

Garrard County High School
2026 – 2027 Student Handbook

"Empowering every student to be college and/or career ready."

GARRARD COUNTY HIGH SCHOOL
599 Industry Road
Lancaster, KY 40444

(859) 792-2146
Fax: (859) 792-4352
www.garrard.kyschools.us
Facebook: garrardgchs
Twitter: garrardgchs

GCHS INTRODUCTORY INFORMATION

WELCOME

Welcome to the 2022-2023 school year! With your cooperation, this will be a great school year. You are urged to get involved with the many activities offered by this school. Your involvement and cooperation will allow you and the school to be the very best we can be.

GCHS MISSION STATEMENT

Garrard County High School will provide every student with the knowledge, skills, and attitude necessary to become college, career, and citizenship-ready by providing high-quality, enriching educational opportunities in each classroom every day.

GCHS CORE VALUES

- To offer a comprehensive curriculum that will meet student needs and interests
- To provide opportunities for growth through knowledge
- To aid students in developing a sense of responsibility
- To help students become more mature members of society
- To develop self-discipline within students
- To encourage student motivation and selflessness

GCHS MOTTO

Empowering every student to be college and/or career-ready.

DISCIPLINE MOTTO

L – Leadership
I – Integrity
O – Ownership
N – No Excuses
S – Self-Control

DISTRICT MOTTO

Gifted, Committed Staff = Growing, Committed Students

PARENT UPDATES

Parent Updates are available each Month via social media and the school webpage.

COUNSELING OFFICE

GUIDANCE SERVICES

The counselor is available to assist students individually or in groups. Guidance is the function of every teacher, staff member, and principal. Services will include assistance with educational planning, interpretation of test scores, careers, study help, and school and/or social concerns.

The testing program will consist of the ACT, KSA tests at the end of 10th and 11th grades, Advanced Placement, and End of Program (EOP) for CTE +pathways.

GCHS GRADUATION REQUIREMENTS

32 credits are required for all graduating classes

All seniors are required to meet college and/or career readiness to fulfill graduation requirements. Any senior that is not considered college and/or career-ready by the last six weeks of school, will be required to complete a senior project.

ADVANCED PLACEMENT

GCHS offers many AP classes. We encourage all students to take the AP exam at the end of the class. A score of 3 or higher is a qualifying score that could earn the student college credit.

DUAL CREDITS
POSTSECONDARY READINESS

The Kentucky Department of Education requires that all schools assess students to determine if they are college and/or career-ready. Students are required to complete various assessments including, but not limited to ACT, KYOTE, KOSSA, and any other test deemed appropriate by the BAC (Building Assessment Coordinator).

AWARDS AND HONORS

Honor roll listings are released every twelve weeks which is the end of the trimester. Any student receiving a perfect GPA of 4.0 will be placed on the Distinguished Honor Roll. A student with a GPA of 3.5-3.999 will be placed on the Honor Roll.

Summa Cum Laude (*with the highest distinction)*

- Designated by a gold sash
- ACT Composite: 28+ or **SAT Composite 1300+**
- Unweighted GPA: 3.8
- Transition Ready

- 4 AP / Dual Credit Courses (one from each core area) with a grade of A or B

Magna Cum Laude (*with great distinction)*

- Designated by a silver sash
- ACT Composite: 26+ o**r SAT Composite 1230+**
- Unweighted GPA: 3.6
- Transition Ready
- 2 AP / Dual Credit Courses (one from Social Studies or English + one from Math or Science) with a grade of A or B

Cum Laude *(with distinction)*

- Designated by a white sash
- ACT Composite: 24+ **or SAT Composite 1160+**
- Unweighted GPA: 3.5
- Transition Ready
- 1 AP / Dual Credit Course (from any subject) with a grade of A or B

The Honor Students to be recognized on graduation night will be those students receiving a 3.75 G.P.A. or better. They will be permitted to wear honor cords.

COLLEGE ADMISSION TEST

The ACT and SAT are admission exams for most colleges or universities. Students should plan on taking these tests on the June testing date (of their junior year) and no later than December of their senior year. The ACT is administered in September, October, December, February, April, June and July. The SAT is administered in October, November, December, March, May and June. GCHS is an ACT site for most national test dates. Please see the ACT website for further information. *The ACT is now a mandatory test for all juniors and the test is funded by the state.*

COLLEGE VISITS

Seniors are allowed to take two days of their senior year for college visits. The following guidelines apply to college visits:

1. Students must submit the request for visits at least 48 hours in advance of their visits
2. The student must have taken the ACT/SAT.
3. No visit may be taken after May 1.
4. Written permission from the parent must be given if the student is

under the age of 18.

5. College visits count as an excused day of absence.
6. Upon returning from the institution visited, the student must submit verification from the school of the visit.

CREDIT

One half (1/2) credit per term may be granted for the successful completion of any course in grades 9-12. If a student does not receive one-half credit per term for a required class, the required course must be retaken.

Students cannot receive credit for a course already passed or a course in which they have received prior credit.

When a student retakes a class previously failed and passes that class, the passing grade will replace the failed grade on the transcript. An exception will be those classes for which you can earn multiple credits such as band, chorus, vocational school, etc. The failed grade will be removed from the transcript before the completion of the student's senior year.

CO-CURRICULAR & EXTRA-CURRICULAR PARTICIPATION

Students will be able to earn required PE credit for satisfactory participation in extracurricular activities or marching band.

ENROLLMENT/TRANSFER STUDENTS

A student transferring to GCHS from another accredited high school must meet all graduation requirements of the Commonwealth of Kentucky's State Board of Education and the Garrard County Board of Education to graduate. All academic credits from other accredited high schools will be transferable as long as the credit is equal to the credit earned at GCHS. Students enrolling in courses at GCHS that were not part of their current schedule at their previous school are in danger of receiving no credit for these courses at GCHS. Student's previous credits will be transferred using a sliding scale to make previous enrollments equitable to current GCHS graduation requirements.

A student transferring into GCHS may be placed temporarily without records. Upon enrollment, the student must furnish the following information according to state-mandated timelines: immunization, health/physical, birth certificate, and TB test results. Failure to comply will require removal of the student from school.

A transfer student is responsible for attendance verification. The student must live or reside with parents or with a person having legal guardianship or custody papers and/or legal documentation.

HALF-YEAR/PART-TIME STUDENTS

Only those students, who are in their fifth year of high school and require three (3) credits or fewer to graduate, may be eligible for part-time status.

ALTERNATE DIPLOMA PROGRAM

When an ARC determines that the severity of an exceptional pupil's disability precludes a course of studies leading to the receipt of a diploma, an alternative program will be offered. This program will be based on pupil needs as specified in the IEP and will be reviewed annually.

REPORT CARDS

All calls will be made at the end of each grading period to notify parents/guardians that grades are ready to view via Infinite Campus. The final yearly report card will be mailed home.

SCHEDULING OF STUDENTS

1. All students will be in attendance for seven (7) hours.
2. The minimum load for a full-time student shall be 15 classes.
3. To graduate from GCHS, a student must be in attendance for 4 years. Exceptions only through the Board of Education.
4. Scale for computing G.P.A.: A = 4 points, B = 3 points, C = 2 points, D = 1 points, F = 0 points.
   Weighted G.P.A. will be used for in-house purposes only.
5. Promotion requirements: All students are promoted to the next grade level regardless of credit number. Each student is required to make up lost credit the following year through the Virtual program. To participate in graduation a student must have 32 credits, meet the state requirements, and fulfill all GCHS graduation requirements. Students cannot participate in graduation until all requirements are met and fees are paid.
6. Grading scale: 90-100 = A; 80-89 = B; 70-79 = C; 65-69 = D; Below 65 = F.
7. Students may change schedules before the opening day of school. Classes may not be dropped or added after the third day of each trimester. Personality conflict with a teacher or student is not an acceptable reason for schedule change. Failing grades are not an acceptable reason for a change in a student's schedule. All class change requests must meet the student's career pathway.

SRO (SCHOOL RESOURCE OFFICER

SRO (SCHOOL RESOURCE OFFICER The SRO, a sworn deputy sheriff employed by the Garrard County Sheriff's Office, works closely with the administration and staff to provide police services to GCHS. The SRO provides for a positive interaction for the students. The SRO also provides law enforcement services, teaches law-related curriculum, community resources liaison, and provides informal advising to students based on life and police experiences. The SRO also assists with safety, security, emergency management, and crime prevention programs with the school district. Students may call anonymously to The Crime Tip Line to leave tips about crime, bullying, and school safety. Crime Tip Line 1-888-839-9115)

TRANSCRIPTS

Transcripts are available through the counselor's office to students who have a release on file. We ask that you be reasonable with your requests for transcripts. Students must sign up in the counselor's office to have a transcript prepared. A day's notice must be given for any transcripts requested. A final transcript will be available approximately one week after graduation. Seniors need to inform the counselor via parchment as to where a final transcript will need to be sent electronically.

WITHDRAWAL FROM SCHOOL

Any student wishing to withdraw from school must see the principal. They must then report to the counselor's office to complete the necessary paperwork. Students must also clear any debts they owe the cafeteria, library, and school. Chromebooks and cords must be returned to the LMC.

WRITING PLAN, POLICY & PROCEDURE

The writing plan requires students to complete a formal writing piece in each class. Students must show the writing process and progression along with final drafts. The English Department will create a Google classroom for students to upload writing pieces. Students will upload all formal pieces which will stay with the school until graduation

PLAGIARISM

Research Integrity Policy

Rationale

We at Garrard County High School understand and value the concept of intellectual property. Therefore, we strive to teach students the ethic of responsibly documenting the ideas of others in all formats. To do so, we believe that we must not only teach the ethics and mechanics of documentation, but we must also hold students accountable for the ethical use of the ideas and words of others. Therefore, all teachers will provide the instruction and scaffolding necessary for students to use research ethically. All students are expected to exercise good faith in the submission of research-based work and to document accurately regardless of how the information is used (summary, paraphrase, and quotation) or regardless of the format used (written, oral, or visual). Plagiarism, in any form, is unethical and unacceptable.

Academic Integrity

Cheating involves one or more of the following actions, including, but not limited to:

- use the work of another person as your own.
- copy or give information for any assignment or assessment from any source including, but not limited to another student or the Internet.
- fail to follow test procedures or instructions as outlined by the teacher (including, but not limited to no talking, no turning around in the seat, no electronic devices, raising a hand to ask questions, etc.).
- use electronic means of communication while taking assessments, including, but not limited to texting, Twitter, Instagram, photos, etc.
- prepare for cheating in advance or to have knowledge of an assessment in advance.
- plagiarize: plagiarism means using another person's idea, expression, or words without giving the original author credit. Inappropriate use of the internet or other sources to obtain information and then use it verbatim or paraphrase it without credit given to the author is cheating.

First offense – students will be given a zero and parents will be notified of the incident.

Second offense – students will be given a zero and shall receive After School detention.

Third offense and thereafter - same as Second offense.

GCHS ATTENDANCE CRITERIA

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 a valid excuse for three (3) days or more, or tardy without a 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 a valid excuse for three (3) or more days, or tardy without a 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 a habitual truant to establish 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.

TARDINESS DEFINED Tardiness is defined as not being in the assigned area at the time designated. It includes being late to homeroom, class, library, and other school activities or leaving school before classes are dismissed. Excessive unexcused tardies may result in the student being assigned to the Alternative Education program or being suspended. For complete information concerning the high school tardy policy, refer to the handbook for students in grades nine through twelve (9-12).

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 student's immediate family,

2. Illness of the student.

3. Religious holidays and practices approved in advance by the Principal,

4. Family emergencies requiring immediate attention, as approved by the Principal,

5. One (1) day for attendance at the Kentucky State Fair,

6. Two (2) campus visits to colleges or universities, approved in advance by the Principal and restricted to seniors only. (Documentation from the college or university is required),

7. Court appearances require the student’s presence. (Documentation from the court is required),

8. Clinical appointments are verified by a statement from a healthcare professional. (An original note from the health care professional must be provided. Faxed notes are accepted only if received from the fax machine in the health care professional’s office), Page 2 of 5 STUDENTS 09.123 (CONTINUED)

Absences and Excuses

EXCUSED ABSENCES (CONTINUED)

9. Documented military leave,

10. One (1) the day before the departure of parent/guardian called to active military duty,

11. One (1) day upon the return of parent/guardian from active military duty,

12. 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,

13. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or

14. Other valid reasons as determined by the Principal, include trips qualifying as educational enhancement opportunities. 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. Parents/guardians should contact the school at least five (5) days before pre-planned absences to determine if the absence will be excused or unexcused. The Principal will make the final determination after reviewing all documentation. If needed, the Principal may request additional supporting documentation. Because the decision rests with the Principal, absences may be handled differently from school to school. 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.

UNEXCUSED ABSENCES Examples of absences that are unexcused include but are not limited to, the following:

1. Vacations, trips, or retreats,

2. State basketball tournament,

3. Work (including farm work),

4. Business,

5. Personal reasons,

6. Car trouble,

7. Missed ride (including missing the bus),

8. Skipping,

9. Non-medical appointments, and

10. Oversleeping.

UNEXCUSED ABSENCES (CONTINUED)

Students with unexcused absences and/or tardies may face disciplinary action as determined by SBDM Council policy or District policy. A student's grade shall not be lowered as a disciplinary action.

Any twelfth (12th) grade student who has accumulated ten (10) unexcused absences (absent days) will not be allowed to participate in high school graduation ceremonies. Any time a student withdraws from school or has a late enrollment will also be considered an "unexcused absence day" from the school year. Transfers from one (1) public high school to Garrard County High School will be granted an exception of three (3) school days for moving and travel. Senior attendance is based on a full-year enrollment, and official withdrawal from school cannot be used as an avenue to circumvent the ten (10) day unexcused event rule.

Chronic Absences

Chronic absenteeism is defined as missing at least 10% of school days (typically 18-21 days or roughly two days per month) within a school year for any reason, including excused and unexcused absences. Students who fall into this category face the difficulty of progressing academically and have an increased risk of dropping out.

On Track - Students with SIX or fewer absences (excused and/or unexcused).

Warning Signs - Students who have accumulated SEVEN TO SEVENTEEN absences (excused and/or unexcused), indicating an attendance rate of 90-95%.

Chronic - Students who have accumulated 18 or more days of absence are classified as chronically absent, indicating an attendance rate of 89% or less.

Any twelfth (12th) grade student who has accumulated fifteen (15) excused absences (absent days) will not be allowed to participate in high school graduation ceremonies. Any time a student withdraws from school or has a late enrollment will also be considered an "unexcused absence day" from the school year. Transfers from one (1) public high school to Garrard County High School will be granted an exception of three (3) school days for moving and travel. Senior attendance is based on a full-year enrollment, and official withdrawal from school cannot be used as an avenue to circumvent the fifteen (15) day excused event rule.

Any student who has 15 or more absences can not attend school dances.

SUSPENSION

Days missed due to suspension from school shall be considered unexcused absences. Work assigned during the suspension will be accepted at the discretion of the school administration.

MAKE-UP WORK

Students with excused or unexcused absences are required to make up missed classwork (assignments, quizzes, tests, etc.) Students are responsible for contacting their teachers concerning make-up work upon their return to school. Make-up work must be completed within two (2) days unless an extension is granted due to extenuating circumstances. Classwork that is not made up will receive a grade of zero. Students shall meet regular deadlines for culminating events (tests, projects, etc) as set by classroom teachers, but will be able to make up all other work without penalty. (ie. If a student misses school on Monday and there is a test scheduled on Tuesday, the student shall take the test on Tuesday. If a student misses school on Monday, assignments for this absence are due on Wednesday)

To assist students in keeping up with classwork while absent, these procedures must be followed to obtain assignments:

1. Students need to contact their teacher as soon as possible to arrange for missing work.

2. Upon returning to school, it shall be the student's responsibility to talk with his/her teachers regarding missed homework, quizzes, tests, etc. The student has up to two (2) days to complete missed work for absences.

3. Students who miss three or more days will have four (4) days plus one for each day starting with three. For example, a student who misses three (3) days will have five (5) days (two for day 1 + two for day 2 + 1 for day 3)

4. Parents of students who have extended illnesses should contact the guidance office at the high school for homebound information.

5. Work made up due to an unexcused absence(s) may not be accepted for full credit.

NOTES REQUIRED

Parent Excused Absences: A student returning to school after an absence may bring a note within five (5) days signed by his/her parents/guardian. Parent/guardian excuses are accepted for six (6) absences and six (6) check-in/out tardies each school year. For absences and tardies without written documentation and/or if the limit of six (6) parent excuse absences/tardies has been reached, the absence/tardy will be considered unexcused. Health Care Provider Notes: A student who is absent due to illness and goes to the doctor shall within five (5) days of return to school present the health care provider's statement. The following information is required on the excuse statement:

1) Name of health care provider;

2) Date and time of appointment;

3) Date student can return to school;

4) Health care provider’s signature.

Absences and Excuses

Medical Excuse Form: Up to twelve (12) days per school year may be excused with a health care provider's note. The Medical Excuse Form shall be returned to the school within five (5) days of the student returning to school from the absence. Any absence or tardy event due to medical reasons over twelve (12) healthcare provider’s notes will require the presentation of the Medical Excuse Form (09.123 AP.2) before the absence will be excused. After twelve (12) days of absence/tardiness in a school year for medical reasons, the Medical Excuse Form shall be completed for the student to receive additional medical excuses. The Medical Excuse Form is available at each school, the office of the Director of Pupil Personnel, on the official District website, and at parent request. Medical reasons after twelve (12) absences will be considered for excuse by the Principal ONLY if the Medical Excuse Form is presented.

APPEALS COMMITTEE

At the beginning of each school year, the Principal shall establish an Appeals Committee consisting of the Principal/designee and four (4) additional faculty members.

ATTENDANCE REVIEW COMMITTEE

Each school will establish an attendance committee to provide oversight of school attendance procedures and to hear student and parent appeals concerning absenteeism. The high school and middle school attendance review committee will consist of the Truancy Diversion Program committee members. The elementary school attendance review committee will consist of the principal, counselor, attendance secretary, school nurse, and the Director of Pupil Personnel.

Please be mindful of the following policy

- 3 unexcused absences: Students are no longer eligible to attend field trips.
- 6 unexcused absences: Students are no longer eligible to drive on campus and parking permit money will not be returned.
- 9 unexcused absences: Student is no longer eligible to attend prom.
- **10 unexcused absences: Students may no longer participate in graduation ceremonies.**

LEAVING SCHOOL

No student may leave school unless his/her parent or legal guardian contacts the school office in writing, per district policy. A written note will be verified. GCHS is a closed campus.

GENERAL INFORMATION

The Garrard County School system has adopted a Code of Acceptable Behavior and Discipline to be followed by all students enrolled in Garrard County High School.

BULLYING

Per KRS 158.148, “bullying” is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or

2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

ACTIVITY BUS

Daily permission forms must be submitted to the office by the end of lunch for approval to be given to ride the activity bus. Students not on the daily approved list will not be allowed on the activity bus.

AREA TECHNOLOGY CENTER VOCATIONAL EDUCATION

Students in grades 9-12 may go to the Garrard County Vocational School for either 1 or 2 blocks per day and may choose one of the following subjects by which they expect to earn a living: Carpentry, Electricity, Drafting, Auto Mechanics, Welding, and Health careers. Two or three credits may be earned per year. Only four (4) vocational credits may be applied toward meeting the requirements for graduation.

CAFETERIA

Students are to follow the schedule during the lunch hour. Students may bring their lunches but must remain in the cafeteria until the class has finished eating.

Students should not break in front of others in line. Upon completing the meal, each student must take his/her tray to the cleaning area. Each student must remain in the lunchroom until the dismissal bell rings.

Free and reduced breakfast and lunches are available for those that meet federal guidelines.

Students are expected to follow Federal guidelines in purchasing reimbursable meals.

Students are not permitted to have fast food delivered to them during school

hours. There are to be no call-outs for food deliveries, and commercial food deliveries will not be accepted. Checkouts to go to lunch are not permitted and will be considered unexcused and skipping

- No food or drink (bottles, styrofoam cups, etc.) may be taken from the cafeteria.
- No glass-containing beverages are permitted in the building.
- Return all trays and utensils to the dishwashing area and deposit paper in trash cans.
- Leave the table and floor area around you clean.
- Only seniors may eat in the outside area and are responsible for keeping that area clean to maintain that privilege. Only seniors are permitted to sit in the senior area.
- Freshmen, sophomores, and juniors must eat in the cafeteria and must remain in the cafeteria during their lunchtimes until the bell; students must sign out/in for the restrooms only.
- Front lobby restrooms are to be used during lunches, and students are not permitted in areas other than those assigned during lunch. If students are found in unauthorized areas of the building during their lunch periods, they will be subject to disciplinary action.
- Students found to be vandalizing cafeteria items or exhibiting other unacceptable behaviors will be required to reimburse the school for any damages and be subject to disciplinary action.

PERSONAL TELECOMMUNICATIONS DEVICES

Personal telecommunications devices should not be in use during the school day except in cases where authorized by a teacher or administrator. Student devices referred to in this section are defined as students' devices that emit an audible signal, vibrate, display a message, or otherwise summon or deliver communication to the possessor, including, but not limited to, any device that can be used to receive texts, updates, or pictures; or any device that can record or access an online platform such as, but not limited to Apple watches, fitbits, meta glasses, a paging device, a cell phone, MP3 player, an iPhone, an iPad, tablets, a Blackberry, DS, and other devices. Reference: KRS 158.165

Garrard County High School strives to create students who are productive citizens who understand the responsibility of using electronic devices in a professional setting. The use of personal electronic devices (excluding Chromebooks) will be permitted before and after school, during lunch period, and during passing time as long as they do not disrupt the school day.

Headphones are prohibited during class unless they are necessary for instructional purposes. Students may have only one (1) headphone at a time for safety reasons during passing times or at lunch.

Personal Electronic Devices may be used under the following conditions:

● The use of these electronic devices in the classroom or any academic setting is at the discretion of the classroom teacher.

● All devices shall be in silent mode at all times.

● Collection and/or distribution of material that is considered obscene, libelous, or harassing is prohibited not only by school policy but by state and federal law. This includes but is not limited to pictures, videos, texts, posts, and emails. ie. It is prohibited to video a student altercation or to post a harassing comment on social media such as Facebook, Instagram, YouTube, Myspace, etc.

● The use of any portable electronic device to take pictures, videos, and/or transmit data in locations where students and/or staff have a reasonable expectation of privacy is prohibited at all times. These locations include, but are not limited to, locker rooms and restrooms.

● The use of any portable electronic device to take pictures or videos without the consent of the individual is prohibited.

● Students and their parents assume full responsibility for any cell phone or electronic item brought to school.

● Meta glasses are prohibited at Garrard County High School.

First offense – Cell phone/electronic device will be confiscated for the remainder of the class period and returned to the student at the end of that class period.

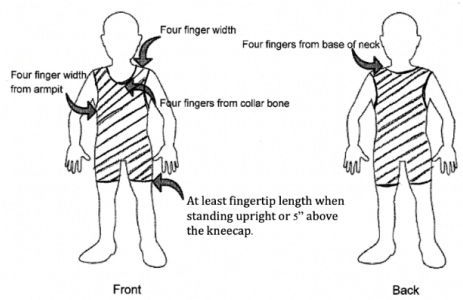
Second offense – Cell phone/electronic device will be confiscated for 1 school day and returned to a parent or guardian only on that school day. School office hours are from 7:45 am-3:30 pm and phones will not be returned outside of those times. If after 3 school days, a parent or guardian has not picked up the device, the student can pick it up at the end of the 3rd school day. Days that school is not in session are not considered school days.

Third offense – same as a second offense, with the addition of being assigned an after-school detention or BMC.

Fourth and consecutive offenses-Suspension will be assigned for each offense.

DRESS AND APPEARANCE

Garrard County High School is a professional setting and has the goal of creating a professional work environment. Students at GCHS are required to practice adhering to a dress code that promotes professionalism.



- In the shaded area, skin must NOT be visible at all times. When arms are fully extended and raised above the head or lowered toward the toes, no skin in the midriff area should show. No undergarments should be showing.
- No gang-related items, images, emblems, words, phrases, or slogans, that contain profanity, illegal substances (alcohol, drugs, etc.), or that are sexually explicit will be permitted
- Hats, hoods, bandanas, sunglasses, and spiked accessories are not to be worn inside the building. Blankets or pillows are not permitted in the building.
- For safety reasons, students are not allowed to have chains, safety pins, nails, or fish hooks on school grounds or at school events. This includes the long chains used on billfolds and watches, and the above items used as jewelry or to decorate a hat.

- School administrators reserve the right to evaluate any form of dress that is sensational or distracting to the educational process. This policy may be updated as needed.

If a student wears clothing deemed to violate the dress policies, the student is subject to disciplinary measures.
1st offense: warning and a change of or correction in apparel or sent home to change;
2nd offense: ASD and a change of or correction in apparel;
3rd offense: Friday School and a change of or correction in apparel. Offenses beyond the 3rd offense will be up to the administrator's discretion up to suspension from school.

School administrators reserve the right to evaluate any form of dress that is sensational or distracting to the educational process. This policy may be updated as needed.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS):

Positive Behavior Interventions & Supports (PBIS) is a program supported by the Garrard County School System to promote and maximize academic achievement and behavioral competence. It is a school-wide strategy to help all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. We are proud to be a part of this initiative.

As part of the PBIS program, we have established several clear rules for the behavior we expect in all areas of our campus. We will teach those expectations to the students and reward them frequently for their acceptable behavior. The expectations for all student behavior will be clearly posted throughout our building and our campus. Our school rules specifically define acceptable behaviors, which provide for a safe school environment and give more time for instruction. We will apply consistent consequences and positive reinforcement for all students. By detailing expected behavior and teaching them to students in a positive way, we will provide a common language for everyone in our building, including students, teachers, front office staff, and our paraprofessionals. We believe that by helping students practice good behavior, we will be building a school community where all students have an environment where they can succeed and grow.

Disrupting the Educational Process

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

1. Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising adult;

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

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

4. Illegal activity;

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

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

DISRUPTIONS, DEMONSTRATIONS, WALKOUTS, AND STRIKES

Demonstrations, marches, or other disruptive activities (unnecessary announcements, meetings, etc.) that would disrupt the planned instructional day will not be permitted in school or on school property.

BUS CONDUCT

It is important to remember that the bus drivers are in complete charge of the pupils on their buses, and their instructions must be followed at all times. While on the bus, hands and heads must be kept inside the bus. Tobacco and vaping products are not permitted on the bus. Loud talking, argumentative behavior, fighting, and horseplay all serve to divert the driver's attention and make safe driving difficult. Riders are not permitted to leave their seats while the bus is in motion. Drivers may assign seats to any or all riders at their discretion. In the mornings, students should be on time at the designated bus stops and should wait until the bus comes to a complete stop before moving to board the bus. Bus infractions shall result in the following, in reference to board policy 06.34 AP.11:

1st offense: principal warning and/or assigned seat for two weeks
2nd offense: after school detention
3rd offense-5-day suspension from bus
4th offense-30-day suspension from bus and referred to Superintendent's designee for action.

SCHOOL DANCE REGULATIONS

A. Dance Ticket Sales

- Tickets are sold to Garrard County High School students and their dates.
- All dance tickets must be purchased in advance.
- A list of tickets sold with corresponding numbers and names will be provided to the principal
- before the end of the school day on the date of the dance; the same list will be used to check off names at the door. If guests are permitted at a dance, their names must be included when tickets are purchased. Guests must be high school students. No one 21 or older may attend.
- The following will prevent students from attending dances: 3 or more unexcused absences, 6 or more class tardies, 6 or more unexcused school tardies, any suspensions at any time throughout the year, or any outstanding school fees. No drop-outs are permitted to attend any dances at GCHS.
- Tickets cannot be exchanged among students.

- Students cannot purchase tickets for anyone other than themselves or their guests. Couple's tickets must be purchased together.
- Non-Garrard County High School students (dates) may need to be approved by the principal or someone so designated (administration has the right to refuse attendance of any individual at dances and other school activities). Students are responsible for knowing their guests.
- All receipts must be turned over to the sponsors of the dance.

B. Dance General Information

- No one is to leave the dance and return.
- One faculty member should always be posted at the entrance door.
- All students are expected to conduct themselves with appropriate manners.
- Any use or possession of illegally controlled substances will not be permitted and could result in arrest, suspension, or expulsion.
- All dances shall end by midnight at the latest.
- The source of entertainment will be approved by the sponsors and principal one week before the dance.
- The sponsors and principal must approve lighting/decorations.
- Students are not to bring containers, drinks, or food to the dance; refreshments will be provided.
- Formal attire is required for Prom.
- Students are required to be in attendance for 75% of the school day before the day of Prom.
- Any student not in compliance will forfeit their ticket.

DRILLS

Drills are held by state guidelines. Each room has a specific pattern of evacuation. Every student and teacher should be familiar with any room they occupy. All alarms are to be followed unless the personnel in the office indicate otherwise using the intercom. All students with an IEP and 504 will have the appropriate accommodations when the drills occur.

GUIDELINES FOR CLUBS AND STUDENT ORGANIZATIONS

1. The major purpose of all school-sponsored clubs and organizations is to promote a greater degree of learning and knowledge among the associated students and to provide the opportunity for students to learn how to organize and properly handle situations, as they relate to the well-being of the group and school.
2. Only those clubs and organizations expressly sanctioned by the school system can meet, organize, or conduct business on the school property.
3. All school clubs and student organizations must have a sponsor who is a member of the school faculty before they will be permitted to function.
4. Club and student organization sponsors have the same responsibility and authority in controlling the behavior and activities of the club or organization they sponsor, as they have in the classes they teach.
5. All students must report to their respective teachers before going to club meetings. Students are responsible for all homework, tests, etc., missed during the club period. All assignments missed must be turned in on a regular schedule.

HALL REGULATIONS

1. Students are to use the hall pass that is provided. Students are not to leave class without a hall pass.
2. Every effort should be made to keep the halls free from paper and other forms of trash.
3. Traffic in halls should be kept to the right.

HOME AND HOSPITAL INSTRUCTION HOMEBOUND

Students not able to come to or be transported to school shall be provided instruction at home or the hospital. The instruction will be a minimum of two (2) visits per week with a minimum of one (1) hour of instruction per visit. This may be counted as equivalent to the attendance of one (1) child five (5) days in school. All home and hospital regulations approved by the board will be in effect.

INSTRUCTIONAL and TECHNOLOGY FEES

There is a $42.00 instructional fee and a $25.00 technology fee for grades 9-12. Additional class fees may be required depending on the nature of the class.

LIBRARY

The librarian supervises the library. Students must have a pass to be in, or to leave the library, during class. The library should be used to the maximum, and teachers should stress the importance of proper use of the library. Students abusing the use of the library may have library privileges revoked.

Classes may be scheduled in the library, but they must be cleared in advance with the librarian, and the teacher must accompany the class. Students may use the library for the following reasons: check out books; complete research work, use reference books; and complete special reports.

LOCKERS

Lockers are the property of the school; therefore, to assure proper use, the locker and contents are subject to periodic inspection at the discretion of the Principal, or by anyone designated by him. *Lockers should be kept locked at all times.* Students are discouraged from placing items in the locker that obstruct the lock. Students are discouraged from sharing lockers. The school is not responsible for stolen items.

Book rental and/or book fines, lunchroom charges, athletic charges, locker fees, instructional fees, etc., may be paid before the first day of school. All fees must be paid prior to a student selecting his/her locker before school starts.

Students are responsible for lockers issued to them. Students will be held financially accountable for damage to lockers and for lockers not being cleaned out.

LOST AND FOUND

The Lost and Found Department is maintained in the workroom in the office. Students who find lost articles should take them to the office immediately.

NO PASS/NO DRIVE

Effective August 1, 2007, the State of Kentucky will implement a new No Pass/No Drive policy. To obtain a driver's permit, a student must pick up a compliance form from the high school. The form must be signed by a parent giving the high school permission to release student information related to student compliance and eligibility to receive and maintain a driver's permit and license. Compliance requires academic and attendance achievement. Students must pass 4 of the 6 classes from the previous semester. Students not achieving this level will be considered to be out of compliance with the state regulation KRS 159.051. Once a student has 9 unexcused absences, he/she will be considered to be out of compliance. A minimum of one semester will pass

before compliance can be re-established. Compliance may never be re-established if the student continues to be outside of the academic or attendance standards. Suspensions are considered unexcused absences.

PARKING CONTRACT

To park on school grounds, students must complete a contract & must display a school-assigned tag. Parking on school property is a privilege and not a right. Failure to comply with school rules and school officials can result in a loss of parking privileges. All drivers agree to participate in the District-approved Random Drug Testing Program. A parking permit can be purchased for $15.

STUDENT DRIVERS

Once students arrive on campus in the mornings (i.e., early practices, clubs, etc.), they must remain at school and are not permitted to leave and then return. Students who drive are to follow routine checkout procedures. Teachers supervising parking areas have the authority to use disciplinary action for students not follow the Student Driver regulations. Loitering in cars and/or parking lots at any time is strictly prohibited. Any student who skips school using a car will receive a zero for classes skipped (unexcused) and shall be subject to losing his/her driving privileges. Students are not to use the areas set aside for faculty parking or visitor parking in the front of the school or other specifically designated parking areas. Carelessness (i.e., curbing, driving the wrong way, smoking/spinning tires, speeding, etc.) or recklessness in the operation of a vehicle will result in driving privileges being revoked. Students should remember that the use of tobacco and vaping products is prohibited on campus, and this includes parking lot areas. Violation of the smoking policy shall result in disciplinary action. Student driving/parking privileges will be revoked if the student accumulates 6 or more unexcused absences.

ROUTINE ILLNESS

Students who become ill while at school are to ask the teacher for permission to go to the principal's office. If the principal deems it necessary, the parent will be called and arrangements will be made to have the student go home. No student is to leave the school grounds because of illness, without obtaining permission from the office personnel.

SCHOOL-RELATED STUDENT TRIPS

1. All field trips, athletic trips, and student activity trips must have prior approval of the principal, superintendent, and Board of Education.

2. All vehicles will be driven by an adult duly qualified and licensed to operate the vehicle. The driver will comply with the responsibilities as required in 702 KAR 5:080. A member of the faculty or administration staff will accompany students on all school-sponsored trips. Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips and provide a medical release/parent permission form.
3. A bus radio and/or a cellular phone must be taken on all trips.
4. The district Code of Conduct will apply to all school-related trips. The code of acceptable behavior and discipline will apply

TELEPHONE

Students will not be taken out of class for telephone calls. A message will be given to the proper person. Students may use the phone before or after school when deemed necessary. Students can use the phone for personal illness during school. Office personnel must place a call. Students will not be allowed to use the telephone except in an emergency. Students should inform parents of the exact time to pick them up.

TEXTBOOKS

The board will affect the adoption of textbooks and will participate in and comply with the services and requirements directed by the Division of Textbook Services.

Students are responsible for the books issued to them. Students will be held financially accountable for lost or damaged books.

USE OF BUILDING

Students are not to be in the building after school hours unless prior arrangements have been made through the Principal. A teacher or staff member of the school must accompany students. Unscheduled use of the building is prohibited by any group unless they have followed the proper procedures and secured advance permission.

USE OF MOTOR VEHICLES

(Driving Privileges may be removed as a consequence for any rule infraction.)

1. The car should not be used during school hours and will be parked in the parking lot designated by the Principal. Students will be assigned a specific parking slot and must park in that assigned slot.
2. The car should be kept locked.
3. Students are not to be in their car or other cars or loiter about parked cars before school, during school, or after school.

4. Students should exercise good judgment in the use of their cars in driving to and from school.
5. The Principal is authorized to take such action, from time to time, as may be necessary or desirable to protect other students and school property from abuse by student-driven cars.
6. Cars are to be parked immediately upon arriving at school and students are to come directly into the building.
7. Students are not permitted to drive on elementary school property or adjacent areas to pick up students who are loading, unloading, or transferring buses, etc.
8. Students are not to get off the bus, and get into cars with people other than their parents.
9. Violation of the driving privilege may result in loss of driving privileges.
10. All vehicles parked on school grounds MUST display a school tag. These will be available at pre-registration and in the office.
11. The school's no-smoking policy extends to the school parking lot and student vehicles.

VISITORS TO THE SCHOOL

The school encourages parents, professional educators, and others to visit the schools. To ensure that school personnel are aware of visitor's presence, all visitors must report to the office upon entering the school to sign in and request assistance to complete their purposes for visiting.

Professional educators and citizens who wish to observe the school in operation are welcome to visit. Arrangements for such visits must be made in advance with the Principal.

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program. No student visitors are permitted.

IMMUNIZATIONS

Students must have proof of immunization on file and must be up-to-date. Students will be enrolled without proof of immunizations but must submit proof within 30 days. By state law, a student is not to attend public school without having an updated immunization.

PHYSICAL EXAMINATIONS

All pupils will undergo a medical examination, including a test for tuberculosis, within six months before, or one (1) month following initial admission to

school, regardless of grade.

DETENTION

Detention will be held after school (3:15-4:15) on designated days of the week. Times for detention will be announced at the beginning of the school year. Students will be assigned detention for various offenses such as excess tardies and/or infractions of the discipline policy as outlined in the handbook. Students are responsible for making transportation arrangements for getting home on days they have detention. As a rule, detentions will not be postponed, and after-school jobs will not be accepted as a reason for postponing a student's detention. Students who work have the responsibility of informing their employers when they have detention time assigned. Students who do not attend assigned detention will be assigned Friday School. If a postponement is necessary, the student's parent – NOT THE STUDENT - must notify the school principal or assistant principal prior to the time of the assigned detention. NO DETENTION WILL BE RESCHEDULED ON THE DAY OF SCHEDULED DETENTION.

FRIDAY SCHOOL POLICY

1. Hours are from 3:15 p.m. to 6:15 p.m. Students are to report to the GCHS library or designated location. There will be no late admission. The door to the room will be locked at 3:15. Failure to attend assigned Friday School will result in suspension. Parents will be notified of Friday School assignment; students are responsible for making arrangements for transportation from Friday School. The student must bring material to work on during Friday School.

2. Students should have all books, paper, pencils, and necessary supplies to complete assignments.

3. Any disruptive behavior, failure to complete assignments, or violation of any school policy will result in disciplinary action. No food/drink is permitted in the library.

4. The Friday School teacher may ask any student to leave due to any inappropriate behavior or policy violation. This will be reported to the office for further action.

5. Students who drive will need to park in the student parking lot. No transportation is provided by the school.

6. Failure to attend/complete Friday School will result in three days of

suspension assigned.

7. The parent/guardian must notify the principal or assistant principal if the student is unable to attend assigned Friday School due to illness, family emergency, or other special circumstances. Friday School will be rescheduled if the absence is excused by a Doctor's note or if the absence is determined to be due to a legitimate emergency/reason. NO FRIDAY SCHOOL WILL BE RESCHEDULED ON THE DAY OF SCHEDULED FRIDAY SCHOOL.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not acceptable while at school. Violation of this policy shall result in the following:

1st offense - a warning

2nd offense -Afterschool detention plus parent notification

3rd offense and beyond - Friday school

TOBACCO & VAPOR PRODUCTS USE AND POSSESSION

The Garrard County School District is completely tobacco-free. Students are not permitted to possess or use tobacco or vapor products. The use or possession of tobacco or vapor products will result in the following consequences:

Tobacco/Vapor Possession/Use for Juveniles Tobacco/Vapor Poss./Use;

1st offense Education packet and assigned a day of after-school detention.

2nd Offense = Friday school and mandatory parent conference

3rd & above 1-day suspension and suspension cannot exceed three days
In all offensives, the devices will be confiscated and destroyed. The school will not return devices/products.

Use of Alcohol, Drugs, and Other Prohibited Substances

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, including look-alikes, taste likes, or smell a likes;

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 prohibited 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, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

1st offense Education packet and 5-day suspension.

2nd Offense = Virtual alternative educational setting

In all offensives, the devices will be confiscated and destroyed. The school will not return devices/products.

MOMENT OF SILENCE

Students will participate in a moment of silence from 8:00 am to 8:01 AM.

Responses to High School Behavior Violations	**Guidelines for Disciplinary Consequences**						
BOARD VIOLATIONS	Classroom Discipline (Teacher imposed)	In School Discipline (Principal Imposed)	In-School Behavior Management Class- BMC Principal-Imposed	Short-Term Suspension 1-5 days	Long-Term Suspension 6-10 days	Alternative Placement Recommended	Expulsion Recommended
Bus Disturbance (could also warrant bus suspension)		●	●				
Cheating, false notes, false report, plagiarism	◆	●	●	●			
Damaging Property		●	●	●	●	●	●
Dangerous Instrument Possession, laser pointer, fireworks, ammunition, etc.		◆	◆	◆	◆	◆	◆
Disrespectful Behavior	◆	◆	◆	◆	◆	●	
Disruptive Behavior	◆	◆	◆	◆	◆	●	
Failure to Attend Detention		◆	◆	◆		●	

Responses to High School Behavior Violations	Guidelines for Disciplinary Consequences						
Failure to Obey/Failure to Follow Staff Instructions	◆	◆	◆	◆	◆	●	
Fighting		◆	◆	◆	◆	◆	◆
Gang Activity, Promoting		◆	◆	◆	◆	◆	◆
Harassment, Harassing Communications, bullying, intimidation, hazing, threatening, verbal abuse	◆	◆	◆	◆	◆	◆	◆
Inappropriate Electronic Communication	◆	◆	◆	◆	◆	◆	◆
Inappropriate Sexual Behavior	◆	◆	◆	◆	◆	◆	◆
Leaving or being on school grounds without permission			●	●	●	●	
Possession of Obscene/Pornographic Material	◆	●	●	●	●	●	

Responses to High School Behavior Violations	**Guidelines for Disciplinary Consequences**						
BOARD VIOLATIONS	Classroom Discipline (Teacher imposed)	In School Discipline (Principal Imposed)	In-School Behavior Management Class-BMC Principal-Imposed	Short-Term Suspension 1-5 days	Long-Term Suspension 6-10 days	Alternative Placement Recommended	Expulsion Recommended
Offenses committed off school grounds other than school activities and traveling to/from school		•	•	•	•	•	•
Out of Assigned/Designated Area	•	•	•	•	•	•	
Sharing of Over the over-the-counter drugs		•	•	•	•	•	•
Peer Conflict (verbal)	•	•	•	•		•	
Personal Telecommunication Devices (possession of)		•	•	•		•	
Physical Aggression	•	•	•	•	•	•	•
Profanity/Vulgarity	•	•	•	•	•	•	
Repeated Suspensions/behavior					•	•	•
Stealing	•	•	•	•	•	•	•
Tardy to class (unexcused_	•	•	•	•			
Tobacco Products (Possession- including e-cigs) 2nd offense BMC/parent conference		•	•	•	•	•	
Tobacco Products (Use- including e-cigarettes)		•	•	•	•	•	
Truancy (referred to DPP)							

Responses to High School Behavior Violations	**Guidelines for Disciplinary Consequences**						
LAW VIOLATIONS	Classroom Discipline (Teacher imposed)	In School Discipline (Principal Imposed)	In-School Behavior Management Class-BMC Principal-Imposed	Short-Term Suspension 1-5 days	Long-Term Suspension 6-10 days	Alternative Placement Recommended	Expulsion Recommended
Arson				•	•	•	•
Assault			•	•	•	•	•
Assault/Physical Abuse of Staff Member				•	•	•	•
Deadly Weapon, Possession of					•	•	•
Deadly Weapon, Possession of look-alike or toy		•	•	•	•	•	•
Disorderly Conduct		•	•	•	•	•	•
Drug Paraphernalia, Possession, sale, or transfer of				•	•	•	•
Drugs, prescription drugs, intoxicating substances or alcohol, possession, under the influence, use of				•	•	•	•

Drugs, prescription drugs, intoxication substances or alcohol (sale or transfer of)				•	•	•	•

Responses to High School Behavior Violations	**Guidelines for Disciplinary Consequences**						
LAW VIOLATIONS	Classroom Discipline (Teacher imposed)	In School Discipline (Principal Imposed)	In-School Behavior Management Class- BMC Principal-Imposed	Short-Term Suspension 1-5 days	Long-Term Suspension 6-10 days	Alternative Placement Recommended	Expulsion Recommended
False Fire Alarm				•	•	•	•
Forgery/Counterfeiting		•	•	•	•	•	•

Gambling		•	•	•			
Harassment-Law Violations Harassment Communications		•	•	•	•	•	•
Offenses committed off school grounds other than school activities and traveling to/from school.		•	•	•	•	•	•
Sexual Abuse/Sexual Assault			•	•	•	•	•
Terroristic Threatening (includes verbal, bomb, chemical, and bio-nuclear)		•	•	•	•	•	•
Theft/extortion/burglary/ possession of stolen property		•	•	•	•	•	•
Vandalism		•	•	•	•	•	•
Wanton Endangerment				•	•	•	•