

Breathitt High School Advisory Meeting
June 08, 2020 3:30 PM
Online Communication-Skype Meeting

I. Call to Order/Roll Call

II. Review of Mission and Vision Statement

III. Review of Superintendents Approval

IV. Approval of Agenda

V. Approval of Minutes

- A. Consider approval of minutes for May 11th, 2020.

VI. New Business

- A. Turnaround Team

- B. Consider Approval for new mascot and logos.

- C. Consider Approval of the 2020-21 Faculty Handbook.

- D. Consider Approval of Teacher Room Assignments for 2020-21

- E. Consider Approval of the 2020-21 Student Handbook

VII. Finance Report

- A. School Activity Funds

- B. SBDM Funds

VIII. Public Comment

IX. Adjournment

Breathitt High School
Breathitt SBDM Advisory Council Meeting
Online Communications-Skype Meeting
May 11, 2020
3:00 PM

Attendance Taken at 3:00 PM:

Present Council Members:

Mr. Charles Davidson
Brandon Hayes
JoDean Howard
Willie Turner

Absent Council Members:

Lori Hogg
Robert Baker

I. Call to Order/Roll Call

Discussion:

The Advisory Council Meeting was called to order by Chairperson and Principal, Charlie Davidson. Absent Members include Robert Baker-parent and Lori Hogg-parent. Also present was Assistant Principal Daphne Noble and Assistant Principal Bonnie Lively.

II. Review of Mission and Vision Statement

Discussion:

Mission and Vision Statement was reviewed and recited by all in attendance.

III. Review of Superintendents Approval

IV. Approval of Agenda

Order #1 - Motion Passed: passed with a motion by JoDean Howard and a second by Brandon Hayes.

4 Yeas - 0 Nays.

Robert Baker	Absent
Mr. Charles Davidson	Yes
Brandon Hayes	Yes
Lori Hogg	Absent
JoDean Howard	Yes
Willie Turner	Yes

V. Approval of Minutes

Order #2 - Motion Passed: passed with a motion by Brandon Hayes and a second by Willie Turner.

4 Yeas - 0 Nays.

Robert Baker	Absent
Mr. Charles Davidson	Yes
Brandon Hayes	Yes
Lori Hogg	Absent
JoDean Howard	Yes
Willie Turner	Yes

V.A. Consider approval of minutes for April 13th, 2020.

VI. New Business

VI.A. Turnaround Team

Discussion:

No new news. We will reconvene this in June and July of 2020. We will be polling staff concerning policies and any changes made must be ready to go by the June meeting for a first reading so a second reading and approval can be made in the July meeting,

VI.B. Consider Approval for new mascot and logos.

Discussion:

Mr Davidson showed pictures of the new logo, mascot and shield to be reviewed by SBDM. We are going through the Varsity brands and this logo, mascot and crest will be copyrighted and unique to us. No one can use or make money from using our logo, mascot or crest except for us without permission. Tabled until Board of Education Approval.

VII. Finance Report

Discussion:

Funds have been spent of graduation and we still have funds remaining to be spent by June 30th, 2020.

VIII. Public Comment

Discussion:

There were no public comments at this time.

IX. Adjournment

Order #3 - Motion Passed: Adjournment at 3:20PM passed with a motion by Willie Turner and a second by Brandon Hayes.

4 Yeas - 0 Nays.

Robert Baker	Absent
Mr. Charles Davidson	Yes
Brandon Hayes	Yes
Lori Hogg	Absent
JoDean Howard	Yes
Willie Turner	Yes

PRIMARY MARK



SECONDARY MARK



PRIMARY WORD MARK



SECONDARY WORD MARK



BHS MARK



MASCOT INITIAL



CREST



MASCOT HEAD





CHANGE
THEWORLD

Breathitt High School

2020-2021

Safe  Prepared  Proud

Teacher/Staff Leader

HANDBOOK



Table of Contents

Principal's Message	2	
Code of Ethics	3	
Professional Responsibilities	4	
Vision and Mission	5	
Master Schedule	6	
Calendar	7	
Attendance/Professional Dress/Sign In/Out/Hours of Duty	8	
Afternoon Bus Duty	9	
Morning Duty	10	
Morning Duty Diagram	11	
Child Abuse	12-13	
Employee Reports Criminal Activity	14-15	
Faculty/Staff Tobacco Policy/Family and Medical Leave	16-18	
Harassment/Discrimination	19-22	
Student Health and Safety	23	
Holidays/Jury Leave	24	
Leave Affidavit		25
Leaves and Absences	26	
Maternity Leave	27	
Personal Leave	28	
Sick Leave	29-31	
Video Request Form	32	
School Activity Fund	33	
Paydates	34	
Critical Points from Redbook	35-37	
Professional Development	38-39	
Aleks Class by Map RIT	40	
Cut Scores	41	
Plan Do Study Act	42-43	
PLC Schedule	44	
Data Presentation Schedule	45-51	
Confidentiality/Grading Policy	52	
Instructional Process(Backwards Design) PDSA	57-59	

Breathitt County High School



Principal's Message:

Congratulations on being part of another great year of possibility here at Breathitt County High School. As we celebrate our senior class of 2021 and welcome the class of 2026, we expect each of you to contribute your wonderful talents to our community in the years ahead. We intend to continue building off the success we have had and strive to improve in future years. Here at Breathitt High School, we see students as our leaders of tomorrow, and we will always strive to educate our students and hold them to high expectations to ensure they are ready for the future ahead of them.

Breathitt High School is built upon the belief that all students can be successful in our community and deserve to live a happy life. With these goals also come high expectations, and rigorous and relevant education for students and staff to uphold. In the past, present and future, we will hold true to our belief that WE WILL FIND A WAY.

Breathitt County High School is a 7th-12th grade high school which has many diverse attitudes and beliefs. With that being said, we will work every second to make our future leaders' stay with us enjoyable, but we are not perfect and cannot reach our goals alone. Only through positive attitudes, dedicated work, community involvement and parental support can we reach our goals now and for the future.

Sincerely,

Mr. Charles Davidson

Code of Ethics

KRS 161.028 requires that the Education Professional Standards Board develop a professional code of ethics. The Professional Code of Ethics for Kentucky Certified Personnel is codified in 16 KAR 1:020, establishes the ethical standards for Kentucky certified school personnel and establishes that violation of the code may be grounds for revocation or suspension of Kentucky teacher or administrator certification.

Certified Personnel in the Commonwealth

1. Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
2. Shall believe in the worth and dignity of each human being and in educational opportunities for all;
3. Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession.

To students

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

To parents

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

Professional Responsibilities

2020-2021

It is the responsibility of all staff to:

- Keep parents informed of student progress by updating grades weekly.
- Maintain positive contact with colleagues, students, and parents.
- Maintain a positive environment for student learning by treating students with respect.
- Follow the school-wide PBIS plan and use proactive measures to offset behavior concerns.
- Be prompt to supervision duties, ARCs, faculty meetings, and all other scheduled meetings.
- Contact parents by phone with concerns regarding academic, social, or behavioral situations. Email may be used; however, phone and face-to-face contact is the most effective means of communication.
- Post and refer to learning targets before, during, and after the lesson.
- Provide effective feedback to students.
- Adhere to Kentucky Professional Code of Ethics.

Our Vision

Breathitt High School

Safe  Prepared  Proud

Mission

Breathitt High School will create an educational experience that fully prepares All students for All transitional opportunities.

Core Values

- All students can learn.
- Good role models positively influence student behavior.
- School and student data will drive All decisions.

Breathitt High School

Master Schedule

PERIOD	TIME
1 st Period	7:50-8:44
2 nd Period	8:48-9:42
3 rd Period	9:46-10:40
4 th Period	10:44-12:03
1 st Lunch	10:40-11:05
2 nd Lunch	11:08-11:33
3 rd Lunch	11:38-12:03
5 th Period	12:07-1:01
6 th Period	1:05-1:59
7 th Period	2:03-2:57

2020-2021 Calendar

(may change due to weather)

July

- 28 Non-Instructional Day, Professional Day
- 29 Non-Instructional Day, Professional Day
- 30 Non-Instructional Day, Professional Day
- 31 Non-Instructional Day, Break

August

- 3 Non-Instructional Day, Opening Day
- 4 Opening Day Students

September

- 7 Non-Instructional Day, Holiday, Labor Day

October

- 9 Non-School Day, Fall Break
- 12 Non-School Day, Fall Break

November

- 2 Non-Instructional Day, Professional Day, Election Day
- 3 Non-Instructional Day, Break
- 25 Non-Instructional Day, Break
- 26 Non-Instructional Day, Holiday, Thanksgiving
- 27 Non-Instructional Day, Break

December

- 23 Non-School Day, Break
- 24 Non-School Day, Break
- 25 Non-Instructional Day, Holiday, Christmas
- 28 Non-School Day, Break
- 29 Non-School Day, Break
- 30 Non-School Day, Break
- 31 Non-School Day, Break



January

- 1 Non-Instructional Day, Holiday, New Year's
- 18 Non-School Day, Break, Martin Luther King, Jr

March 29 - April 2

Non-School Days, Makeup

May

- 5 Last Day for Students
- 6 Non-Instructional Day, Closing
- 7 - 31 Non-School Days, Makeup

Attendance at Meetings

Teacher attendance is required at **ALL** administrative faculty meetings, PLCs, department meetings, and all school required professional development activities. If there is some extenuating circumstance that will prohibit you from attending a meeting, you must notify a

member of the administrative team and schedule a time that you will make-up the missed meeting. (These occurrences should be limited.)

Faculty Professional Dress

Faculty members are professional and should dress in a way that promotes professionalism. Articles of clothing prohibited for students to wear are also not appropriate for staff members. While job descriptions vary, all personnel will be expected to dress in a manner that reflects his/her job.

Teacher Sign In and Out

District policy requires teachers to sign in each day. Furthermore, if there is any reason during the school day in which you must leave the school grounds, you need to notify an administrator and you will need to sign out and sign in on the log in the office.

PERSONNEL

03.1332

- CERTIFIED PERSONNEL -

Hours of Duty

REGULAR HOURS

Certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor.

No certified employee shall leave his/her job assignment during duty hours without the express approval of his/her immediate supervisor.

ADDITIONAL HOURS

Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor.

REFERENCES:

[KRS 160.290](#) (2)

[KRS 158.060](#)

[OAG 77-718](#)

[OAG 65-179](#)

[OAG 55-37](#), 675

RELATED POLICY:

03.121

Adopted/Amended: 3/8/1994

Order #: 261

BHS AFTERNOON BUS DUTY 2020-2021

BUS LOADERS

1. Bonnie Lively*

2. Charles Davidson*
 3. Brandon Hayes
- A.
 - B. Darren Iacono*
 - C. Malissa Noble
 - D. John Noble
 - E. Betty Collins
 - F. Scott Allen
 - G. Justin Combs
 - H. Brandy Rice
 - I. Ken Spicer*
 - J. Augusta Barnett*
 - K.
 - L. David Napier
 - M. Matt Minix
 - N.
 - O. Austin Strong

Office

Daphne Noble*

Clear Building

Up Stairs/Bathrooms

*Denotes Radio

Willie Turner*
Penny Turner
John Baker
Jeff Clair

Downstairs/Bathrooms

English Teacher
Donna Combs

Lobby/Front Door

Kera Howard*
Tiffany Combs

Bathrooms/PE/ Gym

Maria Montano

PE/Gym

Richard Deaton
PE Teacher
Jennifer Bowling*
Angela Adams
Elesha Allen
Jessica Cole
Deanna Moore*
Tami Carpenter

Main Hall

Rena Hamblin
Michelle Johnson
JoDean Howard

Court Street

Kenneth Neace
Jordan Fugate

Special Loaders

FMD Teacher
Patricia Miller

Sweep the Coliseum

David Abner*

Gear Up

Sweep to Lobby

Annette Coomer*

Tonya Raines

Ag Room/Student

Parking

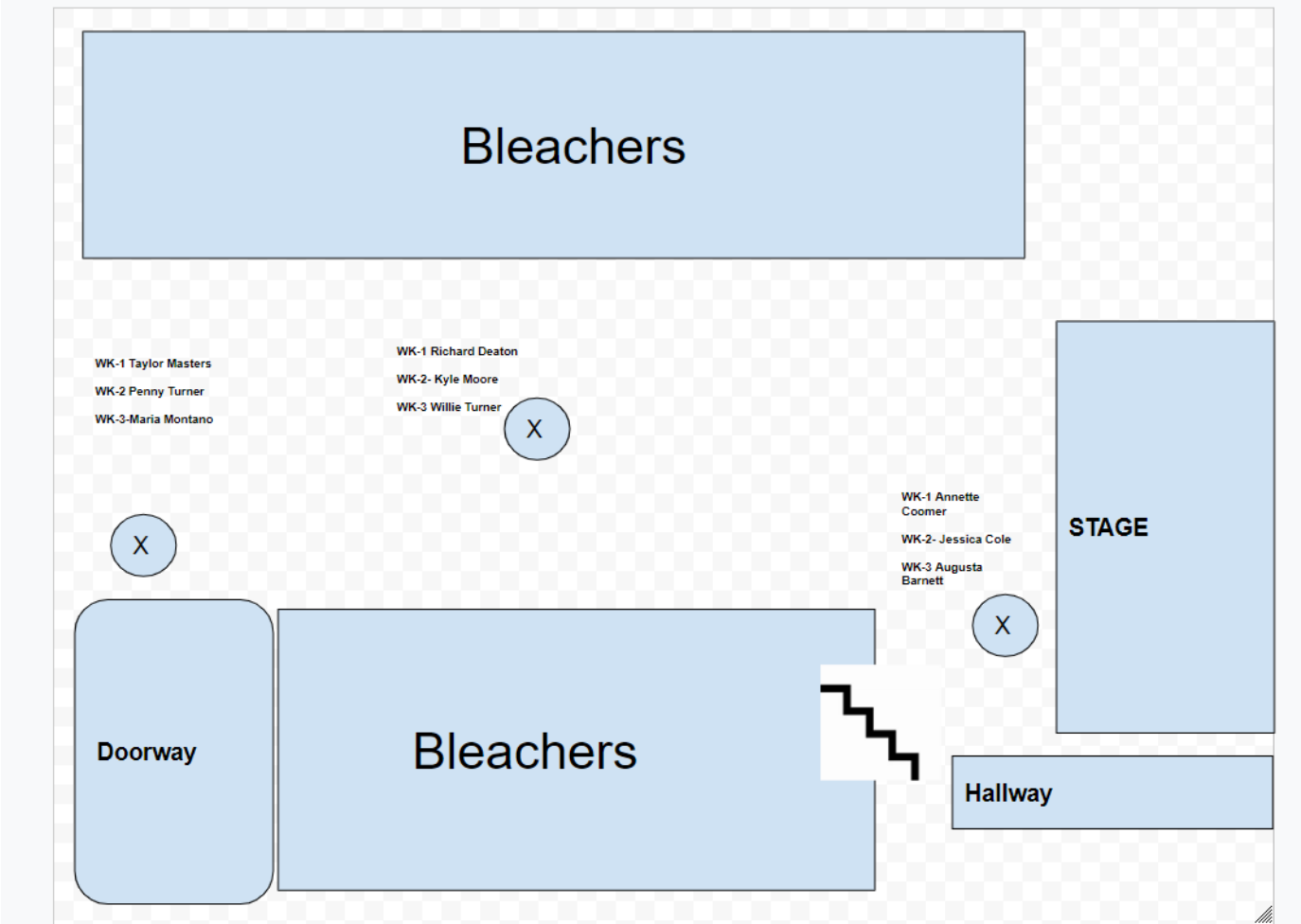
Kenneth Combs
Bobby Shouse
Taylor Masters
Michael Bowling*
Sterling Harris

Den

Kyle Moore

MORNING DUTY			
SITE	TEAM 1	TEAM 2	TEAM 3
UPSTAIRS AREAS			
Cafe	Betty Collins Donna Combs Tami Carpenter	John Baker Elesha Allen FMD Teacher	Deana Moore Brandy Rice Patricia Miller
Upstairs Hall/Stairwell	Malissa Noble	Tiffany Combs	Angela Adams
DOWNSTAIRS AREAS			
Lobby	Gear-Up	Gear-Up	Gear-Up
PE Stairwell/Hallway	JoDean Howard	Jennifer Bowling	Tonya Raines
PE Gym	Taylor Masters Richard Deaton Annette Coomer	Kyle Moore Penny Turner Jessica Cole	Willie Turner Augusta Barnett Maria Montano
PE Cafe	Brandon Hayes	Jordan Fugate	David Napier
Library Stairwell	Kera Howard	Michelle Johnson	Rena Hamblin
OUTSIDE AREAS			
Bobcat Lane by Coliseum	PE Teacher	Justin Combs	Matt Minix
Student Parking/Court Street	David Abner	Michael Bowling	Bobby Shouse

Front of BHS	Sterling Harris	Austin Strong	Scott Allen
Student Drop Off	English Teacher Ken Spicer	Darren Iacono Kenneth Neace	Kenneth Combs Jeff Clair



Child Abuse

REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹, or a victim of human trafficking shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with [KRS 620.030](#).² If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency.

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District to conduct an independent investigation of the allegations after making the required report.

WRITTEN REPORT

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Health and Family Services or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

WRITTEN RECORDS

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school District.

INTERVIEWS

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent³ and shall provide the Cabinet access to a child subject to an investigation without parental consent.⁴

AGENCY CUSTODY

If, as a result of dependency, neglect, or abuse, a child has been placed in the custody of the Cabinet, the Principal, Assistant Principal, or Guidance Counselor of the school in which the child is enrolled shall be notified of the names of persons authorized to contact the child at school, in accordance with school visitation or communication policy, or remove the child from school grounds.

STUDENTS

09.227
(CONTINUED)

Child Abuse

AGENCY CUSTODY (CONTINUED)

The notification shall be provided to the school by the Cabinet:

- a) Verbally and documented in writing by the Principal, Assistant Principal, or Guidance Counselor on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. The verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By written document within ten (10) calendar days following a change of custody or change in contact or removal authority.

The Principal, Assistant Principal, or Guidance Counselor shall document in writing when they have received the notification.

REQUIRED TRAINING

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter.

OTHER

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services and the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services.

REFERENCES:

¹[KRS 600.020](#) (1)(15)

²[KRS 620.030](#); [KRS 620.040](#)

³[OAG 85-134](#); [OAG 92-138](#)

⁴[KRS 620.072](#)

[KRS 17.160](#); [KRS 17.165](#); [KRS 17.545](#); [KRS 17.580](#)

[KRS 156.095](#); [KRS 199.990](#)

[KRS 209.020](#); [KRS 620.050](#); [KRS 620.146](#)

[OAG 77-407](#); [OAG 77-506](#); [OAG 80-50](#); [OAG 85-134](#)

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights
Regulations Implementing Title IX

RELATED POLICIES: 09.1231; 09.3; 09.31; 09.42811; 09.4361; 10.5 Adopted/Amended: 7/25/2017 Order #: 28

STUDENTS

09.2211

Employee Reports of Criminal Activity

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

KRS 158.154

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

KRS 158.155

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:

- 1 The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
 - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
 - i Carrying, possession, or use of a deadly weapon; or
 - ii Use, possession, or sale of controlled substances; or
 - b. Any felony offense under the laws of this Commonwealth; and
- 2 The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

KRS 158.156

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

KRS 209A.100

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

STUDENTS

09.2211
(CONTINUED)

Employee Reports of Criminal Activity

KRS 209A.110

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with who s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

KRS 620.030

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, or is a victim of human trafficking shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

REFERENCES:

[KRS 158.154](#)

[KRS 158.155](#)

[KRS 158.156](#)

[KRS 209A.100](#)

[KRS 209A.110](#)

[KRS 525.070](#); [KRS 525.080](#)

[KRS 527.070](#); [KRS 527.080](#)

[KRS 620.030](#)

RELATED POLICIES:

03.13251; 03.23251

03.13253; 03.23253

05.48

09.227

09.422

09.423

09.425

09.426

09.438

Adopted/Amended: 7/25/2017

Order #: 28

Faculty/Staff Tobacco Policy

Breathitt High School is a tobacco free campus, both in the building and on school grounds.

PERSONNEL

03.12322

- CERTIFIED PERSONNEL -

Family and Medical Leave

REASONS

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, leave shall be granted to eligible employees for the following reasons:

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child, or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform the employee's job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

NOTICES AND DEADLINES

- Employees who may be eligible for or who request leave for any of the above reasons shall be provided an FMLA notice of eligibility and rights and responsibilities. Requests for family and medical leave should be made in writing but verbal requests may be made to the immediate supervisor or other designated administrator who shall then document the request. The District may require that a request for leave be supported by a certification for health care or military-related situations as permitted by federal law, but such requirements must be set out in the required notice.

Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of District receipt of a request or the District being made aware of a potentially qualifying reason.

NOTE: Only the District's human resources professional, leave administrator, or personnel director may contact an employee's health care provider to clarify or authenticate an FML certification in support of an FML request about which there are questions. The employee's direct supervisor shall not contact the provider.

- The District shall designate an employee's leave, paid or unpaid, as FMLA-qualifying and shall provide a designation notice indicating whether the request is approved or if additional information is needed. Leave may be delayed if the employee does not provide proper notice (30 days advance notice for a foreseeable leave); otherwise, notice as soon as the need becomes known).

Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of learning that an FMLA reason supports the leave.

PERSONNEL

03.12322
(CONTINUED)

Family and Medical Leave

ELIGIBILITY

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave. When family and medical military caregiver leave is taken based on a serious illness or injury of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single

twelve-month period. This provision also applies to covered service members/veterans that have been on active duty within the past five (5) years as defined by federal regulation.

Full-time teachers are presumed to have worked at least 1,250 hours during a school year. In determining whether returning veterans meet the minimum 1,250 hour standard, hours actually worked for the District during the twelve-month period are to be combined with hours they would have worked for the District had they not been called for military service.

In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the District shall apply the law affording the employee the greater benefit.

RESTRICTIONS

To the extent that an employee is entitled to any paid leave, such leave shall be taken and it shall run concurrently with family and medical leave, except that the employee may request to reserve ten (10) days of sick leave. (This requirement shall not apply to employees taking workers' compensation leave.) However, when an employee's work-related injury/medical state qualifies as a serious health condition, worker's compensation leave shall run concurrently with the twelve (12) work week entitlement.

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.

Entitlement to family and medical leave for the birth and care of a newborn child or placement of a child shall expire twelve (12) months after the date of such birth or placement.

When both spouses are employed by the District, the combined amount of family and medical leave for reasons other than personal illness or illness of a child shall be limited to twelve (12) workweeks. In cases of personal illness or illness of a child, each spouse is entitled to twelve (12) workweeks of family and medical leave.

Exception: The limit on the combined amount of family and medical leave shall be twenty-six (26) workweeks when both eligible spouses are employed by the District and are eligible for leave that involves a covered Armed Forces service member/veteran.

Depending on the date family and medical leave is to begin, instructional employees as designated by federal regulation may be required to continue on leave until the end of the school term to avoid disruption.

Unused family and medical leave shall not accumulate from year to year.

INTERMITTENT LEAVE/REDUCED HOURS

Family and medical leave may be taken intermittently (when medically necessary) or on a reduced hours basis.

Family and Medical Leave

CONTINUATION OF BENEFITS

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Health insurance for an employee on family and medical leave shall continue to be provided by the state on the same basis had the employee not taken leave. Other employment benefits and seniority shall not accrue during unpaid family and medical leave.

RETURN TO WORK

As noted by the required notice of eligibility and rights and responsibilities when family and medical leave is taken due to an employee's own serious health condition, the employee shall provide fitness-for-duty certification before returning to work. This may include certification by the health care provider that the employee is able to perform essential functions specific to the job, as noted by the District in a list attached to the certification form.

Upon return to work, the employee shall be entitled to his/her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

NOTICE

The District shall notify employees of family and medical leave provisions by posting appropriate notices in conspicuous places in the Central Office and each worksite and distributing notices as required by law.

REFERENCES:

Family and Medical Leave Act of 1993, 29 U.S.C. 2601-2654
Title I of the FMLA, as amended by the National Defense Authorization Act
Code of Federal Regulations, Title 29, Part 825

RELATED POLICIES:

03.123, 03.1232, 03.1233, 03.1234, 03.1238, 03.124

Adopted/Amended: 8/25/2015

Order #: 53

PERSONNEL

03.12322 AP. 21 **Request for Family and Medical Leave of Absence**

FAMILY AND MEDICAL LEAVE SHALL BE GRANTED UNDER THE TERMS OF POLICIES 03.12322/03.22322.

PERSONNEL

03.162

- CERTIFIED PERSONNEL -

Harassment/Discrimination

DEFINITION

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information or disability of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including, but not limited to, termination of employment.

GUIDELINES

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.¹

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

The Superintendent/designee may take interim measures to protect complainants during the investigation.

Harassment/Discrimination**GUIDELINES (CONTINUED)**

2. A process to identify and implement, within ten (10) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
 - postings in the same location as are documents that must be posted according to state/federal law; and/or
 - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.

4. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

Harassment/Discrimination**CONFIDENTIALITY**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, provision shall be made for addressing the complaint to a higher level of authority.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy or to take corrective action shall be cause for disciplinary action.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.113, 03.1325 and/or 09.422.

REFERENCES:

¹[KRS 158.156](#)

42 USC 2000e, Civil Rights Act of 1964, Title VII, KRS Chapter 344

29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII

20 U.S.C. 1681, Education Amendments of 1972, Title IX

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX

Genetic Information Nondiscrimination Act of 2008

Age Discrimination Act, 42 U.S.C. 6101-6107; 34 C.F.R. 110.25

RELATED POLICIES:

03.113, 03.1325, 03.16, 09.2211, 09.422, 09.42811

Adopted/Amended: 8/25/2015

Order #: 53

Student Health and Safety**PRIORITY**

Student health, welfare and safety shall receive priority consideration by the Board.

Rules and regulations on health and safety promulgated by the Kentucky Board of Education under Kentucky statute and by local and state boards of health relating to student safety and sanitary conditions shall be implemented in each school.

HEALTH SERVICES TO BE PROVIDED

In keeping with applicable legal requirements, only licensed medical professionals or school employees who have been appropriately trained and authorized to do so shall provide health services to students.

Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician or nurse. The approval form shall state the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year.¹

If the delegation involves administration of medication, the District will maintain proof that the employee has completed the required training provided by the Kentucky Department of Education (KDE) or as allowed under [KRS 158.838](#).

Employees to whom health service responsibilities have been delegated shall notify their immediate supervisor by April 15 of each year if they are not willing to perform the service(s) during the next school year.

SAFETY PROCEDURES

All pupils shall receive annual instruction in school bus safety.

The Superintendent shall develop procedures designed to promote the safety of all students. Said procedures shall specify specific responsibilities for line positions having responsibility for student supervision.

SUICIDE PREVENTION

All middle and high school teachers, principals, and guidance counselors shall annually complete a minimum of two (2) hours of self-study review of suicide prevention materials.³

By September 1 of each school year, administrators shall provide suicide prevention awareness information to students in middle school grades and above, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.²

Student Health and Safety**REFERENCES:**

¹[KRS 156.501](#); [KRS 156.502](#); [702 KAR 001:160](#)

²[KRS 156.095](#)

³[KRS 158.070](#) [KRS 156.160](#)
[KRS 158.836](#); [KRS 158.838](#)

[702 KAR 005:030](#)**RELATED POLICY:**
09.2241 Adopted/Amended: 8/25/2015

-CERTIFIED PERSONNEL-**Holidays**

Certified employees shall be paid for four (4) holidays which shall be designated in the official school calendar. These are part of the school year required by state law.¹

Certified employees who are contracted for 240 days or more will receive the following paid holidays:

Memorial Day
July 4th
Labor Day
Thanksgiving
Christmas
New Year's

NONCONTRACT DAYS

Employees will be able to take time off from work in the form of noncontract days. These days are not in the employee's required work days and may be taken as approved by the immediate supervisor who is designated by the Superintendent.

CONTRACTED DAYS

Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent or the Superintendent's designee. Noncontracted days shall not accumulate.

REFERENCES:

¹[KRS 158.070](#)
[KRS 160.291](#)
[KRS 161.220](#)
[KRS 161.540](#)
[KRS 2.110](#)
[KRS 2.190](#)

Adopted/Amended: 6/26/2013

Order #:

03.1237

PERSONNEL

- CERTIFIED PERSONNEL -**Jury Leave****SALARY**

Any employee who serves on a jury in a duly constituted local, state, or federal court shall be granted leave with full compensation, less any compensation received as jury pay (except expense monies), for the period of his actual jury service.

NOTICE

Persons who will be absent from work to serve on juries must give advance notice to their immediate supervisors.

REFERENCES:

[KRS 161.153](#) [OAG 78-696](#) Adopted/Amended: 3/8/1994 Order #: 261

Leave Affidavit

THE AFFIDAVIT IS ESSENTIAL FOR PAYROLL PURPOSES. PLEASE FILL OUT THE FORM WITH CARE AND RETURN IT AS DIRECTED BY THE PRINCIPAL/DESIGNEE.

=====

☐ PERSONAL LEAVE: GRANTED UNDER THE TERMS OF POLICIES 03.1231/03.2231.

DATE(S) OF PERSONAL LEAVE: _____ TOTAL DAYS: _____ SUBSTITUTE NEEDED ☐

=====

☐ SICK LEAVE: GRANTED UNDER THE TERMS OF POLICIES 03.1232/03.2232.

DATE(S) OF SICK LEAVE: _____ TOTAL DAYS: _____ SUBSTITUTE NEEDED ☐

CHECK ONE: ☐ EMPLOYEE'S ILLNESS ☐ ILLNESS OF FAMILY MEMBER ☐ MOURNING

=====

☐ MATERNITY/ADOPTION/CHILDCARE LEAVE: GRANTED UNDER THE TERMS OF POLICIES 03.1233/03.2233.

ESTIMATED DATE(S) OF LEAVE _____ TO _____ SUBSTITUTE NEEDED ☐

☐ PAID MATERNITY LEAVE /NUMBER OF SICK LEAVE DAYS _____ ☐ UNPAID MATERNITY LEAVE

☐ PAID BIRTH OR ADOPTION LEAVE, NOT TO EXCEED 30 DAYS/NUMBER OF SICK LEAVE DAYS _____

☐ UNPAID CHILDCARE LEAVE _____

=====

☐ JURY LEAVE: GRANTED UNDER THE TERMS OF POLICIES 03.1237/03.2237.

DATE(S) OF JURY LEAVE: _____ TOTAL DAYS: _____ SUBSTITUTE NEEDED ☐

(ATTACH DOCUMENTATION)

EMPLOYEE REIMBURSES DISTRICT.

=====

☐ MILITARY/DISASTER SERVICES LEAVE: GRANTED UNDER THE TERMS OF POLICIES 03.1238/03.2238.

DATE(S) OF LEAVE: _____ TOTAL DAYS: _____ SUBSTITUTE NEEDED ☐

Superintendent/designee's Signature

Date

I hereby affirm and attest that the information I have provided is true and, under the provisions of law and Board policy, qualifies me to take the leave indicated. I understand that if I have provided information that is not true, I may be subject to disciplinary action.

Employee's Signature

Date

Review/Revised:4/22/14

- CERTIFIED PERSONNEL -**Leaves and Absences****APPROVAL**

Authorization of leave and time taken off from one's job shall be in accordance with specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

Leave without pay may be granted by the Board provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. Requests shall be made in writing and shall be submitted to the Superintendent.

NOTIFICATION

Teachers shall notify the Principal or designee of the need for a substitute as far in advance as possible.

Employees on leave covered by the related policies listed below shall notify the Superintendent in writing by March 15 of the year the leave terminates of the date of their intent to return to the school system. Employees who fail to notify the Superintendent of their return by March 15 cannot be guaranteed employment for the following school year. If an employee on leave has not contacted the Superintendent by March 15, the Superintendent is authorized to fill the position for the following school year. Where an employee in the final year of leave fails to contact the Superintendent by March 15, to either request an extension of leave or to provide a date of return, the Superintendent may determine whether personnel action is required.

LEAVE FOLLOWING ASSAULT

The District shall provide leave with pay for employees assaulted while performing their assigned duties when the assault results in injuries that qualify the employee for workers' compensation benefits. The period of leave shall not exceed one (1) calendar year following the assault. During that period, the employee shall not experience loss of income or benefits, including sick leave, under terms and conditions set forth in [KRS 161.155](#).

PLACEMENT UPON RETURN

Employees taking any long term leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

FMLA

Eligible employees may apply for leave under the provisions of the Family and Medical Leave Act of 1993.

REFERENCES:

[KRS 161.155](#); [KRS 161.770](#); [OAG 01-9](#) Family and Medical Leave Act of 1993 **RELATED POLICIES:**
03.1232, 03.12322, 03.1233, 03.1234, 03.1235, 03.124 Adopted/Amended: 7/26/2011 Order #: 07262011-012

- CERTIFIED PERSONNEL -

Maternity Leave

PAID SICK LEAVE

Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.

An illness of the newborn shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.

An employee may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.

UNPAID MATERNITY LEAVE ([KRS 161.770](#))

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than one (1) year.

Employees on maternity leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Employees who fail to notify the Superintendent of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

Employees taking a maternity leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

FMLA

In compliance with the Family and Medical Leave Act of 1993, eligible employees are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child.

REFERENCES:

[KRS 161.155](#); [KRS 161.770](#)
[OAG 80-151](#); [OAG 84-43](#); [OAG 86-66](#)
Family and Medical Leave Act of 1993

RELATED POLICIES:

03.123; 03.1232; 03.12322

Adopted/Amended: 7/19/2010

Order #: 07192010002

PERSONNEL

03.1231

- CERTIFIED PERSONNEL -

Personal Leave

NUMBER OF DAYS

Full-time certified employees shall be entitled to three (3) days of personal leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorated part of the authorized personal leave days calculated to the nearest 1/2 day.

APPROVAL

The Superintendent or designee must approve the leave date, but no reasons shall be required for the leave.

Approval shall be contingent upon the availability of qualified substitute employees. Those employees making the earliest application shall be given preference.

AFFIDAVIT

Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature.

ACCUMULATION

On June 30, personal leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

REFERENCE:

[KRS 161.154](#)

RELATED POLICY:

03.1232

Adopted/Amended: 8/25/2009

Order #: 035

PERSONNEL

03.23214

- CLASSIFIED PERSONNEL -

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

- CERTIFIED PERSONNEL -

Sick Leave

NUMBER OF DAYS

Teachers or other certified employees who work nine and one-quarter (9 1/4) months shall be entitled to ten (10) days of sick leave with pay each school year.

Certified employees who work eleven (11) or twelve (12) months shall be entitled to eleven (11) or twelve (12) days, respectively, with pay each school year.

Persons employed for less than a full year contract shall receive a prorated part of the authorized sick leave days calculated to the nearest 1/2 day.

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified employee to whom they were granted.

DEFINITION

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

FAMILY ILLNESS/MOURNING

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

TRANSFER OF SICK LEAVE

Teachers coming to the District from another Kentucky school district shall transfer accumulated sick leave to the District.

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, certified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days. Certified employees are eligible to receive donated days if they meet the criteria established in statute.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

Sick Leave

AFFIDAVIT

Upon return to work a certified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.¹

REFERENCES:

¹[KRS 161.155](#), Sec. 2

[OAG 79-148](#)

[OAG 93-39](#)

Family & Medical Leave Act of 1993

RELATED POLICIES:

03.12322; 03.1233; 03.175 (Retirement Compensation)

Adopted/Amended: 9/24/2013

Order #:

Absences

Every day that one of us is absent is virtually a day lost for our students. Just as exemplary attendance is important for our students it is critical for our teachers. You are encouraged to make appointments after school if at all possible. However, if you must be absent, please follow the procedures below:

- Call your administrative lead, Mr. Davidson, Mrs. Lively, or Mrs. Noble

Substitute Policies and Procedures

Personal emergencies happen and we need students to have the most productive day possible. To that end, you need to complete a substitute binder/folder that will be kept in the office, if needed. Below is a list of items that should be included in the folder.

- Plans and Materials
 - Class Rosters
 - Seating Charts
 - Location of plan book, manuals, materials needed for teaching
 - Directions for using technology in the room that maybe needed
 - Substitute's day defined
 - Lesson plans that are relevant and are updated frequently.
- General Information
 - Classroom procedures
 - Give and collect work
 - Class dismissal
- Staff Names, Location, Classroom Extension

- Administrators
 - Office Staff
 - Team members
 - Elective teachers
- Schedule
 - Bell Schedule
 - Modified Bell Schedule
 - General Class Schedule (1 page)
 - Detailed Schedule (explain in detail a typical class, what you do and how)
 - Include all supervisory duties
- Emergency Procedures
 - Fire, tornado, earthquake, lockdown
 - Map with highlighted routes
 - Student health problems and procedures
- Discipline
 - School wide discipline procedures
 - Discipline procedures for your classroom
 - Referral forms

VIDEO REQUEST FORM

TITLE OF VIDEO:_____

DATE TO BE SHOWN:_____

RATING:_____

PREVIEWED BY:_____

TEACHER:_____

CONTENT AREA:_____

APPROVED BY PRINCIPAL:_____

This form is for videos that are brought in from outside.

School Activity Fund

FUNDRAISER APPROVAL

School
Activity Fund
Sponsor
Date Submitted

Purpose of fund-raising activity:

Beneficiary of fund raising-activity

Date(s) scheduled:

Names of Adult Supervisors at activity (chaperones, custodians, etc.):

☐ **Approved**

☐ **Not Approved**

Principal

Date

SBDM Council (If Council Policy)

Date

Superintendent (If School-wide Fund Raiser)

Date

Review/Revised: 10/28/02

PAYDATES FOR 2019-
20 1 7/15/2019 2 8/1/2019
3 8/15/2019 4 9/1/2019
1ST CHECK FOR 185
DAY EMPLOYEES 5
9/15/2019 6 10/1/2019 7
10/15/2019 8 11/1/2019 9
11/15/2019 10 12/1/2019
11 12/15/2019 12
1/1/2020 13 1/15/2020 14
2/1/2020 15 2/15/2020 16
3/1/2020 17 3/15/2020 18
4/1/2020 19 4/15/2020 20
5/1/2020 21 5/15/2020 22
6/1/2020 23 6/15/2020 24
6/30/2020 7/15/2020
RELEASED ON
6/30/2020 8/1/2020
RELEASED ON
6/30/2020 8/15/2020
RELEASED ON
6/30/2020

SUBSTITUTES ARE PAID ON THE 15TH OF EACH MONTH

PAYDATES WHICH OCCUR ON SATURDAY, SUNDAY OR A BANK HOLIDAY MAY BE POSTED ON THE NEXT WORKING DAY DEPENDING ON BANK POLICIES.

Critical Points to Remember from the Redbook (requires Principal involvement)

Receipts

1. The bookkeeper can NEVER collect money directly. 2. EVERY collection of any amount of money MUST have a form completed prior to giving the money and the form to the bookkeeper. If any amount of money is EVER submitted without a form, the bookkeeper MUST notify the Principal, and the Principal MUST treat this as a serious violation. 3. EVERY penny collected by a sponsor MUST be remitted to the bookkeeper with a form by the end of the day the funds were collected. 4. The bookkeeper MUST recount the money and give the sponsor a receipt. If the money submitted doesn't match what the sponsor's form says, the bookkeeper MUST have the sponsor initial the corrected amount acknowledging they agree to the changed total. 5. Sponsors MUST keep copies of the forms they turn in with money and the receipts they receive from the bookkeeper. The bookkeeper MUST send monthly account detail ledgers to all sponsors. The sponsors MUST check to ensure that all deposits showed up on the ledger and that all payments looks appropriate for their activity. If the sponsor doesn't receive a monthly ledger, the sponsor MUST notify the Principal, and this MUST be treated as a serious violation.

Cash Handling

1. A deposit MUST be made every day if the school receives at least \$100 of collections or at least once a week. 2. Money collected after hours or on weekends should be locked in the school safe, placed in the night bank drop, or deposited in the bank. 3. The bookkeeper will prepare the deposit slip. A second person should recount the deposit and verify the total. This second person should initial the list of receipts before the bookkeeper goes to the bank, then initial the stamped bank deposit ticket after the bookkeeper returns from the bank.

Required Receipt Forms (Fundraiser Approval and Worksheets are always required. Inventory Control worksheets may also be required. See Appendix B, pp. 57-58 of the Redbook for a quick chart)

1. School fees, classroom collections, field trips, fundraisers - F-SA-6 Multiple Receipt Form 2. Clothing sales, bookstore sales, book fairs, bake sales, penny wars, concessions - F-SA-17 Sales Form 3. Athletic events or festivals, gate/entry, any type of event where admission is charged like dances, performances, or festival booth tickets - F-SA-1 Report of Ticket Sales

District Activity Fund (fund 1, 2, 21, or 22)

1. Possible for any school or class fees, fines (late or lost library books), usage fees (lockers, parking), gates and concessions, festival proceeds, and ticket sales unless students are selling the tickets as a fundraiser may be swept at least monthly to the district office for deposit into your school's district activity funds. These funds will carry over in this fund until your school uses them if fund 2, 21 or 22 are used. Fund 1 district activity accounts are not restricted. 2. Field trips and adult hospitality may stay in your school activity fund. 3. Any student fundraisers should stay in your school activity fund.

Expenditures - General Rules

1. NO SIGNATURE STAMPS. 2. No checks made out to "Cash", to the School, or to the bank. 3. Model procurement rules must be followed even if using school activities funds. 4. No gift cards, cash giveaways, or purchase of alcohol or tobacco. 5. The Principal, as the ultimate approver for the school activity fund bank account, can't be reimbursed. This does not apply to district activity funds or other funds in MUNIS.

Principal must open, inspect, and sign and date the bank statement on the front page prior to giving it to the bookkeeper. These are the items the principal should inspect:

1. Is there more activity or strange looking activity that you don't remember? 2. Are deposits made every day or at least weekly? 3. Do the check signatures look real? 4. Are the vendors familiar?

Expenditures - Process

1. Every purchase starts with a Purchase Order (PO). When the PO is submitted to Principal for approval, staff should have reviewed the account to ensure there are adequate funds to make the purchase, and review model procurement to ensure the purchase is acceptable. Principal should review for appropriateness for the purpose documented. 2. If the payment is for a service, there must be a W-9 from the vendor before paying. 3. Payments must be made against an original invoice or standard invoice signed by the contractor. All invoices must be signed by the person receiving the goods or service. After payment is made, check number and payment date must be written on the invoice.

Possible Ways to Pay for Out of Town Student Trips

1. The sponsor or coach needs an approved Purchase Order prior to leaving. 2. Cash advances or schools credit card may be used. 3. If using cash advance, check should be written to the sponsor or coach, who will cash the check and carry cash to

pay for trip expenses, keeping an itemized receipt for every purchase. At the end of the trip, the sponsor or coach will turn back in the remaining cash and all receipts, which together should total the amount of the original cash advance. There will be an expense report to submit also.

School Credit Cards

1. School must have received approval to have a credit card prior to getting one. 2. Credit cards must be kept locked away. To use one, a staff person must turn in an approved PO and sign out the card for the purpose documented on the PO. Be very careful with credit cards! Many disciplinary issues begin with inappropriate use of credit cards (personal purchases, overspending). 4. Model procurement still must be followed!

Negative balances are illegal! All negatives must be rectified by the end of the school year. In general, negative account balances signify misuse of the account, unless the activity requires a large outlay at the beginning of the season which is made up by fundraisers or gates & concessions before the season ends.

Staff Activity Funds

1. Schools are permitted to have a staff activity fund account in their school activity fund. 2. These are the ONLY funds that may be spent on adults. 3. These funds may ONLY come from donations made specifically for the adults, the staff lounge vending machines, or contributions from the staff. 4. Funds can be spent on any adult purpose other than the obvious problem areas alcohol, tobacco, gift cards, cash giveaways.

External Support Organizations (PTA) and Booster Clubs—These are the documents required to be submitted to your school annually:

1. The Federal Employer Identification Number (FEIN) 2. List of officers 3. Annual budget 4. Proof of insurance 5. Fundraiser approvals 6. An annual financial report

PERSONNEL

03.19

- CERTIFIED PERSONNEL -

Professional Development

PROGRAM TO BE PROVIDED

The Board shall provide a high quality, personalized, and evidence based professional development (PD) program that meets the goals established in [KRS 158.6451](#), the Every Student Succeeds Act (ESSA), and in the local needs assessment. At the direction of the Superintendent or

designee and in conjunction with each school, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees.

The PD program for the District and each school shall be incorporated into the Comprehensive School/District Improvement Plan. Prior to the implementation of the program, the school PD plan shall be made public, and the District PD plan shall be posted to the District web site.

The program shall be based on a Board-approved PD plan for the District, which is designed;

1. to help achieve student capacities established by [KRS 158.645](#) and goals established by [KRS 158.6451](#);
2. to support the District's mission, goals and assessed needs; and
3. to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans.

The PD plan shall reflect individual needs of schools and be aligned with the Comprehensive School/District Improvement Plan, ESSA requirements, and teacher growth plans.

SCHOOL RESPONSIBILITIES

Each school shall plan professional development with the PD coordinator and, when appropriate, with other schools to maximize training opportunities. In addition, each school's PD plan shall be submitted to the Board for review and comment.

DOCUMENTATION

The school/District PD plan shall include the method for evaluating impact on student learning and using evaluation results to improve professional learning.

Documentation of completed professional development, including a written evaluation, shall be required. Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

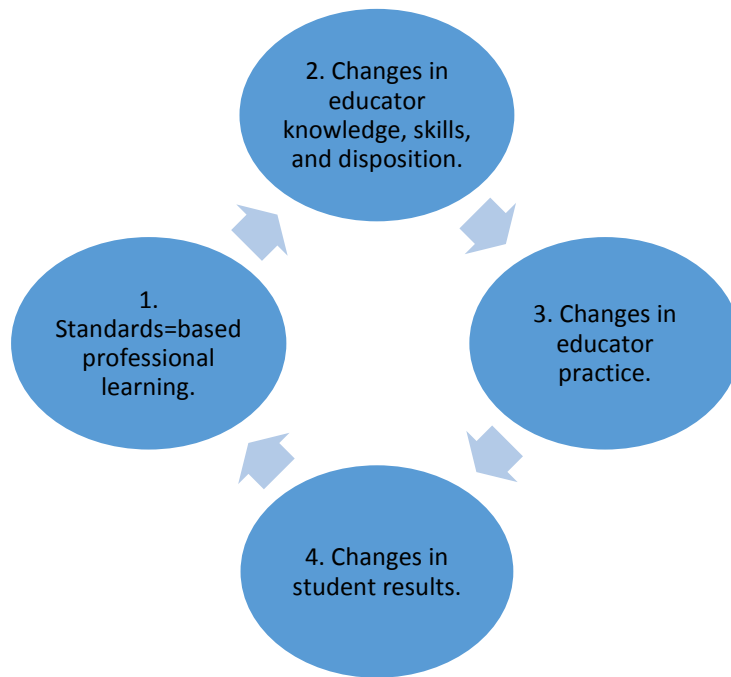
REFERENCES:

[KRS 156.095](#); [KRS 156.553](#)
[KRS 158.070](#); [KRS 158.645](#); [KRS 158.6451](#); [KRS 160.345](#)
[704 KAR 003:035](#); [704 KAR 003:325](#)

P. L. 114-95 (Every Student Succeeds Act of 2015)**RELATED POLICIES:**
03.1911; 09.22 Adopted/Amended: 7/25/2017 Order #: 28

Professional Development Policies and Procedures

All professional development requires prior approval from administration. Please speak with a member of the administration team to ensure the professional development you want to attend fits within the school PD plan and will support your PGP goals in order to count toward your PD hours. Use the log below to track your PD hours to turn in and be signed.



ALEKS Class by MAP RIT Score

Rit Score	ALEKS Class	# of Topics
< 200	Mathematics LV 3	95
201 - 211	Mathematics LV 4	194
212 – 217	Mathematics LV 5	261
218 – 222	Rtl 6	184
223 - 226	Rtl 7	219
227 – 230	Rtl 8	237
231 – 236	Pre-Algebra	630
237 – 242	Algebra 1	491
243 – 249	Geometry	521

Here are the classes based on the 2015 RIT Scale Norms published by NWEA. I have cross referenced them with the classes recommended by ALEKS for the appropriate grade level. We may need to make adjustments as the year goes on, but this is a place to start where everyone is on the same page. This is only the starting point, the teacher runs the classroom and may adjust as needed. I will request notification of movement outside of RIT score range classes so that we can identify any range issues.

Breathitt High School

MAP Benchmark Cut Scores 2020-2021



Reading			
Grade	Fall	Winter	Spring
7 th	216	217	218
8 th	218	220	221
9 th	222	223	224
10 th	224	225	226
11 th	227	228	229
Math			
Grade	Fall	Winter	Spring
7 th	223	226	229
8 th	228	230	233
9 th	233	235	236
10 th	235	237	238
11 th	240	241	242



Vision: Safe- Prepared- Proud

Mission: Breathitt High School will create an educational experience that fully prepares All students for All transitional opportunities.

Teacher:		Unit:	
Identify Problem of Practice / Promising Practice:			
PLAN / DO			
Standards	Assessment Question Number(s)	Formative Assessment Results How do you know your students were ready to take the summative assessment?	Aligned High Yield Instructional Strategies
1.	Congruent:		
	Correlated:		
2.	Congruent:		
	Correlated:		
3.	Congruent:		
	Correlated:		
4.	Congruent:		
	Correlated:		
5.	Congruent:		
	Correlated:		
STUDY / ACT			
GRADECAM CLASSES BY QUESTION CHART		GRADECAM STANDARDS OVERVIEW CHART	

LONGITUDINAL DATA CHARTS	
	DELTA REFLECTION
Action Plan	
<input type="checkbox"/> Include Failure List	

Breathitt High School PLC Schedule

First Period

Jeff Clair
Willie Turner
Tiffany Combs
Michael Bowing
Penny Turner

Fourth Period

Deana Moore
David Abner
Kenneth Neace

Second Period

Kenneth Combs
Taylor Masters
Ken Spicer

Fifth Period

Annette Coomer
Tonya Raines
Sterling Harris
Scott Allen
Elesha Allen
Maria Montano

Seventh Period

Augusta Barnett
Jessica Cole
Angela Adams
Tami Carpenter
David Napier
Betty Collins

Third Period

Richard Deaton
Darren Iacanno
Bobby Shouse

Sixth Period

Jennifer Bowling
Brandon Hayes
John Baker
Austin Strong
Jordan Fugate

PLCs will meet every Thursday during planning. If school is cancelled for inclement weather, etc. the PLCs that were scheduled to present on the day missed will present on the first Thursday when we return to school.

August 13 – Job Embedded Professional Development (PDSA)

August 20 – Learning Walks (Different Content)

August 27-Job Embedded Professional Development (Grade Cam)

Data Presentation Schedule

September 3

- 1st - Earth/Space Science
- 2nd – Engineering Design
- 3rd – 7th/8th Health/PE
- 4th- Frame 7th and 8th Reading
- 5th – English II (Name and Claim Students from Map Data)
- 6th – Modern American History
- 7th – Algebra 2 (Name and Claim Students from Map Data)

September 10

- 1st - Share Out Technique from Formative Assessment Strategy 1
- 2nd -
- 3rd -
- 4th-
- 5th -
- 6th -
- 7th -

September 17

- 1st - Biology
- 2nd - Animal Technology
- 3rd - ROTC
- 4th-Frame 7th and 8th Math
- 5th - English III
- 6th -Integrated SS
- 7th – Geometry

September 24

- 1st - Learning Walks (Same Content)
- 2nd -
- 3rd -
- 4th
- 5th -
- 6th –
- 7th –

October 1

- 1st - 7th Grade Science
- 2nd - Law Enforcement
- 3rd -Music
- 4th-Frame HS Reading
- 5th - English IV
- 6th - 8th Grade US History
- 7th – 7th Grade Math

October 8

- 1st - Share Out Technique from Formative Assessment Strategy 2
- 2nd -
- 3rd -
- 4th -
- 5th -
- 6th -
- 7th -

October 15

- 1st - 8th Grade Science
- 2nd - Civil Engineering
- 3rd -HS Health/PE
- 4th -Frame HS Math
- 5th - 7th Grade English
- 6th - 7th Grade World Civ
- 7th - 8th Grade Math

October 22

- 1st - Physics
- 2nd - Principles of Agriculture Science
- 3rd -7th/8th Health/PE
- 4th -Frame 7th/8th Reading
- 5th - 8th Grade English
- 6th - World History
- 7th - Algebra I

October 29

- 1st - Learning Walks (Different Content)
- 2nd -
- 3rd -
- 4th -
- 5th -
- 6th -
- 7th -

November 5

- 1st - Share Out Technique from Formative Assessment Strategy 3
- 2nd -
- 3rd -
- 4th -
- 5th -
- 6th -
- 7th -

November 12

- 1st - Earth/Space Science
- 2nd - Intro to Criminal Justice
- 3rd - ROTC
- 4th-Frame 7th/8th Math
- 5th - English I
- 6th – AP Human Geography
- 7th – Math Concepts

November 19

- 1st - AP Biology
- 2nd - Architectural Design
- 3rd - Music
- 4th-Frame HS Reading
- 5th - Spanish I
- 6th – AP Psychology
- 7th –Algebra II

December 3

- 1st - 7th Grade Science
- 2nd - Agriculture and Employability Skills
- 3rd - HS Health/PE
- 4th-Frame HS Math
- 5th - AP English Language
- 6th – Kentucky Studies
- 7th –Trigonometry

December 10

- 1st - Share Out Technique from Formative Assessment Strategy 4
- 2nd -
- 3rd -
- 4th-
- 5th -
- 6th -
- 7th –

December 17

- 1st - Learning Walks (Same Content)
- 2nd -

3rd -
4th
5th -
6th -
7th -

January 7

1st - 8th Grade Science
2nd - Criminal Investigation
3rd - 7th/8th Health/ PE
4th-Frame 7th/8th Reading
5th - AP English Literature
6th -7th Grade World Civ
7th -7th Grade Math

January 14

1st - Chemistry
2nd - Manufacturing Engineering
3rd - ROTC
4th-Frame 7th/8th Math
5th - English IV
6th -World History
7th -8th Grade Math

January 21

1st - Share Out Technique from Formative Assessment Strategy 5
2nd -
3rd -
4th-
5th -
6th -
7th -

January 28

1st - Earth/Space Science
2nd -Environmental Science Technology
3rd - Music
4th-Frame HS Reading
5th - 7th English
6th -Modern American History
7th -Algebra I

February 4th

1st - Learning Walks-Different Content
2nd -
3rd -

4th
5th -
6th -
7th -

February 11

1st - Biology
2nd -Health and Well Being
3rd -HS Health/PE
4th-Frame HS Math
5th - 8th English
6th -Integrated SS
7th -Math Concepts

February 18

1st - 7th Grade Science
2nd -Engineering Design
3rd -7th/8th Health/PE
4th-Frame 7th/8th Reading
5th - English I
6th -8th Grade US History
7th -Algebra II

February 25

1st - 8th Grade Science
2nd-Animal Technology
3rd -ROTC
4th-Frame 7th/8th Math
5th - Spanish II
6th -7th Grade World Civ
7th -Geometry

March 4

1st - PreCalculus
2nd-Law Enforcement
3rd -Music
4th-Frame HS Reading
5th - English II
6th-World History
7th -7th Grade Math

March 18

1st - Learning Walks-Same Content
2nd-
3rd -

4th-
5th -
6th-
7th -

March 25

1st - Earth/Space Science
2nd-Civil Engineering
3rd -HS Health/PE
4th-Frame HS Math
5th - English III
6th-AP Human Geography
7th -8th Grade Math

April 8

1st - AP Biology
2nd-Principles of Agricultural Science
3rd -7th/8th Health/PE
4th-Frame 7th/8th Reading
5th - English IV
6th-AP Psychology
7th -Algebra I

April 15

1st - 7th Science
2nd-Intro to Criminal Justice
3rd -ROTC
4th-Frame 7th/8th Math
5th - 7th English
6th-Kentucky Studies
7th -Math Concepts

April 22

1st - 8th Science
2nd-Architectural Design
3rd -HS Health/PE
4th-Frame HS Reading
5th - 8th English
6th-7th Grade World Civ
7th -Algebra II

April 29

1st - Learning Walks-Different Content
2nd
3rd -

4th-
5th -
6th -
7th -

May 6

1st - Physical Science
2nd-Agricultural and Employability Skills
3rd -7th/8th Health/ PE
4th-Frame HS Math
5th - English I
6th - World History
7th – Geometry

Confidentiality

Do not discuss any child with anyone who is not directly involved with the child's educational process. When you do discuss a student with another teacher and/or parent, remember to do this in an appropriate place where others will not overhear. Also, please remember that our children have ears and are extremely impressionable.

Grading Policy

- Teachers do not give grades, students earn grades. Grades are based on student performance on a variety of activities.
- All scored assignments should be entered in Infinite Campus and grades should be updated weekly.
- BHS implements the 15 fixes for grading, specifically
 - Include only achievement, don't include behavior (effort, participation, adherence to class rules, etc.
 - When it comes to points for work seek only evidence that more work has resulted in a higher level of achievement. Don't include points as extra credit or use bonus points.
 - To determine real achievement don't include zeros in grade determination when evidence is missing or as punishment; use alternatives, such as reassessing or use "I" for Incomplete or Insufficient evidence.
- Grades are calculated using 70% summative assessments and 30% other assignments.
- Allow at least 1 retest on targets/standards not mastered.
- At the end of the 1st term in each semester (1st/ 3rd nine weeks) give any failing student with a grade below 49% a term grade of 49%. In other words, the grading scale for F would be 49-59 instead of 0 – 59 for that term.

CCI

All teachers will have CCI/PDSA components posted in their rooms by September.

Instructional Process (Backwards Design for unit development)

PDSA

PLAN “Clear Direction”

Process 1: Unit Pacing and Unit Mapping

Unit Pacing (determining the standards/units)

Pacing guide
sample.doc

- *Review curriculum maps/pacing guides (east carter etc..,) and standards
- *Refer to Progressions document on KDE webpage for vertical guidance
[Progression Documents](#)
- *Determine units/modules (10-12) to develop for 2016-2017 school year
- *Highlight changes to pacing guides (post updated pacing guides to district platform-one drive, google docs etc..,)

Unit mapping (“unpacking”-completed in unit template)

- *For all three week units- determine what students should know and be able to do
- *Unpack/Deconstruct the standards that align with your unit.

Useful Resources:

[Deconstructing Standards Flow Chart](#)

[Math Deconstructed Standards](#)

[English Language Arts Deconstructed Standards](#)

[Content Specific Core Content for Assessment DOK Support Materials](#)

[EOCs and the KAS](#)

[Social Studies](#)

[Science](#)

*Develop Learning Targets based on standards (student-friendly language, incorporating key vocabulary)

[CASL Point #2: All Learning Targets are NOT Created Equal](#)

[CASL Point #3: Quality](#)

*Develop a scope and sequence for learning targets that were identified in the “unpacking” of the standards. (Instructional Ladder)

* Identify Vocabulary students must have command of in order to master the learning targets

* Search CIITS, LDC and MDC webpages for resources related to unit.

Process 2: Assessment Development

- *Develop a common assessment utilizing the standards/learning targets from the unit plan.
- *Determine number of questions needed to reflect the time and importance of the standards identified in the unit.
- *Create distractors that are relevant to content previously taught.
- *Craft assessments that display rigor and relevance, use quadrant check sheets, relate to [Bloom's Taxonomy](#) and are congruent with state assessments for the course. (EOC, ACT, PLAN, Industry Certificate, etc.,)
- *Utilize multiple forms of assessments that have standards attached to the question.
- *Develop assessments that require time constraints.
- *Develop Test Analysis Sheet and Student Tracking Sheet or Grade Cam.
- *Refer to resources such as Quality Core (exam blueprints etc.,) CIITS (new assessment resources 2015) ABC quality core books and any other pertinent resource.

DO “Engagement”

Process 3: Unit and Lesson Development

*Develop a unit plan, using BHS Standards-Based Unit Template^{2016 BHS Standards-Based Ur} that includes Non-Negotiables: I can statements, formative assessments for each target (before, during and after learning activities) opening-hook, mini lesson, student activities, literacy strategies and closing. Use direct explicit instruction as a framework for daily lesson plans.

*Integrate appropriate research based instructional strategies such as Silver and Strong, Kagan, Total Participation Techniques as well as technology and other resources.

*Use Rigor/Relevance Framework<sup>RigorRelevancefram
ework.pdf</sup> to determine level that meets the standard expectation

*Critique the Unit Plan using the Unit Scoring Rubric<sup>2016 Unit of Study
Scoring Rubric.doc</sup>

*Upload to district platform (one drive/google docs etc.,). Save units on word until common platform is decided upon. Administrators will use rubric to review and provide feedback.

Direct/Explicit Instruction: Five Essential Phases for an Instructional Process

<p>One: Direct Explanation-Before Learning Two: Modeling (I Do It) Three: Guided Practice (We Do It) Four: Corrective Feedback/Verification Five: Application/Problem Solve/Practice and Self monitor (You Do It)</p>	<p>Research indicates that Direct Instruction yields high results, more than other approaches. This model ensures: adequate practice, correct levels of rigor, congruent instruction and appropriate learning strategies. The teacher must ensure integration of differentiation, provide appropriate challenge and rigor, and ensure mastery before progressing in curriculum.</p>
<p>Sample Activities: <i>*Providing Cues</i> <i>*Video clips</i> <i>*Essential Questions</i> <i>*KWL/BDA Chart</i> <i>*Guided Imagery</i> <i>*Anticipation Guides</i> <i>*Probable Passage</i></p>	<p>(BEFORE) Direct Explanation consists of bridging the gap between students' prior knowledge and new learning Strategies: Includes providing a "hook" for instruction and setting the stage for learning by clarifying the learning target and measures of success. Teachers can use a metacognitive strategy such as frontloading, activating prior knowledge, making connections and generating questions, creating mental images Prerequisites: Teachers know and understand the underpinning knowledge, pre-assessments/previous exit slips results Level of Support: Teacher provides a high level of support and control</p>
<p>Sample Activities: <i>*Think Alouds</i> <i>*Providing Cues</i> <i>*KWL/BDA Chart</i> <i>*Think, Pair, Share</i> <i>*3 Minute Pause</i> <i>*Say Something</i> <i>*Guided Imagery</i> <i>*Anticipation Guides</i> <i>*Double Entry Diaries</i></p>	<p>(During Learning-) "I DO IT" Phase Two: Demonstration and Modeling includes the overt actions of the teacher as well as implementing metacognitive thinking (think alouds are a good example). The teacher engages students through questioning, models, strategies and cues. More importantly, the students are encouraged to monitoring their own thinking as the teacher monitors and assesses student learning (understanding and comprehension). Monitoring allows for immediate adjustments and clarification of misunderstandings to maximize student learning. Sample Instructional Strategies: Concept Definitions, Note Making (e.g., Cornell Notes), Graphic Organizers, Connect to Self/Text/World, Kagan Strategies that embeds cognitive engagement Level of Support: Teacher provides high level of support to students which can include: verbal direction, chunking the work, varied prompts, cues, organizers, peer assistance, small group learning</p>
<p>Sample Activities: <i>*FALS</i> <i>*Interactive Reading Guides</i> <i>*Questioning the Author</i> <i>*Story Mapping</i> <i>*Double Entry Journals/Diaries</i> <i>*Logographic Cues</i> <i>*Use of Bookmarks</i> <i>*Syntax Surgery</i> <i>*Anticipation Guides</i> <i>*Author Says, I Say</i> <i>*Connect Two</i> <i>*Character Quotes</i> <i>*Mind Mapping</i> <i>*KWL Plus</i> <i>*Labs</i> <i>*Magnet Summaries</i> <i>*Sketch to Stretch</i> <i>*GIST</i></p>	<p>(During Learning-) "WE DO IT" Phase Three: Guided Practice provides students with opportunities to work more independently on new learning, concept or skill (individual, groups, project based, cooperative grouping). Initially, in this stage, the teacher maintains a high level of support. Slowly and gradually, as indicated by student data and performance, the amount of support is withdrawn. Teacher monitors for conceptual clarity as strong procedural, engaging, instructional practices are carried out in the classroom setting. LEARNING, formative student data, teacher formative evaluation is all taking place simultaneously, teaching is adjusted to maximize the learning. Entering the proximal zone of development.</p> <ul style="list-style-type: none"> • Students are highly cognitively engaged in this phase • Teacher uses student work samples and responses to monitor performance <p>Phase Four: Corrective Feedback/Verification Teachers are providing descriptive feedback (intervention/remediation and success) and metacognitive strategies. Sample Instructional Strategies: Copy-Cover-Compare, Chunking, Similarities and Differences (Discovering Patterns/Connections), Cornell Note Making, Graphic Organizers, Cooperative or Collaborative Learning, Kagan or other engagement Strategies, Non Linguistic Representations Level of Support: Teacher provides scaffolds for some learners, but is gradually releasing support where appropriate</p>
<p>Sample Activities: <i>*Anticipation Guides</i> <i>*Scales (Likert)</i> <i>*Plus/Delta</i> <i>*Somebody Wanted But So</i> <i>*Text Reformulation</i> <i>*It Says-I Say-So</i> <i>*Most Important Word</i> <i>*Reflections</i> <i>*Cornell Notes</i> <i>*Summaries</i></p>	<p>(After Learning-) "YOU DO IT" Phase Five: Independent Practice and problem solving- This phase is when students are able to demonstrate proficiency in the standard. Students are problem solving and cognitively engaged without scaffolds. Students are making sense of the problems, leading discussions, questioning thinking, engaged in the learning and problem solving, using rubrics and exemplars to improve their work. Teachers evaluate formatively for Tier I Interventions and debrief strategies and student success on the target for the day. Teacher brings closure to the target and students conclude if they need support or practice. Sample Instructional Strategies: Differentiate and vary the independent practice formats (e.g., independent practice, peer tutoring, self-correcting materials, software/web-based, cooperative learning, group work, centers, projects, etc.) to demonstrate a performance of understanding or culminating assessment of the target.</p>

*Conjectures	<p><u>Level of Support:</u> No teacher supports, but excellent time to provide needed Tier I Interventions for students in small groups based on formative data. Teacher continues to monitor student work and gather data results for Tier I instruction and to further student learning.</p>
--------------	--

Teacher(s): Subject(s)/Course(s): Grade/Level:

Unit Topic/Focus:

Estimated time for implementation and Dates:

KCAS, Quality Core, Common Core Standards

Standards:

Unpacking of Standard: Targets/Formative Assessments

Date/ Day	Learning Target Type Knowledge Reasoning Skill Product	<u>Clear Direction</u> Target	<u>Continuous Improvement</u> Formative Assessment
		-Is it written in Student Friendly language? -Is it SMART? Specific, Measurable, Aligned (to standard) Relevant & Rigorous, and Time bound	-Do they relate the standard, I Can, and Summative Q(s)? -When will this formative Q(s) be asked of students? -In what format will students answer this question? -After I analyze results, how will I facilitate reteaching for students who did not master it?

Vocabulary	Resources
------------	-----------

Breathitt High School Room assignments:

Social Studies:

Jordan Fugate-104
Jennifer Bowling-111
Brandon Hayes-103
Austin Strong-210
John Baker-208

English

TBA-114
Annette Commer- 113
Sterling Harris-117
Tonya Raines-112
Elesha Allen-211A
Scott Allen-211B

Math

Augusta Barnett-110
Jessica Cole-109
Betty Collins-115
Tami Carpenter-201
David Napier-116
Angela Adams-203

Science

Jeff Clair-205
Willie Turner-209
Tiffany Combs-202
Penny Turner-206
Michael Bowling-204

Performing Arts/Foreign Language

A/H (TBD)-Col-1
Bobby Shouse-119
Health/P.E (TBD)-P.E Gym
Richard Deaton-P.E. Gym
Marie Montano-118

CTE

Darren Iacono-Col 3
Kenneth Combs-121/122
Taylor Master-124
Criminology-Col 4
Health Sciences-120
Education-Library

Intervention/Library Science/Success Academy

Rena Hamblin-Library
Deana Moore-Mezz
Davids Abner-101
Kenneth Neace-102
John Noble-Col 7

SPED

Matthew Minix-
Malissa Noble-
Donna Combs-105
Brandy Rice-
Justin Combs-212B
FMD-107
FMD-108



CHANGE
THE WORLD

Breathitt High School

2020-2021

Safe 🐾 Prepared 🐾 Proud

HANDBOOK



Attitude statement	3	
General Information	4	
2020-2021 Calendar	5	
Master Schedule	6	
School Leaders	7	
Faculty / Staff	8	
Vision and Core Values	9	
Scheduling	10	
Grading System	10	
7th/8th Grade Promotion Requirements	10	
9th-12th Graduation Requirements	11	
9th-12th Graduation Requirements	12	
Next Generation Academy	13	
AP /Dual Credit/ Class Rank	14	
Valedictorian/Salutatorian Criteria	15	
Alternative Placement/ Virtual School Policy	15	
Parent Portal /Special Ed	16	
BATC/Voc./Transfer of Grades	16	
Extra- Curricular Activities/ Academic Team Code of Conduct/Academic Teams	16	
Athletic Eligibility Requirements/Clubs	16	
Homecoming	17	
Prom/Project Prom/Senior Trip/ Dance Rules/Announcements/Assemblies	17	
Attendance Policy	18	
Announcement/Assemblies	18	
Breakfast/Lunch/Cafeteria Lunch hours	18	
PAWS/Discipline Policy	19	
BHS Consequence Matrix/Hall Pass Expectations	20	
BHS Hallway Expectations	21	
Locker Expectations	21	
BHS Dress Code	22	
Dress Code	23	
Dress Code Alert	21	
Electronic Device Policy/District Technology Deployment Agreement	24	
Alcohol/Drugs/Controlled Substance/Assault	25	
Fighting		26
Harassment/Discrimination	27-28	
Bullying/Hazing/Search/Seizure	29-30	
Search/Seizure	28	
Bus Behavior & Transportation	31	
Automobile/No Pass-No Drive	32	
Acceptable Use Policy	33-35	
Telephone and other Voice Systems	36	
Definition of Consequences	36-37	
Imminent Danger/Media Release	37	
School Nurse/Medication/Lost and Found	37	
Medication/Lost and Found	38	
School Insurance/ Student Records	38	
Motivational	38	
Signature Sheet	39	



Breathitt County High School

Principal's Message:

Congratulations on being part of another great year of possibility here at Breathitt County High School. As we celebrate our senior **class of 2021 and welcome the class of 2026**, we expect each of you to contribute your wonderful talents to our community in the years ahead. We intend to continue building off the success we have had and strive to improve in future years. Here at Breathitt High School, we see students as our leaders of tomorrow, and we will always strive to educate our students and hold them to high expectations to ensure they are ready for the future ahead of them.

Breathitt High School is built upon the belief that all students can be successful in our community and deserve to live a happy life. With these goals also come high expectations, and rigorous and relevant education for students and staff to uphold. In the past, present and future, we will hold true to our belief that all kids are Safe, Prepared, and Proud.

Breathitt County High School is a 7th-12th grade high school which has many diverse attitudes and beliefs. With that being said, we will work every second to make our future leaders' stay with us enjoyable, but we are not perfect and cannot reach our goals alone. Only through positive attitudes, dedicated work, community involvement and parental support can we reach our goals now and for the future.

Sincerely,

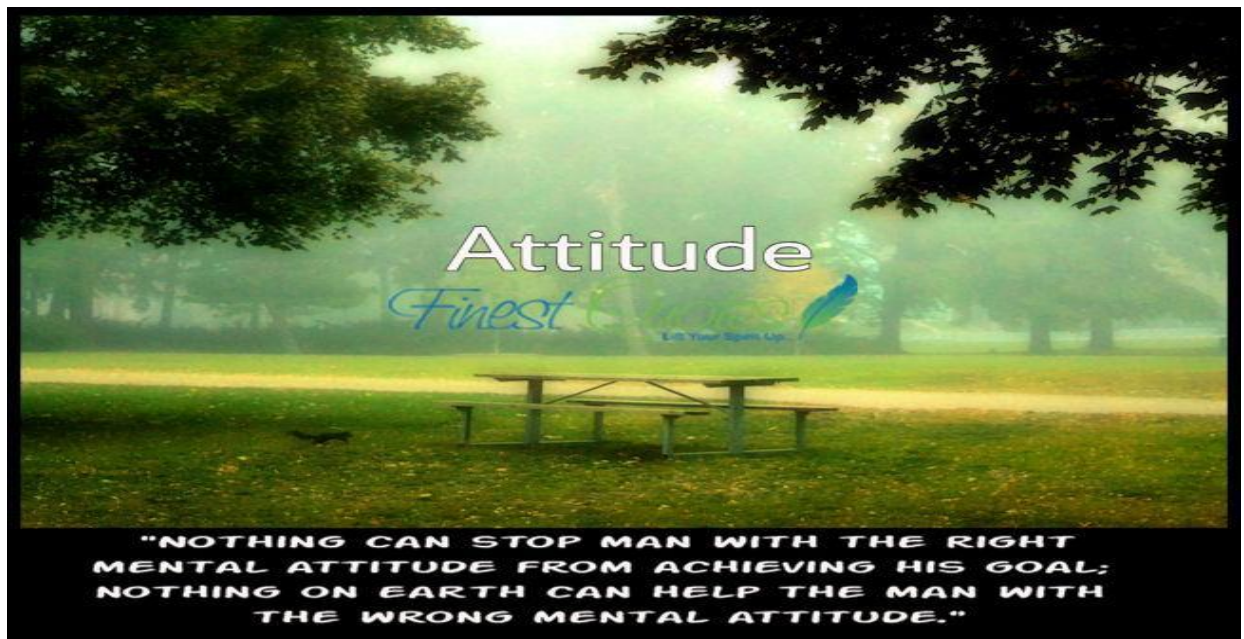
Mr. Charles Davidson

"Bobcat Attitude is Everything"

Attitude is the way you think. Your attitude is something other people can actually see. They can hear it in your voice, see it in the way you move, feel it when they are with you. Your attitude expresses itself in everything you do, all the time, wherever you are.

Positive attitudes always invite positive results. Negative attitudes always invite negative results. Attitude makes a difference every hour, everyday, in everything that you do for your entire life. What you get out of each thing you do will equal the attitude you have when you do it. Anything that you do with a positive attitude will work for you. Anything that you do with a negative attitude will work against you.

If you have a positive attitude, you are looking for ways to solve the problems that you can solve, and you are letting go of things over which you have no control. You can develop a positive attitude by emphasizing the good, by being tough minded, and by refusing defeat.



Breathitt County High School

Bobcats

General

Information



Important Phone Numbers

Breathitt High School	606-666-7511 FAX Number 606-666-7765
Youth Service Center	606-693-4949
Guidance Office	606-693-5750
Data Control/Attendance Clerk	606-693-4933

School Address

2307 Bobcat Lane
Jackson, Kentucky 41339

FIND US ON

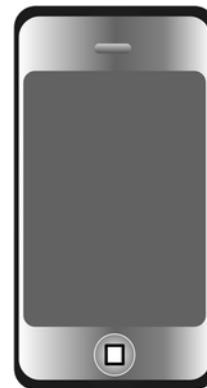
The web: www.breathitt.kyschools.us



Facebook: <https://www.facebook.com/BreathittCountySchools/>



Twitter: [@BreathittProud](https://twitter.com/BreathittProud)



(may change due to weather)

28 Non-Instructional Day, Professional Day
29 Non-Instructional Day, Professional Day
30 Non-Instructional Day, Professional Day
31 Non-Instructional Day, Break

3 Non-Instructional Day, Opening Day
4 Opening Day Students

7 Non-Instructional Day, Holiday, Labor Day

9 Non-School Day, Fall Break
12 Non-School Day, Fall Break

2 Non-Instructional Day, Professional Day, Election Day

25 Non-Instructional Day, Break

27 Non-Instructional Day, Break

23 Non-School Day, Break
24 Non-School Day, Break
25 Non-Instructional Day, Holiday, Christmas
28 Non-School Day, Break
29 Non-School Day, Break
30 Non-School Day, Break
31 Non-School Day, Break



1 Non-Instructional Day, Holiday, New Year's
18 Non-School Day, Break, Martin Luther King, Jr

Non-School Days, Makeup

5 Last Day for Students
6 Non-Instructional Day, Closing
7 - 31 Non-School Days, Makeup

5

PERIOD	TIME
1 st Period	7:50-8:44
2 nd Period	8:48-9:42
3 rd Period	9:46-10:40
4 th Period	10:44-12:03
1 st Lunch	10:40-11:05
2 nd Lunch	11:08-11:33
3 rd Lunch	11:38-12:03
5 th Period	12:07-1:01
6 th Period	1:05-1:59
7 th Period	2:03-2:57

BREATHITT COUNTY LEADERS

Superintendent
Central Office Secretary
Director of Pupil Personnel
District Finance Officer
Instructional Supervision/Federal Programs
Director of Special Education
Transportation Director
Building Grounds/Technology Safety
Food Service Director
Special Education Liaison
District Literacy Specialist
Curriculum Specialist

Phillip Watts
Sheretta Haddix
Susan Watts
Stacey McKnight
Stacey Davidson

Anthony Mullins
William Noble
Tabitha Napier
Hannah Watts
Omer Hudson
Heather Hall

Principal
Vice Principal
Vice Principal
Guidance Counselor
School Psychologist
School Nurse
Athletic Director
Media Specialist
BHS Youth Service Coordinator
Records/Attendance
Accounting/Secretary
Receptionist
BHS Food Director

Charles Davidson
Bonnie Lively
Daphne Noble
Kera Howard
Michelle Johnson
Krista Beth Helton
Kyle Moore
Rena Hamblin
Nan Herald
Betty Maggard
Patricia Gross
Glenna Ritchie
Melissa Hollon



BHS School Teacher/Staff Leaders

Math Leaders

Angela Adams
Augusta Barnett

Betty Collins
Tami Carpenter
Jessica Cole
David Napier

Science Leaders

Michael Bowling
Tiffany Combs
Penelope Turner
Willie Turner
Jeff Clair

English Leaders

Scott Allen
Elesha Allen

Annette Coomer
Sterling Harris
Tonya Raines

Social Studies Leaders

John Baker
Jennifer Bowling
Brandon Hayes
Jordan Fugate
Austin Strong

CTE Leaders

Kenneth Combs
Taylor Masters
Ken Spicer

Music/Arts

Bobby Shouse

Health/PE Leaders

Richard Deaton

Custodial Leaders

Clay Fugate
Wes Kilborn
Ronald Peters
Marvin Henson
Jeff Francis
Roy Moore

JROTC Leaders

Darren Iacono

World Language Leader

Maria Montona

Interventionist Leaders

Deana Moore
David Abner
Kenneth Neace

**Credit Recovery/Success Academy
Leader**

John Noble

Special Education Leaders

Donna Combs
Justin Combs
Matthew Minix
Malissa Noble
Brandy Rice
Patricia Miller
FMD

ATC Leaders

Burlie Adams
Gene Booth
Kelly Cliburn
Rebecca Neace
Jerry Smith
Verna Stacy

Food Service

Eva Watts
Denese Deaton
Victoria Gross
Vickie Gross
Mary Howard
Michelle Stewart
Melissa Baker
Elizabeth McIntosh
Spring Turner

Our Vision**Breathitt High School**

Safe  **Prepared**  **Proud**

Mission

Breathitt High School will create an educational experience that fully prepares All students for All transitional opportunities.

Core Values

- **All students can learn.**
- **Good role models positively influence student behavior.**
- **School and student data will drive All decisions.**

We encourage students to foster a positive growth mindset mentality while here at Breathitt County High School. This notion of learning from failure, celebrating others, and taking healthy risks is crucial to ensure that our mission of college, career, and citizenship is a reality for all students.



All students are required to take seven (7) courses for high school students and (7) courses during 7th & 8th grade school year. After the school year begins, course changes will only be made for one of the following conditions: to make up a required course, to add a graduation requirement, to correct duplication of a course, to correct inappropriate placement of a student, or to balance out class size. Students may also change classes after benchmarking on the MAP test in Fall and Winter. It is important to give serious consideration when making your class selections. The following schedule is recommended for each grade level.

8th: English, Science, Math, Social Studies. Technology, Pathway Courses.

Sophomore: English II, Integrated S.S, Biology, Geometry, 3 Electives, CTE or Pathway= 7 Courses

Seniors: English IV, Math, Arts & Humanities, 4 Electives, CTE, or Pathway courses- 7 Courses.

*FRAME OR FRAME MIDDLE classes as needed.

A-Excellent	90-100	D-Poor	60-69
B-Good	80-89	F-Failure	59 or below
C-Average	70-79		

In order to be promoted all criteria must be met.

- 7th and 8th grade students who have not met promotional requirements may have the opportunity to attend summer school, if available.

Graduation Requirements for the Class of 2021-12th Grade

Graduates must have 22 credits to graduate

- 4 English (including English I, II, III, IV)
- 4 Math (including Algebra I, Geometry, and Algebra II or class that teaches Alg II Standards, and one elective)
- 3 Science
- 3 Social Studies (World Civilization, Integrated Social Studies, and U. S. History or History 109)
- ½ Health
- ½ Physical Education/Lifetime Fitness
- 1 Arts History and Appreciation or equivalent
- 1 Computers/Workplace Readiness
- Civic Test

Graduation Requirements for Class of 2022-current 11th graders

Graduates must have 22 credits to graduate

- 4 English(including I, II, III, IV)
- 3 Math (including Algebra I, Geometry, and Algebra II, must enroll in one elective)
- 3 Science
- 3 Social Studies
- ½ Health
- ½ Physical Education
- 1 Visual/Performing Arts
- 1 Competency in Technology
- Civic Test

Graduation Requirements for Class of 2023-current 10th graders

Graduates must have 22 credits to graduate

- 4 English(including I, II, and two other personalized credits covering remaining required KAS)
- 4 Math (including Algebra I, Geometry, and two other personalized credits covering remaining required KAS)
- 3 Science
- 3 Social Studies
- ½ Health
- ½ Physical Education(shall provide CPR training)
- 1 Visual/Performing Arts
- 1 Competency in Technology
- 1 Qualifier listed in 704 KAR 3:305*
- Civic Test

Graduation Requirements for Class of 2024-current 9th graders

Graduates must have 22 credits to graduate

4 English(including I, II, and two other personalized credits covering remaining required KAS

4 Math (including Algebra I, Geometry, and two other personalized credits covering remaining required KAS including Financial literacy Standards

3 Science

3 Social Studies

½ Health

½ Physical Education(shall provide CPR training)

1 Visual/Performing Arts

1 Competency in Technology

1 Qualifier listed in 704 KAR 3:305*

Civic Test

*Qualifiers listed in 704 KAR 3:305 - Must meet **ONE** of these:

- Complete the precollege curriculum as established by the Council on Postsecondary Education; OR
- Meet benchmark score in one section (English, Math, or Reading) of a college admission test (such as ACT or SAT) or a placement exam as established by the Council on Postsecondary Education such as the KYOTE; OR
- Earn three postsecondary credit hours or more of a KDE approved dual credit class with a grade of C or higher; OR
- Complete one AP class and score a 3 or higher on the corresponding AP exam; OR
- Earn an industry certification as approved by the KY Workforce Innovation Board; OR
- Earn four credits from classes within a single KDE-approved career pathway; OR
- Complete two years of KDE-approved
 - or Kentucky Labor Cabinet approved pre-apprenticeship or apprenticeship; OR
- Complete a KDE approved process to verify 500 hours of exceptional work experience or alternative requirements as outlined in a student's Individual Education Plan (IEP).

The remaining credits are determined in accordance with the student's individual learning plan and career pathway(s).

All students must reach the status of Transition Ready in order to graduate. In the case of a student that has not met this criteria, he or she can apply for graduation based on giving a good faith effort toward reaching Transition Ready.

Next Generation Academy

The Next Generation Academy is an open opportunity for all students. Selection shall be based on an application process heavily weighted on academic performance, ACT scores, and attendance. We consider it imperative for students in this academy to be exemplars of academic excellence and positive role models. Students wishing to be considered for entry into the Academy shall complete a common application which shall be scored by a district committee, composed of Breathitt County Schools' employees. Applications shall be available in both the spring (sophomores) and fall (juniors who will join the cohort beginning in the spring). Applications shall be scored using the following criteria.

<u>CRITERIA:</u>	<u>POINT VALUE:</u>
Act Scores	35
Grade Point Average (cumulative unweighted)	30
Attendance (minimum 96% per board policy)	20
Behavior	5
Income	5
1 st Generation College	5
Total	100

*We *shall* require the following minimum state ACT benchmarks:

English – 18, Mathematics – 19, Reading – 20

In addition, an ACT Composite of **18** meets the minimum requirement.

*If Math benchmarks do not meet the national benchmark of 22, students may take the KYOTE Math exam (14 or higher), the Wonderlic exam (340 or higher), or EdReady (75-94) to take the class without the lab.

WEIGHTED GRADES POLICY

Advanced Placement

Students in Advanced Placement courses must sit for the College Board AP Exam in the spring. Students who do not take the exam will receive regular course credit toward their GPA—not Advanced Placement or Advanced course credit. Should the student receive regular course credit, AP designation will be removed from the course title on their transcript. The exception to this policy would be students who have elected the dual credit option (if offered) for an Advanced Placement course. Students who elect the dual credit option are not required to sit for the AP exam.

Class Rank and Grade Point Averages

Individual class rank and grade point average (GPA) shall be calculated at the end of the second, fourth, sixth, and eighth semesters. This calculation shall be based on performance in all courses taken during the high school years.

Full year course credits will be used to compute the final GPA. Quality points shall be assigned as follows:

AP/Dual Credit	Honors	Regular
A (90-100)=5.0	A (90-100)=4.5	A (90-100)=4.0
B (80-89)=4.0	B (80-89)=3.5	B (80-89)=3.0
C (70-79)=3.0	C (70-79)=2.5	C (70-79)=2.0
D (60-69)=2.0	D (60-69)=1.5	D (60-69)=1.0
F (59-Below)=0.0	F (59-Below)=0.0	F (59-Below)=0.0

Advanced Placement Courses include the following: English Language, English Literature, Psychology, Human Geography, Calculus, Biology, Chemistry

Dual Credit:

Breathitt High School, Morehead State University, and Hazard Community and Technical College have developed an agreement that allows students to take courses at BHS that will grant college credit. They may include the following: ENG 100, ENG 200, MAT 152 (College Algebra), MAT 174 (Pre-Calculus), MAT 123 (Intro to Statistics), HIS 108 (History of the US through 1865) & 109 (History of the US since 1865), CIS 101 (Intro Computer Science), CIS 211 (Data Modeling), **ADX 120/121(Automotive Electricity), AUTO 110/111(Brake systems), ADX 150/151(Engine repair), CAR 126/127 (Intro to Construction), CAR 190/191 (Light Frame construction), ELT 110(Circuits 1), DLC 101(Digital Literacy), AHS 105(Intro to Health Science),AHS 115 (Medical Terminology), NAS 100 (Nurse Aid) and other courses as available.**

Students that participate in this program must:

- Have minimum GPA of 3.0.
- Have minimum ACT Composite of 18; and all subscore requirements: English-18, Math-22, Reading 20.
- Be a Junior or Senior.
- Meet all BHS prerequisites (such as English I & II).
- Be recommended by the Guidance Counselor.
- **And/or Approval from BATC principal**

VALEDICTORIAN/SALUTATORIAN CRITERIA

Adopted: July 21, 2011

The Valedictorian and Salutatorian at Breathitt County High School shall be determined using the following method:

1. The weighted cumulative Grade Point Average (GPA) will be rounded to the nearest tenth and the decimal point will be moved one place to the right. Example: A GPA of 4.127 will be rounded to 4.1. Moving the decimal place results in 41 points.
2. The student shall meet all requirements of a pre-college curriculum or higher. (Refer to the Pre-College requirements for graduation as recognized by the Kentucky Department of Education.)
3. Students may use the highest ACT composite score earned on or before the February test of their senior year.
4. **Senior Year Requirement: Students must meet the attendance requirement per District Attendance Policy for Graduation in order to be given this honor. A candidate for valedictorian or salutatorian must have 92% attendance.**

EXAMPLE:

GPA Points =	41
ACT Points =	28
Total Points =	69

The highest point total will be the Valedictorian, with the second highest point total named Salutatorian. In the event of a tie, co-valedictorians or salutatorians will be recognized.

ALTERNATIVE PLACEMENT

When a student is assigned to In-School Suspension or Success Academy, cell phone and other electronic devices will be turned in to the teacher and will not be in use during the day. A separate handbook will be given to parents and students when the assignment to the Success Academy is made.

Virtual School Policy 2020-2021

Breathitt County School district may allow currently enrolled students to participate in the Breathitt County Virtual School. This innovative classroom, allows students to participate in grade level, and appropriate coursework in an individualized setting. Students who are enrolled in the Breathitt County Virtual School will participate in course work from a web based educational platform. Students are expected to participate in all course work and will receive a grade based on the mastery of the content and the participation in the course.

Breathitt County Virtual Students are still students of the Breathitt County School District and must adhere to all policies, rules, and guidelines as students in the traditional classroom setting. (See Breathitt County Virtual School Contract.)

Students in grades 7-12 are eligible to participate in the Breathitt County Virtual School. However in extraordinary circumstances students who are in a lower grade level MAY be permitted to enroll in the program.

Students seeking enrollment into the Breathitt County Virtual School must first request a meeting with the building principal. Upon scheduling a meeting the parents/ guardian and the student must meet with a committee consisting of the Building Principal or designee, Instructional Supervisor, Director of Pupil Personnel and the Guidance Counselor (if applicable).

Upon reviewing the educational records of the student and discussion within the committee, the committee will determine whether to enroll the student in virtual school.

- If enrolled in, the parent and the student MUST sign the Breathitt County Schools Virtual School Contract.

Make up Work

Students with excused or pre-arranged absences shall be permitted to make up work they have missed. It is the student's and parent's responsibility to contact teachers concerning make up work and it is the student's responsibility to submit work. Students shall be allowed 3 days, or if a student is absent more than 3 days, the same number of days to complete make-up work as they were absent. Work missed due to suspension or unexcused absences cannot be made up.

Parent Portal

BHS operates on a grading system that consists of four 9 week grading periods. Each nine weeks will average together to determine the overall average for final reporting at the end of the school year. In an effort to be more environmentally friendly, parents and students at BHS can access student information through the Parent Portal of Infinite Campus student data system. Students and parents shall visit Parent Portal for updated grades and attendance reports.

<https://kyede2.infinitecampus.org/campus/portal/breathitt.jsp>

Special Education

The special education teacher will collaborate with the regular education teacher in developing and implementing lesson plans which address the needs of special education students. Teachers will use the guidance of Individual Education Plans (IEP) to guide interventions and accommodation as needed. Discipline of special education students will be dealt with on an individual basis.

BATC-Vocational Classes

Students will have the opportunity to attend BATC and choose from a variety of courses. Students wishing to attend must meet the age limit criteria. Seniors and Juniors shall have the first priority for BATC. A student shall not drop BATC after (5) days unless approved by a committee appointed by the principal. The committee shall include the Principal, Guidance Counselor, Parent, Student, and contact from the BATC. If a student is suspended from BATC, he/she may be suspended from school the entire day. BATC attendees will report to the designated area upon arrival from BATC. If a student chooses not to report to the designated area the choice will result in disciplinary action.

Transfer of Grades

Grades of students transferring to BHS will be held until the official transcript or report card is received from the previous school.

EXTRA CURRICULAR ACTIVITIES

* Students in grades 9-12 participating in extracurricular activities will be subject to random drug testing. Refer to drug-testing policy for details.

ACADEMIC TEAM- CODE OF CONDUCT

Students on any Academic Team shall and must abide by all rules set forth in the discipline code and student handbook and the following additional criteria:

- a. All team members must maintain a 2.5 GPA in order to remain on the team. Each coach will check grades and monitor student's progress monthly.
- b. Any team member in character education will be ineligible to play that day.
- c. Any team member that spends 10 or more units in the character education program will be removed from the team.
- d. Any team member that is suspended from school while he/she is a member of the academic team will be removed from the team.

Athletic & Academic Team

Academic Team, Football, Boys Basketball, Girls Basketball, Golf, Girl's Volleyball, Soccer, Boys Baseball, Girls Softball, Cross Country, Track & Field, Bass Fishing,. E-Sports

ATHLETIC ELIGIBILITY REQUIREMENTS

The athletic eligibility requirements are subject to K.H.S.A.A. rules and the Breathitt County School District Athletic Handbook.

CLUBS

Breathitt County High School has a variety of clubs and student organizations. These clubs include Future Business America (FBLA), Leaders of Future Farmers of America (FFA), Student Technology Leadership Program (STLP), 4-H, Beta, etc. Each club has its own rules/bylaws as to fees, membership, etc. All students are encouraged to join a club. Any student under suspension/expulsion may not take part in club activities. Clubs will meet on an as needed basis, as approved by the Principal.

HOMECOMING COURT

A. King and Queen

Six boys and six girls will be nominated by the senior class as candidates for homecoming king and queen. These candidates will be voted on by the students in grades 9-12..

B. Homecoming Court/Attendants

3 boys and 3 girls will be nominated by each of the grades below the 12th grade. These candidates will be voted on by their respective classmates. (Ex – 3 boys and 3 girls in the 10th grade will be voted on by the rest of the 10th grade students.) Any girl or boy who would like to participate in the Homecoming Court must meet the following guidelines:

Have a minimum overall GPA of 2.0.

Have no suspensions in the current year.

Have no failing grades in the current semester.

Have at least 92% attendance for the current year. (excluding excused absences)

PROM/PROJECT PROM/SENIOR TRIP

Prom/Project Prom

Only Breathitt County seniors and their approved dates may attend the prom with these exceptions:

- The class sponsors and principal will determine ticket sales and costs to attend prom for both seniors and dates.
- Only students grades 9-12 will be permitted to attend the BHS prom.
- Students who have violated the Drug/Alcohol Policy during the current school year may not attend.
- Students having equivalent of 6 or more unexcused absences accumulated may not attend.
- Outside dates must be approved by the principal at least 10 days prior to prom.

Senior Trip

The Senior Trip is an annual event usually scheduled during late April or early May. In keeping with the philosophy of the Breathitt County Board of Education, the trip will be educational in nature. The cost of the trip varies from year to year depending on the length and the number of seniors participating. The cost of the trip is the responsibility of each student wishing to go. Students are given the opportunity to earn their fee by working in a series of fundraisers usually beginning their senior year.

- To be eligible for the Senior Trip, students must meet the following criteria:
- Have no suspensions due to fighting or drugs during the current school year.
- Must be a full time student.
- Must be eligible for graduation at the end of the current school year.
- The student cannot have the equivalent of six (6) days unexcused absences accumulated **in any class in either semester of the current year.**

Eligibility/Appeals Process

Students who are eligible for the Senior Trip and Prom will be posted in early December. Any appeals for unexcused absences must be appealed before the end of the Fall Semester.

Eligible students will be posted again approximately one month before Prom and the Senior Trip. Students will have one week to appeal any unexcused absences for the Spring Semester. Lists will be posted until Prom week.

The appeals committee will consist of the Principal, Assistant Principal, Director of Pupil Personnel, Guidance Counselor, Youth Services Center Coordinator and Special Ed Director (If applicable).

DANCE RULES

Breathitt County High School strives to bring extra-curricular activities to students. To ensure the safety and well being, the school requests the following rules be observed during school sponsored dances:

1. Students/dates that leave the building without permission, cannot return to the dance.
2. Students/dates cannot be wandering through the building.
3. Students/dates should remain in the designated area except for bathroom breaks.
4. All dates that do not attend BHS must be approved 24 hours prior to the dance by the principal(s).
5. No music with extreme vulgarity.
6. Students/dates must obey chaperones/teachers.
7. No dancing that implies sexual acts, etc.
8. No displaying overly affectionate PDA:
 - A. Touching private areas.
 - B. Sitting on laps.
 - C. Any other acts that the teachers deem inappropriate.
9. Clothes should closely reflect discipline code (no clothing overly revealing).
10. No use of tobacco on campus for any student, (also if dates who are visitors are caught using tobacco in the building will be asked to leave).
11. Alcohol/drug policy will be strictly enforced.

Attendance Policy

It is the responsibility of parents and students to attend school daily. If you have to be out please refer to the districts attendance policy and truancy guidelines. You can find the attendance policies on the Breathitt County Schools District website reference policy numbers students 09.12 and students 09.123.

ANNOUNCEMENTS

General announcements will be made during the morning approximately at 7:45 AM or at the end of each class period, only when necessary. All announcements must have approval from the Principal's Office.

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterous behavior, and talking during the program.

Prior to the general assembly, students may be asked to report to their homerooms. Textbooks and other materials should be left in the homerooms. Purses and billfolds are to be taken with them.

BREAKFAST/LUNCH PROGRAM

Breakfast is provided for all students each morning beginning at approximately 7:20 AM and closes when the first morning bell rings at 7:50 AM.

Breathitt County High School observes a closed lunch accessible to all students. Every effort is made to provide a choice of menus each day. Two lunch varieties are served each day in addition to a regular lunch. Students are scheduled twenty-five (25) minutes for lunch and all students are required to go to the lunchroom and remain there until he/she is dismissed to class.

Students are not allowed to order out or have a food item delivered directly from a restaurant during the school day. Each student must do his/her part in keeping the lunchroom clean. All students are required to remove their items from tables and place them in the proper containers. Students failing to comply with this request are subject to disciplinary action.

CAFETERIA AND LUNCH HOUR

Student behavior in the dining room should be based on courtesy and cleanliness. Students must enter and exit the designated doors and remain in the cafeteria until their teacher takes them back to the classroom. Students are not to go into areas where classes are being held during their lunch hour.

BHS Common Area Expectations

	Classroom	Dining Areas	Restroom	Hallway/Stairs	Technology	Arrival/Dismissal	Coliseum/Gym/Stadium
Practice Respect Treat others like you would like to be treated (Others, Property, and Self) Accept and Value differences.	- Be a good listener - Actively participate	-Use appropriate language, tone, and volume -Use good manners	-respect Privacy	-Use appropriate language, tone, and volume -Appropriate PDA	-Cell phone use in hallway & dining areas, including ear buds	-On arrival go to designated area - 7th/8th go to cafeteria, -9th-12th go to gym - For dismissal go straight to buses or gym	-Sit in designated areas -Use appropriate language, tone, and volume
Act Safely Protect yourself and others. Report safety concerns Maintain personal space.	-Use materials appropriately	- Stay seated until dismissed (cafeteria) - Move to the bleachers when finished (mezzanine)	-Report concerns	-Walk on right side	-Use school appropriate sites and tools	-Stay in assigned area	-Walk
Work Hard Be prepared and give 100%	-Complete assignments on time -Bring materials	-Go through line promptly	Enter/exit restroom in a timely manner	-Travel to destination promptly	- Bring charged Chromebook to class daily	Enter building in a timely manner	-Keep area clean - Travel to destination promptly
Show Responsibility Make wise choices. Follow directions Be where you are supposed to be.	- Be on time	-Keep area clean Get all items needed first time through line	-Go-Flush-Wash-Leave -Keep area clean	-Keep Area Clean	-Take care of your Chromebook, parts, and bags.	-Keep area clean - Follow adult directions	-Take all items with you
Adult Expectations	Be prepared Active Supervision Be accountable for students	Be on time Active Supervision	Be on duty, bathroom sweeps	Active Supervision in doorway		Be on time Active Supervision	Active Supervision in assigned area

Discipline Policies and Procedures: Behavior which is disruptive of the educational process, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. We will focus on the PAWS system

1. **Practice Respect**
2. **Act Safely**
3. **Work Hard**
4. **Show Responsibility**

BHS CONSEQUENCE MATRIX			
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Classroom Managed			
<ul style="list-style-type: none"> Lack of Participation Minor Classroom Disruptions Unprepared for class Minor Disrespect Failure to follow staff directions/defiance Physical Contact without the intent to cause harm Cell phone violations. Bus rules violation Display of affection/inappropriate Tardiness 	<ul style="list-style-type: none"> Plagiarism/Cheating Bus Violation Destruction of property Disruptive Defiant Disrespectful Skipping Class Leaving class without permission Profanity/vulgarity Use/disruption of tobacco, vape Use of racial/cultural slurs 	<ul style="list-style-type: none"> Bullying (includes cyber) Fighting Leaving Campus Verbal abuse Inappropriate use of technology False fire-alarm Failure to honor LEVEL 1 and/or LEVEL 2 punishment 	<ul style="list-style-type: none"> Disorderly conduct Theft/Stolen property Arson Assault Bomb threat Sexual Misbehavior Weapon Vandalism Alcohol possession, use, distribution Drugs possession, use, distribution Substantive threats/terrorists Abuse of teacher
Consequence:	Consequence:	Consequence:	Consequence:
1 - Warning 2 - Student/Teacher Conference 3 - Parent Contact 4 - Guidance Counselor Referral	1 - Lunch detention 2 - Loss of privilege 3 - ISS one class period 4 - ISS ½ Day	1 - ISS two days 2 - ISS three days 3 - Alternative placement (15-45 days)	1 - Contact law enforcement 2 - Alternative placement 3 - Suspension 4 - Day treatment referral

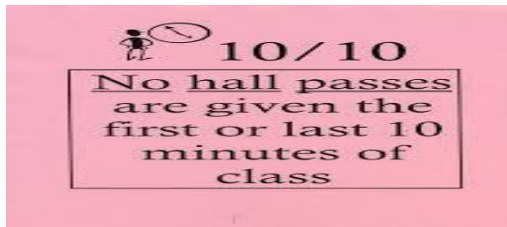
Classroom Expectations: At BHS, the learning environment is sacred.

- Students are expected to enter classrooms quietly and respectfully. Furthermore, students should be in class and seated before the bell rings.
- Being prepared is an important part of our PAWS values. Students that are prepared for their classes mentally and with the materials they need experience less stress throughout their school day. Students should have the materials they need for each class which may include: books, assignments, homework, paper, pencil, notebook, and chromebook.
- Students should follow all teacher instructions during class time with respect and work to maintain a high quality education.
- Students should complete all assignments to the best of their ability during class time and allow other students the opportunity to do the same by using appropriate classroom behavior.
- Classes are dismissed by the teacher, not the clock. Please be courteous by remaining in your seat until you are dismissed.
- Students should also comply with any additional procedures and or/expectations established by their given LEADERS.
- Students will use the Chromebooks on a daily basis.

Hall Pass Expectations

At BHS, every minute counts. We don't have time to waste. With that said, there will be times when students need to be out of class for various reasons. Students may be excused from the classroom during class with a hall pass issued

by the teacher. Further, we follow the 10/10 rule. Hall passes may be issued AFTER the first 10 minutes of class and BEFORE the last 10 minutes of class. Only one student at a time can use each hall pass.



Hallway Expectations

During class changes, students should move throughout the hallway calmly and respectfully without making loud noises or engaging in horseplay. There will be a tardy bell. Students are expected to arrive in their assigned classroom on time and ready to succeed.

Locker Expectations

Students will have the opportunity to visit their lockers between each class period. Students are encouraged to take good care of their locker knowing they will be held responsible should any vandalism to their locker occur. Lockers are property of BHS and can be searched at any time for reasonable cause. Lockers are optional.



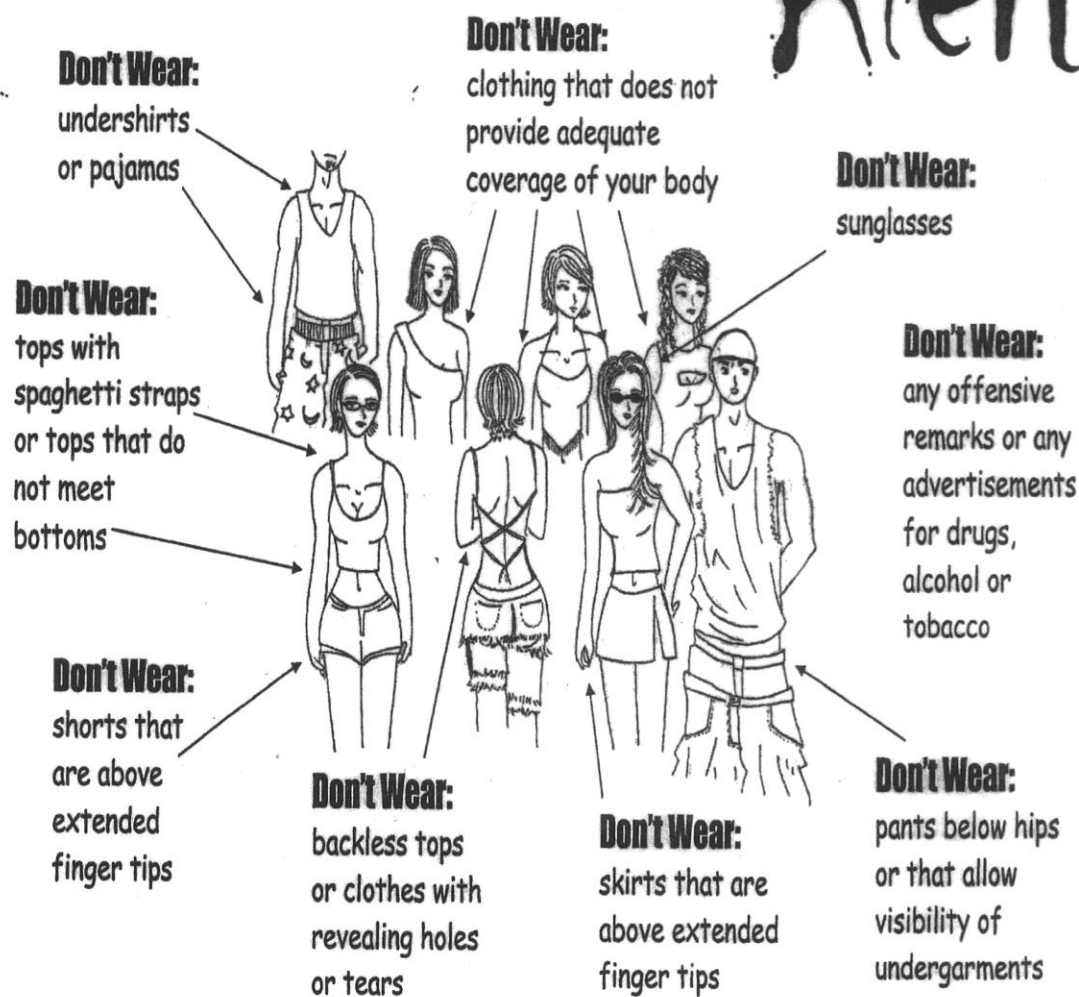
BHS Dress Code: WE DRESS FOR COLLEGE & CAREER SUCCESS
DRESS CODE

Dress code requirements apply to all students (male and female) and are to be followed during school hours, during school-sponsored events, and during extracurricular activities. Students who are participating in Physical Education classes must adhere to all dress code requirements before entering the hallways or classrooms. Teachers of the physical education classes will set the dress codes for the physical education classes. However, shirts (those meeting dress code standards) must be worn at ALL times.

1. Shoes must be worn at all times.
2. Shorts, skirts, dresses, and skorts (including those worn with leggings, etc.) must be no shorter than four (4) inches from the top of the knee.
3. No sleeveless shirts or off-the-shoulder clothing will be permitted. Students who participate in a sport or club that have sleeveless shirts that are a recognized part of an official school uniform will be the only ones to vary from this. Then, they can only be worn during regular practice/competition times. Thick-banded tank tops are permitted. No spaghetti straps.
4. Pants, jeans, shirts, shorts, or any other clothing item that contains a hole exposing skin more than 4 inches above the knee is not permitted. Pajama bottoms are not pants and are not allowed to be worn instead of pants. Any questionable garment may be required to be covered during the school day.
5. **Students are permitted to possess and wear hats or caps during the school day except in the cafeteria. Students are not to wear toboggans, beanies, or hoods that cover the head, or sunglasses in the building.**
6. No clothing shall be permitted which promotes alcohol or drugs or which bears offensive language, pictures, signs, or offensive insinuations. If it is illegal to do, it is banned on clothing in our building.
7. See-through clothing, bare midriffs, and any article of clothing considered indecent or distracting is prohibited.
8. Shirts must be of length that they could be tucked in and remained tucked in whether sitting or standing or stretching. We are not attempting to enforce that shirts be tucked in, but to enforce the fact that shirts must be of proper length to cover the midriff region the entire time the shirt is worn. At no time should a student's shirt expose the bare back or midriff.
9. All clothing must be "form-fitting". Clothing that is excessively baggy will not be tolerated.
10. All pants and shorts must be worn at the waist. The waist is considered the area ABOVE the top of the hip bones. Underwear cannot be visible at any time.

Examples of Dress Code Violations: Please refer to the listed above items if you have any concern about dress code violations.

Dress Code Alert



ELECTRONIC DEVICES POLICY (Includes Cell Phones, MP3 Players, etc.)

Electronics (Cell Phone Policy): Pursuant to KRS 158.165 and the Board Policy, while on school property or attending a school sponsored or school related activities, students shall be permitted to possess and use personal telecommunications devices (such as cell phones) provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual, unless an emergency situation exists that involves imminent physical danger and a certified employee authorizes the student to do so.

Otherwise, devices shall be used in a manner promoting educational improvement consistent with established Internet Usage Safety Program (Digital Driver's License).

Students violating this policy will be subject to the following disciplinary action. 1st offense device will be returned to the student at the end of the day by office staff; 2nd offense will require guardian pick-up of the device; 3rd offense is a 3-school day confiscation, or if a student picks up the device before 3 days, a \$10 (ten dollar) fee shall be paid; 4th and subsequent offense(s) is a 10-school day confiscation, or if a student picks up the device before 10 days, a \$20 (twenty dollar) fee shall be paid (may be returned by court order). In addition, an administrator may confiscate the device, which shall only be returned to the student or the student's parent/guardian, as appropriate.

2. Students are responsible for keeping up with devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought onto school property.

3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

4. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the district's Acceptable Use Policy or procedures or its' Code of Acceptable Behavior and Discipline.

District Technology Property Deployment Agreement
(One to One Initiative)

While the primary purpose of the Breathitt County School District's technology equipment is for use on site during the instructional day, students will also be able to utilize devices for anywhere, anytime learning. All students/parents/guardians will be required to sign consent forms and submit fees before technology equipment can be taken to a location other than a District facility. Technology equipment may be assigned under the provisions of the Acceptable Use Policy.

*Refusal to turn over cell phone will be Level III offense



A. Drugs/Alcohol Prohibited

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

activity:

- a. Alcoholic beverages
- b. Controlled drug substances and drug paraphernalia

Substances that "look like" a controlled substance. Instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance. In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

Consequences for Possession, Use, Under the Influence or Sale of Alcohol or Drugs:

1st time – 45 days Alternative Placement – Refer to Law Enforcement and CDW.

2nd time – Suspension – 10 Days *and/or recommendation to Day Treatment / Mandatory Counseling*

B. ASSAULT Pupils

Any pupil who assaults, batters or abuses (physical or sexual) another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.

Any pupil who assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.

School administrators, teachers or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur.

Threatening or violent behavior shall include, but not be limited to: Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.

Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Assault is divided into three categories:

Assault I

Definition of Assault I

Any person who attacks an individual (Ex: jumps from behind)

Consequences of Assault I

1st time – 10 day In School Suspension/School Resource Officer files charges with Court

Parent/student conference.

2nd time – 10 day suspension + *Parent/student conference and/or recommendation to Board of Education for expulsion.*

Assault II

Definition of Assault II

A person who attacks an individual and inflicts bodily harm, which is deemed to need immediate medical attention by a school official. (Ex: principal, assistant principal, school nurse, etc.)

Consequences of Assault II

1st time – 10 day suspension + School Resource Office files charges

+Parent/student conference and/or recommendation to Board of Education for Expulsion.

2nd time – 10 day suspension + School Resource Officer files charges

+ Refer to the Board of Education for expulsion + Parent/student conference.

Assault III Definition of Assault III

Use of a weapon or object to enhance bodily harm.

Consequences of Assault III

1st time – 10 day suspension + School Resource Officer files charges + refer to board for expulsion + Parent/student conference.

****Parent/student/school conference** to let the students know what is expected and to help assist with needed help to achieve this goal.

****Levels of assault** are left to the discretion of the principal/assistant principal or principal's designee.

***** The determination between a fight and assault** will be left to the discretion of the principal/assistant principal or principal's designee.

****After a decision has been made, if other evidence is found, the principal/assistant principal or principal's designee has the right to change his/her ruling.

C. Fighting

Is defined as physical and/or verbal abuse, or other acts of violence where both parties have contributed to the conflict either verbally or physically. Fights are divided into three categories:

Definition of a Level I Aggressive Behavior/Fight

Horse playing/scuffling, student stops on his/her own, no foul language, low aggression level, Shouting, screaming, verbal abuse and/or foul language

Level I fight

Consequences of a Level I

I Aggressive Behavior/Fight

1st time – 1-2 days In School Suspension

2nd time–3 Days ISS

3rd time –5 days ISS

4th time –3 day suspension/Parent Conference

Level II Fight

Definition of a Level II fight

Student does not have to be restrained, aggression level medium (student upset, but not to the point where he/she has to be restrained), calm after the fight.

Consequences of a Level II fight

1st time –2-3 days ISS Parent/student Conference

2nd time–1-2 *days suspension* + Parent/student conference.

3rd time–5 days Suspension (+ charges filed with court system) + Parent/student conference.

Level III Fight

Definition of a Level III fight

Aggressive behavior, student has to be restrained and separated by staff/students, use of foul language, threats of other fights, etc.

Consequences of a Level III fight

1st time – 3-5 day suspension + Parent/student conference.

2nd time–5 to 10 day suspension + charges filed with court system + Parent/student conference or expulsion.

****Levels of fights are left to the discretion of the principal/assistant principal or principal's designee.**

HARASSMENT/DISCRIMINATION

D. HARASSMENT/DISCRIMINATION, Policy 09.42811

Definition

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, actual or perceived sexual orientation or gender identity, or disability that is sufficiently severe, pervasive, or objectively offensive that is adversely affects a student's education or from the perspective of an objective educator and from the perspective of the student at whom the harassment is directed.

The provisions in this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions. Speech that materially or substantially disrupts the educational process, as defined by policy 09.426; speech that violates policy 09.422; or speech that interferes with the rights of another student is not constitutionally protected.

Prohibition

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Disciplinary Action

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

Guidelines

Students who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Without a report being made to the Principal, Superintendent, or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

Prohibited Conduct

Depending on the circumstances and the facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials, or pictures that are lewd, vulgar, or profane and relate to the definition of harassment/discrimination contained in this policy;
2. Sexual advances, requests for sexual favors, spreading sexual rumors, or sexual assault (severe).
3. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
4. Implied or overt threats of physical violence or acts of aggression or assault;
5. Seeking to involve students with disabilities in antisocial, dangerous, or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
6. Destroying or damaging an individual's property.
7. Sexual touching or inappropriate behavior such as fondling or rape (severe).

Confidentiality

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

Appeal

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority. Failure by an employee, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

Retaliation Prohibited

No one shall retaliate against an employee for student because s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

False Complaints

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, Board Policy 09.422 and/or 09.426.

HARASSMENT AND DISCRIMINATION COMPLIANCE COORDINATORS

To ensure that complaints of harassment and discrimination, as defined by Board policy and all codes of conduct and handbooks distributed within the district, are promptly documented, investigated, and resolved.

Breathitt County Public Schools has appointed **Compliance Coordinators**. Individuals who have questions concerning compliance or complaint procedures should contact the Breathitt County District Office at 606-593-6363 or the above locations and ask for the compliance coordinator

Consequences of Harassment/Bullying:

Mild

1st Offense – Counseling/parent conference

2nd Offense – Counseling/Parent Conference/1 day In School Suspension

3rd Offense – 3 Days ISS/Parent Conference

4th Offense – 5 Days ISS/Parent Conference/Bullying intervention class (Provided online) Loss of all privileges until class is complete

5th offense – 3 day suspension/Parent Conference/possible referral to CDW

Moderate

1st Offense – Counseling/Parent Contact/Alternative placement/referral to CDW

2nd Offense – 3 day Suspension and refer to CDW and/or refer to the board for expulsion.

Severe

1st Offense – 5-10 Days Suspension, refer to CDW and/or refer to the board for expulsion.

Students: 09.422

Bullying/Hazing

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.¹ This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

BULLYING DEFINED

The definition reads in Senate Bill 228: "Bullying means any unwanted verbal, physical or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated."

REPORTS

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

STUDENTS 09.422 (CONTINUED)

Bullying/Hazing

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811.

Harassment/discrimination allegations shall be governed by Policy 09.42811.

REFERENCES:
1KRS 158.150; KRS 158.148; KRS 158.156 KRS 160.290 Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986) Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969) RELATED POLICIES:03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.43809.2211 (re reports required by law)
Adopted/Amended: 07/10/2012
Order #: 445

E. SEARCH AND SEIZURE

The following Breathitt County Board Policy on search and seizure will be followed at Breathitt County High School:

REASONABLE SUSPICION

No pupil's outer clothing, pockets or his or her personal effects (e.g. handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's person shall be conducted only with the express authority of the Principal.

AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal of the school, which the student attends.

WITNESS

When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search.

PERSONAL SEARCHES

No search of a pupil shall be conducted in the presence of other students.

STRIP SEARCHES

No strip searches of students shall be permitted.

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested shall be subject to other disciplinary action.

REGULAR INSPECTION

School property, such lockers and desks, are jointly held by the school and the pupil. School authorities have the right to conduct a general inspection of all such property on a regular basis. During these inspections, items, which are school property, such as overdue library books, may be collected. Students should not expect privacy from items left in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

ILLEGAL ITEMS

Illegal items (e.g. weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

OTHER DISRUPTIVE ITEMS

Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from the pupil's possession by a staff member. The staff member through the Principal's office may return such items to the pupil.

DISPOSITION OF ITEMS

All items, which have been seized, shall be turned over to the proper authorities or returned to the true owner.

USE OF TRAINED DOGS

Subject to the following conditions, the Principal may authorize the use of trained dogs to locate controlled substances on school grounds.

The dogs shall be certified as never having been trained as attack dogs.

The Principal or the Principal's designee shall be present.

Searches involving dogs shall be conducted only when students are in classrooms; no student shall be in the vicinity of lockers being searched.

All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

ADDITIONAL STIPULATIONS

On campus vehicles may be searched. Any illegal item confiscated will be when drugs, alcohol or weapons, etc. are suspected will have their parents and law enforcement officials notified and disciplinary action will be followed.

REFERENCES: KRS 161.180; New Jersey vs. T.L.O., 105 S. Ct. 733 91985.

F. WEAPONS

Weapons Prohibited

Pupils shall not carry on their person or cause to be brought to school firearms, illegal knives, or any other object, which can be classified as a dangerous instrument.

Penalty

Violation shall constitute reason for suspension or expulsion.

References:
KRS 160.290; KRS 160.340

G. BUS & OTHER TRANSPORTATION

Withholding of Riding Privileges

The Principal/Director of Transportation or their designee is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations.* The Principal shall notify the parents in cases where bus-riding privileges have been withheld. The Superintendent or the Superintendent's Designee (Principal or Transportation Director) may withhold bus-riding privileges up to the remainder of the school year.**

KY DEPT of Education (Items Allowed on School Bus)

The Kentucky Department of Education, Division of Pupil Transportation takes the position that students should not carry onto school buses any item, i.e. instruments, class projects, etc., which may block any aisle, doorway or exit. Glass items such as bottles, containers, or vases should not be allowed. Aluminum or metal items such as a pop can that could be used as a weapon or missile or could cause any type of disturbance should not be brought onto the school bus.

The Division has received many calls regarding what can and cannot be transported on a Kentucky School Bus. We feel that common sense should dictate the appropriateness of any item. Items such as a Pole Vault Poles, Flags for a Drill Team, Coolers, etc. should not be transported in the passenger compartment of a school bus.

There are too many items to name, however, as previously stated, a good common sense rule should apply. Remember, a school bus is for transporting students, not other items.

Restitution of Damages

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.



I. BUS RULES AND REGULATIONS

The following rules have been established for riding school buses. Full compliance is expected of all individuals since bus transportation is provided free of charge and safety is a priority.

Student Responsibilities

- Students shall not stand in the road while waiting for the bus and shall remain at the assigned stop until the bus stops.
- Students who cross the road/street shall cross at 10 feet in front of the bus only after the bus driver gives them the signal to cross.
- Students will sit in assigned seats as designated by the driver or Director of Transportation.
- Students who ride a bus other than their own must secure a bus pass from the principal's office (with written permission from the parent/guardian to receive a pass).
- No animals are permitted on the bus.
- No Large objects may be transported unless approved by the driver or Director of Transportation. (only then if secured/or in the storage area).
- Soft-drinks (or other products in cans, bottles) are not permitted on the bus.
- Spraying of perfume, cologne, aerosol deodorant, hairspray, etc. on the school bus is prohibited. (Due to health risk of individuals with asthma, etc.)

II. AUTOMOBILES

Automobile access to the campus is considered a privilege, not a right. Safe and courteous driving is expected of every student driver. Students who drive to school are required to register their automobiles with the Principal's office. It is only

necessary to register once for **each** individual automobile driven to campus during the school year. Students must provide proof of insurance and valid driver's license.

There will be a charge for this registration, which is \$10.00. Students must park in the student lot. Students are not allowed to park in other areas unless given special permission by the principal. Cars parked in the student lot that have not been properly registered are subject to be towed at the owner's expense.

III. DRIVING STUDENTS/LOW ATTENDANCE/NO DRIVE POLICY

1. Parking without a permit - Penalty includes loss of parking privileges.
First offense – conference/warning; **Second offense** – 1 month loss of parking and owner of auto is contacted; **Third offense** – Remainder of the school year and owner of auto is contacted. **Fourth offense** – auto will be towed at owner's expense.
2. Parking in non designated area - **First offense** – warning – move vehicle immediately; **Second offense** – 1 month loss of parking and owner will be notified; **Third offense** – Loss of parking for the remainder of the school year and owner of auto will be notified; **Fourth Offense** – Auto will be towed at owner's expense.
3. Reckless driving on school property - Any action such as speeding, spinning gravels, squalling tires, power sliding, etc. while operating a motor vehicle on school grounds. Penalty includes a loss of parking privileges. **First offense** –1-month loss of parking + contact local law enforcement officials; **Second offense** – rest of school year + contact local law enforcement officials.
4. Transporting students off campus without proper authorization - Loss of parking privileges the remainder of the semester.
5. Displays of affection and tobacco use will be enforced until student leaves school grounds
- (Student parking lot **IS** school grounds) These infractions will be dealt with according to the discipline code)
6. Excessive tardies per semester:
6 unexcused tardies – warning/parents are notified
9 unexcused tardies – loss of parking, on school grounds, for the rest of the semester
12 unexcused tardies – loss of parking, on school grounds, for the rest of the year.
7. Excessive unexcused absences:
3 unexcused absences – warning/parents are notified
6 unexcused absences – loss of parking, on school grounds, for the rest of the semester.
9 unexcused absences – loss of parking, on school grounds, for the rest of the year.
8. Students leaving school grounds without permission (no student shall leave school grounds without being signed out at the office)
 1. 3 Days In School suspension(Loss of driving Privileges 30 days)
 2. 5 Days In School Suspension(Loss of privileges for rest of the year)

NO PASS/NO DRIVE LAW

The 2007 legislative session ended with the passage of several education-related bills, including the "No Pass/No Drive" bill (HB 32, amending KRS 159.051). This statute became effective on June 26, 2007, and will apply to school districts in the Commonwealth. This bill is intended to support dropout prevention and to provide an incentive for students to stay in school and pass their courses.

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for academic deficiency, or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. Should you want to review the full text of this law, please use the Legislative Research Commission website at the following address: www.lrc.ky.gov/record/07RS/record.htm.

Breathitt County Schools Acceptable Use Policy Guidelines

Breathitt County Schools Internet and Electronic Mail User Agreement Form

2020-2021

We are pleased to offer the students and staff of the Breathitt County School District access to the district computer network for electronic mail and the Internet as part of the instructional or job related process. All technology resources shall be used to teach what is contained in the Kentucky Core Content, Program of Studies and Breathitt County's curriculum. To gain access to e-mail and the Internet, all students, staff, and volunteers must sign an Acceptable Use Policy agreement before direct access to the Internet or electronic mail will be provided. *Written parental consent shall be required before any student is given direct, hands-on access to the Internet or to teacher directed electronic mail.* If a student is eighteen (18) years of age, s/he may sign his/her own agreement. However, educators may use the Internet during class directed group demonstrations with or without parental consent. Students will be held accountable for violations of the Acceptable Use Policy agreement and understand that disciplinary action may be taken. The School Technology Coordinator will maintain an acceptable use policy list of students having parental/school permission for Internet use.

Access to e-mail and the Internet will enable students/staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Breathitt County Schools are using ISA Servers and iPrism Web Filter to filter Internet sites as cited in KRS 156.675; however, filtering is not 100% reliable. Breathitt County Schools will adhere to all mandates from the Kentucky State Department of technology and implement all security and standards advisories as they become available. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. For this reason, we have an acceptable use policy and guidelines to address the human dimension of information access issues. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Breathitt County Schools support and respect each family's right to decide whether or not to apply for access. (Email accounts will be active only during the school year unless the student is enrolled in a KVLN class.

*At the lower grade levels, (Primary Level, K-3) an Internet or e-mail session should be conducted with small groups and always supervised by a teacher or someone the teacher has designated and e-mail can only be accessed through the teacher's mailbox at the teacher's discretion.

Students in all other grades may have student email accounts if the following are in place:

The student has an Acceptable Use Policy agreement on file that has been signed by his/her guardian.

An AUP agreement will only be accepted during the first week following school enrollment.

Internet Safety Policy for Breathitt County High School:

One of the most effective ways to ensure safe Internet usage is through education of students. Accordingly, students in all grade levels will complete curriculum aligned to digital citizenship requirements. The curriculum will also include Internet safety (including, but not limited to, safety and security when using electronic mail, chat rooms, and other forms of electronic communication), appropriate online behavior (including, but not limited to, accessing inappropriate material, unauthorized access including hacking, unauthorized disclosure, use and dissemination of personal information), and cyberbullying awareness and response. Evidence of this must be included in the appropriate curriculum documents. Curriculum documents, including but not limited to, lesson plans, curriculum maps, and student acknowledgement forms shall be kept on file at the school level for a minimum of five (5) years.

It shall be the responsibility of all members of the Breathitt County High School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the District Technology Coordinator or designated representatives.

The Technology faculty or designated representatives will provide age-appropriate training for students who use the Breathitt County High School's Internet facilities. The training provided will be designed to promote the Breathitt County High School commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Breathitt County High School Internet Safety Policy;

- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

District Internet and E-Mail Rules and Regulations

Students and staff are responsible for good behavior on school computers and networks just as they are in the classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students and staff to conduct research and communicate with others. Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Parent/guardian permission is REQUIRED. Access is a PRIVILEGE – Not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district rules and regulations and will honor the agreements they have signed. Beyond the clarification of such rules and regulation, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private. Within reason, freedom of speech and access to information will be honored. Filtering software is not 100% effective; while filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

As outlined in Board Policy and Procedures and in the Discipline Code and Student Handbook, students and staff do have rights and responsibilities, copies of which are available in school offices. These rights and responsibilities will be adhered to; however, the following will not be permitted on the Internet or when using e-mail:

Offenses

1. Using multi-user games on the network.
2. Changing or altering control panel settings and/or altering teacher preferred settings.
3. Using a computer without permission.
4. Downloading programs which are NOT for educational use (example: WeatherBug).
5. Students cannot bring programs from home and install programs on school workstations. Storage devices should be scanned for viruses.
6. Sending or displaying offensive messages or pictures.
7. Swearing, vulgarities, racial slurs, threats, or other inappropriate languages.
8. Revealing personal student identification (i.e. name, address, phone number, blogging, pictures, social security number), either about himself/herself or any other users. (Examples: MySpace sites and student web pages.)
9. Using another person's login ID/password or giving your password to others to use
10. Intentionally wasting limited resources. (Example: Malicious code (virus), chain letters, and electronic cards.) Downloading music, etc. from Napster, Frostwire, or other types of sites, listening to radio stations on-line, and downloading large files, are examples of wasting resources. Or monopolizing the networks by such things as running large programs and applications or sending massive amounts of mail to others.
11. Using the network to facilitate plagiarism. No user shall misrepresent another person's work as his/her own, or allow his/her work to be misrepresented as belonging to someone else.
12. Viewing, entering, and participating in any chat room or forum activity will not be permitted.

13. Any e-mail that does not meet state standards will not be permitted (701 KAR 5:120 and KRS 156.675) Gmail, Yahoo Mail, Hotmail, PRTC, etc. are examples of non-standard mail services, therefore, these services will not be permitted on the network.
14. Teachers are responsible for computers in their classrooms. Only legal copies of software (those which original disks are owned) may be installed on computers.
15. Using computer, internet, and e-mail without a signed Acceptable User Policy on file.
16. No students should be on school computers after school hours unattended.
17. Messages relating to or in support of illegal or potentially harmful activities.
18. Trespassing in another's folders, work, or files.
19. Violating copyright laws. Copyright laws must be respected. Copying files, videos, software, songs, etc. that is in violation of copyright laws should not occur on school equipment.
20. Harassing, e-bullying, insulting or attacking others.
21. Attempting to login as a system administrator.
22. Intentionally infecting a computer or network with a malicious code.
23. Internet shall not be used for gambling, purchasing, bidding, banking, employing the network for commercial use, checking personal stocks or soliciting non-educational materials or for personal gain. Personal WebPages may not be published using school equipment.
24. Probing, or bypassing the proxy, which means using technology deliberately to gain access for which one is not authorized or to evade security procedures is not permitted. Accounts will be disabled immediately by the administrator when you are found in violation of this policy and you will be referred for further discipline procedures.
25. Vandalism, which means altering, damaging computers, equipment, and/or networks, destroying data inappropriately, damaging hardware, software, or network components, is a violation. Vandalism also includes deliberate attempts to restrict or degrade the access of others to data and technology. (Students should not remove serial numbers, license agreements, barcodes, keys, mouse balls, or CD-ROMs from the computer.)
26. No student may bring a personal computer (laptop) into school. Any device that runs Palm OS, Windows CE or Pocket PC or like product is considered a computer. No teacher may bring a personal laptop and put it on the network. (The computer may have a virus or software that does not follow copyright laws.)

*These offenses will be dealt with in accordance to the Student Discipline Handbook. Less severe offenses will be given the same consideration as minor/major offenses. Severe offenses will be punished as the severe/serious levels of punishment. Anyone violating these rules and regulation of the Breathitt County Schools may have his/her account suspended or revoked by the School Administrator and the District Technology Coordinator (System Administrator) as well as other disciplinary or legal action.

Staff Offenses will be dealt with in accordance with the certified and classified personnel handbook.

Misuse of Computers is a crime, the following laws apply:

Criminal damage to Property Law Class D Felony KRS 512.020: A person is guilty of criminal mischief when, having no right to do so or any reasonable ground to believe that they have such a right, they intentionally or unintentionally deface, destroy, or damage any public agency data or technology property (data, computer programs, computer systems, computer networks, computers, etc.)

Unlawful Access to a Computer, Class C Felony Kentucky Criminal Statute KRS 434.840-434.860: A felony may be committed when an individual goes beyond assigned duties to: knowingly and willingly, directly or indirectly, access, cause to be accessed, or attempt to access a computer system, data stored in a computer, or a network purpose of altering, damaging, or destroying data or technology.

Telephone and other Voice Systems

Breathitt County Schools, in compliance with KERA, have voice systems (telephones) in all schools. Every classroom is equipped with a handset and voice port connected to the school voice system. The school or classroom telephones are designed to aid and support the educational instructional process and should not be used for

personal, public, private or commercial purposes. To protect the instructional process, students and staff, no telephone calls from outside the school shall go directly into the classroom; however, teachers have dial-out access from their classrooms for local calls. All SBDM will adopt policies and develop specific procedures on how the school will address telephone calls or messages (voice mail, secretary messages, etc.) to and from the classroom. All SBDM will adopt policies and develop specific procedures for student use of voice (telephone) systems.

COMPUTER/TECHNOLOGY ABUSE

The following are prohibited: (This includes before, during and after school).

Any tampering with a computer. Chromebooks or related technology.

Any student that intentionally attempts to sign in on another person's name is also illegal.

Any student that attempts or is successful at bypassing the school's proxy.

Any student that is found on a computer or related technology that is specifically for a staff member (ex: teacher's computer).

CONSEQUENCES

1st offense – Loss of computer privileges for one month.

2nd offense – 3 days ISS, Loss of internet account for semester.

3rd offense -10 days ISS; termination of technology privileges for the year.

DEFINITION OF CONSEQUENCES

A. EXPULSION

Expulsion is the most serious penalty that a school can impose. Since expulsion involves the termination of a student's educational rights and since such actions are often challenged in the courts, schools are increasingly reluctant to use expulsion as a disciplinary method. Clearly some conduct, especially that which proves a serious or immediate threat to the safety or well being of students or staff, requires the removal of the offender from the school.

Where students commit serious acts of misconduct, which warrants their removal from school, and where no alternative forms of discipline are available, the district has an obligation to initiate expulsion action. In all instances, due process procedures must be carried out in accordance with Kentucky Law as specified in Section 2 of KRS 158.150. All pupils admitted to the common schools shall comply with the lawful regulations for government of the schools. Willful disobedience, or defiance of the authority of teachers or administrators; use of profanity or vulgarity; assault, battery or abuse of other students or school personnel; the threat of force or violence; the user or possessor of alcohol or drugs; stealing, destruction or defacing of school property or personal property; the carrying or use of weapons or dangerous instruments; or other incorrigible bad conduct on school property as well as off school property, at school sponsored activities constitutes cause for suspension or expulsion from school.

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

- a. The pupil has been given oral and written notice of the charges against him/her which constitutes cause for suspension;
- b. The pupil has been given an explanation of the evidence of the charge or charges, if the pupil
- c. The pupil has been given an opportunity to present their own version of the facts relating to the charge of charges; and
- d. The pupil may have an attorney present.

These due process procedures shall precede any expulsion from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as possible, but no later than three (3) school days after suspension.

The Superintendent, Principal, Assistant Principal or Head Teacher of any school may suspend a pupil but shall put such action in writing immediately to the Superintendent and to the parent, guardian or other person having legal custody or control of the pupil.

The board of education of any school district may expel any pupil for misconduct as defined in subsection (1), but such action shall not be taken until the parent, guardian, or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the board. The decision of the board shall be final. The board may choose to do the following alternative to expulsion:

B. Alternative Concepts for Education (virtual school) Breathitt County High School will utilize off-campus placement for students with special **circumstances**. Special **circumstances** may include: recurring discipline problems, social challenges, extreme academic achievement deficiencies, etc. Rules for the alternative site will be determined in conjunction with the off-campus site facilitator.

C. In-school suspension (ISS) In order to keep the students of Breathitt County High School on course for graduation, In-School Suspension has been added for minor and major violations, before possible suspensions or

placement in a long term program at ACE. In school detention may last from 1 day to 5 days depending on the severity of the offense or the number of incidents the student has accumulated. Students may also be assigned periods of ISS (up to 5 days). In-School suspension students will report to the ISS room for the number of days assigned.

D. Day Treatment Placement: Alternative offsite placement, individuals will arrive at BHS and be transported to Day treatment facility. Students will return to BHS at the end of the day to be transported home on their normal bus.

E. SUSPENSION

Who May Be Suspended?

In accordance with KRS 158.150, the Superintendent, Principal/Assistant Principal may suspend a pupil up to a maximum of ten (10) days per incident.

Length of Suspension

A pupil may not be suspended for more than a total of ten (10) days per incident.

Prior Due Process Required

A pupil shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431), unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process shall be provided.

Imminent Danger

In such cases, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

Written Report Required

The Principal or Assistant Principal shall report any suspension in writing immediately to the Superintendent. Written notice of suspension shall be reported immediately to the parent/guardian of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for the reinstatement. One such condition may be that the student's parent/guardian shall be required to attend a conference with school officials prior to the student's readmission to school.

Restrictions

A student on suspension shall not be permitted to attend or participate in school-sponsored activities or come onto school property during the term of the suspension without the Principal's permission.

In cases that involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.

Appeal Process

Any Parent or student who wishes to appeal discipline resolution must follow the following steps:

Step 1 – Principal or his/her designee will meet with the student/parents and present them with the facts of the violation.

Step 2 – Principal or his/her designee will advise the student and parents their rights.

Step 3 – Principal or his/her designee will refer them to the Superintendent for further action.

Media release- Breathitt High School will strive to continuously improve communications through various media outlets. Any student who opts to be recognized in our media outlet will need to have the media release form signed by him/her and his/her parents and on file at the school.

SCHOOL NURSE

The school nurse is provided by the Youth Services Center. Students with medical emergencies, when the nurse is not available, should be referred to the office.

LOST AND FOUND

Articles lost and found in and around the school should be turned in to the main office where the owners may claim their property by identifying it.

MEDICATIONS

If a student must bring medication to school, it shall be kept and stored in the nurse's or principal's office and the following requirements must be met:

Prescription and Over-the-Counter-Medication

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. A note dated and signed by the parent must accompany the medication giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
6. No more than one week of medication may be sent at one time.
7. Refrigeration is available.
8. School personnel (school nurse or designated individual) may give medication if requested by parent or guardian. (Written requests preferred.)

SCHOOL INSURANCE

The Breathitt County Board of Education will furnish student accident insurance for all students during the school day or any school sponsored event. If a parent desires 24-hour coverage, he/she must pick up an application from the school.



STUDENT RECORDS

The classroom teacher and guidance counselor keeps specific records on each student. There are different records, which parents may need to refer to at some time during the year. Parents should simply call the school and request the information or ask for an appointment with the teacher and/or guidance counselor. The records include the student's permanent academic record, grade report cards, record of lunch and miscellaneous fees owed, and a daily attendance record. Once a student reaches 18 years of age, the law forbids records being released to anyone except the student.

The web: www.breathitt.kyschools.us



Facebook: <https://www.facebook.com/BreathittCountySchools/>



Twitter: @BreathittProud

Take Care of Each Other

"Bobcat" Culture

As a proactive learning community, it is our job to value each other and make every member of our learning community feel noticed and welcomed. As a result, we ask our students and teachers to warmly greet and assist any visitor of BHS. From the moment a visitor enters our front office until they leave our schools, we want them to feel as though they have been a part of an amazing educational experience.



At Breathitt High School, we believe that success starts the moment we walk through the doors. Every decision that our students make every day will impact the way their FUTURE STORY narrative plays out in their lives.

Additionally, we expect all Bobcats to succeed at high levels. However, we recognize that students sometimes need help building a future. Our mission is to create an educational experience that fully prepares all students for all transitional opportunities.

It is the responsibility of the students and parents to know and understand the student handbook and code of conduct. The handbook will be provided online at www.Breathitt.kyschools.us . Families that might not have internet access can request a copy of the handbook at Breathitt County High School.

Parent/Guardian:_____

Date:_____

Student:_____

Date:_____

Acct	Acct Name	Beg Bal	Recpt/JV	Disb/JV	Transfer
100	GENERAL FUND	\$102.36	\$168.61	\$0.00	\$0.00
101	AP/PSAT EXAM	\$622.78	\$0.00	\$0.00	\$0.00
102	CHROMEBOOK REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00
104	GUIDANCE	\$29.49	\$0.00	\$0.00	\$0.00
105	STARTUP MONEY	\$0.00	\$0.00	\$0.00	\$0.00
109	STUDENT ACTIVITIES FUND	\$50.00	\$0.00	\$0.00	\$0.00
111	HOME IMPROVEMENT/WOOD SHP	\$2,533.75	\$0.00	\$0.00	\$0.00
114	YSC/FRYSC	\$2,618.02	\$0.00	\$150.00	\$0.00
119	DISTRICT SWEEP	\$15.00	\$30.00	\$0.00	\$0.00
145	FACULTY	\$292.59	\$0.00	\$124.95	\$0.00
199	SCIENCE ACTIVITY	\$71.65	\$0.00	\$0.00	\$0.00
200	FOOTBALL	\$8,974.39	\$0.00	\$0.00	\$0.00
206	GRADUATION	\$21.20	\$0.00	\$0.00	\$0.00
220	SOCCER	\$71.99	\$0.00	\$0.00	\$0.00
225	BHS CHEERLEADERS	\$409.38	\$0.00	\$0.00	\$0.00
230	BOYS BASKETBALL	\$1,838.57	\$57.18	\$0.00	\$0.00
236	MIDDLE SCHOOL ACADEMICS	\$0.00	\$0.00	\$0.00	\$0.00
245	LADYCATS BASKETBALL	\$1,760.02	\$0.00	\$0.00	\$0.00
255	VOLLEYCATS	\$965.47	\$0.00	\$0.00	\$0.00
267	CONCESSIONS	\$4,890.04	\$0.00	\$0.00	\$0.00
270	TRACK	\$475.77	\$0.00	\$0.00	\$0.00
280	BASEBALL	\$726.76	\$0.00	\$0.00	\$0.00
290	GOLF	\$162.02	\$0.00	\$0.00	\$0.00
295	LADYCAT SOFTBALL	\$2,317.00	\$0.00	\$0.00	\$0.00
300	YSC CATCHING DREAMS	\$30.67	\$0.00	\$0.00	\$0.00
301	FFA GRANT	\$4,864.00	\$0.00	\$0.00	\$0.00
305	KY ADVANCE	\$1,827.50	\$0.00	\$0.00	\$0.00
315	PROM	\$3,133.57	\$0.00	\$661.11	\$0.00
317	DRAMA	\$1,248.03	\$0.00	\$0.00	\$0.00
352	ARCHERY	\$0.00	\$0.00	\$0.00	\$0.00
400	YEARBOOK	\$2,925.20	\$60.00	\$0.00	\$0.00
500	JROTC	\$624.96	\$0.00	\$0.00	\$0.00
501	MS SOFTBALL	\$823.48	\$0.00	\$0.00	\$0.00
502	MIDDLE SCHOOL FOOTBALL	\$337.90	\$0.00	\$0.00	\$0.00
600	FFA	\$3,063.22	\$0.00	\$0.00	\$0.00
650	GREENHOUSE	\$3,761.86	\$700.00	\$0.00	\$0.00
750	Y CLUB	\$0.00	\$0.00	\$0.00	\$0.00
800	TEENS FOR CHRIST	\$120.36	\$0.00	\$0.00	\$0.00
801	BETA	\$119.70	\$0.00	\$0.00	\$0.00
803	CLASS OF 2019	\$0.00	\$0.00	\$0.00	\$0.00
805	CLASS OF 2020	\$6,461.06	\$0.00	\$236.23	\$0.00
806	MS ACADEMIC	\$1,847.04	\$0.00	\$0.00	\$0.00
820	ACADEMIC TEAM	\$0.00	\$0.00	\$0.00	\$0.00
830	ART	\$86.40	\$0.00	\$0.00	\$0.00
851	MS BOYS BASKETBALL	-\$2,333.13	\$0.00	\$0.00	\$0.00
900	JOSTENS	\$0.00	\$0.00	\$0.00	\$0.00
1000	BAND/CHORUS	\$2,302.81	\$0.00	\$0.00	\$0.00
1010	BASS FISHING CLUB	\$200.00	\$0.00	\$0.00	\$0.00
1060	MIDDLE SCHOOL CHEERLEADIN	\$112.47	\$0.00	\$0.00	\$0.00
1070	TOURNAMENT	\$539.00	\$0.00	\$0.00	\$0.00

1071 BOBCATS 55TH DIST TOURN	\$0.00	\$0.00	\$0.00	\$0.00
1072 BOBCATS 14TH REGION TOURN	\$0.00	\$0.00	\$0.00	\$0.00
1073 ALL A BOYS BASKETBALL	\$60.90	\$0.00	\$0.00	\$0.00
1074 ALL A GIRLS BASKETBALL	\$60.90	\$0.00	\$0.00	\$0.00
2000 DEATON CHAR TRST CBT	\$0.00	\$0.00	\$0.00	\$0.00

End Bal	YTD Payable	Work Bal
\$270.97	\$0.00	\$270.97
\$622.78	\$0.00	\$622.78
\$0.00	\$0.00	\$0.00
\$29.49	\$0.00	\$29.49
\$0.00	\$0.00	\$0.00
\$50.00	\$0.00	\$50.00
\$2,533.75	\$0.00	\$2,533.75
\$2,468.02	\$0.00	\$2,468.02
\$45.00	\$0.00	\$45.00
\$167.64	\$0.00	\$167.64
\$71.65	\$0.00	\$71.65
\$8,974.39	\$0.00	\$8,974.39
\$21.20	\$0.00	\$21.20
\$71.99	\$0.00	\$71.99
\$409.38	\$0.00	\$409.38
\$1,895.75	\$0.00	\$1,895.75
\$0.00	\$0.00	\$0.00
\$1,760.02	\$0.00	\$1,760.02
\$965.47	\$0.00	\$965.47
\$4,890.04	\$0.00	\$4,890.04
\$475.77	\$0.00	\$475.77
\$726.76	\$0.00	\$726.76
\$162.02	\$0.00	\$162.02
\$2,317.00	\$0.00	\$2,317.00
\$30.67	\$0.00	\$30.67
\$4,864.00	\$0.00	\$4,864.00
\$1,827.50	\$0.00	\$1,827.50
\$2,472.46	\$0.00	\$2,472.46
\$1,248.03	\$0.00	\$1,248.03
\$0.00	\$0.00	\$0.00
\$2,985.20	\$0.00	\$2,985.20
\$624.96	\$0.00	\$624.96
\$823.48	\$0.00	\$823.48
\$337.90	\$0.00	\$337.90
\$3,063.22	\$0.00	\$3,063.22
\$4,461.86	\$0.00	\$4,461.86
\$0.00	\$0.00	\$0.00
\$120.36	\$0.00	\$120.36
\$119.70	\$0.00	\$119.70
\$0.00	\$0.00	\$0.00
\$6,224.83	\$0.00	\$6,224.83
\$1,847.04	\$0.00	\$1,847.04
\$0.00	\$0.00	\$0.00
\$86.40	\$0.00	\$86.40
-\$2,333.13	\$0.00	-\$2,333.13
\$0.00	\$0.00	\$0.00
\$2,302.81	\$0.00	\$2,302.81
\$200.00	\$0.00	\$200.00
\$112.47	\$0.00	\$112.47
\$539.00	\$0.00	\$539.00

\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$60.90	\$0.00	\$60.90
\$60.90	\$0.00	\$60.90
\$0.00	\$0.00	\$0.00

GL Acct	GL Acct Name	Beg Bal	Recpt/JV	Disb/JV	Transfer	End Bal
316	PLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash On Hand	\$0.00	\$1,015.79	\$0.00	-\$1,015.79	\$0.00
992	Checking	\$60,916.15	\$0.00	\$1,172.29	\$1,015.79	\$60,759.65
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

YTD Payable	Work Bal
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$60,759.65
\$0.00	\$0.00
\$0.00	\$0.00

06/06/2020 14:09
9996pgro

BREATHITT CO. SCHOOLS - LIVE
BUDGET REPORT

P 1
papjr10

PROJECT NUMBER: 9600
STATE CODE:
CFDA NUMBER:
GRANT AMOUNT:

SEPT 2019

SBDM SECTION 6 ALLOCATION
THROUGH JAN 2020

THROUGH JAN 2020

DESCRIPTION	ENCUMBRANCE	REVISED BUDGET	* MONTH TO DATE	* QUARTER TO DATE	* YEAR TO DATE	* PROJECT TO DATE	* AVAILABLE BUDGET
9600 SBDM SECTION 6 ALLOCATION							
0601031 BHS GUIDANCE OFF.GF							
0601031 0610 GENERAL SUPPLIES	.00	900.00	.00	.00	.00	.00	900.00
TOTAL BHS GUIDANCE OFF.GF	.00	900.00	.00	.00	.00	.00	900.00
0601118 REGULAR INSTRUCTION							
0601118 0120 CERTIFIED SUBSTITUTE SALARY	.00	1000.00	214.00	214.00	1408.00	1408.00	-408.00
0601118 0222 EMPLOYER MEDICARE CONTRIBUTION	.00	.00	3.10	3.10	20.42	20.42	-20.42
0601118 0231 KTRS EMPLOYER CONTRIBUTION	.00	.00	6.42	6.42	42.24	42.24	-42.24
0601118 0253 KSBA UNEMPLOYMENT INSURANCE	.00	.00	2.29	2.29	7.05	7.05	-7.05
0601118 0260 WORKMENS COMPENSATION	.00	.00	2.36	2.36	5.82	5.82	-5.82
0601118 0338 REGISTRATION FEES	420.00	1200.00	.00	.00	610.00	610.00	170.00
0601118 0444 COPIER RENTAL	3174.14	11000.00	632.63	632.63	4428.41	4428.41	3397.45
0601118 0531 POSTAGE & PO BOX RENT	388.08	2000.00	56.40	56.40	1140.83	1140.83	471.09
0601118 0552 PRINTING - POSTERS	.00	3000.00	166.42	166.42	166.42	166.42	2833.58
0601118 0559 OTHER PRINTING	.00	5000.00	1827.68	1827.68	2730.43	2730.43	2269.57
0601118 0610 GENERAL SUPPLIES	6110.18	24870.00	1084.82	1084.82	11131.23	11131.23	7628.59
0601118 0617 FOOD INSTR NON FOOD SERVICE	.00	1000.00	.00	.00	.00	.00	1000.00
0601118 0642 PERIODICALS & NEWSPAPERS	.00	300.00	60.00	60.00	60.00	60.00	240.00
0601118 0643 SUPPLEMENTARY BKS/STUDY GUIDES	.00	700.00	511.00	511.00	610.99	610.99	89.01
0601118 0650 COMPUTER SUPPLIES	2278.81	11061.00	2013.01	2013.01	7635.65	7635.65	1146.54
0601118 0695 FURNITURE AND FIXTURES	600.00	2000.00	6047.41	6047.41	6047.41	6047.41	-4647.41
0601118 0810 DUES & FEES	.00	3000.00	.00	.00	600.00	600.00	2400.00
0601118 0891 GRADUATION EXPENSES	.00	4000.00	.00	.00	.00	.00	4000.00
0601118 0894 INSTRUCTIONAL FIELD TRIPS	.00	3000.00	154.65	154.65	605.79	605.79	2394.21
0601118 0898 EXTRA-CURRICULAR FIELD TRIPS	.00	.00	551.39	551.39	1138.67	1138.67	-1138.67
TOTAL REGULAR INSTRUCTION	12971.21	73131.00	13333.58	13333.58	38389.36	38389.36	21770.43
TOTAL SBDM SECTION 6 ALLOCATION	12971.21	74031.00	13333.58	13333.58	38389.36	38389.36	22670.43
TOTAL EXPENSES	12971.21	74031.00	13333.58	13333.58	38389.36	38389.36	22670.43
GRAND TOTALS	12971.21	74031.00	13333.58	13333.58	38389.36	38389.36	22670.43

AUTHORIZED SIGNATURE: _____

06/06/2020 14:09
 9996pgro

BREATHITT CO. SCHOOLS - LIVE
 BUDGET REPORT

P 2
 paprjr10

PROJECT NUMBER: 9600
 STATE CODE:
 CFDA NUMBER:
 GRANT AMOUNT:

SEPT 2019

SBDM SECTION 6 ALLOCATION
 THROUGH JAN 2020

THROUGH JAN 2020

DESCRIPTION	ENCUMBRANCE	REVISED BUDGET	* * * *				* E X P E N D I T U R E S * * * *				PROJECT TO DATE	AVAILABLE BUDGET				
			MONTH TO DATE				QUARTER TO DATE						YEAR TO DATE			

DATE: _____

06/06/2020 14:09
 9996pgro

BREATHITT CO. SCHOOLS - LIVE
 BUDGET REPORT

P 3
 paprjr10

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	12	Y	N
Sequence 2	09	Y	N
Sequence 3	00	Y	N
Sequence 4	00	Y	N

Report title:
 BUDGET REPORT
 SEPT 2019

Print totals only: N
 Include Encumbrances: Y
 Multiyear view: Fiscal year

File output: N
 Year/Period: 2020/07
 Print revenue as credit: Y
 (F)ull or (S)hort desc: F
 Print full GL account: N
 Double space: N
 Summ objs to position: 4
 Roll to major project? N
 Print journal detail: N
 Year/period: 0019/01
 to
 Year/period: 2020/12
 Sort by JE # or PO #: J
 Detail format option: 1

** END OF REPORT - Generated by Patricia Gross **