



**Welcome:**

*Welcome back Charger Nation! I am excited to return to Bullitt East and lead what I feel is the best high school in the Commonwealth! Our job is to help of each leave our school 'ready' for what follows. Some of you will choose to attend college, some a junior college, some a community college, some with enter a trade school, some the military, and others the workforce. Regardless of your path, high school can and should benefit you as you prepare for what lies ahead. My challenge for each of you is to OWN your high school experience. Be intentional about what you do, what classes you take, and how you spend your time. Enclosed is a wealth of information that will help in us providing the best learning environment that we can.*

*Have a great year, never take a single moment for granted, and CARPE DIEM!!*

*Chris Mason, Principal*

[chris.mason@bullitt.kyschools.us](mailto:chris.mason@bullitt.kyschools.us)

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**BULLITT EAST HIGH SCHOOL  
11450 HIGHWAY 44 EAST  
MT. WASHINGTON, KY. 40047  
[ww2.bullittschools.org/behs/](http://ww2.bullittschools.org/behs/)  
502-869-6400**

**Bullitt County Board of Education policy shall take precedence over B.E.H.S. policy. Also, any changes that are enacted by the Board of Education after the printing of the student agenda will be applied accordingly.**

**Administration**

Mr. Chris Mason	Principal
Mr. Tim Ridley	Assistant Principal (A-F)
Mr. Nate Fulghum	Assistant Principal (G-N)
Mrs. Kari Stewart	Assistant Principal (O-Z)
Mrs. Savannah Richardson	Guidance Counselor (A-F)
Mrs. Dana Steinmetz	Guidance Counselor (G-N)
Mrs. Crystal Barr	Guidance Counselor (O-Z)



## **MISSION STATEMENT**

***College. Career. Tradition. Unrivaled.***

## **DEFINING THE MISSION:**

Preparing for the Future. Honoring the Past. Striving for Excellence.

## **BELIEF STATEMENT**

BEHS students and staff will embody The Charger Way – BE safe, BE responsible, BE respectful.

## **STUDENT EXPECTATIONS -- THE CHARGER WAY**

At BEHS, we teach our expectations yearly and we have created an easy to remember slogan: Be Safe. Be Responsible. Be Respectful. And do it... (long pause) The Charger Way.

Educational achievement requires an orderly, disciplined atmosphere in school. To achieve this, the following is expected of all students:

Be **Safe** - Faculty, staff, students and community all have a role in creating and maintaining an environment that is physically, socially and emotionally safe. All stakeholders are expected to promote a safe environment in which our students can excel academically.

Be **Responsible** – Make a sincere effort to achieve academic success. We encourage students, faculty, and staff to work hard in regard to all responsibilities.

Be **Respectful** – Conduct yourselves in a respectful and courteous manner toward everyone. We encourage students, faculty, and staff to give respect to anyone they encounter and to the school itself.

**Do it... The Charger Way** - We encourage students, faculty, and staff to hold themselves and others accountable daily. Faculty and staff are expected to hold themselves and their students accountable in class and in regard to their professional responsibilities, and students are expected to take responsibility for their actions every day both in and out of school.

□



## Attention Parent(s) and/or Guardian(s)

You are receiving a District Code of Conduct handbook. It is essential that you review the handbook with your child. Parents and students are required to acknowledge receipt of this information. As a supplement to the BCPS Code of Student Behavior and Discipline handbook you are also receiving copies of our Attendance, Cell Phone and Dress Code Policies. The entire Bullitt East High School Student Handbook is posted on our webpage at [www.bullitteast.org](http://www.bullitteast.org). Please review these policies and sign at each "X" below. Then return to your House Room teacher as soon as possible and no later than Friday, August 10, 2018.  
Chris Mason, BEHS Principal

### Knowledge of access to BEHS Student Handbook

My child and I understand and agree to adhere to the policies and procedures described in the BEHS handbook. We fully understand where we can access policies regarding such things as Academic Honesty, Discipline, SBDM Council Information, Attendance Policy, Dress Code Policy and Senior Project policies and procedures. The student handbook can be found on our webpage at [www.bullitteast.org/2/home](http://www.bullitteast.org/2/home).

<u>X</u>	<u>X</u>
Parent Signature	Student Signature
Date	Date

### Expectations for Student Dress

My child and I understand and agree to adhere to the guidelines for Expectations for Student Dress given to me by Bullitt East. We fully understand that dress that is disruptive to the educational process is not permitted, and students whose style of dress is inappropriate for school will be subject to consequences.

<u>X</u>	<u>X</u>
Parent Signature	Student Signature
Date	Date

### Cell Phone Policy

My child and I understand and agree to adhere to the policies and procedures given to me by Bullitt East regarding cell phones. We fully understand the consequences for a FIRST OFFENSE, SECOND OFFENSE, and a THIRD OFFENSE. Possession of these devices at school will be at students' own risk. The school will not be responsible for loss or theft of personal property.

<u>X</u>	<u>X</u>
Parent Signature	Student Signature
Date	Date



## **VISITORS**

**Per district practice and safety's sake, we ask that all visitors report to the office, present valid ID, and sign-in.** Students are not to bring visitors to school with them at any time. This includes brothers and sisters or any pets. **Day visits and/or shadowing by non-students is not be permitted.**

## **EXPECTATIONS FOR STUDENT DRESS 2019-2020**

Student attire is primarily a matter of personal preference and family guidelines. However, students' dress may not be disruptive, unsafe, obscene or promote alcohol, drug or gang involvement. Dress that is disruptive to the educational process is not permitted. Students whose style of dress is inappropriate for school will be subject to consequences.

The following list is to serve as a guide, and is not intended to be all-inclusive.

The following is **NOT PERMITTED**:

Clothing with alcohol, tobacco or drug promotions, sexual references, vulgar, sexist or, racist sayings, or gang insignia on shirts or belts, Bandanas, or hoods.

Accessories which could be considered weapons, such as spiked wrist wear or ankle bands, spiked rings or lengthy chains of any size including chains that are attached to wallets.

Strapless, off-the-shoulder or revealing garments/undergarments, bare midriff tops, halters, swimsuits, strapless tube-tops or bare back blouses.

Cut-out/off tops or excessively baggy pants or pajamas.

Shorts and/or skirts of an inappropriate length and no pockets sticking out below shorts.

Leggings, spandex or yoga pants that are see through.

In order to maintain an appropriate educational atmosphere and ensure safety and security for students, the following inappropriate headgear is prohibited and will be confiscated: baseball caps, hair nets, do-rag, ski hats, beanies, headbands and other types of hats.

The Site Based Council and administration reserves the right, if necessary, to add other items to this list, especially any and all items which may affect the safety/security of the school. The Principal and Assistant Principals will have the final word on appropriate dress.

Students whose clothing is in violation of the Dress Expectations will be sent to an Assistant Principal; their parent or guardian will be contacted and requested to bring suitable clothing. Students may be detained in ISAP if they are in violation of the Dress Expectations. Students who continually violate these expectations may be subject to disciplinary procedures for defiance.



## **VIOLATIONS OF THE DRESS EXPECTATIONS**

All school personnel have the right to confiscate articles that are forbidden in school under the above expectation. Confiscated items will be sent to the Office where they may be released to the student or parent/guardian. Students who refuse to surrender an article will be subject to disciplinary procedures for defiance.

### **Daily Bell Schedule**

	<b>Start Time</b>	<b>End Time</b>
1 <sup>st</sup> period	7:20	8:15
Passing	8:15	8:20
2 <sup>nd</sup> period	8:20	9:10
Passing	9:10	9:15
3 <sup>rd</sup> period	9:15	10:05
Passing	10:05	10:10
4 <sup>th</sup> period	10:10	11:00
4 <sup>th</sup> period (1st Lunch)	10:10	11:25
Passing	11:00	11:05
5 <sup>th</sup> period	11:05	12:20
5 <sup>th</sup> period (2nd - 4th Lunch)	11:30	12:20
Passing	12:20	12:25
6 <sup>th</sup> period	12:25	1:15
Passing	1:15	1:20
7 <sup>th</sup> period	1:20	2:10
<b>Lunches</b>		
1 <sup>st</sup> lunch	10:35	11:00
2 <sup>nd</sup> Lunch	11:05	11:30
3 <sup>rd</sup> Lunch	11:30	11:55
4 <sup>th</sup> Lunch	11:55	12:20

## **ATTENDANCE**

Regular and punctual attendance is expected of every student enrolled at Bullitt East High School. The relationship between attendance and student success is unquestionable. Success builds more success. Higher levels of achievement and involvement translate into a better future for our students and community.



## **Bullitt East High School** **SBDM Council Policy**

TITLE: Attendance Requirement for all Privileged Activities

All Bullitt East High School students who accumulate more than **10 UNEXCUSED** absences within a school year may be denied participation in any or all school sponsored “privileged” activities. This policy will apply to, but not be limited to, such “privileged” activities as athletics, semi-formal and formal dances, homecoming honors, graduation ceremony, student parking, and project graduation.

“Privileged” is defined as activities that schools are not required to offer as part of the academic program. This policy will not impact participation in any academic activities, other than field trips. ANY BEHS student who accumulates more than **10 UNEXCUSED** absences from school may be denied the field trip in order to remain at school for additional instructional assistance. Alternative assignments shall be made available.

### **MORNING ARRIVALS**

**Please do not drop students off prior to 6:50 a.m.** The lobby will be open and supervised at 6:50 a.m. Students should remain in the lobby/cafeteria/main hall area until 7:10 a.m. The other hallways and classrooms will open at that time.

### **TARDY POLICY**

Tardiness occurs for a variety of reasons. A note from a parent or guardian explaining the tardy will be needed **within 24 hours** of the occurrence. Habitual tardiness will not be excused. Traffic, weather, nor oversleeping is considered excused. Students riding BCPS buses will not be counted tardy should their bus be late to school.

Habitual tardiness may result in:

- A parental conference
- Multiple detentions
- Home Visit
- Loss of school privileges (i.e., driving to school, prom, walking the graduation line)
- Suspension of Driver’s License
- Juvenile Court Referral

### **Excused Absences**

Excused absences/tardies will be considered for the following reasons:

- Personal illness
- Medical appointment
- Death in immediate family
- Funeral of family member or close friend
- Serious illness in immediate family



- ❑ Approved school-related activity
- ❑ Court appearance
- ❑ Proof of driver's test (1/2 day)
- ❑ Valid absence(s) approved by principal(s). Must be approved **in advance** of absence(s).
- ❑ \*Educational Enhancements

### **Educational Enhancements**

The Principal may give permission to a student to be out of school for up to ten school days for an activity that is deemed to have significant educational value. Students are reported as present for these days with authorization. Approval for Educational Enhancements MUST be **pre**-approved.

### **Reporting Excused Absences**

When a student returns to school after having been absent, **it is the student's responsibility to report to the attendance office with a written explanation and/or verification of the day(s) in question.** Every teacher should provide a system for obtaining worked missed. The Bullitt East Attendance Office (in accordance with state law and Board policy) will determine if the absence in question shall be excused or unexcused. Proof must be reported within five school days of returning to school. Failure to report will result in loss of excused status. The excused student shall:

- ❑ Present the excused absence voucher to each teacher of a class missed and arrange make-up work.
- ❑ Make-up work shall be completed within the number of days absent plus one day, unless additional time is given by the teacher.

Parents may report the absence of your student by calling us at 869-6400. Sometimes however, you will still receive a "ONE CALL" phone call about the absence because those calls are computer generated. A written note/documentation is still necessary to make the absence excused.

### **Unexcused Absences**

Unexcused absences/tardies are those situations that are not covered by any of the excused absence categories. ***A family vacation is not an excused absence.*** A student with an unexcused absence shall:

- ❑ Be able to make up work missed during an unexcused absence(s) however, full credit may not be given for make-up work from an unexcused absence. Students will receive 65% credit for **unexcused** absence make-up work.

### **Call Home Policy**

Each morning our automated system makes a phone call to the home of every student absent at the start of the day (first period). You may receive a call from our automated system because your child was tardy to school.



When a student is absent from school, an automated calling system or BEHS personnel attempt to make home contact or leave a message in order to:

- ❑ Inform parents or guardian of student absence.
- ❑ Explain BEHS policies regarding attendance.

Parents are encouraged to make contact with the attendance office if a student has had several consecutive absences. **869-6400**

### **Habitual Absenteeism**

Once a student has six (6) absences/tardies (any combination of excused or unexcused) parental notes alone will no longer excuse additional absences. Additional verification will be required to secure an excused status (i.e. doctor's note, court summons, etc.).

When a student begins to accumulate unexcused absences the following process begins.

- ❑ A letter will be sent home.
- ❑ Student conference/counseling
- ❑ Parent conference(s)
- ❑ Home visit(s)
- ❑ Detention hours
- ❑ Alternative placement

### **Truancy**

#### **KRS600.020**

Once a student has six (6) unexcused events (combination of absences/sign-ins/sign-outs) he/she is considered to be habitually truant in the state of Kentucky. The following actions may take place:

- ❑ A home visit by Principal, Assistant Principal or designee
- ❑ A CDW (Court Designated Worker) referral
- ❑ Juvenile Court appearance
- ❑ Court Ordered Community Service, Summer School, and/or Day Treatment Placement.
- ❑ Court ordered 24 hour per day Detention
- ❑ Any habitually truant student (18 or older) who fails to comply with the law is subject to a \$100 - \$250 fine

### **Attendance Counseling**

Counselors at Bullitt East work with students to improve attendance in the following ways:

- ❑ Individual student conference(s)
- ❑ Attendance Contracts
- ❑ Group conferences





- ❑ Teachers are expected to inform counselors/attendance office of any information considered important to a student's attendance.
- ❑ Teachers informally counsel students who have attendance problems

### **Attendance and Eligibility**

Whether the absence is excused or unexcused, students will not be permitted to participate in any extra-curricular academic or athletic activities, including practices on the days they are not present a full day of school. Excused appointments may be allowed if approved by an administrator.

### **Permission to Leave School Policy**

Students are required by law to attend school six hours per school day. Sign-outs will be admissible for **professional appointments that cannot be scheduled after normal school hours** and **emergencies**. An administrator will consider emergencies on a case-by-case basis.

### **Students will be permitted to sign out if:**

- ❑ The parent or guardian signs out their son or daughter.  
**Telephone calls will not be accepted as verification to leave school.** (Parents wishing to sign-out their son/daughter prior to the time of appointment, etc., may do so at parent's convenience on the day of sign-out or in advance.
- ❑ Parents may send to school a statement or fax requesting an early sign-out for an excused reason as outlined in this handbook. The note must contain the date, time and reason of sign-out. Faxed notes must be notarized. (Exceptions or e-mails will be approved by the building principal only)

Signing-out is not considered excused. A follow-up statement from home, the doctor/dentist's office, or proof of court etc., will be required for consideration. The attendance worker (or designee) will determine if the absence is excused.

### **Leaving School without Permission**

Students cutting class, failing to sign-out properly, or leaving school without permission will be subject to disciplinary action. Habitual students are subject to a "Beyond Control" referral to Bullitt County Juvenile Court

### **Student Parking Policy**

**Parking on campus is a privilege, not a right, and is by permit only. Any vehicle found on campus without a valid parking pass is subject to being towed at the owner's expense.**

### **Permit Availability:**



- Parking on campus is limited – Completing this application does NOT guarantee a parking spot. (We have approx. 700 students eligible to drive, and only 250ish parking spaces available.)
- Permits are issued first to students with a valid (full or restricted) driver's license. Students with permits may be placed on a waiting list IF they are expected to receive their restricted license during the school year.

### **Purchase Requirements**

- At the time of purchase, students must have fewer than 10 unexcused absences or 10 unexcused tardies from previous school year.
- Please bring the following items:
  - Fully completed parking permit application
  - Copy of valid (restricted or full) Kentucky operator's license
  - Proof of insurance
  - \$25 non-refundable fee (Checks made out to BEHS)

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### **KEEPING YOUR PARKING PERMIT**

**(Please read thoroughly. No refunds will be given for loss of permit or vehicle.)**

#### **Attendance Guidelines**

1. Students who **acquire 3 unexcused tardies to school will have their permit suspended for 30 days.** For every 3 unexcused tardies following the initial suspension, another 30 day suspension will go into effect.
2. Students who **accumulate 9 unexcused absences or 9 unexcused tardies will lose their parking privileges completely.**

#### **Behavioral Guidelines:**

1. Parking permits must be visible on rearview mirror at all times. Replacement cost of lost permits is \$5.00.
2. Parking tags are non-transferable. No student can lend or sell their parking tag to another student. Doing so will result in loss of parking privileges for both parties.
3. Students with serious disciplinary infractions (i.e. suspensions for drugs/alcohol, fighting, weapons possession, etc.), or *cumulative* disciplinary infractions will lose parking permit and privileges.
4. Parking may be suspended for any tobacco/E-cig/vape/chewing tobacco violation as determined by the administration.
5. Parking privileges may be revoked, assigned or reassigned for any reason deemed necessary by the school administration. (Including vehicle accessories, signage, etc. deemed offensive, obscene or a disruption to the educational process.
6. Students are not permitted to wait in their car prior to school in the mornings. Once on school grounds, students must exit the vehicle immediately and enter the building.

#### **Safety Guidelines:**

- *BCPS School buses entering/exiting campus and pedestrians MUST have priority at all times! No exceptions!*
- All Kentucky traffic/safety codes and laws apply on school property. Failure to abide by these codes or any behavior deemed dangerous, irresponsible or reckless will result in loss of parking privileges and permit.



- Student drivers must notify administration immediately of any changes in vehicle information such as make, model, license plate number and insurance to prevent ticketing or towing.
- BCPS Student Safety Officials, Police K9 Units and/or Administrators will conduct random vehicle checks that may result in vehicle searches if there is suspicion that a BCPS policy has been violated. Contents of any vehicle may be retained by the school/district administrators or law enforcement officials and used as evidence in any school, district and/or court disciplinary proceedings. Students are not allowed access to their vehicles for any reason during these checks unless their presence is requested by administrators or officials. This includes leaving the premises for work, off-campus classes, appointments, etc. Absolutely no exceptions!
- The Bullitt County Board of Education, BEHS, nor school officials are to be considered liable for vandalism, theft, damage, nor any other problems that may occur while parked on campus. The parking tag only reserves a space for the parking privilege and does not cover insurance claims.
- In the event of an accident on campus, students can obtain a Civilian Traffic Collision Report Form from the office or the Kentucky State Police website. Non-injury accidents do not require Police Officer assistance.

**School buses must have priority at all times on school grounds. Cars cannot be in the bus loading zone.**

CAUTION: Students entering and leaving student parking areas may be forced to cross the bus loading zone. Please watch for buses! Student drivers may leave before buses; however, when buses begin to exit school property, students must yield to buses and give them the right-of-way. **Violating Student Driving Policies shall result in disciplinary action(s).**

**School Insurance**

Student accident insurance is available for every student at BEHS. If accident insurance is desired it can be purchased from Scholastic Insurance. Coverage will extend throughout the school day and to all school-related activities.

**Guidance Procedures**

**BEHS Guidance Department Mission Statement**

The Guidance Department provides services and support to students and their families for the highest level of life-long academic, social and emotional success.

The primary goals of the BEHS School Counseling program are to ensure students are academically successful and prepared for college and the world of work upon graduation. Professional School Counselors offer a comprehensive program, based on the ASCA School Counseling Standards, which promotes career and college readiness, academic achievement, and personal/social development of each student.

- **College and Career Counseling** provides students with a multitude of opportunities to investigate the world of work and make informed career decisions, develop strategies to achieve future goals, and



understand college and other post-secondary educational/career opportunities, including admissions and financial support.

- ❑ **Academic Counseling** assists students and their parents in understanding academic curriculum options, planning an academic program of studies, interpreting academic testing results, and developing academic skills that foster academic achievement.
- ❑ **Personal/social Counseling** assists students to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities, and aptitudes, along with the skills to be responsible citizens.

### **Counselor Assignment:**

Our school counselors are assigned to families based on the family's last name. Mrs. Richardson works with families with last names that begin with A-F; Mrs. Steinmetz works with last names G-N; Mrs. Barr works with last names O-Z.

### **Requesting a Conference with a Counselor:**

In order to best serve students and staff, we ask that you observe the following guidelines:

- ❑ To request a conference with a counselor, students should fill out the Google Form located on the school's homepage.
- ❑ Allow your counselor at least 24 hours to respond to your request.
- ❑ If there is an emergency situation, please notify your teacher. The teacher will call the guidance office and then send you there. Only emergency situations will be seen on a "walk-in" basis.
- ❑ To arrange a parent conference with your counselor, please call or email your counselor to make an appointment.

### **Schedule Change Procedure:**

Schedule changes will only be made for the following reasons:

- ❑ Balancing class size
- ❑ Student is scheduled in a class he/she has already completed
- ❑ **Students will not be permitted to change their schedule after the first four days of the school year without the principal's approval.**

**\*\*We will not change a student's schedule for request of a certain teacher or for request to be in class with a friend.**



### **Planning for College**

College information is available in the counselor's office. The Guidance Office has a "College Room." Available information includes financial aid, costs, and information about various colleges. Assistance for obtaining financial aid and scholarships is available to all students. It is recommended that this process starts early in the junior year. Assistance in completing the FAFSA and other necessary financial aid statements is available.

### **Student Records**

All official records, files, and data directly relating to students, including materials incorporated in each student's cumulative folder, shall be available to parents upon their request or to students 18 years of age or older upon their request.

### **Immunization**

Kentucky law requires that each student in the public school system maintain an up-to-date immunization certificate. A student cannot be officially enrolled in school without an immunization certificate. After a period of ten (10) days from the opening day of school, your child will not be allowed to attend classes unless an updated certificate is on file.

This year, state law states that all students must have the Hep A vaccine as well as the Meningococcal booster prior to the start of the school year. Any students' whose immunization is not up to date with these will not be allowed to attend school until they are updated.

### **Academic Honesty Policy**

Plagiarism is the passing off of another person's work as if it were one's own, by claiming credit for something that was actually done by someone else. (Wikipedia, the free encyclopedia)

Students who deliberately plagiarize individual assignments, projects or tests will receive a zero on that particular activity. Furthermore, any student who deliberately assist other student(s) in any form of plagiarism will also receive a zero on that particular activity. If a student receives a zero, the teacher shall notify the parent(s)/guardian. The teacher, parent, and student may agree on an alternate assignment.

### **Senior Projects - will be updated 2019-20 school year.**

All seniors will be scheduled to present his / her "Project" during their senior year before a panel of judges. A teacher "Mentor" will be assigned to each senior. Students will be notified of their allotted time and place for their presentation. Students who do not successfully complete their presentation by the deadline shall not participate in the graduation ceremonies. Appeals should be taken before the Principal's appeal panel. A passing Senior Project is a graduation requirement.



### **Interim Reports**

- ❑ Grades are posted at the end of each nine (9) week grade period in Infinite Campus
- ❑ Parents are encouraged to monitor student grades minimally on a weekly basis through Infinite Campus Parent Portal
- ❑ Progress reports will be sent home via students approximately 4 ½ weeks in to each grading period.
- ❑ Continual progress can be monitored through the Infinite Campus Parent Portal. For password and access information contact the office at BEHS.

### **GRADING PERIODS**

Period	Begins	Ends
1	8/7	10/15
2	10/16	12/20
3	1/7	3/9
4	3/10	5/18

\*Subject to change with each and every cancelled school day

### **BEHS Grading Scale**

Letter grades at Bullitt East High School are based on the following scale:

<b>A</b>	<b>100 -- 90</b>
<b>B</b>	<b>89 -- 80</b>
<b>C</b>	<b>79 -- 70</b>
<b>D</b>	<b>69 -- 60</b>
<b>F</b>	<b>59 -- 0</b>

### **The Honor Roll**

Students who receive grades of A and / or B in all subjects for each semester are recognized for this outstanding achievement and are placed on the Honor Roll. The Honor Roll for each grading period is posted in the local newspaper.

### **Early Graduation**

Students who complete an early high school graduation program and meet all applicable legal requirements shall be awarded an Early Graduation Certificate. Students planning to complete an early graduation program shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known. The following conditions must be met:



1. Application has been submitted to the appropriate counselor prior to the college semester in which the student plans to attend. If applying for an apprenticeship or internship, the application should be submitted prior to the semester of training.
2. Students must have a cumulative GPA of 2.5.
3. Student may not have more than 30 days of accumulated absences over a three year period (extenuating circumstances will be considered).
4. Copy of schedule and transcript from both the high school and the intended college have been reviewed by counselor with student and is attached. If applying for an apprenticeship or internship, copy of high school transcript and schedule are required.
5. Letter of application from the student outlining the reason(s) for request has been received by counselor and is attached.
6. Letter of support, with both parents' signatures, endorsing the request is attached. If married, substitute spouse's letter. If student 18 or older and not living with parents, no letter is required.
7. Written information from employer or institution of higher learning stating the student's plans is attached.

The application shall be forwarded to the Superintendent along with a copy of the Principal's Conference Checklist signed by the principal, the student and his/her parent(s)/guardian(s). The Superintendent shall make a recommendation to the Board for consideration.

*Students who are granted early graduation will be withdrawn from school and will not be permitted to take part in any school activity, **including prom and graduation exercises.***

### **Seniors and Graduation Ceremonies**

The faculty and staff at Bullitt East recognize that participation in graduation ceremonies is a privilege and honor for our graduating seniors. **Any senior who does not meet all criteria shall forego participation in all ceremonies associated with graduation.** Nonparticipation does not alter graduation. Anyone meeting all academic requirements for graduation may pick-up his/her diploma at school during business hours on a date to be designated. **In order to participate in BEHS graduation ceremonies, seniors must meet the following criteria:**

1. Have no more than ten (10) cumulative unexcused absences during their final year.
2. Be free of all disciplinary action (must complete all detentions, Friday/Saturday School, and complete any suspension).
3. Fulfill all restitution on any outstanding financial obligations (fees, fines, loans, etc.)
4. Be in attendance and conduct themselves in a responsible and orderly manner during all graduation ceremony practices.
5. Commit no egregious offenses that, in the Principal's judgment, disqualify a student from participation in commencement ceremonies.



## **Media Center**

Bullitt East High School Media Center is an information center and is essential to the teaching/learning process of our faculty and students. Library materials are available to anyone desiring to use them.

- ❑ The library will open at 6:50 a.m. and close at 4:00 p.m.
- ❑ The library is a place for academics.
- ❑ Books may be checked out for two weeks. They must be renewed or returned after that time.
- ❑ No food or drink in the library during the regular school day.
- ❑ Students must report to the library immediately after leaving the classroom.
- ❑ **Students must sign in and out.**
- ❑ Permission is required to leave the library.
- ❑ Students who abuse library privileges will lose those privileges.
- ❑ Students will replace, or pay fines for any library materials or equipment damaged.
- ❑ Computers are for research. Please ask before printing.
- ❑ Students must obtain a pass in order to use the media center during assigned lunch period. Media Center "Lunch" passes may be obtained daily between 6:50AM and 7:20 AM. Passes will be limited in number to the first 20 students per lunch period.

## **Hall Passes**

Students will not be permitted in the hallways without an official BEHS hall pass or a signed teacher note, signed and timed by their current teacher, counselor, administrator, or staff member.

Hall passes will not be issued during the first or last 10 minutes of any class.

**If a student wants to see a staff member, he or she must report to their assigned classroom teacher first.**

**Students may NOT miss a scheduled class to participate in any activity for another class unless the teacher of record provides written permission.**

## **Computer Usage Policy**

**Students must sign appropriate use form prior to being allowed to access internet on any BEHS computer.**

The STC and Administration have the right to revoke the computer usage privileges for the following:

- ❑ Vandalism to computers.
- ❑ Modifying or deleting software and icons.
- ❑ Installing games or other programs from home.
- ❑ Misusing the Internet.
- ❑ Using the computer to play unauthorized games.
- ❑ Attempting to access restricted areas.





## Computer Vandalism

Hardware	=	Privileges revoked Pay for repairs
Software	=	Privileges revoked (\$50.00 per hour for software repair)

## Lockers

- ❑ Students are responsible for the proper care of both the inside and outside of assigned locker.
- ❑ Students are not dismissed from class to go to their lockers.
- ❑ Student lockers are the property of Bullitt East High School and are subject to inspection, without advance notice if the possession of illegal drugs, alcohol, weapons, or contraband is suspected.
- ❑ **Lockers should be locked when not in use. Do not share your combination with anyone.**
- ❑ **Do not leave money or valuables in your school or P.E. lockers**
- ❑ Students are required to provide a combination lock and the combination shall be submitted to your first period teacher in case of an emergency. If the combination has not been submitted properly the lock may be cut from the locker if inspection is necessary.

## Inspection of Personal Property

Personal property (i.e. wallet, jacket, book bag, automobiles, shoes, hat, etc.) is subject to inspection without advance notice if the possession of illegal drugs, alcohol, weapons, or contraband is suspected.

## Contraband

Any items brought onto school grounds considered to be inappropriate, improper or illegal will be confiscated by a school administrator. Furthermore, any person or persons involved in facilitating this act will be subject to disciplinary actions set forth in the Bullitt County Board of Education Discipline Code.



## Personal Telecommunication and Electronic Media Devices Policy Possession and Use

To ensure an appropriate academic environment inside and outside the classroom setting it is essential to adhere to the guidelines below. This policy is necessary to ensure respectful and non-disruptive use of personal electronic devices at Bullitt East High School as well as promote positive social skills and development. While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law and other related electronic devices, provided they observe the following conditions:

### Devices shall be used for educational purposes only.

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

- Poses a threat to academic integrity, such as cheating;
- Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate the legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
- Is profane, indecent, or obscene;
- Constitutes or promotes illegal activity or activity in violation of school rules; or
- Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
- These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.
- Unless an emergency situation exists that involves imminent physical danger, or a certified employee authorizes the student to do otherwise, **devices shall be turned off and operated only before and after the regular school day and during hall breaks and the student's lunch break.** School Councils may modify this restriction to meet educational or instructional needs and with Board approval.
- When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian. The determination of disciplinary action will be made by the PBIS Committee, followed by certified personnel, and carried out by school administrators.



**Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.**

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

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

### **Pledge of Allegiance**

Each student enrolled in the public schools of Bullitt County shall be given the opportunity to participate in the Pledge of Allegiance to the flag of the United States of America at the beginning of each school day. Pupils not wishing to participate may sit or stand respectfully during the Pledge.

### **School Based Council Meetings**

SBDM meetings will be held on the 3rd Monday of each month. Meetings will begin at 4:00 PM. Other special meetings will be held as needed. Please refer to the local newspaper/school e-newsletter for additional information.

### **Cancellation of School Policy**

In the event school must be canceled, the following procedure will be used:

- ❑ The announcement will be made via BCPS social media, BCPS one call system, and local media networks.
- ❑ School will be canceled one day at a time unless the Superintendent announces otherwise.
- ❑ As soon as the decision is made to cancel school the following day, the announcement will be made on BCPS social Media, BCPS one call system, and local media networks.
- ❑ Please do not call the school, the Board of Education office, or your principal. They will not know about school closing prior to the radio announcement. It's impossible to answer calls from everyone.

### **Academics and Eligibility**

Bullitt East High School Community recognizes the positive attributes which can be realized through participation in extra- and/or co-curricular activities. These activities are sponsored by the school to augment and enhance the educational process of our students through individual interest and/or talent. However, since these activities are an extension of – and not a replacement for – classroom instruction; the student's primary responsibility/obligation resides in performing at a satisfactory level in all classes of which he/she is a member.

#### **Consequences**

- Athletes must be passing all seven (7) classes to participate in athletics and extra-curricular programs. Progress checks will be made weekly by the Athletic Director and/or Athletic Secretary.



- A student / student-athlete that receives a D or an F on the weekly eligibility report for the first week will be placed on “PROBATION” and CAN practice and compete during the following week.
- If that same student / student-athlete carries an existing D or an F over to the second week as an F is considered ineligible to compete and will be deemed “PRACTICE ONLY.”
- If that same student / student-athlete carries a D over or improves an F to a D remains on “PROBATION.”
- Any student / student-athlete with an F for a third week deemed ineligible and will be placed on a “NO PARTICIPATION” list.
- Any student / student-athlete failing three classes at any time are automatically ineligible (*no probationary period*) and will be placed on a “NO PARTICIPATION” list.

### **Extra-Curricular Disciplinary Policy**

All coaches/sponsors shall distribute an expectation statement (to be signed by each participant) pertaining to behavior at the beginning of each extra-/co-curricular season.

Coaches/sponsors/students shall have a conference whenever a disciplinary situation arises constituting a Level II, or higher offense (according to BCPS discipline code).

If the discipline leads to suspension, the parent/guardian(s) will be contacted and a conference will be held with all parties involved. This conference will be held as soon as possible.

A coach or sponsor may assess further disciplinary action at his or her discretion.

### **Co-operative Education Programs**

Cooperative Office Education refers to an educational program consisting of in-school instruction coupled with on-the-job office work experience. These are planned experiences supervised by the school and the employer.

### **Prerequisites for Enrollment in Co-operative Programs**

Equal access will be provided for all students that meet the minimum requirements and have a career objective related to business. Each student must:

- ❑ Be a senior
- ❑ Have completed at least three pathway courses or be currently enrolled in their third pathway course
- ❑ Be recommended by a pathway teacher and have approval of coordinator.
- ❑ Have a 3.0 or better GPA
- ❑ Meet attendance requirements

The Carl Perkins Act of 1990  
Title IX, Title VI, SECTION 504,  
Americans with Disabilities Act

The Kentucky Department of Education does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.



The Bullitt County Public Schools give notice to all students, parents, employees and the general public that all vocational education programs, services, activities and employment are available without regard to race, color, national origin, age, religion, marital status, sex or disability. Any person having inquiries concerning the Bullitt County Public Schools' compliance with Title IX, Title VI, Section 504, the Americans with Disabilities Act, and the Carl D. Perkins Vocational and Applied Technology Act of 1990 is directed to contact Keith Davis, Superintendent, Bullitt County Public Schools, 1040 Highway 44E, Shepherdsville, Kentucky 40165, (502) 543-2271, who has been designated by the Bullitt County Public Schools to coordinate the district's effort to comply with Title IX, Title VI, Section 504, the Americans With Disabilities Act, and the Carl D. Perkins Act of 1990.

The Bullitt County Public Schools provide a number of educational opportunities to students in grades 6-12. The areas include technology and family consumer science education in the middle grades. The high school curriculum offers classes in agriculture, business, family and consumer science and technology education. These classes are open to all interested students. Students are offered the opportunity to enroll during class selection and registration held annually at their school.

Vocational adult education classes in business are offered to adult students during the course of the school year. Registration opportunities for these classes are printed in the local newspaper. Participation is open to all adult students, subject only to the availability of space in the class.

The Vocational Education Coordinator for the Bullitt County Public Schools is Robb Smith, Bullitt County Public Schools, 100 Highway 44E, Shepherdsville, Kentucky 40165, (502) 869-8000.

## **Drill Reminders**

### **Tornado Drill**

- Teachers must walk class to designate safe locations and take attendance (see sheet in red folder)
- Teachers must bring red/green emergency cards (hold up correct card)
- All safe area students who are inside rooms will get under their desks.
- Classroom Doors closed

### **Fire Drill**

- Classroom doors unlocked and closed
- Teachers must walk class to designated safe location and take attendance (see sheet in red folder)
- Teachers must bring red/green emergency cards (hold up correct card)

### **Hard Lockdown**

To restrict the mobility of building occupants to maintain their safety and care

- Students are to be cleared from the halls immediately and are to report to the nearest available classroom
- Lights are to be turned off, furniture should be moved to block the doorway and students should be spread out throughout the building
- Students should be aware of nearby items that could be thrown at an intruder if need be
- School staff will assist students needing special assistance



- All windows and doors are to be closed and locked. No one is to leave that location for any reason. Do NOT open the door for anyone
- Students should be silent and all cell phones should be OFF and put away
- Do not let anyone out of your classroom for any reason
- Wait for further instructions
- Red/Green cards are NOT to be used during lockdown situations

### **Soft Lockdown**

To restrict the mobility of building occupants to maintain safety and care while continuing to deliver instruction.

- Students are to be cleared from the halls immediately and are to report to the nearest available classroom.
- School staff will assist students needing special assistance.
- Lights may remain on an instruction may continue in the classroom as usual
- All windows and doors are to be closed and locked
- Place red or green card on Velcro
- Do not let anyone out of your classroom for any reason
- Wait for further instructions

### **Normal School Day**

- Classroom doors closed and locked

### **Early Dismissal**

Students will be permitted to leave a Bullitt County School during a tornado warning period only when one or both parents or a person designated in writing by parents calls for them at school. Students will be kept at school during a tornado warning if the alert comes at dismissal time and students cannot reach home before the storm strikes. No principal shall dismiss all students from school during a tornado alert, before the regular dismissal time, without permission from the Superintendent of Schools or the person to whom this responsibility has been delegated.

### **Bus Safety**

During a tornado warning, no bus shall be permitted to leave until the all-clear signal is given. If the bus is on its way to or from school it is advisable to stop the bus near a depression or cut in the road where possible and keep the students on the bus.

### **Bullitt County Tobacco Possession / Use Policy**

***The use of any tobacco product is prohibited in any building owned or operated by the Board of Education.*** Students shall not possess, smoke, or use tobacco products at school, on a school bus, or at any school-related activity on school grounds during regular school hours. Nor shall any students possess, smoke, or use tobacco products at any school sponsored or endorsed activity while said student is a participant in such activity.



Regular school hours shall be defined as any time between 6:50 AM and 3:30 PM. This is a smoke free environment and smoking is discouraged in general on school property.

#### **Definitions:**

Tobacco products include, but are not limited to, cigarettes, alternative nicotine products, or vapor product as defined in KRS 438.305 cigars, pipe tobacco, chewing tobacco, or snuff.

#### **Prohibited Use:**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

#### **Interventions**

The following methods of discipline will be administered to persons who violate this policy:

- ❑ ***First Offense*** (use or possession)
  - Confiscation of the tobacco product(s)
  - 1-2 days of after-school detention
- ❑ ***Second Offense***
  - Confiscation of the tobacco product(s)
  - Parent conference
  - 1 day of ISAP
- ❑ ***Third Offense*** and Subsequent Offenses
  - Confiscation of the tobacco product(s)
  - Parent conference
  - 2 days of ISAP
  - 1-3 days Out of School Suspension (subsequent offenses)

### **Discrimination / Harassment**

#### **Definitions:**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, disability or genetic information that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

#### **Prohibition:**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact



with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt (up to 30 days) and equitable resolution of complaints concerning harassment/ discrimination.

**Disciplinary action:**

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

**Guidelines:**

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal who shall immediately forward the information to the Superintendent/designee.

**Notifications:**

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, the Administrator/designee must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.

**Prohibited conduct:**

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

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/ discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;





#### Harassment/Discrimination

4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

#### **Bullying**

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

#### **Definition:**

Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate another student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time. This includes cyber bullying (electronic and/or wireless communication) whether posted on campus or off campus, which creates a hostile or abusive educational environment. Such behavior can be disruptive to the educational process and may interfere with the ability of other students to take advantage of the educational opportunities offered.

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

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

#### **Prohibitions:**

Bullying is prohibited at all times on school property and off school grounds during school sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

#### **Reports, Investigation, and response:**

Students who believe they have been a victim of bullying or who have observed incidents involving other students being bullied, shall, as soon as reasonably practicable, report it to a classroom teacher. The classroom teacher shall take appropriate action as outlined in the Student Discipline Code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their



immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

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

The Principal/Designee upon receipt of a report of bullying from a teacher or student will investigate, take appropriate action in accordance with the Student Discipline Code and District policies, document the incident, inform the parent/guardian of students involved, and log it in the Student Information System.

## **Sexual Harassment**

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 activity, sexual innuendoes, comments, humor or jokes, sexually suggestive sounds or gestures, touching, patting, pinching, stroking, squeezing, tickling or brushing 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.

Sexual Harassment in educational institutions is prohibited.

For details refer to BCPS Code of Student Behavior and Discipline.

## **Hazing**

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

## **Definition:**

"Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing is a student-to-student activity not sanctioned or condoned by the Board.

## **Actions not tolerated:**

Any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person shall not be tolerated. Such conduct shall include, but not be limited to, whipping, beating, branding, extended deprivation of sleep or rest, extended isolation, forced consumption of any food or beverage, drug or other substance, or any other treatment or activity which is likely to adversely affect the physical health or safety of any such student or which subjects such student to extreme mental stress.

This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.



### **Penalty:**

Violation of this policy shall constitute reason for disciplinary action up to and including suspension or expulsion from school and suspension or dismissal from other school sponsored activities. Any employee who participates in or encourages events or activities contrary to this policy will be subject to penalties under Policy 03.1325 and 03.2325 (Disrupting the Educational Process and related policies).

### **Discipline Code**

Bullitt East High School Discipline Code extends from the belief that every citizen has a responsibility to respect the rights of others. In the school environment these rights and responsibilities must be harmonious with the learning process. Rules and policies that establish appropriate discipline guidelines for students are necessary and basic to growth and development. A fair and equitable code of conduct must reflect expectations for student behavior and consequences for inappropriate choices made by the individual.

### **In School Alternative Program (ISAP)**

Students assigned to ISAP will be required to complete their regular classroom work. If there is additional time, students shall complete behavior modification packets that focus on the offense that caused the ISAP assignment. In order to fulfill the requirements of ISAP a student must complete a successful day as determined by the principal and ISAP teacher.

### **Suspensions**

A suspension is an absence caused by a disciplinary action and will be assigned by the principal or an assistant principal. During the term of suspension the student is not allowed to participate or attend any school sponsored function on or off campus. The student is not allowed on school property. Upon the student's return to school he/she:

- Will be permitted to make up tests or projects.
- May not be allowed to participate in any school activity until present for one complete day of school.

### **Discipline**

Refer to District *Code of Student Behavior and Discipline* handbook

## **Medication**

### **Dispensing**

1. Medication shall be given at home when possible.



2. Parents and/or health care providers shall complete the required form Permission Form for Prescribed or Over-the Counter Medication (09.2241 AP.21) before any person administers medication to a student or before a student self-administers. All medications shall be transported to school by the parent/guardian.
3. The first dose of any medication or dosage change shall be given at home. Changes in the dosage and/or times of administration shall be received in the form of a new authorization form and new prescription bottle or label from pharmacy indicating the change.
4. All medications shall be in the original container, and/or with correct pharmacy label. Altered labels will not be accepted.

### **Prescription medications**

Prescription medications shall be administered only as directed by a health care provider on the Permission Form for Prescribed or Over-the-Counter Medication (09.2241 AP.21). Parents shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the physician's orders to be followed. All prescription medications shall be counted upon receipt and amount received documented on medication logs by evidence of signature of receiver and signature of parent/guardian. Students are not permitted to bring any medication to school or carry medication on the bus unless a documented pressing medical need exists (i.e., asthma inhaler, Epi-pen, etc.) and the appropriate forms have been completed and are on file.

### **Non-prescription medications**

Non-prescription (over-the-counter) medications shall be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form Permission Form for Prescribed or Over-the-Counter Medication (09.2241 AP.21) is on file. The medication shall be in the original container, dated upon receipt and given no more than three (3) consecutive days without a physician's order. The approval of a physician or health care provider is recommended for use of non-prescription medication. Students are not permitted to bring any medication to school or carry medication on the bus unless a documented pressing medical need exists (i.e., asthma inhaler, Epi-pen, etc.) and the appropriate forms have been completed and are on file. Requests to administer or permit a student to carry a substance for relief of a condition or symptoms or a prevention of a health-related concern will be regarded as a medication request (cough drops, herbs, or vitamins to name a few).

### **Self-administration**

Students may carry on their person and independently take their own medication, provided all paperwork completed by parent/guardian and physician is on file for the current school year. Students self-administering shall register all medications with office. Students shall not share any prescription or over-the-counter medication with another student. Violations shall result in appropriate disciplinary action, including but not limited to suspensions or expulsion.

### **Field Trips**

Student medication may not be repackaged by school personnel. Parent/guardian must send a separate bottle with enough medication for the field trip day. The medication bottle shall have a current pharmacy prescription label attached. For overnight and out of state trips, additional paperwork may be required.

### **Emergency Medication**

Emergency medication shall be administered as per written directions approved and signed by a physician or local health care provider and the student's parent/guardian. Individual directions are needed to address those students with a history of systemic reactions to known allergens (anaphylaxis), diabetes, seizure disorders, and asthma. Please contact health services at (502) 869-8000 to obtain needed paperwork.

### **Storage/Disposal of Medication**

All medications shall be destroyed at the end of the year if not picked up within (10) days of school closing by the parent/guardian. Non-prescription medications without a physician's order shall be destroyed ten (10) days after receipt if not picked up. If not picked



up within ten (10) days of the expiration date, prescription and non-prescription medication(s) with expired dates shall be destroyed to ensure the safety of all students.

### **LUNCH CHARGES**

Bullitt County High School cafeteria programs are NOT allowed to charge lunches. Any time a student forgets lunch money he/she should may be provided with an alternative meal.

The BCPS lunch program is offering a new online service. Parents are able to create an online account, monitor how their child is using his/her lunch account and deposit money into the account online. Parents may access this new program through the following link: [www.myschoolbucks.com](http://www.myschoolbucks.com)



## **Bullitt East High School**

Homework Policy

SBDM 6.0

### **Purpose:**

Homework is an important part of our educational program and will be assigned on a regular basis. Assignments will vary in accordance to the needs of the class and are intended to reinforce and extend learning initiated in the classroom. Homework will help students become responsible, self-directed learners and develop effective strategies for continuous learning. Successful completion of homework assignments will play an important part in final evaluation of the student.

### **Guidelines for Staff:**

- Assign relevant, challenging and meaningful homework that is given for the purpose of review, practice, inquiry, applications and/or enrichment.
- Provide homework assignments that are specific, within the student's ability and have clearly defined expectations.
- Be considerate of the demands of other disciplines when planning homework assignments.
- Provide timely feedback on all assignments, and discuss problems when appropriate.
- Involve parents and contact them if a pattern of late or incomplete homework develops.
- Clearly communicate late work policy to students and include it in course syllabus (this may include partial credit, no credit, missed assignment activity, and/or after school detention).
- Keep an updated list of all assignments on teacher website.

### **Guidelines for Students:**

- Record directions for homework and understand assignments clearly before leaving class.
- Bring home the proper materials to complete the assignments.
- Hand in completed assignments on time.
- Plan ahead to make efficient use of the time that has been allotted to complete long term assignments.
- Seek help from the teacher when needed.
- Be accountable for his/her actions regarding completion of homework.
- Expect to spend 5-10 hours per week total on homework, exclusive of AP and advanced level classes where more homework is necessary.
- Check teacher websites for updated list of assignments.

### **Guidelines for Parents:**

- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality of student work.
- Support the need for balance among the many learning activities in the life of student including homework.
- Provide a time and place to do homework assignments with limited interruptions.
- Contact the teacher with questions or concerns and to stay well informed about the student's learning process.
- Check teacher websites for updated list of assignments.



