**GALLATIN COUNTY HIGH SCHOOL**

**HANDBOOK**

**MISSION STATEMENT**

**“To Maximize Student Learning and Achievement.”**

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**GALLATIN COUNTY HIGH SCHOOL**

**2011 - 2012 CALENDAR**

**August 10 Opening Day For Teachers**

**August 11 Opening Day for Students**

**September 5 Holiday - Labor Day - No School**

**September 14 Early Release Day #1**

**October 10-14 Fall Break - No School**

**November 2 Early Release Day #2**

**November 23 – 25 Thanksgiving Holiday - No School**

**December 19 – 30 Holiday - Christmas Vacation - No School**

**January 16 Holiday - Martin Luther King - No School**

**February 15 Early Release Day #3**

**February 20 President’s Day - No School (Make Up)**

**March 14 Early Release Day #4**

**April 9-13 Spring Break - No School**

**April 18 Early Release Day #5**

**May 2 Early Release Day #6**

**May 22 Election Day - No School**

**May 23 Last Day for Students**

**May 24 Closing Day for Teachers**

**Make-Up Days**

**1. Dec 19 4. Feb 20 7. May 29 10. June 1 13. June 6**

**2. Dec 20 5. May 24 8. May 30 11. June 4 14. June 7**

**3. Dec 21 6. May 25 9. May 31 12. June 5**

**SCHOOL HOURS**

Gallatin County High School will be open to students from 7:30am to 3:15pm. Students must enter at the gym entrance and remain in either the gym or cafeteria until the 7:45 am bell. No student is to be inside the building or on the grounds, at any other time, unless supervised by school personnel. Anyone waiting for a ride after school must quietly stay in the front lobby. Anyone who does not adhere to this policy is subject to disciplinary action.

**Bell Schedules**

|  |  |
| --- | --- |
| **Eight Period**  7:30 Bus Arrive  7:45 Warning Bell  7:55 Class Begins  7:55-8:45 1st Period 50 Minutes  8:48-9:38 2nd Period 50 Minutes  9:41-10:31 3rd Period 50 Minutes  10:34-11:24 4th Period 50 Minutes  11:27-12:17 5th Period 50 Minutes  25 Minutes Lunch + 25 Minutes Enrichment/RtI  1st Lunch – 11:27-11:49  2nd Lunch – 11:52-12:13  12:20-1:10 6th Period 50 Minutes  25 Minutes Lunch + 25 Minutes Enrichment/RtI  3rd Lunch – 12:20-12:42  4th Lunch – 12:47-1:09  1:13-2:03 7th Period 50 Minutes  2:06-3:00 8th Period 50 Minutes | **Early Release**  7:30 Bus Arrive  7:45 Warning Bell  7:55 Class Begins  7:55-8:25 1st Period 30 Minutes  8:28-8:58 2nd Period 30 Minutes  9:01-9:31 3rd Period 30 Minutes  9:34-10:04 4th Period 30 Minutes  10:07-10:37 7th Period 30 Minutes  10:40-11:10 8th Period 30 Minutes  11:13-12:03 5th Period 50 Minutes  25 Minutes Lunch + 25 Minutes Enrichment/RtI  1st Lunch – 11:13-11:35  2nd Lunch – 11:38-12:00  12:07-12:57 6th Period 50 Minutes  25 Minutes Lunch + 25 Minutes Enrichment/RtI  3rd Lunch – 12:07-12:29  4th Lunch – 12:32-12:54 |
| **One Hour Delay**  8:30 Bus Arrive  8:45 Warning Bell  8:55 Class Begins  8:55-9:35 1st Period 40 Minutes  9:38-10:18 2nd Period 40 Minutes  10:21-11:01 3rd Period 40 Minutes  11:04-11:54 5th Period 50 Minutes  25 Minutes Lunch + 25 Minutes Enrichment/RTI  1st Lunch – 11:14-11:36  2nd Lunch – 11:39-12:01  11:57-12:47 6th Period 50 Minutes  25 Minutes Lunch + 25 Minutes Enrichment/RTI  3rd Lunch – 12:07-12:29  4th Lunch – 12:32-12:54  12:50-1:30 4th Period 40 Minutes  1:33-2:13 7th Period 40 Minutes  2:17-3:00 8th Period 40 Minutes | **Two Hour Delay**  9:30 Bus Arrive  9:45 Warning Bell  9:55 Class Begins  9:55-10:25 1st Period 30 Minutes  10:28-10:58 2nd Period 30 Minutes  11:01-11:31 3rd Period 30 Minutes  11:34-12:24 5th Period 50 Minutes  25 Minutes Lunch + 25 Minutes Enrichment/RTI  1st Lunch – 11:14-11:36  2nd Lunch – 11:39-12:01  12:27-1:17 6th Period 50 Minutes  25 Minutes Lunch + 25 Minutes Enrichment/RTI  3rd Lunch – 12:07-12:29  4th Lunch – 12:32-12:54  1:20-1:50 4th Period 30 Minutes  1:53-2:23 7th Period 30 Minutes  2:26-3:00 8th Period 30 Minutes |
| **Junior Vocational School Students**  7:55 Wait in Library for Bus  8:00 Leave for Vocational School  8:30 Arrive at Vocational School  10:25 Leave for GCHS  10:50 Arrive at GCHS  10:54-11:24 Lunch 30 Minutes  11:27-12:17 5th Period 50 Minutes  12:20-1:10 6th Period 50 Minutes  1:13-2:03 7th Period 50 Minutes  2:06-3:00 8th Period 50 Minutes | **Senior Vocational School Students**    7:30 Bus Arrive  7:45 Warning Bell  7:55 Class Begins  7:55-8:45 1st Period 50 Minutes  8:48-9:38 2nd Period 50 Minutes  9:41-10:31 3rd Period 50 Minutes  10:34-11:24 4th Period 50 Minutes  11:27-11:52 1st Lunch 25 Minutes  11:55 Leave for Vocational School  12:20 Arrive at Vocational School  2:25 Leave for GCHS  2:50 Arrive at GCHS Go to Library  3:00 Bus Riders Released |

**Lunch Schedules**

**Regular Schedule**

V-School – 10:54-11:24

1st Lunch – 11:27-11:49

2nd Lunch – 11:52-12:13

3rd Lunch – 12:20-12:42

4th Lunch – 12:47-1:09

**Early Release Schedule**

V-School – 10:50-11:10

1st Lunch – 11:13-11:35

2nd Lunch – 11:38-12:00

3rd Lunch – 12:07-12:29

4th Lunch – 12:32-12:54

**One Hour Delay Schedule**

V-School – 10:50-11:11

1st Lunch – 11:14-11:36

2nd Lunch – 11:39-12:01

3rd Lunch – 12:07-12:29

4th Lunch – 12:32-12:54

**Two Hour Delay Schedule**

V-School – 10:50-11:11

1st Lunch – 11:14-11:36

2nd Lunch – 11:39-12:01

3rd Lunch – 12:07-12:29

4th Lunch – 12:32-12:54

**GRADUATION REQUIREMENTS**

**Graduation requirements are as follows:**

**Course Credits Notes**

English 4

Mathematics 4 Algebra I, Algebra II and Geometry required

Science 4 Biology, Integrated Science, Chemistry or Applied Chemistry required

Social Studies 3 World History, US History or US History I and US History II required

Health ½

Physical Ed ½

Fine Arts 1 Band, Art I, Drama, Chorus, or Humanities

Electives 8 See GCHS Curriculum Guide for course offerings.

**Required Credits For Graduation:**

Sophomore 6 credits

Junior 12 credits

Senior 18 credits

Graduate 25 credits

ADDITIONAL REQUIREMENTS

1. Complete all portions of the State Student Assessment Program
2. Complete a minimum of eight semesters of high school attendance.
3. Complete an Individual Learning Plan (ILP).
4. Seniors must complete and pass a Senior Culminating Project

**VALEDICTORIAN/SALUTATORIAN REQUIREMENTS**

Students in the senior class who have the highest and second highest scholastic average, based on numerical values of grades earned, and who have attended Gallatin County High School for two (2) consecutive years shall be designated as Valedictorian and Salutatorian. This is based on procedures developed by the school based decision making council.

**Procedures:**

1. The Valedictorian will be awarded to the student with the highest GPA.
2. The Salutatorian will be awarded to the students with the second highest GPA.
3. A.P. and college classes, as approved by the SBDM council, will still be graded on a five point scale and averaged into the regular four point scale.
4. If a tie exists, the Valedictorian honor will go to both students. The same format will be followed for salutatorian.

**GRADING**

Teachers maintain detailed, systematic records of the achievement of each student and shall send a report every four and one-half (4.5) weeks to the student to be given to their parent/guardian. A mid-term grade will be calculated half way through the course to become a part of the permanent record. Students will then receive a final grade upon completion of the course.

**1st 9-weeks**: Mid-Term ends: September 13

Mid-Term sent home: September 15

End of 9 weeks: October 21

**2nd 9-weeks:** Mid-Term ends: November 22

Mid-Term sent home: November 29

End of 9 weeks: December 18

Report card sent home: January 5

**3rd 9-weeks**: Mid-Term ends: February 2

Mid-Term sent home: February 9

End of 9 weeks: March 9

**4th 9-weeks**: Mid-Term ends: April 6

Mid-Term sent home: April 18

End of 9 weeks: May 23

Report card can be picked up 5 days after school is dismissed in the front office.

**Dates are subject to change due to calendar adjustments (ex. snow days).**

\*Each teacher shall administer a final exam for each course that will be calculated as one-fifth (1/5) of the student’s

final grade for that class.

**GRADING SCALE**

**A** = 100-93

**B** = 92-83

**C** = 82-73

**D** = 72-65

**F** = 64-0

**TEXTBOOK SIGN-OUT GUIDELINES**

When a student is assigned a textbook for a class, it is expected that the student return that textbook to the teacher upon request. Failure to do so will result in the student/guardian having to pay for the text-book at cost. Also if a student fails to return his/her textbook, that student will not be eligible to receive textbooks for any future classes. Textbooks may not be assigned in certain classes due to the quantity in stock. Students always have the option of finding and purchasing the textbook online.

**Students will not be assigned textbooks until the signature page from this handbook has been returned to his/her advisor and all student fees have been remitted in full. Your child will not be issued a textbook if he/she failed to return a textbook, library book or owes any fees for prior school year(s). Once all outstanding debts have been settled, we will issue textbooks to your child. Failure to return or pay for books, pay fees or any other out-standing debt will result in students not being able to attend school dances or Prom. Seniors will not be permitted to participate in Class Night or the Graduation Ceremony until all books are returned/paid and all fees owed are paid.**

**2011-2012 SCHEDULE OF STUDENT FEES**

Students will be charged an instructional fee. This fee covers the cost of textbook rental, computer sup-plies, toner cost and other instructional supplies used in hands-on activities.

**INSTRUCTIONAL FEE**

Your child’s fee is based on his/her lunch status. If your child pays for regular lunch, the fee will be $30, if your child pays for reduced lunch, the fee will be $15, if your child has free lunch, the fee will be waived. Please check your child’s lunch status before remitting payment to the school.

**ADDITIONAL CLASS FEES**

The classes listed below require additional fees. Students paying for reduced price lunch will pay 1/2 of the fee(s). The fee(s) are waived for students who receive free lunch. Payment should be given to the teacher of the class in which the fee is required. Make checks and money orders payable to Gallatin County High School.

**If student fees are not paid, privileges will be withheld until payment is received. (Example: school dances, prom, class night, graduation ceremony, etc.)**

There is a procedure in place to request a waiver or reduction in fees. This application can be picked up in the main office and must be returned within the first two weeks of school.

**Please remit payment to**: Gallatin County High School, 70 Wildcat Circle, Warsaw, KY 41095

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Arts and Humanities | Fee | Reduced | Agriculture | Fee | Reduced |
| Theatre | $10.00 | $5.00 | Floral Design | $15.00 | $7.50 |
| Guitar | $20.00 | $10.00 | Agricultural Construction | $20.00 | $10.00 |

Payment is to be made no later than **September 30, 2011**.

***Textbooks will not be issued until student fees and all prior outstanding debt has been paid.***

**SENIOR ATTENDANCE**

Students who have reached the threshold of graduating seniors at Gallatin County High School shall meet the following requirement to participate in Graduation Exercises: A twelfth (12th) grade student must not have more than six (6) unexcused absences during the year. After the 6th unexcused absence, the student will be denied the opportunity of participating in all graduation exercises (including Class Night, Walking at Graduation) for their graduating class. They will receive their diploma if they meet the graduation requirements but will forfeit the opportunity to participate in graduation exercises.

**ATTENDANCE POLICY**

The staff of the Gallatin County Schools believes that each student has the opportunity to receive an education that will prepare the student to meet his/her future challenges and opportunities. The regular attendance of the student is necessary for the student to receive this education. There is a direct correlation between attendance and student achievement. We expect students, with the support of their parents, to strive in their effort to maintain good attendance during the entire school year.

**EXCUSED ABSENCES**

Excused absences are those absences due to the following:

A. Parent Note-a total of four days per school year will be excused with a note from the parent or guardian.

B. Medical or Dental Appointment-visits to a doctor or dentist. Documentation is required.

C. Death in the immediate family-immediate family is considered as parent, brother, sister, grandparent, aunt, uncle, or person living in the same household. Documentation is required.

D. Serious illness in the family-same persons as listed in (C).

E. Court appearance-a court appearance required by the court is excused. Documentation is required.

F. Religious holiday-this must be approved in advance by the Principal.

G. Permit and Driver’s test will be considered an excused absence **up to 3 hours** with proper documentation.

H. Other valid absences that are excused by the Principal in advance, or in cases of emergencies. The student and/or parents should not assume that an absence shall be excused unless approved in advance by the Principal. The Principal may excuse absences due to emergencies after the student returns to school.

Students with an excused absence will:

A. Secure an excused admit slip from the office when returning to school. A written note signed by the parent or other proof must be presented to the attendance clerk within **one week** of returning to school. After the **one week** grace period, notes may not be accepted.

B. Present the excused absence admit slip to each teacher of a class missed and make arrangements to make-up assignments.

C. Make arrangements to complete all make-up assignments in the same number of days missed plus one (1).

**UNEXCUSED ABSENCES**

Unexcused absences are those that do not fit any of the excused absences categories. **Unexcused absences will be entered into the student’s discipline record and 1 demerit will be assigned after one week without valid excuse.** A student with an unexcused absence will:

A. Secure an unexcused admit slip from the office before going to class.

B. Present the admit slip to each of his/her teachers.

C. NOT be allowed to make up assignments missed during the unexcused absence, unless assigned to do academic make-up work during Friday Night School and ESS but will be allowed to make-up tests and major projects.

D. Have the same number of school days, plus one (1), as the length of absence to complete all make-up tests. Teachers are encouraged to have tests made up after school or during next ESS session.

E. NOT be allowed to participate in any extracurricular or co-curricular school activities until present for a complete day of school.

F. If 6 unexcused absences or 6 suspension absences, student will not be permitted to attend PROM.

**TRUANCY**

Truancy is defined by KRS 159.150 as any child who has been absent from school without a valid excuse for three (3) days or tardy without valid excuse on three (3) or more days. Any student who has three (3) unexcused absences or tardies will be referred to the Director of Pupil Personnel as truant for parental contact. A student who is truant will:

A. Discuss the truancy with the Principal for possible disciplinary action.

B. Be given an unexcused admit slip to class.

C. NOT be allowed to participate in any extracurricular or co-curricular school activities until present for a complete day of school.

D. NOT be allowed to make up assignments missed during the time the student was truant, but will be allowed to make up scheduled tests or major projects.

**APPEALS**

Parents who disagree with the determination of whether an absence is excused or unexcused by the Principal or Site-Based Decision Making Council/Appeals Committee may appeal the decision to the Director of Pupil Personnel located at the Board of Education.

**SENIOR ATTENDANCE**

Students who have reached the threshold of graduating seniors at Gallatin County High School shall meet the following requirement to participate in Graduation Exercises: A twelfth (12th) grade student must not have more than six (6) unexcused absences during the year. After the 6th unexcused absence, the student will be denied the opportunity of participating in all graduation exercises (including Class Night, Walking at Graduation) for their graduating class. They will receive their diploma if they meet the graduation requirements but will forfeit the opportunity to participate in graduation exercises.

**EXTRA-CURRICULAR ACTIVITIES WHEN ABSENT FROM SCHOOL**

Students participating in extra-curricular activities will not be allowed to participate in ANY activity on the day they are absent from school unless approved by the administration or athletic director. Any student that has received a suspension will not be permitted to attend any function sponsored by the school and shall not be allowed on school grounds until the suspension has been completed.

**STUDENT TARDY POLICY**

In order to provide a safe and orderly environment for your child, we have developed the following procedures for processing student tardies to school, to class and tardies leaving school.

**TARDIES TO SCHOOL/TO CLASS/LEAVING SCHOOL**

A. When arriving to school after the tardy bell, all students must report to the office to sign in and receive an admit slip to class. In order to get an admit slip students must fill out appropriate documentation. Students will be responsible for making up the time after school that day.

B. If a student must leave school early, he/she must be signed out by their parent/guardian or designee located on student information sheet. Phone calls WILL NOT be accepted to allow students to leave school.

C. If a child has a valid excuse (Dr.’s note, court appearance, death in the family, funeral) to leave and the parent/guardian cannot come to school and sign the student out, the parent may send a note to school to allow the child to leave. The note needs to be submitted to the office prior to 8:00 AM and approved before the student may leave. The administrative staff will determine whether or not your excuse is valid.

D. Students that are 18 years of age may **not** sign out of school without an adult’s signature unless approved by an administrator in advance. This approval must be done each time a student needs to leave and it also needs to be done before 8:00 AM. Students may not sign their own parent notes unless approved by an administrator.

E. Students who miss less than 60 minutes in a school day are considered tardy. Students may use two parent notes for tardies leaving school per semester. Excused or unexcused will be determined by our attendance policy. Failure to bring a note results in an automatic unexcused tardy.

F. Each student has a three minute passing time to get to class. Students are to arrive to each class on time. **Un-excused tardies to class will be entered into the student’s discipline record and 1 demerit will be assigned.**

**STUDENT EXPECTATIONS**

**All rules, regulations, and policies included in this manual are intended to conform to the School Board-Approved District Code of Acceptable Behavior and Discipline.**

**GOLDEN RULE: Do unto others as you would have them do unto you.**

**STUDENT RESPONSIBILITIES:** Students at Gallatin County High are expected to fulfill the following responsibilities:

1. **Participation:** Students have the responsibility of participating fully in the SERIOUS business of learning. Students must report to school and to all scheduled classes REGULARLY and ON TIME, pay attention to instructions, complete assignments to the best of their ability and request help when it is needed. Students are expected to come to class with paper, pencils and other required supplies as requested by the teacher.

2. **Behavior**: Respect for all school PERSONNEL: Students have the responsibility of showing respect for the knowledge and authority of all school personnel. REMEMBER, any SCHOOL EMPLOYEE HAS THE AUTHORITY TO CORRECT A STUDENT ON THE SPOT. Students should not defy authority; to do so will only get them in more trouble.

**Students MUST USE ACCEPTABLE and COURTEOUS LANGUAGE.** Rules for acceptable behavior within the individual classrooms will be carefully defined for students by the individual teachers. It must be understood, by students, that teachers are individuals and therefore may expect different things and accept different types of behavior from their students. It is the students’ responsibility to recognize differences and comply with them.

**RESPECT FOR OTHER STUDENTS**

Every student should have access to a safe, secure and orderly school that is conducive to learning. Students have the responsibility of recognizing the rights and human dignity of fellow students. For example, students must refrain from name calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student.

**DISRUPTING THE EDUCATIONAL PROCESS**

Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct which threatens the health, safety, or welfare of others

2. Conduct which may damage public or private property, including the property of students or staff

3. Illegal activity

4. Conduct that materially or substantially interferes with another student’s access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities or

5. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

**CONSEQUENCES FOR VIOLATING GCHS EXPECTATIONS**

**AFTER-SCHOOL DETENTION (Tuesday and Thursday, 3:05-3:50)**

1. Students must bring study material or reading material with them. Misbehavior during detention will result in dismissal with-out credit for time spent and an additional detention added. Students arriving late to detention are not admitted and counted absent. Unexcused absence from detention may result in In School Detention, Suspension and/or parent/guardian conference.

2. Student will attend day assigned or will be given 2 days of After School Detention.

3. Bring work or reading material or student will be assigned alternate assignments.

4. No talking or other disruptions allowed. This will result in ISS or additional detentions assigned.

5. No food or drinks allowed.

6. No sleeping allowed.

7. No electronics.

**LUNCH DETENTION**

1. Lunch detention will last the entire 50 minute period. Students will forfeit their RtI time to complete the assigned lunch detention.
2. There may be a behavioral education intervention offered. Students must successfully complete the intervention or they will repeat until successful.
3. Students will get their lunch and report to the assigned room for lunch detention.
4. No talking or other disruptions allowed. This will result in ISS or additional detentions assigned.
5. No sleeping.
6. No electronics.

**IN-SCHOOL SUSPENSION**

The ISS room will be used for students who violate school policy or whose behavior is unacceptable in the classroom. Parents will be notified. Students in ISS will have work assigned by their teachers and counted present at school. It is the facilitator’s responsibility to contact the student’s teachers to acquire school work to do while in ISS. It is the student’s responsibility to turn in all completed work for credit to the ISS facilitator. Assignments must be completed before a student may be released from ISS. **No sleeping will be allowed or suspension will result!** Any student assigned ISS is not allowed to participate in practice, games or events during the time of the assignment. However, participation is allowed immediately after completion of the assigned amount of time to be served. Violation of ISS rules or disruptive behavior may result in suspension. Failure to complete ISS successfully is a two day out of school suspension.

**FRIDAY NIGHT SCHOOL**

The Friday Night School option will be used for students who violate school policy or whose behavior is unacceptable in the classroom. Parents will be notified. Students in Friday Night School will have work assigned by their teachers. Friday Night School takes place in Gallatin County Middle School, room 407, from 3:30 – 6:00 pm.

**SUSPENSION**

The administration may suspend students from school and/or from riding the bus for violation of school rules. A suspended student will be prohibited from making up and receiving credit for daily work, daily quizzes or projects that are assigned and due during the period of suspension. Suspended students will receive credit for and allowed to 1) make up major work assignments made before the suspension and due during the suspension and 2) complete major tests and projects that are due during the suspension, but which cover material that was addressed before the suspension began. Absences as a result of a suspension are unexcused absences from school. Suspended students may not attend school events or practices for school events.

**Alternative School**

All students have the opportunity to a free and appropriate education in Gallatin County. If a student does not follow the rules and meet GCHS expectations, then Gallatin County Schools will offer them an alternative education. Students that are referred to Alternative School can either have their parents sign a waiver to appear before the Board of Education or go before the Board and plead their case. When assigned to the Alternative School they will be banned from the high school grounds for that school year except for testing purposes.

**GCHS SCHOOL WITHIN A SCHOOL**

The referral process to the GCHS SWS begins when any student accumulates 15 demerits for not meeting GCHS expectations. Schedules will be determined as needed. The GCHS SWS will be housed in the High School. Students will complete coursework online and will not interact with the general student population. Every minute of their school day will be structured and full of opportunity to be successful without distractions. Close monitoring and supervision will take place to ensure appropriate actions.

**WHO HAS AUTHORITY OVER STUDENTS AT GCHS?**

Students are to be respectful to each other and to all adults at all times. Adults in the building are there to supervise the students and have the authority to give directions. Students are expected to follow the directions of any adult that is a member of the GCHS staff or volunteer chaperones. Teachers, teacher assistants, secretaries, food service staff, custodial workers and volunteers all have the authority to give directions to students at all times. Adults have the responsibility to enforce school expectations and write referrals when students break rules. Any attempt to defy the authority of an adult through words or actions will be taken seriously and the appropriate disciplinary action will follow.

**MERITS AND DEMERITS FOR BEHAVIOR AND ACADEMICS**

**15 demerits begins the referral process into GCHS SWS**

|  |  |
| --- | --- |
| Tardy to class or school 1 demerit  Disrupting Class 1 demerit  Inappropriate language 1 demerit  Refusal to work, no homework 1 demerit  Skipping class 3 demerits  Suspension 1 demerit per day  Unexcused absence /tardy 1 demerit  Minor harassment issues 3 demerits  Failing Grades 1 demerit per F  Sleeping 1 demerit  Tobacco 1 demerit | Cell phone or electronic device 3 demerits  Food/drink 1 demerit  PDA 1 demerit  Dress code violation 1 demerit  No supplies, paper, pencil, etc 1 demerit  Not taking up tray,  leaving cafeteria a mess 3 demerits  Cheating/being dishonest to staff 3 demerits  Attitude, defiance, talking back 3 demerits  Excessive Talking 1 demerit  Out of assigned area 1 demerit |

**How to receive merits**: Merits cannot be banked and used for future poor behavioral decisions. Each student has the possibility to gain forgiveness for up to 5 of their demerits/semester by doing the following:

|  |  |
| --- | --- |
| Perfect attendance for 9 week grading period 3 merits  A honor roll 5 merits  A/B Honor Roll 3 merits  ABC Honor Roll 2 merits  All passing 1 merit | Attend Friday Night School 3 merits  School Community Service 1 merit/hour  (clean grounds, gym, graffiti, etc)  Education program successfully taken during RtI 2 merits  (tobacco, bullying, time management: 2-3 weeks)  After school detention/tutoring (2-3 weeks) 2 merits |

**Receiving Infractions, Merits and Demerits**

Students will receive two infractions before receiving a demerit. Teachers will have infraction notices that go to the student and the administration. After 2 infractions, the student will receive demerits. Only the administration will assign merits and demerits. Upon the accumulation of 15 demerits a SAT (Student Assistance Team) meeting will be called and an Individual Behavior Management Plan will be signed into contract. Students receiving 15 or more demerits may also be charged with beyond control charges and introduced into the Gallatin County Court system.

**Notification of Demerits:**

Parents need to be notified of demerits received. Each demerit given will be entered into Infinite Campus and on the students permanent record. Parents will be notified with a phone call each time students receive a demerit. A special notice/letter will be mailed to the parents upon reaching each 5 plateau of demerits, i.e., 5,10,15,20. This will allow parents to be aware of the situation as it develops. Parents will need to know that demerits can still accumulate while a letter has been mailed. It is possible for a student to accumulate a large sum of demerits quickly if they continuously break rules. We will have 8 classes, which presents the possibility of 8 demerits for being tardy throughout the day. Students need to become accountable for their behavior, preparedness and their education. These rules have been developed to encourage and demand that our school has a climate conducive to learning. Those students that come to school to disrupt will be removed from school. Upon reaching 25 demerits, the student no longer has the ability to redeem demerits.

**LOSS OF PRIVILEGES**

Students shall lose privileges at certain levels of demerit accumulations.

10 demerits Loss of passing time, assigned lunch seating, assigned seating during morning before 7:55

15 demerits Loss of co-curricular activities that meet after school, extra-curricular activities that meet after school, senior events including senior trip, all school dances including prom, attendance at home and away sporting events, field trips, SAT meeting, behavior contract developed and implemented

20 demerits Loss of class night, walking in graduation

**Suspension/Expulsion**

**The following are examples of, but not limited to, offenses that furnish sufficient cause for suspension or expulsion:**

1. Immoral conduct
2. Indecent language, either written or spoken
3. Willful disobedience or defiance of authority
4. Impropriety in dress or grooming
5. Persistent disobedience or disorder
6. Habitual tardiness
7. Unauthorized absence
8. Poor personal hygiene
9. Forgery of signature
10. Leaving school without proper authority
11. Willful misrepresentation of the truth
12. Physical or verbal assault of school or personnel
13. Physical or verbal assault of another student
14. Threats of violence against students or school staff
15. Possession or use of tobacco on campus
16. Possession or use of an alcoholic beverage or drug, narcotics, or controlled substance or counterfeit, look-alike or simulated drug, narcotic or controlled substance
17. Willfully or wantonly defacing, destroying or damaging school property or the personal property of school personnel on school property, off school property, or at school sponsored activities
18. Possession of a firearm, other dangerous or deadly weapon, dangerous instrument, destructive device or booby trap or facsimile thereof (example: toy handgun)
19. Violation of policies or rules adopted or prescribed by school authorities
20. Such other conduct as may warrant suspension or expulsion

**PROCEDURES**

**Student Information**

**DAILY PROCEDURES AND POLICY**

1. When in doubt, **ASK** a teacher, counselor, or principal about activities and rules of Gallatin County High School.
2. Students are expected to attend school regularly and on time.
3. Students should be in their assigned room at the designated time.
4. Students must remain in assigned areas on campus.
5. Students driving to school must leave their cars and enter the building immediately upon arrival.
6. Students who feel compelled to exit the building because of something they left in a vehicle must abide by the following guidelines: 1) this can only take place before 8:00 am, 2) written permission must be granted by an administrator, 3) the first occurrence will result in a written warning, 4) every occurrence thereafter, will result in an after school detention.
7. Students leaving class during instructional hours must possess a hall pass.
8. Students summoned from class must report directly to the appropriate office.
9. Scuffling, wrestling or general horseplay is not permitted.
10. Students using or directing profanity, lewd or obscene language or gestures toward any staff member or student will be suspended. Use of the “F” word in any context is an automatic out of school suspension.
11. Students may not take food or beverages from the cafeteria, nor have commercially prepared food brought into the school.
12. Soft Drinks are not permitted.
13. School bought water bottles are allowed. A teacher may use their discretion to not allow water bottles in their classroom. Water bottles (or any other food/beverage) are not permitted in the computer labs or media center for any reason.
14. During their designated lunchtime, students may only be in the cafeteria.
15. Students should go to lunch and return to class as quietly as possible.
16. Cards, gambling and games of chance are prohibited on school property.
17. Students who are not attending an after school activity, program or event sponsored by a faculty member, may not remain at school after hours.
18. The **most important** rule – Get the most out of your stay at Gallatin County High School. Learn as much as you can. Get to know as many people as you can. Expand your horizons and enrich your academic background. Have a great time.

**ACCEPTABLE CONDUCT BETWEEN STUDENTS**

Conduct between students while at school should be such that students, faculty, nor visitors are offended or embarrassed. Student relations are a vital part of growing up and should be kept on a wholesome level at all times.

**CLASSROOM COURTESIES**

1. Upon entering the classroom, take your seat promptly and quietly.

2. Speaking out or expressing disapproval when another has the floor is both rude and unfair.

3. Appropriate supplies should be brought to class each period.

4. The teacher will dismiss class. Do not be discourteous by getting up beforehand.

5. Students should knock before entering a classroom and wait to be recognized before making a request.

6. Students are expected to be in class and seated before the designated time for class to begin.

**FIRE, TORNADO AND EARTHQUAKE DRILLS**

Fire, tornado and earthquake drills are held at irregular intervals throughout the school year. Remember these basic rules:

A. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of a fire.

B. Walk, but move quickly and quietly to designated areas. NO TALKING!

C. Take any alarm seriously and begin evacuation as stated by procedures unless immediately instructed otherwise.

**BOOK BAG POLICY** (Mesh and transparent book bags are allowed).

**Any container-bag, box, suitcase, etc.-used for carrying books is to be considered a book bag and therefore not permissible unless mesh or transparent. Wrapped gifts ARE NOT permitted.**

Any container is subject to a search as the student enters the building. There may be instances when a student brings in supplies for a class project in a grocery sack, etc., but students are not to be carrying any type of bag/sack/box, etc. for the purpose of transporting textbooks. Girls will be allowed to carry purses, but **a purse large enough to carry a textbook** will be considered a book bag and **must be mesh or transparent**.

**For security reasons, other items such as purses, jackets, lunch bags, etc. may be searched upon entrance to school facility.**

**LOCKERS**

a. Each student will be provided locker space and a locker.

b. Students **MUST** use the locker space **assigned** to them.

c. Students must keep their lockers properly closed and locked.

d. Students are not permitted to place stickers/taped papers on lockers.

e. Students must lock their lockers properly and keep combinations confidential to insure security of belongings.

f. All lockers are the property of Gallatin County High School and may be searched at any time.

**PHONES**

a. NO STUDENT is to use the office phone unless there is an emergency. An emergency constitutes when a student needs immediate assistance due to illness or anything that may cause student harm.

b. No personal calls will be received in the classroom. If a call is received, teachers should immediately refer the caller to the main office.

c. Calls made from classroom phones are made at the teacher’s discretion. Teachers may deny access to their phone at any time. Students can be sent to the office to use the phone **only in case of an emergency**.

**POSSESSION/USE OF TELECOMMUNICATION DEVICES**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the education process. **Telecommunication devices should not be visible during school hours**, unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise. **Devices shall be turned off** and operated only before and after the regular school day. When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, a staff member may confiscate the device, which shall only be returned to the student’s parent/guardian.
2. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication devices.

**1st Offense** - ASD (After-School Detention)/Lunch Detention and Parent pick–up phone.

**2nd Offense** – ASD/Lunch Detention and phone picked-up by parent at **end of semester** (Dec. or May).

1KRS 158.165 ―Paging device means a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

**WRONGFUL USE OF COMPUTER AND CONSEQUENCES** Gallatin County High School has fantastic technology, and it is to be used for educational purposes only. When students go to un-authorized web sites, download files not related to education, play games, or break our acceptable use policy, the student will lose internet and email privileges.

1st Offense - Three weeks off

2nd Offense - Nine weeks off

3rd Offense - Off for the rest of the year

Administrators have the right to ban a student from our computers for major infractions. Student will be taken off without notifi-cation. If the student is in a computer class, iclass, or any other class that requires a computer, it will be up to the student to get the work finished on a computer outside of the school system.

**RESTROOMS**

Students may use the restrooms before and after school, between class periods and during lunch period. Loitering is discouraged in the restrooms. If you feel ill, please report to your classroom teacher so you may be sent to the office. **Students are not permitted to use faculty restrooms at any time.**

**TRAINED DOGS**

Use of trained dogs to locate contraband (prohibited items) on school grounds shall be subject to the following conditions:

1. The dogs shall be certified as never having been trained as attack dogs.
2. The Principal or designee shall be present.
3. Searches involving dogs shall be conducted only when students are in classrooms or other designated safe area.
4. All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

The alert of a trained dog to an item or area shall qualify as reasonable grounds on which to base a further search.

**Penalty**: Violation of this policy may constitute reason for suspension or expulsion. In addition, if administration has reasonable belief that a violation has taken place on school property or at a school-sponsored function that involves student possession/use of controlled substance, they shall immediately report the offense to law enforcement officials.

**USE OF CORRIDORS**

1. Students are not to engage in horseplay, shouting, or fighting in halls.
2. Students ARE NOT to RUN in the halls at ANYTIME.
3. Students are not to congregate outside of classroom doors before the bell or during lunch.
4. During class, students are not to be in the halls, lockers or designated bathrooms without an approved pass from a teacher or administrator. It is the student’s responsibility to obtain a pass before leaving the classroom or offices.
5. Students should not tamper with defibrillators, fire alarms, fire extinguishers or make emergency 911 calls. Inappropriate actions related to these items will result in charges and possible referral to the Board of Education.

**CARE OF SCHOOL AND PERSONAL PROPERTY**

Pupils shall be held responsible for damage to school property. Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving:

1. Intentional harm
2. Damage beyond minor loss or breakage, excluding normal wear and tear.

Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school. Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action. Parents shall be liable for property damage caused by their minor children.

**VANDALISM AND PROPERTY DAMAGE**

Our school building and equipment costs the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary, as well as requiring restitution and/or police intervention.

**OTHER EDUCATIONAL PLACEMENT**

Students who are assigned to continue their education at another location other than the GCHS campus during regular hours for disciplinary reasons will not be eligible to attend or to participate in any extra-curricular activities, special events, organizations, practices or games during the school year.

**SALES ON SCHOOL PROPERTY**

Any sale of goods to pupils or others for private enterprise may not be made on school property.

**JUNIOR/SENIOR PROM** - Juniors and seniors may invite guests to the Junior/Senior Prom under the following rules. Anyone that is not a junior or senior at GCHS is considered to be a guest and must be approved.

1. The prom guest form must be completed and submitted to High School Principal before purchasing tickets.
2. Guests are expected to follow all rules.
3. Principal must approve all guests.
4. Students are responsible for guests and discipline will reflect your responsibility.
5. Guest must be under the age of 21, currently attending high school or have recently graduated.
6. Students wishing to attend must be in good standing which means, no suspensions, no more than 8 unexcused absences and tardies, no overdue library books, no outstanding fees, all uniforms turned in and no outstanding fundraising monies. If a student is in violation of any of these standards then the administration has the discretion to allow or not allow attendance.

**SCHOOL DANCES OTHER THAN PROM**

At various times during the school year, school connected organizations will sponsor dances. Gallatin County High School dances are open to presently enrolled GCHS students only. At least four adults will chaperone each dance, two of which will be faculty members. Students attending school sponsored dances will be expected to follow all school policies and regulations.

**EXPECTATIONS FOR EXTRA-CURRICULAR EVENTS:** (Prom/Dances, Class Night, etc.)

1. Passing 5 of 7 classes (current or cumulative)
2. No more than 3 days of suspension
3. No more than 6 unexcused absences (includes suspensions)
4. Must attend school on day of event or last day prior to event if event is not held on school day - Saturday, student must attend school Friday.

**ASSEMBLIES**

At all times the student’s behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at any assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, excess screaming, boisterousness, and talking during a program.

**EXTRA-CURRICULAR ACTIVITIES WHEN ABSENT FROM SCHOOL**

Students participating in extra-curricular activities will not be allowed to participate in ANY activity on the day they are absent from school unless approved by the administration or athletic director. Any student that has received a suspension will not be permitted to attend any function sponsored by the school and shall not be allowed on school grounds until the suspension has been completed.

**BUS RIDING REGULATIONS**

The school bus driver is in full charge of the bus. Students are expected to be respectful to their bus driver. Student misconduct is expressly prohibited and shall be subject to disciplinary action. Any behavior creating a disruption to the bus driver, or any dangerous or distracting action which would endanger the safety and welfare or infringe upon the rights of others will be dealt with accordingly.

**RIDING A DIFFERENT BUS**

A bus pass is required in order to ride a bus other than the one to which a student is assigned. This requires a note from home with a guardian signature and a telephone number for verification. Notes should be left in the office before 8:00a.m. and will be available at the end of the school day. **Phone calls will not be accepted** by office staff for a bus note. No student will be allowed to permanently change a bus route without the permission of the Director of Transportation.

**CAFETERIA RULES & REGULATIONS**

ALL students must go to the cafeteria during lunch. Teachers will see that the lunch schedule is strictly enforced. Absolutely no food should be taken out of the cafeteria. Students may bring their lunch; however, no refrigeration will be provided. Students may not take food or beverages from the cafeteria, nor have commercially prepared food brought into the school.

**Deliveries from outside stores/restaurants are not permitted.**

**CAFETERIA**

1. Use both sides.
2. Wait patiently in line, DO NOT cut in front of another student.
3. Only purchase items for yourself.
4. Sit wherever they wish, unless otherwise assigned.
5. Keep the cafeteria area clean for themselves and others. Violation may result in cleaning the entire cafeteria. **Demerits will assigned to students involved in leaving messes.**
6. Refrain from moving seats and placing chairs at tables.
7. Return all trays and trash to the return window.
8. Leave as a group upon the end of your designated lunch time.
9. Remain in cafeteria area unless you obtain permission from the cafeteria supervisor to leave.
10. **Students may not take food or beverages from the cafeteria, nor have commercially prepared food brought into the school.**

**PROCEDURES**

**Parent Information**

**VISITORS**

All visitors are encouraged to make an appointment before visiting Gallatin County High School. Parents/guardians are encouraged to visit Gallatin County High School at their convenience. If parents/guardians wish to have a conference with individual teachers of their children, they should arrange an appointment through the Front office. Students will not be allowed to bring visitors to school. Students are allowed to bring a guest to certain school-sponsored extracurricular activities, however, these guests must be signed up in the office and approved by the Principal. Gallatin County High School has a closed campus, and all visitors must report to the office first upon entering. Anyone who is a visitor must be approved by administration, must sign in and out at the front office, and wear a badge identifying them as an GCHS visitor. Office staff will telephone the teacher to get permission for a visitor to proceed to a classroom.

**MESSAGES**

a. Only messages which indicate an emergency will be delivered immediately.

b. Messages concerning transportation or other important and pertinent information will be accepted and delivered during lunch or at the end of the school day. **(Bus notes are not accepted over the phone. Bus notes must be hand written by parent/guardian. Student must bring note to the office before 8:00 AM).**

c. No messages can be reasonably taken and delivered after 2:40 pm.

**COLLECTION OF DEBTS**

Any debt to the school incurred by a student will be recorded as soon as the debt is incurred. Parents will be notified of debts by mail or phone. The records and certain privileges of a student will be held if the student has a debt to the school for lost or dam-aged textbooks, instructional materials, or equipment; lost or damaged library materials; lost or damaged athletic equipment; club or organization materials or fund raising merchandise or money not turned in; damages to school property or buildings; fee money; or any other debts that are deemed legitimate by the Principal.

**WITHDRAWAL PROCEDURES**

A student who must withdraw from GCHS during the school year should contact the counselor.

Each student will be provided with an individual conference in order to complete the necessary details related to:

1. Verification of withdrawal

2. Return of textbooks

3. Clearance of charges and fees

4. Transfer of credits to another school

5. Transfer of health records to another school

6. Related Counseling

**RECORDS DISCLOSURE**

Gallatin County Schools want to inform you that when a student attains the age of eighteen (18) years, the rights accorded to and the consent required of the parent transfer from the parent to the student.

Your rights as parent regarding review, inspection and disclosure of records will transfer to your child unless you provide the school district with evidence that there is a court order or legal document showing yourself as the youth’s representative in educational matters.

The district does not disclose educational records of a youth over the age of eighteen (18) to the parent or guardian without:

1. The youth’s written consent;

2. A court order, or

3. Proof that the youth is a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

If you have any questions or concerns regarding this information, please contact the Director of Pupil Personnel at 502-484-4009.

**RELEASE OF STUDENTS & STUDENT INFORMATION TO DIVORCED/SEPARATED/SINGLE PARENTS**

Gallatin County Schools shall release students or information concerning the student to parents, guardians, or individuals acting as a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters such as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

Release of the student or information concerning the student coming from a single parent or a divorced/separated parent will be accomplished according to the following procedures. Unless the school has been given evidence of state law or court order concerning the status of the student:

1. Both parents shall have equal access to any information concerning the student.

2. Both parents shall have the right to release the student under their care.

3. Students may not be released unless the appropriate paperwork is completed and on file in the Principal’s office.

**ANNUAL NOTIFICATION OF PARENTS**

Please refer to the Gallatin County Schools Code of Acceptable Behavior and Discipline for the Annual Notification of Parents.

**STUDENT DRIVING REGULATIONS**

**GALLATIN COUNTY HIGH SCHOOL DRIVER’S CODE**

**Driving is a student privilege that can be revoked at any time by administration.**

1. Students must adhere to a 10 mph speed limit and one way areas at all times.
2. Students must park in designated parking space.
3. An open lane must be maintained through the parking lot at all times.
4. Students should lock their cars. School staff members will attempt to monitor activity in the student lot, but the school will not be responsible for loss of or damage to student property.
5. Students must enter the building upon arrival to school campus. NO loitering or cruising.
6. Student drivers should make every effort to give buses the right of way in the general vicinity of the school campus.
7. Students must avoid parking in the last row bordering the football field.
8. Students may not go to the parking lot during school hours without prior approval from the main office.
9. Students need to have a completed registration form.
10. **Students will be required to purchase a parking permit for $3.00 (regardless of the date the purchase a permit, same price in August as permit is in May). Need proof of insurance, car registration and drivers license. Permit must be displayed visibly every day.**
11. Student vehicles may not exhibit inappropriate language, stickers or pictures.
12. Students may not park in visitor parking spaces at any time.
13. Students may not park in handicap parking spaces without appropriate permits.
14. **Vehicles without current parking permit will be towed at owners expense.**
15. **If you lose your parking permit, you will be required to purchase a new permit at full price, $3.00.**

**NO PASS/NO DRIVE STATUTE**

The "No Pass/No Drive" Statute (KRS 159.051) became law on June 25, 2007 with implementation beginning August 1, 2007. This statute will involve every public and private school district across the Commonwealth. The "No Pass/No Drive" Statute results in the denial or revocation of a student's drivers license for 1.) academic deficiency, or 2.) dropping out of school as a result of unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four (4) courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. Should you want to review the full text of this law, please use the Legislative Research Commission's web site at the following address: **www.lrc.ky.gov/record/07RS/record.htm <http://www.lrc.ky.gov/record/07RS/record.htm>.** Beginning August 1, 2007, any sixteen (16) or seventeen (17) year old applying for a drivers license permit (Instruction Permit) will be required to have a completed school Compliance Verification Form. Basically, the form is verifying that the student is compliant with the components of the statute. If the student is not compliant, a form will not be issued. If a sixteen (16) or seventeen (17) year old student (with a driver's permit or license) accumulates nine (9) or more unexcused absences, the school will report the student as noncompliant via the web portal at the end of each semester or may be made earlier in the semester. Any absences due to suspension shall be unexcused absences. Additionally, if a sixteen (16) or seven-teen (17) year old driver drops out of school, a report of noncompliance will be made via the web portal.

**DRIVING PRIVILEGES FOR AREA TECHNOLOGY CENTER**

There is no such privilege, it is absolutely not permitted.

**DRESS CODE**

Schools are educational institutions. No extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit/prohibit any extreme type of student dress, personal appearance, or use of apparel, which in the judgment of the schools officials is deemed to create a disruption of school discipline/routine or cause health/safety concerns. School officials will make a final decision that student dress conforms to local, state, and federal health codes/safe school guidelines/reflects community values and maintains a positive teaching/learning environment. Staff members who deem particular student dress to be offensive or to cause a disruption shall be considered just that, and should be referred to an administrator immediately. The conditions listed below are to be met:

1. All wearing apparel must fit properly and be of reasonable length. Pants need to cover all undergarments.
2. All tops must be long enough to completely cover waist/mid-section of the body and have an appropriate neckline (no cleavage).
3. Shorts are allowed and they need to be knee length or longer.
4. Students are not to wear chains, medals or other jewelry or clothing that could cause possible injury while on school grounds or attending school related events.
5. Extreme/distracting make-up, jewelry, body piercing is unacceptable.
6. Students (male or female) are not to wear hats or sunglasses inside the building. If a hat is worn to school, it must be concealed upon entering the building.
7. Students are NOT to wear any sleeveless shirts or biker shorts (example: lycra, spandex).
8. No clothing, tattoos, or body art that endorses, depicts, portrays: (in language, graphics, content, or intent) violence, alcohol, tobacco, double meanings, sexual innuendoes, lewd behavior, gang activity or suggests discrimination in any form, may be visible to other people.
9. Students are NOT to wear pajama bottoms or slippers.
10. Jeans/pants are NOT to have holes above the knee.
11. Pants must be full length and worn at the waist and hemmed to above floor length.
12. Skirts, dresses, Capri pants may be worn by females only and must be knee length or longer. Any slit must not be above the knee and must be knee length or longer.

Appearance should be held in high regard. Students should always dress appropriately. Use common sense when dressing for the school day. Should a student refuse to change, they will be sent home for the remainder of the day. The teacher or administrator is the sole determinant of appropriate or inappropriate dress.

**SEARCH AND SEIZURE**

**Purpose:** To maintain order and discipline in the schools and at school-sponsored activities and to protect the safety and welfare of students and school personnel. Authorized school personnel reserve the right to conduct a search of a student, locker, book bag, student possessions/belongings or vehicle if they have reasonable suspicion for a search. Such searches may result in seizure of any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term unauthorized means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. As used in this policy, the term student vehicle means a vehicle over which a student exercises responsibility and/or control on school property or off school property, and at school sponsored activities. A student who operates or parks a vehicle on school property or attends school-sponsored activities gives implied consent for a search. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

**Personal Searches**: A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school administrator or designee has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student ’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult of the same sex present unless the health or safety of students or school personnel will be endangered by the delay which might be caused by following the procedures.

**Locker Searches**: Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

**Student Vehicles:** Students are permitted to park on school premises as a matter of privilege, not of right. A student who operates or parks a vehicle on school property or attends school-sponsored activities gives implied consent for a search. When reasonable suspicion exists that a student’s vehicle or the contents thereof pose a threat to student health, safety, or welfare, or of disruption to the educational process, the school administrator may refer the matter to law enforcement authorities.

**Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. **Breathalyzer or Other Tests**: Local law enforcement officials may administer breathalyzer or other tests at the request of school officials to assist in investigations without prior notification or approval of parents/guardians.

**WEAPONS AND DANGEROUS INSTRUMENTS INCLUDING KNIVES**

Carrying, bringing, using, or possessing any firearm or other deadly weapon or destructive devices or booby trap device or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. IN ADDITION, STUDENTS ARE PROHIBITED FROM POSSESSING OR USING A KNIFE OF ANY KIND OR SIZE, INCLUDING A POCKETKNIFE AND/OR HUNTING KNIFE, IN ANY SCHOOL BUILDING, ON SCHOOL GROUNDS, IN ANY SCHOOL VEHICLE, OR AT ANY SCHOOL-SPONSORED ACTIVITY. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of weapons on school property.

**CRIMINAL VIOLATIONS**

Students are accountable to their schools in their roles as students as well as to the law in their capacities as citizens. The criminal laws of the Commonwealth of Kentucky and of the Federal Government apply to the conduct of all persons on school property. Violations should be dealt with according to these laws and local school board policy. When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, theft, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency and cooperate with the agency/agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee, it would be a personal option to press charges. The district shall give full support to the aggrieved individual.

**HARASSMENT/DISCRIMINATION POLICY**

(Includes Sexual Harassment)

**DEFINITION**

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing individuals.

**PROHIBITION**

Harassment/Discrimination due to an individual’s race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

**DISCIPLINARY ACTION**

Students or employees who engage in harassment/discrimination of another employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action, including but is not limited to law enforcement intervention, suspension, and/or expulsion.

**PROCEDURES**

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, inform their teacher, guidance counselor or administrator of the incident.

**NOTIFICATION OF PARENTS**

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

**PROHIBITED CONDUCT**

Conduct and/or actions prohibited under this policy include but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one’s gender, race, color, national origin, religion, or disability.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Sexual remarks in the context of the classroom and/or workplace.
4. Impeding the progress of a student in class or impeding the work of an employee by questioning the ability to do the required work based on the gender, race, color, religion, national origin, or disability of the student or employee.
5. Limiting access to educational tools based on the employee’s or student’s gender, race, color, religion, national origin, or disability.
6. Teasing a student’s subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

**DISCIPLINE POLICY AGAINST FIGHTING**

Any student who intimidates other students, engages in a fight, harasses other students, or creates major disturbances on the school grounds will be dealt with harshly. Fighting and violent behavior has become a major problem in schools. Therefore, the following rules are in effect for any student who intimidates other students, engages in a fight, harasses other students, or creates major disturbances on the school grounds.

1. Anyone engaging in fighting or any kind of violent behavior will be subject to school disciplinary procedure and may be reported to appropriate law enforcement personnel.
2. If a student can avoid fighting or violence and fails to do so, that student may be reported to appropriate law enforcement personnel.
3. Student fighting and other violent behavior may result in suspension and/or a hearing before the Board of Education. If a student is involved in a fight at school, in addition to penalties imposed by the school discipline code, the administration may report the incident and notify proper authorities with charges resulting from behavior. Law enforcement authorities may be contacted and may remove students when student behavior warrants such action.
4. The Administration or student support staff will deal with all problems relating to such conduct, and such conduct will be dealt with harshly.

**GALLATIN COUNTY HIGH SCHOOL**

**ASSESSMENT SCHEDULE**

**Senate Bill 1 has changed the assessment/accountability system in Kentucky schools. The goal is for every student to be College and Career Ready by the time they graduate high school. CATS/KCCT is no longer what we do. Below breifly sums up some of the changes and informs students and parents of what to expect.**

**END-OF-COURSE ASSESSMENTS**: These are assessments from the Kentucky Department of Education that students will take at the completion of certain courses. These assessments will be done on the computer and they are aligned with ACT standards. The end-of-course assessments will account for 20% of the students final grade in each of the follwing courses: Precalculus/Algebra 2, English 2, Biology and US History 2. Our school is accountable for students performing at a proficient level on the end-of-course assessments.

**ON-DEMAND WRITING:** All students in the 10th and 11th grade will take the on-demand writing assessment. All students will complete practice assessments in the 9th, 10th and 11th grades in order to monitor progress and make adjustments in our instructional activities. The on-demand writing assessment will be given in May.

**PLAN:** All 10th grade students are required by the Kentucky Department of Education to take the PLAN assessment. GCHS requires all 9th grade students to take the PLAN as well. The PLAN is a predictor of how well students will perform on the ACT. There are benchmarks in the areas of English, Reading, Math and Science that students should strive to meet. The PLAN will be given in mid September.

**ACT:** All 11th grade students are required to by the Kentucky Department of Education to take the ACT. The ACT is also a required assessment by most post-secondary educational institutions. There are ACT benchmarks in the areas of Math, Science, English and Reading that indicate how prepared students are for post-secondary education. Our goal is to have every student meeting or exceeding ACT benchmarks. We are measured by the percentage of students meeting benchmarks and by the amount of growth students show from the PLAN to the ACT. The ACT will be given in mid March.

**COMPASS:** The COMPASS is a placement assessment that some post-secondary institutions use to place incomming students into courses based on their skills. Any senior that did not meet an ACT benchmark their junior year will take the COMPASS their senior year. Students are concidered to be college and career ready if they pass ACT benchmarks or COMPASS benchmarks.

**EPREP:** ePrep are online video-based test preparation courses that will be available for all GCHS students. ePrep courses feature expert video instruction, available anytime and anywhere, day or night, at home or on the road. Our students will have access to the ACT and PLAN preparation courses. Teachers will use this program throughout the year to enhance regular classroom instruction. We hope our students will greatly benefit from these courses and we encourage parents to help us monitor student use of this fantastic opportunity.

**COLLEGE AND CAREER READY:** A part of being college and career ready is meeting PLAN and ACT benchmarks. These benchmarks indicate that students have a good chance of making at least a C in the corresponding college courses.

PLAN benchmarks: English 15, Reading 17, Math 19 and Science 21.

ACT benchmarks: English 18, Reading 21, Math 22 and Science 24.

**RtI/ENRICHMENT:** RtI (Response to Intervention) is required for any student that does not reach a PLAN or ACT benchmark. There are other indicators such as common assessments, ePrep assessments and teacher recommendations that may place a student in RtI as well. Students will receive additional instruction and remediation in RtI that will focus on improving their skills. Enrichment is something above and beyond the regular classroom instruction. Enrichments can be academic, civic or quiet time to complete homework assignments. GCHS has built in 25 minutes each day for students to receive RtI or enrichment.

**Gallatin County High School**

Prom Guest Form

The purpose of this form is to allow guests of Gallatin County High School students to attend activities and to maintain a safe environment for all. Guests must conduct themselves within the guidelines of the Gallatin County High School student *Code of Conduct.* **Anyone that is not a current junior or senior at GCHS is considered a guest and must be approved. This means current freshmen and sophomores MUST be approved.**

ONE GUEST is permitted per Gallatin County High School student. A school administrator must approve all guests. Please complete the appropriate section below **before purchasing** guest tickets.

**My Guest is a Current High School Student**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is requesting permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(GCHS Student Name) (Guest Student Name)

who attends \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate in the Gallatin County Prom on \_\_\_\_\_\_\_\_\_\_\_\_.

(Name of Guest’s School)

*Your signature certifies that the above named guest is a student in good standing and has your recommendation to attend the GCHS event.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian of GCHS Student (Signature) Guest Student (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest Student Parent/Guardian (Signature) Emergency Contact Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest Student Adminstrator (Signature)

**\*RETURN THIS FORM TO YOUR PRINCIPAL/ASSISTANT PRINCIPAL/DEAN OF STUDENTS\***

GCHS Adminstrator Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ALL GUESTS MUST SHOW PHOTO ID AT THE DOOR**

**My Guest Has a High School Diploma and is Under 21 Years of Age**

**(Elementary, Middle School Students are not permitted to attend)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GCHS Student Name \*Guest Name (Print) Age Emergency Contact #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Guest City State

\**I am aware that my son/daughter is bringing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the event.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian (Signature) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GCHS Adminstrator Approval Date

ALL GUESTS MUST SHOW PHOTO ID AT THE DOOR

I understand that I must bring a photo ID or a State Driver’s license, conduct myself in an orderly manner, and that I must abide by all rules and regulations of the Gallatin County School District.

**GALLATIN COUNTY HIGH SCHOOL**

In order to prevent the misuse of medication, it is necessary to give permission for the use of both

prescriptive and non-prescriptive medications in the school. A special consent form for administering

medicine must be completed and signed by the parent/guardian.

**CONSENT FORM FOR ADMINISTERING MEDICINE AT SCHOOL**

If your child requires medication, please try to schedule it before or after school hours, if possible. If

the medication must be given during school hours, whether it is prescription or non-prescription, we

must have this form completed. As parent/guardian, your signature is also needed at the bottom of

this form. All medications are kept in the school office and must be in the original container with the

complete label affixed. If it is a prescription medication, the child’s name must be on the label. The

purpose of this procedure is to make sure that your child gets the proper medication and dosage and

that the school personnel responsible for its administration can do it safely and know the expected

reactions to this medication. Medications containing narcotics or sedation for pain relief, including

aspirin, will not be administered at school for the child’s safety.

STUDENT’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration of this form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended Dosage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Administered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reactions: Please list the potential reactions or side effects the child might have to this medication:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

During the school hours of \_\_\_\_\_ and \_\_\_\_\_, it is my understanding that teachers, aides, or other

school personnel may be administering these medications according to the specified physician’s

recommendations. In the case of a field trip slight adaptations to the time of the medication

administration may be necessary. Schools shall establish procedures to ensure that students are

called daily for medications.

***We do not supply medications at school – you must send the medicine in to school with***

***your child. We will keep it on file for them to use as needed.***

I request my child be permitted to take medication as outlined above and expressly waiver any liability

on behalf of the school as a result of administration of the above medication.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Daytime Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physician’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GALLATIN COUNTY HIGH SCHOOL**

**Student Handbook Agenda 2011 – 2012**

**By my signature, I acknowledge that I have read and understand the Gallatin County**

**High School Student Handbook / Agenda Gallatin County Schools Code of Conduct**

**including the nondiscrimination policy, student grievance procedure and other rules**

**and regulations.**

**Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1st Period Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Return this form to your first period teacher by***

***Friday, August 19, 2011.***