC Bucks
- Behavior Reward Activities & Prizes
- Attendance:
 1. Perfect Attendance: Students with no absences will be rewarded with a field trip at the end of the year.
 2. Good Attendance: Students with no more than 2 excused absences will take a field trip at the end of the year.

<u>Handling Minor Problem Behaviors:</u> <ol style="list-style-type: none"> 1. Name the problem behavior 2. State the school-wide expected behavior (PAWS) 3. Re-teach the expectations 	The following are suggested interventions that may be utilized in correcting a student's inappropriate behavior. Interventions are not listed in any particular order. Board of Education policy specifies consequences for certain infractions.
---	--

Minor Behaviors	Possible Interventions/Consequences
Disrespect (defiance/non-compliance) Disruption Dress Code Violation Inappropriate Language Physical Contact (non-serious) Property Misuse Tardy to class Tardy to school Technology Violation (non-serious)	Beyond School Control Charges Conference with Student Counselor Referral Court Referral Detention Expulsion Friday/Saturday School Individualized Instruction In-School Suspension
Major Behaviors	
Abusive/Inappropriate Language Arson Bomb Threat/False Alarm Disrespect/Defiance/Insubordination/Non-compliance Disruption Dress Code Violation Fighting Forgery/Theft Harassment/Bullying Inappropriate Display of Affection Inappropriate Location/Out of Bounds Lying/Cheating/Plagiarism Physical Aggression Property Damage/Vandalism Skipping Class Tardy Technology Violation Truancy Use/Possession of Alcohol Use/Possession of Combustibles Use/Possession of Drugs Use/Possession of Tobacco Use/Possession of Weapons	Loss of Privileges Out-of-school Suspension Parent Contact Restitution Time In Office Tobacco Education Group (TEG)

Potential consequences to infractions of the Behavior Intervention Plan include, but are not limited to, the following:

- **After-School Detention (ASD):** Will be held after school for one hour (3:00-4:00). Students are responsible for providing transportation and will not be excused from the responsibilities of after-school detention. Students must report to ASD with school materials to work on and remain quiet and orderly for the hour.
- **In-School Suspension:** Isolation in a classroom away from other students. Teachers will send class work and assignments for the student to work on while in In-School Suspension.
- **Out-of-School Suspension:** Students will **not** be allowed to attend school, or any school-related function on school grounds or at another school, during the term of the suspension. Students may request class assignments and receive up to 50% credit for work completed and turned in. The suspension is deemed over the next morning following the last day of suspension. Verbal contact will be made with parent/guardian or the emergency contact of the student. Parents will be required to come and pick up their child when suspended.
- **Alternative School:** Students will **not** be allowed to attend school, or any school-related function on school grounds or at another school, during the Alternative School Placement. Students will remain in one classroom throughout the day and complete course work on an online program under the supervision of a certified teacher.
- **Loss of Parking Privileges:** Students holding a BCHS Student Parking Permit will lose the privilege to park on the Bracken County High School campus.
- **Loss of Hall Privileges:** Students will not be allowed in the hallways during class time without adult supervision.
- **Loss of Internet Privileges:** Students failing to adhere to the Bracken County Acceptable Use Policy will lose their privilege to Internet access.
- **Beyond School Control Charges:** Students committing major infraction(s) or numerous infractions will be referred to the court designated worker for behavior beyond school control.

CHEATING/PLAGIARISM

Cheating/plagiarizing on class work, exams, portfolios, or state/national testing will constitute a violation of the discipline code. Plagiarism is defined as lifting text directly from the internet or from other sources without giving credit to the source. Parent/Guardian will be notified. At teacher discretion students will receive a zero on all work not original to the student. Any student found cheating/plagiarizing may be subject to ISS, suspension, and/or an alternative corrective measures.

DRESS CODE

Students represent their school; therefore, a neat appearance reflects the quality of the school. Student dress is expected to be appropriate, meaning: clothing is clean, safe, decent, and does not interfere with the educational process. Wearing inappropriate clothing is not only a poor representation of the school, but also a lack of individual respect. One can wear neat and clean casual clothing and still be comfortable. Students will wear appropriate attire for the appropriate activities. School administrators will determine appropriateness of attire. Parents may be contacted to bring additional clothing for the student so that they may be permitted to remain in the general population for the remainder of the day. The office, also, loans appropriate clothing for students when deemed necessary.

The administration shall have the final decision on what is acceptable or unacceptable.

ALL CLOTHING AND ACCESSORIES SHALL NOT BEAR REFERENCE TO DRUGS, ALCOHOL, AND TOBACCO PRODUCTS, BE SEXUALLY OR VERBALLY SUGGESTIVE, HAVE HIDDEN MEANINGS, OR CONTAIN OTHER CONTENT THAT IS VULGAR. NO GANG AFFILIATED CLOTHING.

Pants, Shorts, Skirts, Dresses

- Dresses, skirts, shorts, or pants must be secured at the waist and long enough to fully cover the buttocks when standing, sitting, bending over or walking.
- Pajama pants are not allowed

Shirts, Sweatshirts, Sweaters

- Shirts/tops must cover the back and belly button fully. Halter-tops, spaghetti straps, and shirts that reveal undergarments are not permitted.

Shoes

- Students must wear shoes at all times
- Shoes with wheels are not permitted.

Head Coverings/Cosmetics/Accessories

- No hoods may be worn in the building.
- Ears must be visible if head coverings are worn.
- Attire, cosmetics, contact lenses, presentation of extraordinary/unnatural appearance or unnatural, theatrical cosmetics that alter appearance beyond recognition will not be allowed.
- Sunglasses may not be worn inside the building (with exceptions for medical conditions).
- No blankets, lap robes, bath robes, or throws permitted.
- Any accessory that could be considered a weapon is prohibited.

Instances involving clothing not specifically included in the above regulations, the administration reserves the right to render a decision. The administration has the flexibility to make adjustments due to medical or religious reasons.

School administrators may alter the dress code for special occasions or extracurricular activities. Parents of students who require an exemption from the dress code for religious, cultural, or short-term medical reasons may make an application to the principal.


TOBACCO/VAPES,E-CIGARETTES, ELECTRONIC NICOTINE DELIVERY SYSTEMS (ENDS)

Use of tobacco or ENDS on school property by students is a violation of Kentucky State Law (KRS 438.350 prohibits the possession or use of tobacco ENDS products by a minor and KRS 438.050 prohibits the possession or use of tobacco products by a minor on school property).

It is, therefore, not permitted anywhere on school grounds by students. Smoking or possession of tobacco or ENDS products may initiate charges being filed, a fine, suspension, or all of the listed consequences. The

possession or use of tobacco products/lighters/matches/ ENDS on or about school property, at any location of a school-sponsored activity, or enroute to or from school or a school-sponsored activity will not be permitted.

These procedures are established to enhance the behavior of students in an effort to be fair, firm and consistent while providing a safe environment for property and persons. The discipline imposed may depend on the severity of the violation regardless of any prior occurrences. Consequences: See poster on right



BC Vape Free

BC Vape Free is a program designed to help empower students with the education and skills needed to make informed decisions and resist social pressures to vape as well as getting them the mental health help they may need to quit.

If students get caught with a vape or in the act of vaping on school grounds, the consequences of this program are as followed:

**if at any time a student opts out of the responsibilities within this program there will be an automatic court referral.*

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> Students take a pre-test on Vape dangets/ MH impact Students watch Vape/ MH educational video Students take post test after viewing video 	<ul style="list-style-type: none"> Students are given a counseling assessment and mandated 2 counseling sessions Students take part in session #1 and #2 of Catch my Breath Program 5 hours of community service (in or outside of school) Students will receive 1 day of in school suspension (ISS) 	<ul style="list-style-type: none"> Students are mandated 5 counseling sessions Students take part in session #3 and #4 of Catch My Breath 10 hours of community service (in or outside of school) Student will receive 3 days of in school suspension (ISS) Court Referral

4th Offense: Students are given ASAM assessment if score is a level 2 or over students are referred to an IOP program & a court referral. Students will also receive 3 days out of school suspension.

An “electronic communications device” (phone) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

According to KRS 158.165, schools are required to adopt a policy which prohibits cell phone use during instructional time. Therefore, BCHS students will be required to:

- Students must place their phone in their assigned pouch when they enter the classroom.
- Students may not remove their cell phone from the pouch until the end of class or given permission by the teacher or an administrator - this means students may not remove phones from the pouches when leaving during the instructional time for restroom breaks, assemblies, office visits, etc.
- Students may use a phone at school during class changes and at lunch only.

If a staff member finds that a student is using their phone at an unauthorized time during class time, the following actions will occur:

1. For the first offense, the student’s phone will be collected by the teacher. The phone will be returned at the end of the period to the student.
2. For the second offense, the student’s phone will be sent to a principal where it will be placed in a tagged container with the student’s name on it. The phone will be returned to the student at the end of the day. The teacher will complete an office referral for a second phone offense and call the parents. The offense will be logged in the student’s disciplinary record.
3. For any further offenses the student will be sent to the office where the phone will be placed in a tagged container with the student’s name on it. The phone will be returned to a parent/guardian only.
4. Further offenses shall be deemed “Defiance of Authority” and further disciplinary action may be necessary.

Bracken County High School is NOT responsible for theft of electronic devices or damage if brought to school.

CHROMEBOOK EXPECTATIONS and PROCEDURES

Using the Chromebook I will:

- Follow all directions as the teacher gives them
- Only use my username and password
- Not go to other websites if not directed to do so (AUP)
- Alert the teacher of anything wrong with the Chromebook as soon as possible
- Avoid using excessive force on the keys and avoid touching the screen
- Not pick any keys on the keyboard
- Not set anything on the Chromebook
- Not set the Chromebook near liquids or extreme heat

Returning the Chromebook I will:

- Shutdown the Chromebook as shown
- Place the Chromebook in the numbered slot and plug in
- Follow all directions of my teacher
- **2024-2025 Chromebooks will be assigned to students for the entire year.**

Consequences:

1st infraction = warning

2nd infraction = removal of Chromebook for the class period

3rd infraction = removal of Chromebook for specified period of time

BULLYING/HARASSMENT/INTIMIDATION / Cyber bullying ** BCS Discipline Code

Bracken County High School has a “zero tolerance” policy for bullying / harassment / malicious remarks / threats / intimidation / assault / battery. **All alleged violations will be taken seriously and investigated. Substantiated occurrences will result in disciplinary action from the school, up to and including possible expulsion.** For any discipline infraction, parents will be notified and in some instances local law enforcement. **KRS 158.154**

Discrimination:

A person is guilty of discrimination when he/she discriminates due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability.

Bullying/Harassment/Intimidation:

A person is guilty of harassment when with intent to harass, annoy, or alarm another person, he/she:

- 1) Strikes, shoves, kicks, or otherwise subjects him/her to physical contact, or attempts or threatens to do the same; or
- 2) Makes an offensively coarse utterance, gesture or display, or addresses abusive language to any person present in a public place; or
- 3) Follows a person in or about a public place or places; or
- 4) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other persons and which serve no legitimate purpose.

Students who engage in harassment/discrimination of an employee or a student shall be subject to disciplinary action as directed by the Superintendent.

Written/Verbal: 1st offense: 3 days ISS, referral for counseling, 2nd offense: 1 - 3 day suspension and counseling, 3rd offense: 3-5 days suspension, counseling, possible court referral, possible expulsion

Physical: 1st offense: 1-3 days suspension, counseling, possible court referral, 2nd offense: 3-5 days suspension, counseling, possible court referral, 3rd offense: 5-10 suspension with possible expulsion

Menacing

A person is guilty of harassment/menacing when, with the intent to harass, annoy, or alarm another person he/she:

1. Strikes, shoves, kicks, or otherwise subjects another person to physical contact or attempts or threatens to do the same.
2. Makes an offensive utterance, gesture, or display, or addresses abusive language to any person present in a public place.
3. Follows a person in or about a public place(s).
4. Commits an act, which the victim views as threatening.
5. Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another person and which serve no legitimate purpose.
6. Asks another student to meet in a particular location for the possibility of a fight or throws down books and materials with a “Come On!” statement.

Possible Disciplinary Outcomes: 1st offense: 1-3 days suspension, 2nd: 3 days suspension & possible court referral, 3rd: 5 days suspension

Abuse of a Teacher or Staff Member

Whenever a teacher, classified employee, or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher, classified employee, or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school. **KRS 161.190**

Written and Verbal: 1st Offense - 3 day suspension, *additional discipline at principal's discretion* ; 2nd Offense - 5 day suspension, charges filed with SRO, *additional discipline at principal's discretion* ; 3rd Offense - 10 day suspension, alternative placement for the remainder of the year

SEARCH AND SEIZURE

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

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

The Attorney General's Opinion:

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

DRUG TESTING

Bracken County High School reserves the right to implement random drug testing of high school students pending board approval. It is possible that all students participating in privileged activities may be subject to random drug testing at any point during the school year. Privileged activities include but are not limited to any interscholastic activity, such as sports, any interscholastic extracurricular activity, such as band or clubs, and student parking on campus. Furthermore, Bracken County High School reserves the right to implement drug testing of students as a form of search and seizure. For example, if drugs or look-alike substances are found in the student's possession, or if the student displays the physical symptoms of being under the influence of drugs and/or alcohol, a drug test may be administered.

Behaviors that May Result in Expulsion Request or Alternative Placement
--

DRUGS, LOOK-ALIKE DRUGS, AND ALCOHOL

- No pupil shall possess, use, sell, or be under the influence of alcoholic beverages, narcotics, drugs, over-the-counter drugs, counterfeit controlled substances, or look-alikes and/or possession of drug paraphernalia while at school, on school grounds, or at school sponsored events.
- Use of, in any manner or to any extent, sale of, or possession of, or under the influence of, alcoholic beverages or other illegal or controlled substances are covered in KRS 158.150-KRS 158.155.

- Alcoholic beverages include any beverage with alcoholic content. Possession of includes: items found in locker assigned to the student, in vehicles, and any other place where deposited by the student.
- Illegal substances include glue, dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, and any other material that has a harmful or unnatural effect on the person using them.
- Other substances whose use, possession of, or sale of, are not permitted are vanilla flavoring, vitamins, saccharin, caffeine, or other pills or substances appearing or represented to be controlled or other drug substances such as "speed" or any other commonly used name to designate a controlled or other drug substances.
- Drug violations shall constitute reason for suspension or expulsion. In addition, drug violations will be reported to the appropriate law enforcement agencies for possible legal action.

CONDUCT AT SCHOOL EVENTS

Students are to conduct themselves properly at all school events and should be especially careful not to create disturbances which would 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 Bracken High School. Students should accept this responsibility with pride and conduct themselves at all times as worthy representatives of the school. SCHOOL POLICIES AND DISCIPLINARY ACTION APPLY TO STUDENTS AT BOTH HOME AND AWAY SCHOOL-SPONSORED EVENTS.

LAW ENFORCEMENT OFFICIALS IN THE SCHOOL SETTING

When outside law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or his designee will be present. The parent/guardian of the child will be notified prior to the questioning. If custody and/or arrest is involved, the principal will request that all procedural safeguards, as prescribed by law, will be observed by the law enforcement officials.

SUSPENSION AND EXPULSION POLICY

The basis for suspension and expulsion of students in the public school is set out in KRS 158.150, and, as provided therein, all pupils admitted to the common schools shall comply with the lawful regulations for the government of schools.

The grounds for suspension or expulsion of students shall be, but not limited to:

1. Willful disobedience or defiance of the authority of teachers or administrators.
2. Use of profanity or vulgarity.
3. Assault or battery.
4. Abuse of other students or school personnel.
5. The threat of force or violence, terroristic threatening.
6. The use or possession of alcohol or drugs.
7. Stealing or destruction or defacing of school property.
8. The carrying or use of weapons or dangerous instruments.
9. Other incorrigible bad conduct on school property as well as off school property at school- sponsored activities.
10. Tampering with Emergency Equipment
11. Sexual Misconduct
12. Violation of the lawful regulations for the government of Bracken County Schools as established by the Board of Education of Bracken County.

NOTE: Suspension or expulsion along with a criminal complaint with the court system may result if a student violates any one or a combination of the above.

A pupil shall not be suspended from the common schools until after at least the following due process procedures have been provided:

(a) The pupil has been given oral or written notice of charge or charges against him/her which constitute cause for suspension (b) The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and (c) The pupil has been given an opportunity to present his/her own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but not later than three (3) school days after the suspension. The superintendent, principal or head teacher of any school may suspend a pupil but shall report such action in writing immediately to the Superintendent and to the parent, guardian or other person having legal custody or control of the pupil. The Board of Education of any school district may expel any pupil for misconduct as defined in subsection (1), but such action shall not be taken until the parent, guardian or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the Board. The decision of the Board shall be final.

When a student has been suspended under existing Board Regulations, one or both parents is required to return to school with the student for a conference when he is reinstated.

Verbal contact will be made with parent/guardian or emergency contact notifying of suspension.

Students will be permitted to complete missed class-work assignments upon returning to school from suspension and may receive up to 50% credit for that work. During the suspension period, students may not be on school grounds or attend school-sponsored activities. Suspension deemed over the next morning following the last day of suspension.

An Expulsion Request may be filed on any student who has been suspended from school on three separate incidents within 30 school days.

RESOURCE EDUCATION STUDENT

Any student who creates a dangerous or disruptive situation may be suspended from school. The due process procedures that should be followed for short-term suspension (generally no longer than 3 days) are the same for all students and are outlined in KRS 158.150 and OAG 78-637.

The behavior of exceptional (resource education) students and students who have been referred for evaluation for possible special education placement and/or related services will be considered during the initial Admissions and Release Committee (ARC) meetings. Behavioral interventions, treatment and consequences will become a part of the Individual Education Plan for that student. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue will be brought to the appropriate ARC to make changes in the student's program which might result in more appropriate behaviors.

The Resource Education Coordinator may be consulted in handling Resource Education cases.

A disabled child may be suspended temporarily without the special education change of placement procedures.

A disabled child may be expelled as long as appropriate Admission and Release Committee procedures are followed with a committee determination that the child's disruptive behavior was not a result of the disabling condition.

A disabled child may not be expelled if the committee determines that the child's disruptive behavior was a result of the disabling condition.

Even if the child is expelled through the appropriate procedures, there will not be a complete cessation of educational services. Therefore, if a disabled child is expelled, alternative services such as homebound instruction will be provided.

NOTES ON DISCIPLINARY CONSEQUENCES

All referrals are cumulative and consequences increase.

In addition to the disciplinary options listed under the levels, loss of school privileges (i.e. parking privileges and attendance at school activities) may occur.

If upon investigation of an incident, it is evident that a student knowingly was untruthful or withholds vital information when questioned, that student is subject to disciplinary action or additional disciplinary action.

Conferences/Counseling/Peer Mediation is aimed at intervention or prevention and are to be assigned along with consequences if an infraction has occurred.

Not attending assigned detentions results in progression of disciplinary action.

In the event of a discipline infraction, attempts will be made to notify parents by telephone. In the best interest of the student, parents need to meet with the principal in order to be able to re-enter school after suspensions.

Any student who withdraws from school while a discipline procedure (referral to District Alternative School) is taking place must face the consequences of the infraction if he/she enrolls in B.C.H.S. during that school year.

III. ATTENDANCE INFORMATION & BRACKEN COUNTY SCHOOLS ATTENDANCE POLICY

Bracken County High School believes that attendance at school is a very important aspect in the educational development of the student. Forming good attendance habits is a significant element in attaining successful employment after school. Students are expected to be in regular attendance each day that school is in session.

REPORTING A STUDENT'S ABSENCE

Certain mitigating circumstances arise among the student population, which may prevent regular attendance, resulting in pupil absences from school. On the day of the absence, a parent/guardian should call the BCHS Attendance Office at 606-735-3153 as soon as it is determined that the child will not be at school. When calling in an absence or leaving a voicemail, parents need to leave their name, the student's name, date of absence, and reason for the absence. If the call is not placed to the school regarding an absence, the Attendance Secretary will contact the parent/guardian either by phone or in writing. Upon return to school after an absence, the student must report to the Attendance Office to get an Admit Slip to class. Even if a call has been placed to the school regarding the absence, the student must bring a written note, for bookkeeping purposes, including the date of the absence and a detailed reason for the absence. Notes must include – student's name, date of absence, reason for absence, and signature of parent/guardian/doctor along with a daytime phone number in case there are questions. If a student forgets to bring a written note, the absence shall be marked as unexcused. A note may be brought in within two weeks of the absence and may be changed to excused provided it meets the criteria for an excused absence. All unexcused absences are considered truancy and will result in disciplinary and possible court action. Upon the 6th unexcused absence a student will be turned over to the district DPP for possible court action.

The Attendance Secretary will attempt to make telephone contact with all parents of those students absent from school each day. When a student is absent from school, the parent/guardian may call the school to report the absence. Parents may report an absence by calling the BCHS Attendance Secretary. Faxed excuses will not be accepted without prior permission from the building principal.

ATTENDANCE POLICY: Absences and tardies for all students in Kentucky will be calculated based on the following guidelines:

1. A full day of attendance shall be recorded for a pupil who is in attendance at least seventy (70) percent of the regularly-scheduled school day for the pupil's grade level.
2. A tardy shall be recorded for a pupil who is absent two (2) hours or less of the regularly scheduled school day for the pupil's grade level.
3. A half day absence shall be recorded for a pupil who is absent fifty (50) percent of the regularly-scheduled school day for the pupil's grade level.
4. A full day absence shall be recorded for a pupil who is absent more than four (4) hours of the regularly-scheduled school day for the pupil's grade level. (Daily Tardy is NOT the same as a tardy to class)

COMPULSORY SCHOOL ATTENDANCE ** See also BCS Discipline Code page 14-17

Each parent or guardian having custody or control of any student who has enrolled in kindergarten and any student between the ages of six (6) and sixteen (16) shall send the student to school for the full term that the school district is in session. Students age sixteen-seventeen (16-17) are subject to this law, unless written parental permission for withdrawal has been received by the school after the parent and student have attended a one (1) hour counseling session with the school counselor on potential problems of non-graduates. Any student, aged eighteen through twenty-one (18-21) enrolled in public schools is subject to truancy laws. Beginning with the 2015-16 School Year the compulsory attendance age will be raised from 16 to 18 years old.

Every student shall attend school every day that school is in session unless that student is absent or tardy with a valid, excused reason. Accumulation of unexcused absences and unexcused tardies is a violation of the law (see Truancy Defined below). Each school district in Kentucky is authorized to set its own attendance policy to determine when an absence or tardy is excused or unexcused. Violations of this law are subject to legal action.

Individual Schools' Attendance Requirements:

The SBDM Council for each school may develop specific attendance requirements consistent with the general Board of Education policy.

Make-up Work

It is a student's responsibility to arrange for make-up work after returning to school after an excused absence event. If an absence is excused, a student will be permitted to make up work missed during absences. For every day the student is absent, he/she will receive a day to complete make-up work. Regarding suspension absences or unexcused absence events, students will be permitted to complete missed class-work assignments and receive up to 50% credit for that work.

Truancy Defined: According to KRS 159.150, any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy three (3) days or more is a truant. A pupil who has been absent without valid excuse or tardy six (6) times or more during a one (1) year period is a habitual truant. One year is defined by any consecutive twelve month period.

Absences and Excuses: Pupils are required to attend regularly and punctually the school in which they are enrolled. When a student must be absent from school, arrive late, or leave early, it is the responsibility of the parent/guardian to write a note to the school to inform the principal of the reason for the absence. Anytime a student misses any part of the school day, a note or other valid documentation must be submitted in order to determine if the absence is excused or unexcused within three (3) school days of the absence(s). If such documentation is not submitted within three (3) days of the absence(s) then the absence(s) will remain unexcused. Faxed excuses will not be accepted, without prior permission from the building principal.

Excused Absences

Excused absences as defined below will be permitted up to seven (7) days per school year by written statement from the student's parent.

A student shall be permitted to make up missed work and shall be eligible for class credit for any excused absence. The following reasons are considered valid excuses for missing school providing written documentation is presented to the school:

1. Death or severe illness in the pupil's immediate family; "immediate family" being mother, father, sister, brother, or grandparents.
2. Illness of the pupil; "illness" being defined as a health hazard making school attendance a threat to the health of the student or others at school. A doctor's statement is required after seven parent notes have been used.
3. Illness of the pupil, including mental or behavioral health, when verified by a doctor's statement.
4. Professional Appointments, Medical or Dental appointments (only the portion of the day required and with documentation from physician/dentist office)
5. Court appearance (only the portion of the day required and with documentation from the Court)
6. Religious holidays and practices.
7. One (1) day for attendance at the Kentucky State Fair.
8. Other valid reasons as determined by the principal
9. Educational Enhancement Opportunity – must be approved prior to departure. Form may be secured from the attendance secretary.
10. Written driver's permit test and driver's license road test (only the portion of the day required and with documentation from the examiner)
11. Documented military leave
12. One (1) day prior to departure of parent/guardian called to active military duty
13. One (1) day upon the return of parent/guardian from active military duty
14. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave
15. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces

NOTES REQUIRED (BCS Code)

Parent Notes: A student returning to school after an absence must bring a note within three (3) days signed by his/her parents or guardian. Seven (7) parent or guardian notes are accepted for excuse for absent/tardy events each school year.

Health Care Provider Notes: A student who is absent due to illness and goes to the doctor or other health provider shall within three (3) days of return to school present the health care provider's statement. The following information is required on the excuse statement:

- 1) name of health care provider;*
- 2) date and time of appointment;*
- 3) reason for visit;*
- 4) date student can return to school.*

*Doctor's statements will be accepted for up to ten (10) full day's absences and up to five (5) tardy events per school year. After that no further absences will be excused without the submission of a **Bracken***

***County Medical Excuse Form.** Those forms are available at the Board of Education or at each school.*

The District may review the excuses and any supporting documentation/information as submitted and may take steps to address attendance issues, including but not limited to: requiring more extensive documentation/information in support of future excused absences, exercising interventions/corrections regarding any absences determined to be supported by incorrect or fraudulent information, or making appropriate referrals.

Chronic Illness/Ongoing Treatment Verification Form: Parents/guardians of chronically ill students or students with disabilities should notify the Principal should submit the Chronic Illness/Ongoing Treatment Verification Form in order for those students to receive special consideration concerning the 10-day limitation. This form is to be used to verify that the named student has a long term chronic health issue requiring frequent healthcare visits, monthly orthodontic appointments, therapy sessions, treatment, etc. that may result in frequent absences and/or tardies. This form must be on file at the school. One form per condition. A regular healthcare provider note will still be required for each absence/tardy due to a visit/appointment/daily absence from school.

Other Absences:

1. **4-H Activities** Participation of a pupil in 4-H activities, which are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.
2. **Participation in School – Related Activities** Attendance should be counted for all field trips, club trips, athletic trips, etc., sponsored and approved by the school and/or school district.
3. **Military deployment/returning of parent/guardian only.** One day for each activity.
4. **Treatment for Lice;** the day students are sent home for contracting lice will be considered excused. Students will be inspected by the nurse upon return to school to assure they are “nit-free” no later than the second day following being notified of the problem. Any days missed after the initial day the student is sent home will result in unexcused absences.
5. **Suspensions** House Bill 43 states that suspensions are unexcused absences.
6. **Students Sent Home by School Personnel** If the school nurse/health aide or principal determines that a student should not be in school for health reasons, this will be considered an excused absence for the remainder of the day and will not be counted against the parent and/or guardian absence notes.
7. **Educational Enhancement Opportunity** A student can receive an excused absence up to ten days to pursue an educational enhancement opportunity of a significant and intensive program related to the core curriculum. Must have education connections that are tied to core content 75% of the trip days. CANNOT be a family vacation. Must submit documentation, in writing, following the trip to support significant EEO. Application forms (available from the principal) for an excused absence must be completed 5 days prior to the absence. This absence CANNOT take place during state testing and the decision for approval of a trip will be made by the school principal; Students shall be responsible to make arrangements with their teachers for all missed assignments; A student with three (3) or more unexcused absences will not be granted an EEO. Decisions may be appealed to the Superintendent and then to the Board of Education.

TARDY to SCHOOL – STUDENTS ARRIVING AFTER 7:45 A.M.

If the school day should be extended for any reason, times will be adjusted accordingly.

Absence and Tardy Defined: A pupil absent up to 120 minutes of the day by arriving late, leaving early, or a combination of the two is considered tardy. If a student misses more than 120 minutes of the school day, then the entire amount of time will be counted as absent and recorded as a percentage missed of the day. **Students may be referred to the court upon the sixth (6) unexcused absence/tardy to school.**

(PARENTS/GUARDIANS DO NOT DETERMINE WHETHER OR NOT A TARDY/EARLY DISMISSAL IS “EXCUSED”).

Students arriving to school after 7:45 a.m. need to report DIRECTLY to the Attendance Office and sign-in.

Students should have a signed note from the parent/guardian stating the reason for the tardy.

The administration reserves the right to contact the parent/guardian to verify the originality of the note. Parents/guardians will be notified by phone when students report to school after 7:45 a.m. without a signed note. A written excuse from the parent does NOT guarantee that the tardy will be excused.

Upon obtaining the 5th "UNEXCUSED" tardy, the student will be assigned a Lunch Detention. A student arriving to school late for the purpose of a medical/dental/orthodontic appointment must present a doctor's note for the tardy to be considered "excused."

4 unexcused tardies will equal one unexcused absence.

EARLY DISMISSALS

Students must have permission of their parent/guardian, or an individual designated by the parent/guardian, if they leave the building prior to the dismissal of school. Early-dismissal notes, to include exact dismissal time, should be presented to the Attendance Secretary upon arriving at school in the morning. The administration reserves the right to contact the parent/guardian to verify the originality of the note. ALL STUDENTS MUST SIGN OUT IN THE FRONT OFFICE PRIOR TO LEAVING THE SCHOOL CAMPUS.

MASON COUNTY AREA TECHNOLOGY CENTER

ATTENDANCE REGULATIONS

In order that each student and parent may be aware of what is expected of the students by the schools involved, the following regulations have been set forth as a guide for attendance and conduct while attending vocational school.

1. All A.T.C. students should report to Bracken High School on the first day of classes, and will report to vocational school on that day.
2. Students should be in attendance at the ATC each day school is in session. Since ATC programs require applied task and skill development, excessive absences may result in loss of credits or removal from the program. With advance permission of the ATC principal, students may be permitted to attend the ATC at times that the Bracken County Schools are not in session, in order to make up the required work. Transportation on these arranged days is the responsibility of the student and parent/guardian.
3. Rules of conduct of each school must be observed. These rules will be stated by the individual school. If a student is suspended from one school, he/she will be suspended from the other on the corresponding days. Students who refuse to abide by A.T.C. rules will lose their privilege to attend.
4. All students going to Mason County A.T.C. must ride the bus provided. **NO STUDENT WILL BE PERMITTED TO DRIVE OR BE DRIVEN TO THE AREA TECHNOLOGY CENTER EXCEPT UNDER UNUSUAL CIRCUMSTANCES. PARENTS/GUARDIAN MUST HAVE HIGH SCHOOL'S PERMISSION BEFORE DRIVING STUDENT TO A.T.C.** These circumstances must be approved by the Principals of both schools. Anyone given permission to drive may not accept riders. If the Bracken School system is closed due to the weather or scheduled vacation or professional development, students are not required to attend the A.T.C.
5. While being transported to and from the A.T.C., all students must maintain appropriate conduct. The bus driver has the authority to refuse anyone permission to ride their bus if they believe the conduct is unbecoming and hazardous to others. Any person so refused will be referred to the Principal for disciplinary action and may be dropped from vocational school.
6. If a student misses the bus, he/she will remain in the In-School Suspension Program the morning of the absence. If a student misses vocational school for this reason, it will be considered an unexcused absence.
7. Students who must be absent from Bracken High School after attending A.T.C. must be given early dismissal. Students who leave campus without permission will be dealt with appropriately.
8. A.T.C. textbooks will be furnished by the school system. These books are very expensive and must last five years. Their upkeep and care is the responsibility of each individual student. Appropriate fines will be levied for books that are defaced or lost.

Attendance Awards To receive a district perfect attendance award, a student must not be absent during the school year. There are three (3) levels of district attendance awards: (1) neither absent nor tardy; (2) perfect attendance with Educational Enhancement Opportunity; and (3) perfect attendance with at least one tardy.

Special Circumstances: It is understood that principals will be faced with special circumstances and should use their professional judgment in these cases. The age of the student and normal childhood and adolescent illnesses and conditions (e.g., chicken pox, mononucleosis, pneumonia, etc.) must be taken into consideration. Upon the request of the principal, the D.P.P. will appoint an attendance committee to review any possible misuse/abuse of the attendance policy.

21 year old and older students: Students who are 21 years old or older who have reached nine (9) or more unexcused absences and who have had due process, as determined by the Superintendent, may be removed from the attendance rolls of the Bracken County Schools.

Administration: the Director of Pupil Personnel will refer students to the Court system (D.P.P.) after nine (9) unexcused absences. At each school, the principal will designate the person(s) responsible for coordinating contacts with parents and/or guardians and maintaining documentation prior to the ninth unexcused absence, which is sent to the D.P.P. at his or her request.

1. **First Step – First Contact** will occur after the third unexcused absence and shall be made by the secretary, teacher, guidance counselor, principal, or principal designee, through a letter or phone call. * (Documentation of contact shall show: (1) the name of the person placing the call or making the contact; (2) the date and time of call or contact; and (3) the person spoken to and their relationship to the student.)
2. **Second Step – Second Contact** will occur after the fifth unexcused absence and shall be made by the secretary, teacher, guidance counselor, principal, or principal designee, through a letter or phone call. * (Documentation of contact shall show: (1) the name of the person placing the call or making the contact; (2) the date and time of call or contact; and (3) the person spoken to and their relationship to the student.)
3. **Third Step – Third Contact** will occur after the seventh unexcused absence and completion of steps 1 and 2 above. The principal and/or the D.P.P. shall make a home visit after the seventh unexcused absence and before starting the court referral. * (Documentation of contact shall show: (1) the name of the person placing the call or making the contact; (2) the date and time of call or contact; and (3) the person spoken to and their relationship to the student.)

Contact Record Form shall be completed for each student contact and shall show: (1) the name of the person placing the call or making the contact; (2) the date and time of call or contact; and (3) the person spoken to and their relationship to the student. *The Guidance Counselor, principal, and/or the D.P.P. may request the Family Resource/Youth Service Center to make a parent contact if it is suspected that the services and resources of the center may be needed to solve the underlying problems causing lack of good attendance and student success in school.

Driver's License Revocation Law

Students 15-17 years of age who are found to be academically deficient by the Bracken County Schools or who have accumulated nine (9) unexcused absences per semester may have their names submitted to the Department of Transportation for possible revocation of their driver's license or their right to obtain a driver's license.

Homebound Services for Extended Medical Reasons:

Parents/guardians of students for whom it is anticipated that they will be absent five (5) days or more due to a medical condition shall arrange for homebound instruction through the principal or attendance clerk at the school. Parents/guardians must contact the school immediately upon a doctor's recommendation that a student be absent from school at least five days. State approved homebound applications that include a physician's statement must be presented to the school requesting homebound services prior to service beginning. These forms are available at the schools and at local physicians' offices. A committee will approve or deny the request based on state criteria. Once placed on homebound, the student is not counted absent and class work continues with a certified teacher. There is no cost for this service.

Attendance: Prom and Graduation Ceremonies

Students with ten (10) or more unexcused absences during their senior year will not be allowed to participate in or attend senior trips. If a student loses the privilege of attending senior trips, they must attend school on the designated days of the trip in order to maintain the privilege of participating in awards night and graduation. If a student is suspended the day of, or day prior to, the graduation ceremonies, the student may not participate or attend.

Students with ten (10) or more unexcused absences for the school year will not be allowed to attend the prom. If a student is absent or suspended the day before the prom, the student may not participate or attend.

Attendance and School-Related Activities

Attendance will be counted for all field trips, club trips, athletic trips, etc., sponsored and approved by the school and/or school district. It is the student's responsibility to request missed work from teachers.

Suspensions

House Bill 330 states that suspensions are unexcused absences. During the first ten (10) days of suspension, a student may be counted present if he or she participates in an alternative education program.

If a student has been suspended due to behavioral violations or drops out of school while under suspension, then the student shall not be allowed to participate in or attend school-related activities or functions sponsored by the school or District until the student has returned to the regular school day. (Ex: Students may not attend extra-curricular events sponsored by the school until their suspension is complete and they have already returned to school.)

Special Circumstances

It is understood that principals will be faced with special circumstances and should use their professional judgment in these cases. Upon the request of the principal, the D.P.P. will appoint an attendance committee to review any possible misuse/abuse of the attendance policy.

IV. TRANSPORTATION INFORMATION

ENTERING/LEAVING THE SCHOOL BUILDING

Students may enter the building at 7:15 a.m. and proceed to the cafeteria or gym. Students are not permitted beyond the cafeteria/lobby area unless accompanied by a staff member. Unless a student is under the supervision of a staff member, students must leave the building, including the Fitness Center, by 3:00 p.m.

BUS RIDERS RULES AND REGULATIONS

Previous to Loading - (On the road and at school)

1. Be on time at the designated school bus stops; the bus cannot wait for those who are not on time.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Respect other people's property. If the bus stop is in front of someone's house, stay off their property.
4. Wait until the bus comes to a complete stop before attempting to enter the school bus.
5. Bus riders are not permitted to move toward the bus at the school bus loading zone until the buses have been brought to a complete stop.

While on the Bus

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and clean at all times.
3. Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your home. Damage to seats, windows, etc., must be paid for by the offender.
5. Seats may be assigned by the driver.
6. Bus riders should never tamper with the bus or any of its equipment.
7. Leave no books, lunches, or other articles on the bus.
8. Nothing is to be thrown about on the bus.
9. Keep books, packages, coats and all other objects out of the aisles.
10. Help look after the safety and comfort of small children.
11. Do not throw anything out of the bus windows.
12. Bus riders are not permitted to leave their seats while the bus is in motion.
13. Horseplay is not permitted around or on the school bus.
14. Bus riders are expected to be courteous to fellow pupils and the driver.
15. Absolute quiet is expected when approaching a railroad crossing stop.
16. In case of a road emergency involving vehicles other than the school bus, children are to remain in the bus.
17. Absolutely no smoking on the school bus.
18. Absolutely no eating or drinking on the bus.
19. Abstain from the use of foul language.

After Leaving the Bus

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction. Never cross the road from behind the bus. No congregation at bus stops.
2. Be alert to the danger signal from the driver.
3. The driver will not discharge riders at other places than the regular bus stop at home or at school unless by proper authorization from the parent signed by the principal of the child's school.

Extra-curricular Trips

1. The above rules and regulations would apply to any trip under school sponsorship.

2. Pupils shall respect the authority of chaperones.

SHOULD ANY PUPIL PERSIST IN VIOLATING ANY OF THESE REGULATIONS, IT SHALL BE THE DUTY OF THE DRIVER TO NOTIFY THE PRINCIPAL, AND AFTER DUE WARNING HAS BEEN GIVEN TO THE PUPIL, THE PRINCIPAL SHALL THEN FORBID THE DISOBEDIENT PUPIL THE PRIVILEGE OF RIDING ANY SCHOOL BUS FOR AN APPROPRIATE AMOUNT OF TIME UNTIL THE PRIVILEGE IS REINSTATED BY THE PRINCIPAL.

Written notice of the action of the principal shall be furnished to the parent, but such notice need not precede action by the principal.

BUS PROCEDURES FOR BRACKEN HIGH SCHOOL

Morning Procedures

1. In the morning, students who ride buses should come directly into the building by way of the sidewalk and enter the cafeteria/gym.
2. Vocational students will remain in the cafeteria while awaiting departure of their bus.
3. The parking lot and driveway area will be supervised during this time.

Afternoon Procedures

1. Bus riders may exit the building at the appropriate bell.
2. Students may use only the main entrance to exit the building.
3. Students should not run to buses, but should load waiting buses in an orderly fashion.
4. Bus loading and student parking will be supervised at all times.

NOTE: Students must ride the bus(es) that are assigned for them at the beginning of the school year. Any change must be approved by the Superintendent of Schools or his designee. Students who need to ride a different bus for one day must have a written request from the parent, signed by the principal or his designee, to present to the driver.

STUDENT DRIVERS

Students who are authorized to drive to school must: 1) Have a valid Kentucky driver's license. 2) Have adequate liability insurance coverage. 3) Have a completed Driver Permit and Registration form signed by parents on file in the office. 4) Pay a \$3.00 parking permit fee and have a parking permit attached to his/her car. 5) Have all student fees, past and present, paid in full before permit will be issued. 6) Specific parking space will be assigned to students and students will be required to park in his/her assigned space.

The school board retains the control of all parking areas at B.C.H.S. and the right and privilege to use the parking lots is granted to a student who wishes to drive his/her car to school with the understanding that the principal or other school officials have the right to make unannounced searches of any or all vehicles at any time.

Students with a valid driver's license wishing to drive to school must return a completed parking application AT THE BEGINNING OF THE SCHOOL YEAR. **If the number of requests exceeds the number of parking spaces, permits will be issued following a random drawing.** The administration reserves the right to grant or deny parking privileges.

To retain parking privileges and to ensure the safety of students, all drivers must adhere to the following procedures:

1. Speed limit 15 m.p.h.
2. STUDENTS WILL IMMEDIATELY MOVE INTO THE BUILDING UPON ARRIVAL TO SCHOOL.
3. Students will not be permitted to return to cars; therefore, all books, lunch money, gym clothes, etc., should be brought into the building when arriving at school each morning. In an urgent situation, the principal may grant permission for student to return to their car accompanied by a faculty member.
4. Drivers and riders will remain in their last period class until released by the bell at approximately 2:46

5. Buses have the right-of-way at all times in the parking.
6. For the safety of personal belongings, cars should be locked at all times.
7. Students who do not abide by the above rules or who demonstrate poor driving habits will lose their driving privilege.
8. Upon the fourth (4th) tardy to school, the principal will verbally make the student aware of the consequences of school tardies. Upon the fifth unexcused school tardy and each subsequent tardy, a student will be assigned to an after-school detention or Friday School. In addition, driving privileges may be suspended for ten (10) school days. The student's permit will be taken from them and kept in the office during that time. A letter will be sent to the parents notifying them of the recurring tardies, penalty, and restriction, and suggesting that the student ride the bus for one month. This penalty may be repeated.
9. Students will be required to display on their rear-view mirror a Bracken High School parking permit. Failure to display the parking permit: 1st offense – Warning; 2nd offense and subsequent offenses – Parking privileges may be denied for up to five (5) days. PERMITS ARE NON-TRANSFERABLE.
10. A one-day temporary permit may be issued by the principal or his designee on request.
11. Students are not allowed to leave campus unless permission is given by school personnel.
12. Reckless driving will result in the loss of all driving privileges.

NO PASS-NO DRIVE STATE LAW

The "No Pass/No Drive" bill (HB 32, amending KRS 159.051) is a Kentucky Law and it applies to school districts in the Commonwealth. This regulation is intended to support dropout prevention and to provide an incentive for students to stay in school and pass their courses.

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for academic deficiency, or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

Prior to taking the driver license permit test, students need to obtain the proper verification form from the Guidance Office. Verification is based on the final grades and attendance from the most recently completed semester. The form is valid for sixty (60) days.

V. STUDENT & ACADEMIC INFORMATION

CLASS LOAD

All students, while in full-time attendance at Bracken County High School, are expected to carry a minimum class load of seven credits.

DROP/ADD (CLASS CHANGE) POLICY

Students will have until April 15th to revise requests for the next school years. If a dual credit student withdraws from a dual credit class, that class must be replaced by a similar class with the potential for the student to earn a similar credit. If this is not communicated to the counselor, it could result in the student having an incomplete or failure placed on their Bracken County High School transcript.

Only students assigned to a course **not** on their request sheet as either a first choice elective or alternate elective will have the opportunity to request a schedule change at schedule pick-up or during the first five school days. A request does not necessarily assure that a schedule change can or will be made.

Therefore, students are advised to make wise choices when registering for classes and listing alternates.

When a schedule change occurs, it is effective immediately. The student will be given paperwork as notification for the teacher (s) and parents. It is requested that students return this signed paperwork to the Guidance Office.

WITHDRAWAL FROM A COURSE IS SUBJECT TO THESE LIMITATIONS:

1. Withdrawal from a required course is not permitted.
2. A student must have a legitimate academic issue before any withdrawal from a non-required course will be considered.
3. Withdrawal from a non-required course must still leave the student with a full course load. Withdrawal from a non-required course after the first quarter mid-term may result in withdrawal grade entry on the transcript per discretion of the principal. A student may not have more than one non-credit bearing course period (i.e., School Service Learning) each semester.
4. Students must have a complete schedule to remain a full-time student.

LATE ENTRY INTO A COURSE:

After the first two weeks of school, students may not add a course without approval of the teacher and/or principal or counselor.

No mid-year or 2nd semester changes will be made unless initiated by the classroom teacher or recommended by an administrator as a placement change.

COMMENCEMENT

Commencement activities include the rehearsals, Awards Night, and Commencement. **Prompt attendance at ALL rehearsals IS REQUIRED for participation in the Awards Night and Commencement ceremonies.** Student attendance is mandatory for every day in the school calendar. If a senior prefers not to participate in the Commencement activities, his/her diploma may be obtained from the Principal's Office at school the first working day after commencement. Invitations, caps, and gowns are ordered near the end of the first semester. Seniors are required to purchase the cap and gown. A schedule of end-of-year graduation activities and requirements for participation in these activities will be given to each senior and senior parent/guardian early in the spring semester. Seniors who fail to follow school rules/end-of-year commencement guidelines may be prohibited from attending any/all commencement activities. Commencement activities include Awards Night and Commencement. Any decision to prohibit a senior from participation in any of the above activities shall be the decision of the high school administration. In this event, the senior's diploma may be obtained from the Principal's Office the next work day.

Graduation Recognitions

Summa Cum Laude: Purple Cord
 Magna Cum Laude: Light Blue Cord
 Cum Laude: Yellow Cord
 Work Ethic: Green & Purple Cord
 Post Secondary Cord: Black and Silver Cord
 4-H: Green & White Cord
 NKU YSA (applies to Class of 2025 only): Black & Gold Medal
 MCTC Dual Credit: Gold Cord
 HOSA: White Stole or Red Cord
 MCCMS Electrical Apprenticeship: light blue & green cord
 Skills USA: White Stole/Red & White Cord
 Military: Red, White, & Blue Cord
 Volunteer Fire Department: red stole
 FBLA: Blue & Yellow Medallion
 Beta Club: Gold Stole/Black Tassel
 FCCLA: White Stole or Red Cord
 FFA: Gold Stole or Blue/Gold Cord

WORK ETHIC DIPLOMA

Application required at the start of a student's senior year. Attendance, GPA, and extra-curricular participation are reviewed to determine eligibility. Soft skills assessment/unit completion required by spring deadline. Interview/Resume Review with the Counselor also required in the spring semester. Acknowledgement at Graduation with completion of ALL requirements.

EXTRA-CURRICULAR TRIPS

All students are expected to conform to all school policies and regulations while participating in any extra-curricular activity or field trip. Extra-curricular is defined as any school sponsored function outside the classroom. Violations will result in discipline consistent with school policy.

Parental permission slips must be completed and returned to the classroom teacher/sponsor prior to the field trip. Parental permission will not be accepted over the telephone.

Members of athletic/academic teams need not complete a permission slip for each away trip, as these students & parents sign a consent form at the beginning of a season. Permission slips will not be required for certain classes where transportation to another school building in the district is necessary.

GRADUATION & GRADE LEVEL REQUIREMENTS

CREDIT REQUIREMENTS

	10th Grade	11th Grade	12th Grade	Graduation
Minimum Credits	5	11	18	25

■REQUIRED COURSES

Minimum High School Graduation Requirements		
SUBJECT	CREDITS	COURSES
Language Arts	4	English I, II, III, IV (To include the content strands of reading, writing, speaking, listening, observing, inquiry, conventions, analysis, and using technology as a communication tool. Language arts shall be taken each year of high school.)
Social Studies	3	Credits to include the content strands of historical perspective, including U.S. History, Geography, Economics, Government and Civics, and Cultures and Societies.
Mathematics	4	Algebra I, Geometry and Algebra II (An integrated, applied, interdisciplinary or technical/occupational course that prepares a student for a career path based on the student's Individual Learning Plan may be substituted for a traditional Algebra I, Geometry or Algebra II course on an individual student basis if the course meets the content standards in the program of studies. Pre-Algebra shall not be counted as one of the three required Mathematics credits for high school graduation but may be counted as an elective. Mathematics shall be taken each year of high school. Beginning with the class of 2023 students will need 4 math credits to graduate.
Science	3	Credits shall incorporate lab-based scientific investigation experiences and include the content strands of biological science, physical science, earth and space science, and unifying concepts.

Health	1/2	Credit to include the content strands of individual well-being, consumer decision, personal wellness, mental wellness, and community services
Physical Education	1/2	Credit to include the content strands of personal wellness, psychomotor, and lifetime activity
Visual and Performing Arts	1	Credit will include curriculum and assessments in the content strands of arts, dance, music, theater, and visual arts. (Beginning with the/Class of 2023)-This credit is required through earning a credit in A&H, Art, Band, or Music in Film .
Foreign Language	0	Spanish I & II are offered at Bracken County High School. Students who wish to learn a foreign language and are college bound are encouraged to take these classes.
Electives	9	Academic and career interest standards-based learning experiences (to include four (4) standards-based learning experiences in an academic or career interest based on the student's Individual Learning Plan; and Demonstrated performance based competency in technology.)
Total	25	

In addition to the required credits, each student must complete an Individual Learning Plan (ILP) & pass the state-mandated Civics test. Beginning with the Class of 2024, students must fulfill a Financial Literacy credit; this will be fulfilled through units in CTE courses students' freshmen year. Students who do not take a CTE course or move in to the district without this requirement will have to make up the credit at a later date. Possible courses to fulfill this requirement include Math Concepts, CCR Math, Personal Finance, and Financial Literacy.

For access to the complete Course Catalog click the link below.

[Bracken County High School Course Catalog 25-26](#)

Dual Enrollment Criteria

Juniors and seniors at Bracken County High School wishing to enroll in dual credit courses through MCTC or Murray State must meet the following criteria:

- Student must meet the college requirements on the ACT or receive the equivalent on the KYOTE &/or TABE test. Murray State will acknowledge the ACT.
- Students must have the recommendation of the high school counselor.
- Students must complete application for possible admittance.
- **NOTE: Students will receive the letter grade that the college reports. Weighting will take place with the 5-point scale, with the college letter grade assigned.**
- According to district policy: for students enrolled in dual credit courses, the District shall provide transportation from the high school to the college and back to the high school for courses offered off school campus. Provided students earn at least a final course grade of "B" from the college, the District shall reimburse for the amount of the tuition for the course. Students earning a final course grade of "C" from the college, shall have the District pay for fifty percent (50%) of the amount of tuition for the course with the remainder of the tuition being the responsibility of the student and his/her family. Students earning a final course grade of "D or below" from the college, the student and his/her family will be responsible for one hundred percent (100%) of the tuition. All other expenses, including textbooks, shall be the responsibility of the student and his/her family.

A student may not exceed a maximum of 18 hours under the district pay plan (three (3) hours per semester during eleventh (11th) grade and six (6) hours per semester during twelfth (12th) grade year). Any hours taken beyond 18 will be the entire financial responsibility of the student and his/her family. In order for the district payment plan to take effect students must first participate in the KHEAA scholarship for a total of six (6) hours. This scholarship is available for juniors and seniors. This scholarship is available to all juniors and seniors. It is not needs based. The scholarship can be found. WWW.KHEAA.com. Transportation will not be provided on days that the district schools are not in session.

MCTC at BCHS: Students must have achieved a minimum of 20 on the reading section of the ACT. These courses will be online and/or taught by a professor at BCHS. Online courses are primarily an option for seniors and juniors. The number of interested, qualified students will determine if MCTC can send a professor to BCHS each year.

MCTC at Maysville: Students taking courses through MCTC will be permitted to attend courses on their campus if they have achieved benchmark on the ACT in English (18), math (19), and reading (20). A school bus will transport these students. If Bracken County Schools are closed then transportation becomes the full responsibility of the parent/student. If Bracken Schools are closed, but MCTC is open (spring break for example) the student is expected to report to classes at MCTC. If MCTC is closed due to a holiday, spring break etc. but BCHS is in session then the student will report to BCHS for their normally scheduled classes.

Appeal for Dual Enrollment Criteria: A parent/student may request an appeal of Dual Enrollment Criteria. The request must be in writing to the building principal or guidance counselor within five (5) school days of the Dual Enrollment decision.

Options for Completing Graduation Requirements

- Students may complete graduation requirements by obtaining their necessary credits in a standard high school program.
- Students may fulfill graduation requirements by passing a summer school course approved by the Bracken County Board of Education and Kentucky Department of Education.
- Students may participate in a credit recovery program if they are in jeopardy of being retained at a grade level. This program is offered at Bracken County High School and is a rigorous study of the coursework needed. This program may also be made available to students at risk of dropping out of high school. The principal must grant approval before enrollment in these courses may take place.
- Students may meet graduation requirements by passing a correspondence course from a Kentucky college or university if they have enrolled in and failed to receive credit in the course from a state accredited high school. The Principal or Guidance Counselor shall approve all correspondence courses in advance. A maximum of two credits for graduation requirements may be earned through correspondence courses. Correspondence courses may not be taken to graduate early or for a required subject unless the student has failed the required subject. If the course is not completed, the student will be enrolled in the school's course at the beginning of the school year.
- In the event that a student's physical condition or religious convictions prohibit participation in the one half (1/2) unit physical education course, the Board may authorize a variance in or exempt the student from graduation requirements for the course.

College Students Leaving During the School Day:

- Sophomore students are not permitted to leave during their college periods - students must report to and remain in their assigned location in the school building
- Junior and Senior students may leave during their college periods if they meet the following criteria:
 - Have a signed parent consent form to leave
 - C or above in all classes (Evaluated at the end of each nine-weeks)
 - No major discipline issues
 - Must not be habitually truant (6 or more unexcused absences)
- Students who choose to leave must leave during the class change before their college period and may return during the class change prior to their next in-person class.
- Students who choose to remain must stay in their designated area for the duration of their college period.

REPORT CARDS AND PROGRESS REPORTS

Students will receive quarterly report cards as well as mid-term progress reports each grading period. These will be given to the student to be shared with the parent/guardian according to established timelines. The final grade report for the year will be mailed home.

Parents are encouraged to review these reports carefully with their child and to communicate directly with the teacher should academic concerns arise. Parents are also encouraged to utilize the Infinite Campus portal to monitor grades throughout the year.

Early Graduation

Is possible for students who intend to move on an accelerated timeline through high school and graduate college ready before the typical four years of high school or age eighteen. Early Graduation is a deliberate pathway for students who wish to move on when ready, receive a diploma from the district and be eligible for acceptance into a Southern Association of Colleges and Schools (SACS) accredited Kentucky public or non-profit two- or four-year college. Students interested in early graduation should contact the guidance counselor for more information.

Determination of GPA

Grade point average shall be calculated by the total of all *quality points* earned in high school divided by total credits taken.

The following *quality points* shall be used to determine grade point standing:

Non-weighted classes will be given the following quality points:

A - 4, B - 3, C - 2, D - 1, F - 0

Weighted courses (College Board Advanced Placement, MCTC, and MSU Classes) will be given the following quality points, beginning with the class of 2010.

A - 5, B - 4, C - 3, D - 2, F - 0

Scholarships & Awards:

All students applying for scholarships through the BCHS Guidance Office must give their applications in person to the Guidance Counselor by the deadline date. Students have the responsibility to make sure they receive a receipt for all scholarship applications. The Counselor will keep one copy and the student will keep a copy. Students are responsible to notify the school of all other awarded scholarships in accordance to the guidelines established by the guidance counselor.

Seniors will be recognized at commencement for their academic accomplishments by the following method:

Seniors earning a weighted grade point of average of 3.9 and above will receive Summa Cum Laude recognition. Seniors earning a grade point average of 3.7 – 3.899999 will receive Magna Cum Laude recognition. Seniors earning a grade point average of 3.5 – 3.699999 will receive Cum Laude recognition. Grade point averages will not be rounded up to determine classification. The exact GPA will be used to determine classification.

For an award or scholarship obtained outside of school to be announced on awards night, the guidance counselor must be notified one week prior to the awards night/graduation ceremony.

Underclassmen Awards

Awards presented to students in grades 9-11 during the last month of school and during the school day, may include but are not limited to

- awards in each academic area, or for specific courses;
- attendance;
- good behavior/citizenship;
- extra-curricular and co-curricular achievements.

ACCEPTABLE USE POLICY

This policy must be read and an annual agreement signed before the individual is allowed to use district computers or other equipment.

BREAKFAST and LUNCH PRICES

All Bracken County students will receive free lunch and breakfast for 2024-25. Students will have the option to purchase additional items.

HOMEWORK POLICY

This policy on assignment of homework to students has been developed to establish responsibilities and guidelines for minimum standards for the assignment, evaluation, and monitoring of homework assignments.

*** Scope**

This policy is intended to guide teachers for all students in Bracken County High School. It does not apply to students receiving homebound instruction or whose instructional program is governed by individualized education plans when those plans exclude the prospect of homework.

*** Definition**

Homework is defined as assignments to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.

*** Commitment**

The development of study skills must be an integral part of Bracken County School's educational policies. Bracken County High School strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is the Bracken County High School's policy that homework will be assigned to students in accordance with their individual needs and abilities and in support of the learning objectives of the particular curricular area.

It should be recognized that not all homework will take the form of written assignments. Some homework may involve taking part in cultural and/or creative activities.

*** Policy**

It is the policy of Bracken County High School that teachers will assign homework as appropriate on a regular basis to all students capable of completing assignments and that homework will never be used as part of a system of punishment and/or rewards.

- The appropriate range of hours per week of homework to be assigned is 10 to 15 hours.
- Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the individual student.
- Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
- Homework will be accomplished outside class time, not during the instructional period.
- The burden that homework places on a student will be considered when assignments are made and in making homework assignments. Consideration should be given to school events and other subject area requirements.
- Teachers shall evaluate and return homework assignments to students in a timely manner and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.
- Teachers shall decide the degree to which homework affects the determination of a student's grade.

- Teachers shall provide clear, concise, directions for the completion of homework assignments.

* **Parental Support**

Parents are urged to actively involve themselves with their child's schoolwork. Homework assignments offer an opportunity for valuable interaction between parent and child in support of learning. Please stay in close communication with your child's teachers to ensure homework is being completed and turned in.

* **Student Responsibilities**

Students are responsible for completing their homework, and with support from their parents, may want to follow some of the following practical suggestions:

- Write down assignments and due dates.
- Ask questions and select necessary books and supplies daily before leaving school.
- Keep homework in the same place at home each day and take books/ materials directly to this study area.
- Plan the best time to complete work.
- Complete work so that it is neat and legible.

Students are required to make up all work missed due to absence(s). Students have one school day to make up work for each day they are absent. It is the student's responsibility to obtain the make-up work. It is recommended that parents not utilize the school office for homework assignment requests until the student has missed three days or more consecutively. Students and/or parents will not be allowed to interrupt teachers and ask for their homework assignments due to an absence from that class.

Intervention Programs:

BCHS Purpose: BCHS is committed to providing a creative and rigorous 21st century education that ensures all students are college/career ready.

To ensure all students meet our goal of graduating 100% of our students college/career ready, BCHS has developed a structured RTI process that is an integral component of BCHS's standards-based instructional system. Interventions are embedded systematically into the operation of classes and of the school as a whole. BCHS has developed and implemented several layers of safety nets, including: in-class, in-school, extended school and special referral.

Tier I: By far the most important layer is the 'in class' layer. In-class safety nets comprise the set of practices and strategies that the regular classroom teacher adopts to ensure that all students continue to make progress. Teacher sees his or her mission as ensuring that all students experience success as learners and that all meet high standards. It requires on-going monitoring of progress and prompt action to follow-up with students who have fallen behind. It also requires the use of classroom strategies that enable students to be taught at their instructional level and receive additional time and assistance. These include individual conferencing, one-on-one coaching, assessment corrections, cooperative learning and small group instructional methods.

Tier II: The intervention will be provided through a blended classroom with computer based instruction (Reading Plus for reading and Aleks for math) as the predominant means to meet the unique learning needs of each student.

Tier III: Credit Recovery- This Internet-based curriculum and assessment tool will enable students that have previously failed or are failing a class the opportunity to earn course credits and remain on target for graduation. Students who are at risk of dropping out of school because of lost credits will hopefully take advantage of this opportunity to get back on target and graduate with a high school diploma. Students will need to be scheduled into the classroom during the regular day, after school, and during the summer.

RTI Identification Process: Students are initially identified based on CERT scores.

Response to Intervention Process: Once students have been identified as not meeting the school-designated reading &/or math benchmarks for each grade level, they will be scheduled into a reading &/or math intervention lab in addition to their regular class. The students will work in a blended classroom with the majority of instruction coming from the computer based programs Reading Plus &/or Aleks. Even though the intervention class is based on the student's instructional level, content covered will coincide as much as possible with the student's typical classes.

Transitioning out of Intervention: Students may transition out of intervention one of two ways.

1. Meet the reading &/or math ACT benchmark
2. Meet a college/career readiness benchmark on one of the CERT assessments given during the spring, winter, and fall.

The information below includes expectations on performance expectations in the area of mathematics, reading, science and social studies. Keep in mind that ALL students in the state are expected to obtain college/career ready status before graduation.

The ACT, WorkKeys, and ASVAB are examples of state measurements of your academic achievement in math, reading, and English. These assessments are powerful predictors of your future success in college and/or career path. To ensure your success, Bracken County High School has selected the CERT test as an additional tool to measure progress three times throughout the school year. The CERT test is an ACT-like assessment that measures students' performance in college/career readiness standards. This information is used by you, your parents, teachers, counselors, and administrators to adapt an educational plan to ensure your future success.

Extended School Services –This program allows schools to schedule extra instructional time for any student who may be having problems with schoolwork. Students can be served in ESS when they do not meet the academic expectations of their instructional programs. ESS provides extra time and support, allowing students to become more successful in school. A teacher, counselor, principal, parents, or self can make referrals to ESS. Common services include tutoring, small group instruction, and homework assistance. Extended School Services

The Extended School Services program is comprised of supervised tutoring by a faculty member from 2:46 until 4:00 p.m. on various days. Please contact the guidance office for more information.

Bracken County Youth Service Center – The main goal is to help alleviate non-academic barriers to a student's success in school. The center serves as a referral service to students and the agencies and/or resources they need to be more successful in school. The center's staff help identify students who might fall under the provisions of KRS 159.051, and assist with intervention.

Other Support Services – Bracken County School's offer other services that can provide some other types of alternative educational programs and intervention strategies. The high school has a full time guidance counselor. The local mental health care agency provides counselors in each school every week.

Parent Involvement

Parent involvement is essential to a good educational program. Bracken County High School encourages all parents to take an active interest in our school and its various activities.

Bracken County High School would like to form a PTSA organization designed to create involvement opportunities for parents and community members. If you would like to organize or join the BCHS PTSA, please contact the high school. All parents, teachers, and students are encouraged to join the PTSA.

Personal Property

Students may not bring to school personal property such as videos, software, cameras, video cameras, video games, playing or trading cards, knives, dice, water guns, matches, lighters, large sums of money, or other items that are not

required for schoolwork. Bracken County High School will not investigate or be responsible for loss or misplacement of these items, due to violation of policy in bringing these items into the building. Bracken County High School will not investigate or be responsible for personal electronic devices that are lost or stolen.

Prom

Students and/or their dates may not re-enter the building once they have stepped out of the building for any reason. School and law enforcement officials will be on site to enforce these, as well as all other school rules. In special circumstances involving the *safety and well-being of the student*, a student and his/her parents may request an appeal for a date who has reached their 21st birthday prior to (or on) the date of the prom. Appeals may not be granted after April 15th. The request for an appeal must be in writing and given to the principal or assistant principal.

Telephone

The student must have the permission from the Administration to use any school telephone at any time. Parents may call and leave a message with school personnel in case of emergency situations.

CLASS DUES

Bracken County High School strives to provide a wide variety of experiences for our students. Each student is asked to pay \$20 a year in class dues. These funds are used to help cover the cost of field trips, dances, prom, senior year activities, graduation expenses, etc. The funds for each graduating class are kept within an account and any funds not expended by the class during its time at BCHS are transferred to an outside account for use by the class for reunions. If you are having financial difficulty in paying class dues then please see the counselor or principal to work out an arrangement. Opportunities exist throughout the year for students to work concession stands, athletic events, etc in lieu of paying class dues. Failure to pay fee or make arrangements with principal will result in students not being permitted to participate in prom, senior activities, or any end of school year festivities. Students enrolled in certain classes at BCHS or at the vocational school may be required to pay additional fee(s).

Students are responsible for all textbooks given to them as well as library books checked out of the library. The student will be expected to pay for any lost, stolen, or damaged books.

Textbooks and Fees

Students are responsible for the care of books. If a student loses, destroys, or damages a book, he or she is responsible for replacement or the cost of the text. This includes the theft of a book from an unlocked locker, or when left in an unsecured area.

Some classes require fees for supplies and materials, (i.e. items that become the property of the student such as in classes of Art, and Family and Consumer Science. These items may be lab fees and/or workbook fees.) If a student needs help paying the fee, he or she should notify the teacher, guidance counselor, or administrator.

VOCATIONAL SCHOOL STUDENTS:

Morning vocational students will board the bus at the beginning of first period. Attendance will be taken. Students are not permitted to drive to vocational school. When students return to school, they must immediately report to 4th period class.

Afternoon vocational students will be dismissed at 11:48. The bus will leave at 11:50. Students are not permitted to drive to vocational school. When students return to school, they will report to the designated classroom to wait for dismissal. All students will be permitted to go to their lockers after dismissal. **Dismissal time subject to change with new schedule.**

STUDENT ASSIGNMENT & RECRUITMENT

Students will have the option to prepare for and take one or more college-level course(s) - i.e.: Advanced Placement, dual credit, articulated credit. We will support the opportunity for students to pursue college-level course in the following ways:

- 1) Counselors/advisors will advise students and parents of these options when they prepare and revise their Individual Learning Plan and encourage each student to take appropriate preparatory courses.
- 2) Teachers will encourage all students to take challenging course each term.
- 3) Provide financial assistance for students on free and reduced lunch to participate in AP assessment.

GUIDANCE AND COUNSELING

School counselors are trained to help you with educational planning, career decisions, understanding test scores, and personal concerns. Certain information of a personal nature that you share with the counselor is confidential (private) and told to no one else without your permission. Some exceptions to this are that a counselor must report (1) child abuse; (2) child neglect; (3) sexual molestation; (4) planned, attempted, or perpetrated criminal activity; or (5) situations involving a clear and present danger to you. In addition, the counselor will have to testify in any judicial or administrative hearing. Also, if the counselor makes a referral to a health care provider (psychiatrist, physician, psychologist, and the like), some information will be given. Such situations are rare. Be assured that the Kentucky privileged communication law requires the counselor to keep certain information confidential, unless one of the legal exceptions applies or you and the parent or legal guardian give written permission for the counselor to reveal such information.

VI. Extracurricular/Co-Curricular Activities and Athletic Teams

ELIGIBILITY AND MEMBERSHIP

Bracken County High School has several clubs/organizations/athletic teams designed to promote a greater degree of learning and to provide opportunities for students to practice leadership skills as well as team-building skills. Each sponsor/head coach is a teacher in the Bracken County School System and each has the same responsibilities and authority in controlling the behavior and activities of the club/organization/team they represent as they would in the classes they teach.

Listed below are the rules which each student who joins a club/organization/athletic team must follow:

- Participation in extra-curricular and co-curricular activities is a privilege. Students may be suspended and/or removed from such activities at any time, based on the teacher/coach/sponsor's recommendation to the principal. (In-school and/or out-of-school behavior will be considered when making the decision for suspension/removal.) All decisions are final.
- A student must ride on school transportation to and from sponsored activities/games. Under special circumstances, a student may ride from the activity or game with their parents or with another adult if the parent of the student provides written permission involved. A written note must be given to and accepted by the coach or sponsor before the activity or game notifying the school of the student's mode of transportation.
- A student must be present for 3 hours of the school instructional day to participate in practice/preparation, activities/games, and dances. If the event is on the weekend, the student must be present on the school day preceding the event, or have an excused absence for that day, to participate.
- Students participating in or observing extracurricular activities or athletic events on the school property or at another school are subject to the same discipline procedures as during the school day.
- A student may not participate in an extracurricular activity, game, or dance if suspended from school—in or out of school—or expelled. The student may be subject to removal from leadership positions, competitions, organizations, teams, and trips due to disciplinary or attendance problems. The principal will make the final determination of removal, based on the recommendation of the sponsor/coach.
- **KHSAA Eligibility Guidelines:**

All interscholastic and intramural athletic competitions shall be in compliance with the constitution, by laws, and tournament rules of the Kentucky High School Athletic Association (KHSAA) and Title IX requirements with the following exceptions:

On a weekly basis, students shall also be passing at least five hours of instruction (of the seven hours of instruction required). Grades are verified on Thursdays and suspensions will go into effect the following week of play, beginning on Sunday and continuing through Saturday.

- All student athletes, including cheerleaders, must purchase school insurance, unless they provide proof of their own.
- **Football players MUST purchase the extra football medical insurance plan through the school insurance company. The cost is \$40 per player.**
- A student athlete must have a physical examination by a doctor and parents' consent to play on file before they begin practicing or conditioning.
- Because of the dangers involved in sports participation, it is imperative that the student athlete recognizes the importance of following the coaches' instructions regarding playing techniques, training, and other team rules and obeys such instruction.
- A student must be enrolled in the high school to participate in an activity/sport. For students at another school (middle or elementary) to participate in a high school activity, the SBDM guidelines must be followed.

LISTING OF CLUBS/ORGANIZATIONS/TEAMS: ACADEMIC TEAM, ART CLUB, ATHLETIC TEAMS, BETA CLUB, DRAMA CLUB, FCA, FFA, FCCLA, FBLA.

VII. Additional School Related Information

Annual Notification of Parents

In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making the request in writing to the principal of each school or other designated official. This right shall pass to the student at age 18. The school shall provide education records within ten days of receiving a written request.

Health Policy

The Principal or designee will report to the local health authority those students attending school who are suspected of having a communicable disease as defined by the Kentucky and Bracken County Boards of Health. This may exclude students suffering from scabies, impetigo, ringworm of the scalp, infectious forms of conjunctivitis, and head lice. The school nurse will work with schools suffering from communicable disease outbreaks. The nurse will work with any student referred within a nurse's scope of responsibility.

Medication Policy

Students needing medication during the school day must have a written note from the parent/guardian/doctor, and all medications must be stored in the nurse's office. Each medication should be sent in the *original prescription bottle*, which has the child's name and prescription information on it. Over-the-counter medications must also be stored in the nurse's office with the appropriate documentation provided to the school. Students **MUST** keep over-the-counter drugs in the office and follow the guidelines listed above.

Pest Management Notification

The Bracken County Board of Education has implemented a special program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health, and environmental risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides will be properly certified in keeping with the applicable legal requirements for the IPM program. If parents would like to be notified of pesticide applications, other than when bait is used, please fill out the appropriate form in the student handbook and return to the high school office.

Transfers/Withdrawals

On the day students who enter high school after the initial registration shall report to the Guidance Counselor. A transcript or report card(s) from the previous school attended will be needed so that an appropriate schedule may be created.

Students who withdraw from school for any reason should report to their teachers, club sponsors, coaches, the school secretary, the Principal, the librarian, and the Guidance Counselor before. All fees, fines, uniforms, books and other property of the school must be returned to the school. All withdrawal forms must be secured from the Guidance Counselor and completed by the above parties.

If a student does not comply with the above procedures, an administrator is responsible for clearing the locker of books and materials and determining the fees, fines, uniforms, and other property that may have not been returned. (See Guidance Counselor for forms.)

Wellness Policy

Bracken County High School shall encourage healthy choices among students using the following methods:

- Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available during the school day as regulated by the adopted school board policy.
- Our Practical Living curriculum shall address the full Core Content, including health, consumerism, and physical education.
- The rest of our curriculum shall reflect an integrated concern for wellness, including connections to Science, Social Studies, and other subjects.
- Teachers shall make all reasonable efforts to avoid periods of more than 55 minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active, this would include periods between class changes.
- Students shall not be deprived of physical activity as a consequence for behavior or academic performance.
- Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.
- Bracken County High School SBDM will implement the policy as required by Senate Bill 172 and any issues not specifically addressed by policy will be left to the discretion of the principal.

Bracken County Schools are Asbestos Free

Asbestos management plans available for viewing at the central office.

BRACKEN COUNTY SCHOOL SYSTEM HEALTH POLICIES

These guidelines are set up to assist parents in determining when to keep a student at home.

Fever - If your student has a fever of 100.0(F) or greater please keep them at home until they are fever free for 24 hours without the aid of fever reducing medications.

Rash - If your student has a body rash with itching or fever. A student must be free of rash prior to returning or has been evaluated by a doctor.

Pink Eye – If your student has pink eye or bacterial conjunctivitis, please keep them at home for 24 hours after they have received their first dose of antibiotics.

Ringworm – If your student has ringworm please seek medical attention for appropriate treatment. Please cover the area to prevent spread to others.

Lice – If a student is found to have lice, they must be picked up from school and cannot ride the bus. The parent/guardian must bring the student to school the following day. The nurse will check the students head for lice and give further instruction if necessary.

Bedbugs-If a student is found to have bedbugs, they must be picked up from school and cannot ride the bus. Information will be sent home regarding treatment and care of personal belongings. The student must report to the nurse's office each morning for 2 weeks to have their belongings checked before being permitted to return to class.

Strep Throat – If a student is diagnosed with strep throat, please do not return to school until 24 hours after the antibiotic has been started.

Chicken Pox- Chickenpox lesions must be dry and scabbed over before returning to school.

Vomiting/Diarrhea – If your student has had vomiting or diarrhea, please make sure they stay at home for at least 24 hours after they are symptom-free. Students will be sent home for vomiting or diarrhea.

If your student has been sick or hospitalized for an extended period of time, please have your medical provider send a written release to return to school with any accommodations.

School Health Issues

As part of the information our schools provide to you concerning student and school health issues, Bracken County High School is making you aware of a potentially fatal bacterial infection that strikes teenagers and college students 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 your child 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. Although the disease is rare, it can be prevented through vaccination.

Meningococcal disease is spread by air droplets and direct contact with secretions from infected persons, through coughing without covering the mouth and kissing. Teenagers and college students 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.

A safe and effective vaccine is available to protect against four of the five strains of bacteria that cause meningococcal disease. Although teens and college students 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 and for all incoming college freshmen who will live in dormitories (only one shot required). Until vaccine supplies increase, the CDC recommends deferring immunization for 11 and 12 year olds.

For more information about meningococcal disease, you should consult their child's physician, school nurse or local health department staff. Information also is available online from these health-related organizations:

American Academy of Family Physicians, www.aafp.org
American Academy of Pediatrics, www.aap.org
Centers for Disease Control and Prevention, www.cdc.gov
Meningitis Foundation of America, www.musa.org
National Association of School Nurses, www.nasn.org
National Foundation for Infectious Diseases, www.nfid.org
National Meningitis Association, www.nmaus.org

In addition, the Kentucky Department of Education provides links to this information and the above Web addresses from its Web site at www.education.kygov.

BRACKEN COUNTY HIGH SCHOOL STUDENT HANDBOOK**2024-2025****Please sign and return this form to BCHS.****I have read and understand the information and expectations within the BCHS student handbook.****Student** _____**Parent** _____**Date** _____**The Student Handbook can be viewed electronically from Bracken County High School Website or you can request a printed copy.****All students reviewed the Handbook in classes with their teachers at the beginning of the school year.**