EDUCATION is the MOST POWERFUL WEAPON which you can use to CHANGE THE WORLD.

NELSON MANDELA
PRESIDENT OF SOUTH AFRICA AND POLITICAL ACTIVIST
BATH COUNTY SCHOOL BOARD
MISSION STATEMENT

The mission of the Bath County Public Schools is to meet the educational needs of our diverse student population with the highest standards possible and to be the schools of choice for Bath County citizens.

BATH COUNTY PUBLIC SCHOOLS GOALS

I. To produce graduates who become citizens with strong academic, technical, physical, and social skills and who possess an appreciation for the arts.

II. To be an integral part of our unique community and a source of public pride.

III. To utilize our financial resources responsibly.

IV. To provide facilities which are safe, accessible, and well maintained for school and community use.

BATH COUNTY HIGH SCHOOL MISSION STATEMENT

The mission of Bath County High School is to provide a nurturing and accepting environment that recognizes individual qualities and needs and enables students to become self-directed lifelong learners.

In keeping with our mission statement, our beliefs are:

1. Students’ learning needs should be the primary focus of all decisions impacting the work of the school.
2. A safe and physically comfortable environment promotes learning.
3. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
4. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
5. A student’s self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
6. The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
### 2015-2016 Bell Schedules

<table>
<thead>
<tr>
<th>Regular Bell Schedule</th>
<th>Activity Bell Schedule</th>
<th>12:30 Early Release</th>
<th>2 Hour Delay</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Lunch</strong></td>
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<td>Beginning Bell 8:25</td>
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<td>Beginning Bell 8:25</td>
<td>Beginning Bell 10:25</td>
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<tr>
<td>Period 10 2:36-3:30</td>
<td>Period 10 1:56-2:40</td>
<td>Period 9 12:08-12:30</td>
<td>Period 9 2:19-2:52</td>
</tr>
<tr>
<td></td>
<td>ACTIVITY 1 2:44-3:30</td>
<td></td>
<td>Period 10 2:56-3:30</td>
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<tr>
<td><strong>Second Lunch</strong></td>
<td><strong>Second Lunch</strong></td>
<td><strong>Second Lunch</strong></td>
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<tr>
<td>Beginning Bell 8:25</td>
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</tr>
<tr>
<td>Period 10 2:36-3:30</td>
<td>Period 9 1:09-1:52</td>
<td>Period 9 12:08-12:30</td>
<td>Period 9 2:19-2:52</td>
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<td>Period 10 1:56-2:40</td>
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<td></td>
<td>ACTIVITY 1 2:44-3:30</td>
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<tr>
<td><strong>Third Lunch</strong></td>
<td><strong>Third Lunch</strong></td>
<td><strong>Third Lunch</strong></td>
<td><strong>Third Lunch</strong></td>
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<tr>
<td>Beginning Bell 8:25</td>
<td>Beginning Bell 8:25</td>
<td>Beginning Bell 8:25</td>
<td>Beginning Bell 10:25</td>
</tr>
<tr>
<td></td>
<td>Period 9 1:09-1:52</td>
<td>Period 9 11:42-12:04</td>
<td>Period 10 2:56-3:30</td>
</tr>
<tr>
<td></td>
<td>Period 10 1:56-2:40</td>
<td>Period 10 12:08-12:30</td>
<td></td>
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<tr>
<td></td>
<td>ACTIVITY 1 2:44-3:30</td>
<td></td>
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</tr>
</tbody>
</table>

### Four Minute Passing Times

No bells will ring during lunches. Teachers are to dismiss students to lunch and class according to the above schedules.
FACULTY/STAFF DIRECTORY

ADMINISTRATION
Sarah Rowe, Principal
Will Fields, Athletic Director/Principal Designee
Jane McMullen, Mertz Coordinator/Principal Designee
Stephanie Hiner, Counseling Coordinator

ART
Kimberly Craig

ENGLISH
Noreen Mitchell
Jeanie Rooklin
Kirby Smith

FOREIGN LANGUAGE
Scott Youngdahl

GUIDANCE
Stephanie Hiner
Anne Clarry

LIBRARIAN
Karen Bowyer

MATH
Sierra Adkins
Michelle Eldredge
Lisa Hamilton

MUSIC
Melinda Hooker

PHYSICAL ED. & DRIVER’S ED
Will Fields
Kris Phillips

SCIENCE
Heather Hough
Amber Yohe
Kayla Jordan

SOCIAL STUDIES
Terry Bradley
Danny Sifford
James Lucente

SPECIAL EDUCATION
Linda Cole
Deane Davis
April Miller
Rodney Landreth

CAREER & TECHNICAL EDUCATION
, Auto Mechanics
Larry Grubbs, Electrical
Jane McMullen, Business Education
Adaline Hodge, Culinary Arts
Ed Ozols, Technical Education
Joey Altizer, Carpentry

SECRETARIAL
Susan McRoberts, Bookkeeper
Katie Keyser, MCTC
Lucy McCune, Guidance

CAFETERIA
Cassie Ailstock, Mgr.
Connie Liptrap
Martha Peters
Monique Ingram

CUSTODIAL
Rodger Hupman
Dale McCoy
Becky Hise
Jody Shifflett
Keith McElwee (.5 PM)
ADMINISTRATIVE RESPONSIBILITIES

Sarah Rowe: Principal/Director of Mertz
Curriculum/Instruction
Monitoring and Supervision of:
• Pacing guides/calendars
• Lesson plans
• Instructional Delivery
• Remediation
• Staff Webpages
Evaluation and Supervision of All Staff
• Teaching
• Instructional Assistants
• Cafeteria
• Custodial
• Secretarial
• Transportation
• Guidance
• Library
School Improvement
Career and Technical Liaison
Building use coordination
Faculty Handbook
Finance/Budget
SACS evaluation coordination
School calendar development
Student Handbook development
Teacher Certification/Recertification

Will Fields: Athletic Director/Principal Designee
Principal’s Designee
Discipline
Attendance/truancy coordination
Athletic: Scheduling
Calendar
Transportation
Coaches Training/Supervision
VHSL and Booster Liaison

Jane McMullen: Mertz Coordinator/Principal Designee
Coordinate and manage (CTE)
Work collaboratively with administrators
Develop services for CTE students
Leader in programmatic:
• development,
• improvement,
• and marketing of CTE
Liaison to community that:
• Builds school relationships,
• and supports student success.
Facilitates a link:
• with parents,
• business/industry,
• postsecondary institutions for transition,
• and community organizations to support student employment.

Susan McRoberts: Secretary/Bookkeeper
• Budget Development and Monitoring
• Finance
• Purchase Orders/Ordering
• Fundraisers
• Field Trips
• Transportation
• Insurance
• Time Sheets
• Vendor Contracts
• Emergency Drills
• Academic Awards
• Student Handbook
• Other Duties as assigned by Principal

Katie Keyser: Administrative/CTE Secretary
• CTE Reporting
• Discipline Reporting/Filing
• Substitutes
• Student Driving & Parking
• Attendance Monitoring
• Receipt of Lunch Applications
• CTE Payroll Reports
• Personnel Forms
• Work Orders
• Time Sheets
• Other Duties as assigned by Principal
FOOD SERVICE

Cassie Alstock: Manager
- Food Ordering
- Food Preparation
- Supervision of Kitchen Staff
- Cafeteria Fees and Charges

GUIDANCE
Stephanie Hiner: Coordinator
- 9th, 10th, 11th, & 12th Grade Counselor
- Student Assistance Team Coordinator
- Scheduling
- Student Records
- SOL Test Coordinator
- Tutoring Coordinator
- College Coordinator
- Career Fair Coordinator
- Distance Learning
- AP Coordinator
- ISAEP (GED) Coordinator
- Community College Liaison
- ASVAB Coordinator
- Governor's School Coordinator
- ISAEP (GED)
- Rachel's Challenge Sponsor

Anne Clarry: Counselor
- 8th Grade Counselor
- 8th grade Orientation Coordinator
- Child Study/RTI
- 504 Plan Coordinator
- Boys and Girls State Coordinator

Lucy McCune: Guidance Secretary
- Correspondence/transcripts
- Athletic Eligibility
- Honor Rolls and Report Cards
- Guidance Record Keeping and File Maintenance
- Progress Reports
- Work Permits
- DMV Learners Permits
- Student Handbook
- Locks/Lockers
- Summer Website updates
Instructional

Department Heads:

**English:** Jeanie Rooklin  
**Math:** Michelle Eldredge  
**Science:** Amber Yohe  
**History:** Terry Bradley  
**CTE:** Jane McMullen  
**Fine Arts:** Melinda Hooker  
**SPED:** April Miller

- Regularly attend leadership meetings.
- Write agenda and ensure minutes are taken and recorded for all department and PLT meetings.
- Aid teachers in his/her departments in designing and revising the curriculum for each course so that the curriculum taught will be in compliance with SOL’s and all accreditation standards.
- Will approve/be responsible for submitting all assigned department purchase orders.
- will serve as a liaison between the department members and the administration with regard to department concerns.
- will set up and supervise a system for grading fidelity and verification.
- will assist new teachers to the department in their adjustment to the school.

Assistants:
Betty Colvin: SPED  
Chrissy Harmon: SPED  
Dottie Jenkins: SPED  
Sandra Smith: SPED  
Mary Rodgers: SPED

Karen Bowyer: Librarian/Gifted Coordinator
- Textbooks/Calculators
- Library Supervision
- AV media
- Monitoring and development of gifted education
- Monitoring of Virtual Virginia
- GradPoint Supervision

Gifted Responsibilities
- Provide consultative services to teachers in development, implementation, and evaluation of differentiated curricula for identified students.
- Organize and/or provide direct services to students through individual and group meetings (in school and extra-curricular), as appropriate to student needs.
- Provide regular contact (at least once each nine weeks) with parents regarding
- Monitor student progress in program (in school and extra–curricular) activities.
- Assist in the student eligibility process through:
  - Activities participation in child study team (screening and eligibility meetings).
  - Assessment of student interests/motivation regarding program activities.
- Make and submit periodic reports (each nine weeks) to building level administrator of program activities and parent contact to Principal.
- Assist the program director with evaluation of the local gifted program.
Participate in local and regional in-service opportunities regarding gifted education, including workshops and university credit courses.

STUDENT WELLNESS

Glenda Myers: Nurse
- School Wellness Coordinator
- Wellness Fair Liaison
- Health Department Liaison
- Blood borne pathogens/Epipen trainer
- Glucagon trainer
- Health Screening Coordinator

TECHNOLOGY

Mark Hall: Technology Manager
- Computer/Resource Management
- Main Computer Lab Supervisor
- Office Publishing

- Technology Trouble Shooting
- Other Assigned Duties
- GED Supervision

OZOLS: Instructional Technology Resource Teacher
- Staff Instruction
- Teacher Webpage advisor
- Technology Trouble Shooting
- Computer/Resource Manager

MAINTANENCE/CUSTODIAL

Mark Cook: Director
- Project Coordination
- Work Order Supervisor

Custodians:
Daytime: Hupman and Hise
- Cafeteria
- Science Wing
- Football Locker room
- Old Gym

Nighttime: McCoy, Shifflett, and McElwee
- Main Building/Athletic Functions
DAILY SUPERVISION AND DUTIES

The following duties are assigned in order that all students will be monitored from the time they arrive until their departure. Such supervision contributes to our students’ expectation of a structured and safe environment that is essential for learning. These duties must be performed every day.

All teachers are expected to be on duty assignment on time each day for the entire length of the duty assignment. If there is a conflict, please advise the Assistant Principal as soon as possible.

I. MORNING SUPERVISION
   A. Bus Arrivals – A. Yohe & B. Colin
   B. Parking Lot – D. Knick
      Ask visitors to leave
      Do not permit loitering
      Check for parking tags
      Monitor area, direct traffic
   C. Atrium – C. Harmon
      Monitor student movement to upper level
   D. Upper Atrium – D. Sifford
      Monitor hallway, check restrooms
   E. Main Building
      1. Upstairs Main – J. Lucente
      3. Outside Library – K. Bowyer
      4. Cafeteria – T. Bradley
      5. Tech Work 8:00 – 8:25a.m. – E. Ozols
      6. Special Ed Bus Load/Unload – B. Colvin, M. Rogers

II. STUDENT DEPARTURE & BUS LOADING
   A. Bus Loading – J. McMullen
   B. Stop Sign – J. Altizer/L. Grubbs
   C. Student Parking Lot – K. Phillips
      Monitor student movement, traffic flow, seat belts, parking tags
   D. Auditorium/Atrium – M. Hooker
   E. Corner behind Mertz – D. Knick

IV. DANCES
   Homecoming – 8th, 9th, 10th Homeroom Teachers and Sponsors
   Prom – 11th and 12th Homeroom Teachers and Sponsors

V. LUNCH DUTY
   J. Rooklin  H. Hough  R. Landreth
   J. McMullen  K. Smith  J. Altizer/M. Hooker
VI. VIRTUAL VIRGINIA – DUAL ENROLLMENT – Lucy McCune

VII. RESOURCE LAB - S. Hiner

VIII. MISCELLANEOUS DUTIES
Building Sweep – (especially boys/girls locker rooms)
1st Yohe through announcements – Jordan
2nd Locker room beginning and end – Yohe
3rd – Mitchell
4th/5th – Fields
6/7th – Knick
7/8th – Knick
9th – McMullen
10th – Phillips

Study Hall 2nd: Sifford
3rd: Bradley
10th: Lucente

Travel – M. Hooker & K. Craig
Virtual Virginia & GradPoint – K. Bowyer

IX. CLASS CHANGES
All teachers are to be just outside their classroom doors, welcoming students to class and monitoring the hallway.

COMMITTEE REPRESENTATIVES 2015-2016

LEADERSHIP/SACS
Department Chairs
Stephanie Hiner
Sarah Rowe
Will Fields

PBIS/SOCIAL COMMITTEE
*Jane McMullen
Jeanie Rooklin
Melinda Hooker
Amber Yohe
Sarah Rowe
Anne Clarry

ATTENDANCE COMMITTEE
Heather Hough
Sarah Rowe
Kirby Smith
Joey Altizer
Rodney Landreth
Will Fields (Liaison)

SAFETY/CRISIS COMMITTEE
*Sarah Rowe
Dewey Knick
Stephanie Hiner
Jeanie Rooklin
Michelle Eldredge
Anne Clarry
Susan McRoberts
Will Fields

SCA SPONSER
Jim Lucente

SICK LEAVE BANK
Ed Ozols
Lucy McCune
Sonny Clark
Jody Shifflett
Cassie Ailstock
Bus Driver: TBA
IA: TBA
ATTENDANCE, ABSENCES AND LEAVES

FOR PROFESSIONAL & SUPPORT PERSONNEL

Attendance
1. Teaching staff is expected to report to BCHS by 8:15 a.m. and be in place for his/her daily duty.
   - Staff will remain in the building unless given permission by administration.
   - If a staff member leaves during work hours he/she must sign out in the office

2. Classified support staff is expected to report to BCHS during scheduled hours.
   - These hours will be determined by administration.
   - Classified staff members are expected to work a minimum of 40 hours.
   - If a staff member needs to work more than 40 hours he/she must preapprove the overtime with administration.
   - Please see School Board Policy GAA for more information regarding time.

Absences Defined

Administrative Leave

Administrative leave may be granted for school business conducted outside the school or the division. and should be requested two weeks in advance. Prior approval is required from principal and/or superintendent. Administrative leave is not charged towards sick leave or personal business leave.

1. If you require the use of a BCPS vehicle or reimbursements please fill out the appropriate forms in this folder to be approved by administration.
Jury and Military Duty, Subpoenas

School Board employees are excused for jury duty and subpoenas without loss of pay. Military and National Guard Activity Duty is to be excused for up to fifteen days without loss of pay. **Subpoenas for person matters will require the use of a personal leave day.** See Policy: GCBI/GDBI.

Family and Medical Leave – See School Board Policy GCBE

**Maternity/Paternity Leave**

An employee who becomes pregnant shall notify her principal and Division Superintendent by the fifth month of pregnancy and shall provide the Division Superintendent with a medical report from her attending physician including

1. The anticipated day of delivery and a recommendation for a date for leave of absence.

2. The date for leave of absence and for return to duty shall be agreed to by the teacher, the attending physician, and the Division Superintendent. Consideration shall be given to the teacher’s ability to perform her duties effectively. Maternity leave will be granted in a manner consistent with Policy GCBE - Family and Medical Leave.

**Maternity leave is applied to sick leave.** Should maternity leave be granted for the remainder of the school year, formal notification of the teacher’s intent to return the following year shall be made in writing to the Division Superintendent by April 15th. Substitutes hired to replace teachers on maternity, medical or other leave shall be hired only on a temporary basis.

**Medical Leave**

Medical leave may be granted by the School Board for up to one year by the School Board for appropriate reasons.

**Sick Leave**

All full-time personnel are granted one day sick leave per month of employment.

Unearned sick leave may be anticipated only for the current year’s contract. Unearned sick leave shall be deducted on the employee’s final salary check.

Personnel may use sick leave for:

1. Personal illness;
2. Illness or death in the immediate family requiring the attendance of the employee for not more than five days. The "immediate family" of an employee shall be interpreted to include natural parents, adoptive parents, foster parents, stepmother, stepfather, wife, husband, children, brother, sister, grandparents,
grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and any other relative living in the household of the employee ("any other relative living in a household of an employee" is limited only in that the relative, however distant, must live in the household of the employee).

3. Appointments with doctor or dentist if no other appointment is available.

4. One sick day per year may be used for a third personal leave day. This day is deducted from the employee’s sick leave balance.

Sick leave beyond the fifth consecutive day may require a doctor’s certification/return to work statement.

**Personal Leave**

When it is necessary to conduct personal business during contract hours, staff members may request personal leave. Personal leave *may not* be taken immediately prior to or following a school holiday.

This leave (except emergency) should be applied for two weeks in advance and must be approved by the principal and superintendent.

Employees are granted two (2) personal business days per year, however one (1) sick day per year may be used as a third personal leave day. This day is deducted from the employee’s sick leave balance.

Up to two (2) unused personal days at the end of the school year are applied to the employee’s sick leave.

If you know you are going to be out ahead of time:

- Fill out an absence leave form contained in this folder,
- Make a copy for your records
- Turn in the absence leave form to Mrs. Keyser in the office,
- The form will then be given to administration for approval. Please remember that approval is not automatic;
  - **This form must be completed at least TWO (2) weeks prior to the date of the administrative, vacation, or personal leave requests (special circumstances must be discussed with administration in advance).**
- Make sure substitute plans are on your desk or given to your department chair.

3. When you are sick or have an emergency:

- Notify Mrs. Keyser ASAP in person or by phone 839-2444. If you can, notify Katie the night before so that she has longer to arrange a substitute.
- If you cannot reach Mrs. Keyser call Mrs. Rowe @ 839-2917.
- **Do NOT leave a message on the school answering machine.**
When you return fill out an absence leave form leave form located in this folder
Make a copy for your records
Turn in the absence leave form to Mrs. Keyser in the office

SICK LEAVE BANK

All Employees are eligible to apply for the sick leave bank annually. Please refer to the BCPS policy manual for the most recent information. File: GDBD-R2/ GCBD-R2

INCLEMENT WEATHER CLOSINGS & DELAYS

When school is closed, 10 and 11 month staff completing timesheets should not record an amount under the hours worked, sick, personal, or holiday columns. Instead, a corresponding remark should be made (e.g. “school closed due to inclement weather”).

On two (2) hour delays, 10 and 11 month staff should report in their classroom or assigned position ready to work no later than 10:00 A.M. Please follow detailed directions below for proper timesheet and/or absence/leave reporting.

On two (2) hour delays and school closings, 12 month staff should report one (1) hour later than their normal working time. Individuals responsible for buildings/grounds clearing may be asked to report on time, but may leave one (1) hour earlier than their scheduled departure time. Beginning with the eleventh (11th) full day of closure for all staff, 12 month personnel will be allowed to stay at home. Please follow detailed directions below for proper timesheet and/or absence/leave reporting.

Adopted: August 7, 2012
Revised: February 5, 2013

2/13 BATH COUNTY PUBLIC SCHOOLS

ACCEPTABLE COMPUTER SYSTEM USE

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.

File: IIBEA-R/ GAB-R Page 3

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Cross Refs: GCPD  Professional Staff Discipline JFC  Student Conduct JFC-R
Standards of Student Conduct

File:  IIBEA-E2/GAB-E1
© 5/13 VSBA BATH COUNTY PUBLIC SCHOOLS

Please complete and turn in your signed agreement to Mr. Hall

TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property.

For purposes of this policy,
1. “School property” means:
   a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
   b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services;
   c. All vehicles used by the division for transporting students, staff, visitors or other persons.

2. “Tobacco” includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. “Tobacco” includes cloves or any other product packaged for smoking.

3. “Smoking” means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student and employee handbooks, posted on bulletin boards and announced in meetings.
Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Designated Smoking Areas

The School Board may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.

CHILD ABUSE AND NEGLECT REPORTING

Reporting Requirement

Every employee of Bath County School Board who, in his/her professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services’ toll-free child abuse and neglect hotline; or
- to the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Notice of Reporting Requirement

The School Board shall post in each school a notice that

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.
Complaints of Abuse and Neglect against School Personnel
The School Board and the local department of social services shall adopt a written
interagency agreement as a protocol for investigating child abuse and neglect reports,
including reports of sexual abuse of a student, against school personnel. The
interagency agreement shall be based on recommended procedures for conducting
investigations developed by the Departments of Education and Social Services.
Adopted: June 1996
Revised: April 6, 2004; June 25, 2004; June 24, 2008; June 25, 2012

TEACHER JOB DESCRIPTION

Teachers shall provide instruction which is educationally sound and shall create and maintain an
atmosphere which is conducive to learning.

Academic
A. Staff members shall maintain an atmosphere of mutual respect and courtesy, and shall
demonstrate a genuine concern for all students that minimizes disruptive classroom
behavior.
B. Post lesson plans weekly.
C. Teachers shall provide for individual differences through the use of a variety of
materials, activities, and instructional techniques.
D. Teachers shall demonstrate a high expectation of learning for all students. (Rigor!)
E. Staff members shall serve as personal models for effective communication through
language usage, grammar and spelling.
F. Daily teaching objectives shall be established that:
   1. Identify and inform students of the learning expectations: objectives on the board.
   2. Keep students engaged in learning tasks.
   3. Devote the maximum time possible to the learning process.
G. Inappropriate behavior by a student(s) shall be responded to quickly, consistently, and
   in a manner that does not demean the student.
H. Teacher shall assess the progress of students by:
   1. Becoming knowledgeable of each of their students’ abilities during the first four
      weeks of the school year by reviewing each of their students’ permanent record
      folders and signing off with the Guidance secretary that this responsibility has
      been fulfilled.
   2. Regularly assess and analyze pre- and post-assessments
   3. Personally evaluating students’ work promptly and constructively.
   4. Certifying whether each student has mastered appropriate learning objectives,
      including the checklist designed and provided by the State Board of Education on
      SOL testing.
I. Teacher shall communicate with parents on a regular basis.
J. Teacher shall post grades to PowerSchool weekly.
K. Teacher shall make adequate provisions for substitutes. See substitute
   folder/notebook.
L. Teachers shall utilize their webpages and keep them up to date.

PROTECTING INSTRUCTIONAL TIME
Instructional time shall be protected from interruptions and intrusions as much as possible and priority will be placed on maximizing time for teaching and learning activities by following the guidelines below:

1. Teachers will begin their class without delay and will teach to the end of the period.
2. Administration will make every effort not to disrupt classes by minimizing the use of the P.A. system. Morning P.A. announcements will begin promptly at 8:27 and last no longer than 5 minutes. Hopefully, using the network to transmit announcements will reduce this even more.
3. The absentee memo will include student announcements. Announcements should be read to the class prior to third period instruction.
4. Any program, which will interrupt the regular school routine, will be planned well in advance and will provide educational benefit.
5. A revised bell schedule will be used on days that assemblies are planned so that every class will have an opportunity to meet.
6. Student counseling sessions and administrative conferences will be planned to minimize loss of classroom time.
7. Mandatory weekly calendars must be utilized and posted in each classroom to plan for student class release and to assist with test make-up and homework assignments. Posting homework assignments by the week will minimize class interruptions with students asking for make-up work. This places the responsibility for making up missed work solely on the students’ shoulders. Please put the SOL requirement # on the board so that students are aware of what SOL’s they are working on.
8. Please do not schedule field trips and special events in April or May.
9. Teachers, please try to make every effort not to schedule doctor’s appointments in the month of May to ensure sufficient coverage for state testing.

Non-Academic

A. Arrive at school on time.
B. Check email every morning and afternoon before leaving school.
C. Teachers will dress appropriately: Please remember that the rules of the students apply to adults as well. We need to practice what we preach.
   a. Men: dress shirts, sweaters, dress casual pants or jeans on Fridays. P.E. teachers should wear attire appropriate for the gym or classroom
   b. Women: dress or dress casual shirts, skirts, pants or jeans on Fridays.
D. Teachers will assume supervision of club and class activities that enhance the overall mission of the school.
E. Teachers will assume the responsibility of student supervision on school grounds throughout the school day.
F. Teachers will immediately notify the administration of any suspected drug or alcohol possession or use by students at school or at school functions.
G. Teachers are expected to attend all faculty and PLT meetings. Should student supervision or school responsibilities interfere, teachers should arrange for a make-up meeting with an administrator. Our weekly meetings have been scheduled for the year and will occur on the first full week of the month:
   • PBIS: 1st Tuesday of each month (9/8/15)
   • Leadership: 2nd Thursday of each month
   • PLTs: 3rd Thursday of each month (unless another day has been chosen and approved)
H. Supervise homework club once per year.
I. Teachers are responsible to fulfill two (2) gate/ticket assignments throughout the year.
   Sign-up with the AD during the pre-school workdays
J. Chaperone Dances
K. Complete Lunch Count Daily

EVALUATIONS: Check Resource Drive for Schedule
   The evaluation process can be very valuable to an educator’s craft. All new and/or
   probationary teachers will have a full evaluation each year until they achieve continuing contract
   status. All tenured and continuing contract teachers will receive a full evaluation in a three year
   rotation. Teachers moving from probationary to continuing will be placed in Year 3 when they
   become tenured.
   Please note that any teacher can be placed on a yearly evaluation at any time by
   administration.

LICENSE RENEWAL

Teachers are required to renew their licenses every five years. 180 points are requirements for
renewal. Please be aware before registering for any class or professional development opportunity,
outside of those offered by BCPS, you must have permission from your principal and the division
superintendent. Licensure paperwork should be turned in now later that February of the renewal
year. The regulations for licensure are included in the evaluation folder.

LESSON PLANS

Lesson plans should be submitted electronically computerized using the assigned format, turned in
WEEKLY, and may be reviewed at any time by the administration. Sample Lesson Plan on the
Resource Drive

XI. SUBSTITUTES

When teachers are absent from school, a substitute packet should be made available which includes:
1. Lesson Plans
2. Crisis Response Procedures/Fire Drill
3. Teacher’s Schedule (Duties, what to do)
4. Teacher’s Rules (Especially food/drinks)
5. Student Accident Form
6. Seating Chart
7. Attendance Book/Roster
8. Tell Mrs. Keyser where your plans are located.
9. More than sufficient plans for each period
10. Location of Hall Pass
11. Syllabus
12. List of Health Issues (special needs/accommodations)
13. List of IEP accommodations

GRADING SYSTEM/PROMOTION – RETENTION
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

Report cards will be issued four (4) times during the school year, at the end of each 9-week grading period and progress reports (for all students) will be sent home at the midpoint of each grading period. Parents or guardians shall sign report cards and progress reports, as requested, and return to the school.

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.

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.

In order to provide ample opportunity for each student to earn grades that are a fair representation of his/her ability, a minimum of two weekly grades should be assigned. Additionally a variety of types of grades, including quizzes and tests, should be required within each grading period.

When weighing grades (i.e.: homework = 50%, quizzes/projects = 40%, tests = 10%), effort should be made to provide a reasonable balance of graded assignments in each weighted category.

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% (optional if an exam is administered at the elementary level).

The annual grade shall be the average of the two semester grades.
All graded work, homework, quizzes, tests, etc. for the elementary grades shall be sent home weekly for parental signature.

To earn a state diploma, each pupil shall meet all local and state requirements for graduation, including SOL testing requirements.

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, 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.

GRADE REPORTING
Students will receive four “nine” week report cards. Refer to the division-wide calendar in this handbook for specific dates. Teachers will use PowerSchool to keep students up-to-date on their class progress. For Virginia High School League purposes, “incomplete” (I) grades are viewed as a failing mark until a final evaluation is made.

**Grade Point Average**

An increase of seven numerical points will be awarded for successful completion of any advanced placement course, and dual enrollment course, or any class in Governor’s School transferable to a four-year college. **Only semester grades will be used to compute grade point averages.**

**Homework**

Homework is a means of strengthening skills and understanding, and is meaningful to the objectives being taught. Homework should be assigned for pupils to meet individual learning styles and needs. Homework should be given with as much lead-time as possible in order to reduce conflicts with extra-curricular activities and other teacher/subject assignments. Teachers will coordinate major assignments with other teachers whenever possible. **High school pupils should expect to receive up to one and a half hours per course week for academic courses.** College preparatory classes may expect to exceed these guidelines. All homework will be checked and returned to determine the validity of the homework and student progress. If a parent becomes concerned about excessive homework, he/she should first contact the subject teacher and then the principal.

**Make-Up Work Due to Absences**

Make-up work should be assigned for all absences. Students are responsible for checking the posted homework assignment calendar in the classroom and contacting the teacher about this on the day they return to class. Students will have 5 days to make up work.

Students who are tardy to school are responsible for the work missed, and homework will be due the next school day. **Getting the assignment and completing it is the student’s responsibility.**

Students who have missed **at least 2 consecutive days,** may request assignments from the Guidance office. The parent must call the Guidance office before 9:00 A.M. on the third day and be sure to pick assignments up that afternoon.

Make-up assignments for work missed due to excused absences will be accepted with no penalty as long as the student complies with the conditions stated in the previous paragraph.

**EXAMINATION GUIDELINES**

Examination dates are designated on the Bath County Public School Calendar. Testing sequences for first and second term will be announced.

- **Midterms/Finals:**
  All students will be required to take an exam. Students in non-SOL classes will be required to take a final exam. Any student enrolled in a math, science, English, social studies, or CTE course which requires a SOL (Standards of Learning) end-of-course test administration or certification test **will receive a final exam waiver if they are passing the class for the year and have passed the required SOL/certification test.**
COVENANTS FOR EXAM TIME

1. Exams are scheduled to be approximately 90 minutes in length.

2. All students remain in classroom during the entire exam time. Should a student have an “emergency,” the teacher should write a pass.

3. **No students may leave an exam early.** This was a Department Head meeting decision that everyone needs to follow. A student refusing to stay or causing discipline problems may receive a “0” on the exam.

4. Tell students to **bring work to the exam period** (materials to study for the next exam, a book to read, etc.)

5. All students are to remain quiet until all students have completed the exam. Students are to remain seated in desks until all students complete the exam and wait for the dismissal bell. Please keep students away from door.

6. A copy of all exams must be submitted to the department chair and the Principal upon request.

7. CTE teachers should have hands-on evaluations as part of the exam. If a hands-on exam is not given, the exam should be designed for the entire exam period.

8. Both the old gym and the new gym will be closed during exam times, except for lunch periods. Please **do not send** students after they finish their exams early to the gyms!

9. Finished exams are to be kept by teachers for one grading period, should any questions arise.

10. Exams should be **SOL formatted when possible** – not every question, just some.

11. Bathroom breaks are scheduled to avoid students asking to use the bathroom during an exam or study period. (Please use common sense with this rule!)

14. General Ed. teachers work with the SPED teachers so they can prepare for exam accommodations. For planning purposes, SPED teachers need to know “Who” will need “What” assistance each period.

15. Students should be encouraged to reschedule Doctor’s appointments, if at all possible.

16. Students signing-in late after exams have started will not be permitted to enter classrooms – send those student’s exams to the office.

17. Students **may** reschedule their final exam period for another time different than this exam schedule with teacher and principal permission. Depending on exemptions, etc., this means that some students may need to report to school for their afternoon exam only.
Students who enroll after the mid-term or after the beginning of second term are subject to the provisions of the examination exemption policy and must comply with these standards.

POLICY ON CHEATING

Student behavior that results in the “sharing” of information on tests, quizzes, homework, or any other assessments by which a teacher evaluates students will be considered cheating.

Below are guidelines that may help you with this problem.

1. During testing, re-arrange the seating in your room. Also, assign students to different desks than they normally occupy.
2. Give two tests to the same class. This can be accomplished by rearranging the order in which the questions are written.
3. Circulate among students during the testing period. Students will take advantage of teachers whose attention is elsewhere, such as reading a book, grading papers, etc.
4. Challenge students when you suspect the authenticity of their work. Do not hesitate to question a student you suspect of cheating.
5. Collect finished tests from students. Have them remain seated. Do not allow students to talk until all test papers have been turned in.
6. Require a signed pledge following a major test.

Use the following procedures concerning cheating:

1. If there is NO question that the student was actually cheating (i.e. confession or actual witnessing of the act), the student shall receive a zero on ANY written work (homework, reports, tests, etc.) and the parent(s) shall be notified.
2. For a second offense, the student will receive a zero and may be suspended with re-admission dependent upon a successful parent conference.
3. In cases of suspicion, the student should be referred to the guidance department or to an administrator. Violation of the posted test procedures may result in a zero for the offending student.
4. If a teacher sees a student copy an assignment given by another teacher, he/she will collect the assignment from the offending student and give it to the teacher who made the assignment.
5. All teachers have the right to require a second or alternate test in cases where cheating is strongly suspected.

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.

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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.

HONOR ROLL
The Honor Roll for classes will be published in the Recorder and the Virginian Review. Marking periods for classes will occur every 45 days. Students with all grades 94 or above will be on the “A” Honor Roll and students with all grades 86 or above will be on the “B” Honor Roll. 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.

INSTRUCTIONAL MONIES POLICY

I. Instructional monies appropriated to Bath County High School shall be disbursed on a need basis only.
II. Department chairs will be responsible for submitting purchase orders and signing them for instructional monies.
III. Appropriate accounting procedures will be followed and the Principal’s signature is required and a PO# must be assigned by the bookkeeper before Purchase Orders are sent to the Central Office.
IV. When filling out purchase orders, teachers must place orders for Instructional Materials and Other Materials and Supplies on separate purchase order forms. Also, include the vendor’s address, phone and fax information.

BUDGET PROCEDURES

I. Requests for instructional monies are part of the Bath County School Board Budgetary Process.
II. Department chairs shall prepare a prioritized budget to be submitted before the established deadline.
III. A finalized list with administrative input will be completed by the date set by the Superintendent.
IV. Exact instructional monies available will be reported in writing to department chairs following the completion of the county budgetary process.

TEXTBOOK ACCOUNTING PROCEDURE

I. All classroom teachers will announce to each class the general cost of damage. Damage to cover or spine - $2.00 or more.
Lost Books Will Be Determined By This Formula:
“New” books = 100% of cost
“Good” books = 60% of cost
“Fair” books = 50% of cost
“Poor” books = 30% of cost

II. Classroom teachers will collect, inventory and assess damage at the close of school each year. A student fine list will be submitted to Mrs. McRoberts and Mrs. Bowyer for any lost or damaged text. All texts not used or distributed are to be accounted for and stored in a secure place.

FUNDRAISING AND ACCOUNTING PROCEDURES

I. Fundraising Policy
A. Prior to any fundraising activity, sponsors must:
   a. Fill out the Activity/Fundraiser Request Form
   b. Acquire approval from:
      a. The principal and superintendent,
      c. You may not distribute food items during the school day as fundraisers

II. Accounting Procedures
A. Deposits
   1. For your protection, all monies collected from students must be on a Remittance/Accountability Sheet with the student’s signature and the amount he/she is turning in.
   2. School monies collected for class, club, or other activities are to be turned over to the school bookkeeper by 3:30 p.m. daily and will be available for pick-up the following day at 9:30 a.m.
   3. Monies are to be pre-counted and sorted by denomination.
   4. The Remittance/Accountability Sheet must be turned in, along with the money, to become a part of the bookkeeper’s deposit record. A new sheet will be given at that time. Please fill it out completely, including your signature at the bottom of the page.
   5. For your records, make a copy of the Remittance/Accountability Sheet until the books are audited in July of the next contract year.

B. Withdrawals
   1. BEFORE monies will be withdrawn from internal accounts to pay bills a Requisition Form must be completed.
      i. Requisitions (vouchers) are to be completed by the sponsor and submitted to the Bookkeeper who will place the order.
      ii. Only the bookkeeper places orders.
      iii. Monies for change purposes for activities also require a completed requisition/voucher. Denote the denomination of monies needed on the voucher.

Do not purchase items with your own money without first acquiring a pre-approved purchasing form from the Bookkeeper. You must turn in all receipts in order to be reimbursed. Expecting reimbursement without following these procedures may result in the loss of your money
TUTORING FOR PAY

Teachers at BCHS may be paid for tutoring services after school for students in need of remediation. Math and English take priority over all other subjects. Before any staff member tutors they must get approval from the building administrator. Teachers who do not get prior approval will not be compensated.

<table>
<thead>
<tr>
<th>Class of 2020</th>
<th>Class of 2019</th>
<th>Class of 2018</th>
<th>Class of 2017</th>
<th>Class of 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amber Yohe</td>
<td>Noreen Mitchell</td>
<td>Larry Grubbs</td>
<td>Michelle Eldredge</td>
<td>Ramona Garcia</td>
</tr>
<tr>
<td>Kayla Jordan</td>
<td>Scott Youngdahl</td>
<td>Kirby Smith</td>
<td>Terry Bradley</td>
<td>Susan McRoberts</td>
</tr>
<tr>
<td>Betty Colvin</td>
<td>Melinda Hooker</td>
<td>Adaline Hodge</td>
<td>Danny Sifford</td>
<td>Lucy McCune</td>
</tr>
<tr>
<td>Mary Rogers</td>
<td>Kris Phillips</td>
<td>Sandy Smith</td>
<td>Katie Keyser</td>
<td>Karen Bowyer</td>
</tr>
</tbody>
</table>

Class sponsorship is a very important part of student activities. It’s a vital communication tool and a means for grade level “esprit de corps.” Class sponsors provide leadership and team building through fundraising and other events. It is very important for class sponsors to work together to promote class events. Also, class sponsors are expected to meet before class meetings to set up an agenda for the coming school year. Please remember that any plans for fundraisers will need to be submitted on an Activity Request/Fundraising Form to the bookkeeper.

CLUB MEETINGS

**Class Meetings** (grades 8-12) will be held as needed. Seniors will meet in the Auditorium, Juniors will meet in the Library, Sophomores will meet in the New Gym, Freshmen will meet in the Cafeteria, and Eighth graders will meet in the Old Gym. Sponsors will want to have agenda for the meetings.

**Club Meetings** will be held on the 2nd and 4th Thursdays of each month as determined by the club sponsor.

- Club memberships should be determined by the second meeting. Please give club rosters to the Guidance Secretary who will distribute them to the faculty as needed.
- Student membership in clubs should be limited to two excluding SCA, BETA,
- Teachers who are club sponsors and have students who are not going to club meeting need to ask a fellow teacher to supervise their students.
- Club sponsors will want to watch carefully that club officers do not overextend themselves with officer positions into many clubs and classes.

  BETA – Karen Bowyer and Kirby Smith
  Destination Imagination – Kim Manion
  FCA (Fellowship of Christian Athletes) – Steve Shaver
  FBLA – Jane McMullen
  FCCLA – Adaline Hodge
  SCA – Jim Lucente
  Skills USA – Larry Grubbs and Joey Altizer
  4-H – Kari Sponaugle
  BC4BC – Amber Yohe

ACTIVITY DAY POLICIES AND GUIDELINES

I. Objectives
   The activity day and/or club meeting times are intended:
   A. To provide time during the instructional day to maximize participation and to enhance club activities
   B. To insure that a rigid structure exists to minimize disruptions of the instructional day.
   C. To require adequate planning and preparation that will develop leadership abilities and enrich the learning experience provided by club membership
   D. To improve communication between the club sponsor(s), club members, and the school administration concerning needs, achievements, and activities.

II. Procedures
   A. Club membership with a list of officers must be finalized and a complete roster submitted to the main office prior to the second activity day. This membership list will be distributed to the teachers prior to the third meeting date.
   B. Club constitution changes should be finalized and submitted to the main office prior to the December meeting date.

KEYS AND KEYLESS ENTRY

All staff members are given a key or key card each year and it becomes his/her responsibility to keep up with assigned keys at all times. If you lose your card or keys you need to report this immediately to the building administrator immediately. Your keycard will be deactivated and you will be charged a $25.00 nonrefundable fee for a replacement card.

MAINTENANCE REQUESTS

All maintenance requests must be given to each department chair and then relayed to the principal. No one is to ask Mr. Cook to perform any maintenance until the request has gone through the proper channels and approved.

SCHOOL VISITORS

Generally: Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office. The school division expects
mutual respect, civility, and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator.

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.

Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, volunteer service, and other school programs. Non-custodial parents shall not be denied, solely on the basis of their non-custodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

Board Members periodically, board members may visit schools within the division. The purpose of these visits will be to maintain contact with building employees and increase understanding of actual educational practices.

**ASSEMBLY PROGRAMS**

School assemblies will occur during the school year to enrich and support the instructional program. P.M. activity schedules will be used on assembly days.

Students will be released from class by the P.A. Teachers will accompany their classes to the auditorium and supervise their classes throughout the assembly program. A seating chart will be distributed. Classes will sit together.

During assemblies, the senior class will march in and be seated in the middle front rows.

**FIELD TRIP GUIDELINES**

**OVERVIEW**
Instructional field trips shall provide effective educational opportunities that supplement the instructional program.
PURPOSE
Field trips may:
1. serve to introduce a unit of work,
2. serve as an objective of a unit of work,
3. serve as a culminating activity of a unit of work,
4. meet the needs of culturally deprived students,
increase awareness of career opportunities.

Evaluation of Field Trip
A. BEFORE
   1. Is this destination the best choice for this particular purpose?
   2. What plans need to be made by the teacher and pupil?
   3. Is related reading material available on the students’ level?
   4. Is the time involved worth the trip?
   5. What is the relationship of this trip to other class experiences or previous knowledge?
   6. What additional effects will the trip have on the pupils?

PROCEDURE

Times of Field Trips  Field trips should not significantly impact school instructional time. Please be aware of the importance of academic events throughout the year. As a general rule, no field trips will be permitted in the months of April and May due to SOL testing.

PREPARATION for APPROVAL
FILL OUT APPLICATION FOR APPROVAL OF FIELD TRIP and TRANSPORTATION FORM
And a TRAVEL STATEMENT FORM (if needed)

School Board Approved Field Trips
I. Field trips needing school board approval must follow the following procedure prior to submitting for approval. At least two (2) months before trip. *Never mention or promise a field trip until it has been approved!*
A. Teacher preparation
   a. An Administrative Leave Request Form must be submitted (and approved) for each staff member requiring a substitute.
   b. Inform Katie Keyser responsible for teacher attendance management at least three days before scheduled field trip
   c. Make sure all chaperones/volunteers have filled out a Chaperone/Volunteer sheet and turn in with the field trip request.
   d. *Follow up with administration to be sure that your chaperones are approved*
   e. When planning a trip keep in mind a 15:1 ratio student/chaperone or teacher
   f. Make arrangements with the destination(s).
   g. Obtain written parental permission. Forms are in main office.
   h. Procure copies of signed emergency information consent forms for each student involved. *(These must accompany you on the trip.)*
   i. Procure a list of “emergency” phone numbers of school officials.
j. Formulate commensurate assignments for those students who will not be participating in the field trip.

k. Determine medical needs of students and make arrangements for medications as needed.

l. Inform cafeteria manager of number of students going on trip and the time the trip is scheduled.

II. The Trip Itself

A. Provide a field trip roster prior to the day of the trip. (1st PERIOD TEACHERS DO NOT COUNT THESE STUDENTS ABSENT ON YOUR ABSENTEE SHEET.)

B. Teachers are responsible for DIRECT supervision of all students at all times.

C. When on a school-sponsored trip, including athletic trips, students must be transported by school bus or other school vehicles. Students may not transport themselves nor be transported by another unless approved by the Principal.

D. Prior to departure, roll will be taken and a list of all students and personnel involved will be given to the office. Arrange with driver for departure at main entrance of school.

E. When available, tour guides will be utilized for information in conjunction with the trip’s objective.

F. Opportunities should be made for students to ask questions and receive answers.

H. Students will be divided into groups and be under the direct supervision of a teacher or an adult throughout the trip.

I. During the trip, roll will be taken each time the students board transportation vehicle(s).

DISCIPLINE PLAN

The Student Code of Conduct includes sets of comprehensive responses to inappropriate behavior (See Form Index for sample BCPS Policy JFC-R). These strategies are designed as developmental and progressive steps to inappropriate behavior (frequency and scope) and require an appropriate teacher response. The administration supports teacher judgment as to where student behavior falls on our alternative response scale

See Polices and Regulations JFC/JFC-R
<table>
<thead>
<tr>
<th>Infraction</th>
<th>Definition</th>
<th>1st Major Offense</th>
<th>2nd Major Offense</th>
<th>3rd Major Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>The sale, possession or consumption of alcohol. BCPS Policy JFCCI</td>
<td>10 Days OSS, refer for criminal charges.</td>
<td>10 Days OSS, refer for criminal charges.</td>
<td>Expulsion, refer for criminal charges.</td>
</tr>
<tr>
<td>Bus Misconduct</td>
<td>Violation of BCPS Policy JFCC bus rules</td>
<td>1 Day ASD and/or 1-10 Days bus suspension; may result in loss of privilege to ride bus</td>
<td>2 Days ASD and/or 1-10 Days bus suspension; may result in loss of privilege to ride bus</td>
<td>1-10 Days bus suspension; may result in loss of privilege to ride bus</td>
</tr>
<tr>
<td>Bomb Threats or Bomb Face similarities, Possession, False Fire Alarm</td>
<td>Bomb threats or false alarm</td>
<td>10 Days OSS, recommendation of expulsion, refer for criminal charges</td>
<td>10 Days OSS, recommendation of expulsion, refer for criminal charges</td>
<td>10 Days OSS, recommendation of expulsion, refer for criminal charges</td>
</tr>
<tr>
<td>Campus Disruption</td>
<td>Anything that alters the school day: change of bell schedule, displacing students, etc. May or may not include lock downs.</td>
<td>10 Days OSS, recommendation of expulsion, refer for criminal charges</td>
<td>10 Days OSS, recommendation of expulsion, refer for criminal charges</td>
<td>10 Days OSS, recommendation of expulsion, refer for criminal charges</td>
</tr>
<tr>
<td>Cell Phones, Beepers, Pagers, Other Electronic Devices such as MP3 players, PSP players, Laser pointers, etc</td>
<td>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</td>
<td>Confiscation, may be picked up by a parent/guardian at the end of the day</td>
<td>Confiscation for one week, pick up from the office by parent/guardian</td>
<td>Confiscation for 30 days, pick up from the office by parent/guardian</td>
</tr>
<tr>
<td>Cheating on quizzes, tests, papers, and/or projects</td>
<td>Copying another's work or test answers, cheat sheets, giving or receiving information during a test, plagiarism, copyright violation</td>
<td>Parent/guardian notification, Assignment will receive a zero</td>
<td>1 Day EES, parent/guardian notification, assignment will receive a zero</td>
<td>1 Day OSS, parent/guardian notification, assignment will receive a zero</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Failure to adhere to dress code policy.</td>
<td>Request change of clothing, parent/guardian notification</td>
<td>Request change of clothing, parent/guardian notification, 1 day ASD</td>
<td>Request change of clothing, parent/guardian notification, 1 day EES</td>
</tr>
<tr>
<td>Driving and/or Parking Violation</td>
<td>Speeding or failure to observe safe driving practices on school property and/or parking violations.</td>
<td>Parking privilege revoked for 5 to 10 days</td>
<td>Revoke parking pass for 30 days, parent/guardian notification</td>
<td>Loss of parking privileges, parent/guardian notification</td>
</tr>
<tr>
<td>Failure to purchase a parking pass</td>
<td></td>
<td>Towed</td>
<td>Towed</td>
<td>Towed</td>
</tr>
<tr>
<td>Drugs in School</td>
<td>Violation of BCHS Policy JFCC</td>
<td>10 Days OSS, recommendation of expulsion, refer for criminal charges</td>
<td>10 Days OSS, recommendation of expulsion, refer for criminal charges</td>
<td>10 Days OSS, recommendation of expulsion, refer for criminal charges</td>
</tr>
<tr>
<td>Failure to Attend an Assigned ASD or EES</td>
<td>Not reporting to an assigned ASD</td>
<td>1 EES</td>
<td>1 Day OSS</td>
<td>2 Days OSS</td>
</tr>
<tr>
<td></td>
<td>Not attending EES</td>
<td>1 Day OSS</td>
<td>2 Days OSS</td>
<td>3 Days OSS</td>
</tr>
<tr>
<td>Forgery</td>
<td>Signing notes or use of forged or altered documents</td>
<td>1 ASD, parent/guardian notification</td>
<td>1 EES, parent/guardian notification</td>
<td>1 Day OSS, parent/guardian notification</td>
</tr>
<tr>
<td>General Misconduct</td>
<td>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.</td>
<td>1 Day ASD, parent/guardian notification</td>
<td>1 Day EES, parent/guardian notification</td>
<td>2 Days EES, parent/guardian notification</td>
</tr>
<tr>
<td>Medication Policy Violation</td>
<td>Carrying in one's possession nonprescription medication or prescription medication for self.</td>
<td>1 Day ASD, parent/guardian notification</td>
<td>1-3 Days OSS, Parent/Guardian notification</td>
<td>3-5 Days OSS, parent/guardian notification</td>
</tr>
</tbody>
</table>
### Emergency Procedures

**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 the main office or a staff member nearby for assistance.
3. The administrator will assume responsibility for diffusing the situation and/or initiating other Emergency Procedures, as needed.
4. You are not to ask the SRO to intervene without administrative permission.

EMERGENCY CHECKOUT PROCEDURE

1. The staff will be notified that emergency checkout procedures have been instituted.
2. An authorized adult will sign student(s) out on a list maintained in the main office for student to be released from classroom.
3. An authorized adult will pick the student up from the classroom.
4. No student will be released from the classroom to anyone other than a BCHS staff member.
5. All staff members, 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.)

DRUG DOG SEARCH PROCEDURES

1. The staff will be notified by intercom, “Attention staff you are to implement shelter in place procedures at time.”
2. After the announcement, teachers will immediately close classroom doors and not permit students to leave their rooms and the drug search will begin.
3. All late arriving students will be held in the front or guidance office.
4. Teachers will be contacted by the administrator/designee 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.

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.
2. Keep the student as calm as possible.
3. Send an instructional assistant or designated student to notify the main office that (child’s name) has been injured, has breathing difficulties, bee stings, illness, etc.
4. Administrator/school nurse/or designee will call First Responders and back-up staff using the intercom.
5. First Responders are to report to the main office and will be directed to the site of the emergency.
6. Designated back-up staff will report to the main office to cover the First Responders’ students and confirm coverage to office.
7. Administrator/designee will call 911 and give type of emergency, location, and phone number from which the call is being made.
8. Administrator/designee will notify the student’s parent/guardian.
9. Student will be transported to the emergency room via Rescue Squad. Ensure that student’s emergency form is given to rescue personnel.
10. A staff member or the student’s parent/guardian will accompany the student to the emergency room.

NATURAL DISASTER PROCEDURES

Example: Tornado, Hurricane, High Winds

1. When the announcement is given (siren, bull-horn, or intercom bell), teachers/staff are to take their emergency buckets and move their students to the hallway on the first floor of each building. 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 main 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).

LOCKDOWN PROCEDURE
Example: Intruder in Building

1. When the announcement is given, “Staff initiate lockdown procedures at this time.” 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 by visually checking for students in hall.

Zone Leaders:
Mertz lower level: Mrs. McMullen;
Science wing: Amber Yohe;
Mertz upper level: Mrs. Hodge and Joey Altizer;
Main building upper floor: Mrs. Eldredge;
Main building lower floor: Mrs. Rooklin/Mrs. Mitchell
Gym/Band: Mr. Phillips, Mrs. Hooker, or Mr. Fields

3. If students are in the Cafeteria, they are to go to the paper storage room or kitchen area.
4. If students are in the Old Gym, they are to go to Ms. Hough’s classroom.
5. If PE classes are outside, they are to take cover in a sheltered area or return to the building, whichever is deemed safest by the teachers.
6. If PE classes are inside they will go to boy’s football locker room.
7. The administrator/designee will personally notify staff when lock-in is terminated. Evacuation and/or medical emergency procedures may follow.

EVACUATION PROCEDURE

Example: Fire or Bomb Threat

1. Classroom doors and windows are to be closed and lights turned off.
2. Teachers are to take their emergency buckets and rolls and will exit the building using the routes posted near each classroom door 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.

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. The administrator/designee will make any necessary announcements using a megaphone.
3. First-Responders 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 the 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.

EMERGENCY USE OF BUILDING AS SHELTER

In the event the school must be used as an emergency shelter due to extreme weather or other reasons that would make it impossible or unsafe to transport students home, classroom teachers responsible for class at the time of the emergency should:

1. Exit classrooms as directed to a central meeting area. (Auditorium)
2. Upon arrival take roll and complete a list of students present. Send the list to the office so steps can be initiated for parental notification.
3. Teachers with non-supervisory responsibilities must report to the Principal for duty assignment.
4. Central Office should be notified as to area and/or names of students who are not transported home.
5. The office will notify media

EMERGENCY INVOLVING A STAFF MEMBER

Each employee must complete a Faculty Emergency Contact Form. The Book Keeper will handle any emergency that involves a member of the school’s staff. Necessary medical action
will be taken. If the emergency is the result of an accident, the appropriate report will be sent to the Superintendent of Schools.

Emergency Involving a Student

An emergency, which occurs during the school day, will be handled according to the data on the Emergency Care Form, which is kept in the main office. An attempt will be made to contact the parent or the person designated by the parent. If the emergency is the result of an accident, a Student Accident Report form will be completed and a copy sent to the Superintendent of Schools.

BOMB THREAT

Any staff member receiving a bomb threat should follow the procedures contained in the booklet on Crisis Response Procedures for Bath County High School. Should a call be received at the home of a faculty member, please consider the following questions:

1. What is the exact location of the bomb?
2. What time is it set for detonation?
3. What does it look like?
4. What is the explosive?
5. Why was it placed?

In case of a bomb threat or warning, immediately call:

1. Sarah Rowe, Principal: 839-2917 (Home) or 839-2431 (School)
2. Sue Hirsh, Superintendent: 839-2722 (SBO) or 839-5089 (Home)
3. Sheriff’s Department: 839-2375 or call 911
4. Fire Department: 839-2300

The administrator on duty and the Superintendent will make a decision whether or not to evacuate the building.

Bomb Discovery

1. Evacuate the area immediately to at least 300 feet from the bomb location.
2. DO NOT HANDLE OR MOVE THE BOMB.
3. Inform immediate supervisor or Principal.

Where to Go:

Section A = Mertz       B = 54 High School       C = Atrium       * = Handicap

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Exit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpentry Classroom A144 Altizer</td>
<td>Upper Mertz-Rear A9</td>
</tr>
<tr>
<td>Shop A149</td>
<td>Upper Mertz-Rear A8</td>
</tr>
<tr>
<td>Business A017 McMullen</td>
<td>Lower Mertz-Front A2 or A3</td>
</tr>
<tr>
<td>Technology A012 Ozols</td>
<td>Lower Mertz-Front A2 or A3</td>
</tr>
<tr>
<td>Electricity A009 Grubbs</td>
<td>Lower A1 or A4 to A2</td>
</tr>
<tr>
<td>PE A022 Phillips/Fields</td>
<td>Lower Mertz-South A2 or A3</td>
</tr>
<tr>
<td>Automotive A107 Hicks</td>
<td>Upper Mertz-Rear A5 or A6</td>
</tr>
<tr>
<td>Culinary Arts A117 and A113 Hodge</td>
<td>Upper Mertz-Rear A5</td>
</tr>
<tr>
<td>Art A117 Horner</td>
<td>Upper Mertz-Rear A5</td>
</tr>
<tr>
<td>SPED A127, A128, A134 Miller and Cole</td>
<td>Upper Mertz-Rear A10 to A9</td>
</tr>
</tbody>
</table>
In the event a fire is detected within the building, proceed according to the following plan:

1. Sound the fire alarm at the nearest alarm station.
2. Evacuate the building immediately at least 300 feet from the structure. Follow the evacuation procedure listed above.
3. Have a call placed to the following:
   a. Hot Springs Fire Department: 839-2300
   b. Central Office: 839-2722
   c. Bath County Sheriff’s Department: 839-2331
   d. BARC: 839-2955

**FIRST AID INFORMATION**
First Aid for Seizures: What You Should Do:

- Stay Calm.
- Notify the office or nurse that the child is having a seizure.
- Lay the child down with head and body to the side.
- Loosen tight clothing.
- Place something soft under the head.
- Clear the area of sharp or dangerous objects.
- Do not place anything in the child’s mouth.
- If the seizure persists for more than a few minutes, is followed by prolonged “post-ical” state, or is atypical, the child should be taken to the emergency room.
- All first seizures require prompt medical attention.

First Aid for Seizures: What You Should Not Do

- Don’t panic!
- Avoid contacting the office or nurse.
- Don’t put anything in the child’s mouth – they’ll just break a tooth. They’re not going to swallow their tongue.
- Do not restrain the child – it won’t be helpful.
- CPR is typically not needed or helpful. When the seizure is causing all of the body to contract, your attempt to force air into the lungs won’t be successful. Here’s what John Freeman writes: “The child will not die; his heart has not stopped; you do not need to do CPR. The body has a protective mechanism built in to prevent damage.”

RECOGNIZING THE SIGNS OF UNREGULATED BLOOD SUGARS

... Know the Difference
INFECTION CONTROL GUIDELINES

- If ANYONE cuts himself/herself OR if you need to clean a blood/body fluid spill, disinfect the area with a bleach solution. Wear disposable vinyl or latex gloves, use paper towels, and put everything in a plastic bag. Seal the bag and place it inside another plastic bag. Seal the second bag and place it in the trash.

- ALWAYS wash your hands after cleaning a blood/body fluid spill, even if you wear gloves. If you are exposed to blood/body fluids, thoroughly wash the area immediately with soap and water.

(Slow Onset)

HIGH BLOOD SUGAR HYPERGLYCEMIA DIABETIC ACIDOSIS

WATCH FOR:
- increased thirst and urination.
- large amounts of sugar in the blood and urine
- ketones in urine, weakness, abdominal pain, generalized aches
- heavy, labored breathing
- loss of appetite, nausea and vomiting

WHAT TO DO:
- call doctor immediately
- give patient fluids without sugar if able to swallow
- test blood or urine frequently for sugar
- test urine for ketones

CAUSES:
- too little insulin
- failure to follow diet
- infection, fever
- emotional stress

(Rapid Onset)

LOW BLOOD SUGAR HYPOGLYCEMIA INSULIN REACTION

WATCH FOR:
- excessive sweating, faintness.
- headache
- pounding of heart, trembling, impaired vision
- hunger
- not able to awaken
- irritability
- personality change

WHAT TO DO:
- take B-D Glucose Tablets, or food containing sugar (orange juice, sugar-sweetened soft drink)
- do not give insulin
- do not give anything by mouth if patient is not conscious
- call doctor

CAUSES:
- too much insulin
- not eating enough food
- unusual amount of exercise
- delayed meal
Have disposable gloves, bleach solution and paper towels in a convenient location known to all employees.

Disinfect equipment contaminated with blood/body fluid with a bleach solution or high-level disinfectant safe for use with machinery.

**AIDS IN THE WORKPLACE**

AIDS is a life-threatening disease that damages the body’s ability to fight infection. The Human Immunodeficiency Virus (HIV) causes AIDS. HIV is only transmitted by

1. intimate sexual contact (anal, vaginal or oral sex),
2. contaminated blood, most often through sharing needles or other drug equipment, and
3. from an infected mother to her baby before or during birth, or rarely, through breast milk. The risk of getting HIV from a blood transfusion is extremely low; all donated blood has been tested for HIV since 1985. Co-workers with HIV or AIDS should be shown the same compassion as anyone else with a life-threatening illness.

- HIV is very fragile and is easily killed outside the body. It is NOT transmitted by casual contact, coughing or sneezing. Touching, hugging or shaking hands with someone who has HIV or AIDS is safe.

- HIV is NOT transmitted by sharing pencils or pens, office equipment, bathrooms or kitchens. You cannot get HIV by sitting next to or eating with someone who has HIV or AIDS.