

Butler County High School

Student Handbook

School Year
2008-2009

Wel come

The faculty and staff of Butler County High School wish to take this opportunity to welcome each of you back to what we anticipate will be an exciting, fulfilling, and beneficial year for you.

This is your agenda. Read it carefully. It will help each student to know what is expected to make the process of becoming an active part of the school easier. In this agenda are the answers to many questions, which students and their parents ask, and many items of information, which will help students and parents to develop a better understanding of the operation of the school. There is a signature page at the end of this agenda that must be signed and returned to BCHS. Both the student and the parent need to sign this page to verify that all of the terms of school policy are understood.

We urge each student to become involved in the total school program this year. We would hope that you would actively participate in some extracurricular activity during this school year and lend your support to the development of the school unity. In whatever you do, strive to make this a most memorable and worthwhile year.

Sincerely,

Faculty and Staff
Butler County High School

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Grades 10 – 12 Bell Schedule		
M, T, Th, F		Wednesday
7:55-9:30	1 st Block	7:55-9:20
	Club Time	9:20-9:55
9:35-11:05	2 nd Block	10:00-11:20
11:10-1:05	3 rd Block	11:25-1:15
1:05-1:15	BREAK	1:15-1:25
1:15-1:45	4 th Block	1:25-2:45
Freshmen Bell Schedule		
M, T, Th, F		Wednesday
7:55-8:50	1 st Period	7:55-8:44
8:53-9:43	2 nd Period (Club Time)	8:47-10:05 (9:20-9:55)
9:46-10:40	3 rd Period	10:08-10:55
11:05-12:04	4 th Period	11:20-12:16
12:07-1:05	5 th Period	12:19-1:15
1:05-1:15	BREAK	1:15-1:25
1:15-2:45	6 th Period	1:25-2:45
Lunch Schedule		
M, T, Th, F		Wednesday
10:40-11:05	Freshmen	10:55-11:20
11:05-11:30	2 nd Shift	11:20-11:45
11:30-11:55	3 rd Shift	11:45-12:10
11:55-12:20	4 th Shift	12:10-12:35

**School Calendar
2008-2009**

August 13, 2008 Opening Day
August 14, 2008 First day for Students
(Students Dismissed 12:45 P.M.)
September 1, 2008 Labor Day – No School
October 13-17, 2008 Fall Break
October 13 – 16, 2008 PD(Flexible)-Teachers only
October 20, 2008 Shorten School Day for Students
(Students Dismissed 12:45 P.M.) – District-Wide Teacher Planning 1:00 P.M.
November 4, 2008 Election Day – No School
November 26, 2008 No School
November 27, 2008 Thanksgiving Day-No School
November 28, 2008 No School
December 19, 2008 Last Day of Fall Term – (Students Dismissed 12:45 P.M.)
January 5, 2009 First Day of Spring Semester
January 19, 2009 No School
February 16, 2009 No School (Make-up Day)
March 30 – April 3, 2009 Spring Break
May 25, 2009 No School – Memorial Day
May 27, 2009 Last Day for Students
(Students Dismissed 12:45 P.M.)
May 28, 2009 Closing Day - Teachers only

Instructional Days:
Fall Term: 82 Days
Spring Term: 95 Days

Make-up Plan:
If days are missed, February 16, 2009, will be used as a make-up day. If additional days are needed, the year will be extended as necessary.
Approved: February 11, 2008

General Graduation Requirements

Butler County High School requires that all students complete all components of the CATS assessment. This includes students who have graduated early with the permission from the SBDM and Board of Education.

Commencement Program

A commencement program is provided by the Butler County Board of Education each spring in honor of graduating seniors. Only those seniors who have fulfilled the requirements for graduation set forth by the State Department of Education, the Butler County Board of Education, and Butler County High School are allowed to take part in this program. No student may participate in commencement exercises unless he/she has earned twenty-six (26) units of credit by graduation date. The diploma will be held until graduation requirements have been met. Students must have returned all textbooks, school property (this includes sports uniforms, library books and classroom resource materials, etc.), and paid all debts before graduation night or they will not walk the graduation line.

Senior Attendance Policy

Seniors missing more than ten (10) unexcused days during the school year will not be permitted to participate in the graduation ceremony. Notice will be sent home to parents after the 3rd, 6th, 9th, and 10th unexcused absence. Opportunities to make up missed days, such as staying after school or coming in on Saturday, will have to be arranged with the principal

Valedictorian and Salutatorian Selection Criteria

Beginning with the Class of 2007, selection of Valedictorian and Salutatorian will be based on the following:

1. Students who have a 4.0 will be recognized as valedictorians.
2. The student who has the highest numerical GPA based on 5 significant digits after the decimal point will be the student who delivers the valedictorian speech. If the student with the highest numerical GPA does not want to give the speech, they may descent and the next student who has the highest numerical GPA will give the speech.
3. Students who have the 2nd highest GPA based on a 4.0 scale using 2 significant digits after the decimal point will be recognized as the salutatorian(s).
4. Candidates must take 3 college courses in 2 different areas outlined below:
 - a. Science-Chemistry 105/106, Chemistry 107/108 and/or Physics 2
 - b. Social Studies- US History 241 and/or Western Civilization 119
 - c. Mathematics—AP Calculus
 - d. English- English 100
 - e. Agriculture—Advanced Animal Science
 - f. Technology—Cisco Systems
 - g. Education 250
 - h. Arts Appreciation 100
 - i. Music Appreciation 120
5. Students taking the above classes will receive a 5 point curve.
6. Candidates are required to take Pre-Calculus to be eligible .

Early Graduation Polices

A student may ask the SBDM Council to write a letter requesting early graduation consideration to the Butler County Board of Education, if they meet the following criteria:

1. The student is on track to graduate during the current year, but because of circumstances beyond his/her control they are left with no choice, but to ask for early graduation.
2. The student must get approval from a counselor and the principal at the high school before asking the SBDM Council for a letter requesting early graduation from the board.
3. The student must write a letter explaining their circumstances to the SBDM Council asking for approval of early graduation.
4. The student must be able to complete graduation requirements at the Butler County Learning Center in the fall semester.

5. The student must be enrolled in a post-secondary institution or be employed by the end of the fall semester.

If a student is approved by the SBDM Council for early graduation, the council will write a letter to the Butler County Board of Education supporting the student's request. If the board approves the request, the student will receive their diploma during commencement exercises at the end of the school year, but will be given a final transcript showing the actual graduation date.

English Classes Early Graduation Policy

A student who requests early graduation from the SBDM at the end of seven semesters may not simultaneously take English III and IV to meet all components of the CATS assessment. This includes any student who has been granted early graduation by the SBDM and Board of Education.

Correspondence Courses

Correspondence school credit may be used toward graduation in unusual cases, such as:

1. A senior who has failed a course that is necessary for graduation and who otherwise needs the course to graduate.
2. A student who must withdraw from school for medical or maternity reason.
3. A student who would need consideration due to age, financial problems, or other unusual situations.
4. A student who wishes to take courses not offered by the school or which the student cannot work into his/ her schedule.

Any courses offered through universities and colleges approved by the State Board of Education may be taken for high school credit. Request for a correspondence course must be approved in writing by the principal, or a person designated by him, before enrolling in a course. Three units of correspondence is the maximum the school can accept toward graduation. Courses taken for credit toward graduation must be completed and the final grade received at the school before a diploma can be issued to the student. (Students are required to have a parent's signature before the application is complete. The forms for correspondence are available in the Guidance Office.)

Physical Education Participation Policy

In order to receive credit for Physical Education class, a student has to dress out daily at least 75% of the time. Students who have excused absences due to injury or illness and do not meet the minimum dressing requirements will be withdrawn from the class without penalty. These students will be allowed to obtain a replacement credit working as a teacher's aide. Students who have unexcused absences and do not meet the minimum dressing requirements will fail the class.

Tardiness

A student will be considered tardy if he/she is not in his/her assigned room when the tardy bell stops ringing.

Students dismissed early will fall under the same disciplinary rules as tardiness. Students who are tardy will have the following disciplinary actions:

- | | |
|------------------------------|---|
| 1 st | Warning |
| 2 nd | Warning |
| 3 rd | 30 minutes of detention |
| 4 th | 45 minutes of detention |
| 5 th | 60 minutes of detention |
| 6 th | ICE and parent contact (by phone) |
| 7 th | ICE and parent contact (by phone) |
| 8 th & Subsequent | ICE and Parent contact in the form of a meeting |

Absence or tardiness without valid reason for more than three days constitutes truancy. Six days constitutes habitual and constitutes cause for court action. KRS 159.150

Public Display of Affection

Public Display of Affection is not permitted at Butler County High School. Public Display of Affection is defined as no kissing or inappropriate contact for example: sitting in laps, hugging in a corner, etc. regardless of gender.

If a student is in PDA violation they will be given the following discipline:

- 1st – 30 minutes detention
- 2nd – 45 minutes detention & parent conference
- 3rd – 60 minutes detention & parent conference
- 4th – ICE & parent conference

Butler County High School Dress Code

Please note the dress code for the high school is different than those of the middle and elementary school. Special areas of curricular offerings such as shops and laboratories will require certain safety measures that the department will prescribe. The dress code does not apply to extracurricular activities such as athletics, band, drama, etc. Standards for conduct and grooming may be established and regulated by those responsible for supervising the extracurricular activities.

Zero tolerance for shirts or apparel advertising alcohol, sex, racism, hate, tobacco, drugs, weapons, gang related, etc. Clothing that is suggestive of a double meaning, innuendo, or suggests inappropriate ideas are unacceptable clothing.

Hairstyles should not be extreme or a distraction to learning. All outdoor apparel should be removed upon entering the building such as, but not limited to head apparel, scarves, gloves, sunglasses, and coats.

Garments or accessory clothing which could be used as a weapon such as, but not limited to chains, medallion necklaces, spiked or studded leather chokers, excessive wristbands or bracelets may not be worn.

Because of health reasons students must always wear appropriate footwear. Shoes such as house shoes or slippers are inappropriate. Temperatures in the school may vary from classroom to classroom; however, students are not allowed to carry blankets.

Tops General Description:

Students must wear tops where the shoulders and backs are covered at all times. Clothing such as tank tops, strapless tops, cut-off sleeves, see-through apparel, fish net garments, or **garments which show cleavage will not be permitted**. All shirts must meet the top of pants or skirts. A student may use the straight arm test to identify potential problems shirts. **The straight arm test is where a student stands straight with their arms at a 90-degree angle to the shoulders.** If any skin shows below the shirt then the shirt length is not in dress code.

Bottoms General Description:

Students wearing jeans, slacks, shorts, skirts, skorts, and capris will only be in dress code if standing upright the clothing is **no shorter than 4 inches above the knee and no holes or frays are 4 inches above the knees that are deemed inappropriate by the administration**. An example of inappropriate is the showing of skin and/or undergarments or clothing made to look like undergarments. Students who wear any clothing which show underwear, sag, drag the ground, or are viewed as pajamas, robes, spandex will be in dress code violation.

Failure to dress appropriately will result in the student being sent to the office and the following disciplinary actions:

- 1st – Change and Unexcused tardy or absence
- 2nd – 30 minutes detention
- 3rd – 45 minutes detention & parent contact
- 4th – 60 minute detention
- 5th – ICE

Zero Tolerance Policy For Alcohol And Drugs

Butler County High School has the highest respect for our school and school pride. There is a zero tolerance for the possession, use of or under the influence of drugs or alcohol. To help deter such activities within our school or at school functions the SBDM Council has developed clear policies as to our belief in zero tolerance. In addition to these options outlined below, the student will be suspended at least 3 days.

If a student is under the influence, has possession of, and/or use of alcohol during the school day or at school sponsored activities then a student has three options for discipline. These options can be viewed in full by requesting a copy from the principal.

To better understand how students can find themselves in trouble with this policy we have outlined the below situations. These are not all the situations, but a short sample where students will be disciplined with this policy.

1. The possession of alcohol or drugs of any type and of any amount
2. If a student chooses to share a drink, then they are accepting the responsibility of whatever is in the drink. If the student has knowledge there is alcohol or drugs in the drink or **not**, they are actively participating in the use of alcohol or drugs and will follow the same discipline outlined in this policy.
3. Confessing to the use of alcohol or drugs at school or a school function of any amount having knowledge or not.
4. Use of alcohol or drugs off campus and then attending a school function under the influence of alcohol or drugs. Students who we suspect are under the influence of alcohol or drugs can be required to take a PBT (Preliminary Breath Test) or a drug test. If a student refuses, then it is an assumed guilt.
5. Through an investigation evidence may be presented certain students participated in a drug or alcohol activity. With such evidence and statements claiming a student participated in a drug or alcohol activity, a student will be allowed to take a polygraph test to help dispute the claim. If a student refuses to take the polygraph to dispute the claim then the student has an assumed guilt.

Performing a Preliminary Breath Test or investigating incidents of drug or alcohol use does not require the parent(s) or guardian(s) to be present. Each investigation is done with confidentiality and integrity. The parent(s) or guardian(s) will be contacted once the investigation is complete or once the student has been interviewed. Due to the possibility of impeding the investigation or as the investigation proceeds, we cannot contact parents/guardians before their child is interviewed.

No Open Container Policy

Students may not bring in any open containers when entering the school during normal school hours or on school sponsored events / trips. This includes students who attend Prom and/or Project Prom.

Birth Certificate

Upon entering the first grade, or upon initial enrollment in the district in any grade, a child must present his/her birth certificate or present adequate proof of birth date in order that an accurate recording of the date and place of birth may be on the school record.

Immunization and TB Record

No pupil shall be initially enrolled in any school of the District until he/she has presented an immunization certificate or a physician's statement to the school principal that the immunization program has been completed pursuant the provisions of KRS 158.035

Health Certificate

Upon entering school for the first time in the district, pupil must present a certificate of physical fitness from his/her physician, or present a health record from the last school attended showing that he/she had the proper examination within the time limit prescribed by the State Health Code.

Residence Defined

Only pupils whose parents are residents of the Butler County School District, or pupils who are legal residents of the school district or otherwise provided by state law, shall be considered residents and entitled to the privileges of the Butler County Public School District. All other pupils shall be classified as non-residents for school purposes. Any pupil attending the Butler County Schools shall be living with his/her parents or legal guardians. Guardianship must be established through the courts and a copy of the guardianship papers be filed with the school or director of pupil personnel.

Transfers from Non-Accredited and Home School

The local school district shall be responsible for the appropriate class or grade assignment of a pupil transferring from a non-accredited secondary school and home school. Previous credit earned by a student in a non-accredited school shall be awarded by the local school district according to one of the following methods:

1. The pupil passes an examination of similar nature and content to the examination used for the pupils receiving credit for a particular course or
2. The pupil achieves an average grade in a higher level course by the twelfth week of school. If the student does not meet the standard or grade he/she will be placed toward minimum high school graduation requirements in the local school district.

Attendance Policy

Absences from school occur for a variety of reasons. A note from the parent or guardian explaining the absence will be expected after each and every absence upon the student's return to school. (Phone calls are not accepted as an excused absence.) Upon accumulation of five (5) absences each semester, additional verification will be requested. Student excuse notes are to be turned in at the front office.

The following are acceptable reasons for being absent from school, thus making the absences excused with a parent or doctor's note:

- a. Personal illness
- b. Professional appointment, which cannot be scheduled outside of the school day. Proof of appointment must be given to the attendance clerk for the absence to be excused.
- c. Death in the family or severe illness in pupil's immediate family.
- d. Court appearance
- e. Failure for the school bus to run. The board of education will notify the school in this case.
- f. Driver's license test, ½ day excused.
- g. Vacations (prior approval by the principal is required and then number of days is not to exceed five (5) per year.

Parent's /guardians are responsible for sending a note by the second day of the student's return to school.

If a student who drives is absent more than 10 unexcused days, they will lose their driving privilege to drive to school 5 days for every day they have an unexcused absence.

Exemptions Policy

Grades 10-12 Exemptions

All upperclassmen will take midterm exams at the end of the first and third nine weeks. Exemptions will be in place at the end of the second and fourth nine weeks. For the second and fourth nine week finals, students are exempt from a class exam if they had an A the previous nine weeks in a course and have an A for the current nine weeks. If a student was not in the class for the first nine weeks or the third nine weeks of a class, then the current nine weeks will be used to establish and exemption. Seniors will be exempted with an A or B in either of the 9 weeks. All students who have at least a C

average and who have no absences or disciplinary actions due to tardies from a class have the option of accepting the exemption or take the final exam. Should an exempted student choose to take the final exam, it will only be counted if a student's grade is improved. No student who is exempt from a final will be excused from school unless the student is in an accident which qualifies them for Home Instruction or a funeral for immediate family (mother, father, grandparent, or siblings). A student who does not attend during finals days will forfeit their exemption and receive a zero on the final. A student who loses their exemption must schedule a time with the principal or teacher to make up the final or the grade will remain a zero.

Grade 9 Exemptions

All freshmen (true freshmen) are required to take the December test in periods 1-5 because it is their mid-term test. Freshmen (true freshmen) must have an A in December and the spring semester (January – May) in order to be exempt for the all A status. All students who have at least a C average and who have no absences during the spring semester or disciplinary actions due to tardies from a class have the option of accepting the exemption or take the final exam. Should an exempted student choose to take the final exam, it will only be counted if a student's grade is improved. No student who is exempt from a final will be excused from school unless the student is in an accident which qualifies them for Home Instruction or a funeral for immediate family (mother, father, grandparent, or siblings). A student who does not attend during finals days will forfeit their exemption and receive a zero on the final. A student who loses their exemption must schedule a time with the principal or teacher to make up the final or the grade will remain a zero.

Make Up Work

Students shall have the number of days absent plus 1 day to make up missed class work unless otherwise scheduled by the teacher. It is the responsibility of the students to request make up work. Any extenuating circumstances will be reviewed by the Principal. A student who is absent will automatically receive a zero for the assignments missed. There are no incompletes.

Unexcused absences resulting in truancy will be dealt with as is appropriate. Tardiness for more than half a class period will be considered an absence. Six unexcused absences shall result in a referral to the Butler County Juvenile Court. No make up work, including tests, shall be credited for unexcused absences. Unexcused absences include working, over sleeping, personal business, no note, missing the bus, vehicle trouble, suspension and when a student has missed over five (5) days using parent notes.

Signing In

Students, who arrive at school after the 7:55 a.m. bell, should sign in with the assistant principal in the front hallway (commons area). After 8:30 AM late students should sign in with Mrs. Proctor in the attendance office. For sign-ins to be excused, a parent note or professional appointment card must be presented at the time of signing in. The student will be signed in with an excused/unexcused slip in order for the student to be admitted to class. The student will be counted tardy to class unless the sign in is excused.

Signing Out

If it becomes necessary during the school day for a student to leave for any reason, he/she will be permitted to do so only under the following conditions:

- a. The parent /guardian will come to the school office for the student to be signed out.
- b. Phone contact is made with the parent/guardian to approve leaving school early.
- c. The student will present in advance a written professional appointment card (doctor, dentist, lawyer, court, etc) that lists the date and time of the appointment.
- d. If a sudden emergency should occur, student drivers will be allowed to leave with parent permission.

Parents will be called to verify appointments. These sign outs will be considered excused absences to attendance regulations.

Schedule Changes

Schedule Changes may be made only at the beginning of the first and third terms. No class changes will be made after the 3rd day of the first and third terms. Schedule changes will require a telephone call from the parent/guardian and approval of the counselors.

Withdrawal from School

Any student who is transferring or withdrawing from school for any reason must notify the principal in order to obtain the proper release. All fees and debts must be paid before a proper release can be given. Fees may be refunded up to two weeks after the start of the course. A student wishing to withdraw from Butler County High School who is between the ages of sixteen (16) and eighteen (18) as defined by KRS 159.010, and who wishes to terminate their education prior to graduation from high school, must have on file in the principal's office a signed statement from the parent(s)/guardian that he/she has permission to withdraw from school. The student must also have a signed statement on file stating that he/she has had a conference concerning the matter with the guidance counselor of the school where he/she is in attendance.

Student Drivers

It is a privilege for students to be able to drive to school. Drivers are expected to follow all posted speed limits and vehicle regulations. Driving rights can be **Revoked or Suspended** for failure to observe all safety procedures and for attendance and permit violations.

Permit Violations

A student who drives is required to have a visible \$1 permit in their vehicle at all times. A student who is in violation of this policy will have the following consequences:

- 1st Time Offense - \$20.00 fine to be paid within 5 school days or lose driving privileges until paid. If student does drive without paying, car will be towed and a \$50.00 charge to release vehicle.
- 2nd Time - Same as 1st.
- 3rd Time - Vehicle towed and loss of driving privileges for 1 month. A \$50.00 charge to will be assessed to release the vehicle.
- 4th Time - Towing and loss of driving privileges for 1 calendar year.

Detention Hall

Detention hall is held after school from 3:00-4:00 PM and may be assigned by teachers, the librarian, and office staff. Detention is held on Monday, Tuesday, Thursday and Friday each week. Students must furnish their own transportation home. Failure to serve detention within one week of assignment will receive ICE. Accumulation of excessive detentions and/or ICE may result in suspension or placement in the Learning Center.

DETENTION RULES:

- a. No talking, getting out of seat without permission, etc.
- b. Students must bring their own books, supplies, study materials, etc. If a student fails to bring work, then they will be assigned the Butler County Schools Code of Conduct to copy.
- c. Students must be on time. No student will be allowed in the detention room after the 3:00 bell rings.
- d. NO SLEEPING.
- e. Students must leave the detention room clean and orderly.

ICE

In-School Corrective Education (ICE) is a classroom in the Learning Center where students are in strict confines under teacher's supervision. Not only will they be required to keep up with what is missed in their regular classroom, but they must work at all times. The student will be allowed to talk only to the teacher. A student will be given ICE for a variety of disciplinary reasons. The intention of ICE is to curve classroom discipline and help students and teachers continue the educational process of learning. ICE has the following policies and procedures:

1. A student who is sent out of class will be in ICE for the rest of the day.
2. A student who leaves early during their time in ICE will finish starting the next day. For example, if a student leaves from ICE at 11:00 a.m. then they will be assigned ICE the following day at 11:00 a.m. to finish their time.

3. For the first two (2) hours of ICE a student will be assigned a copy assignment. If a student finishes their regular class work early then they may be assigned more assignments or more time doing the copying assignment.
4. Students who refuse to work or sleep in ICE will be suspended for the rest of the day and will be placed back in ICE the following day or at the next available opening.

Suspension

A student who has been in violation of a severe clause rule, maxed out ICE days, committed serious offenses, or has violated local, state or federal laws may be suspended from school. The length of suspension will be determined by school officials and will reflect the offense committed. Parents/guardians will be notified in writing or in person of the action taken. A suspended student shall not be on school property or at any school sponsored event or activity. A grade of zero (0) will be given for the classes missed while suspended. The student and his/her parents will have to agree to a more satisfactory conduct with the administration before the student is readmitted to school.

Addendum to District Suspension, Expulsion, and Due Process

The Learning Center is a program for students who have continued behavior problems or severely violate our code of ethics and/or discipline policy such as coming to school or a school function under the influence of drugs or alcohol, threatening a student or group of students in a severe way, bringing any dangerous weapons to school (KRS 159.150), or fighting in a way where the administration sees a threat to other students. Students may be referred to the Learning Center by the principal or assistant principal. The Learning Center program is to help students continue to get an education verses the consideration of expulsion. The students in the Learning Center must complete an 18 week program before returning to BCHS. Any student who shows no progress toward reaching program goals may have an extended stay past the 18 weeks or be referred to the Board of Education for expulsion. In addition to placing a student in the Learning Center students should also expect prosecution of the use of illegal drugs or alcoholic beverages on the school property or during a school sponsored activity will result possible legal prosecution (KRS 158.150).

Authority of Faculty and Staff Members

All faculty and staff members of this school have the authority over all students. A student is under the authority of the school and its employees while the student is in school, on the way to and from school and during all school sponsored activities, whether they are at BCHS or another school. **Substitute teachers** require the same respect as does the regular classroom teacher. All substitutes have the same authority as the regular teacher and any disrespect or lack of cooperation will be dealt with in strong disciplinary manner.

This school will not tolerate any mass disturbances or disruption from the student body in any form for any reason. Disruptions of the learning environment will result in disciplinary action. Willful defiance of the authority of the teachers or administrators may lead to suspension or expulsion. Use of profanity or vulgarity is strictly prohibited. Assault or battery (or the threat of such) if students or school personnel constitutes cause for strict discipline. Law enforcement agencies will be contacted in the case of serious offenses (KRS 158.150). Insult or abuse of a teacher constitutes cause for serious disciplinary action (KRS 161.190).

Off Limit Areas of the School Grounds

1. Gymnasium and its dressing rooms are off limits to all students during the regular school day, unless you are supervised by a school official.
2. Mechanical rooms, janitor's closets, cooking areas of the kitchen, stairwells, or other areas where students could be placed in immediate danger – i.e. areas where construction is taking place.
3. Audio Visual room, teacher's offices, workrooms, faculty restrooms, and especially the TEACHER'S LOUNGE are off limits.
4. Students should be behind the counter in the office unless taking medication.
5. The auditorium is off limits unless there is a class or club meeting.
6. The student parking lot is off limits between the hours of 8:00 AM and 2:45 PM unless a student has permission by an administrator.

Classrooms

Each student is expected to have their own supply of paper, pencils, books, and supplies for all classes. Teachers may assign seats at any time. **Teachers**, not the bell, **will dismiss class**.

Hall Passes

Students in the hall after the tardy bell must have a valid hall pass, issued by the appropriate teacher. Students are expected to take care of personal business between class, during lunch or at the afternoon break. Students who do not have a hall pass will be escorted back to their class and/or will be assigned detention or ICE.

Visitors

Students are not allowed to bring or visit with friends who are not enrolled at BCHS. All visitors must report to the office and not loiter in the hallways or commons area. Students may not bring small children with them to school.

Care of Building and Grounds

Any person who willfully or negligently destroys or mars school property shall be subject to appropriate disciplinary action including paying full for any damage.

Pesticide Notification

KAR 302 29:050 section 12 requires that all schools implement a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health and environmental risk. Parents/Guardians may request a 24 hour notification of individual pesticide applications at the school site. The notification will identify the active ingredient or ingredients in each pesticide product. If you wish to be notified at least 24 hours in advance, please contact the school and request a notification form. If you have further questions, please contact Kenneth Reed at the Board of Education 270-526-5624.

Search and Seizure Policy

In a search and seizure situation the following procedure shall be followed:

1. A student's locker may be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
2. Illegal items (weapons, firearms, etc) or other possessions reasonable determined by the proper school authorities to be a threat to the student's safety and security may be seized by school officials.
3. A staff member may temporarily remove items, which may be used to disrupt or interfere with the educational process, from the student's possession.
4. A general inspection of school properties or items on school property such as lockers, desks, vehicles, etc. may be conducted on a regular basis. During these inspections, such items, which are on school property, may be collected (example: overdue library books, etc.)
5. All items, which have been seized will be turned over to the proper authorities or returned to the true owner, depending on the situation.
6. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless
 - a. The student is absent from school
 - b. School authorities decide that the student's presence could endanger his/her health and safety or interfere with the investigation.

Use of School Telephones and Cell Phones

The office is a very busy place during the school day, therefore students are asked not to use the office phones unless it is an emergency. We ask students and parents to communicate at home to avoid excessive phone calls and disruption of the learning process. Office personnel will take messages for students from parents/guardians and will deliver the message at lunch or the afternoon break. Please do not use workroom phones, as they are for school business only.

Student cell phones are permitted in the building, but are not to be used or out during the regular school day. Students often times need cell phones to communicate changes in schedules or to coordinate a pick-up after school. Having cell phones at school is a privilege. If a student uses a phone or has the phone out during the regular school day, faculty and staff will do the following:

- 1st Offense – The cell phone is taken from the student and turned into the principal or assistant principal. The student may pick up the cell phone at the end of the day.

- 2nd Offense – The cell phone is taken from the student and turned into the principal or assistant principal. The student's parents pick up the cell phone.
- 3rd Offense – The cell phone is confiscated for an indefinite amount of time and disciplinary actions will be taken after a meeting with the parents and the administration. Future offense will follow the same process as the 3rd offense.

Cafeteria

Students who are using the cafeteria must deposit all litter in the proper containers and are to leave the table and area around them clean. Students are not allowed to leave the cafeteria for any reason without permission during your lunch shift nor are they allowed to take food or drinks from the cafeteria unless they have teacher permission. Students are not permitted to enter the kitchen or cooking area due to safety concerns.

Student Valuables

Students who bring large amounts of money, cameras, cell phones, DVDs, CDs or other valuables to school are completely responsible for those items. The school will not reimburse students of lost personal items. If a student feels there is a need to bring such items to school, they are provided a locker to place those items in and a lock. Students should not give their locker combination to anyone and should not leave money or valuables in the locker rooms during PE unless they are locked in a locker.

Smoking

KRS 438.050 expressly prohibits the use of tobacco products on school grounds at any time that students are present. For this reason ***no smoking is allowed at Butler County High School***. This policy includes the use of tobacco in any form. Students breaking the no tobacco use policy at BCHS will be given the following disciplinary actions:

1. A student who is caught with a tobacco product will be given one day of ICE.

In order to help prevent tobacco use at BCHS, students must also understand they do not have to physically have the tobacco product to be in violation, but can have assumed guilt. Assumption of breaking the no tobacco use policy at BCHS is as follows:

1. If two or more students are in the same bathroom stall.
2. If faculty or staff suspects tobacco use in the bathroom and requests the student(s) not to flush and they do flush.
3. If faculty or staff suspects tobacco use and asks to smell a student's breath and their breath smells of smoke or the student refuses the request.
4. Smoking in vehicles on school property is strictly prohibited.

School Assemblies

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful. In live entertainment, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet or booing is discourteous. Yelling is only appropriate at Pep Rallies.

Media Center Regulations

Butler County High School Media Center contains books and other printed materials on many subjects, plus audio visual materials. These things have been bought with tax money that your parents and others have paid. Each student is to treat all library materials with utmost care and respect. Most students want the library/media center to be quiet and orderly. That means all students must be thoughtful of other people and keep the room a quiet place to work and study. Those students who abuse their library privilege in any way will be sent out of the library. Students are responsible for the care of the materials they use. If materials are lost or damaged, the student who checked them out will have to pay for them. Students who consistently create problems and who refuse to return materials will be barred from the media center.

Loading and Unloading Buses

The following are rules and regulations for the safety of Butler County High School students. We ask that all students, teachers and adults visiting our campus follow these rules:

1. Do not be around any moving bus in the parking lot. Stay away from bus paths in loading and unloading zones.

2. Always depart bus from the door side of the bus. Do not be on the other side of the bus for any reason at any time.
3. Students who are driving go directly to their cars.
4. During loading, no cars shall be in the bus lanes. Cars should park in the visitor section of the parking lot or student parking lot.
5. Bus riders go directly to your bus in the afternoon. Do not be in the parking lot. In the morning go directly to into the school building. Do not go into the parking lot for any reason.
6. There should be no horseplay around the buses.

Student Insurance

The student insurance program is a plan of student accident insurance covering all student activities which are school sponsored and supervised except varsity football, which has separate coverage. This accident insurance is available for all students at a nominal fee and each student is encouraged to take this coverage. The Butler County High School, nor the Butler County Board of Education, is responsible for any accident occurring at school or for any illness. Every effort will be made to see that all students are given proper first aid, or in the event of an emergency get proper medical attention.

Student insurance may be obtained to cover only the school day or for 24 hour coverage for one calendar year. A dental policy is also available. Accident insurance claims are available from Rita McKinney, Finance Secretary at BCHS and are the responsibility of the parent/student in order to receive payment for claims. All accident insurance claims must be filled out by a physician and signed by parent/guardian.

Guidance Program

Guidance is a student's discovering that their teacher, counselor, and principal are interested in them, an expressed concern that they focus on their efforts in the correct direction, personal helps in sorting the jumble of educational opportunities open to them and professional assistance in their career planning. Guidance is the responsibility of the administrators and faculty in helping them understand themselves and aiding them in defining life goals. The students should be guided in the steps they must take to reach their goals.

The Guidance Office at BCHS provides the following:

1. Helping individual students in developing a healthy self-concept by first helping them to understand themselves.
2. Assistance to students in making wise choices.
3. Helping the student keep the end in mind. The student is encouraged to think about what careers they want to pursue and what choices they must make now to accomplish the end career.
4. Helping students in registration, orientation, and adjustment to the school personnel and academic problems, scholarships, jobs and college selection.
5. Adequate testing program offered and administered through the Guidance Program.

The guidance program general goals and objectives:

The goal of the Guidance Program in the school should be consistent with the goal of education, namely the development of mature, productive, self-reliant and happy people who will contribute beneficially to our society.

Objectives:

1. To discover the needs of the pupils and services that the school can render.
2. To develop testing programs that meets the needs of the individual, as well as the group.
3. To develop a carefully planned program of Guidance Service for Butler County High School students.
4. To create an atmosphere of acceptance and concern for each student.
5. To encourage more communication and understanding at home, school, and in the community.
6. To help the individual students attain an awareness of their strengths and weaknesses.
7. To provide placement services in helping students select appropriate courses in high school, part-time employment, and educational and vocational training.

8. To provide individual and group counseling according to the needs and problems of the student group.
9. To maintain and improve our cumulative record services for each student, for better utilization by school personnel, and in answering questions for potential employers, for college admission and the students own satisfaction.
10. To place emphasis upon self-understanding, self-direction and self-discipline.
11. To help students get proper tutoring services as needs arise.

Sexual Harassment

Sexual harassment in educational institutions is prohibited. Students who engage in sexual abuse of an employee or another student shall be subject to disciplinary action including but not limited to suspension and expulsion.

Sexual Harassment may be verbal, non verbal or physical and includes but is not limited to direct or indirect threats or bribes for inappropriate sexual sounds or gestures, touching, patting, pinching, stroking, squeezing, tickling, or brushing up against a person, or in general engaging in inappropriate behavior which is sexually related and which would leave the recipient feeling uncomfortable or violated in some manner. Prohibited conduct includes but is not limited to unwanted touching, sexual name calling, sexual jokes or spreading of sexual rumors. Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom could be considered sexual harassment. Pestering a person for dates or sexual behavior, name calling, insulting or belittling a person based upon their sex, pejorative comments, displaying sexual pictures, stalking a person, either inside or outside the institution, and attempted or actual sexual assault, could be considered sexual harassment.

Students who has experienced sexual harassment or believes they are being harassed should immediately report the incident to the principal, counselor, teacher or board of education. Upon the completion of the investigation and correction of the conditions leading to the sexual harassment, any party may appeal any part of the findings and corrective actions to the Superintendent.

No one shall retaliate against an employee or student because he/she files a written grievance, or assists or participates in the investigation, proceeding, or hearing regarding the charge of sexual harassment of an individual or because he/she has opposed language or conduct that violates this policy (42 US C 200e).

General Rules and Regulations

1. Once a student boards a bus, they are the responsibility of the school. Such responsibility ends when the student is delivered to the regular bus stop at the end of the school day. Students are considered to be on school property when the bus is on the campus of any school in the Butler County system.
2. Laser pointers are not allowed in school.
3. No petitions are to be circulated at school. Secret clubs or organizations are prohibited.
4. The school principal must approve the sale of any item(s).
5. Dismissal for work in public places will not be made until 2:45 PM unless a school sponsored co-op program is the employer.
6. CD headsets, MP3 players, or other means of listening to music, the radio, or TV are allowed on a per teacher basis. A teacher has the option to allow these items as appropriate to their classroom and the teacher has the option to disallow these items. These items can be confiscated in either situation if a teacher has explained the policy for these items and their use.
7. Beepers, pagers, walkie-talkies, and hand held radios are not permitted in the classrooms. If you bring these items to school, please turn them in to the front office when entering the building. They will be held for you in a safe place until the end of the school day.
8. Prescription medications must be checked in the front office upon arrival to school. It is the responsibility of the student to take their medication at the appropriate time.

9. Students desiring to ride a different bus or their regular bus to a different destination must turn in a parent permission note to Mrs. Tammy Dotson in the front office, by 12:00 Noon. She will then give the student a bus change slip. Please list on the parent note the date, first and last name of student and the bus number. The student will then present the bus change slip to the driver of the alternate bus.
10. Fire works of any kind are strictly prohibited on the school campus. Students who ignite such items will face serious disciplinary actions.
11. Students are expected to display proper conduct at all school related events. This includes athletic and social events. These events are school functions and students are governed by the same policies and procedures during the regular school day.
12. No loitering in the restrooms at lunch and please do not take food or drinks into the restrooms.
13. Students must pay for damaged or lost text books and library books. Also overdue library books must be turned in by the end of the school year. Seniors with debts will not be allowed to participate in graduation unless their debts are paid in full.
14. Playing cards for monetary gain or gambling of any kind is not permitted.
15. Students, who curse, make obscene gestures, misbehave at lunch, horseplay, make threats, fight, use playing cards for monetary gain, gamble in any form, skip school, leaving class without permission, forgery of notes, or show gang involvement may receive detention, ICE, suspension, or expulsion.

Notification of FERPA Rights

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

- 1) ***The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.***
- 2) Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
- 3) ***The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.***

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him\her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 4) ***The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.*** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

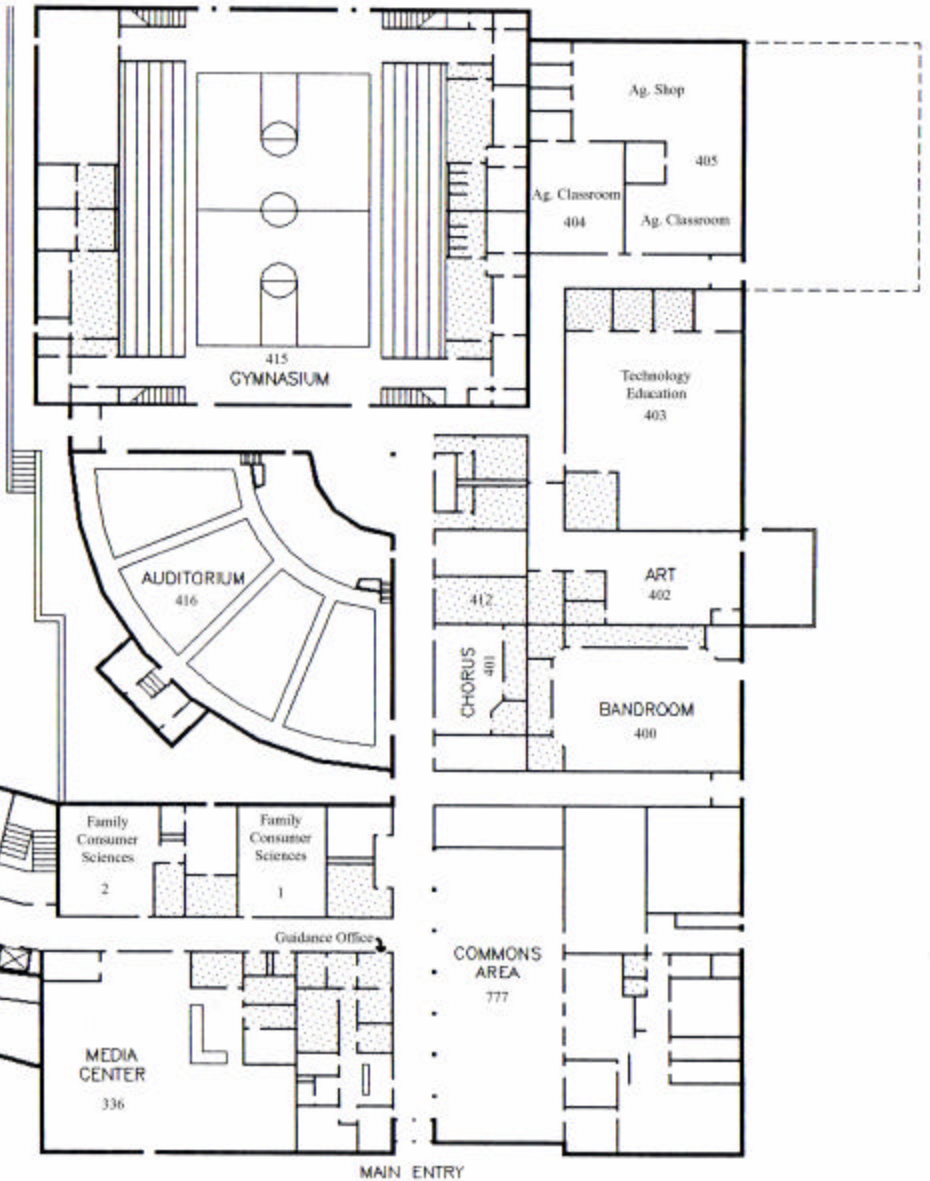
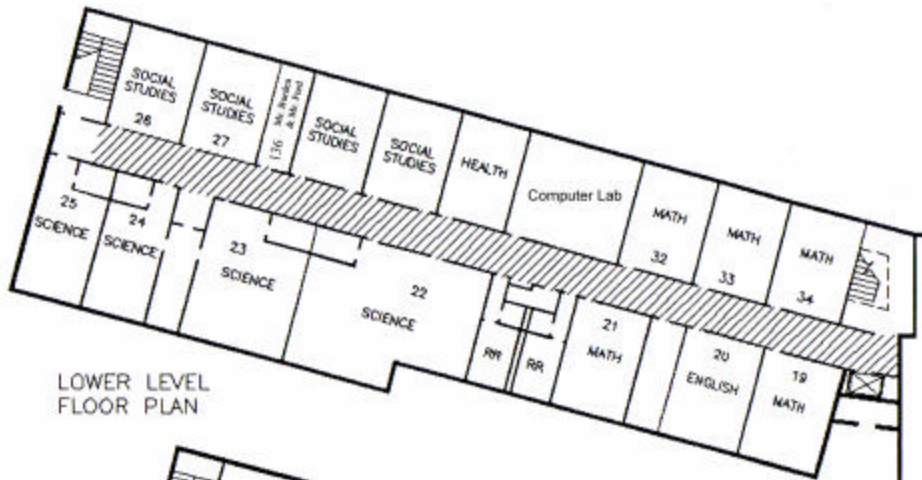
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

- 5) The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.

Unless the parent or eligible student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.



-  PRIMARY TORNADO SHELTER
-  SECONDARY TORNADO SHELTER

Butler County High School Floor Plan

Handbook Verification Form

Student Name: _____ Grade: _____
(Please Print)

Parent/Guardian Name: _____
(Please Print)

Homeroom Teacher: _____

Home Telephone #: _____ Cell #: _____

E-mail Address: _____

Permission to Survey, Video and Group Guidance

I give permission for the Butler County School District to administer surveys to my child for the purpose of obtaining pertinent information regarding student activities and behaviors. This information will be used to guide decisions related to curriculum and improving instructional services and for other reporting purposes. Students who choose not to participate will not be required to do so.

? Yes ? No

I give permission for the Butler County School District to video/photograph my child for educational purposes.

? Yes ? No

I give permission for my child to participate in group guidance activities that may be pertinent to their educational well being.

? Yes ? No

This verifies that the Butler County High School Student Handbook has been reviewed by both the student and their parent/guardian.

Student Signature

Date

Parent/Guardian Signature

Date

(Please Turn Over & Complete the Other Side)

