**GALLATIN COUNTY HIGH SCHOOL**

**HANDBOOK**

**“Maximizing Student Learning and Achievement”**

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**Gallatin County School District**

**2012-2013 School Calendar**

August 7 Mandatory Staff Professional Development

August 8 Opening Day for Teachers

August 9 First Day for Students

September 3 No School: Holiday Labor Day

September 24 No School: Staff Professional Development

October 8-12 No School (Fall Break)

November 5 No School: Staff Professional Development

November 6 No School: Election Day

November 21-23 Thanksgiving Break

Dec. 21-Jan 2 Winter Break (Dec. 21 to be used as make-up day if days missed prior)

School back in session January 3rd

January 21 No School - Holiday Martin Luther King

February 18\*\* No School- President’s Day \*\* (Plan to potentially use as makeup day if previous snow or illness days)

March 8 No School: Staff Professional Development

April 1-5 No School – Spring Break

May 21 Last Day Students (\*\*Pending make-up days)

May 22 Teachers Closing Day (\*\*Pending make-up days)

\*Potential make-up days: Dec 21 Feb 18, May 22,23,24,28,29,30,31 June 3,4,5

**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.

**GALLATIN COUNTY HIGH SCHOOL BELL SCHEDULES**

|  |  |
| --- | --- |
|  **Eight Period**7:30 Bus Arrive7:45 Warning Bell7:55 Class Begins7:55-8:44 1st Period8:48-9:37 2nd Period9:41-10:30 3rd Period10:34-11:23 4th Period11:27-12:16 5th Period25 Minutes Lunch + 25 Minutes Enrichment/RtI1st Lunch – 11:27-11:492nd Lunch – 11:55-12:1612:20-1:09 6th Period25 Minutes Lunch + 25 Minutes Enrichment/RtI3rd Lunch – 12:20-12:424th Lunch – 12:47-1:091:13-2:02 7th Period2:06-3:00 8th Period | **Vocational Students’ Schedule for Delays****One Hour Delay- AM & PM attend Vocational School**A.M. Group goes to lunch with 5th period ClassA.M. Group goes to library during 4th per. (12:50-1:30)P.M. Group goes to library during first half of 5th periodP.M. Group goes to second lunch**Two Hour Delay-AM does *not* attend V- School**A.M. Group goes to lunch with 5th period ClassA.M. Group goes to library during 4th per. (12:50-1:30)P.M. Group goes to first lunch (11:34-11:57)P.M. Group boards bus at 12:00 |
| **Junior Vocational School Students**7:55 Wait in Library for Bus8:00 Leave for Vocational School8:30 Arrive at Vocational School10:25 Leave for GCHS10:50 Arrive at GCHS10:54-11:24 Lunch 11:27-12:17 5th Period 12:20-1:10 6th Period 1:13-2:03 7th Period 2:06-3:00 8th Period  | **Senior Vocational School Students** 7:30 Bus Arrive7:45 Warning Bell7:55 Class Begins7:55-8:45 1st Period 8:48-9:38 2nd Period 9:41-10:31 3rd Period 10:34-11:24 4th Period 11:27-11:52 1st Lunch 11:55 Leave for Vocational School12:20 Arrive at Vocational School2:25 Leave for GCHS2:50 Arrive at GCHS Go to Library3:00 Bus Riders Released |
| **One Hour Delay**8:30 Bus Arrive8:45 Warning Bell8:55 Class Begins8:55-9:35 1st Period 9:38-10:18 2nd Period 10:21-11:01 3rd Period 11:04-11:54 5th Period  25 Minutes Lunch + 25 Minutes Enrichment/RTI1st Lunch – 11:04-11:272nd Lunch – 11:30-11:5311:57-12:47 6th Period  25 Minutes Lunch + 25 Minutes Enrichment/RTI 3rd Lunch – 11:57-12:20 4th Lunch – 12:23-12:4612:50-1:30 4th Period 1:33-2:13 7th Period 2:17-3:00 8th Period  | **Two Hour Delay**9:30 Bus Arrive9:45 Warning Bell9:55 Class Begins9:55-10:25 1st Period 10:28-10:58 2nd Period 11:01-11:31 3rd Period 11:34-12:24 5th Period  25 Minutes Lunch + 25 Minutes Enrichment/RTI 1st Lunch – 11:34-11:57 2nd Lunch – 12:00-12:2312:27-1:17 6th Period  25 Minutes Lunch + 25 Minutes Enrichment/RTI 3rd Lunch – 12:26-12:49 4th Lunch – 12:52-1:161:20-1:50 4th Period 1:53-2:23 7th Period 2:26-3:00 8th Period  |

**Lunch Schedules**

 **Regular Schedule**

V-School – 10:54-11:24

1st Lunch – 11:27-11:49

2nd Lunch – 11:55-12:16

3rd Lunch – 12:20-12:42

4th Lunch – 12:47-1:09

 **One Hour Delay Schedule**

1st Lunch – 11:04-11:27

2nd Lunch – 11:30-11:53

 3rd Lunch – 11:57-12:20

 4th Lunch – 12:23-12:46

 **Two Hour Delay Schedule**

1st Lunch – 11:34-11:57

 2nd Lunch – 12:00-12:23

 3rd Lunch – 12:26-12:49

 4th Lunch – 12:52-1:16

**GRADUATION REQUIREMENTS**

**Graduation requirements are as follows:**

**Course Credits Notes**

English 4

Mathematics 4 Algebra I, Algebra 1.5, Algebra II and Geometry required

Science 4 Environmental Science, Biology, Physical Science OR Chemistry required

Social Studies 3 Integrated Social Studies, World History, and US History II required

Health ½

Physical Ed ½

Fine Arts 1 Band, Art I, Drama, Chorus, Piano, Guitar

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 to five 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.

**2013-2014 PROGRESS REPORTS AND REPORT CARDS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Mid-Term Ends** | **Date of Progress Reports** | **Dates of Report Cards** |
| August 8 – October 4 | Thursday, Sept. 5 | Monday, September 9 | Monday, October 14 |
| October 14 – December 20 | Thursday, Nov. 14 | Monday, Nov. 18 | Monday, Jan. 6 |
| January 6– March 7 | Wednesday, Feb. 5 | Monday, Feb. 10 | Monday, March 10 |
| March 10– May 16 | Wednesday, April 16 | Monday, April 21 | Will be Mailed |

***\*Note: Schedule is subject to change due to possible snow days.***

\*Each teacher shall administer a final exam for each course.

**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 Senior Gala or the Graduation Ceremony until all books are returned/paid and all fees owed are paid.**

**2013-2014 SCHEDULE OF STUDENT FEES**

Students will be charged an instructional fee. This fee covers the cost of textbook rental, computer supplies, 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 27, 2013**.

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

**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 should not have more than six (6) unexcused absences during the year. After the 6th unexcused absence, the student may be denied the opportunity of participating in graduation exercises (including Walking at Graduation) with their graduating class. They will receive their diploma if they meet the graduation requirements but may 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 EXPECTATIONS**

**School Expectations:**

* **Be on time.**
* **Be prepared for class: Books, paper, pencil, homework**
* **Be attentive, give your best effort and participate**
* **Be respectful to all staff and peers**
* **Follow all rules. (District, School, Classroom, Cafeteria, Bus)**
* **Be at your appropriate designated location.**
* **Use school appropriate language and dress**

**Consequences for violating GCHS Expectations:**

* **Teacher discipline (seat assignment, detention, parent conference)**
* **Demerits (see page 11 for details)**
* **Parent Contact/Meeting**
* **Lunch Detention**
* **After School Detention**
* **In School Suspension**
* **Friday Night School**
* **Suspension**
* **Court Charges for Out of Control Behavior**
* **School Within a School**
* **Alternative School**

**Offenses that automatically warrant a suspension:**

* **Profanity directed at staff**
* **Failure to serve an assigned after school detention, Friday Night School or In School Suspension**
* **Habitual violation of school expectations**
* **Fighting**
* **Refusal to give up an electronic device or phone**
* **Tobacco**

**Major Offenses will follow the district guidelines:**

* **Drugs, Alcohol, Weapons, Endangerment, Sexual Harassment, Bullying**

**Bus Discipline:**

* **Follow all bus rules**
* **Students will receive punishment in accordance to the severity of their offense. Typical punishment starts with a warning and parent contact and increases each offense. 3 day, 5 day, 10 day suspensions and then removal from the bus.**
* **The bus driver has the right to enforce a seating chart**

**PROCEDURES**

**Student Information**

**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.

**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) permission must be granted by an administrator
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. Soft drinks shall be limited to cafeteria.
12. 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.
13. During their designated lunchtime, students may only be in the cafeteria or the downstairs rest room.
14. Students should go to lunch and return to class as quietly as possible.
15. Gambling and games of chance are prohibited on school property.
16. Students who are not attending an after school activity, program or event sponsored by a faculty member, may not remain at school after hours. There must be an adult in charge of every student.
17. 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.

**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.

**For security reasons, items such as book bags, 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 are encouraged touse the locker space assignedto 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.

**OFFICE PHONES**

a. NO STUDENT is to use the office phone unless they have permission from office staff. Calls cannot be made during class time except in an emergency. They must be made between classes.

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**.

**STUDENT ACCEPTABLE USE GUIDELINES FOR COMPUTER TECHNOLOGY AND RELATED DEVICES**

We are pleased to offer Gallatin students access to the district computer network, the Internet, and student e-mail. **To gain access to the Internet and their email account, all students must obtain parental permission and must sign and return ALL Student User Agreement forms to the school office.**

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. However, families should also be warned that some material accessible via the Internet may contain items that are inaccurate, inappropriate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to view other materials as well. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Gallatin County School District supports and respects each family’s right to decide whether or not to apply for access.

 **Students will be held accountable for violations of the Student Acceptable Use Guidelines and understand that disciplinary action may be taken if it is violated.**

 **Rules and Regulations**

**Personally Owned Mobile Computing Devices**

Students will be permitted to use electronic devices for educational purposes in classrooms with teacher permission. These items include cell phones, smart phones, laptops, pads and other portable devices that would allow access to the Internet. Students will only be able to use these devices after the student and the parent have signed and returned the User Agreement Form. The student will be responsible for securing devices when they are not in use. If a student uses phone inappropriately in class or out of class the phone can be confiscated by a teacher or administrator and held until the end of the school day. Repeated offenses by a student can result in the phone being confiscated for a longer period of time and requiring the parent to pick it up. A student who refuses to hand a phone over to a teacher or administrator will result in a suspension. The school will not be responsible for lost or damaged items.

**Local Technology Resources**

Students are responsible for good behavior on school computer networks just as they are in the classroom. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege - not a right. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the district servers would always be private.

As outlined in Board Policy and Procedures on student rights and responsibilities (copies of which are available in each school office and on the district web page) the following are not permitted:

* Sending or displaying offensive messages or pictures
* Using obscene language
* Harassing, insulting, or attacking others
* Damaging computer systems or computer networks
* Violating copyright laws
* Using another’s password
* Trespassing in another’s folder, work, or files
* Intentionally wasting limited resources
* Using the network for commercial purposes
* Creating or sharing computer viruses
* Playing MUD (multi-user games) via the network
* Downloading and/or installing any copyrighted material (including software) onto the network without permission of the school network administrator

# Internet Regulations

* Internet access through the school network is to be used for instruction, research, and school related activities.
* Educators will select and guide students on the use of instructional materials on the Internet.
* Students should not reveal their name or personal information to or establish relationships with “strangers” on the Internet unless a parent or teacher has coordinated the communication.
* The school should never reveal a student’s personal identity or post a picture of the student or the student’s work on the Internet with personally identifiable information unless the parent has given written consent.
* Purposefully annoying other Internet users is prohibited. This includes such things as continuous talk or chat rooms.

As a user of this educational system, users should notify a teacher or the network administrator of any violations of this contract by other users or outside parties. Notification may be done anonymously.

**Electronic Mail Regulations**

Students and employees of Gallatin County School District are prohibited from using district resources to establish Internet e-mail accounts through third party providers. Only Kentucky Education Technology Systems (KETS) e-mail may be used.

Regulations:

* Be polite. Do not write or send abusive messages to others.
* You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. For instance, do not use electronic mail for private business or personal communications not related to school.
* You may not swear, use vulgarities, or any other inappropriate language.
* You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
* You may not access, copy, or transmit another user’s messages without permission.
* Do not reveal your personal address or phone number or those of other students.
* You may not send electronic messages using another person’s name or account.
* You may not send electronic messages anonymously.
* Do not create, send, or participate in chain e-mail.

The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

**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.

**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**

1. 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. 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.

**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.

**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.

**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 have to be pre-approved by an administrator, and shall not take place on a regular basis.**

**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.
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 are not to eat in teacher’s classroom or the library at any time.
11. Breakfast (whether brought in or bought in the cafeteria) will not be taken to classroom at any time.

**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 and include a phone number for verification).**

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 lot.
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. Student vehicles may not exhibit inappropriate language, stickers or pictures.
10. Students may not park in visitor parking spaces at any time.
11. Students may not park in teacher parking spaces at any time.
12. Students may not park in handicap parking spaces without appropriate permits.
13. Administration has the right to search any vehicle that is on school property (See page 20 of this handbook)

**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, and it is not permitted unless there is a reason stated by the ATC or the high school that the student can drive their own vehicle. A form must be signed by both schools if there is a reason to drive to and or from each school.

**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 an appropriate length.(Just above the knee)
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, handkerchiefs, bandanas, hoods, or sunglasses inside the building. If a hat is worn to school, it must be concealed upon entering the building. A hat is NOT to be carried around by the student.
7. Students are NOT to wear any tank tops, strapless or T-Strap shirts, yoga pants, 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.

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**. Staff members who see a clothing violation shall give the student a pass and send them to an administrator.

**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. 9th graders will also take the PLAN.

**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 MAY HAVE TO SHOW PHOTO ID AT THE DOOR

 I understand that I should bring a photo ID or a State Driver’s license. I must conduct myself in an orderly manner, and 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 2013 – 2014**

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

***All forms must be returned to each student’s first period teacher by***

***Friday, August 16, 2013.***

***REQUIRED FORMS ARE:***

***Medication Form (if needed) (School Handbook pg. 24)***

***Student Handbook Agenda Form (School Handbook pg. 25)***

***Electronic Access/Use Agreement Form (District Handbook pg. 28)***

***Media Release Form (District Handbook pg. 29)***

***Gal Co Schools Code of Acceptable Behavior and Discipline (District Handbook pg. 30)***

***Gal Co Schools Emergency Disaster Release Form (District Handbook pg. 31)***

***Free and Reduced Price School Meal Family Application (“Blue” Form)***

***Student Enrollment/Emergency Information Form (“Yellow” Form)***