



Student Handbook

BAVEL

Barren Academy of Virtual and Expanded Learning

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MISSION

To provide a meaningful and challenging learning environment for all BAVEL students outside the walls of a traditional public school.

VISION

BAVEL students will achieve personal success and become responsible, productive citizens to reach their desired goals.

INTRODUCTION

The Barren Academy of Virtual and Expanded Learning (BAVEL) was established in 2004 by innovative minds who envisioned giving parents and their children another option in seeking a high school diploma. BAVEL is a public school recognized by the Kentucky Department of Education. In addition, BAVEL is accredited by the National Collegiate Athletic Association (NCAA). BAVEL curriculum is provided primarily by Florida Virtual Global School (FLVS), in addition to Dual Credit partnerships with numerous Kentucky colleges and universities.

BAVEL serves a diverse population of students previously enrolled in public, private and home schools. BAVEL students have been identified as everything from gifted and talented to students at-risk. However, BAVEL doesn't focus on the labels; it instead focuses on each BAVEL student by providing a meaningful and challenging learning environment outside the walls of a traditional public school.

Beyond earning a high school diploma, the flexible nature of BAVEL's digital learning allows students to customize their schedules by registering for one or more courses from a menu of core content, Advanced Placement (AP), and college dual credit. In addition, some students simply want to accelerate their learning.

ENROLLMENT CLASSIFICATIONS

- **Full-time** - Students taking a full load of courses and are following the Kentucky graduation requirements.
- **Part-time** - Students who are taking BAVEL courses for supplemental curriculum and are not pursuing a diploma through BAVEL or any other public high school.

STUDENT BEHAVIOR EXPECTATIONS

The directors, teachers and staff would like to welcome you to the Barren Academy of Virtual and Expanded Learning (BAVEL). The purpose of our school is to develop self-reliant, responsible, self-disciplined, and well-educated young adults. We believe that BAVEL should provide a comprehensive program of educational experiences designed to serve the interests, goals, and abilities of all students. Even though our online learning experience takes place outside the walls of a traditional classroom, common guidelines are necessary to create and maintain a positive atmosphere of teaching and learning.

BAVEL does not discriminate on the basis of race, color, national origin, religion, marital status, sex, or disabilities in its treatment of students.

AUTHORITY OF BAVEL STAFF

All directors, teachers or staff of this school have authority over all students. A student is under the authority of the school and its employees while the student is logged in to the online learning platform, interacting (in-person or virtually) with instructors and other school staff, as well as during all school sponsored activities, whether they are at BAVEL or an off-site location. Disruptions of the learning environment will result in disciplinary action.

K.R.S. EXPECTATIONS

- K.R.S. 158.150 – Use of profanity or vulgarity is strictly prohibited.
- K.R.S. 158.150 – Willful defiance of the authority of the teachers or administrators may lead to suspension or expulsion, alternative placement, and/or legal prosecution.
- K.R.S. 158.150 – Assault or battery (or the threat of such) of students or school personnel constitutes cause for strict discipline, alternative placement, and/or legal prosecution.
- K.R.S. 161.190 – Insult or abuse of any teacher constitutes cause for strict discipline, alternative placement, and/or legal prosecution.
- K.R.S. 159.150 – Absence or tardiness without valid reason for more than three days constitutes truancy. Six days constitutes habitual truancy and constitutes cause for court action.
- K.R.S. 158.150 – Possession of or use of illegal drugs or alcoholic beverages on school property or during school-sponsored activity may result in student expulsion, alternative placement, and/or legal prosecution.
- K.R.S. 438.050 – Possession of tobacco products, matches, e-cigs, vapor pens, or lighters or use of tobacco products on school property or during school-sponsored activity may result in student expulsion, alternative placement, and/or legal prosecution.
- K.R.S. 159.150 – Any dangerous weapons are subject to confiscation and are thus prohibited on school property or during school-sponsored activity and cause for strict discipline, alternative placement, and/or legal prosecution.
- K.R.S. 158.1559 Requires the principal to provide written notice to all students, parents and guardians of students within 10 days of the first instructional day of each school year of the provision of KRS 508.078

and potential penalties under KRS 532.060 and KRS 534.030 upon conviction (making it a crime to make the described threats of terroristic threatening against school-affiliated persons and persons lawfully on school property or against school operations).

- **Policy reference 09.425**
- **Procedure reference 09.425 AP.22**

SEXUAL HARASSMENT / DISCRIMINATION

- SHD.01.01 - BAVEL maintains a firm policy prohibiting all forms of discrimination based on sex and/or race. Please refer to the Barren County Board Policy [STUDENTS 09.4281](#).

COMPLETING COURSEWORK

- EC.01.01 - Students must have time to complete coursework (content and assignments), as well as the self-discipline to follow the schedule established within the BAVEL Orientation Course. *Recommended: minimum of one hour per day, per course (M-F).*
- EC.01.02 - Students must maintain frequent communication with BAVEL personnel and online instructor(s).
- EC.01.03 - Students must have a reliable desktop or laptop device that meets the hardware and system requirements.
- EC.01.04 - Students may earn a maximum of six (6) credits per school year.
- EC.01.05 - Students must complete and pass (60% or higher) segment exam(s) to receive credit for coursework.
- EC.01.06 - Students must pass $\frac{3}{4}$ of courses attempted per grading period.
- EC.01.07 - Students must complete all course requirements by the official end date. No course extensions will be granted after the official end date.

COURSE ASSIGNMENTS / ASSESSMENTS

- EC.02.01 - Students must submit assignments according to the due date within the course. Late submissions could be subject to a grade reduction, unless prior arrangements have been made with BAVEL personnel and online instructor(s). See [BAVEL - Student Intervention Tiers](#).
- EC.02.02 - Students must participate in Discussion Based Assessments (DBAs) for each course. The medium used for conducting these real-time conversations is at the discretion of the online instructor. The student is responsible for scheduling, participating and successfully completing DBAs.
- EC.02.03 - Any retries of assignments, assessments (including DBAs), and other coursework are at the discretion of BAVEL personnel and online instructor(s) and must be completed prior to the exam submission.
- EC.02.04 - Students must submit original work for each assignment. Violations of academic integrity are considered a serious offense and could result in dismissal from BAVEL. See [BAVEL - Academic Honesty - Framework](#).

STATE ASSESSMENTS

- EC.03.01 - Diploma seeking students will be required to cooperate with school officials and participate fully in all county and state mandated testing programs. Failure to participate in mandated testing programs could result in withdrawal from BAVEL.
- EC.03.02 - State required assessment results will appear on the student's official transcript and may account for up to 20% of the student's final grade for the course as specified by the Kentucky Department of Education.

KEES (Kentucky Educational Excellence Scholarship)

- EC.04.01 - Students must meet the specified criteria to be eligible for KEES (Kentucky Educational Excellence Scholarship).
- EC.04.01.01 - Be a Kentucky resident.
- EC.04.01.02 - Have a yearly GPA of 2.50 or higher.
- EC.04.01.03 - Be enrolled and earn at least 5 course credits through a state-certified high school.
- EC.04.01.04 - Graduate from a state-certified high school.

DUAL CREDIT

- EC.05.01 - Juniors and Seniors are eligible for Dual Credit courses recognized by BAVEL when they meet the following criteria.
- EC.05.01.01 - Complete at least one (1) semester with BAVEL.
- EC.05.01.02 - Have a GPA of 3.00 or higher.
- EC.05.01.03 - Met the requirements set by the higher learning institution.
- EC.05.02 - Consideration for Dual Credit courses are determined by the BAVEL Curriculum and Learning Committee.

COURSE FEES

- EC.06.01 - Students shall pay \$50 per course deposit at the time of enrollment. Deposit is reimbursed for each successfully completed course.
- EC.06.02 - Students shall pay a \$25 non-refundable processing and administrative fee per school year.
- EC.06.03 - Students residing in a school district without a reciprocating agreement may be subject to non-refundable tuition and fees up to \$500 per segment, per course.
- EC.06.05 - Students enrolling in supplemental courses may be subject to non-refundable tuition and fees up to \$500 per segment, per course.
- EC.06.05 - Any debts at the close of the year will result in schedules being withheld and no grade cards being sent. Seniors who have debts will not receive a diploma.

GRACE PERIOD

- EC.07.01 - Students must complete and achieve 100% mastery on the BAVEL Orientation Course within the allowed timeframe (will not exceed 7 days). Failure to complete the orientation course could result in immediate withdrawal from BAVEL.
- EC.07.02 - Students must begin working immediately upon activation of registered courses.
- EC.07.02.01.a - Students may drop/change a course without penalty and receive 100% refund within 14 calendar days of course activation.
- EC.07.02.01.b - Students may drop a course with a "W" and receive 50% refund within 15-28 calendar days of course activation.
- EC.07.02.01.c - After 28 calendar days, dropping a course would result in receiving an "F" and no refund.
- EC.07.02.02 - After 14 calendar days, any dropped, changed or reactivated courses could be subject to a maximum amount of \$500 per segment, per course.
- EC.07.02.03 - If adequate progress is not shown within 14 calendar days, students will be withdrawn from courses and deposits will be non-refundable. See [BAVEL - Student Intervention Tiers](#).

PARENT/GUARDIAN RESPONSIBILITIES

- EC.08.01 - Parent/guardian shall provide support/supervision to help ensure the student is meeting BAVEL expectations.
- EC.08.02 - Parent/guardian shall monitor course progress, which can be monitored through an Observer Account.
- EC.08.04 - Parent/guardian shall contact BAVEL administrators and instructors to keep them informed of vacations or extended absences.

MINIMUM GRADUATION REQUIREMENTS

- GP.01.01 - Students must meet the minimum high school graduation requirements established in 704 KAR 3:305 and set forth by Barren County School Board Policy [CURRICULUM AND INSTRUCTION 08.113](#).

TECHNOLOGY

- EC.09.01 - Students will be required to use a school assigned email address to communicate with school staff, as well as to access course LMS and other school provided technology resources.
- EC.09.02 - Students will follow the technology acceptable use policy. See [Barren County Schools Student Technology Appropriate Use Policy \(AUP\)](#).

GRADUATION POLICIES

- GP.02.01 - Diploma seeking students must successfully complete at least 3 courses per year with BAVEL.
- GP.02.02 - Course registrations are based on the recommendation of the BAVEL Curriculum and Learning Committee.
- GP.02.03 - Existing credits granted from a non-public high school must be pre-approved by the BAVEL Curriculum and Learning Committee. Students may be required to complete a placement exam.
- GP.02.04 - An Individual Learning Plan (ILP) must be filed and successfully maintained each year for Kentucky resident students. A student may not register for classes in the coming school year, or apply for graduation as a senior, until the ILP is current.

GRADUATION RECOGNITIONS

- GP.03.01 - Students with a cumulative GPA of 3.25 (unweighted) or higher attending the BAVEL Graduation Ceremony are awarded an honor cord for high academic achievement. Academic Honor recognition will be listed on student diplomas. Recognition GPA (unweighted) Requirements:
 - Cum Laude 3.25 - 3.49
 - Magna Cum Laude 3.50 - 3.79
 - Summa Cum Laude 3.80 - 4.00
- GP.03.02 - Valedictorian Requirements - Students maintaining a cumulative GPA of 4.0 (unweighted) for a minimum of:
 - four (4) semesters completed with BAVEL
 - eight (8) credits earned with BAVEL
 - attend the BAVEL Graduation Ceremony

IN-PERSON INTERACTIONS

- IPI.01.01 - Any visitor to the school must sign in at the front office or designated area of the off-site location and must adhere to the local visitor policies.
- IPI.01.02 - Any clothing and accessories with obscene pictures, sayings alluding to drugs, alcohol, sex or violence are not permitted on school property or during any school-sponsored activity.
- IPI.01.03 - Any audio or electronic devices are not to be used or visible without permission of the director or teacher.

OUT OF DISTRICT STUDENTS

- OOD.01.01 - A student who lives outside the Barren County School District must sign a contract that states he/she will abide by school district rules, have 96% attendance, maintain 2.0 GPA (or equivalent) and not have any absences without a valid excuse. Students who do not meet the requirements of the contract may be withdrawn from school. Please refer to Barren County School Board Policies [STUDENTS 09.12](#), [STUDENTS 09.12.AP.21](#) and [STUDENTS 09.12 AP.22](#).

ALL STUDENTS

- Special Notice for students taking Dual Credit Courses:
Please be advised that Dual Credit Courses offered by colleges (WKU and SKYCTC) to BAVEL students may have curriculum topics that some may consider controversial. The colleges set the curriculum (which is available online from the university or by request) for these courses rather than BAVEL. Please review the course syllabus prior to enrolling in one of these courses. Students may not drop a college course after the withdrawal date set by the college/university. These courses are elective courses and are not required BAVEL courses; thus, it is the student and guardian's choice to take or not take these courses prior to registering for them.
- How Do We Monitor Integrity?
Online identification tools may be used to compare work submitted to information available on the Internet, as well as to all prior assessments submitted by all students.
Discussion-Based Assessments are routinely conducted between the instructor and the student. These must be completed free of any distraction or influence from others. This is also a time to ask your instructor questions. Proctored exams may be used to ensure that student learning is taking place. These include randomly selected students. Refusal to take a proctored exam at any time will result in a failing grade in the course.

GRADING SCALE

A	B	C	D	F
90-100	80-89	70-79	60-69	59 or below

REQUESTING OFFICIAL TRANSCRIPTS / GRADE REPORTS

Students may request an Official Transcript or Grade Report from BAVEL at any time. All requests should be submitted online via the Parchment service which can be accessed by visiting www.bavel.org.

DISTRICT STUDENT HANDBOOK AND DISCIPLINE CODE

The Barren County School Student Handbook and Discipline Code is composed of many essential documents, policies, and forms that students, staff, and parents should be aware of that have been adopted at all district schools. BAVEL students / parents / guardians should review the on-line version of the Barren County Schools Student Handbook and Discipline Code. A printed version of the Student Handbook and Discipline Code are available upon request. These documents can be accessed by visiting www.barrenschoools.com.

COMPETENCY IN TECHNOLOGY

Students will complete an orientation course each school year that includes learning modules focused on digital citizenship. In addition, students will use a variety of hardware and software platforms to complete online course work. Successful completion of course work reflects proficiency in technology skills.

ADEQUATE COURSE PROGRESS

Students that fail to maintain adequate progress in coursework may be required to participate in response to intervention (RTI) and/or placed on probationary enrollment. Failure to meet the expectations could result in a review of appropriate enrollment placement. A student may only be granted one probationary period per semester.

ADMINISTRATIVE WITHDRAWAL

A student who has been in violation of a severe clause rule, committed serious offenses, or violated local, state, or federal laws may be withdrawn from school. Parents or guardians will be notified in writing or in person of the action taken. A grade of zero (0) will be given for the classes enrolled. A student and his/her parents will have to agree upon a more satisfactory conduct with the administration before the student is readmitted to school.

ASSESSMENT DESCRIPTIONS

Diploma seeking students will be required to cooperate with school officials and participate fully in all county and state mandated testing programs. State required assessment results will appear on the student's official transcript and may account for up to 20% of the student's final grade for the course as specified by the Kentucky Department of Education. Failure to participate in mandated testing programs could result in withdrawal from BAVEL.

REQUIRED ASSESSMENTS

KSA (Kentucky Summative Assessment)

Grade(s): 3, 4, 5, 6, 7, 8, 10 & 11

When: Spring Semester

Administered by: BAVEL

Kentucky students take the Kentucky Summative Assessments (KSA) to meet federal and state testing requirements. Previously, these tests were called Kentucky Performance Rating for Educational Progress (K-PREP). They are developed by Kentucky teachers and align with the Kentucky Academic Standards in each content area.

KSA are the annual summative assessments given in grades 3 through 8, 10 and 11 to Kentucky public school students. KSA provides content area assessments, including reading and mathematics at all grades, and science, social studies, writing, and editing and mechanics once per grade band (i.e. elementary, middle, and high).

These assessments are Kentucky's measure of student proficiency and progress on the state content standards. These standards establish goals for what all students should know and be able to do in each grade. KSA are online assessments with only a small percentage of accommodated students taking it on paper. It goes beyond multiple-choice questions to include extended response and technology-enhanced items for students to demonstrate critical thinking and problem-solving skills.

Civics Test

Grade(s): 11 & 12

When: Fall & Spring Semester

Administered by: BAVEL

Kentucky Revised Statute (KRS) 158.141 establishes that beginning in July 2018, a student must pass a civics test composed of 100 questions in order to graduate from a public high school with a regular diploma. Each local board of education will be expected to prepare or approve an exam that must be composed of questions from the United States Citizenship and Immigration Services test. Students are required to score 60% or higher and may retake the exam as many times as deemed necessary to pass the test.

The ACT

Grade(s): 11*

When: Spring Semester

Administered by: BAVEL or National Test

Senate Bill 1, 2017, mandates that grade 11 students take a college admissions examination. KDE's primary use of the college admissions exam is to measure students' level of readiness for college in core academic content areas. Meeting benchmarks on the ACT is one way students may demonstrate academic readiness in the Transition Readiness indicator of the state's accountability system for schools. Beyond the state use of results, the state-administered college admissions exam also benefits students, their parents and educators in several ways. Administering the college admissions exam as part of required state testing permits students to take the exam at no cost to them. Additionally, many organizations that offer merit or academic scholarships will identify and award financial assistance based on scores from a college admissions exam.

**Students may independently register to take the ACT at other times/grade levels, however are required to participate in the specific Spring Semester administration window of their 11th grade year.*

OPTIONAL ASSESSMENTS - not administered directly by BAVEL

The PSAT/NMSQT

Grade(s): 10-11

When: October

Additional fees apply

Deadline to indicate intent: September 1

The Preliminary SAT, also known as the PSAT/NMSQT® (National Merit Scholarship Qualifying Test), is a practice version of the SAT exam. You can only take the PSAT once per year, and many students take the test in both 10th and 11th grade. If you earn a high score on the PSAT your junior year, you could qualify to receive a National Merit Scholarship—\$180 million dollars in merit scholarships are awarded to students each year. The PSAT is 2 hours and 45 minutes long and tests your skills in reading, writing, and math. Unlike the SAT, the highest score possible on the PSAT is 1520. - From <https://www.kaptest.com/psat/what-is-the-psat>

AP Exams

Grade(s): 9, 10, 11, & 12

When: Spring Semester

Additional fees apply

Deadline to indicate intent: September 15

AP Exams are standardized exams designed to measure how well you've mastered the content and skills of a specific AP course. Most AP courses have an end-of-year paper-and-pencil exam, but a few courses have different ways to assess what you've learned—for example, AP Art and Design students submit a portfolio of work for scoring. Most U.S. colleges grant credit, advanced placement, or both for qualifying AP scores. - From <https://apstudents.collegeboard.org/about-ap-exams>

DISCIPLINARY POLICIES

INFRACTION	1st Offense	2nd Offense	3rd Offense
Bullying, Intimidation, or Harassment	Discretion of administrative staff, parent/guardian conference, referral to counselor	Administrative Withdrawal	-
Defiance / Disrespect	Discretion of administrative staff, parent/guardian conference, referral to counselor	Administrative Withdrawal	-
Possession of Drugs, Tobacco Products, Alcohol or Dangerous Weapon	Administrative Withdrawal	-	-
Threat of Force or Violence	Administrative Withdrawal	-	-
Technology Acceptable Use Policy (AUP)	Discretion of administrative staff, parent/guardian conference, learning module	Administrative Withdrawal, technology privileges revoked	-
Cheating, Plagiarism, Forgery	Warning, assignment redo at the discretion of teacher, student / teacher conference	Discretion of administrative staff, grade of zero on assignment, proctored exams, learning module, parent/guardian conference	Administrative Withdrawal
Course Inactivity	Warning, notice of inactivity / lack of progress sent to student and parent/guardian	Discretion of administrative staff, Rtl, possible probationary enrollment	Administrative Withdrawal
Failure to participate in state mandated assessments	Administrative Withdrawal	-	-
Privacy and Confidentiality	Discretion of administrative staff, parent/guardian conference, referral to district administration and/or law enforcement	Administrative Withdrawal, referral to district administration and/or law enforcement	-
NOTICE: <ul style="list-style-type: none"> Severe clauses may be applied at any level. Any infraction beyond prescribed action is up to the director's discretion and school board policy. Any infraction not listed on disciplinary policy is up to the director's discretion and school board policy. 			

EQUAL EDUCATION OPPORTUNITY

The Barren County Board of Education gives notice to community, students, parents and employees, that the Board does not discriminate on the basis of sex in the educational programs, vocational programs, employments, or activities that it operates, and is required by Title IX of the Educational Amendments of 1972 (P.L. 92-318), not to discriminate in such a manner. Further, the Board of Education does not discriminate on the basis of handicap in treatment or employment in its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-112), as Amended, Section 504. The Board does not discriminate on the basis of race, color, national origin, age, religion, or marital status, in the educational programs, employment, or activities it operates. The Board also complies with all regulations dealing with Title VI. Contact the Barren County Board of Education Office, 600 Trojan Way, Glasgow, KY 42141 – Telephone (270)651-3787 to ask questions or express concerns about this policy.

ADDITIONAL ACKNOWLEDGEMENTS

- Any information supplied to BAVEL is correct and current.
- Any incomplete or incorrect information may void enrollment.
- Falsification of an address or the use of any other fraudulent means to achieve an enrollment or assignment shall be cause for revocation of the student's enrollment and school assignment.
- Any guardians listed on enrollment paperwork have access to online student information and will receive any official mailings sent from Barren County Schools and/or the Barren Academy of Virtual and Expanded Learning.
- Enrollment is conditional based on the release of records from the previously enrolled school.
- A student may be withdrawn from the Barren Academy of Virtual and Expanded Learning if he/she does not comply with the listed expectations of the program.
- Students have the right to petition for due consideration in lieu of these requirements. Such petitions will be considered by the BAVEL Curriculum and Learning Committee. All committee decisions are final.