

Bardstown High School

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Students and Parents,

Welcome to Bardstown High School. In an age of information technology and new demands of our growing workforce, Bardstown High School offers a modern academic program to meet the needs of these exciting times.

As an important member of a growing community, Bardstown High School remains committed to provide a well-rounded education for all students with a special emphasis on developing life long learning skills. We continue to educate our youth within the framework so that our students have a strong background in basic skills, but also are prepared to further their education with additional learning.

In accordance to that mission, we will continue to offer a strong college bound curriculum. Bardstown's Advanced and College Prep curriculum pathways provide students with an academic program which combines a college bound curriculum with a career oriented, technology based study in high school. Bardstown High School graduates will be very prepared to pursue a two or four year post secondary education program.

As we prepare and restructure for any ever changing society, Bardstown High School remains committed to the tradition that has been so important to us in the past. A commitment to a student oriented, "family like" program which prepares students for the demands of the future is our mission.

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BARDSTOWN HIGH SCHOOL MISSION / VISION

The purpose of Bardstown High School is to provide an academic setting within a positive, supportive, and safe environment where students can maximize their learning potential through rigorous academic opportunities, academic interventions, and parental and community involvement.

BASIC BELIEFS

We Believe:

- That parents, students, teachers, administrators, and community working together can help students develop the following: a positive self-image, skills for proficient achievement, and skills to become lifelong learners.
- That learning is generally a function of time and while all kids can learn, students who need more time will receive it through on-going support.
- That assessment and evaluation should primarily focus on what a student should be able to learn and should be able to perform based upon classroom instruction. Credit should be awarded based upon the demonstration of that learning. Two secondary functions of assessment should be to promote personal responsibility of students and to compare the achievement level of students with peers on a local, state, and national level.
- That students must be treated with fairness and respect in a positive, safe, and supportive atmosphere that provides for discipline and guidance.
- That all students must be challenged to maximize their highest potential.
- That students and teachers must learn to be good decision makers and responsible for their actions.
- That students will be trained in technological advances so that they can become competitive in a global economy.
- That setting high standards in academics and attendance for all students will help them develop a life-long work ethic enabling them to be successful at the next level of their lives.

ACCREDITATION

AdvancEd District Accreditation
Kentucky State Board of Education – Comprehensive Rating

High School Requirements, Curriculum, & Diplomas

REQUIREMENTS FOR COLLEGE ATTENDANCE

Effective for all fall semester of 2002, unconditional admission to Kentucky public institutions shall be limited to those high school graduates who have successfully completed twenty – two (22) or more approved high school units with the following minimum curriculum requirements:

- Four (4) units of English I, II, III, IV or their equivalent in content
- Three (3) units of Mathematics, including Algebra I and II and Geometry.
- Three (3) units of Social Studies, including World Civilization and U.S. History.
- Three (3) units of Science, including Biology and either Chemistry or Physics.
- Two (2) units of the same foreign language

Students who want to go to college should be very careful in selecting their high school subjects. Parents, teachers and guidance counselors should be consulted before the student makes a final selection of the subjects they will pursue. Both parents and students should remember that each college sets its own entrance requirements though these requirements are similar.

ADVANCED PLACEMENT

Advanced Placement (AP) is available to all students regardless of race, gender or academic background. Bardstown High School recognizes that all students have the right to be academically challenged and are encouraged to participate in these courses.

Students who take an Advanced Placement Course will receive AP credit on their transcript. Listed below are the AP Courses that Bardstown High School offers:

AP English Language
AP English Literature
AP Calculus AB
AP Calculus BC
AP Statistics
AP Chemistry
AP Biology
AP Physics
AP Psychology
AP Spanish IV
AP U.S. History
AP Government
AP Studio Art
AP Environmental Science

*Completion of the appropriate courses will qualify a student for the Advanced diploma. Test fee waivers are available for those qualifying for free/reduced lunch programs. See the guidance counselor for details.

DUAL CREDIT

Students at Bardstown High School have the opportunity to enroll in college classes that will count as both college credit and high school credit. Students have the choice of taking these classes online or in a traditional classroom setting. These classes are offered to students at a discounted rate; see the guidance office for more details.

ADVANCED CURRICULUM (28 Minimum Credits)

REQUIRED

4 English- AP English Language is required.

3 Science- Please select your sequence based on career interest.

Sequence A

IPC (9th)

Biology (10th)

Environmental Science (11th)

Sequence B

Pre-AP Physics (9th)

Pre-AP Biology and Pre-AP Chemistry (10th)

AP Environmental Science (11th)

**Please refer to suggested AP courses based on career interest.*

4 Math

Algebra I

Geometry

Algebra II

*Statistics

*AP Calculus

*College Algebra

**Student's fourth math credit can be one of these three courses.*

3 Social Studies

World Civilization

American Government & History

U.S. History or AP U.S. History

2 Foreign Language Credits

1 Arts and Humanities

1 Health and Physical Education

Total: 19 required courses + 9 electives = 28 Credits

Advanced Curriculum must have a minimum of 5 AP Classes that include AP Language plus 4 other AP classes.

COLLEGE PREP CURRICULUM
(27 Minimum Credits)

REQUIRED

4 English

3 Science- Please select your sequence based on career interest.

Sequence A

IPC (9th)

Biology (10th)

Environmental Science (11th)

Sequence B

Pre-AP Physics (9th)

Pre-AP Biology and Pre-AP Chemistry (10th)

AP Environmental Science (11th)

*Please refer to suggested AP courses based on career interest.

4 Math

Algebra I

Geometry

Algebra II

* Math Elective (AP Calculus, Statistics, or Intermediate College Algebra)

3 Social Studies

World Civilization

American Government & History

U.S. History or AP U.S. History

1 Arts and Humanities

1 Health and Physical Education

2 Foreign Language (same language)

Total: 18 required courses + 9 electives = 27 credits

GENERAL CURRICULUM (26 Minimum Credits)

REQUIRED

4 English

3 Science

IPC
Biology
Environmental Science

3 Math – All students *must take a mathematics course every year of high school.*

Sequence A

Algebra I OR
Geometry
Algebra II
Int. College Alg. or Statistics

Sequence B

Basic Algebra I
Basic Geometry
Basic Algebra II

3 Social Studies

World Civilization
American Government & History
U.S. History

1 Arts & Humanities

1 Health & Physical Education

16 required courses + 10 electives = 26 credits for graduation. *This curriculum pathway is designed for the student who plans to enter directly into the job market upon graduation from high school. Students should be aware that 80% of all occupations now require education/training past high school.

GRADING SCALE

Regular Scale

A	90-100
B	80-89
C	70-79
D	65-69
F	64 and below

AP Scale

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

HIGH SCHOOL CREDIT EARNED IN MIDDLE SCHOOL

As a middle student, any course taken at the high school level will be calculated into the GPA and appear on the transcript.

Students who enroll in Geometry as freshman will have their Alg I grade added to the H.S. transcript and it will be figured into their H.S. GPA. (Must meet requirements).

Middle school students who take Alg I as an 8th grader may choose one of the following options:

- Students who enroll in Geometry as a freshman will have their middle school Alg I grade added to their transcript, and it will figure into their H.S. GPA.

GRADE CLASSIFICATION

Students must have 5 credits to enter 10th grade; 12 credits to enter 11th grade; 19 credits to enter 12th grade and 26 credits to graduate.

DIPLOMA TRACK

<u>GENERAL</u>	<u>COLLEGE-PREP</u>	<u>ADVANCED</u>	
26		27	28

Credits Possible – 28

Grade Classifications

	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>
Total Credits:	7	14	21	28
Eligibility:	5	12	19	26

GRADUATION REQUIREMENTS AND EXERCISES

Students are required to meet the credits for graduation from either the Advanced, College Prep, or General Curriculum. Different and specific types of seals will be placed on the diploma in order to represent the curriculum which the student has successfully completed.

Students will be allowed to participate in graduation exercises if they have earned 26 high school credits and have met all required conditions by the day of graduation, or are exiting from a non-diploma program.

MAXIMUM NUMBER OF CREDITS

While working within the restriction of courses taken outside the general course offerings, there is no maximum number of credits that students may earn while enrolled at Bardstown High School.

TRANSFERRING STUDENTS

Students transferring from **block schedule**:

- Students will be placed in the appropriate grade based upon the number of required credits earned and the number of semesters attending the previous school.
- Student must earn at least five (5) credits each year of attendance at Bardstown High School.

CORRESPONDENCE AND VIRTUAL COURSES

All correspondence, extension courses, virtual courses for high school credit shall be approved in advance by the Principal or his designee. Students may also earn credit from the approved credit recovery program offered by Bardstown High School. Students less than 21 years of age and currently enrolled in high school may earn, through correspondence or virtual courses, a maximum of four (4) credits to be applied toward graduation requirements unless permission is granted by principal and guidance counselor. All expenses and tuition related to correspondence, extension or virtual courses will be paid for by the students. Graduating seniors must have all correspondence coursework completed and mailed to the University by April 30 of their graduating year. Final tests must be taken and successfully completed by May 15 in order to participate in graduation exercises.

SPECIAL NOTES CONCERNING GRADUATION

1. Valedictorian and Salutatorian will come from the Advanced Curriculum with a minimum of 5 AP courses. In addition, students must have completed 4 semesters at Bardstown High School in order to be considered for Valedictorian. Grade Point Averages will be calculated by using the unweighted scale for determining class rank. If there is a tie (i.e. GPA of 4.0), all those who meet the qualifications will speak at graduation. However, if there is more than one Valedictorian, we will not have a Salutatorian.

2. In order for a student to be recognized as a Top 5 graduating senior, the student must have attended Bardstown High School a minimum of 2 semesters. The Top 5 graduates will be determined by their ***weighted*** GPA (AP and dual credit courses count as a “bonus” in weighted GPA calculation; an A=5 points, B=4, C=3, and D=2).
3. Class rank will be reported by using the unweighted GPA scale. All ties will be honored. This will be determined by rounding to the nearest-one-hundredth. Students’ weighted GPA will be reported on the transcript along with the unweighted GPA.
4. National Honor society members must maintain a 3.2 GPA. Invitations will be sent to Juniors with a 3.2 GPA or better at the beginning of school. A student will be invited only once. If a student elects not to join, they will not be re-invited.
5. To graduate with honors, a student must have a 3.2 GPA or above in the Advanced Curriculum, a minimum of a 21 composite on the ACT and must have met the national college readiness benchmarks scores for all ACT subtests. In addition, the student cannot earn a novice in any of the state accountability assessments.
6. Students must complete a minimum of nine credits during their Junior and Senior years at Bardstown High School in order to be ranked among the top five graduates and to be so honored during the graduation. (Board Policy #801.02)
7. Graduation cords will be awarded to students who meet the following criteria:
 - ***Gold Cord***-Students who received an A-minus average or above each semester in an AP level course and have taken the AP exam. –***OR***-Students who have received 4 credits in an area where AP is not offered and have received an A-minus average or above during the three most recently completed semesters and have met other standards set forth by the department.
 - ***Purple & Gold Cord***- Students meet the above mentioned requirements for ***Transition Readiness***.
8. Students with 12 or less absences in grades 1-12 will be honored with outstanding attendance.

EXCEPTIONAL CHILD EDUCATION

Bardstown High School recognizes that each student learns in a unique way. Despite individual differences, most students learn through the variety of methods provided within a regular class setting; however, these methods are not always adequate to meet the needs of some students. The Special Education Department exists to help these individuals achieve an appropriate education. Special Education students are required to complete the same specific

curriculum content that other students complete; however, the method of instruction may vary based on the recommendation of the Admissions Release Committee (ARC). Resource and collaboration services are two methods used to assist students in meeting the required standards for credit and graduation.

CERTIFICATE OF ACHIEVEMENT PROGRAM

Some students with Individualized Education Plans may be involved in a non-diploma program. These students will be awarded a certificate of achievement upon the completion of their education program prescribed by the Individualized Education Plan. The secondary level program has its ultimate goal preparation for adult life in the community.

NELSON COUNTY AREA VOCATIONAL – TECH SCHOOL

All students from Bardstown High School are eligible to attend the Nelson County Area Vocational School. Those interested in programs provided by this institution should contact the high school counselor prior to the scheduling of classes for the coming school year. The Area Vocational School offers the following career pathways:

- Carpentry (Carpenter Helper)
- Computer Aided Drafting (Design Technician & Architectural Design)
- Health Sciences (Allied Health and Pre-Nursing)
- Heating Ventilation and Air Conditioning (Environmental Control System Helper)
- Welding (Entry Level Welder)
- Wood Manufacturing (Cabinetmaker)
- Information Technology Education (Network Administrator Cisco)
- Automotive Technology (Automotive Maintenance & Light Repair Tech)

Media Center & Guidance

MEDIA CENTER

The Bardstown High School Media Center is open from 8:00 a.m. to 3:30 p.m. daily while school is in session. Most materials may be checked out for three week intervals. Reference materials may be checked out overnight. Information literacy and research skills are taught through a collaborative effort between teacher and librarian. The use of online databases, primary sources, audio and video recordings are available to supplement student research. An online card catalog can be accessed from the BHS Library Media website: http://bardstownschoools.us/Mediacenter/Bardstown_High_School_Media_Center.htm

GUIDANCE DEPARTMENT

<http://bardstownschoools.us/bhs>

The Guidance program at Bardstown High School is designed to aid and encourage each student to better understand himself in terms of his interest, abilities, and aptitudes and to use this in planning a high school program through the development of the Individual Learning Plan (ILP) of study as well as plan for a future career or vocation. www.careercruising.com/ilp

We are available:

1. To help you help yourself in any concern or problem.
2. To aid you in looking at career or job opportunities.
3. To help you plan a high school program that will better prepare you for the career, vocation or job of your interest and ability.
4. Keep materials available concerning all jobs and vocations, college requirements and data of other institutions of specialized training. Because each administrator and faculty member is directly involved with guidance, the objectives are unified with the entire school program through our Advisor/Advisee program. The guidance office is always open to any student for help with his or her concerns.

The Individual Learning Plan (ILP) is now on-line and can be accessed by student and parent at www.careercruising.com/ILP. See your advisor or the counselors for your Username and Password.

Parent Reference Information

INFINITE CAMPUS STUDENT / PARENT PORTAL

The following outlines the steps necessary to retrieve your student's information:

1. Go to the district website: www.bardstown.kyschools.us
2. Click on the "for parents" tab at the top of the page. Scroll down and click on the "Parent IC Portal".
3. Your user name is their student identification number.
4. Your password is your student's first and last initial, followed by their birthdate, then their initials again. For example, John Brown has a birthdate of 1/8/92; his password would be jb010892jb.

NOTIFICATION SYSTEM (INSTANT CONNECT)

The NEW alert notification system is called Instant Connect and will allow you to choose how you wish to receive alert communications. You must register for this service and you can choose how you wish to receive these communications – text, e-mail, or phone call or a combination of the three. You decide which is most convenient for you.

While Instant Connect will primarily be used for district-wide situations such as the closing of school due to weather, the individual schools may use it occasionally as well. The One Call system will no longer be used when Instant Connect goes into effect.

It is important that you register to receive these communications through Instant Connect at this time. To register for Instant Connect, please go to the BCS school website, click on the "For Parents" tab, then scroll down and click on the "Instant Connect Portal" option.

DROP/ADD PROCEDURE

All students, especially Juniors and Seniors, should be aware of any make-up courses needed and should consult advisors, counselors, or principals regarding satisfaction of these deficiencies.

There will no schedule changes unless make-up courses are needed or conflicts arise in the schedule. (Schedule changes should be made before school starts).

Students and parents should look over course selections carefully before the day of registration.

After two weeks have been completed in a course, **NO** student can drop or add classes unless given permission by an administrator.

TESTING PROGRAM

There are many tests given throughout the high school experience of students. It should be remembered that test results are only an indicator and should be used in this manner. It is never proper to take the results of one test and assume that it is a valid measurement of the student's ability. It is only with the combined results of tests and performance in the classroom that we can guide our students to a successful experience at high school and in making future plans.

FAMILY RESOURCE/YOUTH SERVICES CENTER

Main Center

420 N. 5th Street
Bardstown Elem. School
Bardstown, KY 40004
(502) 331-8808

Satellite Office

400 N. 5th Street
Bardstown High School
Counseling Center
(502) 331-8893

Center Coordinator: Catherine Webb (331-8808)

School/Family Liaison: Josh Payne (331-8893)

Office Manager: Vickie Burke

The purpose of the Family Resource/Youth Center is to enhance student's abilities to succeed in school by assisting students and families in meeting their own special needs. The Center bridges the gap between families, school services and community resources by working with families to achieve their individual goals.

What services are provided by the Center?

- Referrals to childcare; both before and after school care and care when school is not in session
- Provision of or referrals to programming for new and expectant parents
- Provision of or referrals to strength-based family team meetings
- Parent enrichment activities
- Health care referrals and assistance
- Programming relating to increasing resistance skills
- Employment counseling, training and placement for high school students
- Provision of and referrals to counseling services and behavior management skills
- Basic needs services, uniform clothing assistance and student supplies and fees
- and MUCH, MUCH MORE!

Websites for Parents:

Parents of Adolescents: <http://parentingteens.about.com>

Website provides parenting tips, informational links to hot topics and the opportunity to sign up for a newsletter.

ADHD: http://addresources.org/articles_parents.php

Provides resources and links about teen and family issues. Free articles on diagnosis, behavior and academic issues.

Mental Health: <http://www.nmha.org>

Provides free information on specific disorders, referral directory to mental health providers and local mental health associations (1-800-969-6642)

Substance Abuse: Parents: the anti drug; www.theantidrug.com

Information is provided to help parents be informed on current trends and help with communication skills when talking to their teens.

Web sites for Teens:

Teens Employment: <http://www.teens4hire.org/resources.asp>

Free membership based site for 14 year olds and older who are actively looking for work. Get tips on how to land a job, earn money and/or get work experience.

Teen Health: <http://kidshealth.org/teen>

Created for teens looking for honest, accurate information and advice about all aspects of health and relationships related to your teen years.

Attendance

STUDENT ATTENDANCE POLICY & PROCEDURES

Due to timing, scheduling and printing of this book, policies listed within related to academics, attendance and behavior may be amended by the SBDM council prior to implementation

EARLY DISMISSAL FROM SCHOOL

No student shall be dismissed early from school without permission from the principal or his designee. Any student who leaves the school grounds without permission from the principal shall be subject to appropriate disciplinary action.

RELEASE OF STUDENTS

No students shall be dismissed from school without permission from the parent. If the student is to be picked up, the parent/guardian or parental designee shall report to the principal's office.

Exception: A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such cases, the student's parents shall be notified at the earliest opportunity.

SIGN-OUT PROCEDURE

In order to sign out properly, a student must go through the following process:

1. The student must have a note signed by their parents. (Being 18 years of age still requires parental permission.)
2. This note must be approved by the principal before the student's 1st period class. The office personnel will put his/her name on the check out sheet at this time.
3. A list of those who are signing out during the day will be on the absentee sheet.
4. Students who forget a note or do not get their note approved before school will be unexcused for periods missed.
5. The only exception to this will be sickness or some other unforeseen family emergency. These names will appear on the next day's absentee sheet.
6. All students leaving the building for any reason, (i.e. going to their car in the parking lot, going to other schools, etc.) must follow sign-out procedures.
7. Once students arrive on campus or get off a bus, they must follow sign-out procedures.
8. Parents or guardians must come in and sign out their student when checking out between 11:30 – 1:00.

TARDY POLICY

Students may have 1 tardy per semester without penalty. On the 2nd tardy, teachers will write a Disciplinary Referral and schedule a conference with an administrator. Students whose classes are in the middle or elementary schools should be out of the building before the tardy bell, or they will be considered tardy.

EXAMPLE OF POSSIBLE TARDY INTERVENTION PLAN

3 rd tardy	1 Hour Detention
4 th tardy	(2) 1 Hour Detentions
5 th tardy	1 Day ISAP
6 th tardy	2 Days ISAP
7 th tardy or More	Truancy Referral/Parent Conference/Admin. Consequences

BARDSTOWN CITY SCHOOLS ATTENDANCE POLICY

The Bardstown Board of Education and its staff believe that every child is entitled to the very best education that our district can provide. In doing so we believe it is essential that all students attend school on a regular basis. Research has shown a direct connection between poor attendance and poor academic achievement. We believe the reverse is also true. Students with high attendance rates generally achieve higher grades, enjoy school more, and become a more marketable individual for higher education and the work force.

It should be emphasized again that students are required by law (KRS 159.010) to be in attendance every day that school is in session unless they have a justifiable excuse for the absence. Schools, as well as parents, are required to account for each and every student absence.

NOTES REQUIRED

Students returning to school following an absence must report directly to the attendance secretary and turn in a note. A note signed by a parent/guardian is to be presented explaining the absence. The note must also provide the date of the day(s) missed as well as the phone number of the parent/guardian. Based upon the information received, the absence will be declared excused or unexcused in accordance with the Bardstown City Schools' Attendance Policy.

EXCUSED ABSENCES

Absences and/or tardies (maximum 4 total per semester) due to the reasons listed below will be excused provided a note from the parent/guardian is received within three (3) days of the student's return.

1. Death or severe illness in the pupil's immediate family.
2. Illness of the pupil.
3. Medical and dental appointments.
4. Participation in approved school-related activities.
5. Severe weather conditions or natural disasters.
6. Court appearance.
7. Other valid reasons as determined by a principal and/or the Appeals Committee.

IMPORTANT CLARIFICATION:

Tardies using a parent note will count as one (1) parent note. Notes designated as "phone advice" or nurse notes from the doctor's office will count as one parent note.

UNEXCUSED ABSENCES

After a total of four (4) absences in a semester students are required to present a written statement from a medical professional in order to be excused. All schools will accept three (3) notes from medical staff as excused. All absences greater than three (3) may require additional documentation by the school principal or his/her designee to be considered as an excused absence.

HOME-HOSPITAL INSTRUCTION

In the event that a student expects to be out of school for more than five (5) consecutive days due to illness, hospitalization, surgery, etc., they may apply to be placed on home/hospitalization instruction. We recommend that the student applies before or as soon as absences begin.

SPECIAL FACTORS

Parents of chronically ill or handicapped students may provide a doctor's statement in order for these students to receive special consideration. Special consideration may also be considered for

1) death or severe illness in the immediate family, 2) required court appearances and 3) school related activities with prior approval from a principal.

NOTIFICATION OF PARENTS

Parents will be notified by mail when their child has accumulated three (3) unexcused absences and/or tardies in a school term (semester). The Board office will notify the Court Mediation Officer when a child has missed five (5) unexcused absences.

TRUANCY

Truancy is a violation of Kentucky's compulsory attendance law. KRS 159.150 states that "Any child who has been absent and/or tardy from school without a valid excuse for three (3) or more days is a truant."

A truancy report will be filed with the Director of Pupil Personnel (DPP) when a student accumulates four (4) or more unexcused absences and/or tardies in a school year. A child is considered to be a habitual truant when he/she misses six (6) unexcused days or tardies. A truancy report will be filed with the Court Mediation Officer upon the fifth absence. If the problem is resolved, no legal action is taken. When the student has accumulated a total of six (6) unexcused absences/tardies, the school district will file truancy documents with the District Court.

MAKE-UP WORK

Requesting and completing work missed during excused absences is the responsibility of the student/parent. Work may be made up for unexcused absences at the discretion of the Teacher/Principal involved.

REFERENCES:

KRS 159.150; KRS 159.035; KRS 158.070; KRS 158.153;
702 KAR 007:125, OAG 79-68, OAG 79-539; OAG 76-566

RELATED POLICY:

09.122

Student Rights, Responsibilities, Supports, & Services

It is our desire to help students become responsible for their own behavior and develop respect for themselves, other students, and the staff at Bardstown High School. The following discipline code was established to create a fair and consistent policy and will be enforced to provide our students with a positive and safe learning climate. It is our belief that all of us need expectations to be communicated so that we can better work together to make our educational experience positive and productive.

Discipline Code Objectives

1. To develop learning environments by defining expectations and monitoring learning behavior that results in increased teaching time.
2. To develop a school wide discipline plan that can be supported and consistently implemented by teachers, administrators and parents.
3. To follow the law passed by our state and federal governments concerning public schools.

STUDENTS SEARCHES

School officials have the right to search students or their property if the officials have reasonable suspicion that a student may be in possession of something that violates schools rules or endangers others. The purpose of searching students, their belongings, lockers, desk or automobiles is to protect the property and safety of others and/or to maintain the on-going educational process of the school. Students have the protection, as do all citizens, against unreasonable search and seizure of their property. Searches will be used when other techniques to remedy the situation have been exhausted or when there is an immediate danger to life or safety.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

Bardstown High School is not responsible for personal cell phones or other electronic devices (i.e. IPOD, MP3, Tablet, etc.) However, a student may possess one of these devices while on school property and/or while attending a

school-sponsored event provided the student uses the device in an appropriate manner. The use of these items during classroom time is typically up to the teacher of said class. During the lunch period, students may use these devices. Electronic devices will be confiscated if they are used without authorization from an appropriate supervisor or principal (see discipline matrix).

HALL PASS PROCEDURE

All students should remain in the classroom unless a hall pass is given to the student by the teacher. It will be up to the teacher to determine when/if a hall pass will be given to a student.

SMOKING POLICY

Federal law restricts smoking inside facilities that routinely provide health, day care, education, or library services to children and receive certain types of funding.

The use or possession of any tobacco materials; including cigarettes, e-cig devices, cigars, pipes, snuff, and chewing tobacco, matches, lighters, and all other items developed or processed for the primary purpose of facilitating the use of tobacco or tobacco products in the practice of smoking shall be prohibited in the buildings and on the campus of Bardstown High School.

LEVELS OF INTERVENTION:

DETENTION

After school detention is an intervention plan to help students develop responsibility for their behavior without missing regular classroom instruction. Detention may be assigned to students for various academic or behavior problems. Detention is one hour long beginning at the afternoon dismissal bell in a designated classroom. Students are expected to be on time and bring class work with them. Detentions must be served on the next regularly scheduled detention day. An administrator must approve exceptions in writing. Students are expected to follow all rules and regulations of detention. Failure to do so will result in additional disciplinary actions.

In-School Adjustment Period

ISAP will be assigned when a student's behavior requires removal from classes for a period of time, but suspension from school is not recommended. This will be in a supervised classroom that will be designated for this purpose only. Most ISAP assignments will be from one to three days and you will be informed by phone as promptly as possible.

SUSPENSION

Out of School suspension is an intervention plan used when other options have been unsuccessful or the problem is serious enough to warrant removal from the classroom. Suspension is considered an unexcused absence therefore no work can be made up and no credit given for the suspended days.

If a student is sent home on suspension, the following will apply:

1. **First time: One to ten days.** The parent must accompany the student back to school before he/she returns. The student may return to school before the completion of the suspension if after the conference the principal is convinced that the problem has been solved.
2. **Second time: Three to ten days.** The parent must accompany the student back to school and should, at the completion of the suspension, have a conference with the principal.
3. **Third time: Five to ten days.** The parent and student must attend a conference with the principal before returning to school.
4. The first three steps will be eliminated if the nature of the offense is sufficiently serious.

CARE OF BUILDING AND GROUNDS

All students should take pride in the appearance of the building and grounds. In the event that damage or any type of vandalism is done to the building/grounds or any type of mischief results in the disruption of the building/grounds, the student(s) involved may be held responsible for the expenses of repairing said damage or disarray. In addition, student(s) may be given consequences for the damage, vandalism or mischief. The administration will have discretion of consequences served.

SUMMARY OF BEHAVIOR EXPECTATIONS

1. Be on time.
2. Be prepared for school.
3. Stay on campus once you arrive.
4. Follow the attendance and check-out procedures.
5. Be respectful of others.

Failure to comply with these rules will result in the response prescribed by the discipline policy. Students are reminded **that all of the rules listed apply to all school -sponsored activities**, as well as during the normal school day.

Explanation of Possible Disciplinary Interventions

All discipline interventions are at the discretion of the administrative team.

Infraction	1st offense	2nd offense	3rd offense	4th offense
Tobacco violations	2 detentions	1 day ISAP	3 days of ISAP	Suspension with Parent contact
Fighting or provoking A fight	Sent home day of fight. Suspension. ISAP upon return.	Sent home day of fight. Suspension. ISAP upon return.	Sent home day of fight. Suspension. ISAP upon return.	Sent home day of fight. Suspension. ISAP upon return.
Failure to make a detention without permission	1 Day of ISAP And detention rescheduled.	1 Day of ISAP And detention rescheduled.	1 Day of ISAP And detention rescheduled.	At-Home Suspension with parent conference.
Disturbing class	1 detention	2 detentions	1 ISAP	3 days of ISAP
Theft, extortion, Or destruction of school property	1-3 days of ISAP	At-home suspension		
Defiance of authority	1 detention	2 detentions	1 Day of ISAP	3 Days of ISAP
Inappropriate language/remarks	1 detentions	2 detentions	1 Day of ISAP	3 Days of ISAP
Cutting a class, leaving campus without permission	2 detentions	1 ISAP	3 Days of ISAP	At-home suspension with parent conference.
Inappropriate use of cell phones or other restricted electronic devices	Confiscated; Returned to student by way of parent pick-up.	Confiscated; Returned to parent only; 1 Day of ISAP	Confiscated; Returned to parent only at end of semester, 2 days ISAP	Confiscated; Returned to parent only at end of school year, 3 days ISAP
The use of dice, playing cards, etc.	Confiscated and 2 detentions	1 day of ISAP	3 days ISAP	At-home suspension
Dress code, PDA Leaving cafeteria w/out permission	1 detention	2 detentions	1 ISAP	3 days of ISAP
Failure to complete ISAP	At-home suspension	At-home suspension	At-home suspension with parent conference	
Drugs or alcohol violation	10 day suspension (5 days waived with counseling) Parent contact	16 days suspension (8 days waived with counseling) Parent contact	Recommendation for expulsion	
Tardies	2 nd - warning	3 rd - detention	4 th -(2) 1 hr. detentions	5 th - 1 Day ISAP 6 th - 2 Days ISAP 7 th or more - Truancy referral/Parent Conference/ Admin.Consequences
Bus Infractions (not following safety)	Warning : Conference with student and parent notified	10 day removal from bus and parent notified	Removal from bus rest of school year and parent notified	Severe issues may result in permanent bus suspension

procedures, profanity, etc.)				
Any violation of state or federal law, sexual harassment, inappropriate sexual behavior, extortion, threats, or intimidations, possession of dangerous instruments	Principal's discretion based upon the seriousness of the offense. (See teacher student discrimination, harassment, and violence policy and procedures.)			

Notes on Disciplinary Actions

- The administrative staff shall retain discretionary powers as to disciplinary actions.
- All referrals are cumulative and consequences increase.
- Not attending assigned detentions results in progression of disciplinary action.
- In the best interest of the student, parents shall meet with principal before a student is allowed to re-enter school after a suspension.
- Any student who quits school while a discipline procedure is taking place, must face the consequences of the infraction if he/she enrolls in BHS during that school year.
- Any student who is suspended should not attend any school function or activity. Students who are suspended should not be on school property anytime during the suspension period; students who are suspended and are found to be on school property may be charged with loitering unless given permission by the principal.
- Any prohibited or restricted article or device that is found in possession of a student shall be confiscated. Additionally, appropriate disciplinary action shall be taken. A parent conference is required for the return of the confiscated item.
- Suspensions are recorded as unexcused absences.

BUS BEHAVIOR

All discipline rules and regulations that apply to students while at school also apply on the buses, both coming and leaving school, field trips, sports events, and other extra-curricular activities. Failure to comply with these rules may result in a suspension of bus privileges as deemed necessary by the administration.

DRESS CODE POLICY

In accordance with our overall mission, the professional staff in the Bardstown Schools believes that appearance is important to the educational environment of our students. The intent of this policy is to promote community standards and school pride by requiring a school uniform which enhances school safety, equity and is cost-effective for students, staff, and parents. As educators, we believe that students should understand and appreciate the proper standards of dress and responsibility which will often be required of them when they enter the work force. The policy is flexible enough to allow for personal expression, (a wide variety of workplace attire agreed upon by a committee of teachers) while developing individuals who are well prepared for the demands of the future, including the expectations of appropriate attire.

Students are expected to be in uniform every day, with the exception of “dress-down” days that will be announced by the Principal or in cases where a waiver has been approved for religious reasons. Students must also wear the school uniform for all field trips, unless otherwise directed by the classroom teacher or the Principal. Students who are not in uniform may be denied permission to leave for a field trip.

Shirts

Bardstown High School apparel OR Solid color collared shirt only- White, Gold, Bardstown Purple, and Navy.

Shirts must be fitted properly. Polo shirts and Oxford-type dress shirts must have fold down collars and either long or short sleeves. Shirts are to be worn tucked in all the way around.

Sweatshirts/Sweaters/Sweater vests/Light weight outerwear/Hoodies

Bardstown High School apparel OR solid color only- White, Gold, Bardstown Purple and Navy.

Pants/Overalls/Skirts/Shorts

Khaki (tan), Navy, and Black

Slacks will be twill or chino fabrics (no denim/jeans, spandex, or leather). NO stripes, embroidery pattern, sweat/nylon jogging/yoga pants are allowed. Pants are to be worn at the waist; no sagging.

Clarifications

- Any apparel or issue that calls attention to itself will be responded to as deemed necessary.
- Clothing must not have holes, tears, and must have finished hems. (No cut-offs or frayed edges.)
- A belt must be visibly worn and buckled with any garment and within belt loops. Belt and buckle must be of standard size.
- Skirts will have a 5-inch inseam for the shorts portion and no more than 4 inches above the knee for the skirt portion.

- No head coverings are to be worn in the school building. (Exception given for religious or medical reasons.)
- No headbands (sweatbands), combs (picks), or chains.
- Heavy-weight Coats/Jackets are not to be worn in the buildings unless they are Bardstown High School apparel. These are to be placed in locker at the beginning of the day.
- No gym shorts or sweatpants are permitted outside the gym.

ALCOHOL AND DRUG ABUSE POLICY

Bardstown Independent School District is committed to providing a safe alcohol and drug free learning environment for all students and staff. To achieve this environment, the district has established a procedure for the alcohol and drug offenses to assure students, parents and the community that this school district will be free of alcohol and other illicit drugs.

The objective of the procedures outlined below is to provide fair and progressive discipline, early prevention, intervention and referral services.

No student shall possess, use, be under the influence, transfer or sell any alcohol beverage, narcotic, drug, counterfeit controlled substance, nor possess sell or transfer drug paraphernalia. Prescription drugs and over-the-counter medications are not to be sold, transmitted, distributed, or transferred by students. The above stated behavior is prohibited on or about school property, at any location of a school-sponsored activity, or in route to or from school or a school-sponsored activity. Prescription drugs are to be used and possessed only by the person named on the prescription and should be given to the school nurse to be dispensed to the student to which the medicine is prescribed. Containers from outside sources will not be allowed in the building after the breakfast hours.

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Cabinet for Human Resources under regulations pursuant to KRS 218A.020 or KRS 217.900(2). In the instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance. Use of medications prescribed or ordered by a physician or dentist shall not be considered a violation of this policy.

The principal shall determine whether there is a violation of the Drug and Alcohol Policy. Once the violation has occurred, the principal or principal designee shall contact the parent/guardian and promptly notify the local police department, sheriff or Kentucky State Police of the violation on school

premises, on a school bus, or at a school sponsored or sanctioned event. The principal or designee shall conduct a conference with the student, parents, and the Youth Services counselor.

POSSESSION, USE, OR UNDER THE INFLUENCE

FIRST OFFENSE: for possession, use or under the influence, while enrolled as a student in the Bardstown City Schools system, shall result in an immediate suspension while awaiting transfer to Alternative School. While attending the Alternative School program the student will:

1. Complete the Adolescent Substance Abuse Subtle Screening Inventory (SASSI) screening. The students and the Parents will be presented with the results and recommendations of the screening.
2. Participate in the behavioral, academic and counseling programs and complete the expectations of the Alternative School 9-week EXIT program. Students who follow the recommendations of the SASSI screening may shorten their term at Alternative School

At the principal's discretion, a 5 day suspension from school may be used instead of an Alternative School assignment. The student will complete the SASSI screening and the student and parents will be presented the results and recommendations.

SECOND OFFENSE: a student's second offense for possession, use or being under the influence shall result in, an immediate transfer to Alternative School. The student will:

1. Complete the Adolescent Substance Abuse Subtle Screening Inventory (SASSI) screening and, at the expense of the family, must complete the recommendations of the SASSI screening.
2. Participate in the behavioral, academic and counseling programs and complete the expectations of the Alternative School Exit program.

THIRD OFFENSE: a student's third offense for possession, use, or being under the influence shall result in an immediate suspension and referral to the Bardstown Board of Education for expulsion procedures.

SALE OR TRANSMISSION

FIRST OFFENSE: for sale or transmission, while enrolled as a student in the Bardstown City School system, may result in an immediate suspension while awaiting a referral to the Alternative School, or an immediate referral to the Bardstown Board of Education for expulsion procedures.

SECOND OFFENSE: for sale or transmission while enrolled as a student in the Bardstown City School system may result in an immediate suspension and referral to the Bardstown Board of Education for expulsion procedures.

Confidentiality between students, teachers, staff, administration and outside referral agencies will be observed at all times.

The normal grievance process, which governs the Bardstown City School District, will also be used for appeals concerning the alcohol/drug policy.

The procedures for alcohol and drug offenses are to be included in the school handbook and made available to all students and staff.

TEACHER/STUDENT DISCRIMINATION, HARRASSMENT AND VIOLENCE POLICY & PROCEDURES

Bardstown Independent School District is committed to providing a safe, positive, learning and working environment for everyone. Therefore, we prohibit harassment, discrimination and violence (HDV). We will not tolerate in any form.

Harassment/Discrimination/Violence (HDV) is intimidation by threats of or actual physical violence: the creation by whatever means of a climate of hostility, intimidation, embarrassment, or personal discomfort; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice, or to have the effect of insulting, stigmatizing, or embarrassing an individual.

- (1) A person is guilty of harassment when with intent to *intimidate*, harass, annoy, or alarm another person he *or she*:**
- (a) Strikes, shoves, kicks, or otherwise subjects him to physical contact; or**
 - (b) Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or**
 - (c) In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present;**
- or**
- (d) Follows a person in or about a public place or places; or**
 - (e) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; *or***
- (f) Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event.**

1. Damages or commits a theft of the property of another student:
2. Substantially disrupts the operation of the school; or
3. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

Harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of the person's identification with a particular group.

Non-sexual conduct, such as intimidation, hostility, rudeness or name calling, can be abusive and therefore harassment.

- (1) **A person is guilty of harassing communications when with intent to *intimidate, harass, annoy, or alarm* another person he *or she*:**
 - (a) **Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;**~~(or)~~
 - (b) **Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or**
 - (c) Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.
- (2) **Harassing communications is a Class B misdemeanor.**

Sexual harassment may take many forms. Sexual assault and requests for sexual favors which affect educational or employment decisions constitute as sexual harassment. However, sexual harassment may also consist of unwanted physical contact and request of sexual favors, visual displays of degrading sexual images, sexually suggestive conduct or offensive remarks of a sexual nature.

For conduct and/or behaviors prohibited under this policy, see specific behaviors listed in curriculum materials.

Students who engage in harassment/discrimination/violence, including cyber-bullying, toward another employee or student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary actions as directed by the superintendent or

building administrator. These actions may include, but not limited to the following:

Informal

- A verbal warning/reprimand
- A written warning/reprimand, entered into the student's / employee's file
- An apology to the victim
- Other deemed sanctions found necessary by administration

Formal

- Parents of victims and perpetrator will be called
- A parent/student/administrator conference
- Detention
- Suspension
- Referral for psychological assessment
- Police involvement
- Not being permitted to participate in extra- or co-curricular activities for specific periods of time.
- Other sanctions of lesser or greater severity which are deemed appropriate by your school district.

When harassment escalates to the point where serious injury, severe pain, or bodily impairment is experienced by a student or staff member, possible felony charges may be cited by parties involved. This description is listed under KRS Chapter 508.

Any employee who fails to report to the principal or appointed complaint managers suspected of abuse of a student, shall be subject to disciplinary action. This requirement does not alter or amend the reporting requirements of KRS 620.030 of any person to report abuse children to the appropriate law enforcement agency.

Information concerning HDV complaint shall be treated confidentially and consistently with the district's legal disciplinary action if it is found that HDV has occurred.

Informal resolutions can take the form of telling the harasser to stop the behavior and why. The harasser may also write a letter to the victim.

Complaint Managers will be appointed by the principal of each building. Complaint Managers may be principals, counselors and other designated staff members, students or school personnel.

Any person, who believes that he or she has been a victim of HDV by a student or employee of this district, shall report the conduct immediately to a complaint manager. Any third with knowledge or belief of conduct which may constitute HDV shall report the conduct immediately to a complaint manager.

GANG or GANG-LIKE ACTIVITY

Gang or Gang-Like activity will not be tolerated on school grounds or at any school activity. Students will not wear or display explicit gang symbols. Violation may result in suspension or other appropriate action.

BARDSTOWN ALTERNATIVE SCHOOL

The Bardstown Alternative Learning Center is a special program to assist students with severe behavior, academic, or attendance problems to remain in school. The ALC is a separate school which runs its own schedule and transportation systems. The emphasis at the Alternative School is to assist students in behavior modification, academic progress, and attendance improvement techniques which allow them to return to regular classes. The following items pertain to the operation of ALC.

A referral is made by the building principal after habitual behavior, academic deficiency, or poor attendance starts affecting the student or the classroom. This documentation will be evaluated by the administration and a decision on placement will be made. Eligible students are all middle and high school age, up through the age of 18.

All students will be assigned after a meeting with the student, a parent/guardian and the A-School teacher. All assignments are determined by the sending principal and the A-School.

All special services are available to students in A-School: psychologist, counselors, and special education teachers.

Students may exit A-School after the student has met all the conditions of success and a meeting is held with the student, parent, building principal and the A-School teacher. Some students may be gradually exited, one or two classes at a time, with the permission of the classroom teacher.

INTERSESSION

Students wanting to demonstrate enhanced mastery of course content may attend intersession. Intersession will be structured to meet the individual needs of each student who signs up to attend. Students must sign up for intersession with their teachers no later than five (5) school days prior to the beginning of intersession. When a student signs up, the assignments to be redone and the potential impact those assignments could have on the student's grade will be agreed upon by the student and the teacher. A student may raise his or her grade by redoing classroom assignments, retaking tests, and/or completing assignments given directly by the student's teacher. These assignments will be explained, monitored, and graded by either the student's teacher or a teacher with special knowledge of the content material and will be directly correlated to the classroom learning targets based on the State Learning Standards. The grades earned on the completed or redone assignments have the potential to raise the student's grade. Grade adjustment will be based on the quality of student work. English, math, science, and social studies will be available at each intersession. The availability of other courses may vary based on teacher

discretion. Students may attend intersession for multiple classes as teacher schedules allow.

Eligibility of students:

- Any student wishing to raise his or her grade in any available class.

STUDENT SERVICES AND SUPPORTS

ELIGIBILITY REQUIREMENTS FOR STUDENT RECOGNITION

In order for students to represent BHS as a class officer, student council representative, member of the homecoming court, or be awarded any other special recognition, the following are required:

- Student must hold be on the A,B,C Honor Roll.
- Student must have not been suspended from school or have been assigned excessive ISAP's (principal's discretion will determine eligibility).
- Student must have at least one recommendation from a faculty member.
- Student must have 90% attendance

DANCES

The following are rules to be followed concerning dances at Bardstown High School:

1. Only dances sponsored by the school will be held on campus.
2. Bardstown High School students and their dates will be the only people allowed to attend without prior arrangements (see #5)
3. Students must arrive no later than a time designated by the administration unless prior arrangements have been made.
4. Once a student enters the dance he/she will not be permitted to leave and return. All dances will be over by 12:00 midnight.
5. If a Bardstown High School student is bringing a date who is not a Bardstown High School student, he/she must sign the date's name in advance in the school office. The date must have administrative approval.
6. No middle school students may attend.
7. No alcoholic beverages or drugs will be tolerated before or during the dance. A breathalyzer may be used accordingly.
8. Students will dance in respectable manner. Failure to comply may result in disciplinary action.

STUDENT PARKING

Driving to school is a privilege, not a right. Violation of the driving/parking rules will result in losing this privilege.

1. Students who park on campus must use the student parking lot.
2. Students who drive to school are to have their vehicles parked by 8:30 a.m. No students are to remain in their vehicles, but are to proceed directly to the building after arriving on campus.

3. Students who drive and are tardy to school are subject to the tardy policy. If arriving at school late becomes a persistent problem, parking privileges will be revoked.
4. Responsible, safe driving is expected.
5. Students who must return to the parking lot during the school day must secure permission from the administration or designee before proceeding to the parking lot.

GRIEVANCE PROCEDURE FOR BHS

In the event a student, parent, guardian, or other person having the custody and control of a student has a grievance, the following procedure shall be followed:

1. Consultation shall be held with the teacher involved.
2. Consultation shall be held with the building principal in an effort to resolve the existing problem if it is not resolved at the teacher level. The grievance shall be presented in writing and signed by the person or persons making the claim. The principal shall make a written response within ten days.
3. If, after the principal's conference, the problem is not resolved, the person or persons making the grievance may request a meeting with the superintendent of schools and shall provide the superintendent with a copy of the original grievance. The superintendent or his designated representative shall review the problem with all concerned parties present within five days and make a written response within one week after the review.
4. If the conference with the superintendent or his designated representative does not resolve the problem, the person or persons making the grievance may request a hearing before the Board of Education at its next regular meeting. The request should be received by the superintendent within twenty-four hours prior to the board meeting.

EQUAL RIGHTS

It is the policy of the Bardstown Board of Education that no person be subjected to discrimination on the basis of race, color, gender, disability or religion. The Bardstown Board of Education will comply with all requirements of state and federal law concerning nondiscrimination. (Board Policy 1014.00)

Extra-Curricular & Athletic Opportunities

EXTRA-CURRICULAR ACTIVITIES

The following is a list of clubs sponsored by Bardstown High School:

Drama	Chorus
Key Club	FBLA
National Honor Society	Speech
Yearbook	Youth in Charge
Student Council (ACES)	Pep Club
Prom Committee	Fellowship of Christian Athletes
Y-Club	TSA
FCCLA	FEA
Chess Club	Kindness Club
Art Club	Tri-M Music Society
Journalism	Tiger Buddies

The following is a list of sports and other extra-curricular activities offered by the school:

Archery	Strings
Band	Soccer
Baseball	Softball
Basketball	Special Olympics
Bowling/Unified Bowling	Speech and Drama
Chorus	Swimming
Cross Country	Tennis
Football	Track and Field/Unified
Golf	Volleyball
	Wrestling
Academic team	
•	Quick Recall
•	Future Problem Solving
•	Science Olympiad

FUND-RAISING ACTIVITIES

The school realizes that from time it becomes necessary for clubs to raise money. However, this must be held to a minimum, must be a school recognized club and must have the approval of the high school office.

THE NATIONAL HONOR SOCIETY: Selection Process

Membership in the National Honor Society is an honor bestowed upon a student. Selection for membership is made by a five-member faculty council appointed by the principal. Student membership is based on outstanding scholarship, leadership, service, and character.

To be eligible for membership, a candidate must be taking the advanced or college prep curriculum, have a cumulative GPA of 3.2 on a 4.0 scale and be a member of the junior or senior class. Candidates shall then be evaluated on the basis of leadership, service, and character. Students will be invited to apply during their junior year based on their GPA. Beginning in the school year of 2008, the student must have 25 documented hours (15 must be NHS sponsored) of community service since beginning his or her high school career. Also, the student must have held at least one leadership role within an organization (captain of a team, officer of a club, chair of an important committee, or documented leadership role in an organization outside of school). Meeting these minimum criteria does not guarantee selection.

The evaluation procedure will be as follows: Candidates will be expected to fill out an Activities Information Form and complete a short essay which will be submitted to the Faculty Council of the National Honor Society. A letter of recommendation from a person who knows you well must also be submitted. This person may not be a teacher at Bardstown High School nor may he or she be an immediate family member. The faculty council will also interview the candidates. Membership in the National Honor Society will be bestowed on

those students who receive a majority vote from the faculty council (at least 3 out of 5).

A rating of 85 cumulative points from the five-member faculty council will constitute a vote for member. The resume should include:

1. Name
2. Name of parents or guardian
3. Address
4. Phone number
5. Two letters of reference (one of which must be from a faculty member)
6. The name, address and phone numbers of two or more character references.

The resume may include biographical information, activities not covered on the other sheets, elaboration on activities listed on the other sheets and/or statements of goals and ambitions. The resume must be typed and grammar and spelling errors will cause the resume to be unacceptable.

BARDSTOWN HIGH SCHOOL ATHLETIC DEPARTMENT BY-LAWS

(By-Laws Revised 05/15/06)

AWARDS

Athletes who letter in a varsity sport shall be eligible to receive a "B" Award (six inch letter).

An athlete can only receive one "B" award and then will be given bars for all other succeeding letters.

A senior who letters shall be eligible for a Scholastic Award if he/she is in the Advanced or College Prep Curriculum and has the highest accumulative G.P.A. If a senior does not meet these the requirements, a junior shall be eligible to win the award. If a junior does not meet the requirements, a sophomore shall be eligible to win the award. (See Article IV Section III for the exception to this rule). Freshmen are not eligible to receive this award is to be presented. The winners shall receive a trophy or plaque.

Students' who are a trainer or manager of soccer, basketball or football teams for a year shall receive a letter award. For every additional year served as a trainer or manager a bar will be awarded.

A player who is removed from the team by disciplinary action, scholastic inefficiency, or one who quits of his/her own initiative will not be eligible for an athletic award.

A player participating on a team his/her junior and senior year who demonstrates a genuine interest in practice, works of individual improvement, and maintains a desire to improve his/her team shall be awarded a letter even

though he/she does qualify. The coaching staff and administrators shall decide on awards covering unusual circumstances such as injured players, etc.

In the event of outstanding team accomplishments, i.e. Regional, District Championships, team members shall receive a patch or similar award. A team may also receive a patch or similar award for runner-up achievements.

ELIGIBILITY FOR ATHLETIC COMPETITION

BARDSTOWN HIGH SCHOOL GRADE ELIGIBILITY

All student athletes must have a 2.0 yearly GPA from the previous year in order to participate in athletics. During the season, they must be passing 5 out of 7 classes (compliant to KHSAA policy) and maintain a 2.0 to keep their eligibility. If a student athlete does not have a 2.0 for the previous year, they are put on athletic probation for the 1st quarter of the school year. During this period, the student athletes may practice with the team, but are withheld from competition. If student athletes maintain a 2.0 after the 1st quarter, they become free to participate. If student athletes are ineligible during a particular week, they are allowed to practice, but they cannot participate in competition during that particular week of ineligibility. Student athletes who are ruled ineligible for more than 3 consecutive weeks are dismissed from the team for the remainder of the season. Students with extenuating circumstances will be considered by the administration.

ISAP

Any student athlete who is assigned ISAP may not practice on the day(s) they serve ISAP and may not play the following game day. Determination of consequences will be left to the discretion of the coach and the administration.

KHSAA ELIGIBILITY STANDARDS

A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition during the subsequent school year beginning after August 1. A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year.

No student enrolled in the fourth (4th) grade or in any grade through twelfth (12th) shall be eligible for interscholastic athletics for more than a total of one (1) year in each grade. Students repeating a grade for any reason are ineligible to participate in interscholastic athletics during the second year in that grade. A contestant must have, for the current academic school year up to and including Friday of the week preceding the week in which the contest occurs, a passing average in each of at least four full-credit high school subject hours or their equivalent in units of credit accepted for graduation. Grade school students participating in athletics shall be passing in at least eighty (80) percent of their subjects. No special recitations or tests are to be given for the purpose of making a student eligible. Cheerleaders, student managers, and any other student having an official connection with the athletic program shall come under this scholarship rule.

To be eligible for athletic competition in grades 9-12, a student must have been enrolled during the previous semester, and must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have passed eighty (80) percent of their studies during the school year prior to the beginning of his/her first year (grade 9) to be eligible during the first year; a student must have earned 4.5 full units of credit accepted toward graduation prior to the beginning of his/her second year (grade 10) to be eligible during the second year; ten (10) units prior to the beginning of his/her third year (grade 11) to be eligible during the third year; and 15.5 units prior to the beginning of his/her fourth year (grade 12) to be eligible during the fourth year.

GENERAL ATHLETIC POLICY

An athlete who is absent from school one half day or more on the day of the game will not be allowed to participate in a contest. ALL EXTENUATING ABSENCES WILL BE REVIEWED by the principal and athletic Director.

An athlete who quits a team on his or her own initiative or is dismissed by the coach may not practice in another sport until the season of his or her initial sport has ended.

An athlete that is suspended from school may become ineligible during the suspension and may not participate in his/her sport for the remainder of the week, in which the suspension was served. Determination of consequence will be determined by the coach and administration.

All athletics must abide by the community wide drug policy.

Athletes are allowed to ride home with their parents after a sporting event, but due to insurance requirements they are not allowed to ride home with anyone else, including other parents. Only extreme exceptions may occur and the principal must approve those situations.

BASEBALL

An athlete who letters must have participated in one-half of the innings during the season. A starting pitcher must pitch in 1/5 of the innings during the season. A relief pitcher must appear in at least one-third of the games or have a minimum of five saves.

BASKETBALL

An athlete who letters must participate in one-half the quarters during the season.

BOWLING

An athlete must participate in one-third of all matches in order to letter or participate in the Regional Tournament.

CHEERLEADING

When a person is selected to the boys/girls squad first year, she/he will receive a "B" letter. She/he will keep this award if she/he completes one varsity season.

CROSS COUNTRY

An athlete who letters must compete in 4 of the meets and or/or compete in the Regional Cross Country Meet.

FOOTBALL

A player must participate in one-half the quarters of the season of play to receive a letter.

GOLF

An athlete who letters must have his/her score counted in at least one-half of the matches or have a season average that is within two strokes of the fifth place team member.

SOCCER

An athlete who letters must participate in at least one-third of the total number of halves during the course of the season.

SWIMMING

As a new varsity sport this year, letter requirements were not ready prior to the printing of this year's handbook.

FAST PITCH SOFTBALL

An athlete who letters must participate in one-half of the innings during the season. A starting pitcher must pitch in 1/5 of the innings during the season to qualify for a letter. A relief Pitcher must appear in at least one-third of the games or have a minimum of five saves.

TENNIS

An athlete who letters must participate in ½ of all the tennis matches or qualify for the state tournament.

TRACK

An athlete who letters must score 15 points during the season, or score points in the regional track meet.

VOLLEYBALL

Any athlete that participates in ½ the matches will receive a letter for volleyball.

WRESTLING

Athletes that are in attendance for 75% of all practices and 80% of all meets and tournaments will earn a varsity letter.

IMPORTANT INFORMATION ABOUT NCAA INITIAL-ELIGIBILITY CHANGES

All student-athletes must complete 14 core courses to be eligible to participate in the NCAA Division I or Division II sports. The additional course may be taken in any of these areas: English, mathematics, natural/physical science, social studies, foreign language, philosophy or non-doctrinal religion.

Division I: 16 Core courses

One of the additional courses must be in mathematics.

The other course may be in any area described above.

Division II: 14 core courses (no increase to 16).

FIND OUT MORE ON THE WEB

If you would like to read more about these increases, or to see the specific core-course breakdown, please visit one of the following websites:

www.ncaa.org

www.ncaaclearinghouse.net

HEALTH SERVICES

Bardstown High School has a school nurse who aids in the health and welfare of all students. Students may seek the services of the nurse by getting the permission from the classroom teacher prior to going to the Health Clinic. The nurse is available for any emergency on the school campus.

Parent's consent must be on file for medication to be given by the school nurse.

All medications (prescription or over-the-counter) must be stored and dispensed in the presence of the nurse. If illness or circumstances exist to warrant student going home, permission must be granted by the nurse, who contacts the parent or authorized person prior to the student being dismissed.

from school. Students will not be sent home without parental contact by the school nurse or office personnel.

The school nurse monitors students with chronic illness, diseases and conditions, monitors routine medications and treatments, and refers students for further evaluation as needed.

HEALTH RECORDS

All health records are maintained by the school nurse. The immunization records are kept up to date, the TB skin tests and the school physicals are also maintained by the nurse in compliance with the State of Kentucky rules and regulations.

CAFETERIA

The school cafeteria is available for students and staff at breakfast and lunch. Breakfast is served between 7:35 and 8:25 a.m. No breakfast will be served after 8:25 a.m. **Students are not allowed to take food from the cafeteria.** Lunch is served between 11:23 and 12:38 p.m. Students are required to eat during assigned lunch period. All students are required to report to the lunchroom and remain there unless given written permission by the lunchroom monitor.

COST:

BREAKFAST	STUDENT	ADULT
Full Price	\$1.40	\$2.35
Reduced Price	\$0.30	N/A
LUNCH	STUDENT	ADULT
Full Price	\$2.65	\$3.50
Reduced Price	\$0.40	N/A

The cafeteria has a computer system much like a checking account system. Money may be deposited in advance for the purchase of meals and extra items. All students have an individual account number that must be entered into the computer each time they eat. Deposits of any amount are accepted. (i.e. \$50.00). Meal charges are not permitted to students or adults. Parents can add money to student accounts at school or online using the “My School Bucks” service for a nominal fee. My School Bucks can be accessed on the Bardstown City School website. Click on the “for Parents” tab, scroll down to “Food Services” and click on that link. Once you are on the Food Services page, on the right hand side you will find a link to My School Bucks.

Any student that thinks they may qualify for free/reduced lunch prices **must** submit a new application each school year. The application can be obtained in the high school office or the cafeteria office.

DENIAL OF STUDENTS MEALS

USDA prohibits the denial of meals and milk as a disciplinary action against any child who is enrolled in a school participating in the child Nutrition Program. Such denial of meals or milk is inconsistent with Sections 2 and 9 of

the National School Lunch Act and Sections 2, 3 and 4 of the Child Nutrition Act of 1966.

COMPETITIVE FOODS

No “food products” are to be sold or distributed for fundraising during the regular school day. Only bottled water is to be brought to school in clear, transparent container. No other drinks of any kind may be brought into school by students during the school day. Student sack lunches may contain non-carbonated drink to be consumed at meal time only. All vending machines must remain locked until 3:25 p.m. Teacher lounges are excluded from this regulation. Under no circumstances are food items or soft drinks to be sold or distributed until one hour past the close of the cafeteria serving time. This includes meals from fast food establishments. Club meetings, reward parties and special events shall not be held during breakfast or lunch periods in direct competition with the Child Nutrition Program. Such activities need to be conducted an hour past the close of the cafeteria serving time. To ensure that foods served to children are safe and sanitary, all foods and snacks served to students must be purchased, rather than homemade. They must include an ingredient label to help prevent problems with food allergies.

Scholarships

KEES AWARDS

Bardstown High School students have a great opportunity to make their education pay with the Kentucky Educational Excellence Scholarship (**KEES**)! **KEES** is a program administered by KHEAA. Base awards range from \$125 for a 2.5 GPA to \$500 for a 4.0 GPA each year. Bonus awards range from \$36 for an ACT score of 15 to \$500 for an ACT score of 28 or above. The ACT bonus award is based on the student’s highest ACT score attained by the date of high school graduation. A college student can keep the full award by completing two full academic terms with a cumulative 2.5 GPA. After this transition period, the student must achieve and maintain a 3.0 cumulative GPA.

You can access current information about the **KEES** program at www.kheaa.com. You will need to register for a Zip Access account to view your KEES money. Check with counselors for more information.

SCHOLARSHIP OPPORTUNITIES

When scholarships become available, they will be printed and made available in the counseling office. Newsletters of scholarships will be updated and posted in the BHS counseling office. Copies may also be found on the Bardstown High School website, www.bardstownschoools.us/bhs. Students may also stop by the counseling office for a hard copy.

HELPFUL WEBSITES

ACT/SAT: www.actstudent.org www.collegeboard.com

Scholarships/Financial Aid:

www.fastweb.com www.cappex.com
www.ed.gov/finaid.html
www.fafsa.ed.gov

Others: www.gohigherKY.org

www.kheaa.com www.collegenet.com
www.careercruising.com/ilp

Various University Home Pages:

www.bellarmine.edu www.eku.edu
www.murraystate.edu www.wku.edu
www.spalding.edu www.uky.edu
www.lindsey.edu www.louisville.edu
www.campbellsvil.edu www.transy.edu
www.moreheadstate.edu www.nky.edu

Assessments

PSAT – The PSAT is not a required assessment but students taking this test are typically in the 11th grade. Students must register in the counseling office for this test. The PSAT is the qualifying test to enter the National Merit Scholarship Corporation (NMSC) competitions for college scholarships. The cost is \$15.00 and will be given in late October. ****Optional****

ASVAB – The ASVAB assessment is administered by the U.S. Military. This assessment is not required, but if 11th and 12th grade students wish to take the ASVAB they must register in the BHS counseling office. There is no cost for this assessment and it is scheduled to be administered in the fall. ****Optional****

On-Demand Writing – The On-Demand Writing assessment (11th grade) will occur during the last 14 days of the academic year. ****Required****

KYOTE- The KYOTE assessment is for 12th grade students that did not meet area benchmarks on the ACT. This assessment is given in late spring. ****Recommended for students that did not meet benchmarks****

ACT– The ACT assessment is given to all 11th grade students in March. There is no cost for the March test. ****Required****

If a student wishes to take additional ACT assessments beyond the required March test for 11th grade, they must register online. There is a fee for taking additional ACT tests.

ACT Test Dates for 2018-2019

<u>Test Date</u>	<u>Registration Deadline</u>	<u>(Late Deadline-Fee Required)</u>
9/14/19	8/16/19	8/17/19-8/30/19
10/26/19	9/20/19	9/21/19-10/4/19
12/14/19	11/8/19	11/9/19-11/22/19
2/8/20	1/10/20	1/11/20-1/17/20
4/4/20	2/28/20	2/29/19-3/13/20
6/13/20	5/8/20	5/9/20-5/22/20
7/18/20	6/19/20	6/20/20-6/26/20

Register on-line for the ACT at www.actstudent.org or stop by the BHS counseling office and pick up an ACT registration packet to mail.

BHS School Code – 180130.

Students may use a fee waiver to cover the cost of the ACT if they qualify for free or reduced lunches. Pick one up in the BHS counseling office. Do not hesitate to contact BHS if you have any questions.