

Barbourville Independent Schools

Barbourville, Kentucky

Code of Conduct and Student Handbook

Please Read Carefully: Sign Each Statement; Return to School

I have received, read, and understand to the best of my ability the Barbourville Independent Schools Discipline Code Handbook. I further understand:

1) The standards of conduct that prohibit the possession, sale, or use of illicit drugs or alcohol and controlled substances (Drug-Free Schools and Committees Act, CFR 34 86.200). Disciplinary sanctions are consistent with local, state, and federal laws up to and including expulsion, and referral for prosecution will be imposed on students who violate these mandatory standards of conduct.

2) Unlawful possession of a weapon, firearm, or other deadly weapon, destructive device, or booby trap on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine (KRS 527.070).

As a Parent(s) or Guardian(s) of _____, I/we have read and discussed the Student Code of Conduct, and Student Handbook with my/our child. (Both parent or guardian signatures are required).

Student Signature

Date

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

The Barbourville Independent Schools takes pride in the accomplishment of each of our students. Sometimes we get the opportunity to share our student's achievements through photographs, newspaper articles, radio spots, or videos that may be used at a presentation, display, on television, or website.

We'd like to include your child in these positive experiences. Please indicate if you do not wish your child's photograph and name to be used, by indicating with a check () below, signing the form and returning it to the principal's office. This form must be returned within ten (10) days of enrollment.

_____ I **do not wish** my child's name and/or picture to be used in the media at any time during the school year.

Child's Name _____ Grade Level _____

Parent/Guardian's Signature _____ Date _____

If you have questions or thoughts concerning this, please contact Paul Middleton at Barbourville City School.

*** No response indicated permission to publish your child's photograph and information.***

I have read the Parent Involvement Policy and Student Compact as written in this handbook on pages 6-8.

Parent/Guardian's Signature _____ Date _____

Student's Signature _____ Date _____

Acceptable Use Policy

The Outlook Live e-mail solution is provided to your child by the district as part of the Live@Edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@Edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@Edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those(Page 26 KETS – District Operations Guide for Active Directory and Messaging Services), Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Student Signature _____

Print Student Name _____

Parent Signature _____

Print Parent Name _____

Date _____

2018-2019

Barbourville City School

Mr. Paul Middleton
Principal
606-546-3129

Barbourville Independent School System

Mrs. L. Kay Dixon
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Barbourville Board of Education

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Josh DeBorde, Teacher
Courtney Clouse, Teacher
Marsha Hubbs, School Counselor
Brian Carey, Administrator
Paul Middleton, Administrator
Samantha Messer, Parent
Tabitha Hoffman, Parent
J.D. McVey, Student
Mason Logan, Student

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BARBOURVILLE INDEPENDENT SCHOOLS MISSION STATEMENT

“Believing in children and expecting the best.” The mission of the Barbourville Independent School System is to promote academic excellence and foster a love of learning ensuring that all our students will become contributing members of society.

PHILOSOPHY OF STUDENT BEHAVIORS

The teachers, staff, and principal of the Barbourville Elementary, Middle, and High Schools want our school to be a safe and positive place for students to learn and grow.

It is the responsibility of everyone involved in the school system to maintain a wholesome learning atmosphere that allows every student to achieve his/her highest academic potential.

Effective learning is possible in an atmosphere of mutual respect and trust toward the school by students, parents and school staff. The atmosphere can be achieved by encouraging students to develop the self-control and self-discipline necessary to create an environment conducive to learning and does not interfere with or threaten the education of others. Actions on the part of students that harms and/or hinders the learning process cannot and will not be tolerated.

For this reason, it is necessary to establish a consistent and effective discipline code. This code is intended to act as a guide for ensuring all students are treated fairly. The Code of Conduct applies to all students in the Barbourville Independent School System and will be reviewed annually.

SCHOOL WIDE EXPECTATIONS - PRIDE

Prepare yourself for class

1. Be on time
2. Bring necessary supplies to class (paper, pencil, books)
3. Complete homework and turn in on time

Respect yourself, others, and school property

1. No fighting
2. No vulgar language
3. No smoking
4. Take pride in school building by keeping all areas clean
5. Dress appropriately

Involve yourself in the school

1. Take an active part in class
2. Take an active part in extracurricular activities
3. Encourage others to be involved in our school

Demonstrate self-control at all times

1. By being on time
2. By being attentive
3. By demonstrating appropriate behaviors in assemblies, etc.
4. By demonstrating appropriate behavior between sexes
5. By not smoking or taking drugs

Enter and exit the building and classroom appropriately

1. No running
2. No slamming of doors

BARBOURVILLE INDEPENDENT SCHOOL DISTRICT
****PARENT INVOLVEMENT POLICY****

Parent involvement is the key to a child's success in school. In the Barbourville Independent School District, parents will be provided with opportunities throughout the school year to become involved in their child's education. Such opportunities will allow for parents and school staff members to work together to achieve the school's objectives.

Phone calls and home visits will be utilized to communicate with parents when letters are inappropriate. Involvement opportunities will be provided for those parents who face specific barriers such as the lack of literacy skills.

At the elementary level, parent involvement strategies will be coordinated and integrated with those of Head Start to the extent possible. Appropriate roles will also be developed for community based organizations and business concerning involvement activities.

Parents will be encouraged to visit our school and may volunteer their time to assist teachers. Parents, under the supervision of classroom teachers, may also volunteer to assist students. Parents may also assist with field trips as needed.

Parents will be informed in a timely manner of their children's progress as well as assisted in ways to encourage such progress. Class progress reports are sent home every 3 weeks for the elementary and every 4 weeks for the Jr. High and High School. This allows for parents to receive notification of their child's progress in class and is especially important if a student is experiencing difficulty. Report cards are sent home every 9 week grading period for the elementary. Jr. High and High School report cards are sent home every 12 week grading period. Parents may also check on their child's grades through the Parent Portal through Infinite Campus.

Teachers may arrange conferences with parents throughout the school year. Parents may also request conferences to discuss his or her child's progress in school.

Parents will be informed of their child's State testing results. Parents will also be assisted on understanding the National Education Goals, State Content Standards, and Student Performance Standards. They also will be provided with information concerning the school's curriculum and methods of instruction.

Student Compacts will be utilized to describe the partnership between the parent, student, and school as it relates to the child's education. By working together, a child's education will be enhanced by providing effective support at home and at school.

Our Parent Teacher Organization (P.T.O.) is an example of the working relationship between parent and teacher. Parents and teachers are encouraged to join this worthwhile organization. P.T.O. meetings provide an excellent opportunity for parents and teachers to discuss a child's progress in school. Childcare is provided at such meetings.

The P.T.O. sponsors open houses during the school year. An open house is held early in the school year in which parents are invited to meet with their child's teacher(s).

This night is planned to set up early contact between the school and the home. Additional open houses are scheduled by the school as needed.

The Barbourville Rainbow Center, which is our Family Resource and Youth Services Center in our school district provides parents with many opportunities to become involved. Before the beginning of each school year, the Rainbow Center sponsors a special day called Readifest for students in grades K - 5. This day is in preparation for the beginning of school.

During Readifest, students are provided with basic school supplies as well as given the opportunity before school begins to meet their classroom teacher(s) to find out teacher and class expectations. Students may also receive a list of additional supplies which they will need for their classroom. Parents also fill out the necessary paperwork, which is required at the beginning of each school year. Community organizations often participate in Readifest

providing parents with information on the services which they provide. Readifest helps get the school year off to a smoother start and helps students and parents get “ready” for school to begin.

Tiger Tip Off Days are held for students in grades 7 – 12. Students receive course descriptions, are preregistered for classes and are given locker assignments. Parents also complete required paperwork during this time.

The Rainbow Center mails a quarterly newsletter to all parents containing information concerning school activities. The Rainbow Center provides parent workshops. The efforts of parents, including the training of parents to work with their children at home, is supported. Being that one third of the Center’s Advisory Council members are parents, parental input plays in integral part of the Rainbow Center as well as in its activities. Our Title 1 Program also utilizes this Advisory Council for input and guidance.

Parents are encouraged to contact our school’s guidance counselor should they have any questions concerning their child’s class schedules. Our guidance counselor can also provide information concerning career choices as well as college information and financial aid.

Parent involvement will be encouraged at Barbourville Independent Schools to insure student success. We welcome parents to become involved in our schools. An annual meeting is held at a convenient time to inform parents of our school’s participation in the Title 1 Program and what this participation means to them as well as to our school. At the end of each school year, parents will be asked to make suggestions for parent involvement opportunities for the upcoming school year. They will also be asked to evaluate the parent involvement program as well as the effectiveness of our school’s total program. The Parent Involvement Policy and Student Compact will also be reviewed on a yearly basis to determine if revisions are necessary.

School information can be accessed by logging on to www.barbourvilleind.com and by visiting our school’s Facebook page.

TITLE 1 PROGRAM

The Title 1 Program is a federally funded program whose purpose is to provide opportunities for children to acquire the knowledge and skills contained in the challenging State Content Standards and Student Performance Standards.

Parent involvement is a vital component of Title 1. Parents are the first and main educators of their children. The home is the site of the child’s first educational experience. When the child leaves home to go to school, it is the parent’s attitude and how much they value, reinforce, and encourage their child’s effort in school that often determines the child’s success.

The Title 1 Program at Barbourville Independent implements a program with faculty, parents, and students as partners in the educational process in order to best meet the individual needs of students. Since our district receives federal funds, as part of the No Child Left Behind Act (NCLB), you have the right to request information regarding the professional qualifications of your child’s teacher(s).

For further information call the Title 1 office at 546-3120.

HIGHLY QUALIFIED STAFF

All parents in Title 1 schools may request information regarding the professional qualifications of their child’s teacher. The information may include at a minimum whether the teacher has met the state requirements for licensure and certification for the grade levels and subject materials in which the teacher provides instruction, whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived, the college major and any other graduate certification or degree.

**BARBOURVILLE INDEPENDENT SCHOOLS
STUDENT COMPACT**

PARENTAL RESPONSIBILITIES

1. To help the student develop a positive attitude about school.
2. To insure that the student attends school regularly, is on time each day, gets adequate rest, and misses school only when absolutely necessary.
3. To support school work activities by encouraging study time and homework completion.
4. To keep in touch with teachers, attend parent-teacher conferences, and discuss progress reports or report cards with the student.

STUDENT RESPONSIBILITIES

1. To face school daily with a positive attitude toward learning.
2. To be respectful to teachers and work cooperatively with other students.
3. To follow classroom rules.
4. To complete class work on time to the best of his/her ability.
5. To complete homework assignments on time.

SCHOOL RESPONSIBILITIES

1. To welcome parents to participate in an effective parent, student and school partnership.
2. To provide a high quality curriculum and instruction in a supportive and effective learning environment that enables students to move toward meeting the State's high performance standards.
3. To strive to keep parents informed of school activities as well as dates of parent-teacher conferences.
4. To inform parents in a timely manner about school progress including incomplete school work, incomplete homework, as well as the breaking of school rules.

**BY WORKING TOGETHER, WE CAN ENHANCE YOUR CHILD'S EDUCATION
BY PROVIDING EFFECTIVE SUPPORT AT HOME AND AT SCHOOL.**

**RIGHTS AND RESPONSIBILITIES
STUDENTS HAVE THE RIGHT:**

1. To a free public education which will meet the needs of the individual and prepare him/her for a successful role in society.
2. To be represented by students in the decision-making process through the Student Council [Elementary School does not have and is not involved in student government] on matters which relate to standards of achievement, conduct, elections and participation where school-wide committees are appointed to address these matters.
3. To procedural due process when any charge or accusation has been made against them concerning major disciplinary action.
4. To receive academic grades based only upon academic performance and to be provided with information about their progress in academic achievement and conduct during the course.
5. To protection of person and property to the fullest extent possible by the school.
6. To participate in all school programs and activities within the limits of

capabilities and the established standards without regard to race, creed, or sex.

7. To present complaints or grievances to school authorities and receive replies from school officials regarding such matters.
8. To seek advice and counseling in academic, personal, social, and career related concerns.
9. To receive individual coaching when difficult educational material or information necessitates.
10. To receive oral and written educational communication in a way that is clear and understandable and, as a result, conducive to learning.
11. To receive respect from other students and school personnel.
12. To receive tutoring when needed.

STUDENTS HAVE THE RESPONSIBILITY

1. To attend school regularly, to arrive on time, to remain at school for the entire day, to possess needed instructional materials, and to take advantage of the educational opportunities offered.
2. To make suggestions on a positive, reasonable matter, taking into careful consideration the welfare of all.
3. To refrain from gross disobedience of misconduct or behavior that disrupts the educational process.
4. To fulfill to the best of their ability the objectives of each of their courses.
5. To respect the human dignity and worth of every other individual.
6. To refrain from slanderous remarks and obscenity in verbal and written/expression toward students and/or school personnel.
7. To follow established procedures in requesting release of personal records.
8. To make the best contribution possible, within their individual abilities, to support the school in all phases of program or activity, and conduct themselves so that participation will be a contribution and not a detriment.
9. To help maintain and improve the school environment, to preserve school property, and to exercise the utmost care while using school facilities.
10. To make reasonable effort to secure advice and counseling and to respect the established exercise of authority by school administrators and teachers in maintaining the highest level of academic achievement possible.
11. To exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals, and refrain from making false accusations.
12. To remain alert and responsive to the class instruction. (Do not sleep or attempt to sleep in class.)
13. To dress in a manner that is not detrimental to the progress and orderly operation of the school.
14. To maintain proper hygiene at all times.
15. To abstain from the possession and/or use of illegal substances, including alcohol.
16. To abstain from the possession and/or use of weapons, dangerous instruments, fireworks, and other incendiary devices.

17. To abstain from physically attacking any school employee.
18. To refrain from physically attacking classmates.
19. To refrain from persistent violation of school regulations.
20. To show respect for school authority by avoiding all acts of defiance.
21. To abstain from gambling, extortion, theft, or any other unlawful activity.
22. To abstain from tobacco or smoking.
23. To practice proper safety procedures while using the building facilities.

RIGHTS AND RESPONSIBILITIES

PARENTS/GUARDIANS HAVE THE RIGHT:

1. To send their students to school with a positive educational climate.
2. To expect all disruptive behavior to be dealt with fairly, firmly, and expediently.
3. To enroll their students in regularly scheduled classes with minimal interruptions.
4. To expect the school to maintain high academic standards.
5. To be granted access to all school records pertaining to their child.
6. To be given the opportunity to confer with the student's teacher and/or principal regarding the student's academic placement, progress, and social adjustment in a prompt and professional manner.

PARENTS' RIGHTS GUARANTEED

BY THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

1. To see the student's cumulative school record upon request and to have it explained and interpreted.
2. To challenge any item of a student's record, to have a hearing, and to appeal the matter if a decision is made that the record is not accurate.
3. To appeal unsatisfactory decisions made by school officials about a student's regulation to inspect a student's records.
4. To have student files dealt with confidentially by school personnel.

PARENTS HAVE THE RESPONSIBILITY:

1. To accept their own role as the primary educators of their child.
2. To assume responsibility for the student's prompt and regular attendance and to comply with attendance rules and procedures.
3. To recognize that, in matters relating to conduct and discipline in school, the teacher's relationship to the student is that of parent's or guardian's substitute.
4. To cooperate with, to show respect for, and to lend support to the teachers, administrators and other school personnel.
5. To talk with the student about school activities and to share with the student and teacher an active interest in the student's progress.
6. To provide for the physical needs of the student and to inform the school staff of any significant physical or emotional problems, chronic illness or concerns of the student which might affect the student's behavior and performance.
7. To comply promptly with laws requiring the students have periodic health examinations.
8. To attend individual or group conferences and special school programs whenever possible.
9. To encourage the student to develop proper study habits at home.

10. To understand and support school requirements, rules, policies and to be knowledgeable of the consequences of violations by students.
11. To understand that parents are responsible that their children adhere to dress codes and practice personal hygiene.
12. To be aware that students who are picked up at lunch time by their parents must be signed out through the principal's office by that parent or person designated on acknowledgment sheet contained in the principal's office.

TEACHERS' RIGHTS AND RESPONSIBILITIES

TEACHERS HAVE THE RIGHT:

1. To have the support of co-workers, administrators, and parents.
2. To work in a positive educational school climate with a minimum of disruptions.
3. To have the support of the school principal and other administrators in dealing appropriately with the behavior that disrupts learning or violates the code of conduct.
4. To be safe from physical harm and free from verbal abuse.
5. To participate in the formulation of policies that relate to their own person and all persons in their care.

TEACHERS HAVE THE RESPONSIBILITY:

1. To present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
2. To aid in planning a flexible curriculum that meets the needs of all students and that maintains high standards of academic achievement.
3. To deal firmly, promptly, and consistently with disruptions or violations of Board Policy, the Discipline Code, and school procedures. When necessary, enlist the support of administrators and respond promptly to administrative action with which the teacher may have taken exception.
4. To evaluate student's assignments and inform them of results as soon as possible.
5. To reward exemplary student work and/or classroom behavior objectively without discrimination.
6. To maintain an atmosphere conducive to good behavior and an attitude of respect for students.
7. To follow and enforce rules and regulations of the Board of Education, and the School Administration.
8. To respect the rights of students and parents as participants in the educational process.
9. To be available for conferences with students and parents about discipline matters and any other school concerns.
10. To deal with students records confidentially; to inform students and parents/guardians of achievements and progress; to maintain the privacy of students' grades as a property right.
11. To offer each student all the educational opportunities that the teachers' professional abilities and the school resources allow.
12. To keep students safe from physical harm and verbal abuse.
13. To avoid gossip; to refrain from the use of verbal abuse, specifically used to humiliate or ridicule as a classroom management tool.

PRINCIPAL'S RIGHTS AND RESPONSIBILITIES

PRINCIPALS HAVE THE RIGHT

1. To ensure that the school environment provides the proper learning atmosphere.
2. To expect all students, teachers, and other personnel to comply with school policies, state and federal laws and regulations.
3. To the support and respect of students, parents, and teachers in implementing procedures and policies of the Board of Education.
4. To take necessary action to protect their own person or property, or the persons or property of those in their care.
5. To remove any person whose conduct disrupts the educational process.
6. To have sufficient and proper staff, facilities, and supplies needed for the educational program within available resources.
7. To provide input into procedures, policies, and regulations that relate to school.
8. To expect and receive adequate support from the Board of Education and administrative superiors in administering the school.

PRINCIPALS HAVE RESPONSIBILITY

1. To administer the school so as to create a proper learning environment which respects the rights if all participates in the educational process.
2. To maintain academic standards and to participate in the designing of a curriculum that fits the needs of each student within the principal's area of responsibility.
3. To deal appropriately under Board Policies with any student whose conduct disrupts the learning of others or violates the Code of Conduct.
4. To seek alternative methods for the correction of undesirable student behavior in which emphasis can be a positive guidance.
5. To enforce policies of the Board of Education.
6. To protect individual rights, as well as the rights of students, parents, and staff as a whole.
7. To provide assistance to teachers in connection with serious disciplinary problems, and inform teachers of administrative disciplinary action taken with students.
8. To support teachers, bus drivers, and other employees firmly in any conflict or controversy when they are properly carrying out policies of the Board.

ATTENDANCE

Good attendance is necessary for students to take full advantage of the educational opportunities offered by the schools in the District. To encourage high attendance, these rules and procedures shall be observed.

SCHOOL ATTENDANCE AREAS

Barbourville City Schools shall serve all students who reside in the district.

EXPELLED STUDENTS:

If a student has been expelled from school for, or has been adjudicated guilty of homicide, assault, or an offense in violation of state laws of school regulations related to weapons, alcohol, or drugs, the parent, guardian, other persons, or agency responsible for the student shall provide to the school, prior to admission, a sworn statement or affirmation that the student has been expelled or has adjudicated guilty. The sworn statement shall be on a form provided by the appropriate state agency. Failure to notify school administration is grounds for expulsion.

A student expelled from his/her previous school during the last school year need not apply for admission.

REFERENCES: KRS 159.070
 OAG 80-394

ADMISSIONS AND ATTENDANCE

RESIDENCE DEFINED:

Pupils whose parents are residents of the school district or pupils who are legal residents of the school district or as otherwise provided by state or federal law shall be considered residents and shall be entitled to the privileges of the district's schools.

All other pupils shall be classified as nonresidents for school purposes.*

NONRESIDENTS

Nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.**

A contract will be signed with the District of pupils' residence. Students must follow signed addendums that are included in Non-Resident contracts which state students are to have no discipline problems, no truancy issues and have no failing grades. Students may be referred back to district of residence if addendum is not followed.

REFERENCES: *OAG 78-64; **KRS 158.120; OAG 80.47;
 OAG 79-327; OAG 75-602

RELATED POLICIES: 09.123; 09.124; 09.125; 09.211

NONRESIDENT TRANSFERS:

Nonresident pupils requesting enrollment in a school in this district for the first time shall follow these procedures:

1. Complete the school's registration forms which must be signed by the parent(s).
2. Parent(s) and pupil shall make an appointment with the director of Pupil

Personnel (known hereafter as DPP) for a review of the application and the pupil's school records. The pupil shall bring the following documents from the last school attended to this meeting:

- a. Report card and other academic information including the entire cumulative folder from the student's former school, if the student has the folder in his/her possession.
 - b. Report of student's conduct, including disciplinary action, if any.
 - c. Statement of student's attendance.
 - d. Birth Certificate.
 - e. Social Security card.
 - f. Current immunization record.
3. Nonresident students will only be admitted when they can be assigned to classes where the enrollment is below the allowable maximum when agreement with their district has been signed or tuition has been paid.
 4. A student expelled from his/her previous school during the school year need not apply for admission.

When the number of non-resident students must be limited, the following priorities will be observed:

1. Students of district employees will have priority over new applicants.
2. Those non-resident students attending school in this district last year will have priority over new applicants
3. Siblings of non-residents already attending school in the district shall have priority over new applicants who do not have siblings currently enrolled.
4. When priorities are equal, the date of application will be the determining factor for admittance.

The decision of the DPP in granting admission of non-resident pupils may be appealed to the Superintendent. If the decision of the Superintendent is not satisfactory, an appeal may be made to the Board. The decision of the Board will be final.

ENTRANCE AGE

PRESCHOOL: Children at risk of educational failures who are four (4) by August 1 may enter preschool. All other four (4) year-old children shall be served to the extent that placements are available.**

Any child who has been identified as handicapped, exceptional or who is three (3) or four (4) years of age, or who may become five (5) years of age, on or after August 1 of the current year may enter preschool.*

PRIMARY SCHOOL: A child who becomes five (5) on or before **August 1**, may enter primary school. A child who becomes six (6) by **August 1**, but who has not attended a public or non-public kindergarten, shall enter kindergarten on entering the public schools. ***,****

REFERENCES: *KRS 157.226 ** KRS 157.3175 *** KRS 158.030
**** 704 KAR 5:050; OAG 85-55; KRS 158.141; OAG 82-408
***** KRS 158.032; KRS 158.990; KRS 159.010

ENTRANCE REQUIREMENTS

DPP'S RESPONSIBILITY

DPP is responsible for administering all entrance requirements.

PROOF OF AGE

Each pupil entering any elementary or secondary school for the first time shall present evidence of age by means of a state certified birth certificate or other reliable proof of the student's identity and age. If birth certificate is not presented, an affidavit of the inability to produce a copy of the birth certificate must be given.

SCHOOL ENTRANCE REQUIREMENTS AND PROOF OF IMMUNIZATION

Upon entering Barbourville Independent School for the first time each pupil shall present evidence of immunization, physical, eye exam, social security card and birth certificate. Each pupil entering Preschool, Headstart, Kindergarten or first grade for the first time shall present evidence of immunization by means of a doctor's certificate of one from the Public Health Service. KRS 214.034(3) states that all public or private primary or secondary schools and pre-school programs shall require a current immunization certificate for any child enrolled as a regular attendee, as provided by administrative regulation of the cabinet for health services, to be on file within two (2) weeks of child's attendance.

DENTAL EXAM REQUIREMENT

Upon entering Kindergarten for the first time each student shall be required to present proof of a dental exam by December 31st of that school year.

HOMELESS LIAISON

The Director of Pupil-Personnel shall be the homeless liaison within the school district and will serve as a primary contact for indentifying homeless families or for obtaining/providing services for those families.

ATTENDANCE REQUIREMENTS

COMPULSORY ATTENDANCE

All children in the district who have entered kindergarten or who are between the ages of six (6) as of **August 1st** and eighteen (18) except those especially exempted by statute shall enroll and be in regular attendance in the schools to which they are assigned.

EXEMPTIONS FROM COMPULSORY ATTENDANCE

The Board shall exempt the following from compulsory attendance.

1. A graduate from an accredited or approved 4 year high school.
2. A pupil who is enrolled in an approved private or parochial school.
3. A pupil who is less than seven (7) years old in regular attendance in a private or a parochial kindergarten or nursery school.
4. A pupil whose physical or mental condition prevents or renders inadvisable attendance at school or application to study.
5. A pupil who is enrolled and in regular attendance in a state approved private or parochial school program for exceptional children.
6. A pupil who is enrolled and in regular attendance in a state approved program for exceptional children.**

STUDENTS MUST BE PHYSICALLY PRESENT IN SCHOOL TO BE COUNTED

IN ATTENDANCE, EXCEPT UNDER THE FOLLOWING CONDITIONS:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional, or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4 H club leader shall be considered school attendance.
3. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.
4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.
7. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.

PHYSICIAN'S STATEMENT REQUIRED:

The Board, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.

HOME SCHOOL STUDENT RE-ENTRY

A Home School Student may be tested to enter / re-enter the Barbourville Independent School. Student may take a Norm Reference Test (NRT) and/or universal screener to be re-entered into Barbourville Independent School. **Home School credits will be unweighted.**

INSTRUCTION

Suitable home, hospital, or institutional instruction shall be provided for pupils exempt under #4.**

4-H ACTIVITIES

Participation of a pupil in 4-H activities which are regularly scheduled and under the supervision of a County Extension Agent or the designated 4-H club leader shall be considered school attendance.****

WITHDRAWAL FROM SCHOOL

Beginning with the 2013-14 school year, students may not drop out of school until the age of 18.

KRS 159.180 PARENTS RESPONSIBLE FOR CHILDREN'S VIOLATIONS

159.990 Penalties.

- (1) Any parent, guardian, or custodian who intentionally fails to comply with the requirements of KRS 159.010 to 159.170, except as provided in subsection (5) of this section, shall be fined one hundred dollars (\$100) for the first offense, and two hundred fifty dollars (\$250) for the second offense. Each subsequent offense shall be classified as a Class B misdemeanor. A new offense shall not be constituted until any previous offense has been finally adjudicated. The court trying the case may suspend enforcement of the fine if the child is immediately placed in attendance at a school, and may finally remit the fine if the attendance continues regularly for the full school term. School attendance may be proved by an attested certificate of the principal or teacher in charge of the school.
- (2) Any principal, teacher, director of pupil personnel, assistant director of pupil personnel, or other school officer who intentionally fails to comply with the provisions of KRS 159.010 to 159.250, or of KRS 160.330 shall be fined not less than twenty-five dollars (\$25) nor more than fifty dollars (\$50). Upon conviction under this subsection, a director of pupil personnel or assistant director of pupil personnel shall be removed from office and have his certificate revoked, and a principal, teacher, or other school officer may have his certificate revoked.
- (3) Any person, other than those persons mentioned in subsections (1) and (2) of this section, who fails to comply with any of the provisions of this chapter relating to compulsory attendance, or who violates any of the provisions of KRS 159.130, shall be fined not less than fifty dollars (\$50) nor more than two hundred dollars (\$200), or imprisoned in the county jail for not more than sixty (60) days, or both.
- (4) Any person who violates any of the provisions of KRS 159.270 shall be liable to a fine of not less than fifty dollars (\$50) and shall be liable to the punishment prescribed by law for the crime of false swearing. If he is an officer, he shall be removed from office; and if he is a director of pupil personnel, his certificate shall be revoked.
- (5) Any of the following who intentionally fails to comply with the requirements of KRS 159.150 shall be fined one hundred dollars (\$100) for the first offense and two hundred fifty dollars (\$250) for each subsequent offense:
 - (a) A student enrolled in a public school who has attained the age of eighteen (18) years, but who has not yet reached his or her twenty-first birthday, for whom a guardian has not been appointed by a court of competent jurisdiction, whether or not that student is identified as an exceptional child or youth under KRS 157.200(1)
 - (a) to (m);

- (b) A parent, guardian, or custodian of a student enrolled in a public school who has not reached his or her eighteenth birthday; or
 - (c) A guardian appointed by a court of competent jurisdiction of a student who is enrolled in a public school, has been identified as an exceptional child or youth under KRS 157.200(1)(a) to (m), and has attained the age of eighteen (18) years, but who has not yet reached his or her twenty-first birthday. Any person described in paragraph (a), (b), or (c) of this subsection shall be informed by personnel of the local school district that a public school student who has not reached his or her twenty-first birthday shall be subject to truancy laws.
- (6) All fines imposed and all sums required to be paid as penalties under this section shall, after payment of the costs of prosecution and recovery thereof, be paid into the treasury of the district board of education and become a part of the school fund of the district.

Effective: June 20, 2005 History: Amended 2005 Ky. Acts ch. 172, sec. 2, effective June 20, 2005. -- Amended 1992 Ky. Acts ch. 42, sec. 1, effective July 14, 1992. -- Repealed and reenacted 1990 Ky. Acts ch. 476, Pt. V, sec. 416, effective July 13, 1990. -- Amended 1966 Ky. Acts ch. 89, sec. 8. -- Recodified 1942 Ky. Acts ch. 208, sec. 1, effective October 1, 1942, from Ky. Stat. sec. 4434-13, 4434-20, 4434-21, 4434-22, 4434-23, 4434-24, 4434-28.

ABSENCES AND EXCUSES

Pupils are required to attend regularly and punctually. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125. A student who is absent less than 35 percent of the regularly scheduled school day will be counted as tardy. A student will be counted absent a half day if absent 35 percent to 84 percent of the regularly scheduled school day. A student will be counted absent a full day if absent for more than 84 percent of a regularly scheduled school day.

TRUANCY DEFINED

According to Kentucky Attendance Regulation 159.150, any pupil who has been absent from school without a valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any child who has been reported as a truant three (3) or more times is a habitual truant. At this point truancy procedures will be put into motion, as required by state statute.

REFERENCES:

KRS 159.150 DEFINITIONS OF TRUANT AND HABITUAL TRUANT ADOPTION OF TRUANCY POLICIES BY LOCAL SCHOOL BOARDS

- (1) Any student who has attained the age of six (6) years, but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.
- (2) Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his or her twenty-first

birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

- (3) Any student who has been reported as a truant two (2) or more times is an habitual truant. A local board of education may adopt reasonable policies that:
- (a) Require student to comply with compulsory attendance laws;
 - (b) Require truants and habitual truants to make up unexcused absences; and
 - (c) Impose sanctions for noncompliance

Effective: June 20, 2005

History: Amended 2005 Ky. Acts ch. 172, sec. 1, effective June 20, 2005. — Amended 1998 Ky. Acts ch. 611, sec. 2, effective July 15, 1998. — Repealed and reenacted 1990 Ky. Acts ch. 476, Pt. V, sec. 413, effective July 13, 1990. — Amended 1982 Ky. Acts ch. 33, sec. 1, effective July 15, 1982. — Recodified 1942 Ky. Acts ch. 208, sec. 1, effective October 1, 1942, from Ky. Stat. sec. 4434-14.

EXCUSED ABSENCES

All excuses must be presented within three (3) days from the date of absence(s), or the absence(s) will be considered unexcused.

Within a year, a student will be allowed ONLY six (6) excused absences as documented by parent verification (i.e.: parent note). Parent must have written excuse for excused to be considered valid. Every excuse must be documented. A doctor's excuse or Principal approval is required for all other absences. Truancy procedures will be put into motion as required by stated statutes.

EXCUSED ABSENCE DEFINED

An excused absence or tardiness is one for which work may be made up such as:

1. Death, severe illness or infectious disease in the pupil's immediate family
2. Illness of pupil
3. Medical or dental appointments that cannot be made after school hours (must be verified by doctor's statement or phone call confirming date and time)
4. Court summons
5. Preapproved college visitations (limited to two (2) days per senior student)
6. Driver's permit or license testing (one-half day for each test)
7. Participation in school related activities approved by the Principal
8. A student's parent, de facto custodian or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component called to federal active duty, a public school principal shall give the student:
 1. An excused absence for one (1) day when the member is deployed; and
 2. An additional excused absence for one (1) day when the service member returns from deployment.

A student receiving an excused absence under this subsection shall

be considered present in school during the excused absence for the purpose of calculating average daily attendance as defined by KRS 157.320 under the Support Education Excellence in Kentucky program. (Permanent change in KRS 159.035)

9. Other valid reasons as determined by the Principal
10. All other absences will be UNEXCUSED unless extenuating circumstances are presented to and approved by the Office of the DPP.

UNEXCUSED ABSENCES

Any absence that does not fall into the above stated guidelines will be UNEXCUSED. Every student suspension is considered as an unexcused absence.

If the absence is unexcused, the teacher is not required to issue missed class work.

STUDENT RELEASE POLICY

1. Students will not be released by phone calls or fax unless there is an emergency or extenuating circumstance and approved by the Principal, Assistant Principal or Director of Pupil Personnel.
2. Students will only be released to person or persons listed on the STUDENT RELEASE FORM. The names of parents who are responsible for picking up a child must be on the form. Identification may be required of the individual picking up the child. This form must be completed at the beginning of each school year to ensure accurate information.
3. In addition, if there is a legal reason someone cannot pick up your child, this must also be included with a copy of the court order attached.
4. If at any time, changes are necessary, the parent or guardian MUST come to the office to make any changes.
5. A sign out log will be maintained in the Principal's office and will contain the following information: date, time, student's name, person responsible for checking student out and the reason for checking out.
6. Office staff or office personnel names shall not be placed on student sign out sheet unless they are related to student or approved by the Principal.
7. Office staff or office personnel shall not sign out any student without permission form Principal.

APPROVED ACTIVITY

Any activity approved by the Board and supervised by a teacher is considered attendance.

REFERENCES

B.H.S. 09.123

RETURN TO SCHOOL

When student returns to school after an excused absence, (check previous list) he / she is to bring documentation for verification of that absence to the Principal's office.

PARENT REQUEST OF EDUCATIONAL ENHANCEMENT OPPORTUNITY

A student may be allowed up to ten (10) days per school year to participate in an Educational Enhancement Opportunity (EHO) that the Principal determines to be of significant educational value. A written request must be made by the parent and student and the Principal must approve the request prior to the Educational Enhancement Opportunity dates. An example of an Educational Enhancement Opportunity would include an intensive instructional program in one of the core curriculum subjects. The Kentucky Department of Education (KDE) states that a written request from the parent stating the reason for the EHO and signed by the Principal should be on file for any students taking an EHO day. The request and approval must be dated prior to the Educational Enhancement Opportunity absence. If there is no documentation, the student must be marked absent. File a copy in the student's cumulative folder and with the daily attendance for the first day of the EHO, and send a copy to Central Office (to the DPP or the Student Information System Coordinator).
PROCEDURE The request for EHO shall follow the steps below:

1. Prior to the EHO date(s), parent and student completes, dates, and signs the first page.
2. Prior to the EHO date(s), parent and student submits the completed request form to the Principal.
3. Principal shall review the request and complete the second page indicating his/her recommendation. This must be signed and dated prior to the EHO date(s).
4. The Principal shall make a copy to give to the parent/student.

MAKE-UP WORK:

Students with excused absences shall be permitted to make up daily work. It is the students responsibility to submit written excuse within 3 days to the principal's office and to contact the teacher concerning make-up work. Students must, (at the teachers discretion) complete make-up work, take tests, complete projects within three (3) days of returning to class. It is the teacher's responsibility to give make-up work in a timely manner.

STUDENT/ATHLETE ATTENDANCE POLICY

Student athletes shall be required to be at school on the day of a game that they shall be participating in and at school on the day after that game. If student misses school the day of a game that student may not participate in the sport that day. If student misses school the day after a game the student shall not participate in the next game.

During the sports season that the student/athlete will be participating, the student/athlete will be required to follow the following guidelines for the entire sports season:

3 days unexcused – Suspended 1 game following the 3rd unexcused absence

4 days unexcused – Suspended 2 games following the 4th unexcused absence

5 days unexcused- Suspended the remainder of the season following the 5th unexcused absence

3 unexcused tardies shall equal 1 unexcused day for this purpose.

Any student/athlete who misses school may not attend practice for that day. Any student who is suspended from school may not participate or attend in any practice or game until suspension is complete.

School attendance for this purpose shall follow the particular sports season and are set as the following beginning dates and end dates or the end of the sports season, whichever comes first.

Volleyball	August 1 through October 31
Boys & Girls HS Golf	August 1 through October 31
Girls Elementary Basketball	August 1 through October 31
Cross Country	August 15 through October 30
High School Soccer	August 15 through October 30
Boys Elementary Basketball	October 15 through January 31
Elementary Cheerleading & Dance	September 1 through January 31
Middle School Cheerleading	September 1 through January 31
Middle School Girls Basketball	August 1 through October 31
Middle School Boys Basketball	October 15 through January 15
Swimming	October 1- March 1
High School Cheerleading	November 15 through March 31
High School Dance Team	November 15 through March 31
High School Girls Basketball	November 15 through March 31
High School Boys Basketball	November 15 through March 31
Archery	January 15 through April 15
Middle School Girls Fast Pitch Softball	March 15 through May 31
Middle School Boys Baseball	March 15 through May 31
Middle School Soccer	March 15 - May 31
Boys & Girls High School Tennis	March 15 through May 31
High School Girls Fast Pitch Softball	March 15 through May 31
High School Boys Baseball	March 15 through May 31
Track and Field	March 15 - May 31

If violation of policy occurs the Director of Pupil Personnel shall notify the Athletic Director of the attendance violation who then shall notify the coach of the student athlete. The coach shall notify the player and the player’s parent(s) of the violation and suspension.

Exceptions to policy are as follows:

1. If injury occurs during the game resulting in the player to miss school the following day the player or the player’s parents shall notify the coach. The coach will then contact the Athletic Director or Director of Pupil Personnel to discuss excusing the absence. A doctor’s excuse for absence would be preferred.
2. Death in the student/athletes immediate family.
3. Medical or dental appointments that cannot be scheduled after school. These appointments should not cause a student to miss the entire day of school.
4. Court summons. Court appearance should not cause student to miss entire day of school.
5. Pre-approved college visits. Limited to two (2) per year for 12th grade student/athlete only.
6. Drivers permit or license testing.
7. Participation in school related activities approved by the Principal.
8. A student/athlete’s parent, de facto custodian or other person with legal custody or control of the student/athlete who is a member of the United States Armed Forces, including a member of a state National Guard or Reserve component called to active duty, the

school principal shall give the student/athlete:

1. An exception to this policy for 1 day when the member is deployed and
2. An exception for 1 day when the family member returns from deployment

TARDINESS:

Students who are not in their assigned locations during the school day are considered tardy. If they do not return to or report to their assigned class the tardy will convert to an unexcused absence. Students who are late or who are absent the day before, upon arriving at school, must report to the office with a written statement showing excused absence verification. With that verification they will receive an admittance slip BEFORE GOING TO CLASS. The student must bring in a written statement explaining the tardy / absence, verifying that it is an excused tardy/ absence. If this is not done the tardy / absence will be UNEXCUSED.

TARDY POLICY:

Tardiness is defined as not being in the assigned area at the time designated. Tardiness includes being late to class or any other school activities. If a student is not seated and ready to begin work prior to the tardy bell ringing the student is tardy. Records of student tardies should be kept by all teachers.

If the student has an acceptable excuse it is the student's responsibility before going to class to obtain a note from the office excusing the tardy prior to attending class. There is no need, therefore, for students to be sent to the office for unexcused tardy excuses. After the third (3) unexcused tardy, students must be given permission by the principal to return to class.

ATTENDANCE INCENTIVE PROGRAM

High attendance is encouraged and various incentives may be given throughout the school year. Teachers may use incentives in their individual classrooms.

REFERENCES

KRS 158.070, KRS 159.051, KRS 159.150, 702 KAR 7:050, 704 KAR 3:390, OAG 76-566, OAG 79-68, OAG 79-530, OAG 91-79, KRS 159.180

HIGH SCHOOL ELECTIVES

Rigorous electives should have academic content at least as challenging as that in courses required in the minimum high school graduation requirements. These electives also should be in social studies, science, math, English and language arts, arts and humanities, non-native (foreign) language, and above the introductory level in agriculture, industrial technology, business, marketing, family and consumer sciences, health sciences, technology education and career pathways.

High School Graduation Requirements

Precollege Curriculum
English/Language Arts - 4 credits required <ul style="list-style-type: none">*English I*English II*English III (or AP English III)*English IV (or AP English IV)
Mathematics - 4 credits required (Must have math class every year) <ul style="list-style-type: none">*Algebra I•Algebra II*Geometry•Plus 1 math elective
Science - 3 credits required <p>Credits to include life science, physical science, and earth/space science (at least one lab course)</p>
Social Studies - 3 credits required <ul style="list-style-type: none">*U.S. History (or AP US History)*World Civilizations*Plus 1 Social Studies Elective
Health - 1/2 credit required
Physical Education - 1/2 credit required
History and Appreciation of Visual, Performing Arts - 1 credit required <ul style="list-style-type: none">*(Arts & Humanities)
Nonnative (Foreign) Language 2 credits required or demonstrated competency
Electives - 7 credits required (5 rigorous) Recommended strongly: 1 or more courses that develop computer literacy
Total Credits: 24 [16 required credits: 8 elective credits] *Required courses

BARBOURVILLE HIGH SCHOOL GRADUATION REQUIREMENTS

Students are required to attend 4 complete years of high school

Program Area	Required Credits
Language Arts (English I, II, III and IV)	4
Mathematics	4
Science (Credits to incorporate life science, physical science, and earth/space science)	3
Social Studies (US History, World Civilization and 1 Social Studies Elective)	3
Health	1/2
Physical Education	1/2
Arts & Humanities	1
Total Required Units	16
Total Electives	8
GRAND TOTAL	24 credits

HIGH SCHOOL CREDIT REQUIREMENTS FOR GRADE PROMOTION

- 10th - 5 credit minimum
- 11th - 11 credit minimum
- 12th - 17 credit minimum

GRADING SCALE

A	90-100
B	80-90
C	70-79
D	60-69
F	less than 59

GRADE POINT AVERAGE (G.P.A.)

Standard/Honors Grading Scale

- A - 4 points
- B - 3 points
- C - 2 points
- D - 1 point

Advanced Placement/Dual Credit Grading Scale

- A - 5 points
- B - 4 points
- C - 3 points
- D - 2 points

Total Required Units	16
Total Electives	8

VALEDICTORIAN SALUTATORIAN SELECTION

* - Class of 2019-2020 only

The Valedictorian and Salutatorian will be determined after completing 4 years. Criteria is based on the following:

- must be enrolled in credit classes only for 4 years
- must have attended their last 2 years on campus at Barbourville High School

- completion of the precollege curriculum
- completed the maximum of offered credits
- a minimum of two (2) Advanced Placement courses
- a weighted G.P.A. scale (to the next place value as needed, if necessary)

If a tie exists at this time, the administration will select the student who has earned a Honors Diploma, if a tie still exists the student with the highest A.C.T. composite is to determine the Valedictorian (the S.A.T. will not be included in the determination.). If a tie still exists after this information has been examined, no Salutatorian will be chosen.

Any student attending Gatton, Craft or any like Academy will be excluded from class rankings. However, these students will be recognized for their accomplishment.

END OF COURSE ASSESSMENT

Students are required to take End of Course Assessments in Algebra II, English II, US History and Biology. The score on this exam will count as 20% of the student's final grade.

GRADUATING WITH HONORS

Beginning with the class of 2021, the following graduation awards will be presented by the superintendent to students based on their cumulative weighted GPAs*:

- Summa Cum Laude (with greatest honor)—4.195 GPA and above
- Magna Cum Laude (with great honor)—4.095 GPA to 4.194 GPA
- Cum Laude (with honor)—3.95 GPA to 4.094 GPA

A valedictorian or salutatorian will not be awarded. Student must take the maximum number of required courses. Students who graduate summa cum laude will have the option to apply for the opportunity to give a speech at graduation.

*The superintendent reserves the right to adjust these GPA values based on the availability of weighted course work.

HONORS DIPLOMA

This diploma encourages Barbourville students to take demanding and rigorous courses that will better prepare them for college. Students who successfully complete the required course work will be presented an Honors Diploma during their high school graduation.

The requirements for obtaining an Honors Diploma are as follows:

1. Successful completion of the maximum number of approved units of credit, including all the minimum requirements for high school graduation as set forth by the Barbourville Independent School System Board of Education
2. Successful completion of all minimum requirements of the Precollege Curriculum established by the Council on Higher Education.
3. Successful completion (i.e., receiving a grade or the equivalent of "C" or better) of at least four AP courses taught by Barbourville City School staff taken from the following areas:
 - A. English - AP English III or AP English IV
 - B. Science or Math - AP Biology or, AP Calculus Physics or AP Computer Science Principles
 - C. Foreign Language - one AP foreign language course (unless the course is not

offered prior to graduation. If this were to occur, students would be required to replace this AP course with another AP course.

D. One additional AP course offered at Barbourville High School. Students may choose from the following AP courses taught by Barbourville City staff:

- AP English Language & Composition (AP English III)
- AP English Literature & Composition (AP English IV)
- AP Physics
- AP Biology
- AP U.S. History
- AP Computer Science Principles

COLLEGE AND CAREER READINESS

All students must strive to be college and career ready prior to graduation. Students not meeting required college and career readiness benchmarks or who test in the bottom 10% of their class must participate in RTI classes in order to receive academic acceleration. All students must complete required tests to demonstrate college or career readiness which include but are not limited to the Explore, Plan, ACT, Compass, KYOTE, ASVAB, and WorkKeys exams.

ALTERNATIVE CREDIT OPTIONS

VIRTUAL/ONLINE COURSES

High school students may earn additional units of academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the Board, such as the Kentucky Virtual High School (KVHS). Credit from an online or virtual course may be earned only in the following circumstances:

1. The course is not offered at the high school.
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict.
3. The course will serve as a supplement to extend homebound instruction.
4. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning opportunity.

Students requesting permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. In addition, the express approval of the Principal/designee shall be obtained before a student enrolls in a virtual course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

The tuition, fees, and other costs for virtual courses shall be borne by the students or their parents/guardians. Through individualized supervision plans, the school shall be responsible for providing appropriate supervision and monitoring of students taking virtual courses during the school day.

DUAL-CREDIT PROGRAM

Tenth, eleventh and twelfth grade students will be provided the opportunity to

participate in a dual-credit program with local post-secondary institutions. A qualifying sophomore may enroll in up to 3 hours of college course work per semester, a junior may enroll in up to 6 hours of college course work per semester. A qualifying senior may enroll in up to 9 hours of college course work per semester. Students are permitted to take up to 8 weighted courses offered via dual credit and/or other institutions as part of their personalized high school curriculum in addition to AP courses offered at Barbourville City School. Any additional weighted coursework will not be calculated as part of the students' GPA. Students taking dual credit courses will be awarded both credits at the high school level as well as college hours at the post-secondary institution. Students wishing to participate in the dual-credit program must meet the following criteria:

1. Students must be sophomores, juniors, or seniors with written parental permission.
2. Students must have a minimum 3.0 GPA, meet the college entrance requirements, and have a score of at least 18 on the ACT.
3. Students must have a teacher recommendation and receive final approval from the guidance counselor and principal.
4. Students who participate will be responsible for any tuition, books, fees, or other costs associated with the class.
5. Students must provide official documentation to the school of participation in the college courses and the grades awarded. Failure to do so may result in immediate removal from the program.
6. Attendance in the post-secondary class will be calculated as part of the school day. This extended education experience will be part of the school day of the student.
7. Students are responsible for own transportation.

KENTUCKY EDUCATIONAL EXCELLENCE SCHOLARSHIP (KEES)

Governor Paul E. Patton and the 1998 General Assembly have provided Kentucky high school students a great opportunity to make their education pay with the new Kentucky Educational Excellence Scholarship (KEES)! KEES is an exciting new program administered by the Kentucky Higher Education Assistance Authority (KHEAA). Students who try to get the most from high school by studying hard and making good grades (C+ and above) can earn scholarships for college or technical school. The better students do in high school, the more they will earn toward college scholarships. And students who complete their college studies have better opportunity to achieve their career goals and improve their standard of living. Education really does pay!

KEES is Kentucky's merit-based scholarship administered by KHEAA, which is available to all eligible students based on their high school grades and highest ACT score. Students must have an annual 2.5 or better GPA for the base amount of the scholarship and a 15 or higher ACT (or equivalent SAT) score for the bonus award. Students can earn up to \$2500 that can be applied to their college costs each year. Students do not need to apply for the scholarship. High schools are responsible for providing information about eligible students to the Kentucky Department of Education. The Department will compile and forward the student data to KHEAA, and KHEAA will send award notification to students after the end of each school year.

SCHOLARSHIPS AND OPPORTUNITIES FOR STUDENTS

These are some of the larger programs available to your student by application process. Many have scholarship funds that are directly tied to becoming involved with the program and/or attending the program may be very helpful in earning additional scholarships later in high school. **Approximate application dates are listed, but are subject to change since all programs are independently run.** See the program's website for exact dates. If you have questions about any of these programs after looking at the websites, please feel free to contact the school counselor.

In the event that students must be selected at the school or district level for a program not already having a predetermined selection process, a selection committee will be established. Students will be required to submit a resume, essay(s), letters of recommendation, and possibly sit for an interview in order to be considered as a candidate. A scoring rubric will be used by the committee which will include such criteria but not limited to class rank, attendance and ACT scores when applicable. These rubrics will be available to candidates upon request. All selection committee decisions are final.

ROGERS SCHOLARS PROGRAM

The Rogers Scholars program is an intensive, weeklong program focusing on developing skills in leadership, technology, entrepreneurship, and community service. It is developed, coordinated, and supervised by The Center for Rural Development in Somerset, Kentucky. Students apply during their sophomore year in high school, are selected through a competitive process, and attend the program in Somerset during the summer before their junior year. All lodging, meals, and program expenses (with the exception of transportation to and from the program) are free to the student.

Application Deadline: Approx. January 31 <http://centeryouthprograms.com/rogers-scholars/>

ENTREPRENEURIAL LEADERSHIP INSTITUTE (ELI)

The Entrepreneurial Leadership Institute's purpose is to develop future business leaders and entrepreneurs in Southern and Eastern Kentucky. High school freshmen, sophomores and juniors from throughout The Center's 42 county service area are invited to apply. This is an intensive, weeklong program focused on developing creativity, teamwork, business and leadership skills. The Institute is developed, coordinated and supervised by The Center for Rural Development and will be held at The Center's facility in Somerset, Kentucky. All lodging, meals, and program expenses (with the exception of transportation to and from the program) are free to the student.

Application Deadline: See website
<http://centeryouthprograms.com/entrepreneurial-leadership-institute-eli/>

ROGERS EXPLORERS PROGRAM

The Rogers Explorers program is an intensive three-day, two-night program focused on cultivating skills in leadership, technology, math, science, and community service. It is developed, coordinated, and supervised by The Center for Rural Development in partnership with The University of the Cumberland, Lindsey Wilson College, Eastern Kentucky University, Morehead State University, and The Center's newest partner, Asbury University.

Activities throughout the program are both educational and fun. Classroom projects are very hands-on, so do not expect to be bored! Explorers are able to actively participate in practical college courses, fine-tune leadership skills, and develop a network of friends and resources throughout our Southern and Eastern Kentucky region.

Students from The Center's 45-county service area may apply during their eighth-grade year. If selected, they will attend the program in Williamsburg, Columbia, Richmond, Morehead, or Wilmore during the summer before their ninth-grade year. All lodging, meals, and program expenses (with the exception of transportation to and from the program) are free to the student.

Application Deadline: Approx. February 1
<http://centeryouthprograms.com/rogers-explorers/>

GOVERNOR'S SCHOLAR PROGRAM (GSP)

The Governor's Scholars Program is a stimulating, five-week, residential summer program for outstanding Kentucky students completing their junior year in high school. Established in 1983, the program provides academic and personal growth through the balance of a strong liberal arts program with a full co-curricular and residential life experience. Students must complete an application and compete with others from across the state. Those selected attend the program free of charge.

Students that are in their junior year of high school are encouraged to apply through their guidance counselor's office. Applications are available online, but must be submitted to the guidance office by the date set by your guidance counselor for the school level selection process.

Application Deadline: Approx. December 1
<http://www.kygsp.org/>

GOVERNOR'S SCHOOL OF ARTS (GSA)

Governor's School for the Arts provides hands-on-arts opportunity for the state's talented high school students who are dancers, actors, instrumental and vocal musicians, creative writers, future architects or visual artists. From cities and suburbs from farms and coal fields, from every corner of the Commonwealth, Kentucky's most talented, creative high school students gather for three weeks each summer to learn and grow together at the Governor's School for the Arts

(GSA). Rising juniors and seniors in high school are offered in-depth instruction in one of nine artistic disciplines: architecture, creative writing, dance, drama, instrumental music, musical theatre, new media, visual art or vocal music. Over 1,600 students audition for the program each year at four sites across Kentucky. 223 students are selected for GSA, an honor which includes: full tuition, room and board to attend the school; the opportunity to learn in a supportive community of distinguished master-teachers; the chance to audition for scholarships before the nation's top colleges and universities; the excitement of performing at the Student Performance Festival at the conclusion of the program; and serious fun!

During their three week stay on the beautiful campus of Centre College, the student artists are immersed in a rigorous schedule of daily seminars, master-classes, lectures, hands-on workshops and field trips. While each student specializes in one art form, all students participate in structured, interdisciplinary arts experiences designed to familiarize them with the joys and challenges of disciplines other than their own.

Application Deadline: Approx. December 31

<http://www.kentuckygsa.org>

Hugh O'Brian Youth (HOBY) Leadership Program

One sophomore is selected each year to serve as our HOBY Leadership Ambassador. This student learns how he or she can make a difference in the world by being a leader and helping others. The conference is held at Transylvania University in Lexington, KY. See Ms. Hubbs for details concerning the selection process.

Application Deadline: Approx. December 1

<http://www.hoby.org/>

PROFESSIONAL EDUCATION PREPARATION PROGRAM (PEPP)

PEPP is a summer residential academic enrichment and career exploration experience for students interested in a career in medicine or dentistry. A fee may be required however scholarships will be available. Applications are usually available in January with a deadline in early March each year. You may contact your high school guidance counselor, the South Central AHEC or appropriate website for an application. Applications will require a personal statement, letter(s) of recommendation, high school transcript, ACT and/or SAT (or PSAT) scores and your photograph. Completing this application process will provide valuable experience and practice for future applications for college, professional school and scholarships. Although everyone will not be accepted, this application completion will be beneficial for you. Below are the three locations for the program as well as the target grade and highlights:

UNIVERSITY OF LOUISVILLE PEPP

Kentucky students from medically under-served areas who have completed their senior year of high school may apply. Also students from ethnic or racial groups

underrepresented in medicine or dentistry may apply. The program offers academic enrichment in college freshmen level math and science courses, personal and professional development seminars, clinical observations with physicians and dentists, hands on clinical experiences and a preview of college life. The program usually lasts four to five weeks.

UNIVERSITY OF KENTUCKY PEPP

Kentucky students from medically under-served areas who have completed their senior year of high school may apply. Also students from ethnic or racial groups underrepresented in medicine or dentistry may apply. The program offers instruction in chemistry and biology as well as numerous health related seminars. There will be many hands on activities. College preparation and clinical experiences are included. The program usually lasts four to five weeks.

PIKEVILLE COLLEGE SCHOOL OF OSTEOPATHIC MEDICINE PEPP

This program accepts Kentucky high school students about to enter 12th grade. Those students entering 12th grade and meet application guidelines get chosen first. Then next accepted are those students entering 11th, 10th and 9th grades. This two week program focuses on academic preparation, clinical/hospital experiences and hands on activities. It includes dormitory life and introduction to medical electives and gross anatomy.

Application Deadline: *See college websites for details.*

TRANSPORTATION CONDUCT ON BUS

Rules of Conduct

Specific rules of conduct on school buses can be found in the Student Code of Conduct and/or in the student handbook

Enforcement

Bus drivers will assist the Principal and the Central Office personnel in enforcing the rules of conduct on school buses. If any pupil persists in violating these rules, the driver shall notify the Principal. The Principal may withhold bus riding privileges (consistent with Board Policy #06.34) if the pupil continues to disobey the rules. If withholding of bus riding privileges becomes necessary, the Principal shall notify the parents and inform the appropriate Central Office personnel.

Principal Responsible

The Principal shall oversee the deployment of students who ride on the school bus and who walk to and from the school.

Reporting of Violations

The bus drivers shall promptly report any violation of District policy or school rules to the Principal.

Discharge of Pupils From Bus

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way to endanger the safety of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the attends or the Superintendent and the student's parent or legal guardian. (1)

Withholding of Riding Privileges

The Principal 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 may withhold bus-riding privileges up to the remainder of the school year. (2)

Restitution of Damages

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

Students with Disabilities

Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board. (3)

References:

(1)702 KAR 5:080, KRS 158.150

(2)702 KAR 5:050

(3)PL 105-17; 707 KAR 1:051; Individuals with Disabilities Education Act (IDEA) KRS 158.110; 702 KAR 5:090; 702 KAR 5:100

Related Policies: —

09.226, 09.425, 09.434

The privilege of any student to ride a school bus depends upon his/her good behavior and observance of the following rules and regulations. The bus driver shall be responsible for the orderly conduct of the students. While on the bus, the students are under the authority of and directly responsible to the driver. Any pupil who violates any of these rules and regulations will be reported to the Principal and/or Director of Transportation for corrective action. We need cooperation of students, parents, and bus drivers to ensure that bus riding is both a pleasant and safe experience for all.

THE FOLLOWING RULES APPLY:

1. Pupils shall be on time; the bus cannot wait for them.
2. Pupils are never to stand on the road while waiting for the bus.
3. Pupils who cross the road getting on or off the bus shall pass in front of the bus and not behind it.
4. Pupils shall occupy the space designated by the driver.

5. Pupils are to avoid unnecessary conversation with the driver.
6. Pupils are to keep arms and head inside the bus at all times.
7. Pupils are to remain seated unless they are getting on or off.
8. Pupils are to respect persons whom they pass on the routes.
9. Pupils are not to get off the bus except at home or school, unless prior approval has been authorized by a note from home.
10. Pupils are not to leave waste paper or other rubbish on buses.
11. Pupils are not to mar or deface the bus.
12. Pupils are not allowed to carry a knife or any sharp instrument on the bus.
13. THE FOLLOWING ACTIVITIES ARE PROHIBITED AT ALL TIMES:
 - a. Improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, or similar offensive acts.
 - b. Any use of tobacco products (smoking or spitting).
 - c. Eating or drinking on the bus.
 - d. Throwing articles or objects into or from the bus.
 - e. Obstructing the aisle or doorways in any manner, including placing musical instruments or other articles in the aisles or doorways.
 - f. Occupying more space in a seat than required.

**MOTOR VEHICLE USE
NO PASS/NO DRIVE**

KRS 159.051 Loss of license or permit by student for dropping out of school or for academic deficiency.

(1) When a student age sixteen (16) or seventeen (17) drops out of school or is declared to be academically deficient, the school administrator or his designee shall notify the superintendent of schools of the district in which the student is a resident or is enrolled. The reports shall be made at the end of each semester but may be made earlier in the semester for accumulated absences. A student shall be deemed to have dropped out of school when he has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. A student shall be deemed to be academically deficient when he has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester. The local school board shall adopt a policy to reflect a similar standard for academic deficiency for students in alternative, special education, or part-time programs.

(2) Within ten (10) days after receiving the notification, the superintendent shall report the student's name and Social Security number to the Transportation Cabinet. As soon as possible thereafter, the cabinet shall notify the student that his operator's license, intermediate license, permit, or privilege to operate a motor vehicle has been revoked or denied and shall inform the student of his right to a hearing before the District Court of appropriate venue to show cause as to the reasons his license, permit, or privilege should be reinstated. Within fifteen (15) days after this notice is sent, the custodial parent, legal guardian, or next friend of the student may request an ex parte hearing before the District Court. The student shall not be charged District Court filing fees. The notification shall inform the student that he is not required to have legal counsel.

(3) In order for the student to have his license reinstated, the court shall be satisfied that:

(a) The license is needed to meet family obligations or family economic considerations which, if unsatisfied, would create an undue hardship; or

- (b) The student is the only licensed driver in the household; or
- (c) The student is not considered a dropout or academically deficient pursuant to this section.

If the student satisfies the court, the court shall notify the cabinet to reinstate the student’s license at no cost. The student, if aggrieved by a decision of the court issued pursuant to this section, may appeal the decision within thirty (30) days to the Circuit Court of appropriate venue. A student who is being schooled at home shall be considered to be enrolled in school.

(4) A student who has had his license revoked under the provisions of this section may reapply for his driver’s license as early as the end of the semester during which he enrolls in school and successfully completes the educational requirements. A student may also reapply for his driver’s license at the end of a summer school semester which results in the student having passed at least four (4) courses, or the equivalent of four (4) courses, during the successive spring and summer semesters, and the courses meet the educational requirements for graduation. He shall provide proof issued by his school within the preceding sixty (60) days that he is enrolled and is not academically deficient.

Courses Per Semester	Number of Courses Student Would Need to Pass to be Compliant
4	3
5	4
6	4
7	5
8	6

ACADEMIC DEFICIENCY (as defined and recommended by KDE)

CONDITIONS FOR USE

With parental request and under conditions prescribed by the school Principal,* high school pupils who have a valid Kentucky Driver’s License may be permitted to drive vehicles onto school grounds. Vehicles shall be parked in designated areas on the school campus and are not to be visited or moved during the school day unless permission is given by the Principal.

PRIVILEGE MAY BE REVOKED

Driving on the school grounds is a privilege which may be revoked if conditions are violated.**

- References: *KRS 161.180
 KRS 160.290
 ** OAG 74-783

DRIVING TO SCHOOL

PARKING PERMIT

Students who are permitted to drive and park motor vehicles onto school grounds are subject to the following rules and procedures:

1. Students seeking driving privileges must register with the Principal upon enrollment in school.
2. Parents are required to sign a request and permission form and return it to the Principal.
3. Students are to park, immediately upon arrival, in the designated student parking area. They are to exit the parked car and proceed to the school building. Students may not loiter in cars on the parking lot.
4. Students may not return to their vehicle during the school day without permission of the principal.
5. Students will be assigned parking

DENIAL OF PRIVILEGE

The Principal may revoke or suspend driving privileges when a student:

1. Drives in a reckless or careless manner;
2. Parks in an unauthorized parking area;
3. Continues to drive and park on school grounds without permission.
4. Leaves school without permission.
5. Being tardy or absent to school without a valid excuse for 5 unexcused absences or 5 unexcused tardies

VEHICLES TOWED AWAY

The Principal may have any unauthorized vehicles towed from school property that are parked in violation of school regulations.

THIS IS THE RECOMMENDED PROCEDURE; HOWEVER, IF THE MISBEHAVIOR ENDANGERS THE SAFETY OF OTHERS, SOME STEPS MAY BE OMITTED.

STATE AND FEDERAL LAWS DEFINING CRIMINAL VIOLATIONS

School authorities shall report criminal violations to the proper local police authorities.

ALCOHOL ABUSE POLICY

A student who has used a controlled substance prior to coming to school or to a school activity or found to be using, possessing, or distributing an alcoholic beverage (including "look alikes" i.e. using or possessing a non-drug or non-alcoholic beverage in such a manner as to suggest that it is a controlled substance) while on the school campus or at a school-related activity shall be suspended from school. In addition, a student violating this policy shall be brought before the Barbourville Independent Board of Education to show cause why he/she should not be expelled from school. KRS 158.150

DRUG POLICY

A student has used a controlled substance prior to coming to school or to a school activity or found to be using, possessing, or distribution drugs- illegal substances (including "look alikes" i.e. using or possessing a non-drug or non-alcoholic beverage in such a manner as to suggest that it is a controlled substances) while on the school campus or at a school related activity shall be suspended from school. In addition, a student violating this policy shall be brought before the Barbourville Board of Education to show cause why he/she should not be expelled from school. KRS 158.150.

TELECOMMUNICATION DEVICES

Possession and Use

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law¹ and other related electronic devices, provided they observe the following conditions:

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:

- a. Poses a threat to academic integrity, such as cheating,
 - b. Violates confidentiality or privacy rights of another individual,
 - c. Is profane, indecent, or obscene,
 - d. Constitutes or promotes illegal activity or activity in violation of school rules, or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
1. These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.
 2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.
 3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
 4. 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.
 5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
 6. 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.
 7. Smart Phones may be allowed to enhance instructional practices as allowed by teacher.

VIDEOING/PICTURE TAKING IN SCHOOL

Students are NOT allowed to video tape/take pictures using any and all types of electronic device or camera. If a student does violate this policy the following actions will be taken:

The electronic device will be taken from the student and returned to the parent. Depending on the degree of the violation the student may be suspended from school. Taking a picture of or videoing a school staff member or student is strictly prohibited. A violation of this policy may result in suspension for a period of time to be determined by the administration and loss of the device for the remainder of the school year.

An administrator or teacher may make an exception to this policy if the use is for educational purposes only.

Notice of Policy

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

Reference:

¹KRS 158.165

TOBACCO

Use or possession of tobacco products on school property by students is prohibited.

WEAPONS

This policy applies to students, staff members, and visitors to the school.

WEAPONS PROHIBITED

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

FEDERAL REQUIREMENTS REGARDING STUDENTS

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device¹ to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.

STATE REPORTING REQUIREMENTS

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon 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.

For state reporting purposes, a deadly weapon shall be defined as:

1. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. any knife other than an ordinary pocket knife or hunting knife;
4. billy, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

ENFORCEMENT

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

SEARCH AND SEIZURE

All students must be aware that lockers, desks, cabinets, closets, classrooms and facilities are the exclusive property of the Barbourville Board of Education and may be searched from time to time to prevent violations of student code of conduct.

A search may be conducted by the principal/designee upon a reasonable suspicion of a violation of student code or State or Federal Regulations.

A further search of the student's person, handbag, athletic bag or clothing may then be conducted if a reasonable suspicion exists and only in the presence of the student and another staff member.

Additionally, student vehicles located on school property may be the subject of a lawful search.

VANDALISM

Any pupil who willfully defaces or damages school property shall make full restitution within two weeks or within this time make necessary arrangements for such restitution. Failure to do so will result in suspension from school and possible penalties as prescribed by KRS 442.480. This provision applies to all school property including school buses.

Any pupil who willfully defaces or damages staff property on school grounds shall make full restitution within two weeks or within this time make necessary arrangements for such restitution. Failure to do so will result in actions taken by

staff. A police report will be filed.

Parents or guardians shall be held responsible for the destruction of any school property, including loss or damage to textbooks, library books and athletic equipment.

Cheating/Plagiarism Policy

Students enrolled at Barbourville Independent School are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

1. Copying another student's homework;
2. Working with others on projects that are meant to be done individually;
3. Looking at or copying another student's test or quiz answers;
4. Allowing another student to look at or copy answers from tests or quizzes;
5. Using any other method to get/give test or quiz answers;
6. Copying information from a source without proper attribution;
7. Copying information from an internet source/website
8. Taking papers from other students, publications, or the Internet;
9. Any plagiarized entry in an assessment portfolio.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

CLARIFICATION OF STUDENT DRESS CODE

GRADES K-12

Students are to avoid extremes and to dress appropriately for the occasion. Students should feel a responsibility to present an appearance that will reflect favorably upon themselves, their home, and their school.

Students, male and female, should adhere to the following guidelines:

1. Shorts, skirts or dresses must measure to the top of the knee at all times even if worn with leggings or tights.
2. All tops must meet the waistline with no midriff showing when arms are raised over the head.
3. Acceptable footwear shall be required. (No bare feet)

The following types of clothing are NOT acceptable:

1. Bike shorts
2. Spandex garments unless covered by looser fitting outer garments.
3. Clothing with rips or holes that show undergarments or skin above the thigh is prohibited.
4. See through mesh apparel, unless layered with a non-see through garment.
5. Hats, caps or other headdress including hoodies (except for health, safety, religious purposes or for special activities with principals approved).
6. Sunglasses

7. Apparel that is obscene, suggestive, disrespectful, or contains advertisements for liquor, tobacco, controlled substances, and sexual innuendos.
8. Clothing that symbolizes, encourages, or promotes hate, violence or bigotry.
9. Clothing that is not clean in appearance and smell.
10. No quilts or blankets.
11. No halter tops, strapless shirts, or spaghetti strap shirts.
12. No shoes with rollers or wheels attached to the bottom of the shoe.
13. Hair must be cut above eyes or pulled back where students eyes and face are visible at all times.

***Students who violate these rules will be required to change their attire.

Arrangements will be made for student to change to more suitable attire.***

Any class time lost will be considered unexcused.

Any inappropriate clothing not addressed in the preceding list will be left to the Principal's discretion.

BARBOURVILLE INDEPENDENT SCHOOLS DISCIPLINE ALTERNATIVES

A/S/D - After School Detention

ISS - In School Suspensio

Leaving Class without Permission

1st offense	Counseling/Parent Conference/ 1 day suspension
2nd offense	3 days suspension
3rd offense	5 days suspension/Revoke driving priviledges

Fighting

1st offense	3 days suspension for instigator/ Parent conference
2nd offense	5 days suspension/Parent conference
3rd offense	5 days suspension/Possible expulsion

Possession and Use of Tobacco Products

1st offense	Counseling
2nd offense	1 day suspension
3rd offense	Parent Conference/3 day suspension

Possession of Tobacco Products

Counseling and Confiscation of Tobacco products and 1 day suspension

Minor Classroom Disruption

	<i>Any behavior that is disruptive to the class, but is able to be handled by the teacher without loss of instructional momentum.</i>
1st offense	Teacher's Policy
2nd offense	Teacher's Policy
3rd offense	Teacher's Policy

Major Classroom Disruption

1st offense	Counseling and 1 day A/S/D
2nd offense	1 day suspension
3rd offense	3 day suspension and Parent Conference

Vandalism and Theft

Minor	1 day A/S/D and Parent Conference
Major	3 day suspension, Parent Conference, and possible referral to authorities

Public Display of Affection

1st offense	Counseling
2nd offense	1 day A/S/D, Inform parents
3rd offense	1 day suspension

Possession / Use of Weapon

Confiscation of weapon and APPLICATION OF FEDERAL AND STATE LAW.

Threats, Harassment, Extortion, Aggressive Behavior/Bullying

1st offense	Counseling / Parent Conference/Warning of possible legal charges
2nd offense	1 day suspension / Inform Parents/Possible legal charges
3rd offense	3 day suspension/Legal charges

Profanity, Cursing, Vulgarity

1st offense	Counseling, 1 day A/S/D
2nd offense	3 days A/S/D
3rd offense	3 days suspension

Fire Alarms

3 days suspension

Prohibited Items

Game Devices
Music Listening Devices (including but not limited to: Radios, Tape Players, CD Players, MP3 Players, Headsets)
Cigarette lighter
No playing cards, poker chips, etc...
Water pistols
Chewing gum
Food items in the building
(Exception - approved class parties)
ALL FOOD ITEMS ARE TO BE CONSUMED IN DESIGNATED AREA
Confiscation of equipment, and IF returned, only to parent
Fidget spinners
Any and all toys (by discretion of teacher on award days)

Drugs and Alcohol

Any suspicion, possession or use of any type of drug
Counseling and notification of parents, NOTIFICATION OF CIVIL AUTHORITIES

Dress Code Violations

Repeated offenses will result in A/S/D and Parent Conference

Classroom Unexcused Tardies

Discretion of the Teacher

Telecommunication Devices

1st offense

Inform Parents / Confiscate electronic or telecommunication device

2nd offense

Confiscate electronic or telecommunication device for 1 week

3rd offense

3 day suspension

Refusal to give telecommunication or electronic device to any staff member after student has been asked will lead to student losing privileges to have telecommunication or electronic device at school.

Intentionally Causing Physical Harm/Injury to Another Student

1st offense

Counseling/Parent Conference/Suspended remainder of day

2nd offense

Remainder of day plus 1 day suspension

3rd offense

Remainder of day plus 3 day suspension

Verbal Abuse of a Teacher

5 days maximum suspension per incident

Any other offense not listed shall be dealt with by the discretion of the Principal.

BULLYING PROCEDURES

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 Assault and Related Offenses, 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 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 a written report containing:

- a. The names and addresses of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision.
- b. The student's age.
- c. The nature and extent of the violation.

- d. The name and address of the student allegedly responsible for the violation.
- e. Any other information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.

An agency receiving a report shall investigate the matter referred to it. The school board and school personnel shall participate in the investigation at the request of the agency.

DEFINITION OF BULLYING

BULLYING/HAZING (KRS 158.150, KRS 160.290)

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Actions may result in violators being reported to legal and/or social authorities.

A person is guilty of bullying when he/she directs physical, verbal, or psychological aggression or harassment toward others, with the goal of gaining power over or dominating another individual. Some characteristics include, but are not limited to:

- Strong desire for power and control
- Average or above self-esteem
- Minimal anxiety and insecurity
- Continual tormenting of victims
- Lack of empathy/conscience
- Success at hiding behaviors from adults
- Actions become worse if victims fight back

CLARIFICATION OF EXTRACURRICULAR ACTIVITIES

SELECTION OF STUDENTS

Students shall be given equal and fair treatment throughout the selection process for competitive tryouts for teams/clubs.

Students who wish to participate in the selection process must inform the sponsor within the time schedule as established in the notification. The competitive situation shall provide equal opportunity for all participants who shall be informed of the scoring criteria used in the selection process. Students must adhere to rules of activity, or will be dropped from activity. Sponsor will be final determiner of participation.

If students question the results of the selection process, they shall be given the right to due process.

Initial complaints should be directed to the sponsor of the organization. An appeal may be directed in writing to the Principal.

STUDENT ACTIVITIES

Student activities of an educational nature shall be encouraged and maintained based upon the needs and interests of pupils.

In addition, any student who participates in extracurricular activities is expected to maintain exemplary school citizenship behavior. This shall include, but not be limited to:

- a. Exhibiting consideration toward both adult sponsors and team members, at practices and activities.
- b. Showing courtesy and appropriate behavior during bus rides to and from activities.
- c. Showing good sportsmanship before, during, and after competitions.
- d. Exhibiting respectful behavior toward officials/judges at competitions.
- e. Showing courtesy to staff in school and at extracurricular activities.

PROM ACTIVITIES

All students must have approval of the Principal before allowed to participate in Prom activities. Approval will be based on attendance at school, behavior at school, and during any extracurricular activity, and grades. Any person not a student of Barbourville Ind. School must have approval of Principal 2 days prior to Prom before attendance will be allowed.

****Behavioral violations may include assignment to the Alternative Classroom, suspensions, and/or behavior that requires parental notification/conference.**

SUSPENSION AND EXPULSION (KRS 158.150)

All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of teachers or administrators, use of profanity or vulgarity, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing school property, or personal property of students, the carrying or use of weapons or dangerous instruments, or other violations of property or law constitutes cause for suspension or expulsion from school.

DUE PROCESS

A student cannot be suspended from the common schools until after at least the following due process procedures have been provided:

1. The pupil has been given oral or written notice of the charges.
2. The pupil has been given an explanation of the evidence of the charge(s) if he denies them.
3. The pupil has been given the opportunity to present his own version of the facts.

These procedures must be followed unless immediate suspension is neces-

sary to protect persons or property or to avoid disruption of the on-going academic process. However, in these instances, the due process procedures must be followed within 3 days.

The superintendent, principal or head teacher of any school may suspend a pupil for such misconduct, but shall report such action in writing immediately to the superintendent. The Board of Education of any school district may expel any pupil for misconduct, as defined in this section, 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 School Board. The decision of the School Board shall be final.

GRIEVANCE PROCEDURE

Students or employees who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, age, religion, marital status, sex, or handicap in an educational program, activities, and/or job have the right to file an informal or formal grievance as follows. This process is conducted through the Title IX, TITLE VI and section 504 coordinator. This process in our school is:

Name and Address: Kay Dixon
P.O. Box 520
Barbourville, Kentucky 40906
Phone: 606-546-3120

Each step in this grievance procedure is to give unbiased consideration to the grievance and is to be a separate review of the facts.

- Step 1. Students or employees who feel they have been discriminated against should bring the problem to the attention of the coordinator within ten (10) days of the knowledge of an alleged cause for the grievance.
- Step 2. The coordinator will work informally with the aggrieved party and others involved to negotiate a solution within ten (10) working days of the date of the complaint was made.
- Step 3. If the grievance cannot be satisfactorily resolved working informally, the aggrieved may want to proceed with a formal grievance. Aggrieved persons have the right to call the Equal Educational Opportunities Coordinator in Frankfort at (502) 564-6916. This person will only act as a consultant.

At any step in the informal process, the aggrieved has the right to call the Office of Civil Rights in Atlanta.

FORMAL GRIEVANCE PROCEDURES

- Step 1. Formal grievance shall be filed in writing with the Title IX, Title VI, Section 504 Coordinator within five (5) working days following the conclusion of the informal grievance negotiations. The aggrieved shall describe in writing the nature of the violation, the dates it occurred, and sign the statement.
- Response. The coordinator shall notify the aggrieved in writing within five (5) working days from the date of the written notice what action was or will be taken. If the party is not satisfied with the decision of the coordinator the aggrieved may appeal to the next step.
- Step 2. The aggrieved may appeal in writing to the school principal within five (5)

working days of the date of the coordinator's response in Step 1. This written notice must contain all written information from the aggrieved and the coordinator's response.

Response. The principal of the school will notify the complainant in writing within five (5) working days, from the date of the appeal what action was or will be taken.

Step 3. If the aggrieved is not satisfied with the action taken by the school principal in Step 2, the aggrieved may notify in writing within five (5) working days of the response the local superintendent of schools. This written notice must identify the grievance, the dates, all written information, and the responses from all previous steps.

Response. The superintendent of the local school will review the grievance and all relevant information. The superintendent will notify all aggrieved in writing within twenty (20) days of the date of the appeal letter in Step 3 as to what action was or will be taken. The superintendent may review the grievance with the Board of Education before issuing a final decision. Such decision will be final, subject to notification of further rights of the aggrieved to contact the Office of Civil Rights.

STATEMENT OF NON-DISCRIMINATION

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

SCHOOL WIDE PROGRAMS

SCHOOL FOOD SERVICE

The Barboursville Independent School District takes part in the Healthy, Hunger Free Kids Act (2010) community eligibility provision (CEP) which provides free breakfast and lunch to all students regardless of economic level. Parents/guardians will complete an annual household income form (HIF) as part of the district's participation in CEP. HIFs will be distributed at the beginning of the school year. New students enrolling at Barboursville Independent School must complete an application at the time of enrollment.

All students are on the Offer vs. Serve Breakfast Program. Students in grades 5-12 are on the Offer vs. Serve Lunch Program.

Under the Offer vs. Serve provision the following provisions must be met for lunch: All five food items must be offered to all students: Meat/Meat Alternate (1 serving), Vegetable/Fruit (2 servings), Bread (1 serving), Milk (1 serving). Of the five items offered, students may take all five items or a minimum of three. Under the Offer vs. Serve Breakfast, four items are offered: Milk (1 serving), Bread (2 servings or 1 bread and 1 serving of meat/protein), Fruit and/or Vegetable item or juice. Of the four items offered, students may take all four items or select a minimum of three, one of which must be a fruit/juice. The cafeteria sells a la carte items (extra items) ranging in price from \$0.50 to \$2.00.

Barboursville Independent School is required through CEP to provide each

student with one free meal for breakfast and one free meal for lunch daily. Any extra food items must be purchased. Extra items cannot be charged and must be paid for at the time of purchase.

Adult/Staff lunches cost \$3.00. Breakfast for adults/staff costs \$1.50.

SPECIAL EDUCATION

In cases where disciplinary action involves exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or related services, the following procedures should be followed:

1. If suspension is essential to protect persons or property or to avoid disruption of the ongoing educational process, then:
 - A. The student must first be granted an informal hearing and then may be suspended;
 - B. as soon as practicable, the Admissions and Release Committee (ARC) must be convened to determine whether the discipline problem is related to the student's handicapping condition;
 - C. if the discipline problem is determined to be related to the handicapping condition:
 - (1) the suspension is immediately lifted, and
 - (2) the ARC must consider the appropriateness of the placement and/or the Individual Placement Plan (IEP); and
 - D. if the problem is determined to be unrelated to the handicapping condition, then the student will be disciplined according to the Discipline Code in the local district.
2. If a discipline problem does not require immediate suspension, the student remains in his / her current school placement and the principal must convene a School Based Admissions and Release Committee (SBARC). The SBARC determines whether the discipline problem is related to the handicapping condition. The SBARC considers the appropriateness of the placement and /or the IEP. If it is unrelated to the handicapping condition, then the student will be disciplined according to the Discipline Code.

TITLE 1 PROGRAM

The Title 1 Program is a federally funded program whose purpose is to provide opportunities for children to acquire the knowledge and skills contained in the challenging State Content Standards and Student Performance Standards.

Parent involvement is a vital component of Title 1. Parents are the first and main educators of their children. The home is the site of the child's first educational experience. When the child leaves home to go to school, it is the parent's attitude and how much they value, reinforce, and encourage their child's effort in school that often determines the child's success.

The Title 1 Program at Barboursville City Schools implements a program with faculty, parents, and students as partners in education in order to best meet the individual needs of students. Since our district receives federal funds for Title 1 programs as a part of the *No Child Left Behind Act* (NCLB), you have the right to request information regarding the professional qualifications of your child's teacher(s).

For further information call the Title 1 coordinator at 546-3144.

EXTENDED SCHOOL SERVICES (ESS)

Contact school administrator for information regarding the ESS program.

BARBOURVILLE RAINBOW CENTER

Services which may be offered at the Rainbow Center or through Community

Agencies:

MENTAL HEALTH SCREENING
PARENTING SKILLS WORKSHOPS and video loans
VOLUNTEER OPPORTUNITIES
HEALTH SCREENING AND REFERRALS
CLOTHING CLOSET AND OTHER FREE ITEMS
STUDENT WORKERS' BUREAU
SELF-ESTEEM MATERIALS ON LOAN
CAREER COUNSELING
CHILD CARE WORKERS (referrals of Certified Red Cross Babysitters)
INFORMATION ON FAMILY DAY CARE HOMES
ADULT AND OTHER COMMUNITY EDUCATION OPPORTUNITIES
FREE CHILD CARE FOR PTO MEETINGS AND PARENT/TEACHER
CONFERENCES
READIFEST FOR BACK TO SCHOOL SERVICES AND SUPPLIES
QUARTERLY NEWSLETTER
INFORMATION FOR NEW AND EXPECTANT MOTHERS
TRAINING FOR CHILD CARE PROVIDERS
COMMUNITY BULLETIN BOARD
PEER HELPERS WITH CONFLICT MEDIATION SKILLS
SAFETY COUNCIL
SUBSTANCE ABUSE INFORMATION
YOUTH OPPORTUNITIES

Other School Wide Programs include Noncompetitive Federal and State Grant Programs

“Eisenhower Grant”

Administered by: Kay Dixon

“Science/Math”

Administered by: Kay Dixon

“Gifted and Talented”

Administered by: Lori Jones

Preschool Grant

Administered by: Kay Dixon

Technology

Administered by: Mike Deaton

PARENTS, FOR YOUR INFORMATION

BE ADVISED THAT THE FOLLOWING SERVICES MAY, UNDER CERTAIN CIRCUMSTANCES, BE PROVIDED WITHOUT PARENTAL CONSENT:

- Mandated services such as abuse and neglect referrals to the Department for Social Services and / or police (KRS 620) and Juvenile Justice services (KRS 635).
- Advice, diagnosis, and / or treatment by a physician for minors (no age limit given) regarding sexually transmitted diseases, pregnancy, contraceptives, and substance abuse or addiction (Section 1, KRS 214.185).
- Outpatient mental health counseling by a physician for individuals 16 years and older (Section 2, KRS 214.185).
- Medical, dental, or other health services for a youngster of any age when, in the professional judgment, the risk to the minor's health or life is such that treatment should be given without delay (Section 4, KRS 214.185).
- Outpatient mental health counseling for anyone 16 years or older who is seeking that counseling as the result of abuse by a parent or a legal guardian (KRS 210.410).
- Other substance abuse treatment, no age limit given (KRS 222.440).
- Voluntary admission to a hospital by an individual who is 16 years or older for observation, diagnosis and / or treatment for mental illness or symptoms of mental illness (KRS 645.330).
- Non-exempt AFDC recipients are required to participate in the Job Opportunity and Basis Skills Program (JOBS) 45 CRF 250.30. Parental consent is not required for a non-exempt dependent child to participate in JOBS.
- Employment counseling, training, application, summer / part time job development, vocational exploration, and development of job readiness skills do not require parental consent as there are no laws that address age limits or parental consent for these specific services. Please note, however, that intake and eligibility for JTPA do require parental consent.
- Employment of individuals 14 to 17 years of age as governed by U.S. and Kentucky Child Labor Laws.
- For further information, call the Rainbow Center, 546-3338.

• NOTES •

• NOTES •

Barbourville Independent School 2018-2019 School Calendar

July 30	Staff Professional Development
July 31	Staff Professional Development
August 1	Opening Day
August 2	First Day of School for students
September 3.....	Labor Day (Holiday-No School)
October 8-19	Fall Break (No School)
November 21	No School
November 22 ...	Thanksgiving Day (Holiday-No School)
November 23	No School
December 17-.....	
January 1	Christmas Break (No School)
January 21 ...	Martin Luther King Day (Holiday-No School)
March 25-April 5	Tentative Spring Break (Make Up Days for weather may be used during these days)
May 24	Last Day of School for students
May 27	Closing Day

*Calendar may change at the discretion of the Board of Education.

**Please DO NOT plan vacations during instructional days. Student attendance is very important. Students are expected to be at school every day.*