

**GEORGE ROGERS CLARK
HIGH SCHOOL
2011-2012
Student Handbook**



CARDINALS



www.clarkschools.net

REPORTING BULLYING AND/OR HARASSMENT

To prevent the disruption of the educational process and to enhance students' ability to take advantage of the educational opportunities offered at George Rogers Clark, the following student behaviors, as defined by law, will not be tolerated:

- Hazing
- Bullying
- Taunting
- Menacing
- Intimidating
- Threatening behavior
- Verbal or physical abuse of others
- Use of lewd, profane, or vulgar language

This extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. In the event a student is being bullied and/or harassed, he/she should immediately contact any of the following: (1) School Administration, (2) Safety Resource Officer, (3) Staff, or (4) call 744-4545, extension 555.

Infinite Campus: Parent Portal

Infinite Campus (IC) is a web-based student management system that permits parents/guardians with Internet access to view their child's Schedule, Attendance, Progress Reports, and Discipline. For more information on accessing IC Parent Portal, please visit the district's website at www.clarkschools.net and click on the **Students/Parents** tab.

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ELAINE FARRIS
Superintendent

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Chair

DEBBIE FATKIN
Vice Chair

MICHAEL KUDUK
DIANE McKINNEY
B.J. SWOPE
Board of Education

www.clarkschools.net

August 2011

Dear Parents and Guardians:

Welcome to a new school year! I am excited about the many opportunities and challenges that come with improving student learning and creating a culture of excellence for our students.

On behalf of the Clark County Board of Education and the administrative staff, please accept this handbook that includes policies, information, and services provided in our high school. We encourage you to become familiar with the handbook and discuss it with your child. If there is a topic or area that you need clarified, please call your principal, a member of the school council, or a representative of the central office staff.

This handbook is a continuation of the efforts of the board and the school council to more effectively communicate with you regarding your schools. Effective communication is imperative in creating a culture of excellence for our schools and community.

Ms. Elaine Farris
Superintendent

An
Equal Opportunity
Employer

One Community.
One Vision.
EXCELLENCE.

1600 W. Lexington Ave.
Winchester, KY 40391
859.744.4545



GEORGE ROGERS CLARK HIGH SCHOOL



620 Boone Avenue • Winchester KY 40391-2398
Phone: (859) 744-6111 • Fax (859) 745-2418

A Message to GRC Students and Parents:

I want to welcome each of you to the 2011-2012 school year!

The mission of GRC is to build and foster the development of positive relationships with each individual student. These relationships, along with a rigorous and relevant classroom experience, will help prepare each child for the future that lies ahead.

GRC provides numerous opportunities for students to become involved in activities both during and after school. The 2010-2011 school year was filled with many successes inside as well as outside of the classroom. I encourage each student to become involved in at least one activity this year.

The staff of GRC encourages parents to become involved in their child's education. Please familiarize yourself with your child's schedule and teachers. Teachers are available for conferences. I also urge you to follow us on our webpage which can be found at www.grchs.com.

This handbook is provided to each student. There are several changes this year, and it is important that you review the entire handbook and familiarize yourselves with the policies and procedures.

Have a GREAT year!

David H. Bolen
Principal

GEORGE ROGERS CLARK HIGH SCHOOL

620 Boone Avenue
Winchester KY 40391-2398
Phone: (859) 744-6111; Fax: (859) 745-2418

ADMINISTRATIVE STAFF

PRINCIPALS:

EMAIL ADDRESS

Principal – David Bolen	david.bolen@clark.kyschools.us
Assistant Principal – Jamie Keene	jamie.keene@clark.kyschools.us
Assistant Principal – Paul Columbia	paul.columbia@clark.kyschools.us
Assistant Principal- Faith Thompson	faith.thompson@clark.kyschools.us

COUNSELORS:

Student’s Last Name Beginning

Lisa Sharp	A - D	lisa.sharp@clark.kyschools.us
Eric Osborn	E – J	eric.osborn@clark.kyschools.us
Robbyn Detring	K – Q	robbyn.detring@clark.kyschools.us
Elton Parish	R - Z	elton.parish@clark.kyschools.us

SCHOOL PSYCHOLOGIST:

Dustin Howard dustin.howard@clark.kyschools.us

YOUTH SERVICE CENTER:

John Lennon - Director John.lennon@clark.kyschools.us

SCHOOL- BASED DECISION MAKING COUNCIL (SBDM):

Teacher members:

Kris Creteau	kris.creteau@clark.kyschools.us
Shanda Crosby	shanda.crosby@clark.kyschools.us
Dustin Howard	dustin.howard@clark.kyschools.us

Parent members:

Leslie Omohundro	omohundro6@roadrunner.com
Amy Williams	amamawilliams@yahoo.com

2011-12 SCHOOL CALENDAR

The school day will begin at 8:20 a.m. and end at 3:20 p.m.

August 9, 2011	Professional Development
August 10, 2011	Opening Day for Teachers
August 11, 2011	First Day of School for Students
September 5, 2011	No School- Labor Day
October 3, 2011	No School- Fall Break
October 4, 2011	No School- Professional Development Data Day
November 8, 2011	No School- Election Day
November 23 - 25	No School- Thanksgiving Holiday
Dec 21 – 31, 2011	No School- Winter Break
January 3, 2012	No School- Teacher Contract Day
January 16, 2012	No School- Martin Luther King Day
*February 20, 2012	No School- Presidents’ Day
March 16, 2012	No School- KEA Day
April 2 – 6, 2012	No School- Spring Break
May 17, 2012	Last Day of school for Students
May 18, 2012	Closing Day (Teachers Only)

*Weather related Make-up Day

POST-SECONDARY PROGRAM OF STUDY *GRC graduates who complete the pre-college curriculum will meet the required course of study for admission to all Kentucky colleges, universities and career & technical colleges. Our curriculum combines applied learning strategies with rigorous academic course work in order to help students make the connection between academics and the world of work. Students will choose a Career Cluster and develop an Individual Graduation Plan (IGP) that will lead to the career of their choice. Our Tech-Prep and High Schools That Work initiatives enhance our academic programs and support our School-to-Work efforts.*

CURRICULUM AND INSTRUCTION 08.113

Graduation Requirements

In accordance with [704 KAR 003:305](#), students must complete the required minimum number of units and all other state and local requirements in order to graduate from the District with either a Traditional or Basic Diploma.

TRADITIONAL DIPLOMA

Students must complete a minimum of twenty-five (25) credits and all other state and local requirements in order to graduate from high school in the District. A high school graduation credit is earned via the Carnegie unit (120 hours) per credit

CLARK COUNTY SCHOOLS GRADUATION REQUIREMENTS TRADITIONAL DIPLOMA	
Domain	Number of Units
1. Language Arts	Four (4) including English I, II, III, and IV
2. Mathematics	Four (4) including Algebra I, Algebra II, Geometry, and one (1) math elective as provided for in the Kentucky’s Core Academic Standards (704 KAR 003:303) .
3. Social Studies	Three (3) to incorporate U. S. History, Economics, Government, World Geography, and World Civilization.
4. Science	Three (3) including life science, physical science, and earth and space science as provided for in the Kentucky’s Core Academic Standards (704 KAR 003:303) .
5. Health	One-half (1/2)
6. Physical Education	One-half (1/2)
7. Visual & Performing Arts	One (1) to include a history and appreciation of visual and performing arts.
8. Practical Living	One (1)
9. Electives	Eight (8)
TOTAL	Twenty-five (25)

NOTE: *Effective with the graduating class of 2012, students must meet additional requirements as established in [704 KAR 003:305](#), including a requirement to take at least one (1) language arts and one (1) mathematics class each year of high school.

REQUIRED OF ALL STUDENTS

All students shall also complete an individual graduation/learning plan that incorporates emphasis on career development.

The high school student handbook shall include complete details concerning specific graduation requirements.

COMMONWEALTH DIPLOMA

A Commonwealth Diploma shall be issued to each student who successfully completes and meets the requirements of the Commonwealth Diploma Program, as specified in [704 KAR 003:340](#).

KENTUCKY SCHOLARS DIPLOMA

A Kentucky Scholars Diploma shall be issued to each student who successfully completes the following requirements: four (4) credits of English, four (4) mathematics credits, three (3) science credits (including physics), three (3) credits of social studies (chosen from U. S. History (1.0), World Geography (1.0), Economics (0.5) and Government (0.5), and two (2) credits of the same foreign language.

HIGH SCHOOL CREDIT EARNED IN MIDDLE SCHOOL

All students must demonstrate successful completion of the courses required for high school graduation. It is expected that most students will complete those courses during their high school careers. However, a student may earn an Algebra I credit at the middle school level if the following criteria are met:

- The content of the course offered in Algebra I is the same as that defined in the Kentucky's Core Academic Standards for the high school Algebra I course.
- Teachers with either secondary or middle level certification with math content specialization teach the Algebra I course.

*A mathematics credit earned at the middle school will not be calculated into a student's grade point average.

OTHER PROVISIONS

Those students completing their coursework during the summer will be granted a diploma at the next regularly scheduled Board meeting.

The Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

High school diplomas shall be awarded to students with disabilities in compliance with Kentucky Administrative Regulation.

When a student successfully completes a KVHS course, the credit shall apply toward graduation requirements and the grade received shall be used in calculating the student's grade point average. Students in grades 5, 6, 7 or 8 who score a "3" or higher on an advanced placement examination or earn a grade of "B" or better in a high school equivalent or a KVHS course shall receive credit toward graduation. Students in grades five (5), six (6), seven (7) or eight (8) who score a "3" or higher on an advanced placement examination or earn a grade of "B" or better in a high school equivalent or a KVHS course shall receive credit toward graduation. (Please refer to Policy 08.1131 concerning prior approval for KVHS courses.)

DIPLOMAS FOR VETERANS

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorably discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.¹

Graduation Requirements**REFERENCES:**

¹[KRS 40.010](#); [KRS 156.160](#)
[KRS 158.140](#); [KRS 158.622](#); [KRS 158.860](#); [KRS 158.645](#); [KRS 158.6451](#)
[013 KAR 002:020](#); [702 KAR 007:125](#); [703 KAR 004:060](#)
[704 KAR 003:303](#); [704 KAR 003:305](#); [704 KAR 003:340](#); [704 KAR 007:140](#)
[OAG 78-348](#); [OAG 82-386](#)
[Kentucky's Core Academic Standards](#)

RELATED POLICIES:

08.1131, 08.14

09.126 (re requirements for students from military families)

Adopted/Amended: 03/15/2011

Order #: 8

All seniors participating in graduation exercises must have successfully completed all course and portfolio requirements, must have met attendance requirements, must have successfully completed an Individual Graduation Plan (IGP), and must have met all financial obligations.

WRITING PORTFOLIO REQUIREMENT

Students at George Rogers Clark High School shall create a student communication collection consisting of samples of individual student work that represent the interest and growth of the student over time at each grade level.

- Students shall be given the opportunity to make choices about what to include in their communication collections in order to reflect on their growth as a communicator, to understand their strengths, and to set goals for continued improvement.
- Collections shall demonstrate that students have engaged in communicating for a variety of purposes in different text types: narrative, informative/explanatory, and argumentative.
- Collections shall include the following general types of writing:
 - Writing to learn such as exit slips, learning logs, journal entries
 - Writing to demonstrate learning such as reports and essays, and samples of classroom writing like those required in the state's assessment, e.g., On Demand and Constructed Response
 - Writing/communication for realistic purposes and audiences in appropriate forms or modes
- Periodic reviews will provide analysis of student work samples from classroom folders and ePortfolio pieces. These reviews will guide whole class and whole school instruction of writing practices and revisions to school's writing program and policy.

CARDINAL SCHOLAR

Graduating seniors with a cumulative GPA of 3.75, or higher, are designated as Cardinal Scholars. Cardinal Scholars are recognized at commencement exercises and are invited to sign the Cardinal Scholar Book at such time.

Early Graduation Application

To apply for early graduation, the student must complete the following application, attach all required documentation, and submit to the Principal one semester prior to requested graduation date. A conference with the Principal, parent(s)/guardian(s) and the student is required to determine eligibility for early graduation. Submission of this application does not guarantee the student early graduation.

Student's Name _____

Last Name _____ *First Name* _____ *Middle Initial* _____

Student's Address _____

City _____ *State* _____ *Zip Code* _____

Student's Age _____ **Date of Birth** _____ **Student's Phone Number** _____

District High School presently attending _____

Parent/Guardian Name _____ **Parent/Guardian's Phone Number** _____

Submission Date: _____

State below the reason(s) for requesting early graduation. Be very specific in your application, including your plans for the future and how early graduation will help you achieve your goals. Attach additional page(s), if necessary.

In addition to the above statement, attach the required documentation.

Counselor Recommendation.

Transcript that verifies graduation requirements are met.

Official record of final grades for alternative credit options.

Signature of Applicant _____ *Date* _____

Signature of Parent/Guardian _____ *Date* _____

I do _____ I do not _____ recommend this student for early graduation.

Signature of Principal _____ *Date* _____

Signature of Superintendent/Designee _____ *Date* _____

CLASS RANK

Class rank will be determined by calculating total quality points, using a 5-point, weighted scale, with one-half credit classes receiving one-half the number of quality points. Total quality points equals number of credits attempted times the number of points for the grade received. Only Advanced Placement (AP) classes will be weighted courses: grade of A =5 points; B=4 points; C=3 points; D=2 points; F=0 points. In order for a student to receive a weighted grade in an Advanced Placement class, the student MUST take the Advanced Placement Exam. All other classes will use a non-weighted scale: grade of A=4 points; B=3 points; C=2 points; D=1 point.

VALEDICTORIAN/SALUTATORIAN

The valedictorian/salutatorian shall be selected from a pool of students who have completed three (3) or more AP classes in three (3) different areas. The valedictorian/salutatorian will be determined by the highest weighted overall GPA.

CLASSIFICATION OF STUDENTS

	Minimum Credits Earned
Sophomore	5
Junior	11
Senior	18
Graduation	25

CLASS/CLUB OFFICER REQUIREMENTS

In order for a student to be a candidate for a class or club office, he/she must meet the following requirements:

1. The most recent accumulative GPA of at least a 2.50.
2. No major disciplinary infractions from the previous year (determined by the principal).
3. Did not exceed absences allowed by the attendance policy the previous year.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

GRC abides by all KHSAA Policies per Bylaw 5- Minimum Academic Requirements. Grades are checked each Monday of the respective season. If a student is ineligible on Monday, he/she will remain ineligible until the next grade check.

1. Any student who participates in extracurricular activities must maintain an overall grade point average (GPA) of 2.0 in the current 9-week grading period.
2. Any student who is found to be ineligible shall not participate, other than practice, in any extracurricular activities until he/she has earned at least a grade point average of 2.0.
3. The overall GPA will be determined by averaging the grades earned in all subjects in which a student is currently enrolled.
4. Eligibility for participation at the beginning of each 9-week grading period will be determined by the grades earned during the last 9-week grading period of the previous year.

Extracurricular activities are defined as those activities where students are representing their organization(s) or school in local, state or national events/competitions.

ATHLETICS MISSION STATEMENT

The mission of the George Rogers Clark High School athletic program is to foster a competitive environment for our students that will enhance their educational experience. Every effort will be made to promote participation, teamwork, integrity, and sportsmanship.

ADVANCED PLACEMENT

To receive AP credit, students must take the AP exam. A weighted GPA shall be calculated for those students who take an AP class **and** the AP test associated with that class. AP credit shall be a prerequisite for valedictorian/salutatorian honors requirements. AP classes shall be taught at the college level, expected of AP classes, for all students. Each student enrolled shall receive financial aid status counseling upon enrolling.

TEST DATES:

ACT- <http://www.actstudent.org/regist/dates.html>

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Fee Required</u>
September 10, 2011	August 12, 2011	August 13–26, 2011
October 22, 2011	September 16, 2011	September 17–30, 2011
December 10, 2011	November 4, 2011	November 5–18, 2011
February 11, 2012	January 13, 2012	January 14–20, 2012
April 14, 2012	March 9, 2012	March 10 - 23, 2012
June 9, 2012	May 4, 2012	May 5–18, 2012

PLAN and On-Demand Test Window – September 19–30, 2011

PSAT Test Date – October 12, 2011

AP Testing Dates – May 1–18, 2012

ACT Test for ALL Juniors – March 6, 2012

STATE Testing window is May 7–18, 2012

GRADING SCALE

A = 90-100 C = 70-79 F = 59 and below
B = 80-89 D = 60-69

REPEATING A CLASS

Students may repeat a course on a “space available basis.” The grade reflected on the transcript will be the higher grade earned in the course.

SCHEDULE CHANGES

Schedule changes must be made during the summer or no later than the second week of school. Extenuating circumstances may be appealed to the principal.

CORRESPONDENCE COURSES Board policy # 08.1131

In addition to regular classroom-based instruction, students may earn credit through the following means: The Board shall permit students to enroll in up to two (2) correspondence courses to be applied toward graduation requirements. Those courses shall be accepted only for a class the student has failed or for a class required for graduation. The student may take no more than one (1) correspondence class per year. (The course must be taken from an institution that is accredited with the Kentucky State Department of Education or with the Southern Association of Colleges and Universities (SACS).) Under ordinary circumstances, students or their parents/guardians shall pay for approved correspondence courses the student chooses to take.

Virtual/Online Courses Board policy #08.1131

High school students may also earn a maximum of three (3) units of academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the Board, such as the Kentucky Virtual High School (KVHS). Credit from an online or virtual course may be earned only in the following circumstances:

1. The course is not offered at the high school;
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
3. The student has been expelled from the regular school setting, but educational services are to be continued; or
4. The Principal, with agreement from the student’s teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.

5. Unless otherwise approved by the Principal/designee, students taking such courses must be enrolled full-time in the Clark County Public Schools.
6. As determined by school/council policy, students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. In addition, the express approval of the Principal/designee shall be obtained before a student enrolls in a virtual course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

The Board shall pay the fee for expelled students who are permitted to take virtual courses in alternative settings.

Through its policies and/or supervision plan, the school shall be responsible for providing appropriate supervision and monitoring of students taking virtual courses.

DUAL CREDIT Board policy #08.1131

To differentiate/accelerate the curriculum to meet the needs of students, the District shall recognize courses from post-secondary education institutions. Students shall receive one (1) high school credit for every three (3) semester hours of college work. Grades shall be calculated in weighted form for class rank and GPA and included in the student's transcript. Dual credit courses shall be available to those students who meet criteria established by school policy. Failure to complete the course shall be recorded according to school policy. Credit may be earned in accordance with the following requirements:

1. Dual credit shall be provided by a recognized university/college approved by the Principal or his/her designee.
2. Students shall be responsible for all related academic costs.
3. Students shall complete an application and submit to the Principal or his/her designee for approval prior to taking the course. All off-campus courses and class schedules must be pre-approved by the Principal or his/her designee.
4. Students must present documentation supporting enrollment in the post-secondary institution.
5. Students shall provide verification of course completion and grade earned. The high school must receive an official record of the final grade before credit toward graduation will be recognized.
6. A maximum of nine (9) hours per semester may be listed on the student transcript at the high school level for dual credit purposes.

WITHDRAWAL FROM SCHOOL

Students withdrawing from George Rogers Clark High School shall report to the counseling center for withdrawal procedures.

Academic Privileges

Students, who are enrolled in five (5) classes each semester and have maintained a 4.0 GPA with no unexcused absences, will receive:

1. Complimentary admission to all home athletic events, excluding tournaments.
2. Complimentary admission to all GRCHS dances, excluding Soirée and Prom.
3. Students must present a valid student ID and secure their ticket in the office on the day of the game.

Students who are enrolled in five (5) classes each semester and earn a GPA of 3.5-3.99 for a grading period, with no unexcused absences, will receive:

1. Half-price admission to all home athletic events, excluding tournaments (Purchased at school on game day).
2. Half-price admission to all GRCHS dances, excluding Soirée and Prom.

It will be valid for one grading period. Benefits will not be transferable. Lost cards will not be replaced. Privileges will be valid for the current grading period based upon the previous grading period.

ACADEMIC HONESTY POLICY:

We at George Rogers Clark High School feel it is important to instill honesty, morals and values in our students. Students cannot learn these principles if they are permitted to use the work of others, or if they are led to believe that such behavior is normal and acceptable. Learning depends on students' abilities to express their own ideas in their own way. They must be dependent upon their own knowledge base for the

foundation of all work. Students will be taught how to cite sources correctly in all courses requiring research and documentation.

Students are in violation of this policy if any of the following apply:

- Students copy someone's homework or other sources (even with modifications) with the intent of calling it their own. Copying shall include paraphrasing and copying passages, sentences or parts of sentences.
- Students hand in someone else's assignment (even with modifications) and try to call it their own.
- Students copy from the Internet or any other source without citing that source in full.
- Students hand in work to which a tutor, parent or other student has made vast changes from the original, student-generated work. Normal editing and/or proofreading should be done in a way to allow the student writer to make corrections. **If any confusion exists about the correct role of a tutor, please consult the classroom teacher.

Suspected cheating and plagiarism will first be discussed by the teacher and the student in question. If the student denies the charge, the work suspected of plagiarism will be brought before the appropriate independent department head within the high school. Parents will be notified of the results of this meeting. If the student still denies the charge, he/she may file a grievance with the principal, which will result in a meeting of the Grievance Committee for Plagiarism.

GRIEVANCE COMMITTEE PROCEDURES FOR PLAGIARISM:

When a teacher suspects a student has plagiarized/cheated/colluded, etc., proof must be found that the cheating occurred. The source from which the student plagiarized must be documented. Internet sources are available to help track published works which have been illicitly included as student work.

1. The teacher reports to the student's counselor, providing the proof of the plagiarism.
2. A committee will be appointed to hear the case and to set up punishment for the infraction.
3. The committee will consist of: 4 of the teachers the student has for that academic year (excluding the teacher filing the complaint), the student's counselor and the student's assistant principal.
4. If the student denies the complaint, the teacher who determined that plagiarism occurred, the parent, and the student will present information to the committee, speaking to the offense.

ADVANCED MARKETING CO-OP AND COLLEGE CLASS EARLY DISMISSAL GUIDELINES

1. Proof of a job or college class enrollment and the necessity for early dismissal.
2. If the college class is dropped, the student must re-enroll for the early dismissal time frame.
3. Discipline referrals must be minimal to be granted, and to continue, early dismissal. Full-day ISAP assignments will be served. Early dismissal students are not exempt from serving after-school detention.
4. Early dismissal is not allowed if the unexcused absence total for the previous school year is more than 6. Early dismissal will be terminated if the unexcused absence total in a current semester is more than 3.
5. Students may not be office workers.

INSURANCE FOR STUDENTS

The Clark County School District carries a secondary coverage policy, which has limitations, for all students in grades 9-12 who participate in interscholastic athletics. A voluntary student coverage plan is made available to all students enrolled at the beginning of each school year. The plan offered is secondary to other insurance the family may carry.

LIBRARY

The school library is open until 4 p.m. each Monday through Friday. Students may use the library before and after school at their convenience. Most books may be checked out for two (2) weeks and renewed for an additional two (2) weeks unless the book has been reserved. A student wishing to use a particular book may ask to have it reserved, and he/she will be notified when the book becomes available. Students must have their ID to check out books and materials.

The library area contains fiction and nonfiction books, periodicals, encyclopedias, dictionaries, and atlases. The purpose of the main library area is for study and involves the use of one or more of the above library materials. Due to the limited amount of space for a large school enrollment, students should not use the library facilities for classroom work that does not require the use of library materials. Students should return magazines, encyclopedias, and other large reference books to their proper places before leaving the library.

Students are responsible for material checked out of the library. A fine of ten cents (\$0.10) will be levied for each school day the book is overdue.

FOOD SERVICE

Breakfast and lunch are served daily. **Lunch must be eaten in the cafeteria.** Students may not leave the campus for lunch, **nor may restaurant foods be brought to the school for students.** The breakfast cost for students is \$1.40 and reduced is \$0.30. The lunch cost for students is \$2.25 and reduced is \$0.40. **The cafeteria does not accept charges.** The Cardinal Trust Bank will be available for lunch loans in the Foyer during lunch hours. To ensure the efficient and clean operation of our cafeteria, the following guidelines must be followed:

1. Do not crowd or cut line.
2. Have your money and ID ready.
3. Leave the table clean and dispose of all trash.

Consequences:

1. Failure to clean up and throw away trash will result in disciplinary actions.
2. Failure to pay for food will result in restitution and disciplinary action.

SCHOOL SAFETY

The GRC administration and staff are making every effort to help ensure a safe and orderly environment for both our students and staff. The contents of this handbook are designed for this purpose. We ask for your assistance and support by reinforcing with your student the importance of following our high expectations for positive behavior. We encourage you and your student to notify a school official of any potential problems you may discover. You may leave an anonymous message by calling 744-4545, extension 555. Your concerns will be held in confidence. Communication can help resolve many situations before they become problems. Working together, we have a better opportunity to provide a positive environment for all students.

LOCK DOWN PROCEDURES

Lock down Procedures must be followed by each student. A Lock down Procedure will be posted in each classroom and enforced by teachers and staff. If a student is in violation of these procedures, severe disciplinary action will be taken. In the event GRC goes into a Level II Lockdown, information will be given to parents/guardians through the appropriate person at the front gate (Guard Shack). This information will be given as it becomes available and as necessary.

ID BADGES

All students will be issued ID badges. Visitors are required to sign in and pick up badges in the Sign-in Office.

1. Students who have lost their ID may request a new one in the main office at a cost of \$5.00.
2. IDs with inappropriate symbols, marks, language, etc. will be confiscated and the student will be responsible for buying a replacement ID.
3. IDs will allow students to pay a reduced admission price for GRC home athletic events based on the Academic Privileges section.
4. IDs are required for checking out books and materials in the library.
5. IDs are required for the purchasing of breakfast and lunch.

MEDICATION POLICY

Whenever possible, medications should be administered to a student at home. However, the Clark County Board of Education will assist in maintaining medication schedules for any student who requires such medication to attend school. The following policy and procedures have been enacted primarily to ensure the safe administration of medications at school. The policy is also aimed at minimizing the amount of medication administered to students during the school day.

Parents must comply with the policy requirements. School personnel responsible for administration of medications will refuse to administer medication if the requirements outlined in this policy are not followed. In such situations, the parent or guardian will be notified by phone and/or written notice.

The Medication Consent Form (MP-1) shall be completed by the parent/guardian before any employee administers medication to a student. If the authorization form is not sent with the first day's dosage, a parent's written request will be honored for one day if the following information is included: student's name, name of medication, dosage, time of day, parent's signature. A Medication Consent Form (MP-1) must

then be sent home for completion and returned the next day before the medication will be continued at school. Only one medication will be authorized per MP-1.

Prescription Medication must be provided in a pharmacy labeled bottle that includes the student's name, date, medication dosage, strength and directions for use. ***Ask your pharmacist for two labeled bottles, one for home and one for school.** Prescription medication will be administered only as prescribed on the pharmacy label. Changes in the student's dosage and/or time of administration must be documented by written order of the physician, or with a new prescription bottle from the Pharmacy, indicating the change and **accompanied by a new MP-1 completed by the parent.** Labels that have been altered or changed in any way will not be accepted. When the student's prescription bottle is empty, it will be sent home for refill. **A medication Administration (Refill) Form (MP-2) is to be completed and returned with the medication.**

Non-prescription medication will be given only if received in the original container and accompanied by a written permission of parent/guardian to include: child's name, name of medication, dosage, time of day, parent's signature.

Please note the following points:

- 1) Medications may not be mixed in the same bottle. 2) Send no more than one month's supply at a time, if it is a long-term medication. 3) Medications such as Tylenol are not kept in stock at Clark County Schools. Any medications, prescriptions or non-prescription, must be supplied by the parent.

Students will not be allowed to carry medications with them throughout the school day (exceptions: asthma inhalers, insulin, or other emergency medications).

ZERO TOLERANCE: (STUDENT MANAGEMENT/DISCIPLINE)

George Rogers Clark maintains zero tolerance for the following law-breaking offenses:

1. Using or trafficking in an illegal or simulated or controlled substance.
2. Underage consumption or possession of alcoholic beverages.
3. Bringing weapons onto school grounds: a weapon is defined as any object which is used to inflict bodily harm on another individual.
4. Terroristic threatening: defined as the act of tormenting an individual.
5. Extortion: defined as obtaining money or other material possessions from an individual by means of force, intimidation, or undue power.

Zero tolerance for drug/alcohol violations. If a principal or designee has reasonable cause to believe a student is under the influence of an illegal substance, a parent or guardian of the student shall be notified. The student may be required to submit to an immediate drug and/or alcohol-breathalyzer test. The parent will be requested to come to the school for a conference and to remove the student from the school grounds. The local authorities will be notified. Further, a principal or designee may refer the case to the Superintendent for possible disciplinary actions by the Clark County Board of Education. If the violation occurs during a school-related activity that is not on school grounds, then documented attempts to notify the parent/guardian must occur. If the parent/guardian cannot be reached, the parent/guardian must be notified of the violation upon the participant's return to school, from the off-campus activity. The principal or principal's designee shall be notified upon the participant's return to school from the off-campus activity. Any student found to be in violation of the drug/alcohol policy will immediately forfeit his/her position in any extracurricular or co-curricular club, athletic team and student driving privileges. He/She may not represent the school in any capacity (other than practice and conditioning) for a minimum of nine weeks beginning with the first competition, activity or performance of his/her respective season. The student will be required to provide the school with a clean drug test in order to participate in practice and/or conditioning. The student and parent(s)/guardian(s) must appeal to a SBDM-appointed committee to be reinstated.

For possession, use, or being under the influence of alcoholic beverages, narcotics, drugs, counterfeit controlled substances or look-alikes and/or possession of drug paraphernalia, the student will receive an immediate ten (10) day suspension with possible recommendation for expulsion for a first offense. Parents and appropriate juvenile authorities will be notified immediately when violation of laws governing use, possession or sale of alcohol or other controlled substances has occurred. The recommendation for expulsion may be waived to a ten (10) day suspension if the following occurs:

1. Parent/guardian agrees to seek, at his/her own expense, an evaluation of the student's alcohol/drug use from a qualified chemical dependency counselor acceptable to the school district. The student shall be required to complete the Alcohol, Tobacco & Other Drugs (ATOD) program offered by GRC or other approved agency. Parent/guardian must accompany the student upon his/her return to school.

2. The student completes any and all treatment, or recommendations, in the evaluation and provides documentation of said completion.
3. If allowed to return to school on probation, the student and parent/guardian must agree to sign and abide by a probationary contract.

If a second violation of the Drug/Alcohol policy occurs at any time while the student is enrolled at George Rogers Clark High School, the student will be suspended immediately and will be recommended for expulsion. Any student who violates the drug/alcohol policy a second time will be prohibited from participation in any extracurricular or co-curricular club, athletic teams and student driving privileges for a minimum of 36 school weeks. The student and parent(s)/guardian(s) must appeal to a SBDM-appointed committee to be reinstated after the 36-week suspension.

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school sponsored activity, or en route to or from school or a school sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs and prohibited volatile substances as defined in KRS 217.900 that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. 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 student possession of a controlled substance on school property in violation of the law.

DRUG-TESTING PROGRAM PURPOSE

In this day and time, alcohol and other forms of drug abuse have grown to major proportions in our society. School settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is ongoing to provide the appropriate action plan to address and foster a drug-free environment for grades 6-12.

The program consists of two components:

1. Education and Prevention Plan
2. Drug-Testing Policy

EDUCATION AND PREVENTION PLAN

Educational Seminars: Each semester at least one (1) educational seminar on alcohol and drug abuse shall be conducted by qualified substance abuse educators. These seminars shall be accessible to all students in grades six through twelve (6-12) but shall be required for all students in grades six (6) through twelve (12) participating in extracurricular/co-curricular activities and for students who will be driving or parking on school property. Each seminar participant shall be administered an assessment over the content of the seminar upon completion.

Training in Drug Awareness: Teachers of grades six through twelve (6-12) will be given an opportunity to receive training in drug awareness. Part of the training will enable each teacher to incorporate drug awareness information into his/her current curriculum. A keener teacher awareness of drug abuse signs and symptoms, as well as methods of referral, will be a direct result of the training. Instructional units on drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component.

Seminars for Parents/Guardians: Educational seminars for parents/guardians that will address alcohol and other forms of drug abuse will be established in conjunction with other school programming. The central purpose of these sessions will be to provide parents/guardians with necessary information toward drug prevention.

ALCOHOL AND DRUG SAFETY POLICY

All student athletes/extracurricular participant/drivers and their parents/guardians must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.

Statement of Need: All extracurricular/co-curricular team coaches/sponsors and the administration of grades six (6) through twelve (12) recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of students in grades six through twelve (6-12) engaged in that use. It is also recognized that the unlawful use of alcohol and other drugs is a potential problem for sixth through twelfth (6-12) grade students.

Activities covered by this policy shall apply to all sixth through twelfth (6-12) grade students participating in all extracurricular and co-curricular activities. The subsequent addition of any extracurricular/co-curricular activity shall immediately be subject to this policy.

Statement of Purpose: This policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The policy is further intended to provide encouragement to sixth through twelfth (6-12) grade students who voluntarily choose to participate in extracurricular/co-curricular activities, and/or to drive and park on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators shall not use information obtained in the course of administering this policy for disciplinary purposes other than those set forth herein. This policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law-enforcement agencies or for the prosecution of the student or to limit the student's participation in the school activities, other than the limitations imposed by this policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under eighteen (18) years of age, the administrator shall not release any student's test results to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this policy establishes a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify students in grades six (6) through twelve (12) who participate in any extracurricular/co-curricular

activity or drive and park on school property and are unlawfully using drugs. For these students this policy provides incentives for rehabilitation through possible reinstatement to the specific extracurricular/co-curricular activity and driving and parking privileges involved.

Consistent with its purposes, this policy also seeks to achieve the following objectives:

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs;
2. To protect District students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs;
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs; and
4. To assure students, parents, teachers, and the community that the health, safety, education, and future success of student are the primary concerns of the District.

Implementation, Review, and Evaluation: All students in grades six (6) through twelve (12) who participate in any extracurricular/co-curricular activity or drive and park on school property and their parents/guardians must sign the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form before the student shall be permitted to try out for, or become a member of an extracurricular/co-curricular activity at the sixth through twelfth (6-12) grade level, or be authorized to drive and park on school property. A Substance Abuse Prevention Committee shall be established and shall establish procedures as needed to implement the policy fairly and efficiently. The Committee may consist of the school Principals, Head Coaches of the athletic teams, designated sponsors of extracurricular activities, Athletic Director, Title IV Coordinator, School Health Coordinator, Counselor, Superintendent, and Clark County Board of Education Members.

In addition, the Committee shall review and evaluate the effectiveness of the drug-testing policy on an annual basis. The evaluation shall include, but not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The Committee shall not have access to any of the test results. The Committee’s purpose is limited to procedures and evaluation of this policy.

Applicability and Participants: This policy applies to all students who drive and park on school property and students choosing to participate in any extracurricular or co-curricular team, club or organization that competes at or away from the District and/or is a member of a state or national sanctioning or parent organization to which dues or fees are paid for membership and/or competitive activities. A participant is any middle school or high school student participating as defined above in any extracurricular/co-curricular activity and students subject to the driving and parking activities governed by this policy and the administrative rules, regulations and applicable forms developed to ensure appropriate documentation thereof.

Education: At least once each semester, all coaches/sponsors and appropriate certified staff shall require attendance at educational seminars on drug abuse for all students in grades six (6) through twelve (12) participating in any extracurricular/co-curricular activity and students who drive and park on school property (as outlined in the Education and Prevention Plan section of this policy). These seminars shall be open to attendance by students in grades six (6) through twelve (12) who participate in any extracurricular or co-curricular activity, drivers and their parents/guardians, and shall be presented by qualified substance abuse educators. Those participating will be asked to demonstrate an understanding of the main components of the drug education seminar.

Testing Program: Testing shall be accomplished by the analysis of urine specimen obtained from students in grades six (6) through twelve (12) who participate in any extracurricular/co-curricular activity and drivers. Collection and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures;
2. Proper student identification;
3. Identification of each specimen with the appropriate student in grades six (6) through twelve (12) who participates in any extracurricular/co-curricular activity or drives and parks on school property;
4. Maintenance of the unadulterated integrity of the specimen; and
5. Integrity of the collection and testing process, as well as the confidentiality of test results.

The specific testing process shall be on file at the testing laboratory approved by the Clark County Board of Education.

Substances Tested: Students in grades six (6) through twelve (12) who participate in any extracurricular/co-curricular activity or drive and park on school property shall have their urine specimen tested for the following, which include, but may not be limited to:

1. Amphetamines;
2. Marijuana (THC);
3. Cocaine and its derivatives;
4. Opiates;
5. Phencyclidine (PCP);
6. Benzodiazepine;
7. Propoxyphene; and
8. Other abused, illegal, or controlled substances as determined by the Committee.

CONFIDENTIALITY

The Superintendent shall develop a process to reasonably ensure privacy during the taking of samples, security of samples once obtained, and designation of laboratory services that are accurate and reliable. Appropriate measures shall be taken to protect confidentiality throughout the testing process and in the handling of test results. Access to drug testing results shall be restricted on a need-to-know basis to those persons in positions designated by the Superintendent.

REFERENCES:

- OAG 82-633
- KRS 160.290; KRS 161.180
- KRS 218A.020; KRS 217.900
- KRS 158.150
- KRS 158.154
- KRS 158.155
- Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).
- Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, ___ U.S. ___, 242 F.3d 1264 (2002).
- Improving America's Schools Act of 1994 (IASA), Title IV: Safe and Drug Free Schools and Communities
- OAG 93-32

RELATED POLICY:

09.2241

NO PASS/NO DRIVE LAW and SCHOOL COMPLIANCE VERIFICATION FORM

The No Pass / No Drive Law (KRS 159.051) states that all students ages 16 or 17 can be denied a driver's license or have a license revoked for academic deficiency.

A student is considered academically deficient when he or she has not passed at least four courses or the equivalent of four courses in the previous semester, has accumulated 9 or more unexcused absences, or has dropped out of school.

When applying for a permit at the Circuit Clerk's office, students will be required to present a **School Compliance Verification Form**, which can be obtained from section principals or the attendance clerk. If a student becomes academically deficient, the Kentucky Transportation Cabinet will be notified by the school, and that student's license will then be revoked. Students may reapply for a license once compliance is met.

Reinstatement of Driving Privilege

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

REFERENCES:

- ¹KRS 159.051, KRS 186.470

RELATED POLICIES: 08.221

STUDENT EXPECTATIONS

Student expectations can be summed up in this statement: **Be where you are supposed to be, when you are supposed to be there, and be doing what you are supposed to be doing.**

1. Students are expected to reach school on time, move promptly and remain orderly between classes, and to be ready with books and materials to begin class work when the bell rings. No congregating in breezeway, halls, etc. Students should move into their classroom wings at 8:10 with classes beginning at 8:20.
2. Doors will be unlocked at 7:40 a.m. Students should not arrive before that time unless appropriate supervision is being provided by GRCHS staff.
3. Students must have an official and appropriate GRC hall pass signed by the appropriate teacher in order to be out of their assigned class. Students are not allowed out of class during the first 10 minutes of a class or the last 10 minutes of class (10/10 Rule).
4. Students may not work, play or practice in any part of the school building during and after school hours unless a teacher or authorized adult is present. Students must leave the building by 3:50 p.m.
5. Students are not to leave school for any reason during school hours without permission from the principal or principal's designee.
6. Students are responsible for proper conduct on school computers and networks. General school rules for appropriate communication apply.
7. Each student must return all books furnished by the school at the conclusion of the student's participation in the class. Students must pay for books that are damaged or lost.
8. Students will be expected to pay for any damage they have done to school property.
9. Students are not permitted in any faculty-designated area at any time.
10. Excessive public display of affection (PDA) is prohibited.
11. Paging devices (see KRS 158.165 law on confiscating and keeping item) and cellular phones are allowed on school property in and during approved settings and times. Unauthorized use of these items during the school day will result in disciplinary actions. Please report lost or stolen electronic devices to the School Resource Officer (SRO).
12. Confiscated items must be picked up by the parent/guardian.
13. No skateboards, skates, roller blades, or motorcycles are allowed in the building or on campus.
14. If a student rides a bicycle to school, he/she must walk the bike while on campus. Students are responsible for securing their own bike. GRC will not be responsible for stolen or vandalized property.
15. Drinks brought from outside the school must be in **a sealed container**. Any drinks that are not in a sealed container will be thrown away upon entrance into the building.
16. The allowance of food in the classroom is left up to the discretion of the individual teacher as long as federal guidelines are followed.
17. Participation in any form of gambling is not permitted.
18. Explosives of any type including fireworks, smoke bombs, firecrackers and stink bombs are prohibited on school grounds.
19. Weapons of any type, including, but not limited to, knives or blades, are not allowed.
20. Students engaging within gang related activities, per KRS 506.140, will be firmly addressed and strictly enforced by the administration.
21. All school functions outside of normal school hours are subject to district and school policies.
22. Students are not to loiter before or after school hours in any unsupervised area, gym, track, parking lots, etc.
23. Students attending any extra-curricular / co-curricular activities must conduct themselves according to school and board policy.
24. Students must comply with both the local Board of Education policies and state and federal regulations.
25. Married students and students 18 years of age and older remain subject to the regulations and policies of GRCHS and the Clark County Board of Education.

26. The office telephones are for school business. Only under unusual circumstances are students permitted to use the office phones and only with permission of the office staff. Students will not be pulled out of class for calls unless an emergency exists.
27. Checks will not be accepted in the school office after May 15 of each school year. A \$20.00 service charge will be applied for all returned checks.
28. No flags, other than the United States and Kentucky flags, shall be displayed without administrative permission.
29. Tractors, ATVs, trailers, etc. shall not be driven/brought to school without prior approval of the principal.

TOBACCO – FREE CAMPUS

George Rogers Clark High School is a tobacco – free campus. The use of tobacco products is prohibited on the GRC campus and at all sports venues. All visitors are expected to comply with this policy or they will be asked to leave the premises. Students in violation of this policy will be subject to the consequences listed in the Student Handbook.

TOBACCO POLICY

The Pro-Children Act of 1994 is a federal statute that restricts smoking inside facilities which routinely provide health, day care, education, or library services to children and receive certain types of funding. In conjunction with this federal mandate, the use or possession of any tobacco materials, including cigarettes, cigars, pipes, snuff, and chewing tobacco shall be prohibited in the buildings and on the campus of GRCHS, the adjoining athletic and instructional facilities, and during any off-campus school related activities. Any student suspected of possession of tobacco material as described above will be subject to a search with disciplinary action enforced.

The following are the disciplinary actions for violation of the tobacco policy:

- 1st offense – 1 day PASS & Parent Contact
- 2nd offense – 1 day PASS & Parent Conference
- 3rd offense & further offenses – 2 days of PASS & Referral to a Drug Intervention Program

DRESS CODE

Proper appearance not only makes a good impression upon school visitors, but also has a high correlation to proper behavior. We ask that students and parents accept their responsibilities concerning this matter. Parent(s) may be contacted or a student sent home when a student's appearance is considered detrimental to his/her normal school progress, or the orderly operation of school.

The following constitutes the guidelines for acceptable dress at GRCHS:

1. Shorts, skirts, and dresses must be fingertip-length and have a loose fitting and non-revealing nature.
2. Biker/Spandex clothing may be worn if layered. Biker/Spandex attire is not to be worn as an outer layer garment.
3. Shirts must be either tucked entirely into the pants or extend past the waistband of the pants. Shirts must have two (2) sleeves and cover the entire upper body including the back, front, and top of the shoulders and shall not be of a see-through nature.
4. Pants/shorts must not sag and should be worn above the hips, thereby revealing no underclothing or layers. Underclothing and layers includes showing shorts or boxers.
5. Clothing with tears or holes deemed inappropriate should not be worn.
6. Caps, hats, hoods, sweatbands, or head coverings shall not be worn in the school.
7. Students may not wear clothing or carry accessories with questionable printing, obscenities or sexual innuendoes, or drug/alcohol or tobacco-related implications.
8. Sunglasses and gloves shall not be worn in the building.
9. Any displayed item viewed as ethically or racially offensive, or gang-related will not be accepted (such as chains, insignias, beads, or rope).
10. Bandanas shall not be worn or displayed on school grounds or during extra-curricular activities.
11. Long trench coats shall not be worn in the building.
12. Items not specifically listed shall be referred to a principal for determination.

NOTE: The administration has the authority to determine if clothing or an article of clothing is gang related.

ALLERGIES

It is important to realize in a population as large and diverse as GRC's there are students and staff with severe allergies. Products such as, but not limited to, peanut products, latex products, perfumes and/or

colognes should not be brought into George Rogers Clark High School. Intentional violations of this request will result in severe punishment(s).
These allergies may force the school to restrict certain items.

STUDENTS

09.123

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125.¹

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is an habitual truant.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel, both of whom shall take appropriate action.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Medical appointment for the student,
4. Court appearances when the student's presence is required,
5. Religious holidays and practices,
6. Driver's license test or examination (only that portion of the day required),
7. One (1) day for attendance at the Kentucky State Fair,
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty,
11. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or
12. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

STUDENTS

**09.123
(Continued)**

Absences and Excuses

EXCUSED ABSENCES (CONTINUED)

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

PARENTS TO NOTIFY SCHOOL

Parents shall send with their child within three (3) days of his/her next day of attendance a written excuse explaining the reason for an absence. The number of parent notes allowed by the school may not exceed six (6) per school year. After the sixth (6th) absence with a parent note, the parent will be forwarded a letter from the Principal/designee. Any further absences will be unexcused unless documented by doctor, health department official, or court official. Unless the school receives the required documentation, the absence shall be counted as unexcused. Any absence not properly documented and accepted by the Principal will be unexcused.

MAKE-UP WORK

Students with excused or prearranged absences shall be permitted to make up work. It is the student's and parent's responsibility to contact teachers concerning make-up work.

Days missed while on suspension shall be counted as unexcused absences. Students who have been suspended shall not be allowed to make up daily work, and work assigned and due during suspension shall not be accepted.

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Teachers shall be required to accept and give credit for long-term projects assigned during the suspension and due at a later date.

REFERENCES:

¹702 KAR 7:125

KRS 36.396, KRS 38.470, KRS 40.366

KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294

KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180

OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

Absences and Excuses**RELATED POLICIES:**

- 09.111, 09.122, 09.4281
09.126 (re requirements/exceptions for students from military families)

TARDIES AND ONE-HALF DAY ABSENCES

Students must be in their assigned first period classroom by 8:20 a.m. Any student arriving after that time will be considered tardy and must report to the office before going to class. Please refer to the Clark County Schools Code of Conduct Handbook in regards to tardies and half-day absences. All schools will serve breakfast. Students should arrive 20 minutes before the beginning of the school day if eating breakfast.

TARDY TO SCHOOL

1. Students are allowed three (3) parent notes per semester for excused tardies to school. The three (3) notes from a parent will excuse any reason for a tardy.
2. These tardy notes must be turned in no later than the day following the tardy in order to be excused.
3. After three (3) parent notes any additional tardy will require a doctor note to be considered excused.
4. Discipline for unexcused tardies to school is as follows:
 - a. 1st Tardy –Attendance Clerk assigns a warning.
 - b. 2nd Tardy – Attendance Clerk assigns a warning.
 - c. 3rd & 4th Tardy– Attendance Clerk assigns 1 hour after-school detention.
 - d. 5th Tardy and Beyond – Attendance Clerk assigns 1 hour after-school detention and student drivers will have their parking privileges suspended for 10 school days.

NOTE: Failure to attend detentions for being tardy will result in the student being ineligible for co-op, extra-curricular activities and events (i.e. athletics, dances, etc.).

ALL-DAY ABSENCE

1. Students may use parent notes for 6 absences during the school year. These notes shall be turned in by the third day student returns to school. Beyond the 6th parent note, the student must have a doctor's note.
2. When a student has 4 or more unexcused absences in the first semester, he/she may not participate in extra-curricular and/or co-curricular activities (examples: athletics, Soiree, FFA trips, chorus concerts, band concerts, etc.).
3. When a student has 6 or more unexcused absences for the school year, he/she may not participate in extra-curricular and/or co-curricular activities (examples: athletics, Senior Trip, Prom, FFA trips, chorus concerts, band concerts, etc.). If a senior student has 7 or more unexcused absences for the school year, he/she is ineligible to participate in the Graduation Ceremony.
4. When a student reaches 10 **excused** absences, then the student and parent shall be required to meet with the Clark County School System DPP or a designee. The meeting will be proactive to discuss health concerns, academic concerns and the possibility of homebound instruction.
5. Doctor or dentist notes do not count against the 6 parent notes.
6. College visits do count against the 6 parent notes.

NOTE: Six unexcused absences in a school year will result in the loss of a parking permit for the remainder of the year.

LATE TO CLASS (OTHER THAN 1ST PERIOD)

1. 1st offense – Teacher warning.
2. 2nd offense – Teacher warning.
3. 3rd offense – Teacher assigns 1 hour after-school detention.
4. 4th offense – Teacher assigns 1 hour after-school detention.
5. 5th & Beyond – Teacher referral to Principal for one (1) day PASS.

TIME REQUIRED TO BE ABSENT OR TARDY

A student who is absent for sixty (60) minutes, or less, of the regularly scheduled school day is tardy.

MAKE-UP WORK AND SCHOOL-RELATED ABSENCES

Students may request assignments for absences, but credit will not be given for work missed due to unexcused absences. Students must contact teachers about missed work before school-related, planned absences from class. If a student is absent for a school-sponsored activity, the work is due when he/she returns to school. Tests and class projects are due the day the student returns to school. If a student is absent or expects to be absent more than two (2) days, the parent is requested to contact the school to arrange for school assignments to be prepared for the student.

Procedures for making up work are as follows:

1. Students must initiate make up work from their teachers.
2. Students must have excused absences to receive credit for their work. For each day the student is absent, he/she will receive the same number of days to complete the makeup work for major assignments. For routine assignments, teacher discretion will determine the length of time for makeup.
3. A test or equivalent project shall not be defined as make up work and students are expected to take the test or turn in the project on the first day back. If extenuating circumstances exist, the teacher has the discretion to reschedule the test or project.

SIGNOUTS/APPOINTMENTS

No student will be permitted to leave campus unless principal/designee has spoken with the custodial parent/guardian to verify by written note, fax, or email. Signing out for personal reasons will result in an unexcused absence/tardy. Sign-out should be only for the following:

1. Driver's license test
2. Court appearance
3. Doctor/dentist appointment
4. Funeral
5. Sudden onset of illness as approved by the school nurse or designee
6. Family emergency

For the safety and well being of our students, the custodial parent/guardian may be asked to come to school and sign out the student. Prior approval must be obtained from the principal/designee if a student needs to be picked up by someone other than those designated on the emergency card.

AFTER-SCHOOL DETENTION

1. After-school detention is normally held on Tuesday and Thursday from 3:30-4:30 p.m.
2. Students will be assigned detention for rule infractions.
3. Students will not be admitted late.
4. Students must be given at least one day's notice before being expected to stay for detention.
5. Failure to report to detention as assigned by the teacher will result in a more serious form of discipline – the doubling of detention time. If a student is absent on the day of his/her assignment, he/she should contact the teacher, or principal, to reassign the detention or attend the next available after school detention upon return. Failure to attend will result in assignment to PASS.
6. Students must receive permission to reschedule a detention assignment from the teacher, or principal, who assigned the detention to avoid further disciplinary action.

FIELD TRIPS

Field trips may not be taken or scheduled during statewide testing, finals, or AP test dates. However, the School-Based Decision Making Council may review unusual circumstances.

TRANSPORTATION

Student Parking Permits

Students who are in good financial standing (owe NO fees) may apply for a parking permit from the school office. A \$10.00 fee per year is required for a parking permit. Driving is a privilege, which may be revoked

or suspended for disciplinary infractions, excessive tardiness or absences, school debts, or failure to follow driving regulations. Permits are assigned on the following priority basis: seniors, juniors, extracurricular activity participants, and students with special needs.

Free Parking Pass

Any senior or junior who has no unexcused absences for the school year, or has a GPA of 4.0, will be given a free parking pass the following semester (may carry over to the next year). Any second semester senior will be reimbursed.

Driving Regulations

1. A student must have parental permission and show a valid driver's license and proof of insurance before being issued a parking permit. Seniors will be put at the top of the parking permit waiting list when a valid driver's license is earned. Only seniors and juniors with driving permits may be eligible for the parking waiting list. Sophomores are not eligible for the waiting list until 2nd semester.
2. A student whose driver's license is suspended or revoked by the court system must return his/her parking permit until he/she is reinstated.
3. Drivers must not owe any fees of any type to the school.
4. All vehicles must have a parking permit. Vehicles without permits, or in an unauthorized area, will be towed at the owner's expense.
5. A 15 mph speed limit on school property is enforced for all vehicles.
6. **Student drivers must reach school on time.** Excessive tardiness or absences will result in suspension of driving privileges.

NOTE: The following amounts are cumulative for the school year.

- 4 unexcused absences or 6 unexcused tardies will result in the suspension of parking privileges for 10 school days.
 - 6 unexcused absences or 9 unexcused tardies will result in revocation of parking privileges for the remainder of the school year. Loss of parking privileges will not constitute reimbursement of parking fee.
 - **Leaving campus without permission will result in the loss of parking privileges for 10 school days.**
7. Students are to leave their vehicles immediately upon arrival to school and to enter the building. Students may not return to their vehicles without permission from a principal.
 8. All vehicles are to give pedestrians and buses the right-of-way on school property.
 9. Drivers must park in designated areas in the front and lower parking lots or assigned space if applicable.

All vehicles parked on school grounds are subject to search when there is "reasonable suspicion."

BUS REGULATIONS FOR STUDENTS

The right of all students to ride a bus is conditional on their good behavior and observance of the bus rules and regulations. Students who violate any of these may lose their bus riding privilege. School disciplinary actions apply to such violations as well. If a student needs to ride a different bus, a note from his/her parent/guardian with name and phone number must be given to his/her assistant principal prior to school being released. The parent/guardian must be contacted for verification before approval is given.

HEALTH REGULATIONS

State law requires the student and school to abide by the following regulations concerning student health:

1. All students are required to present a valid immunization certificate upon enrollment in school.
2. A valid, up-to-date immunization certificate shall be on file for all students.
3. School authorities shall report all known or suspected cases of a communicable disease immediately to the local health department.
4. The school shall keep a record of the student's family physician, parent's telephone number, and means of emergency transportation when necessary.
5. The school shall require a medical examination at the beginning of each school year, or more often if deemed necessary, for each student participating in a strenuous athletic physical activity.

ACCIDENTS

Any accident occurring on school premises and requiring the services of a doctor is to be reported to the principal's office at once. If the student has school insurance, he/she should obtain an insurance accident report from the principal's office to be filled out by his/her doctor in order for the accident to be paid by the insurance company. The teacher in charge will file an Accident Report Form in the principal's office.

FEES

1. Class fees and textbook rental fees will be collected by the principal, or a designee, prior to the opening of school. A flat fee is set at the following amount:
 - a. \$65.00 per student (full time: student in class 4-6 hours).
 - b. \$35.00 per student (part time: student in class 1-3 hours).
2. A partial fee payment schedule may be devised at the Principal's office. If semester payments are desired, full time students shall pay \$32.50 per semester, and part time students shall pay \$17.50 per semester.
3. This flat fee does NOT include the cost of vocational classes' workbooks and simulation material, industrial education projects, food service classes, and vocational school expenses. Fees for these items will be collected by the teachers of those classes.
4. Seniors and juniors may purchase a parking permit on a first come-first served basis contingent upon payment of fees. Underclassmen need special permission to drive to school. The parking fee will be \$10.00 per year and is NOT part of the class fee. **Note: No parking sticker will be sold to a student until his/her outstanding fees have been paid.**
5. The Principal, or a designee, shall be responsible for an ongoing accounting of paid and unpaid fees for each student while attending GRCHS. Students will not be allowed to participate in senior activities – prom, Project Graduation, senior breakfast, senior class office, or graduation – until fee obligations are resolved.
6. Students who qualify for the Free or Reduced Lunch Program will be exempt from school fees only. According to KRS 157.140, students who have not returned textbooks, or who have damaged textbooks, no longer qualify for this exemption until the books have been returned or the school is reimbursed.
7. School clubs may charge a maximum of \$20 for enrollment.
8. Any additional fees must have SBDM approval.

ATHLETIC TEAM TRYOUTS PER THE KHSAA

Students should listen for school announcements and watch for local newspaper notification regarding specific team practices/tryouts.

- Fall sports may begin practice on 7/15/11.
- Winter sports may begin practice on 10/15/11.
- Spring sports may begin practice on 2/15/12.

TAMPERING WITH A TEACHER'S DRINK OR PERSONAL ITEMS

The Board wants all GRC students to understand that tampering with a teacher's drink and/or personal belongings shall result in immediate referral for expulsion.

POSITIVE ALTERNATIVE TO SCHOOL SUSPENSION (PASS)

Positive Alternative to School Suspension (PASS) is a classroom operating within the hours of the Clark Day Treatment Program (CDTP) and is located in the Clark Extended Educational Center. PASS is used as an alternative for Out of School Suspension (OSS). Students from George Rogers Clark High School, Clark Middle, Conkwright Middle School, and the CDTP who are assigned PASS, in lieu of OSS, will be required to complete all assigned work and maintain appropriate behavior. Monitored by a certified teacher and an instructional assistant, PASS is designed to handle up to 20 students. Admittance into PASS is subject to available space, the discretion of the referring principal, and the discretion of the CBDTP principal. Students must serve his/her number of day(s) assigned before returning to GRC. Excused or Unexcused absences will not constitute a day served at PASS. If a student's behavior is unsuccessful, then GRC will automatically assess an OSS for the number of day(s) assigned.

NOTICE OF FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. The rights are:

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.

Parents or eligible students may ask the district to amend a record they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of privacy or other rights. If the district decides not to amend the record as requested, the district will notify the parent or eligible student of the decision and advise of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the district as an administrator, supervisor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill professional responsibility. Upon request, the district shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

4. The right to prohibit the disclosure of personally identifiable concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.

Unless the parent or eligible student requests in writing that the district not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon request.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-4605

SEXUAL HARASSMENT

Sexual harassment encompasses any sexual attention that is unwanted. Conduct prohibited under this policy may manifest itself in many different ways, including, but not limited to, conduct as undisguised as physical assault, direct solicitation of sexual favors, or direct solicitation accompanied by overt threats. Harassment may also arise from behavior which has the effect of creating an intimidating, hostile, or offensive educational or working environment. In this regard, the following types of acts are examples of sexual harassment: unwelcome physical contact; sexual remarks about a person’s clothing, body, or personal relations; conversation of a sexual nature or similar questions, jokes, anecdotes and stories; and display of sexually explicit materials in the workplace or its use in the classroom without a compelling educational purpose.

REPORTING SEXUAL HARASSMENT

It is your right to pursue an education or perform a job in an environment free from sexually harassing behavior. If you feel that you have experienced or witnessed this type of interference, seek assistance in dealing with these violations. All discussions are confidential and anonymity is offered should you seek advice or information without pursuing formal or informal school complaint procedures. Other suggestions include:

- 1. Talk to someone you trust about this problem.
- 2. Keep a written record of dates, times, places, witnesses, discussions and specific actions for each occurrence.
- 3. Make it clear to the harasser that the behavior is offensive and will not be tolerated.
- 4. Seek help from the principal, teacher, counselor, department head, or any other person the school system recognizes as being responsible for enforcement of policies and procedures.
- 5. Do not delay informing others of such inappropriate behavior.

Penalties for harassment, by a student, range from OSS to a referral to the Board of Education. Penalties for harassment, by a school employee, range from reprimand to termination of employment.

STUDENT GRIEVANCE PROCEDURE

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:

- 1) Teacher, 2) Guidance Counselor, 3) Assistant Principal, 4) Principal, 5) School Council, 6) Central Office, 7) Superintendent, and 8) Board of Education.

TITLE VI – TITLE IX – SECTION 504 GRIEVANCE PROCEDURE

Students, their parents, and employees of the Clark County School district are hereby notified that Title VI, Title IX, and Section 504 require that the school district not discriminate on the basis of race, color, national origin, sex, handicap, age, religion, or marital status, in its educational programs, employment practices, and activities which it operates. It is the policy of the Clark County Board of Education to comply with this requirement.

Any persons who feel that they have been discriminated against, or denied an opportunity, have the right to file an informal and/or a formal complaint with the following person who has been designated to coordinate efforts to comply with Title VI, IX, and Section 504:

GRIEVANCE COORDINATOR
Donald Stump
Clark County Schools
1600 West Lexington Avenue
Winchester, Kentucky 40391
Telephone: (859) 744-2762 or (859) 744-4545

Inquiries may also be made to: Director for Office of Education Civil Rights
101 Marietta Tower
Atlanta, GA 30301

INFORMAL GRIEVANCE PROCEDURE FOR ALLEGED DISCRIMINATION

- Step 1** If a complainant feels that he/she has been discriminated against, the complainant must first bring the problem to the attention of the school official nearest the source of the problem within five (5) days of the knowledge of alleged cause for grievance occurs.
- Step 2** The complainant, school official, and other involved parties will work informally to negotiate a solution within five (5) school days.
- Step 3** If the grievance cannot be satisfactorily resolved working informally; the complainant may want to proceed to file a formal grievance within five (5) school days.
- Step 4** A formal grievance may be filed by completing the Formal Grievance Process form, which is available from your Title VI/Title IX/Section 504 Coordinator.

FORMAL GRIEVANCE PROCEDURE FOR ALLEGED DISCRIMINATION

- Step 1** The complainant will notify in writing the Title VI/Title IX/Section 504 Grievance Coordinator within fifteen (15) school days of the alleged discrimination or denial of service. The written notice should identify the nature of the violations, the dates the violations occurred, and be signed by the person making the complaint. The designated Title VI/Title IX/Section 504 Coordinator shall notify the complainant in writing within five (5) school days from the date of the formal complaint as to the action taken.
- Step 2** If the complainant is not satisfied, the grievance coordinator shall inform the complainant of his/her right of written appeal to the Clark County Board of Education. This written appeal shall be made within five (5) working days of the date the response was delivered from the coordinator. Any decision reached by the Board of Education shall be considered final and shall be presented in written form to the aggrieved employee or student and filed in a master file maintained in the Superintendent's office. Before complaint procedures are initiated, persons against whom allegations of discrimination are made shall be notified.
- Step 3** In the event that the complainant is still not satisfied with the action taken, the complainant may write to the Director for Office of Education for Civil Rights, 101 Marietta Tower, Atlanta, GA 30301. If appeals are not made, it is assumed the decision at any level is accepted. A student at any point in the grievance process has the right to contact the Office for Civil Rights. If a student has a complaint other than discrimination based on the above items, he/she would follow the procedure identified above except for contacting the Office for Civil Rights.

SCHOOL DISCIPLINE MATRIX

All School rules apply at school-sponsored events, both at school and away from school.

LEVEL I			
VIOLATION	1st Referral	2nd Referral	3rd Referral
<i>The principal has the right to increase the level of punishment based on the circumstances.</i>	<i>Parental Contact Detention ISAP PASS</i>	<i>Parental Conference Referral to counselor ISAP PASS</i>	<i>ISAP PASS Suspension</i>
Cheating/Plagiarism or Forgery			
Dress code violation			
Littering			
Inappropriate use of electronic devices			
Profanity			
Public display of affection			
Late to class Periods 2 - 7	Teacher warning	Teacher warning	3 rd - 1 hour detention 4 th - 1 hour detention 5 th - 1 day PASS
Tardy to school	Warning	Warning	3 rd & 4 th – 1 hour detention 5 th & beyond – 1 hour detention and loss of driving privileges for 10 school days.
Tobacco violation	1 day PASS Parent Contact	1 day PASS Parent Conference	2 day PASS Referral to drug cessation class
Horseplay	ISAP	ISAP	PASS
Skipping Class	ISAP	PASS Referral to counselor	PASS

LEVEL II			
Violation	1st Referral	2nd Referral	3rd Referral
<i>The principal has the right to increase or decrease the level of punishment based on the circumstances.</i>	<i>Parental notification Referral to counselors ISAP PASS Suspension</i>	<i>Parental Conference ISAP PASS Suspension</i>	<i>PASS Suspension</i>
Bus Misbehavior	Detention, ISAP, PASS, parent conference, bus suspension, OSS	ISAP, bus suspension, PASS, OSS	Bus suspension, PASS, OSS
Computer/Internet/E-Mail misuse	Suspension of computer privileges, ISAP or PASS	PASS	PASS
Failure to serve detention	PASS	PASS	PASS
Leaving campus without permission	PASS	PASS	OSS

LEVEL III			
Violation	1st Referral	2nd Referral	3rd Referral
<i>The principal has the right to increase or decrease the level of punishment based on the circumstances.</i>	<i>PASS(5 days) Suspension Court Referral Expulsion Referral Parent Conference</i>	<i>PASS(5 days) Suspension Court Referral Expulsion Referral Parent Conference</i>	<i>Suspension Court Referral Expulsion Referral Parent Conference</i>
Fighting or instigating a fight	Criminal complaint filed with juvenile/district court. Minimum 3 days OSS	Criminal complaint filed with juvenile/district court. Minimum 5 days OSS	Criminal complaint filed with juvenile/district court. Minimum 5 days OSS
Harassment			
Hostile or insubordinate behavior (Defiance/Profanity) toward authority			
Racial bigotry or intolerance			
Theft and/or possession of stolen property			
Vandalism			

LEVEL IV			
Violation	1st Referral	2nd Referral	3rd Referral
<i>The principal has the right to increase or decrease the level of punishment based on the circumstances.</i>	<i>Minimum - 10 day suspension & police notification Maximum - 10 day suspension, police notification & recommendation of Expulsion Referral</i>		
Alcohol possession or use			
Arson (setting fires or burning materials)			
Bomb threats			
Driving Recklessly			
Drug paraphernalia possession or use			
Drug possession or use			
Drug/alcohol trafficking			
Extortion			
False Fire alarm sounded			
Fireworks possession or use (Stink bomb, etc.)			
Gang-related activity			
Sexual Misconduct			
Terroristic threatening			
Weapons possession or use			

NOTES ON DISCIPLINARY ACTIONS

- All referrals will be cumulative and consequences will increase.
- Not attending assigned detention will result in progression of disciplinary action.
- After either a suspension or assignment to PASS has occurred, a parent or guardian is encouraged to meet with the principal, and any teacher/staff member involved with the previous infraction. A conference may be required for a student to return to school for some infractions. Any student who quits school while a discipline procedure is taking place must fulfill the consequences for the infraction before re-enrolling at GRCHS or after re-enrolling – whichever is appropriate.

SEARCH AND SEIZURE

- The courts have ruled that a school official may make reasonable searches of students and seizures of property if a reasonable suspicion exists that school policies or rules have been violated. The administrative staff has the right to call in law enforcement authorities when deemed necessary.

One Call Notification System

Clark County uses the School Messenger Notification System to provide timely communication to parents on matters such as attendance, special notices & school or district emergencies. Parents can log into the system at www.clarkschools.net to customize their preferences for how they are contacted and choose additional contact options such as text messaging and emails. The messenger system will override all preferences in the event of an emergency to reach all contacts immediately.

End-of-Course Exam Grading

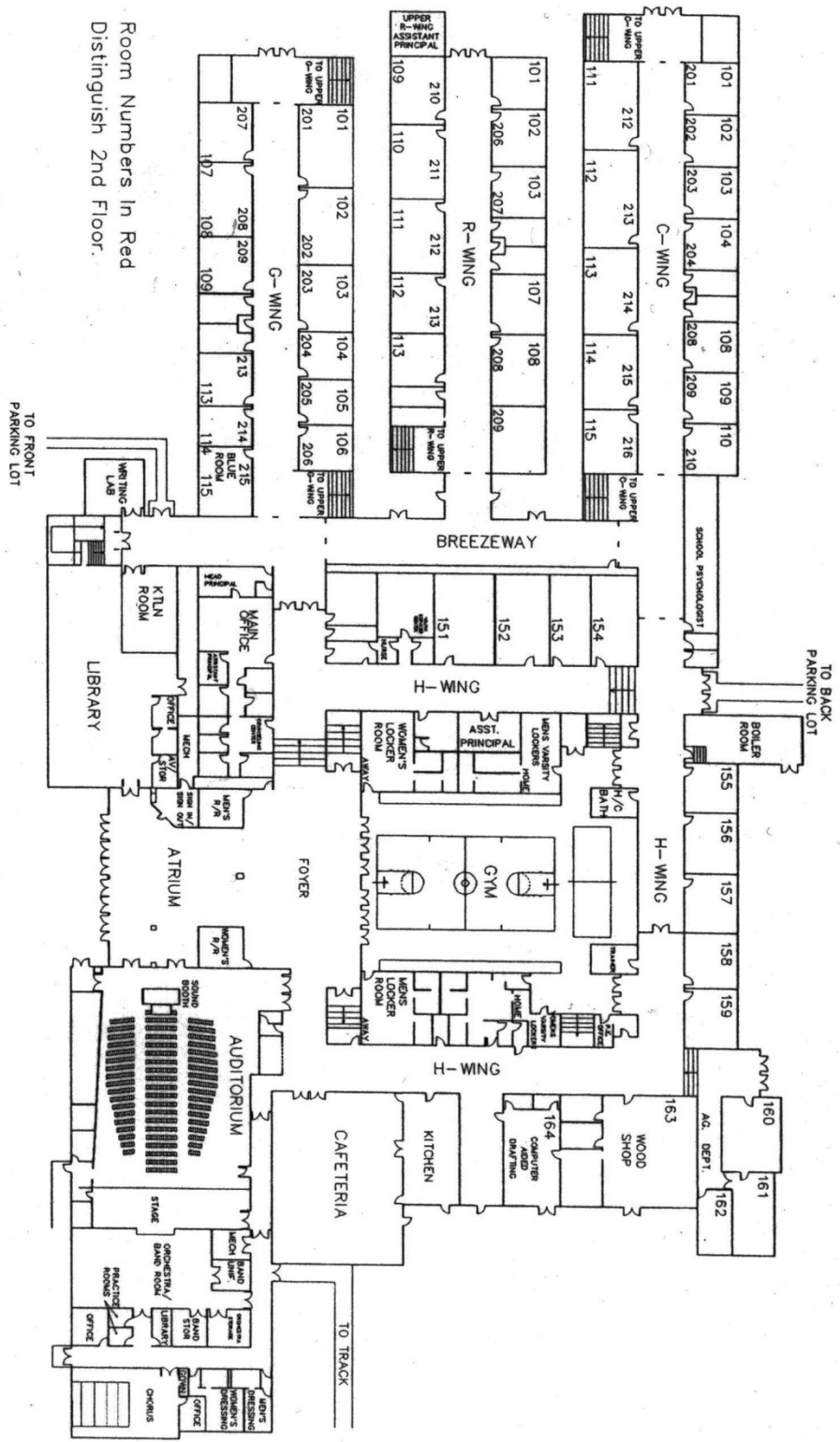
Senate Bill 1 (SB 1), enacted in the 2009 Kentucky General Assembly, requires a new public school assessment program beginning in the 2011-12 school year. The legislation allowed, with approval by the Kentucky Board of Education, an end-of-course (EOC) assessment program at the high school level. The EOC assessment program is a research based exam that is given at the end of the course testing for mastery of Kentucky's content standards. The exam is comprised of multiple choice questions as well as constructed response questions.

Assessments for English I, English II, Algebra I, Algebra II, Biology and US History will be administered as part of ACT's *QualityCore*® program. The program is syllabus-driven and will include curriculum and instruction support materials. *QualityCore*® has been developed based on research in high-performing classrooms that focus on the essential standards for college and career readiness. The EOC benchmark assessments will be administered throughout the year as students progress in each course.

Beginning with the 2011-2012 school-year, George Rogers Clark High School will implement the following grading criteria for English I, English II, Algebra I, Algebra II, Geometry, Biology, and US History:

1 st Nine Weeks	15% of final grade
2 nd Nine Weeks	15% of final grade
Semester Exam (December)	10% of final grade
3 rd Nine Weeks	15% of final grade
4 th Nine Weeks	15% of final grade
End-of-Course Exam (May)	30% of final grade

MAP OF THE SCHOOL:



Room Numbers In Red Distinguish 2nd Floor.

George Rogers Clark High School

1" = 40'0"

Drawn By:

- Cory Cox
- Tim Duvall
- Matt Mann
- Matt Snow
- Amanda Moscoe

COMPUTER AIDED DRAFTING CLASS

**GRCHS STUDENTS, STAFF AND
FACULTY ARE FOCUSED ON:**

Goals

Responsibility

Courtesy

Honesty

Safety

GRCHS



GOALS

- Make the grade
- Stay In School
- Graduate



RESPONSIBILITY

- Be on Time
- Be Prepared
- Dress Appropriately



CCOURTESY

- Respect Others and Yourself
- Keep Your School Clean
- Use Appropriate Language



HHONESTY

- Do Your Own Work
- Respect Possessions of Others
- Tell the Truth



SAFETY

- Keep Moving Toward Class
- Immediately report concerns to a teacher or an administrator
- Follow Emergency Procedures