

Breckinridge County High School



Home of the Fighting Tigers

Breckinridge County High School
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PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to Breckinridge County High School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us. This handbook has been developed by our faculty and administrators to help you and your parents learn as much as possible about school policies and procedures and the services we offer students.

SCHOOL PHILOSOPHY

Breckinridge County High School functions to provide all students an environment conducive to the acquisition of basic academic skills, self, and educational awareness, decision-making skills, employment skills, and positive attitudes and self-conceptualization. The administration, faculty, and staff of BCHS are dedicated to promoting an academic atmosphere, setting criteria for success relative to the abilities of individuals, and challenging all students to higher levels of proficiency and achievement.

Breckinridge County High School is aware of the importance of the community, its people, and resources as contributors to the educational process. We shall strive to develop effective open lines of communication with parents and all members of the community. Breckinridge County High School shall, in addition to providing for the acquisition of academic competencies, provide for the development of moral consciousness, social ideas, physical growth, cultural breadth, self-awareness, and the ability to function and interact in today's society.

Breckinridge County High School is dedicated to becoming the educational, recreational, and cultural center of Breckinridge County. A comprehensive program of community involvement shall be developed, maintained, and expanded.

Breckinridge County High School shall strive to provide full educational opportunities to all students, regardless of race, creed, or sex, in an environment of creativity, self-discipline, and stimulation.

THE UNIFORM CODE OF STUDENT CONDUCT

The Uniform Code of Student Conduct, adopted jointly by the BCHS Site-Based Council and the Breckinridge County Board of Education, unequivocally states acceptable parameters of student behavior and will be enforced by the BCHS administration, faculty, and staff without compromise or exception. A copy of the code of student conduct is distributed to all students upon initial enrollment.

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ACADEMIC INFORMATION

Academic Responsibilities of Students

- All students must:
 1. Actively participate in the learning process;
 2. Report to class daily and on time;
 3. Report to class with proper materials, books, and supplies;
 4. Report to class prepared with specified assignments;
 5. Remain in class until dismissal bell; and,
 6. Respect the responsibilities of all teachers and the rights of all students in the educational process.

Academic Preparation and Performances

- Each student is expected to present required academic assignments on time and completed through their own efforts. Students must set high goals for academic achievement and work diligently to realize academic success. The academic integrity of BCHS will be maintained in each academic department, and no student will be permitted to compromise these standards.

Parents should become aware of the academic expectations of their student's classes and encourage them to set high standards for achievement in each class.

Grading Policy

- A syllabus will be distributed to students at the beginning of each course.
- Teachers will explain the grading system in each class and describe their policies in regard to cheating, homework, and make-up work.

Grading Scale

- The following grading scale will be used in all regular classes:
 - A = 100-90
 - B = 89-80
 - C = 79-70
 - D = 69-60
 - F = 59 & Below

Grade Calculation Formula

- First Nine Weeks 45%
- Second Nine Weeks 45%
- First Semester Exam 10%

First Semester Grade

- Third Nine Weeks 45%
- Fourth Nine Weeks 45%
- Second Semester Exam 10%

Second Semester Grade

First Semester Grade	50%
<u>Second Semester Grade</u>	50%
Final (Yearly) Grade	

Semester Exams

Attendance shall be mandatory at the scheduled times for the exams administered at the end of each semester. Students must pre-arrange absences with the BCHS administration. Failure to pre-arrange an absence or take an exam as scheduled shall result in a zero being awarded as the exam grade.

- The following points are suggested for a more efficient and effective study:
 1. **BE ALERT IN CLASS:** Actively participate in class discussions. Ask questions and consider all discussions thoughtfully.
 2. **KNOW YOUR ASSIGNMENTS:** Write down carefully all assignments and requirements for reference. Know what is expected for academic success and set your personal goals for achievement high.
 3. **PLAN YOUR STUDY TIME:** Try to study at the same time every day. Set aside time specifically for pursuing your assigned work. Plan for periodic review of all academic assignments. Know long-term assignments and plan to complete them without delay.
 4. **STUDY IN QUIET, WELL-LIGHTED PLACE:** Avoid distractions and work intently with conscientious effort.
 5. **KNOW WHAT YOU STUDY:** A written assignment requires thorough familiarity with the assigned material. Written assignments indicate the effectiveness of the student's study plan. Examinations indicate a comprehensive understanding of assigned materials.
 6. **MAKE USE OF SUGGESTED STUDY AIDS:** Use study tips recommended by each teacher such as outlining, notes, index cards, or highlighting. Use the library and media center for support materials and research.
 7. **PRIORITIZE:** Set aside one hour each day, every day without distraction to prepare for the next day.

Grade Point Average Calculation

- All regular classes are calculated on a 4.0 scale:
 - A** = 4.0 points
 - B** = 3.0 points
 - C** = 2.0 points
 - D** = 1.0 points
 - F** = 0 points
- All honor level classes are calculated on a 4.5 scale to take into account the degree of difficulty of this level of class:
 - A** = 4.5 points
 - B** = 3.5 points
 - C** = 2.5 points
 - D** = 1.5 points
 - F** = 0 points
- AP and dual credit classes are calculated on a 5.0 scale to take into account the degree of difficulty of this level of class:
 - A** = 5.0 points
 - B** = 4.0 points
 - C** = 3.0 points
 - D** = 2.0 points
 - F** = 0 points

- All methods of grade point calculation will be used in determining GPA and class rankings.
 - Beginning with the Class of 2024, BCHS will not be using class rank to signify a Valedictorian or a Salutatorian.
 - BCHS will still be recognizing valedictorians and salutatorians for the classes of 2021, 2022, and 2023.

Grade Reporting

- Teachers are expected to report grades in a timely manner and communicate with parents of struggling students.
- Students and parents can access grades via the parent portal within the Infinite Campus website:
 - <https://kycde1.infinitecampus.org/campus/portal/breckinridge.jsp>
- Students will receive midterm grade handouts. Grade reports will be distributed at the end of the first, second, and third quarters. Final grade reports may be viewed at the end of the school year on Infinite Campus.

Graduation Requirements

- Breckinridge County High School students must earn 25 credits to receive a BCHS diploma.
- Completion of the ILP is required for graduation from Breckinridge County Schools.
- Students are required to pass a state-mandated civics test to graduate.
- Starting with the class of 2023, the Kentucky Department of Education has made some adjustments to the minimum graduation requirements. Please visit the KDE website for more information and how it affects students at BCHS.

Graduation Ceremony

- BCHS will always try to hold graduation on the Friday of the final week of school.
- Graduates will have a practice on the morning of the graduation ceremony.
- Starting with the class of 2024, BCHS will not recognize a valedictorian or a salutatorian. However, BCHS will continue to recognize our top 3% of the class. These special graduates will continue to be placed on the stage to honor their hard work.
- Students that attend Gatton Academy or Craft Academy will be included in the top 3% recognition if their GPAs allow.
- Honor graduates will continue to be recognized during the ceremony.

Types of Diplomas:

- **GENERAL DIPLOMA**
 - **Four English**
 - English I OR English I Honors
 - English II OR English II Honors
 - English III OR AP English Language DC OR English III Honors DC
 - English IV OR AP English Literature DC OR English IV Honors DC
 - **Four Mathematics**
 - Algebra I OR Algebra I Honors
 - Geometry OR Geometry Honors
 - Algebra II OR Algebra II Honors or Additional Math Course
 - Additional Math Course
 - **Three Social Studies**
 - **Three Sciences**
 - **½ PE and ½ Health**
 - **One Humanities Course**

- Any of the following will fulfill this requirement: Visual Arts, Advanced Art, Mixed Chorus, Chorale, Instrumental Music (Band). Music Theory, Music Appreciation, Film as Literature, Intro to Guitar, Intro to Piano, Music Appreciation DC
 - Nine Electives
- **VOCATIONAL DIPLOMA**
 - Four English
 - English I OR English I Honors
 - English II OR English II Honors
 - English III OR AP English Language DC OR English III Honors DC
 - English IV OR AP English Literature DC OR English IV Honors DC
 - Four Mathematics
 - Algebra 1 OR Algebra I Honors
 - Geometry OR Geometry Honors
 - Algebra II OR Algebra II Honors or Additional Math Course
 - Additional Math Course
 - Three Social Studies
 - Three Sciences
 - ½ PE and ½ Health.
 - One Humanities Course
 - Any of the following will fulfill this requirement: Visual Arts, Advanced Art, Mixed Chorus, Chorale, Instrumental Music (Band). Music Theory, Music Appreciation, Film as Literature, Intro to Guitar, Intro to Piano, Music Appreciation DC
 - Minimum of Six Vocational Courses (five must be in the same vocational area)
 - Three Electives
- **PRE-COLLEGE CURRICULUM**
 - Four English
 - English I OR English I Honors
 - English II OR English II Honors
 - English III OR AP English Language DC OR English III Honors DC
 - English IV OR AP English Literature DC OR English IV Honors DC
 - Four Mathematics
 - Algebra I OR Algebra 1 Honors
 - Geometry OR Geometry Honors
 - Algebra II OR Algebra II Honors or Additional Math Course
 - Additional Math Course
 - Three Social Studies
 - Three Sciences
 - ½ PE and ½ Health
 - One Humanities Course
 - Any of the following will fulfill this requirement: Visual Arts, Advanced Art, Mixed Chorus, Chorale, Instrumental Music (Band) Music Theory, Music Appreciation, Film as Literature, Intro to Guitar, Intro to Piano, Music Appreciation DC
 - Two Foreign Language Credits (must be in the same language)
 - Minimum of Seven Electives
- **HONORS DIPLOMA**

- o Four English
 - English I OR English I Honors
 - English II OR English II Honors
 - English III OR AP English Language DC OR English III Honors DC
 - English IV OR AP English Literature DC OR English IV Honors DC
- o Four Mathematics
 - Algebra I OR Algebra I Honors
 - Geometry OR Geometry Honors
 - Algebra II OR Algebra II Honors or Additional Math Course
 - Additional Math Course
- o Three Social Studies
- o Three Sciences
- o ½ PE and ½ Health
- o One Humanities Course
 - Any of the following will fulfill this requirement: Visual Arts, Advanced Art, Mixed Chorus, Chorale, Instrumental Music (Band), Music Theory, Music Appreciation, Film as Literature, Intro to Guitar, Intro to Piano, Music Appreciation DC
- o Two Foreign Language Credits (must be in the same language)
- o Minimum of Seven Electives

Credit Recovery/Summer School

- Students who fail to complete requirements for coursework may have the opportunity to recover credit through summer school on a school program called Edgenuity, or they will complete the Edgenuity program during their own time.
- The school will monitor these programs and notify students/parents when credits are in need of recovery.

Dual Credit: BCHS Independent Study Program

- Dual-enrollment is a program that provides the opportunity for qualifying high school students to take college-level courses under the supervision of a teacher at BCHS. Breckinridge County High School has partnered with post-secondary institutions, such as Elizabethtown Community and Technical College, Murray State University and Western Kentucky University to offer students the opportunity to independently explore the world of college curricula prior to their high school graduation. An independent study class is one of the first times in students' academic careers where they can demonstrate initiative and build skills—such as self-discipline and time management—that will benefit them in college and beyond. If a student chooses to take this class, it will take the place of an elective course in their BCHS daily schedule. It is important to note that there is a fee for each class, which is assessed by the college of choice.
- Potential benefits of the program:
 - Less time required after high school to finish a college degree
 - Students can get a head start on the college experience
 - Save money on tuition (Current rate is \$58 per credit hour) - KHEAA also offers two free courses to all students in 11th or 12th grade to use prior to graduation. Some students can receive two additional classes, free of charge if they qualify as “Work Ready” courses.

- Grades earned become part of the student’s permanent transcript at BCHS as well as their college transcript (if courses are transferred)
 - Students are able to transfer credits earned to a technical or four-year institution
 - Students may explore fields of study that help them choose a major later
 - Students may choose from classes not currently available at BCHS
 - Students completing dual enrollment courses while in high school tend to have higher cumulative GPAs during their first three years in college.
- Notes to consider:
 - Parents/guardians are responsible for payment for each course, made directly to the college.
 - Students are required to take one course in the fall and another in the spring for a total of two.
 - Students may have to purchase a book, e-book, or pay additional fees assessed for classes
 - Students must receive a grade of “C” or above to continue enrollment in the Independent Study program
 - All courses taken must go on the BCHS transcript as what the college grading scale stipulates
 - College courses are offered by semester, but each will count as a full credit on the BCHS transcript

Homework

- The homework policy for each course will be provided by the teacher of that subject in the class syllabus at the beginning of each course.
- Teachers determine the frequency and value of each homework assignment.
- Students are expected to complete all assignments deemed necessary by the teacher in a timely manner.

Cheating/Plagiarism

- Honesty and integrity are the core values of an academic institution. Academic dishonesty infringes on these values and is unacceptable behavior at Breckinridge County High School that cannot be justified. Academic dishonesty includes, but is not limited to, cheating and plagiarism. Each teacher will explain to students how academic dishonesty is defined in their classroom for their specific academic area. Any student found demonstrating academic dishonesty will be at risk of academic/classroom and administrative consequences. BCHS strives to help students grow, not only academically, but also as moral and ethical citizens of our community.
- Plagiarism occurs when students take ideas or words from another and present or claim them as their own.
- Plagiarism includes using work from a source (e.g. the Internet, an encyclopedia, a textbook, any other published or unpublished work, or an oral interview) without proper citation or reference.
- Plagiarism includes the unauthorized use of images, music, and videos that are not original creations; these must also be cited to avoid copyright infringement.

Parent/Teacher Conferences

- BCHS will have two Parent/Teacher Conferences per year. The first Parent/Teacher Conference will be during the fall semester after the first quarter midterm and the second Parent/Teacher Conference will be in the spring after the third quarter midterm.
- All additional parent/teacher conferences are scheduled by calling the guidance office.

Make-up Work

- It is the responsibility of each student to complete academic make-up work as specified by each teacher. Incompletes shall not be carried past semester completions without administrative approval. Students with unexcused absences will be awarded zeroes for assignments on those days.

GENERAL INFORMATION

Announcements

- All students should pay close attention to the announcements at BCHS. All newsletters, memoranda, and information designated for parents must be taken home. BCHS utilizes the PA system at the start of every morning to make announcements. BCHS also uses SendIt!, Twitter, Facebook, and other forms of social media to advertise and make announcements.

BCHS Bell Schedule

- School starts at 7:50 and concludes at 2:44 each day. Each student should be dedicated to attend punctually and participate fully.

Breckinridge County High School Bell Schedule	
7:47	First Bell – Students Report to First Period
7:50 – 8:36	First Period
8:41 – 9:27	Second Period
9:32 – 10:02	Tiger Time
10:07 – 10:53	Third Period
10:58 – 11:44	Fourth Period
11:49	Fifth Period Begins
11:44 – 12:09	Lunch A
12:10 – 12:35	Lunch B
12:36 – 1:01	Lunch C
1:01	Fifth Period Ends
1:06 – 1:52	Sixth Period
1:57 – 2:44	Seventh Period
2:44	Dismissal Bell
2:48	2nd Bus Run

Admission to BCHS

- Prior to admission, all new and transfer students are obligated to present evidence of legal residency and guardianship in Breckinridge County to the BCHS Guidance Office. Additionally, new and transfer students shall present a copy of his/her birth certificate, social security number, immunization certificate, and a current physical exam certificate.

The enrollment of all transfer students is temporary, contingent upon verification of previous records and enrollment status. No transfer student who is under suspension or expulsion, or committed acts which would lead to suspension or expulsion in the Breckinridge County School System, shall be enrolled.

After a careful review of transfer student's records, that student's enrollment may be denied, full and unconditional enrollment may be granted, or conditional enrollment may be permitted. Under conditional enrollment, specific achievement criteria addressing grades, attendance, and behavior shall be stipulated as deemed appropriate by the school administration.

BCHS Student Fees

- The 1982 Kentucky General Assembly and action by the Breckinridge County Board of Education permits the assessment of student fees in all Breckinridge County Schools. All students will be assessed a \$60 fee for book rentals. Students who qualify for reduced lunch will pay only \$15, and students who qualify for free lunch will not pay anything. The BCHS administration will make every effort to collect every fee and rental owed. Students should refer to the Student Vehicle Policy for driving restrictions regarding failure to pay fees.

BCHS Tiger Fight Song

- Cheer! Cheer! for BCHS. Wake up the echoes cheering your best, Send your loyal cheers on high, shake down the thunder from the sky. Though the odds be great or small, BCHS will win over all, While her loyal sons are marching onward to victory, RAH! RAH! (Tune of Notre Dame Fight Song)

Accident Reports for Student Injury

- An accident report form must be filled out immediately following the injury of a student.
- The student's teacher, coach, supervisor, or first-aid designee shall obtain a report form from the office.

Athletics

- Breckinridge County High School offers a comprehensive program of interscholastic athletics in girls and boys sports. BCHS student-athletes shall distinguish themselves in classroom activities and maintain the integrity of the athletic program with the highest distinction.

- **Interscholastic Athletic Activities**

- Fall Sports
 - Football
 - Boys and Girls Golf
 - Boys and Girls Cross Country
 - Volleyball
 - Girls Soccer
- Winter Sports
 - Boys and Girls Basketball
- Spring Sports
 - Baseball
 - Bass Fishing
 - Softball
 - Tennis
 - Track
- Year-Round Sports
 - Archery
 - Cheerleading
 - Dance

- **Eligibility Requirements**

- Student-athletes must adhere to all KHSAA rules to participate. These rules include a required yearly physical prior to participation and a minimum number of credits per year.

- For student-athletes to be eligible, the KHSAA requires students to be successfully passing a percentage of classes during the season of play for each particular sport. Typically, BCHS requires passing five classes out of seven each week. Refer to bylaws on <KHSAA.org> for more information.
 - BCHS also requires all student-athletes to be passing all Core Courses (math, science, social studies, and English) to participate.
 - Tryouts, open gym, and practices will be announced in advance of each season.
- **Random Drug Testing**
 - Any student who participates in a BCHS athletic program or extra-curricular activity must enroll in the Random Drug Testing Program.
 - Any student who plans to drive and park on BCHS property must enroll in the Random Drug Testing Program.
 - All students to be tested in the program will be selected randomly.
 - **Behavior at Athletic/Special Events**
 - It is the belief of the administration at BCHS that students represent themselves and their school in a respectful manner while being a spectator of athletic competitions and special events. Therefore, rude behavior directed toward an official, an opponent, another fan, or guest speaker will result in disciplinary action as deemed appropriate by the administration. In the event a second offense occurs, the student will be in danger of being banned from future events.

This policy shall relate to, but not limited to, sporting events, dances, concerts, and assemblies. In addition, this policy holds for the student's entire high school career and is not limited to a single school year.

Students are strongly encouraged to display their school pride and support BCHS student-athletes participating in interscholastic athletics. Tickets will be \$5.00 for everyone at the entrance gates. The vocal support of all BCHS students is of great importance to the success of the BCHS interscholastic athletic program. All students shall be responsible for displaying sportsmanship when attending any interscholastic competition of BCHS.

Student Insurance

- The district provides insurance that covers all students during all school activities. Full-time coverage is available at a minimal cost to parents.

THIS STUDENT INSURANCE IS A SECONDARY PLAN AND WILL PAY ONLY AFTER OTHER FAMILY INSURANCE HAS BEEN EXHAUSTED. THE BRECKINRIDGE COUNTY SCHOOL DISTRICT CARRIES INSURANCE ON ALL STUDENTS INVOLVED IN SCHOOL ACTIVITIES.

Insurance claim forms are available at the Office of the Principal. Students should follow this procedure to expedite payment of insurance claims:

1. Secure the claim form at the Principal's Office and take it with you to the hospital/physician on your visit;
2. Have form (Part A) completed by the teacher supervising your activity at the time of

- injury;
3. Have the form signed by Principal;
 4. Have attending physician complete the reverse side of form;
 5. Have parents or guardians complete Part B, and Part C, and mail to the insurance company.

Lunch Program

- BCHS student lunches and student breakfasts are free to all students. The BCHS Cafeteria strives to prepare and serve nutritional and quality lunches each day. Students are reminded of their responsibility in maintaining the clean appearance of the BCHS Commons. It is very important for the successful operation of the BCHS lunch program that all students move quietly and orderly to the commons and remain seated during the allotted lunch period.

BCHS students have access to additional servings after the initial meal. All additional servings do have a cost and are ordered a la carte.

- The lunch schedule is as follows:
 - Lunch A:** 11:44 - 12:09
 - Lunch B:** 12:10 - 12:35
 - Lunch C:** 12:36 - 1:01
- In order that a pleasant atmosphere for eating is maintained, students should conduct themselves in an orderly fashion.
 1. Running in the school and commons area is prohibited;
 2. Students should not crowd into line;
 3. No food or drink (other than water) is to be taken outside of the commons area;
 4. Standing during lunchtime is prohibited. All students are expected to stay seated during their assigned lunch period except when obtaining food and disposing of trays;
 5. After you have finished eating:
 - a. Clean your table area;
 - b. Put paper in waste containers;
 - c. Return tray and dishes to the disposal window and be seated.
 - d. Restrooms are located in the commons area. These are the only restrooms to be used during the lunch period;
 - e. Students are to stay in the commons until the bell to dismiss their specified lunch group has rung.
 6. Restroom breaks will be taken in the commons area after eating;
- Food allergies are a serious issue for some students. Do not share personal pre-prepared food with others. Products containing peanut oil and materials with latex are particularly troublesome to students with certain allergies. Refer to the Safe Schools policies if you have any questions on this issue.
- Students should remain in the cafeteria during their designated lunchtime. Students will not be permitted in the courtyard, library, gymnasium, or a classroom during this time.
- Students are expected to obey all school rules and cooperate with cafeteria staff, monitors, and other students during their lunch periods. Loud talking, physical contact with other students, and general horseplay will not be tolerated.
- BCHS does not allow any outside food from restaurants to be eaten in the cafeteria.

Clubs/Organizations

- Breckinridge County High School provides many national and school-sponsored clubs and organizations in which students are encouraged to participate.
- Some clubs require prerequisites and must adhere to standards affiliated with the school and national organization.
- Some clubs may require fees to become an active member.
- BCHS will provide at least one meeting date each semester for clubs and organizations. To maintain active enrollment in any club or organization, students will be expected to maintain passing grades in all classes. This is the minimum requirement, and stricter enrollment requirements may be established for specific organizations.
- It must be noted that meetings held after the dismissal of school may be required to make the BCHS clubs and organizations effective. Potential members should be mindful of their obligations to participate and to attend meetings prior to becoming involved with a particular club or organization.

National Honor Society

- Breckinridge County High School has NHS bylaws that were updated in February of 2020. The document can be found on our school website at bchs.breck.kyschools.us or a request can be made for a copy from the school.
- Also see Appendix.

Disaster Drills

- Disaster drill procedures will be posted in each classroom.
- Drills will be practiced periodically according to state laws for fires, earthquakes, severe weather, and lockdown procedures.

Drivers Test

- The Drivers Permit Test is administered weekly on Mondays. All students are expected to be in attendance for at least 1/2 of the day they attempt the road or written test.

BCHS Guidance Department

- The BCHS Guidance Office functions to assist all students in their personal, academic, and vocational growth. Seeking to communicate with all students as time permits, the BCHS guidance counselors are available for consultation and assistance at any time by appointment. The Guidance Office is located on the second floor above the administrative offices.

Counselors will provide information on post-graduation activities, colleges, professional careers, occupational opportunities, and training.

General services provided to students by the BCHS Guidance Office include:

- A. College and vocational planning;
- B. Group and individual counseling;
- C. Standardized testing and evaluation;
- D. Referral services.

Extended School Services (ESS)

- The purpose of the ESS Program is to provide additional support and instruction outside regular

school hours and to ensure that each student has every opportunity to achieve academic success. The program is primarily geared for the prevention of class failure. Yet, any student that is experiencing difficulties in class is encouraged to participate. Attendance will be limited to those students who come prepared and willing to work.

- Students who attend ESS will report to the appropriate area at the designated time. After the completion of their tutorial session, students with transportation are to leave, while students waiting for transportation are to do so with the extended school coordinator. All students who remain after school will be under direct supervision.

Late Enrollments

- Students enrolling late and not transferring from another school may receive a zero for each assignment and test missed during the period of non-enrollment.

Library/Media Center

- The library is open from 7:40 a.m. to 2:50 p.m.
- The library is a place to research, read, study, and check out books. While in the library, students are expected to conduct themselves in a quiet, courteous, and studious manner.
- Books may be checked out for 2 weeks with the privilege of renewal. Students will be responsible for the replacement cost of lost and damaged materials checked out to them. Overdue notices for students will be sent to the homeroom teachers for distribution.
- All materials borrowed from the library should be signed out and returned at the circulation desk.
- Students coming to the library during regular class time for individual work projects must sign in at the circulation desk and must have a Teacher's HALL PASS in order to be admitted to the library.
- The librarian will provide acceptable use guidelines for the library and all technology equipment.

Lockers

- All lockers made available for student use on the school premises (including lockers located in the physical education and athletic dressing rooms) are the property of the Breckinridge County High School. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. However, the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause interference with school purposes or an educational function or which are forbidden by state law or school rules.
- DAMAGING OF LOCKERS AFTER ASSIGNMENT WILL WARRANT DISCIPLINARY ACTION.
- The students' use of the locker does not diminish the school's ownership or control of the lockers. BCHS retains the right to inspect its contents to ensure that the locker is being used in accordance with its intended purpose, to eliminate fire and other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent the use of the locker to store prohibited or dangerous material such as weapons, illegal drugs, and/or alcohol. All inspections of student lockers shall be conducted by the BCHS administration.
- The Breckinridge County High School will retain access to student lockers by keeping a master list of combinations and a master key. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks will be removed without notice and will be destroyed.

Lost and Found

- Students have the responsibility to keep their personal possessions and books and material rented or loaned by the school secure at all times. Clothing, materials, and books found should be turned in to the BCHS administration. Students missing items should consult a member of the BCHS administration before or after school.

Parking/Driving Privileges

- Driving to school is a privilege for those students who can handle this responsibility.
- Each student driving a personal vehicle shall prominently display a BCHS student parking permit. A student able to pay the cost of providing his/her own transportation should be able to meet his/her educational and financial responsibilities first. Therefore, in an effort to regulate the number of private vehicles, and to set standards that will ensure the safety of each student, we establish the following student vehicle policy:
 - a. Parking passes will be \$25 per year and can be purchased from the principal or assistant principals;
 - b. All students driving a personal vehicle will be required to arrive at the school campus only between 7:10 A.M. and 7:47 A.M. each day and enter the campus, bearing right in front of the school, down the east side of the school, to the student parking lot;
 - c. Upon arrival at BCHS, no personal vehicle shall be permitted to leave the grounds without administrative approval;
 - d. Upon arrival at BCHS, the driver and any passengers shall immediately exit the parking lot and enter the school building;
 - e. All student drivers shall be permitted to park their vehicles only in the designated student parking areas in the rear of the building;
 - BCHS administration has allowed some students to park in a special area if they have reached certain academic benchmarks.
 - f. The BCHS administration reserves the right to search any personal vehicle if that vehicle is suspected of containing any illegal substances or contraband; students are responsible for the riders and the contents of their vehicles;
 - g. All Kentucky highway statutes will be fully enforced on the school campus at all times. In addition, a mandatory 15m.p.h. speed limit will be enforced on student drivers while on the school campus;
 - h. Students are not to return to their vehicle for any reason during the school day without permission of a school administrator;
 - i. Students reverse entrance route to depart;
 - j. Students who receive a failing grade at the end of the 9 week grading period will not be permitted to drive.
 - A student may drive again when the grade is passing at the progress report period or end of the next 9 week grading period.
- The safety of each BCHS student is our only concern in defining this policy. Any student violating these regulations or committing any act jeopardizing the safety of any person and/or BCHS property may have their campus driving privileges restricted. Suspended, or permanently revoked.

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 relative to their child by making a request to the principal of each school or other designated official. This right shall be passed on to the student at

age 18.

Written policies have been developed which describes the types and locations of these records and specific procedures available to parents for the review of records, the amendment of or hearing concerning educational records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the office of the Principal or of the Superintendent.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward educational records upon request to a school in which a student seeks or intends to enroll. Parents may obtain upon request, copies of the records transferred and an opportunity for a hearing. Directory information may be released by the schools on individual students unless specific instructions not to do so are presented to the Principal or Superintendent in writing by the parents of a student on or before September 15 of each year. Directory information shall include the student's name, address, telephone number, date and place of birth, sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent education institution attended by the student. Parents shall have the right to file complaints of the Family Education Rights and Privacy Act concerning any alleged failures of the district to comply with this act.

Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional children may request the destruction of any personally identifiable information in the education record of their child which was collected, maintained or used for the identification, evaluation, or placement of the exceptional child. Such requests should be addressed in writing to the Principal or the Superintendent.

Textbooks

- Each student is responsible to return their assigned textbooks in good condition at the end of the school year. Lost or damaged books are the responsibility of the student, and full replacement costs will be assessed prior to awarding grades or credits. Seniors will only be allowed to participate in the graduation ceremony after fulfilling all responsibilities and obligations at BCHS.
- Some courses such as dual credit or AP classes may require a student to purchase books to supplement the textbooks.

Tiger Tales

- The BCHS Yearbook is published and distributed by the Yearbook class each school year. All students, particularly seniors, will wish to order the TIGER TALES to preserve their fond memories of the school year.

Visitor Policy

- Visitors are welcome at Breckinridge County High School provided they have a **legitimate** reason to visit the school during instructional hours.
- Visitors must enter through the front lobby and report directly to the front desk where they will be checked in school by the office staff and be issued visitors' badges, which must be clearly displayed at all times while in the school building.
- Visitors, after signing out, should vacate the property immediately through the front office.

YOUTH SERVICES CENTER

- The Family Resource and Youth Services Centers are designed to promote the flow of resources and support to families in ways that strengthen the functioning and enhance the growth and development of the individual members of the family unit. By doing this, centers strive to make educational success a focus and attainable goal for all students.

The Breckinridge County High School Youth Services Center is committed to students and families of Breckinridge County and strives to support and enhance the educational opportunities available to them. The YSC addresses the needs of students and families on an individual basis as well as providing programs to benefit all students of BCHS. The YSC aims to do "whatever it takes" to promote the educational success of all students at BCHS.

Families and students are welcomed and encouraged to participate in activities offered through the YSC and to provide support and suggestions to center staff at any time.

Components of the YSC are:

1. Referrals to health and social services;
2. Employment counseling, training, and placement;
3. Summer and part time job development;
4. Drug and alcohol abuse counseling;
5. Family crisis and mental health counseling;
6. Community education;
7. Adolescent pregnancy prevention/intervention;
8. Parent and community involvement/public relations;
9. Basic needs/emergency assistance.

The YSC is located on the second floor in room F021. For more information call 756-3082.

RULES AND REGULATIONS

Expectations of Student Behavior

- To maintain a safe and effective learning environment, students are expected to learn and obey all rules provided by Breckinridge County High School and the Breckinridge County Board of Education.

Student Discipline

- It is the responsibility of each BCHS student to display exemplary behavior and character at all times while in attendance and while representing BCHS.
- All students shall:
 - A. Actively participate in the learning process;
 - B. Not engage in any behavior that interferes with the achievement of their own or other students' educational goals;
 - C. Respect the authority of each staff and faculty member;
 - D. Treat each student with dignity and equality; and
 - E. Respect the facility that we labor to upgrade.
- Stated more specifically, all students shall:
 - A. Report to school and each class daily and on time;
 - B. Remain in each class until dismissed or excused;
 - C. Students in the building after school must be under the direct supervision of a staff or faculty member;
 - D. Stay on the sidewalks and out of landscape areas;
 - E. Cooperate with the faculty and staff in maintaining the clean appearance of the school facility: that is, place waste materials in waste-baskets and trash containers, and refrain from littering of any kind on school property;
 - F. Students are to protect school property (building, furniture, and equipment. Refrain from writing on or defacing walls, posters, bulletin boards, desk tables, rented books, etc.);
 - G. Obey the instructions of ALL staff and faculty members;
 - H. At all times, refrain from verbally or physically harassing, harming, abusing, or embarrassing other students;
 - I. Keep hands off other people and their property. This applies to situations such as relationships (only hand-holding permitted), scuffling, pushing, fighting, and touching the property of others including books, clothing, and cars;
 - J. Refrain from boisterous conduct in the building including running, whistling, or shouting;
 - K. Good grooming, cleanliness, neatness and appropriate dress are expected at all times;
 - L. Treat each staff and faculty member with the highest respect at all times;
 - M. Seek to use the proper channel in resolving grievances related in any manner to the educational program or environment;
 - N. Become thoroughly familiar with the Uniform Code of Student Conduct, the Breckinridge County High School Handbook, all policies and regulations, and fully obey each item at all times;
 - O. Comply with an expectation to stay out of the student parking lot before, during, and after school hours unless driving or riding to school.

Alternative School

- For students who will not conform to the level of behavior expected at Breckinridge County High School, they may be placed in the Alternative School program. A student may be placed in the alternative program when he/she shows a disregard for school rules and regulations, completion of his/her education, safety and well-being of other students and staff, and school property. Any transfer student enrolling whose last placement was an alternative setting at their former school will be enrolled at the Breckinridge County Alternative School.

Dangerous Behavior

- Students are prohibited from engaging in any behavior that endangers the welfare of themselves or anyone else on campus. This regulation includes the entire campus and is especially related to balcony areas and staircases. Students failing to meet the requirements for responsible behavior shall be removed from the regular environment.

Classroom Tardies

- BCHS students will have five minutes of travel time to go from class to class. All classroom doors will be shut at the bell starting each class period. Students not in the classroom when the bell has rung to begin class will have to receive a tardy slip from the administration. Students will start receiving disciplinary actions on the 4th accumulated tardy.
 - Tardy to Class 4th, 5th, and 6th Offense students will be assigned after-school detention.
 - Tardy to Class 7th (or more) Offense students will be assigned in-school suspension.

Student Dress Code

BRECKINRIDGE COUNTY HIGH SCHOOL UNIFORM CODE OF STUDENT DRESS

- GENERAL STATEMENT OF PROHIBITED WEAR:
 1. Any logos, brands, symbols, pictures, etc. promoting or implying the promotion of alcohol, tobacco, illegal drugs, lewd or suggestive behavior, profanity, indecency or vulgarity or the name of establishments/organizations that promote the sale of such shall be prohibited from display or wear by all students at all times.
 2. Any article of clothing, accessory, tattoo, symbol, and/or makeup that are affiliated with an organized gang is prohibited.
 3. Hats, caps, and other head coverings are allowed with the following exceptions:
 - a. No jacket, coat, or other hoods may be worn inside the building
 - b. No fish hooks can be worn on headwear
 - c. No other head covering that obscures the face or head in a way that makes it difficult to identify the student
 4. No clothing may be worn that exposes an improper or unprofessional amount of skin.
 - a. This includes cleavage, chest, midriff, the area between the waist and mid-thigh, and any other area that is deemed to be too revealing when shown.
 - b. Undergarments shall not be visible through or with any approved clothing.
 - c. All clothing must fit properly and not have to be adjusted to cover areas that are improper.
 - d. All tops must have sleeves or straps of some kind.
 5. Shorts are permitted as long as they are mid-thigh length or longer and do not violate other dress code specifications.
 6. Skirts and dresses are permitted as long as they are knee length or longer and do not violate other dress code specifications.

7. No sunglasses will be permitted to be worn by students in the BCHS facility unless complying with doctor's orders.

- NOTES

1. A list of all prohibited items will be on file in the principal's office and may be obtained at any time.
2. Any item of wear or accessory deemed by the administration to be a distraction to the educational process or inconsistent with the SBDM council philosophy on student dress shall be prohibited.
3. This dress code policy or parts of the policy may be lifted by an administrator for special days and events during the school year. School administration will be responsible for determining the criteria for allowable clothing on that day or event and shall publicize that criteria before the day or event.

Harassment/Discrimination

- Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.
- Harassment/Discrimination will not be tolerated and will be subject to disciplinary action.

Alcohol/Drugs/Other prohibited substances

- No pupil shall purchase, receive, possess, attempt to possess, use, be under the influence of, sell, or transfer alcoholic beverages, narcotics, drugs, controlled substances, mood-altering substances (such as inhalants), prohibited drugs and substances, or drug paraphernalia and/or assist another pupil in the receipt, sale or transfer of them on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, or en route to or from school property or a school-sponsored or sanctioned activity or event.

Medicines

- Federal Law mandates that prescription medicines shall be taken only in the specified quantity stated and only by the assigned prescriber. All prescription medicines must be monitored and administered in designated areas. Violations of this Federal Code may be referred for Civil Prosecution and/or face school disciplinary action including expulsion. Over-the-counter medicines will be administered under the same procedures as prescription medicines.
- **All prescription medicines and over-the-counter medicines (including but not limited to aspirin, ibuprofen, and acetaminophen) must be turned in to the office at the time of arrival to school.**
- Authorized personnel will dispense medication in accordance with the directions on the container.
- Prescription and over-the-counter medications must be in their original containers.
- Over the counter and prescription, medication paperwork must be completed by a parent or guardian before school personnel can dispense. Medication paperwork can be obtained by parents or guardians in the school office.
- Students may not transport medication on the school bus.

Tobacco/Smoking/Vaping

- The use of or possession of tobacco products by students is prohibited on the BCHS campus.

Possession of tobacco products, lighters, a dip bottle, or matches will result in the following consequences:

Disciplinary measures are as following:

1. 1st Offense - One day of In-School Suspension
2. 2nd Offense - Two days of In-School Suspension
3. 3rd Offense - Two days of In-School Suspension
4. 4th Offense - May result in Out of School Suspension (1-3 days)

Note: Electronic cigarettes will be considered a tobacco product at Breckinridge County High School. Note: Vapor Products will be considered a tobacco product at Breckinridge County High School.

Cell Phones/Personal Computers/Music Devices

- Cell phones and other comparable devices, including but not limited to tablet computers, laptop computers, smartwatches, gaming devices, and any other such devices may only be used for educational purposes from bell to bell.
- Teachers have the discretion to determine how and when cell phones and other comparable devices are used in their own classrooms for instructional purposes. This includes listening to music during independent learning.
- Teachers will utilize a red/green visual indicator of whether phone use is acceptable during class time. Any time a cell phone is out in class while the visual indicator is red, the student will be assigned discipline.

Weapons

- Students shall not carry, bring, use, or possess any firearm, other dangerous or deadly weapons, dangerous instrument (including knives, destructive device, or booby trap), or any look-alikes (example: toy handgun) in the school building, on the school grounds, in any vehicle, or at any school-sponsored event.
- Students caught in possession of weapons will face disciplinary measures at school, which may include suspension or expulsion. Also, the state of Kentucky has made unlawful possession of a weapon on school property a felony punishable by up to 5 years in prison and a \$10,000 fine.
- Students are critical in helping to maintain a safe learning environment. Any student hearing of or seeing a weapon of any kind should contact a staff member immediately.

Metal Detector Guidelines

- Students entering BCHS will pass through hand-held metal detectors stationed by BCHS administration.
 - BCHS administrators will be stationed at the back entrance with hand-held metal detectors.
 - Students must pass through this station to enter the BCHS school building.
 - Students arriving late can enter the BCHS school building through the front door or the rear door.
 - Students entering through the front door entrance will check-in at the front desk and then pass through a hand-held metal detector prior to being allowed to report to class.

- Students entering through the rear door entrance will be escorted to the front office by school personnel to check-in and to pass through a hand-held metal detector.

BCHS hand-held metal detector procedures when conducting searches:

- School personnel using hand-held metal detectors will be trained in the use of metal detector equipment;
- Searches shall be reasonable in scope and duration, shall not be excessively intrusive, and shall be conducted in a uniform manner;
- Prior to the beginning of the search, students will be asked to remove all metal objects from their pockets;
- If a metal detector is activated during the initial search of a student, the search may be repeated;
- If the student continues to activate the device, a thorough search may be conducted;
 - Any search of a student's person as the result of the activation of the detector will be conducted in private by a person of the same sex as the student and will be limited to a search for weapons;
 - A witness, preferably of the same sex as the students, shall be present when a personal search is conducted;
 - All searches shall terminate after the item that activated the device has been located;
 - School personnel will contact the guardians of any student receiving a thorough search.

Transportation/Buses

- Each student living within Breckinridge County lines will be provided transportation via bus on a daily basis. Students are encouraged to ride the bus, but it is not mandatory, and it is a privilege that can be revoked at any time.
- Bus routes and schedules are determined by the Breckinridge County Board of Education transportation department. Questions regarding bus transportation can be answered by calling the following number:
 - 270-756-3000
- Buses are part of the school grounds, and students are expected to follow the same rules and procedures outlined in this handbook. Also, students who ride the bus must follow all rules and regulations provided by the transportation department in the district handbook.
 - Bus Discipline Guidelines:
 - Fighting 1st offense will be 18 weeks off district transportation. 2nd fighting offense will result in meeting with the Chief of Student Services and assigned discipline.
 - Use of inappropriate language directed at the bus driver will result in 9 weeks off the bus on the first offense, 18 weeks on the 2nd offense, and a meeting with the Chief of Student Services and additional discipline on the 3rd offense.
 - Open flame on a school bus will result in 18 weeks off the bus on the first offense and a meeting with the Chief of Student Services on the repeated offenses.
 - Throwing objects out of a bus window will result in 9 weeks off the bus on the first offense, 18 weeks on the 2nd offense, and a meeting with the Chief of Student Services for repeated offenses.

- Use of e-cigarette or vaping products will result in 9 weeks off the bus on the 1st offense, 18 weeks on the 2nd offense, and a meeting with the Chief of Student Services on repeated offenses.
- Possession or consumption of alcohol on the bus will result in 9 weeks off the bus on the 1st offense, 18 weeks on the 2nd offense, and a meeting with the Chief of Student Services on the repeated offenses.
- BCHS administration has the authority to suspend bus riding privileges for students for a maximum of ten (10) school days at one time without Chief of Student Services approval.
- Any suspension of more than ten (10) school days at one time must be approved and communicated by the Chief of Student Services.

Unauthorized Areas

- Students are expected to be in their assigned areas under the supervision of an adult at all times. Disciplinary measures will be taken if any student is found in an unauthorized area.
- Upon arrival at school (school doors open at 7:10 a.m.), students should proceed to the Commons area via the back bus ramp entrance or the C hallway door. Students should not be in the classroom hallways for any reason unless supervised by a staff member or approved by the administration. The hallway doors will be opened at 7:40 a.m. for students to proceed to lockers and classrooms for first period.
- Students should receive permission from the front office before using the elevator.
 - The purpose of the school elevator is to assist students/staff with health conditions and/or injuries in moving around the school building. Elevator keys will only be issued to students who have a doctor's note, or an obvious medical situation. A ten-dollar deposit will be required for each key. The deposit will be returned upon the return of the keys.
- Students are not permitted in the auditorium or the hallways in front of or behind the auditorium without proper supervision.
- **Students are not permitted in the building after school hours unless under the supervision of faculty, staff, or coaches.** This includes waiting after school for school-sponsored events.
- Only one person is allowed in a restroom stall at a time.
- Students who are found to be on campus and not under the direct supervision of a staff member are subject to criminal charges as well as disciplinary consequences that can extend through all activities for the current school year.

Prom

- Breckinridge County High School will host the prom each school year for all eleventh and twelfth-grade students. BCHS eleventh and twelfth-grade students wishing to attend prom are subject to being denied entrance into the event if he/she has a history of discipline and/or criminal issues. Students with ten or more unexcused absences for the current school year will be subject to denied attendance at prom. Each student attending the prom may bring an approved guest.

The following requirements must be met for a guest to attend prom:

1. The BCHS student must complete and submit the "BCHS Prom Guest Request Form" prior to the noted deadline date;
2. No guest who has yet to reach high school status (8th grade or below) or is 21 years of age or older will be permitted to attend;
3. Dress for the event is formal attire. Students/guests are subject to being denied entry into the event if his/her dress is inappropriate, excessively revealing, offensive, lewd, and/or vulgar; BCHS students wishing to attend prom as a guest are subject to being denied

entry into the event if he/she has a history of disciplinary, attendance, and/or criminal issues;

4. All guests will be reviewed by the BCHS administration and a final decision will be made by them. The purpose of these requirements is to ensure an enjoyable, positive, and safe prom experience for all attendees.

Gambling

- Betting and gambling in any form or fashion are prohibited at BCHS.

Public Display of Affection

- Public displays of affection are inappropriate at school. The only acceptable show of affection is the holding of hands. Unacceptable acts include, but are not limited to kissing, hugging, sitting on laps, long embraces, and any other inappropriate touching. PDA will not be tolerated anywhere on the BCHS campus during the school day. This includes the bus ramp as well as the student parking lot.

Trading or Selling of Personal Items

- Students are not permitted to sell, swap, or trade any personal items at BCHS. Selling for groups and/or organizations other than those directly supervised by BCHS is also prohibited.

Field Trips

- All Breckinridge County High School and Breckinridge County Board of Education disciplinary policies and regulations shall be in effect on all school-sponsored trips. Students who fail to abide by these policies will be disciplined upon return to school.
- Students must have all teachers' approval and be in good class standing before attending field trips.
- Students who have received disciplinary consequences while attending a field trip may forfeit their privilege to attend future field trips during the current school year.

Permission to Leave School

To obtain permission to leave school while school is in session, a student must present a written request from his/her parent(s) to front office staff. Calls will be made to verify the note. If verification cannot be made, the student may not be allowed to leave school.

The note should contain the following:

1. Student's name;
2. The date and time to be excused;
3. Reason for leaving school;
4. Parent's signature;
5. Phone number where parents can be reached to verify the request.

Before leaving school early, students must sign out at the front desk. If a note is not brought in, parents or individuals appearing on the students' release form may sign the student out at the front desk. A phone call from the student's legal guardian will also be accepted. Students must check-in and out with the attendance clerk before going from or returning to school.

ATTENDANCE POLICY

Breckinridge County High School strives to create circumstances and situations which correspond to success-builders in preparation for the adult world. Responsible and punctual attendance is certainly one of these. Moreover, we shall stress daily attendance and productivity in conjunction with this policy.

I. Statement of Philosophy

- No single factor contributes as much to academic success or failure as does absenteeism. School attendance is essential to school success. Students must make a total commitment to daily and punctual attendance, thereby establishing a pattern of responsible behavior which will also make them successful in their adult vocations. Parents are charged with the responsibility to recognize their legal and moral liability to cause daily and punctual attendance of their students as required by the Kentucky Compulsory Attendance Law, KRS 159.150.

II. Statement of Philosophy Application

- All students must turn in an excuse to the attendance office on the day of their return. The written excuse will be evaluated by the BCHS administration and marked excused or unexcused. Failure to submit a note will result in the absence being marked as unexcused.

III. Statement of Administration

- Attendance is recorded daily by each teacher in all seven classes with a master list prepared from the 1st-period absentees. Additions and deletions are made throughout the day as check-ins/check-outs occur.
- Students should advise the school administration or the BCHS front office personnel in advance of any absence whenever possible. Call the school (756-3080) between 7:15 and 7:47 on the morning of absence to verify the nature of the absence.
- Attendance is determined by the amount of time the student is absent. If a student is absent from school for up to 60 minutes, this will be counted as a tardy. A student can receive a tardy for checking out in the middle of the day and returning in less than one hour or leaving early with less than an hour of school remaining. If they are absent longer than 60 minutes, this will count as an absence.

IV. Attendance Appeals

- The School-Based Attendance Committee may be convened if a reasonable request by a student is made for consideration regarding potential additional absences:
 1. This committee will consider appeals based upon the following circumstances:
 - a. An illness that is verified by a doctor's statement;
 - b. Orders of the court. This applies to summonses and subpoenas;
 - c. Death or severe illness in the immediate family. Immediate family shall mean mother, father, brother, sister, grandfather, grandmother, blood-related aunt, uncle, niece, nephew, or anyone living under the same household roof with the student.
 2. This committee shall have the authority to allow a student up to three additional absences based upon the above-stated reasons.
 3. In extreme cases this committee will have the authority, in its reasonable discretion, to extend the absence beyond six absences.
 4. Within three school days of the hearing, the student and his/her parent or guardian shall receive a written finding of the School-Based Attendance Committee.

5. If the student and/or his/her parent or legal guardian is not satisfied with the finding of the School-Based Attendance Committee, they have the right to file a written statement requesting a hearing before the Central Office Attendance Committee. This committee shall consist of the superintendent and/or his/her designees.
6. The written request for a hearing must be filed with the superintendent within three school days of the date the student and his/her parent or guardian received the decision of the School-Based Attendance Committee.
7. On the appointed date and hour of the appeal, the student should be accompanied to the hearing by a parent or legal guardian.
8. Within three days of the hearing, the student and his/her parent or guardian shall receive a written finding of the Central Office Attendance Committee.

V. Attendance Policy Definitions and Clarifications

- **EARLY DISMISSALS:** Non-emergency activities and appointments should be scheduled after school hours. Early dismissal shall accumulate against the six absences or tardy limitations. **STUDENTS WILL BE RELEASED FROM SCHOOL BY THE BCHS ADMINISTRATION ONLY AFTER PERSONAL CONTACT WITH THE STUDENT'S PARENT OR GUARDIAN.** Students leaving school early must be properly signed out with the attendance clerk.
- **LATE ARRIVALS:** All students are expected to be on campus and in a class by 7:50 A.M. each morning. Those students arriving after the 7:50 A.M. bell are expected to sign in at the front. Those late arrivals verified by a doctor/dental statement or other required and verified appointments including pre-arranged and/or verified emergency work will be marked excused. Other late arrivals (oversleeping, car trouble, or just late, etc.) will be marked unexcused and accumulate toward the maximum tardies/days allowed.
- **TARDIES AND ABSENCES:** All students are expected to be in class with all books and required materials at the bell. Students will have sufficient time between classes to go to the bathroom, locker, etc., prior to the next class beginning. All tardies (other than faculty and administration approved) accumulate against the tardy limitation which will cause restrictions to be placed on the student and will result in being assigned in-school suspension (See Classroom Tardies).
- **ABSENCE UNEXCUSED:** Skipping school, suspension from school, and days designated by the attendance committee are considered unexcused absences. Tests and assignments missed during an unexcused absence cannot be made up and a zero will be awarded.
- **LATE BUSES:** Students arriving late to school as a result of bus problems must report to the front receptionist desk for a Late Bus Admit Slip. Tardies as a result of late buses will be excused.
- **SCHOOL ACTIVITY APPROVED ABSENCE:** Defined as the absence of a student from class while involved in a meaningful school activity approved by the principal or his designee. This activity will be approved at least one day in advance of the activity so notice of the activity can be communicated via the daily absentee report. This absence from class will not count toward the six days absent limit. Poor or failing academic performance or excessive absences may restrict the number of school activity approved absences. In addition to participation in a school-sponsored event and activity, school approved absences are allowed for pre-arranged college orientation (maximum of one day) and competition for college scholarships. These days are available without the direct supervision of school personnel, However, the school administration must approve/acknowledge these days in advance.
- **SUSPENSION FROM SCHOOL:** Disregard for school rules and/or violation of the disciplinary code may result in the student being suspended from school. Classroom assignments and tests missed may not be made-up for absences accumulated while under disciplinary suspension from school, and these absences will count toward maximum days allowed.

- **SKIPPING SCHOOL:** Being absent from school or a class without a parent and school knowledge and/or consent. Classroom assignments and tests missed may not be made-up for an absence from class due to skipping school.
- **COMMUNICATIONS:** Students shall report to the attendance clerk immediately upon return to the BCHS campus after an absence or early dismissal from school. Students shall present a note from home signed by their parent/guardian explaining the absence(s) or verification from dentist/physician or other required and verified appointments if applicable. The BCHS administration shall regularly contact the home of the absentee to inquire about the nature and anticipated length of absence. Failure to properly document absences will result in the absence being marked unexcused and all assignments missed converted to zeroes.
- **HOMEWORK ASSIGNMENTS:** For students anticipating being absent from school for more than two or three days, arrangements shall be made for dispatching assignments and materials to the home upon request to the Guidance Department.
- **HOMEBOUND SERVICE:** For students anticipating being absent from school for extended days for medical reasons, the services of a homebound instructor are available upon request (properly documented statement by the attending physician required) to the school principal or his designee.
- **PERFECT ATTENDANCE:** A student being in attendance all day for each day of the school year will receive a Perfect Attendance Award.
- **DISCIPLINARY SANCTIONS:** Violations of conditions set forth by the BCHS Attendance Committee are subject to disciplinary actions being imposed by the school administration.
- **TRUANCY:** KRS 159.150 defines truancy as absent or tardy on three or more days without a valid excuse.
- **MAKE-UP TIME:** Time additional to the regular school day, regular school week, or minimum school term (includes before school, after school, Saturday school, or summer school).

Excused Absences (requires written statement)

1. Illness - Medical Excuse
2. Death in family
3. Medical appointment of student
4. A student sent home from school sick
5. Religious holidays
6. Reporting to court
7. Driver's license test or examination (1/2 day-2 times)
8. Military leave, deployment, or training
9. Other circumstances as approved by the principal

Excuse/Parent Notes

- Students absent from school shall turn in a written excuse on the day of their return. The excuse will be evaluated by the administration and marked excused or unexcused. Failure to bring an excuse will result in the absence being marked unexcused and resulting in a zero being recorded for any assignment or exam missed during the student's absence from school. Written excuses from a parent to validate a student's reason for his/her absences will be accepted a total of six times per school year. All other absences will only be excused with a professional statement.

Four unexcused absences will result in an attendance letter being sent home to the student's parents. Six unexcused absences may result in truancy charges being filed.

Appendix

Chapter Bylaws
of the
Breckinridge County High School Chapter
of the
National Honor Society

Adopted: February 17, 2020

ARTICLE I: NAME

The name of this chapter shall be the Breckinridge County High School Chapter of the National Honor Society.

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Breckinridge County High School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions. In addition, this chapter will maintain an active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, National Association of Secondary Schools (NASSP), by paying annual dues and participating in state functions when possible.

Section 3: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.]

Section 5: Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members. [Note: Local advisers should confer with the principal and or school system representatives regarding the inclusion of the language from this section to be certain it conforms to existing local and state policies.]

ARTICLE IV: MEMBERSHIP

Section 1: Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Section 2: Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class,
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at BCHS.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.3 on a 4.0 scale
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

ARTICLE V: SELECTION OF MEMBERS

Section 1: The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2: The selection of active members shall be held once a year during the second semester of the school year.

Section 3: Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership. [Note: Additional steps such as essays, external recommendations, or interviews can be included here as components of the local selection process. See the *National Handbook* regarding these concepts.]

Section 4: Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1: Annual dues for this chapter shall be \$20.00. Dues will be payable to the chapter within 30 days of induction.

Section 2: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4: Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor cords at graduation.

ARTICLE VII: OFFICERS

Section 1: The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2: Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4: It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5: The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6: The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7: The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8: Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VIII: MEETINGS

Section 1: Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the adviser.

Section 2: This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3: Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES

Section 1: The chapter shall determine one or more service projects for each year.

Section 2: All members shall regularly participate in these projects.

Section 3: These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 4: Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

a. Each member shall complete 20 hours of community service (10 during school year and 10 during summer) each year of membership.

Section 5: The chapter shall publicize and promote its projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1: Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Breckinridge County High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2: If a member's cumulative grade point average falls below the standard in effect when he/she was selected of a 3.3, he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3: Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6: In all cases of pending dismissal:

a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.

b. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.

c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.

d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.

e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 7: In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

Approved on _____ (Indicate date of last approved revisions)

Signatures/Names of the Chapter President, Secretary, Adviser, and Principal.

_____ (Chapter President)

_____ (Secretary)

_____ (Adviser)

_____ (Principal)