

Bath County High School ***and*** ***Mertz Career and Technical Center***

Student/Parent Handbook & Code of Conduct Guide

Principal/Mertz Career and Technical Center Director: Sarah A. Rowe

Athletic Director: Dillon Fry

Mertz Coordinator: Jane McMullen



2016-2017

464 Charger Lane
Hot Springs, VA 24445

ALL RULES, REGULATIONS OR OTHER STIPULATIONS WITHIN THIS HANDBOOK ARE SUBJECT TO REVISION BASED UPON CHANGES IN STATE OR FEDERAL LAW OR CHANGES AND/OR ADDITIONS TO SCHOOL BOARD POLICY.

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BATH COUNTY HIGH SCHOOL
and
Mertz Career and Technical
2016-2017 FACULTY / STAFF DIRECTORY



Administration

Sarah Rowe: Principal/Mertz Director
Dillon Fry: Athletic Dir./Principal Designee
Jane McMullen, Mertz Coordinator/Principal Designee

Art

Kimberly Craig

English

Angie Keyser (Sophomore Sponsor)
Jeanie Rooklin (8th Grade Sponsor)
Kirby Smith (Junior Sponsor)

Foreign Language

Scott Youngdahl (Sophomore Sponsor)

Guidance

Stephanie Hiner
Anne Clarry

Librarian

Tammy Layne

Mathematics

Michelle Eldredge (Senior Sponsor)
Sierra Adkins
Lisa Hamilton (8th Grade Sponsor)

Music/Band

Melinda Hooker (Sophomore Sponsor)

Physical Ed./Driver Education

Dillon Fry
Kris Phillips (Sophomore Sponsor)

Science

Heather Hough
Kayla Jordan (Freshman Sponsor)
Amber Yohe (Freshman Sponsor)

Social Studies

Adam Frye (Senior Sponsor)
Danny Sifford (Senior Sponsor)
Caleb Scott

Special Education

Laura Massie
April Miller
Rodney Landreth
Lisa Miller

Career & Technical Education

Joey Altizer, Carpentry
Anthony Skeens, Auto Mechanics
Adaline Hodge, Culinary Arts (Junior Sponsor)
Larry Grubbs, Electricity (Junior Sponsor)
Mark Hall, Technology/ITRT
Jane McMullen, Business Ed. (8th Grade Sponsor)

Instructional Assistants

Dottie Jenkins – Special Education
Betty Colvin -Special Education
Carrie Pierce – Computer Lab Manager
Mary Rogers – Special Education (8th grade Sponsor)
Chrisy Harmon-Special Education

Secretarial

Katie Keyser, MCTC (Senior Sponsor)
Lucy McCune, Guidance
Susan McRoberts, Bookkeeper

Cafeteria

Kimberly Smith, Manager
Connie Liptrap
Monique Ingram

Custodial

Jake Altizer
Becky Hise
Rodger Hupman
Jody Shifflett

Nurse

Glenda Myers

SRO

Dewey Knick

Maintenance

Mark Cook

**BATH COUNTY PUBLIC SCHOOLS
2016-2017 DIVISION CALENDAR**

Monday	August 8.....	New Teachers Report (8:15 AM-3:30 PM)
Tuesday-Tues.	August 9-16.....	All Teachers Report (8:15 AM-3:30 PM; 30 min. lunch) (Inservice & Workdays will be defined by Pre-School Workday Calendar)
Wednesday	August 17.....	FIRST PUPIL DAY
Monday	September 5.....	Labor Day Holiday
Monday	September 19.....	Progress Reports Sent Home
Friday	September 23.....	Early Release 12:30 PM (If Delayed Opening – Becomes Full Day) Teacher Inservice 1:00-3:30 PM
Thursday	October 20.....	1 st Grading Period Ends Early Release 12:30 PM (If Delayed Opening – Becomes Full Day) Teacher Workday 1:00-3:30 PM
Thursday	October 27.....	Pupil Holiday Teacher Inservice 8:00 AM-12:00 PM Parent-Teacher Conferences (Report Cards)* 1:00-4:00 PM & 4:30-7:00 PM
Thursday	November 17.....	Progress Reports Sent Home
Monday-Friday	November 21-25.....	Fall Break - Thanksgiving Holiday
Friday-Tuesday	December 16, 19, 20..	BCHS Exams - Full Day (pending any days missed)** (Exams + Review)
Wednesday	December 21.....	BCHS Exams (pending any days missed)** Early Release 12:30 PM (If Delayed Opening – Becomes Full Day) Teacher Workday 1:00-3:30 PM
Thursday-Mon.	Dec. 22-Jan. 2.....	Christmas & New Year's Holiday
Tuesday	January 3.....	School Resumes / Students Return
Friday	January 13.....	2 nd Grading Period Ends / End of Term I Early Release 12:30 PM (If Delayed Opening – Becomes Full Day) Teacher Workday 1:00-3:30 PM
Monday	January 16.....	Pupil Holiday / Teacher Workday 8:15 AM-3:30 PM
Monday	January 23.....	Report Cards Sent Home
Thursday	February 23.....	Pupil Holiday / Teacher Inservice 8:00 AM-12:00 PM Parent-Teacher Conferences (Progress Reports)* 1:00-4:00 PM & 4:30-7:00 PM
Friday	February 24.....	Pupil Holiday / Teacher Workday/Inservice 8:15 AM-3:30 PM
Thursday	March 23.....	3 rd Grading Period Ends
Friday	March 24.....	Pupil Holiday / Teacher Workday/Inservice 8:15 AM-3:30 PM
Monday	April 3.....	Report Cards Sent Home
Thursday	April 13.....	Early Release 12:30 PM (If Delayed Opening – Becomes Full Day) Teacher Workday 1:00-3:30 PM
Friday-Tuesday	April 14, 17, 18.....	Spring Break
Wednesday	April 26.....	Progress Reports Sent Home
Tuesday-Thurs.	May 23, 24, 25.....	BCHS Senior Exams - Full Day (pending any days missed)** (Exams + Review)
Monday	May 29.....	Memorial Day Holiday
Tuesday-Thurs.	May 30, 31-June 1.....	BCHS Exams - Full Day (pending any days missed)** (Exams + Review)
Friday	June 2.....	BCHS Exams (pending any days missed)** Early Release 12:30 PM (If Delayed Opening – Becomes Full Day) LAST PUPIL DAY Teacher Workday 1:00-3:30 PM
Monday-Tues.	June 5, 6.....	Teacher Workdays (8:15 AM-3:30 PM; 30 min. lunch) (There will be two (2) teacher workdays following the last pupil day.)
Friday	June 9.....	Report Cards Mailed Home (no later than one week after last day of school)

**BATH COUNTY PUBLIC SCHOOLS
2016-2017 DIVISION CALENDAR
SCHOOL BOARD APPROVED 3/1/16**

➤ SUBJECT TO EMERGENCY CLOSINGS, SOME CALENDAR DATES MAY NEED TO BE SHIFTED OR CHANGED ACCORDING TO DAYS MISSED.	
*	Parent/Teacher conference days are credited as two (2) teacher workdays.
**	Days missed prior to exams will not affect scheduled exam days. Delayed opening on exam days will not affect exams and will result in dismissal at regular time. Exam days missed will cause exams to shift according to the number of days missed.

	SCHOOL DAYS	PUPIL HOLIDAYS	EARLY RELEASE DAYS	TEACHER INSERVICE/WORKDAYS
AUGUST	11	0	0	6
SEPTEMBER	21	1	1	0
OCTOBER	20	1	1	2*
NOVEMBER	17	5	0	0
DECEMBER	15	7	1	0
JANUARY	20	2	1	1
FEBRUARY	18	2	0	3*
MARCH	22	1	0	1
APRIL	17	3	1	0
MAY	22	1	0	0
JUNE	2	0	1	2
	185	23	6	15

(*Parent/Teacher Conference days are credited as two (2) teacher workdays.)

Total Scheduled Days..... 200
 Unscheduled Workday..... 0
TOTAL 200

GRADING PERIOD ENDS	NO. DAYS	PROGRESS REPORTS	REPORT CARDS
1 st – October 20	46	September 19	October 27 *
2 nd – January 13	47	November 17	January 23
3 rd – March 23	46	February 23 *	April 3
4 th – June 2	46	April 26	June 9
TOTAL	185		

* Parent-Teacher Conference

BUS ROUTES for 2016-2017 SCHOOL YEAR

The following is a list of bus numbers, bus drivers and bus routes for Bath County Public Schools. Students will return to school on **Wednesday, August 17**. All starting times are approximate. Please plan to be at your bus stop 15-20 minutes early for the first week of school. Please check the bus route your child will ride.

-
- **Bus #3, Beverly Adkins:** Pick Up Starting Time 7:20 AM - Rt. 220 South, Rt. 608 (Tinkertown), Rt. 220 North, Rt. 612 (Ashwood Dr.), Rt. 613 (Forestry Road), Rt. 695, Rt. 697 (Virginia Hill), Rt. 695, Rt. 220 South picking up students to Valley Elementary School, Rt. 220 North to Bath County High School.
-
- **Bus #4, Gray Peery:** Pick Up Starting Time 7:15 AM - Airport Mountain Road; Rt. 703, Rt. 606, Rt. 220 North, Rt. 700, Rt. 647, Rt. 220 North picking up students to Valley Elementary School, Rt. 220 North to Bath County High School.
-
- **Bus #6, Betty Bradberry:** Pick Up Starting Time 6:50 AM - Douthat Road; Rt. 629 North, Rt. 683 (Blue Grass Hollow), Rt. 629, Rt. 39 West, Rt. 630 (Stage Coach Road) to Oak Ridge Station, Rt. 39 East, Wildcat School Road, Rt. 39 East, Transfer at Windy Cove Church with Bus #19 at 7:45 AM, Rt. 39 East to Millboro Elementary School.
-
- **Bus #7, Tammy Stinespring:** Pick Up Starting Time 7:00 AM - Millboro; Rt. 633 (Crooked Spur), across railroad tracks, Rt. 637, Rt. 665, Rt. 691, Rt. 633 (Tunnel Hill), Rt. 666, Rt. 668, Rt. 633-top of Crooked Spur, Rt. 638 (High Country Rd.), Rt. 635 (Ridge Road), Rt.39/42 West, Transfer at Windy Cove Church with Bus #19 at 7:45 AM, Rt. 39 East to Millboro Elementary School.
-
- **Bus #8, Harold Keyser:** Pick Up Starting Time 6:55 AM –Rt. 600 North (Big Back Creek Road), Rt. 601 (Little Back Creek Rd.), Rt. 676 (Church Rd.), Rt. 600 South (Lake Rd.), Rt. 39 East to Warm Springs, Rt. 675/620 West Warm Springs, Court House Hill, Rt. 220 South to Bath County High School, Rt. 220 South to Valley Elementary School.
-
- **Bus #10, Roger Smith:** Pick Up Starting Time 7:10 AM – Rt. 609 (from bridge to Highland line), Rt. 614 (from Burnsville to Route 220), Rt. 220 South (picking up students from Warm Springs Inn to BCHS, Rt. 619 (Klondike), Route 220 South to Bath Conty High School, Rt. 220 South to Valley Elementary School.
-
- **Bus #12, Sharon Wells:** Pick Up Starting Time 7:15 AM - North on Rt. 42, transfer at Windy Cove with Bus #15 at 7:50 AM, Rt. 39, Rt. 633 to Millboro Elementary School, Rt. 666 across tracks (picking up elementary school students only) to Millboro Elementary School.
-
- **Bus #13, Steve Sweitzer:** Pick Up Starting Time 7:20 AM – Rt. 687, (picking up all students from Alleghany County line to Burns Auto), Rt. 605 (Coles Mtn. Road), Rt. 616/650 (Pine Hurst Heights), Rt. 220 North (picking up students from Hot Springs to Bath County High School, Rt. 642 (Routier Hill), Rt. 220 North to Bath County High School, Rt. 220 South to Valley Elementary School.
-
- **Bus #15, Sonny Clark:** Pick Up Starting Time 6:55 AM – Rt. 609 (Bath Alum/Dry Run), Rt. 624 (Westminister Road), travel to Rt. 633 picking up students while traveling South (Pig Run), Rt. 39 West, transfer at Windy Cove Church with Bus #12 at 7:50 AM, Rt. 39 West (picking up Bath County High School students), Rt. 220 south to Bath County High School.
-
- **Bus #17, Billy Grimm:** Pick Up Starting Time 6:55 AM - Deerfield; Rt. 629, Rt. 641, Rt. 629, Rt. 640, Rt. 39 West to Kool Dri, Rt. 39 West, Transfer at Windy Cove Church with Bus #15 at 7:50 AM, Rt. 635, Rt. 638, Millboro Elementary School.
-
- **Bus #18, David Liptrap:** Pick Up Starting Time 7:00 AM - Rt. 621 (McGuffin Rd.), Rt. 687 (Bacova Rd.), Rt. 618 (Dunn’s Gap Rd.), Rt. 693 (Campbell Hollow Rd – Bus Stop at Burns Auto), Rt. 687 (picking up students from Campbell Hollow to Rt. 616), Rt. 615 to Hot Springs (picking up all students), Rt. 618 Mitchelltown (Dunn’s Gap Rd.), Rt. 649 (Mitchelltown Rd.- Grand View Dr.), Park Lane (Homestead Rd.), Rt. 220 South to Valley Elementary School, Rt. 220 North to Bath County High School.
-
- **Bus #19, Larry Entsminger:** Pick Up Starting Time 7:00 AM – Pick Up in Williamsville on Rt. 614, Rt. 678 (Indian Draft Road), right on Rt. 625 (River Road), left on Rt. 629, (Deerfield Road), left on Rt. 678 (Indian Draft Road) for ½ mile to turn around, picking up students on Rt. 678, transfer at Windy Cove Church with Bus #7 and Bus #5 at 7:45 AM, Rt. 39 West, Rt. 683, Rt. 220 South to Bath County High School.
-
- **Bus #22, Keswick Phillips:** Pick Up Starting Time 6:55 AM – Rt. 220 North to Little Valley, Bolar; Rt. 694, Rt. 607, Rt. 220 South, Rt. 623, Rt. 220 South, Rt. 680, Rt. 220 South to Bath County High School, Rt. 220 South to Valley Elementary School.

Bell Schedule

Regular Bell Schedule	Activity Bell Schedule	12:30 Early Release	2 Hour Delay
<p style="text-align: center;"><u>First Lunch</u></p> <p>Beginning Bell 8:25 Period 1 8:27-9:25 Period 2 9:29-10:21 Period 3 10:25-11:17 Lunch P4 11:17-11:47 Period 5/6 11:47-12:39 Period 7/8 12:43-1:35 Period 9 1:39-2:32 Period 10 2:36-3:30</p> <p style="text-align: center;"><u>Second Lunch</u></p> <p>Beginning Bell 8:25 Period 1 8:27-9:25 Period 2 9:29-10:21 Period 3 10:25-11:17 Period 4/5 11:21-12:13 Lunch P6 12:13-12:43 Period 7/8 12:43-1:35 Period 9 1:39-2:32 Period 10 2:36-3:30</p> <p style="text-align: center;"><u>Third Lunch</u></p> <p>Beginning Bell 8:25 Period 1 8:27-9:25 Period 2 9:29-10:21 Period 3 10:25-11:17 Period 4/5 11:21-12:13 Period 6/7 12:17-1:09 Lunch P8 1:09-1:39 Period 9 1:39-2:32 Period 10 2:36-3:30</p> <p>Four Minute Passing Times</p> <p>No bells will ring during lunches. Teachers are to dismiss students to lunch and class according to the above schedules.</p>	<p style="text-align: center;"><u>First Lunch</u></p> <p>Beginning Bell 8:25 Period 1 8:27-9:21 Period 2 9:25-10:11 Period 3 10:15-11:01 Lunch P4 11:01-11:31 Period 5/6 11:31-12:16 Period 7/8 12:20-1:05 Period 9 1:09-1:52 Period 10 1:56-2:40 ACTIVITY 1 2:44-3:30</p> <p style="text-align: center;"><u>Second Lunch</u></p> <p>Beginning Bell 8:25 Period 1 8:27-9:21 Period 2 9:25-10:11 Period 3 10:15-11:01 Period 4/5 11:05-11:50 Lunch P6 11:50-12:20 Period 7/8 12:20-1:05 Period 9 1:09-1:52 Period 10 1:56-2:40 ACTIVITY 1 2:44-3:30</p> <p style="text-align: center;"><u>Third Lunch</u></p> <p>Beginning Bell 8:25 Period 1 8:27-9:21 Period 2 9:25-10:11 Period 3 10:15-11:01 Period 4/5 11:05-11:50 Period 6/7 11:54-12:39 Lunch P8 12:39-1:09 Period 9 1:09-1:52 Period 10 1:56-2:40 ACTIVITY 1 2:44-3:30</p>	<p style="text-align: center;"><u>First Lunch</u></p> <p>Beginning Bell 8:25 Period 1 8:27-9:04 Period 2 9:08-9:42 Period 3 9:46-10:20 Lunch P4 10:20-10:50 Period 5/6 10:50-11:12 Period 7/8 11:16-11:38 Period 9 11:42-12:04 Period 10 12:08-12:30</p> <p style="text-align: center;"><u>Second Lunch</u></p> <p>Beginning Bell 8:25 Period 1 8:27-9:04 Period 2 9:08-9:42 Period 3 9:46-10:20 Period 4/5 10:24-10:46 Lunch P6 10:46-11:16 Period 7/8 11:16-11:38 Period 9 11:42-12:04 Period 10 12:08-12:30</p> <p style="text-align: center;"><u>Third Lunch</u></p> <p>Beginning Bell 8:25 Period 1 8:27-9:04 Period 2 9:08-9:42 Period 3 9:46-10:20 Period 4/5 10:24-10:46 Lunch P8 11:12-11:42 Period 9 11:42-12:04 Period 10 12:08-12:30</p>	<p style="text-align: center;"><u>First Lunch</u></p> <p>Beginning Bell 10:25 Period 1 10:27-11:11 Period 2 11:15-11:51 Period 3 11:55-12:31 Lunch P4 12:31-1:01 Period 5/6 1:01-1:36 Period 7/8 1:40-2:15 Period 9 2:19-2:52 Period 10 2:56-3:30</p> <p style="text-align: center;"><u>Second Lunch</u></p> <p>Beginning Bell 10:25 Period 1 10:27-11:11 Period 2 11:15-11:51 Period 3 11:55-12:31 Period 4/5 12:35-1:10 Lunch P6 1:10-1:40 Period 7/8 1:40-2:15 Period 9 2:19-2:52 Period 10 2:56-3:30</p> <p style="text-align: center;"><u>Third Lunch</u></p> <p>Beginning Bell 10:25 Period 1 10:27-11:11 Period 2 11:15-11:51 Period 3 11:55-12:31 Period 4/5 12:35-1:10 Period 6/7 1:14-1:49 Lunch P8 1:49-2:19 Period 9 2:19-2:52 Period 10 2:56-3:30</p>

SCHOOL ATTENDANCE REGULATIONS

Regular class attendance is considered by Bath County Public Schools to be essential to the educational process and to the satisfactory completion of the requirements of any class and subject offered. Regular school attendance also is directly related to the development of good habits, which are important in the world of work and in higher education. A ninety-five percent (95%) or better attendance rate is the goal. Students at the Secondary level must earn 140 clock hours to be award course credit in accordance with the Code of Virginia. Therefore, the following changes have been made to ensure that your child is successful in meeting those requirements.

Student Absences/Tardies/Early Dismissals

Student absences, tardies, check-ins, and checkouts will be recorded on a daily basis for each class in the following manner: A daily record will be maintained for student absences, tardies, and early dismissals, noting the time and reason given by the parent/guardian. Parents or guardians will be notified in writing when tardies and early dismissals become excessive. Three tardies and/or early dismissals equal one absence.

When a student is absent from school, parents or guardians should call the school to report the student's absence by 10:00 am. When the student returns to school the parent or guardian must provide a written note stating the reason for the student's absence. Parents or guardians will be notified by telephone whenever a student does not attend school and the school is not aware of the reason for the absence.

Documenting Absences

School officials shall not consider absences as excused or unexcused. All absences shall be identified as documented (note/excuse received) or not documented (no note/excuse received). Each student should present to the main office documentation within 2 days of the absence.

Absences, check-ins, or checkouts for any of the reasons listed below **shall not** contribute to the maximum number of absences allowed by this policy.

1. state mandated testing or other school/division testing programs;
2. school-sponsored field trips or activities;
3. all VHSL activities;
4. late bus or buses which fail to run;
5. conference with guidance counselor, administrator, or other related staff members;
6. involuntary court appearance (copy of court order or subpoena required);
7. death in the family or household (verification may be required);
8. religious holidays (verification may be required);
9. College/Technical School visits (letter from Admissions office required)

Absences, check-ins, and checkouts for reasons other than those listed above shall contribute to the total absences allowed by this policy. For the purpose of record keeping in attendance at the secondary level, three (3) check-ins and/or checkouts shall be equal to one (1) absence towards the maximum number allowed. Any excessive check-ins, checkouts, or patterns of absences may result in a review of the attendance plan.

A student is considered is Present if he/she:

1. reports to the classroom or other approved area at the time of the tardy bell
2. attends a school sponsored event

A student is considered Tardy if he/she:

1. reports to school after 8:25
2. reports to class after the tardy bell

A student is considered Absent if he/she:

1. does not report to school
2. checks in late missing a class period or periods
3. fails to report to class (skipping) class during the class period
4. checks out early missing a class period or periods

Students and their parents/guardians shall be notified in writing by the principal or the principal's designee when a student's total absences in any courses have accumulated to the following levels:

Five (5) Absences:

1. A five-day notification letter
2. Credit review meeting with parent/guardian (s) and student
3. Creation of an Attendance contract including the consideration of Early Attendance Intervention

Ten (10) Absences:

1. A 10-day notification letter
2. Credit review meeting with parent/guardian(s) and student
3. Review of attendance contract including the consideration of Attendance Probation
4. Beginning of documentation of referral to Juvenile Court

Fifteen (15) Absences:

1. A 15-day notification letter
2. Credit review meeting including the consideration of a Hours of Reclamation Plan
3. Referral to Juvenile and Domestic Relations Court

Day 16: When a student's total absences exceed sixteen (16) days and parents/guardians shall be notified in writing of loss of credit and of the credit review process to create a plan for potentially avoiding a loss of credit if necessary.

Credit Review Process

Upon notification of a student's excessive absenteeism and possible loss of credit, the school administrator (principal or designee) initiate a credit review meeting to discuss the circumstances of the student's absences and any supportive documentation. The student's guidance counselor or teacher(s) may also attend this meeting to provide information concerning the student's attendance and academic standing to the school administrator for review prior to the meeting.

The outcome of the credit review process **may be** one of the following:

1. **Early Attendance Recovery** – Students whose absences have reached **five (5) days will be required to attend Homework Recovery Club (2) weeks per month which will be held on Tuesdays.**
2. **Attendance Probation** – Students whose absences now reach 10 days will be required to **attend five (5) sessions of Extended Evening School.**
3. **Hours Reclamation Plan** – Student must fulfill the requirements of a "Hours Reclamation Plan" developed by the school administrator in order to make up time for days missed and earn credit in affected courses. Continued absences after the development of a plan may result in additional hours of reclamation or a loss of credit in affected courses.
4. **No Action** – **The school administrator may waive the need for a credit review meeting when he/she is made aware that the excessive absenteeism is due to legitimate chronic medical conditions, catastrophic illness, major medical injuries, or other catastrophic circumstances.**

All decisions related to absences and credit will be reviewed each grading period. Failure to follow-through on any required stipulations will result in a loss of credit for affected courses. Decisions made by the building principal should be appealed to the Superintendent.

Adopted: May 3, 2000

Revised: May 23, 2000; August 6, 2013; August 4, 2015

*Modifications Adopted: August 2, 2005

8/15

BATH COUNTY PUBLIC SCHOOLS

Make-up work

1. Please be aware that teachers adjust their lesson plans according to proper pacing of class progress; therefore, it is difficult to collect make-up work the same day of a student's absence. Students are responsible for collecting their make-up work upon return.
2. If you anticipate a student missing three (3) or more day due to viruses, injuries, surgeries, etc., please call the Guidance office **before 9:00AM** on the 3rd day to request make-up work. All make-up work-up should be picked up that afternoon before 4:30PM.
3. Students have five (5) days to make up work **without penalty.**
4. Students are encouraged to take advantage of Homework Club to complete make-up work. Homework Club is offered every Wednesday from 3:40-5:40PM with the exception of days of inclement weather or early releases. Activity buses are provided to transport students home.
5. The building administrator may make exceptions for extenuating circumstances (Example: hospitalization).

Checking in

Any student arriving late should:

- Report to the office, sign-in and turn in a note from a parent/guardian, doctor, dentist, or other professional appointment. No notes will be accepted two days after the absence.
- All students must obtain an admit slip before going to class.
- Dabney S. Lancaster Community College Governor School Students must check in at the guidance office immediately upon arriving in order to be counted present.
- Student drivers need to remember that driving is a privilege and excessive absences will not be tolerated.
 - After 6 tardies student drivers will lose their parking passes for 5 days
 - After 12 tardies student drivers will lose their parking passes for 10 days
 - After 24 tardies student drivers will lose their parking passes indefinitely.

Checking out

Any student leaving early should:

- Present a note to the office **prior to 8:40AM in the morning**. Parents are encouraged to send notes in the morning for all anticipated early dismissals.
- Students may check out younger with written parent permission.
- Anyone picking up a student must be 18 years of age and will be required to come to the main office for check out. Please have your driver's license ready to check the student. Students will not be permitted to meet the individual picking them up outside the building.

The school reserves the right to ask for identification from any person checking out a student. It is the responsibility of parents to ensure that students do not ride home with others than those designated in writing. Students waiting for transportation should wait in the office. Failure to do so will result in disciplinary action.

VISITORS

Bath County High School is a closed campus. All visitors will be required to enter the building through the front or courtyard entrance and come directly to the main office to sign in. All visitors will be required to present a photo ID or driver's license. Unknown persons or those who cannot produce proper identification will be asked to leave school property. The following individuals may also be asked to leave the property:

- Anyone whose purpose is unclear or has not legitimate reason for visiting the school
- Any parents/guardians without custodial rights
- Individuals who are not listed on emergency care forms
- Minors who are not students of BCHS and are not accompanied by an adult who does not have a legitimate reason.
- Students may not bring guests to school.
- Students who are suspended or expelled are not allowed on campus anytime during the suspension or expulsion.
- Students who have dropped out are not allowed on campus at any time while school is in session and risk being charged with trespassing.

TRESPASSING (BCPS Policy KK; Revised 6/24/08)

Anyone, including students, who enters a school at nighttime without the consent of an authorized person except to attend an approved meeting or service or who enters or remains on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen may be prosecuted. Unauthorized persons who fail to leave the school grounds or school activity as requested will be considered trespassers. The School Board authorizes the superintendent to take all necessary actions regarding the safety, order and preservation of the educational environment on School Board property or at school division sponsored activities. Law enforcement may be called to enforce this policy.

PARENTAL INVOLVEMENT

Our goal is for students to enjoy successful school experiences at BCHS. We hold high expectations for our students and we welcome the opportunity to work cooperatively with parents/guardians as we maintain quality programs and seek to make needed improvements. The support of family and the community is important to school success, and parents and guardians are encouraged to take an active role in their children's education.

- Parents/guardians are encouraged to call teachers, guidance counselors, and administrators to ask questions, share concerns, and make suggestions at any time. They are strongly encouraged to call or schedule appointments with their child's teachers to discuss individual student progress or specific student concerns. If a parent/guardian would like to contact an individual teacher, please call the main office and leave a message for the teacher, please do not call teachers at home.

- Non-custodial Parents/Guardians as specified by the Code of Virginia and the Family Education Rights Privacy Act (FERPA), non-custodial parents have the full rights as parents for access to student records and for participating in school activities, “unless otherwise ordered by the court for good cause shown.” It is the responsibility of the custodial parent to provide documentation of any restrictions on a non-custodial parent. Duplicate copies of report cards and other written communication will be made available to the non-custodial parents upon their requests. If a person not known to school officials attempts to contact or pick up a child at school, a photo ID and other verification of identity/relationship to a student (including confirmation with the custodial parent) may be required before releasing the student.

If a student or parent/guardian has a concern about a school policy or an employee, they are strongly encouraged to contact the staff member with whom they have a complaint to discuss the problem as quickly as possible. If either person feels the need of include a third party, or they are unable to resolve the problem, they should contact the school principal.

ELECTRONIC COMMUNICATION

Each BCHS staff member has an email address. Email addresses, along with other useful information related to school activities, may be found on the BCHS website <http://www.bath.k12.va.us/bchs/default.aspx>. To receive these messages, please make certain that your phone and email contact information is up-to-date in our PowerSchool system

Each teacher also has an individual webpage to allow students and parents to access to each teacher's individual calendar of due dates for homework assignments, projects, etc. These calendars will also list other important dates such as test/quiz dates, field trip information, etc. Homework/projects will be posted as they are assigned; test/quiz dates will be posted as they are announced to the class.

Parents/guardians will also have access to their child's school information and progress electronically through Parent Portal available from the BCHS website. Through a secure connection over the Internet, authorized parents/guardians will be able to view and monitor their child's attendance, assignments, class schedule and grades. Student information is available in “real time” for parent to view as soon as it is posted by teachers. This powerful database and encourages communication between the school and home. More immediate access to student records provides the means for teachers and parents/guardians to work together to better address the instructional needs of our students and to keep them on track for success in school. Teachers will do their best to grade assignments and post grades/update their gradebooks weekly. *A blank space in the gradebook indicates that the assignment has not yet been graded or posted. A zero in the grade book means that the assignment wasn't turned or the student earned a zero.*

Interim Progress Reports will be provided at 4.5 week in a 9 week grading period and **will no longer be mailed home**. If a parent/guardian does not have access to a computer with an Internet connection, they may request a hard copy of their child's progress report from guidance.

STUDENT INFORMATION

An Emergency Care Form is distributed to students at the beginning of each school year. Parents and students who change their residence, mailing address, home/work telephone numbers, or after enrolling in the school division must report the change promptly to the office and guidance office so that records can be corrected and kept current.

MEDIA RELATIONS

Media releases by the schools are encouraged as a means of informing the public of programs, activities, and accomplishments. Staff members are encouraged to participate in activities that inform the public about school programs and activities. News and information concerning personnel and students shall be released to the press only with the approval of the principal and in accordance with state and federal laws regarding confidentiality.

STUDENT FEES

Student fees including class/club dues, any monies owed from the prior year, and parking pass fees can be collected during orientation, open house, and the first few days of school. Students who plan on driving to school will be required to register their cars and purchase a parking pass for \$25.00.

BATH COUNTY HIGH SCHOOL STUDENT DRIVER INFORMATION

Students who choose to drive to school are reminded that the permission to drive to school **is a privilege that may be revoked if rules and procedures are not followed**. Student driver procedures are established with the safety of all students in mind.

Only students who hold a valid Driver's License may apply for a permit to park a vehicle in the BCHS student parking lot with parent permission.

Parking permits are issued by the Principal. The cost of a parking permit as established by the Bath County School Board is \$25.00. This amount entitles a student with a completed application to receive a parking permit. Students that begin driving second semester will pay \$12.50.

All student vehicles parked in the student parking lot shall have a valid registration as required by the State of Virginia and display the required parking tag on the backside of the car's rearview mirror.

The vehicle's owner needs to understand that school officials have the right to search the vehicle if there is reasonable suspicion to believe that the student has a prohibited substance, weapon, or any other dangerous or illegal item in the vehicle. This applies while the vehicle is on school property and at any school sponsored event on or off school property. (BCPS Policy JFG)

Student drivers need to travel clockwise around the school in a slow, orderly manner and will not pass buses. Upon arrival to school, vehicles are to be vacated immediately and are not to be entered, without administrative/faculty permission, until the student is ready to depart from school. No student driver should transport any other student to and from school without prior written permission from the parent/legal guardian of both the driver and passenger.

Students are not permitted to ride in the back of a pick-up truck, spin tires on school grounds, or turn audio systems to a level deemed disruptive to an orderly arrival or dismissal from school.

Students are not to drive to school without a parking permit after **the first two weeks of school**. If a student fails to obtain a permit within the two-week time frame his/her vehicle is subject to being towed. A student, who has an approved application and permit to drive, but must unexpectedly drive a car without a rearview mirror tag, should see the SRO immediately upon arrival to school.

School administrators will check that students are following these procedures by randomly checking parking permits to verify that rules are being followed. This random verification process does not preclude an obvious infraction of the rules as observed by administrators or faculty.

Suspension of Driving Privileges Will Be Denied or Revoked for:

1. Parking anywhere but the student parking lot.
2. Driving to school without obtaining a permanent or temporary permit.
3. Using a vehicle to leave school early without administrative approval.
4. Speeding or spinning tires on school property.
5. Turning audio systems to a disruptive level.
6. **Carrying unauthorized passengers to and from school.**
7. Bringing dangerous articles to school such as guns, knives, bow and arrows, etc.
8. Any driving violation related to school bus safety regulations.
9. Carrying passengers in the back of a pick-up truck.

Students will lose their driving permit for 5 to 15 school days for the first offense. A second violation would result in the loss of driving privileges for 15-30 school days. A third violation would result in the permanent loss of driving privileges.

It is the responsibility of parents to monitor student drivers and passengers following school sponsored practices and activities.

Virginia's driving restrictions are not meant to penalize teen drivers, but to help them stay safe while they gain valuable driving experience. Studies have found that these restrictions work to reduce the number of car crashes among young drivers.

PASSENGER RESTRICTIONS

If you are under age 18 you may carry only one passenger under age 21, unless accompanied by a licensed parent, or other adult acting in place of a parent, in the front passenger seat. However, after you have held your license for one year, you may carry up to three passengers under age 21 in the following situations:

- Travel to and from a school-sponsored activity;
- A licensed driver 21 or older is in the front passenger seat; or
- There is an emergency.
- Passenger restrictions do not apply to family members and are lifted when you turn 18.
- Learner's permit holders may not carry more than one passenger under age 18.

CURFEW RESTRICTIONS

If you are under age 18 Virginia law prohibits you from driving midnight to 4 AM except when driving:

- to or from a place of business where you are employed;
- to or from an activity that is supervised by an adult and is sponsored by a school or by a civic, religious, or public organization;
- with a licensed spouse age 18 or older, parent or other adult acting in place of parent who is occupying the front passenger seat; or
- in case of an emergency, including responding to emergency calls as a volunteer firefighter or rescue squad personnel;

Violations of either the passenger or curfew restrictions can result in the suspension of your driver's license.

CELL PHONE RESTRICTIONS

- Virginia's cellular telephone law prohibits the use of cell phones for drivers under the age of 18 while driving, regardless of whether such device is or is not hand-held.
- You can **only** use a cell phone or any other telecommunications device for a driver emergency and the vehicle must be lawfully parked or stopped.

Student drivers and parents are reminded that these laws exist and that law enforcement officials may monitor these laws while students are traveling to and from school.

ENCUMBERED (See File: JN)

Any encumbered BCHS student that owes monies because of class dues, fundraisers, fees (school equipment, textbooks, etc.) or **uniforms** will not be allowed to dress or participate in athletic, band, graduation exercises or any other school functions and activities as determined by administration until payment is satisfied. **Checks that are returned to BCHS for insufficient funds will be assessed a \$50.00 service fee.**

TEXTBOOKS/CALCULATORS

Textbooks and Calculators for Bath County students will be furnished free of charge. All lost or damaged textbooks or calculators must be replaced. Fees will be charged according to the extent of the damage (\$2.00 minimum) and replacement costs will be figured based upon cost of the textbook when new and depreciated for years in use. Calculators must be replaced at full cost.

CLASSROOM MATERIALS

It is the responsibility of each student to bring his/her pen or pencil, textbook and any other appropriate materials to each class session. Additional materials may be required for certain courses. Each teacher will have their own means of addressing failure to be prepared for class.

LOCKERS

Individual lockers will be assigned by the school administrator. ***They are to be used to store personal items (cell phones, books, purses, backpacks, coats, etc.).*** Students are to keep their locker locked at all times. Lockers are the property of Bath County Public Schools and may be searched for "just cause". No indecent materials will be allowed inside students' lockers. No displays of any kind will be allowed on the outside of the locker (Birthday greetings, balloons, etc). **Students are responsible for maintaining proper care of their lockers. Damage to the lockers, defacing lockers, and broken locks will be charged to the student in the amount of no less than \$25.00 depending on the severity of damage.**

VALUABLES

Parents should discourage students from bringing large amounts of cash or expensive jewelry/possessions to school. When this cannot be avoided, students are to store cash or valuables in their lockers. Students are to lock both academic and physical education lockers and should report any missing items to an administrator immediately. **Money or valuables should never be left in any unsecured**

location. If a theft occurs, the administration will make an effort to find and return the valuables. **The school and/or school system will not be held responsible for the theft or replacement of the valuables.** In all cases, the student is ultimately responsible.

Should the theft warrant it, the sheriff's department will be contacted and a request for an investigation made. Any student found guilty of theft while at Bath County High School will be prosecuted to the fullest extent of the law and will be suspended a minimum of 3 to 5 days.

LOST & FOUND

Library books, textbooks, and calculators should be turned in to the librarian. All other found items should be turned in to the main office. Items not picked up promptly may be disposed of appropriately.

ACCIDENTS & SAFETY

Students are expected to conduct themselves in a safe and orderly manner at all times while at school. Adequate adult supervision is provided during all school-sponsored activities to ensure the safety and welfare of students as well as to make sure students behave appropriately. Every effort is made to create and maintain the safest environment possible for our students and staff. While safety is a priority, accidents will occur, the office is equipped to handle only routine treatment of minor injuries (i.e. Band-Aids, etc.). Contact with a parent/guardian will be attempted for injuries or emergencies of a more serious nature. It is important that a reliable daytime telephone number at which a parent/guardian may be contacted, and the name and telephone number of an emergency contact person, be on file and kept current for every student. It is the responsibility of the parent/guardian to update this pertinent information medical information as needed.

Anyone who is injured on school grounds should report the injury to a teacher, the nurse, or the main office immediately. The principal must be notified and an accident form must be completed.

- **School Related Accidents.** Student activities/accident insurance is available to all students and is provided by Bath County Public Schools at no cost to students. This insurance will cover school related accidents only and treatment must begin within 90 days from the date of the accident. Information will be distributed to each student on the first day of school or at open house. **This coverage is secondary to any other coverage the family may have and will pay only eligible medical expenses not payable by other sources of coverage.** Claim forms are available in the school office; and school personnel will complete Part I. Parent/guardian must complete Part II of the claim form and turn the claim for to Virginia Corp along with any unpaid itemized invoices and any corresponding Explanation of Benefits (EOB) to Central Office. **Forms should be filled out immediately following any accident.**
- **School Nurse.** A school nurse is scheduled to be at BCHS between the hours of 8:30 am until 2:30 pm every day. The school nurse will administer of medications, investigate and evaluate student complaints of illness, evaluate and treat injuries, and make other health-related decisions. Students may be referred to the school nurse for a variety of health-related concerns. Students also may schedule an appointment with the school nurse to ask health-related questions. Students who wish to see the nurse during the school day must come with a pass from their teacher before reporting to the nurse. Except in the case of an emergency, the nurse will not see a student without pass. Students who are ill need to check out with parental and administrative approval. All efforts will be made to contact parents should "checking out" be necessary. **The high school has a full-time school nurse in the health clinic to administrator of medication daily.** School employees do not make medical diagnosis or prescribe any medication. Specific non-medically trained persons will give medication in the absence of the school nurse. It is our intent to ensure that students have the opportunity to attend class while requiring medication and that we are not in violation of our substance abuse policy. (See BCPS policy JHCD Administration of Medication for Students)
- **Emergency Medical Care.** Students in need of medical assistance will be referred to Bath County Community Hospital.

YOUTH HEALTH RISK BEHAVIOR SURVEY

The school board must notify parents of each student enrolled in a middle or high school selected for participation in the survey of student health risk behaviors pursuant to VA Code §32.1-73.8 that their child may be randomly selected to participate in the survey unless the parent denies consent for the student's participation in writing prior to administration of the survey. The notice must be in writing and be given at least 30 days prior to administration of the survey. The notice will inform the parent regarding

- The nature and types of questions included in the survey
- The purposes and age-appropriateness of the survey
- How information collected by the survey will be used
- Who will have access to such information
- Whether and how any findings or results will be disclosed
- The steps that will be taken to protect students' privacy.

Parents have the right to review the survey prior to its administration. (VSBA Policy KFB Administration of Surveys and Questionnaires; VA Code §22.1-79.3.)

GUIDANCE & COUNSELING PROGRAM (See BCPS Policy IJ)

The counseling program at Bath County High School assists students in the development of academic, career and personal/social areas through the guidance curriculum; individual student planning and counseling and responsive services. The guidance curriculum focuses on teaching students competencies in areas such as study skills, communication, problem-solving, conflict resolution, responsibility and career development through individual, small group and classroom instruction. Counselors may assist students in resolving personal and social issues that impact upon their educational performance through short-term individual counseling.

A positive relationship between school and home helps to aide in the academic, social and emotional growth of children. Counselors invite parents to meet with them concerning their child. Parental permission is required for students to participate in either individual counseling (when more than three sessions) or in small group multi-session counseling which focuses on specific concerns. The exception is in cases of crisis intervention or when parents/guardians cannot be reached after documented efforts. Parents may review the materials which are used in the school counseling program by contacting the high school counseling office. Parents/guardians must notify the school in writing if they do not want their child to participate in the personal/social guidance curriculum.

SCHEDULING PROCESS

Counselors will have group and individual conferences with each Bath County High School and rising eighth grade student. The conclusion of the conferences will occur when final choices of course selections are made and prioritized, including alternate choices for electives. The school reserves the right to assign students to their alternate choice of scheduling if conflicts occur. Higher-grade level students will be given selection priority should conflicts occur.

Counselors will explore courses needed for graduation, post-secondary admission, employment, Advanced Studies Diploma and requirements for NCAA athletic eligibility at Division I colleges. Academic progress in the past, aptitudes, interests and plans after graduation will also be discussed. **Placement in particular classes will be carefully determined by past performance, consideration of current teachers' recommendations, successful completion of prerequisites and in some cases diagnostic test results.**

In selecting subjects, the students should recognize the fact that employment and post-secondary admission opportunities are highly competitive. The quality of the subjects studied and the quality of academic performance will be crucial factors in decisions made by employers and college admissions personnel. Therefore, it will be an advantage for students to select subjects which will present a challenge and which will serve as a recommendation for them.

Students will take their completed schedule choice sheets home for parent consultation and signature and return signed sheets to their counselor. **Those with signed class registration forms will have a priority in class selection.** Students who request a course for which they are not recommended, a parental conference with the recommending teacher/counselor/administrator will be required. This process is incorporated to insure that students take courses in which they can be successful.

The scheduling registration process begins in January and will conclude with schedule distribution in August. Careful consideration and serious attention should occur throughout this process.

After schedule distribution, **no change will occur without administrative approval (* see further explanation below).** No course additions will be made after the first week of school, unless students have been placed in a wrong class. After this time a "dropped course" will be coded as a "WF" on the student's transcript. Class offerings for each upcoming academic year will be carefully considered. Course availability will be based on student enrollment, teacher availability and public school funding.

For this approval, required course changes must be in agreement with teachers involved, parent and counselor and must not adversely affect the student's schedule or the class load. Elective course changes may be made prior to July 1ST of the new school year, by contacting the counselor. Every effort will be made to replace this class by another elective, but is not guaranteed. After the July 1st deadline, the student may not enroll in another elective unless it is offered the same period. Exceptions to this policy will only occur if beneficial for class size.

- **Dual Enrollment/Advanced Placement/Special Programs:** VSBA Policy IGBI; Va. Code § 22.1-253.13:1.D.1 Students have the opportunity to take advantage of the availability of dual enrollment, advanced placement classes, and Academic Year Governor's School Programs. Contact the Guidance Counselor for the qualifications and fees for enrolling in such classes and programs. Dual Enrollment candidates pay tuition in advance and are reimbursed after successful completion (C average or better) of each class each semester. Financial assistance to low-income and needy students is available for advanced placement and International Baccalaureate examinations.

GRADUATION REQUIREMENTS, DIPLOMAS TYPES, AND CERTIFICATES

The School Board will award diplomas to all secondary school students, including students who transfer from nonpublic schools or from home instruction, who earn the units of credit prescribed by the Board of Education, pass the prescribed tests, and meet such other requirements as are prescribed by the School Board and approved by the Board of Education.

Bath County School Board will award diplomas and certificates in accordance with state laws and regulations. The requirements for a student to earn a diploma are those in effect when he or she enters ninth grade for the first time.

- **Graduation Requirement Amendments:**

Effective with students entering the ninth grade for the first time in the 2013-2014 school year, the following changes related to diplomas will occur:

Amends Standard Four (§ 22.1-253.13:4 of the Code of Virginia) by consolidating the number of Board of Education-approved diplomas. The bills address: 1) a career and technical education credential within the Standard Diploma; 2) a requirement for the completion of one virtual course to earn a Standard or Advanced Studies Diploma; and 3) accommodations for students with disabilities to earn a Standard Diploma. The bills eliminate the Modified Standard Diploma, Standard Technical Diploma, Advanced Technical Diploma and General Achievement Diploma. The General Achievement Adult High School Diploma would be created with additional requirements related to career and technical education. The bills also amend § 22.1-254 of the Code of Virginia by adding two new requirements, a career and technical education credential and completion of an economics and personal finance course, for students enrolled in an individual student alternative education program (ISAEP).

- **Community Service Hours**

All BCHS students are required by Bath County School Board to complete 50 community service hours. Students are to pick up forms from the guidance department to be completed by the person(s) or organization. Forms are then to be turned in to the guidance department. Students will have two weeks to turn documentation or the hours will not count.

- **Verified Credits**

1. Verified credits are earned by passing both the course and the end of course Standards of Learning test.
2. The Board of Education has approved substitute tests for verified credit. See your school counselor for more information about these tests.
3. Students who have not been successful on the Standards of Learning tests are offered remediation.

HIGH SCHOOL CREDIT-BEARING COURSES TAKEN IN MIDDLE SCHOOL GRADES

For any high school credit-bearing course taken in middle school grades, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course in accordance with policies adopted by the local school board. Notice of this provision must be provided to parents with a deadline and format for making such a request. VSBA Policy JO Student Records; 8 VAC 20-131-90.

GRADUATION REQUIREMENTS

Advanced Studies Diploma Requirements

Subject	Standard Credit	Verified Credit
English	4	2
Mathematics	4	2
Laboratory Science	4	2
Social Studies	4	2
Health/Dr. Ed/ PE	2	
Fine Arts or CTE	1	
Foreign Language	3 or 4	
Economics and Personal Finance	1	
Electives	3 or 2	
Student Selected Test		1
Total	26	9

English: SOL tests given in English 11 Writing and English 11 Reading/Literature and Research.

Mathematics: Must include courses at or above the level of Algebra I and include at least 4 different courses from among Algebra I, Geometry, Algebra Functions & Data Analysis, Algebra II, or others above Algebra II. SOL tests are given in Algebra I, Geometry, and Algebra II.

Science: Must include at least 3 courses from the 4 required courses: Earth Science, Biology, Chemistry, and Physics. Other courses selected from AP Biology, AP Environmental Science and Physics. SOL tests are given in Earth Science, Biology, and Chemistry.

Social Studies: Must include VA and U.S. History, VA and U.S. Government and two more from among World Geography, World History I, or World History II. SOL tests are given in all social studies courses except VA and U.S. Government.

Foreign Language: Three years of one language or two years of two languages.

Standard Diploma Requirements

Subject	Standard Credit	Verified Credit
English	4	2
Mathematics	3	1
Laboratory Science	3	1
Social Studies	3	1
Fine Arts, CTE or Foreign Language	2	
Economics and Personal Finance	1	
Health/Dr. Ed/PE	2	
Electives	4	
Student Selected Test		1
Total	22	6

English: SOL tests given in English 11 Writing and English 11 Reading/Literature and Research.

Mathematics: Must include courses at or above the level of Algebra I and include at least 3 different courses from among Algebra I; Geometry; Algebra Functions and Data Analysis; Algebra II; or others above Algebra and Geometry. SOL tests are given in Algebra I, Geometry, and Algebra II.

Science: Must include at least 3 courses from among Earth Science, Biology, Chemistry, AP Environmental Science and Physics. SOL tests are given in Earth Science, Biology, and Chemistry.

Social Studies: Must include VA and U.S. History, VA and U.S. Government and one more from among World Geography, World History I, or World History II. SOL tests are given in all social studies courses except VA and U.S. Government.

Electives: Two electives must be sequential.

Fine Arts, CTE or Foreign Language: One of these credits must be in Fine Arts or CTE.

IEP Diploma

Requirements for the I.E.P. Diploma are outlined in the special education students/ Individualized Education Plan.

To see the full text of the Standards of Accreditation, visit www.doe.virginia.gov/VDOE/Accountability/soa.html

Number of Verified Credits Required for Transfer Students
 STD – Standard ADV – Advanced

Subject	Entering *during 9 th grade or at the **beginning of 10 th grade		Entering during 10 th or start of 11 th		Entering 11 th or beginning of 12 th	
	STD	ADV	STD	ADV	STD	ADV
English	2	2	1	2	1	1
Math	1	2	1	1		
Science	1	2	***1	1		
Science	1	2	***1	1		
Student Choice	1	1		1	1	1
Total	STD	ADV	STD	ADV	STD	ADV
	6	9	4	6	2	2

* “During” the school year-enters after the first 20 hours of instruction per course.

** “Beginning” –within the first 20 hours of instruction per course.

*** Students who complete a CTE program sequence and pass an exam or occupational competency assessment may substitute the certification, competency credential, or license for (1) the student selected verified credit and (2) either a science or history/social science verified credit when the credential confers more than one verified credit.

- **Locally Verified Credits for Standard Diploma Only**
 The Virginia Department of Education has adopted a policy that allows local school divisions to award locally verified credits in science and history/social science to students pursuing a Standard Diploma. To be eligible a student must have passed the high school course and not passed the related Standards of Learning test. Students must have taken the SOL test two times scoring within 375-399 on one administration of the test. Locally verified credits may not be applied to an advanced diploma.
- **Sequential Electives**
 Students qualifying for a Standard Diploma or a Modified Standard Diploma must successfully complete two elective courses that are sequential (courses that provide a foundation for further education, training, or preparation for employment). A course may satisfy the requirement for 1 credit in a fine art or career and technical education course and for sequential electives. Sequential elective courses may be taken in consecutive years or any two semester/year of high school.
- **Certificate of Program Completion**
 In accordance with the requirements of the Standards of Quality, students who complete coursework defined by the local school board but have not earned the required verified credits for diplomas are awarded Certificates of Program Completion.

Numerical grades will be used on college transcripts for those institutions that have no differentiating letter scales for unequal letter comparisons. Numerical grades will be used on all cumulative scholastic achievement records.

STUDENT RECORDS (See Policy JO)

- **Release of Student Record to Armed Forces Recruiters and Educational Institutions**
 BCHS will release the names, addresses and telephone numbers of students to all military recruiters or institutions of higher education that request them unless the parent specifically requests that this information not be released.
- **Student Records (State Law 22.1-287; September, 1995)**
 In order to protect the confidentiality of student information, Bath County Schools has established procedures for the management of student scholastic records consistent with state and federal requirements.
- **The maintenance of scholastic records in the guidance office is the responsibility of the principal**
 Bath County schools’ professional staff is allowed access to student records as necessary for the provision of comprehensive educational services. Other persons (e.g. social services, auditors, etc) with a legitimate educational interest in the student may be granted access by the principal in accordance with state and federal regulations. Parents and students over age

eighteen will be granted a copy of the student's scholastic record free of charge within five working days of a request being sent to the school. Requests to amend the record may be made through the principal. Parents and students over age eighteen are protected by state and federal procedures (Family Educational Rights and Privacy Act) to resolve differences regarding the content of the student's scholastic record. Certain personally-identifiable information in a student's scholastic record may be classified as "directory information" * including: name, address, phone number; dates of attendance; participation in school activities and sports; awards and honors received; and other similar information.

*Directory information may be released to the public as determined by the school administration for purposes of positive public relations and other appropriate purposes. Parents and students over age eighteen may determine if any or all such directory information shall be disclosed without prior consent (Virginia Code 22.1-287.1). **A copy of school board policy regarding the management of scholastic records may be obtained at the Bath County School Board Office, P. O. Box 67, Warm Springs, VA 24484.**

School Records and Special Education Records on file prior to 2011 will be disposed of pursuant to the records retention and disposal according to the schedule GS21 and Code 224. Anyone wishing to pick up their records may do so by contacting the Guidance office at Bath County High School

GRADING SYSTEM

The following grading system is in effect in the Bath County Schools for report cards:

A	94-100	Excellent
B	86-93	Above Average
C	78-85	Average
D	70-77	Below Average
F	69 & below	Failing
I	Incomplete, work must be made up to receive a grade	

Each teacher will develop a grading system appropriate for his/her class that will be equivalent to the grading scale. Approximately 75% of each grading period will be based on homework, projects, quizzes, tests, class participation, etc. Approximately 25% will be determined by achievement on comprehensive chapter, unit or nine-week tests. Semester and final examinations will be given in all classes at the secondary level and where appropriate at the elementary level.

- **Interim Progress Reports and Report Cards**

Progress reports will be provided at 4.5 weeks in a 9 week grading period and will no longer be mailed home. If a parent/guardian does not have access to a computer with an Internet connection, they may request a hard copy of their child's progress report from guidance. The same process will be followed for report cards that are issued four (4) times during the school year, at the end of each 9-week grading period.

- **Honor Roll**

An honor roll containing the names of all students who earn "A" or "B" honor roll status will be published at the end of each marking period (45 days). A certificate will be awarded to students who achieve "A, A/B, and B" honor roll status for the average of all 9-week grading periods.

The principal, teacher, and guidance will review all student failures at the end of each grading period. This committee (principal, teacher, and guidance) may suggest differentiation in the classroom, remedial work, and other alternatives for the student, or further referral to the Child Study Team. Any remedial or alternative program to which a pupil is referred by the Child Study Team shall require written parental permission. Copies of these contracts are to be approved by the principal.

The semester grades for the report card will be calculated using the following formula: the average of two nine-week grades shall count 80% of the semester grade with the exam counting 20%. The annual grade shall be the average of the two semester grades.

EXAMS:

All students will take midterm and final exams

- SOL and CTE credential tests count as final exams
- Students in non-SOL/CTE credential classes will be required to take a final exam.
- Waivers: If a student is passing his/her class and has passed the SOL or credential test they will not be required to take a final exam. **In other words, pass the class and pass the test and you will not have an exam.** If you fail the class or the standardized test you will be required to take a final exam.

PROMOTION/RETENTION

At the high school level, SOL test results may be used as part of the requirements for applicable courses, such as pre-requisites for higher level classes, etc. The Bath County Public Schools will not use SOL test results to withhold awarding a standard unit of credit for a course solely because a student failed a related SOL test.

Placement without academic progress is discouraged and may be made only in the primary grades at the insistence of the parents after a review by the principal. Such pupils are to be designated as placed rather than promoted. Pupils placed by parents shall be reviewed by the Child Study Team quarterly. Parents will be invited to participate in the review. After being placed, failure of such pupils to achieve a 70% average will result in automatic retention the following year.

The Principal shall have the authority and responsibility to assign pupils to the appropriate classes and teachers.

The resolution of disagreements regarding the grading system or promotion - retention issues shall be followed through the Principal, the Superintendent, and finally to the School Board.

ANNOUNCEMENTS:

Every effort is made to minimize the disruption of instructional time with announcements. School-wide announcements will be made over the intercom each morning following The Pledge of Allegiance and Moment of Silence. Announcement sheets will be the main office.

- **Minute of Silence** (See BCPS Policy IE)

The Bath School Board recognizes that a moment of silence before each school day prepares students and staff for their respective work or school days. Therefore, each teacher shall observe a moment of silence at the beginning of the first class of each school day. The teacher responsible for each class shall make sure that each student: (1) remains seated and silent and (2) does not disrupt or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection, prayer and meditation. Teachers shall not influence, in any way, students to pray or meditate or not to pray or meditate during the moment of silence. The Bath School Board recognizes that a moment of silence before each school day prepares students and staff for their respective work or school days. Therefore, each teacher shall observe a moment of silence at the beginning of the first class of each school day. The teacher responsible for each class shall make sure that each student: (1) remains seated and silent and (2) does not disrupt or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection, prayer and meditation. Teachers shall not influence, in any way, students to pray or meditate or not to pray or meditate during the moment of silence.

- **Pledge of Allegiance** (See BCPS Policy IEA)

The Pledge of Allegiance, as established in 4 U.S.C. § 4, shall be recited daily in each classroom of the Bath County school division. During the recitation of the Pledge, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. No student shall be compelled to recite the Pledge if he, his parent or legal guardian objects on religious, philosophical, or other grounds to his participating in this exercise. Students who are exempt from reciting the Pledge shall quietly stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts those who are reciting the Pledge. Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability.

EMERGENCIES

If there were to be an emergency situation all parents/guardians will be notified by BCPS. If you do not receive any type of notification then we are conducting a drill. Students are not to use their cellphones during either scenario because it only causes unnecessary confusion.

EMERGENCY PROCEDURES

EMERGENCY CHECKOUT PROCEDURE

1. Staff will be notified that emergency checkout procedures have been instituted.
2. Authorized adult will sign student out on list maintained in the office and receive a pass for student to be released from classroom.
3. All teacher/staff who are not immediately responsible for students at the time of emergency checkout will report to the office for assignment of duties (i.e. answer phones, write passes, look up student location, etc.)

VIOLENT STUDENT (NON-WEAPON) PROCEDURE

Example: Student fight, throwing furniture, student refusal to leave a room, etc.

1. Attempt to disperse the students who are watching to a safe area.

2. Notify office or other nearby staff for assistance.
3. Administrator will assume responsibility for diffusing situation and/or initiating other Emergency Procedures as needed.

MEDICAL EMERGENCY PROCEDURE

Example: Student is severely injured or becomes severely ill.

1. Have the student sit or lie down at the site of the incident or injury. Keep the student as calm as possible.
2. Send aide or designated student to notify office that (child's name) has been injured, has breathing difficulties, bee stings, illness, etc.
3. Administrator/designee will call First Responders and back-up staff using the all-call/PA system. First Responders report to the office to be directed to the site of the emergency. Back-up staff for First Responders report to the office to cover First Responders' students and confirm coverage to office.
4. Administrator/designee will call 911 and give type of emergency, location, and phone number from which the call is being made.
5. Administrator/designee will notify the student's parent/guardian.
6. Student will be transported to the emergency room via Rescue Squad. Ensure that student's emergency form is given to rescue personnel.
7. A staff member or the student's parent/guardian will accompany the student to the emergency room.

LOCKDOWN PROCEDURE

Example: Intruder in Building

1. Teachers/staff will lock all inside doors –classroom, library, gym, etc. No one should be in the halls after the procedure is announced.
2. In the rooms, turn off lights, draw shades, maintain absolute silence, and position everyone away from windows and doors, and out of sight as much as possible.
3. Call 911 to report intruder – location, weapon, etc.
4. Call Central Office to report situation.
5. Each section of the building has a zone leader who helps keep the area secure.
6. The administrator/designee will personally notify staff when lockdown is terminated. Evacuation and/or medical emergency procedures may follow.

NATURAL DISASTER PROCEDURES

Example: Tornado, Hurricane, High Winds

1. When the announcement is given (siren, bull-horn, or intercom bell), teachers/staff with students will move their class to the hallway outside of classrooms. Mertz Technical Center students will move to the lower level. Students should be seated (kneel facing the wall with hands over head) along the hallway walls, as much as possible, to keep the hallway passable. Roll is to be taken once everyone is in a designated area.
2. Designee will monitor disaster using emergency communication equipment.
3. All teachers/staff who are not supervising students at the time of the announcement will report to the office for further instructions.

Example: Floods, Heavy Snow, Impassable Road (students unable to return home)

1. If telephone service is disrupted, school will provide Central Office with a list of students present at school. Central Office will attempt to communicate with parents.
2. Teachers/staff will be designated to stay with students.
3. Administrator will contact the County Emergency Services Coordinator for emergency supplies (i.e. blankets, food, water, heat).

EVACUATION PROCEDURE

Example: Fire or Bomb Threat

1. Classroom doors and windows are to be closed and lights turned off.
2. The building will be exited using the routes posted near the door of each room and on back cover of this booklet.
3. Students and staff will not be permitted to talk at any time during the evacuation. This is a safety measure to ensure ALL can hear directions.
4. When a class has exited the building and reached the designated area, roll will be taken.
5. Students and staff will return to the building following a verbal signal from an administrator/designee.

EXTENDED EVACUATION PROCEDURE

In the event that the building must remain evacuated, administrator/designee will instruct teachers/staff to escort students to the stadium.

1. Classes are to remain together sitting/standing in lines.

2. Administrator will make announcements as needed using a megaphone.
3. First-Responder will set up a first aid station at the press box.
4. Designated staff will establish a roadblock at the entrance. Only emergency personnel will enter at this location.
5. All teachers/staff who are not supervising students at the time of evacuation will report to first aid station for assignment of duties (i.e. traffic direction at entrances, message relays, assistance in monitoring students).
6. Parents/Guardians desiring to pick up their children will be directed to the baseball field for parking, then to the concession stand for sign-out.
7. Designated staff will establish a sign-out post for students at the concession stand. The megaphone will be used to call student names after parents have signed them out.
8. Administrator/designee will establish a press area. All information to press will be released only by school/central office administrator.
9. In case of inclement weather, the transportation supervisor will be called to provide buses to transport students to an area specified by the principal/designee. Teachers/staff will continue to supervise students through the transportation process.

DRUG DOG SEARCH PROCEDURES

1. Staff will be notified by intercom announcement when the drug search will begin.
2. After the announcement, teachers will immediately close classroom doors and not permit students to leave their rooms until the “all clear” is given over the intercom.
3. All late arriving students will be held in the front or guidance office.
4. Teachers will be contacted by a fellow teacher or administrator as to when to ask students to come out of their classrooms and line-up along an outside wall. Students are not allowed to bring anything with them when they leave the classroom. A search will be conducted of the empty classroom.
5. Students will return to the classroom and wait with their teacher until the “all clear” is given over the intercom.
- 6.

INCLEMENT WEATHER

When inclement weather is an issue you can find information or be notified the following:

- A. Allegheny Mountain Radio 107.1
- B. All local television stations (Channels 7&10)
- C. School system website
- D. The rapid notification system home and/or cell phone*
- E. Text message*
- F. Email*

***Please note: If you do not provide the BCHS with the most current phone numbers and/or email address you will not receive these messages**

ATHLETICS

Students are encouraged to participate in high school sports. BCHS is proud to offer football, volleyball, cross-country, cheerleading, golf, basketball, soccer, softball, baseball and track.

- **Eligibility**

In order to be eligible for any athletic team or season, students must have been in enrolled and passing a minimum of five classes from the previous semester. Athletes who take a course, which was previously passed, may not count this class toward athletic eligibility based on Virginia High School League Rules. Athletes are also required to have a yearly sports physical; which are provided free in the spring before the next school year.

- **Absences and Participation**

Students/Athletes that wish to stay after school for an activity must be present for at least four (4) classes **but cannot check out and check back in and participate in a sporting event**, unless they have a doctor, dentist, or professional appointment. Students are expected to return in a reasonable amount of time.

We provide an activity bus Monday through Thursday leaving BCHS with the drop off locations below:

Activity Bus Schedule

Bus #6 David Liptrap Phone Number 839-5702	Bus #15 Sonny Clark Phone Number 996-4117
Jason's	Millboro Elem. School
McGuffin Lane	Windy Cove Church
Warm Springs Market	Fairview Community Center
Cedar Creek Stop	Warm Springs Pools
Bacova Junction	Bath County High School
Carloover	
Valley Elem. School	
Bath County High School	

- **BCHS Policy on School Activities, Games, and Practices on Days when School is Closed**

There are days during the school year when it is determined that it is too dangerous for students to attend school. Weather (snow, bitter cold, icy roads, floods, etc.) or other phenomena may cause these situations. *Whenever the Superintendent makes a determination that it is not wise for students to attend school, all activities involving students are cancelled for that day.* All activities include, but are not limited to, athletic contests and practices, musical performances and practices, drama performances and practices, field trips, club meetings, fundraising activities, and publication workshops. There are to be no "voluntary", "optional", or "captain's" practices.

Obviously, weather conditions may change from early morning when decisions about school have to be made, to the afternoon when most school activities are customarily held. If weather conditions have changed significantly, permission may be requested from the Superintendent by the principals and athletic director on a case-by-case basis to allow some activities to be reinstated, including weekend activities. Unless the Superintendent grants permission, all student activities are to remain cancelled for the day. *There may also be days when the schools are closed early, or when the activity buses are cancelled due to deteriorating weather conditions, etc. On such days all student activities are likewise cancelled.*

EXTRA-CURRICULAR ACTIVITIES

BCHS offers extra-curricular opportunities in athletics, academics, and career choices. Students are encouraged to participate in or support these activities; however, participation and attendance for extra-curricular activities is a privilege. Students must be in good standing to participate in classes, clubs, athletics, or dances.

- **Encumbered (balances owed)** Any encumbered BCHS student that owes monies because of class dues, fundraisers, fees (school equipment, textbooks, etc.) or uniforms will not be allowed to dress or participate in athletic, band, graduation exercises or any other school functions and activities as determined by administration until payment is satisfied. **Checks that are returned to BCHS for insufficient funds will be assessed a \$50.00 service fee.**
- **Attendance at Extracurricular Events**
A student must be present at school on the day of or the day before (if the event is on a weekend) an extracurricular school activity (i.e. sporting event, dances, band performances, etc.) in order to attend the event that evening.

Students/Athletes that wish to stay after school for an activity must be present for at least four (4) classes and cannot check out and check back in and participate in a sporting event, unless they have a doctor, dentist, or professional appointment. Students are expected to return in a reasonable amount of time.

Students who plan to attend Athletic or other school sponsored events that do not begin immediately after school *must leave the building and grounds and return closer to the event start time unless directly supervised by a staff member.* Parent/Guardian should prearrange transportation to pick up their child after such events. *Failure to follow this directive will result in one day of Extended Evening School.*

Appropriate conduct, academic effort, and positive attitudes are prerequisites for participation in any co-curricular or extra-curricular activity, including athletics. Any student assigned to after school detention, Extended Evening School, or absent for 4 periods or more cannot participate in any extra-curricular activities on that day (including games).

- **Classes**
Every student automatically becomes a member of their graduating class. Each class is assigned sponsors found on staff roster page. Part of being in a class means:
 1. Class sponsors may plan meetings that students are expected to attend.

2. **Students must pay class dues directly to sponsors** in order to be involved in class activities including Homecoming and junior/senior prom.
3. Students are encouraged to participate in various fundraisers to help defray class expenses.

- **Clubs**

BCHS encourages all students to join clubs to broaden their interests and to serve their community. Our clubs include: Community Service club (BC4BC), Skills USA, Beta, Technology Students Association (TSA), Future Business Leaders of America (FBLA), 4 – H, Family Career and Community Leaders of America (FCCLA), Fellowship of Christian Athletes (FCA), Student Counsel Association (SCA)

Co-curricular clubs: Future Business Leaders of America (FBLA), Family Career and Community Leaders of America (FCCLA), Fellowship of Christian Athletes (FCA), Student Counsel Association (SCA)

1. Clubs will meet as needed during school hours on the 2nd and 4th Thursday of each month throughout the school year.
2. All students are limited in membership to (2) two clubs excluding co-curricular clubs.
3. All students are urged to participate in at least one club activity.
4. The sponsor must approve all club activity requests prior to presentation to the principal.
5. Dues must be paid by ***October 1st*** of each school year to be a member.

- **Dances**

1. *Students must have permission from the principal to invite a guest from other high schools.* Guests must be signed up by 1:00 p.m. on the Tuesday preceding the dance.
2. ***Students who graduated prior to 2013 or over the age of 22 and not a BCHS graduate may not attend school dances.***
3. Students and their guests are expected to dress appropriately. Dresses for girls should be no shorter than five inches above the knee cap, ***have no cut outs or lace up without prior approval from the principal***, no bare midriffs, and dress backs should be as high as the natural waistline. Dresses may be strapless provided no excessive cleavage is showing. Jeans are not discouraged at homecoming or prom. The sponsor, principal, or teacher shall have the privilege of refusing entrance to any student or guest whose appearance or behavior is questionable.
4. Elementary students, dropouts, students suspended, ***encumbered or with excessive absences*** and/or discipline referrals may not attend any school-sponsored dance.
5. Students must escort their guests through the admission gate and be responsible for their behavior. Students who sign in guests must leave the dance when their guests leave.
6. The doors will not open until the scheduled start of the dance. **Students should not arrive early.** All dances will terminate at the announced time.
7. Any student who leaves the dance will not be readmitted. After leaving the dance, the students must leave the school grounds. Students are not permitted to sit in parked vehicles. This includes actions while dancing as well as when not dancing.
8. Excessive PDA will not be permitted. Students not behaving appropriately may be asked to leave. Students are reminded that movements and dance styles seen in no-school settings, such as the entertainment industry, are not always appropriate for high school dances. Therefore, dancing must be face-to-face, with no grinding or straddling of one's dance partner.
 - a) Students will be warned once; those students or guests who do not follow the BCHS guidelines, or whose behavior is in appropriate at the dance, will be asked to leave and parents will be called.
9. If a student is asked to leave a dance, that student will not be permitted to attend the next dance sponsored by BCHS.

- **Junior/Senior Prom**

In addition to the Dance Policy, the following rules govern the Junior/Senior Prom:

1. The junior class officers will be responsible for providing the principal with a list of students and their guests attending the prom two weeks before the date of the prom.
2. ***It is strongly advised that all females have their dresses approved prior to purchase by the principal.***
3. The principal will issue an approved list of those attending the prom.
4. All BCHS students must have their **dues paid before** being placed on the attendance list.
5. No dues will be refunded.
6. Students and their guests who leave the prom area **will not be readmitted.**
7. They must leave the grounds immediately.
8. 8th grade students are not permitted at the Junior/Senior Prom.

STUDENT CONDUCT See Polices and Regulations JFC/JFC-R

Infraction	Definition	1st Major Offense	2nd Major Offense	3rd Major Offense
Alcohol	The sale, possession or consumption of alcohol. BCPS Policy JFCI	10 Days OSS, refer for criminal charges.	Long term suspension, refer for criminal charges	Expulsion, refer for criminal charges.
Bus Misconduct	Violation of BCPS Policy JFCC bus rules	1 day ASD and/or 1-10 Days bus suspension, may result in loss of privilege to ride bus	2 days ASD and/or 1-10 Days bus suspension; may result in loss of privilege to ride bus	1-10 Days bus suspension; may result in loss of privilege to ride bus
Bomb Threats or Bomb Facsimile, Possession, False Fire Alarm	Bomb threats or false alarm	10 Days OSS, recommendation of expulsion, refer for criminal charges	10 Days OSS, recommendation of expulsion, refer for criminal charges	10 Days OSS, recommendation of expulsion, refer for criminal charges
Campus Disruption	Anything that alters the school day: change of bell schedule, displacing students, etc. May or may not include lock downs.	10 Days OSS, recommendation of expulsion, refer for criminal charges	10 Days OSS, recommendation of expulsion, refer for criminal charges	10 Days OSS, recommendation of expulsion, refer for criminal charges
Cell Phones, Beepers, Pagers, Other Electronic Devices such as MP3 players, PSP players, Laser pointers, etc.	Unauthorized display and/or use of beepers, portable telephones, cell phones, or portable communication devices on school property between 8:28 and 3:20 pm	Confiscation, may be picked up by a parent/guardian at the end of the day	Confiscation for one week, pick up from the office by parent/guardian	Confiscation for 30 days, pick up from the office by parent/guardian
Cheating on quizzes, tests, papers, and/or projects	Copying another's work or test answers, cheat sheets, giving or receiving information during a test, plagiarism, copyright violation	Parent/guardian notification, Assignment will receive a zero	1 Day EES, parent/guardian notification, assignment will receive a zero	1 Day OSS, parent/guardian notification, assignment will receive a zero
Dress Code Violation	Failure to adhere to dress code policy.	Request change of clothing, parent/guardian notification	Request change of clothing, parent/guardian notification, 1 day ASD	Request change of clothing, parent/guardian notification, 1 day EES
Driving and/or Parking Violation	Speeding or failure to observe safe driving practices on school property and/or parking violations.	Parking privilege revoked for 5 to 10 days	Revoke parking pass for 30 days, parent/guardian notification	Loss of parking privileges, parent/guardian notification
	Failure to purchase a parking pass	Towed	Towed	Towed
Drugs in School	Violation of BCHS Policy JFCF	10 Days OSS, recommendation of expulsion, refer for criminal charges	10 Days OSS, recommendation of expulsion, refer for criminal charges	10 Days OSS, recommendation of expulsion, refer for criminal charges
Failure to Attend an Assigned ASD or EES	Not reporting to an assigned ASD	1 EES	1 Day OSS	2 Days OSS
	Not attending EES	1 Day OSS	2 Days OSS	3 Days OSS
Forgery	Signing notes or use of forged or altered documents	1 ASD, parent/guardian notification	1 EES, parent/guardian notification	1 Day OSS, parent/guardian notification
General Misconduct	Examples include but are not limited to: failure to work in class; sleeping in class; gambling; spreading rumors; horseplay; minor insubordination; throwing items; possession of lighter or other non-school items; continued violation of BCPS Student Code of Conduct; disrespect or defiance to a teacher, administrator, or other staff member, profanity and/or obscenity directed toward another person; verbal confrontation.	1 Day ASD, parent/guardian notification	1 Day EES, parent/guardian notification	2 Days EES, parent/guardian notification
Medication Policy Violation	Carrying in one's possession nonprescription medication or prescription medication for self.	1 Day ASD, parent/guardian notification	1-3 Days OSS, Parent/Guardian notification	3-5 Days OSS, parent/guardian notification

Infraction	Definition	1st Major Offense	2nd Major Offense	3rd Major Offense
Out of Bounds, Skipping Class or School	Being in an area without permission or an area that is off limits. Not being in class or in school without permission from a teacher, parent, guardian, and/or administrator.	1 Day EES, parent/guardian notification	1 Day OSS, parent/guardian conference	2 Day OSS, parent/guardian notification/conference
Public Displays of Affection	Any display of affection other than hand-holding	Warning	Warning, parent/guardian conference	1 ASD, parent/guardian notification
Profanity and/or obscenity (Indirect Use)	Use of inappropriate language and/or material.	Warning	Warning, parent/guardian conference	1 ASD, parent/guardian notification
Sexual/Racial Harassment	Unwanted and/or unwelcome behavior as defined by BCHS Policy JFHA/GBA	Reponses may range from mediation and/or counseling to recommendation of expulsion with referral for criminal charges.	Reponses may range from mediation and/or counseling to recommendation of expulsion with referral for criminal charges.	Reponses may range from mediation and/or counseling to recommendation of expulsion with referral for criminal charges.
Tardies/Early Release	Student is not in the classroom when the bell rings.	3 tardies= 1 Day ASD	3 tardies = 1 Day EES	3 tardies = 2 Days EES
Technology Violations	Inappropriate conduct and misuse of computer technology as described in BCPS policy IIBEA/GAB and IIBEA-R/GAB-R.	The failure of any student, teacher or administrator to follow the terms of the computer and technology agreement, policy, or regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.	The failure of any student, teacher or administrator to follow the terms of the computer and technology agreement, policy, or regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.	The failure of any student, teacher or administrator to follow the terms of the computer and technology agreement, policy, or regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.
Theft	Stealing property belonging to another person or school. BCPS Policy JFC-R	OSS for 3 or more days, prosecuted to the fullest extent of the law	OSS for 3 or more days, prosecuted to the fullest extent of the law	OSS for 3 or more days, prosecuted to the fullest extent of the law.
Tobacco	The use of tobacco products in and on school property is prohibited. BCHS Policy JFCH	Warning; parent/guardian notification	ASD; parent/guardian notification; ticket	ESS, parent/guardian notification; ticket
Vandalism	The willful destruction or defacement of school or student property. BCPS Policy ECAB	1-3 Days OSS, parent/guardian conference; restitution as necessary, refer for criminal charges	3-5 Days OSS, parent/guardian conference, restitution as necessary, refer for criminal charges	5-10 Days OSS, parent/guardian conference, restitution as necessary, refer for criminal charges
Violence: Fighting, Stalking	Participating in, instigating, or aiding in a fight	1-3 Days OSS, refer for criminal charges, parent/guardian conference	3-5 Days OSS, refer for criminal charges, parent/guardian conference	5-10 Days OSS, Referred to the board and for criminal charges, parent/guardian conference
Violence: Verbal Abuse and/or Threats, Bullying, Cyber Bullying, Hazing, Harassment	Threatening, insulting, or in any other manner verbally abusing another person	Mediation, parent/guardian notification	1-3 Days OSS, refer for criminal charges, parent/guardian conference	5-10 Days OSS, Referred to the board and for criminal charges, parent/guardian conference
Violence: Premeditated Violent Physical Attack; Threatening a School Employee, Assault	Premeditated violent attack on any student or staff member	5-10 Days OSS, referred to the board and for criminal charges	5-10 Days OSS, referred to the board and for criminal charges	5-10 Days OSS, referred to the board and for criminal charges
Weapons in School	Violation of BCHS Policy JFCD	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges.	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges.

We reserve the right to remove driving and/or social privileges (attending games, dances, etc.) for misconduct as well as habitual tardies and/or absences.

Please be advised these rules apply during extracurricular activities occurring on school property.

Failure to attend ASD or EES will result in 1 day OSS in addition to serving the original discipline.

ASD = After School Detention (3:30-5:30), EES = Extended Evening School (3:30-7:30), OSS = Out of School Suspension

Administration may implement a more severe disciplinary measure based on special circumstances. Consequences pertain to ALL school related events.

DIGITAL DEVICE REGULATION

(cellular phones, mp3 players, iPods, iPads, Tablets etc.)

BCPS regulation JFC-R

Possession of cellular telephones, or similar devices: Students may possess a, cellular telephone, or other communications device, mp3 player, iPod, iPad, or other Tablet on school property, including school buses, provided that the device must remain off and out of sight during the instructional day. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

Bath County Public Schools recognizes parental concern about student safety while traveling to and from school and events and while at school. Therefore, BCPS will allow students to possess digital devices (including any electronic recording, play-back or storage device) provided the following rules are strictly adhered to:

- **Bath County Public Schools faculty or staff members will not be held responsible at any time for any form of loss, theft, and/or damage to any digital device that is brought to school.**
- Digital devices must be **TURNED OFF** no later than the first bell and must remain off until the last bell. Use of personal iPads and other tablets of 5 inches or greater during class will be left up to teacher discretion.
- Digital devices are to be turned off and placed in lockers, backpacks or purses. Those not placed will be subject to confiscation if seen or heard.
- Students are expected to report to the office to make any outgoing calls.
- Parents are expected to call the school to contact their children.
- At no time should a student ask a bus driver to speak to a parent or guardian on a cellular phone. **ALL** changes in bus transportation **MUST** be routed through the main office so that proper bus passes and documentation can occur. Should an unfortunate event occur, it is imperative that the school have accurate information as to the whereabouts of each student.
- Violation of this policy will result in the following consequences:
 - a) 1st offense: Digital device will be confiscated and brought to the office for **ONE DAY**. (Device will only be returned to parent or guardian. Digital devices will not be returned to students. Digital devices confiscated at BCHS during 9th or 10th period will not be returned until the end of the following day.)
 - b) 2nd offense: Digital device will be confiscated and placed in the school safe for **ONE WEEK (7 days)**. (Device will only be returned to parent or guardian. Digital devices will not be returned to students.)
 - c) 3rd offense: Digital device will be confiscated for **THIRTY (30) days** and placed and placed in the school safe. The student will be assigned in-school suspension or Extended Evening School. (Device will only be returned to parent or guardian. Digital devices will not be returned to students.)
- Offenses beyond three: Digital device will be confiscated for another period of **THIRTY (30) days** and the student may be suspended from school. (Device will only be returned to parent or guardian. Digital devices will not be returned to students.)
- Refusal to relinquish device: A student may be asked by any staff member to relinquish their digital device. Failure to do so will be viewed as defiance and referred to the office. The principal then reserves the right to confiscate the device for any of the established time periods. Failure to relinquish the device to the principal will result in suspension.

The above consequences will apply regardless of to whom the digital device belongs. In other words, student A borrows student B's phone and is in violation of the policy. Student B's phone is confiscated. Student A has committed his/her first offense. Next offense by student A will place him/her at the 2nd offense level.

The school principal may request the student's parent or parents, if both parents have legal and physical custody of such a student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.

ACCEPTABLE COMPUTER SYSTEM USE File: GAB-R/IIBEA-R

All use of the Bath County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the internet and any other internal or external network.

• Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.

3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long- distance charges.
9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

TELEPHONES

School/Parent Communication during school hours

- Students must ask to use the office phones with the approval from office staff. The telephone in the office is placed there for school business.
- Parents should call the school to contact a student when necessary.
- Students are excused from class to use the telephone only in case of emergency.

- Students who become ill during school should visit the nurse, who will then call the parent or guardian. The student will then be called from class to sign out.

FLOWER ARRANGEMENT, BALLOONS, AND OTHER DELIVERIES

Flowers and other items are often sent to school by well-meaning individuals. The recipients of these items will be told of deliveries during their lunch period. Items may be picked up at the end of the day in the main office. It will become the responsibility of the student to arrange to get items home since it is not permissible to carry them on the school bus.

CAFETERIA GENERAL

Breakfast will be served daily from 8:00 to 8:25 a.m. Lunch will be served daily in thirty-minute blocks. Menus will be published on a monthly basis. **No food is to be taken from the cafeteria.**

- Meals may be prepaid or paid for on a daily, weekly or monthly basis. Students should always keep money in the account for meals and ala carte items they may wish to purchase..
- On days that school is delayed one or two hours, a breakfast will be served, it just may not be what is listed on the menu for that day.
- Prices for breakfast and lunch will remain the same this year as they were last year.
- Students are expected to use good manners and exhibit commendable behavior.
- Students must remain in the cafeteria during lunchtime.**

- **Breakfast and Lunch**

- Bath County Schools offer meals that meet the Dietary Guidelines for Americans set by the United States Department of Agriculture.
- For breakfast there are four required food items offered daily: milk, fruit juice, piece of fruit or vegetable, 2 grain eq. or 1 grain eq. and 1 meat eq.
- In grades 8-12, we have available “Offer vs. Serve” (OVS). This system is designed to decrease waste and give students greater variety. Students must be offered all four required items; the student may refuse any one item.
- Breakfast is priced as a unit at \$1.15 for grades 8-12 and adults for \$1.50. If a student chooses only two items for breakfast, then he/she must be charged ala carte prices per item chosen because this is not considered a reimbursable meal. The price for two items may exceed a full breakfast price. If your child/children do not eat breakfast at home, please encourage him/them to eat breakfast at school. Studies have shown that students, who eat breakfast, concentrate and perform better in school.
- For lunch, students must be offered five required items. With offer vs. serve the students may decline 2 items. The student has the option of which items to decline as long as the student does have ½ c. of fruit or vegetable on the tray. Food items offered include meat, dairy, grain, 1c.of fruit and ½ c. of two vegetables (a tossed salad may be chosen as one of the vegetables-tossed salad is offered daily). Students in grades 8-12 pay \$1.90 for lunch and adults pay \$2.75. Lunch is priced as a unit; therefore, if three items are not chosen then the student pays the ala carte prices.

The cafeteria staff will help students understand what will count as a full meal. It is our goal to serve the students nutritious reimbursable meals in hopes of the student performing to his/her full potential in the classroom. Please encourage your son/daughter to ask questions while going through the line.

- **Cafeteria Collection Procedures**

Our system for collecting breakfast/lunch monies is computerized and is set up to allow for prepayment for the meals. Parents may choose to pay by the week, month, or more if so desired. As the student eats his/her meal the amount, for said meal and any ala carte items are deducted from his account.

If a child’s charges exceed the balance in his/her account when the child forgets to bring his/her money, the cafeteria manager will contact the parent to let them know how much the child owes for meals. Ala carte items may not be purchased if the student has no money in the cafeteria account.

Thank you for keeping money in your child’s account to avoid charging of meals.

CLOSED CAMPUS LUNCH POLICY

BCHS is a closed campus, and students are not allowed to leave the school premises for any reason, including buying lunch or food. In addition, ***outside food is not to be purchased and brought to school to be delivered to the student during lunch.*** Students are allowed to bring their own lunch with them to school. Parents are not allowed to call school and dismiss students to go off campus for lunch.

DRESS CODE

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations of which students will be given prior notice.

The dress code is a changing document. Such changes may be made at any time during the school year. Discretion may be used to determine appropriate attire for the classroom by the administration. Students and parents will be notified of any changes through the newsletter, a letter home, or through the student bulletin.

The administration maintains the right to all clothing is expected to be appropriate and not distract from the educational environment. Students should consider school as a place of business where they are learning both academic and social skills. Therefore, they are expected to wear attire appropriate for business/school day activities. The following are specific regulations governing this area:

- **Hats, headgear (bandanas, ski hats), and sunglasses** will not be worn or carried inside the school building between the hours of 8:00AM and 3:20AM, including the Mertz Center classes. **Fish hooks on hats are not permitted and will be confiscated and disposed of safely.**
- **Hooded sweatshirts are acceptable; however, hoods may not be worn in the building during the school day.**
- **All shorts, dresses, skirts,** etc. must fit appropriately. These items of clothing must be no shorter than (3) three inches from the top of a student's kneecap even when worn with leggings.
- **Undergarments** should not be visible through shirts, pants or tops. **Bra straps** and underwear should not be visible at any time.
- **Shirts/blouses** must fit appropriately and must be worn at all times, with shoulder straps at least (2) two inches wide, and the tail of the shirt be able to be tucked in at the waist in the front and back. Shirts made of sheer material need to have the appropriate tank top underneath. **The midriff and lower backs must be covered at all times.** Shirts/blouses altered or enlarged at the waist, neck, or under arms are not appropriate attire. Excessive cleavage is not permitted.
- **Appropriate footwear** must be worn at all times, and those designed to be tied, should be tied. Cowboy boots and boots without excessively thick or grooved soles are allowed. Flip-flops are not permitted in CTE labs, P.E., or science labs. All students enrolled in a P.E. course must have appropriate athletic shoes and clothing available.
- **Lewd or suggestive clothing** may not be worn. Clothing or jewelry that advertises, glorifies, or symbolizes any illegal substance including tobacco and/or alcohol products should not be worn. Suggestive clothing also includes, but is not limited to inappropriate slogans, images, or foul language. **Students will be asked to change (NO EXCEPTIONS).**
- **Jeans/Pants will NOT have holes, rips, or tears above the knee.** Pants must be worn around the waist as designed with belts. Sagging pants and shorts hanging on hips are forbidden. Any pants worn low enough to expose boxers or underwear, even when covered with a shirt, are unacceptable and will need to be changed.

ADMINISTRATION RESERVES THE RIGHT TO ASK A STUDENT TO CHANGE CLOTHING IF IT IS DEEMED INAPPROPRIATE*