

# GHS

Glasgow High School  
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## **MISSION:**

*Empowering students to excel, building strong community connections, driving growth through innovation, and inspiring a legacy of tradition that leaves a generational impact.*

## **Administration**

*Principal: Mr. Joey Norman ([joey.norman@glasgow.kyschools.us](mailto:joey.norman@glasgow.kyschools.us))*  
*Assistant Principal: Dr. Tyler Ghee ([tyler.ghee@glasgow.kyschools.us](mailto:tyler.ghee@glasgow.kyschools.us))*  
*Assistant Principal: Mr. Bart Roberts ([bart.roberts@glasgow.kyschools.us](mailto:bart.roberts@glasgow.kyschools.us))*  
*Counselor: Dr. Bethany Gaffney ([bethany.gaffney@glasgow.kyschools.us](mailto:bethany.gaffney@glasgow.kyschools.us))*  
*Counselor: Mrs. Lorie Bunch ([lorie.bunch@glasgow.kyschools.us](mailto:lorie.bunch@glasgow.kyschools.us))*

## **Site-Based Council Members**

Ruth Ann Davis, Teacher ([ruthann.davis@glasgow.kyschools.us](mailto:ruthann.davis@glasgow.kyschools.us))  
Christopher White, Teacher ([christopher.white2@glasgow.kyschools.us](mailto:christopher.white2@glasgow.kyschools.us))  
Karla Clemmons, Teacher ([karla.clemmons@glasgow.kyschools.us](mailto:karla.clemmons@glasgow.kyschools.us))  
Amy Pike, Parent  
Mike Updegraff, Parent

## Programs, Clubs, and Extracurricular Activities

Academic Team	Debate	Performing Arts
Archery	DECA Club	Soccer
Art Club	ESports	Softball
Band	Envirothon	Spanish Club
Baseball	FCA	Student Ambassadors
Basketball	FCCLA Club	Swimming
Beta Club	Football	Tennis
Cheerleading	Golf	Track
Choir & Drama	HOSA	TSA Club
Cross Country	KUNA/KYA	Volleyball
	Pep Club	

### School Song

Oh when those Glasgow High boys fall in line  
We're gonna win this game another time  
For GHS I yell, I yell, I yell  
For GHS I yell, I yell, I yell, I yell.  
We're gonna fight, fight, fight for every score,  
We're gonna win this game and win some more,  
We're gonna roll those boys up on the side,  
On the side, Glasgow High!!  
GHS GHS GO BIG BLUE!!!  
GHS GHS GO BIG BLUE!!!

### 2025/2026 Calendar

August 25	Staff Opening Day
August 26	First Day for Students
September 1	Labor Day
September 3	First Day for Preschool
October 6-10	Fall Break
November 26-28	Thanksgiving Break
December 22- January 2	Christmas Break
January 5	Contract Day
January 19	MLK Holiday
February 16-17	No School
April 6-10	Spring Break
May 8	Last Day for Preschool
May 19	Election Day
May 22	Last Day for Students
May 26	Staff Closing Day

## Table of contents

Student Handbook	4
Rules and Regulations	4-6
Detention	6
Alternative Learning Classroom	7
Friday School	7
Alternative to Suspension	7
Suspension	7
Authority of Faculty and Staff	8
Off Limit Areas	8
Drugs and Alcohol	8
Classrooms	8
Hall Passes	8
Visitor Policy	8
Care of Building and Grounds	8
Lockers and Searches	8
Course Changes	9
Use of Telephone	9
Cell Phones	9
Cafeteria	9
Student Valuables	10
Fire Drill	10
Attendance	10-11
Exam Exemption Policy	11
Tardies and Early Dismissals	11
Checking out and Leaving School Grounds	11
Exceptions (Checking out)	11
Smoking	12
School Organizations	12
School Fees	12
Lunches	12
Grades/Credits	12
Dual Credit	13
School Assemblies	13
After School Hours	13
School Bus Rules	13-14
Graduation	14
Senior Activities and Gala/Prom	14
Alternative School	14
Out of District/18 Year Old Students	15
School Energy Policy	15
Student Rights and Responsibilities	15-16
Parent/Guardian Rights and Responsibilities	16
Teachers Rights and Responsibilities	16-17
Principal Rights and Responsibilities	17
Title 1 Policies	18-24
Disciplinary Policies	25-27
Public Notice	28-31

Exceptional Children Record Retention and Destruction  
Notification of FERPA Rights  
Bullying and Harassment School Policy

**STUDENT HANDBOOK**

The faculty, staff and administration would like to welcome you to Glasgow High School. The purpose of our school is to develop self-reliant, responsible, self-disciplined, and well-educated young adults.

We believe that Glasgow High School should provide a comprehensive program of educational experiences designed to serve the interests, goals, and abilities of all students. Therefore, we need some common guidelines to create and maintain an atmosphere of teaching and learning.

Glasgow School does not discriminate on the basis of race, color, national origin, religion, marital status, sex, or disabilities in its treatment of students.

**RULES AND REGULATIONS**

Each teacher or staff has the authority and responsibility to correct any student at any time, anywhere, while the student is under the jurisdiction of the school.

1. Once a student boards a bus, he/she is the responsibility of the school; such responsibility ends when the student is delivered to the regular bus stop at the end of the day. Students are considered on school property when the vehicle is on the property of any school in the Glasgow School System. (After boarding a school bus, students must ride the bus to and from school.)
2. K.R.S. 158.150 – Possession of or use of illegal drugs or alcoholic beverages on school property or during school-sponsored activity may result in student expulsion, alternative placement, and/or legal prosecution.
3. Possession of tobacco products, matches, or lighters or use of tobacco products is prohibited by students of Glasgow High School, including school sponsored activities.
4. K.R.S. 158.150 – Use of profanity or vulgarity is strictly prohibited.
5. K.R.S. 158.150 – Willful defiance of the authority of the teachers or administrators may lead to suspension or expulsion, alternative placement, and/or legal prosecution.
6. K.R.S. 158.150 – Assault or battery (or the threat of such) of students or school personnel constitutes cause for strict discipline, alternative placement, and/or legal prosecution.
7. K.R.S. 161.190 – Insult or abuse of any teacher constitutes cause for strict discipline, alternative placement, and/or legal prosecution.
8. K.R.S. 159.150 – Absence or tardiness without valid reason for more than three days constitutes truancy. Six days constitutes habitual truancy and constitutes cause for court action.
9. K.R.S. 158.150 – Any dangerous weapons are subject to confiscation and are thus prohibited and cause for strict discipline, alternative placement, and/or legal prosecution.
10. K.R.S. 160.348 - The Advanced Coursework Policy of Kentucky ensures that all students are provided opportunity to participate in a rigorous and academically challenging curriculum.
11. Tardiness is defined as not being inside the classroom or assigned place when the tone

starts to sound.

12. Any audio or electronic gaming device are prohibited during the school day.
13. Cellular phones are not to be used, turned on or visible after 8:00 am in any part of the building during school days.
14. Book bags have to be placed in a locker upon arrival at school.
15. No petitions may be circulated at school. Secret clubs or organizations are prohibited.
16. School officials must approve the sale of any articles.
17. Dress, appearance, cosmetics, tattoos (permanent and/or temporary) and costumes that distract from the proper decorum and smooth operation of the school and the attainment of the educational goals of the community will not be permitted. During the school day shorts and skirts must be at the knee, and jeans with ragged holes must be at or below the knee. (No Skin showing above the knee at any time). All shirts must have 3” straps (can’t be cut off) for both girls and boys. All bottoms should be worn around the waist. (No Sagging) All tops/dresses must not be backless, must not have plunging necklines, or show midriff. Spiked accessories, trench coats, and chains are not permitted. Students are not allowed to wear or have blankets, caps, hats, bandanas, pajamas, hoods and head covering during school hours in the building.

P.E. students may wear gym shorts in the gym only. The principal may waive the shorts rule for specific days where outdoor/physical activities are held.

18. Any clothing and accessories (jewelry, belt buckles, necklaces, etc.) with obscene pictures, confederate flags or sayings alluding to drugs, alcohol, sex or violence are not permitted at Glasgow High School.
19. Fighting on school property is strictly prohibited and cause for strict discipline, alternative placement, and/or legal prosecution.
20. All student cars must be parked in the marked spaces of the student parking lot and the student should report directly to school. (No loitering in cars.) Students must park in assigned parking spots. All student cars must display a parking permit. All cars must be removed from the parking lot by 3:15 during Band Season. Drivers shall use one exit lane when exiting from the parking lot. No smoking or vaping in parking lots or school property. Violations will result in loss of driving privilege (Your vehicle can not be on school property).
21. No student shall be dismissed early from school without permission from the Principal or his/her legal guardian.
22. Late arrivals must check in through the office for an admit slip and will be referred to a principal for excessive tardies to school. Students must not miss more than thirty minutes of a class period to be counted present.
23. Dismissal for work at public places will not be made until 3:05 p.m. unless the work is associated with in school programs.
24. Students are forbidden to leave school to patronize restaurants and return to school or bring meals to others during the school day or have non-students bring meals to them.
25. Students desiring to ride a different bus or desiring to get off at a different location other than normal must bring a note from a parent and/or guardian with the student’s name and grade, where the students is getting off, and a number where the parent and/or guardian can be reached included in the note. Students must bring the note to the front office to secure a bus note, have it approved by a principal and present the note to the bus driver.
26. No personal locks are to be used on permanent lockers.

27. Student lockers, cars or personal belongings may be searched by the principal or his designee if there is reasonable cause to do so. Each student is responsible for his/her locker and lock. (No sharing lockers at any time) Permanent lock numbers can be changed.
28. Students must pay for damaged or lost textbooks and electronic devices distributed by the school for instruction. Any debts (including school fees) at the close of the year will result in schedules being withheld and no grade cards being sent. Any seniors who have debts will not receive a diploma
29. The student is responsible for paying for overdue or lost library books.
30. Students have up to five (5) school days to complete work for an absence. Work may be made up before, during, and/or after school. Note: Any unexcused absence will result in taking semester exams in that class. Excuses will only be accept five school days after return. Any discrepancies in attendance must be corrected at that time. There will be no changes in excuses after verification.
31. Visitors are not allowed unless approval is secured through the office. After approval from the office, all visitors must wear a visitor's pass.
32. Periodic fire and emergency drills will be conducted. Students must follow the instruction of the teacher, and leave the building immediately.
33. Fireworks of any form are prohibited at school.
34. Theft will result in restitution, disciplinary action, or SRO Referral.
35. School day pictures and senior pictures must be from contracted photographer to appear in the yearbook

### ***DETENTION***

Students serving detention will have one week to serve. The detention will be instituted for a period of 30 minutes at 3:10 in the afternoon on Monday, Tuesday, Wednesday or Thursday or Wednesday morning in the assigned detention room from 7:30 to 7:50. Students must furnish their own transportation home. Accumulation of excessive detentions may result in Friday school, (ATS) alternative to suspension or suspension. If the students cannot provide their own transportation in order to serve a detention, they are subject to other consequences including (ISS) In School Suspension/Friday School.

### **Detention Rules:**

Failure to follow rules result in additional detention

1. No talking, getting out of the seat, etc.
2. Students must bring their own books and supplies.
3. Students must be on time.
4. Students must work on schoolwork while in detention (No Sleeping).
5. Leave the room clean and free of paper, garbage, etc.

**Students have 1 week to serve detention or it will automatically become Friday School. (Parents will need to get w/ their administrator before 2:30pm to reschedule if emergency.)**

### ***ALTERNATIVE LEARNING CLASSROOM (ISS)***

ISS is a classroom within the high school where students are in strict confines in the room, under a staff's supervision. Not only will they be required to keep up with what is missed in the regular classroom; they must work at all times. They will be allowed to talk only to the teacher. Any student breaking any of the strict rules of the ISS will have another day added. Refusal to serve or work in ISS results in ATS or suspension. Students assigned to the ISS will not be allowed to attend, participate or practice in extra curricular activities.

### ***FRIDAY SCHOOL***

A student who has been in violation of school rules or committed serious offenses will be placed in Friday School as outlined in the Discipline Code section. Students serving Friday School will be required to stay a period of 2 hours beginning at 3:05 on Friday. Students must furnish their own transportation home.

#### **Friday School Rules**

Failure to follow rules will result in additional Friday school.

1. No talking, getting out of the seat, etc.
2. Students must bring their own books and supplies.
3. Students must be on time.
4. Students must work on schoolwork while in detention (No Sleeping).
5. Leave the room clean and free of paper, garbage, etc.

**Students have 1 week to serve Friday School or it will potentially, under principal discretion, become an additional Friday School or ISS. (Parents will need to get w/ their administrator before 2:30pm to reschedule if emergency.) Multiple Friday schools missed will result in principal discretion.**

### ***ALTERNATIVE TO SUSPENSION***

A student who has been in violation of a severe clause rule, committed serious offenses, or violated local, state, or federal laws may be sent to ATS. Length of the ATS will be determined by the school authorities and will reflect the offense committed. Parents or guardians will be notified in writing or in person of the action taken. An ATS student shall not be on school property other than areas designated by school administration. Students will not be counted unexcused while attending ATS. Work will be sent to ATS and/or will be made up when sent back. (See excused absence policy.) Students assigned to the ATS will not be allowed to attend, participate or practice in extra-curricular activities.

### ***SUSPENSION***

A student who has been in violation of a severe clause rule, committed serious offenses, or violated local, state, or federal laws may be suspended from school. Length of the suspension will be determined by the school authorities and will reflect the offense committed. Parents or guardians will be notified in writing or in person of the action taken. A suspended student shall not be on school property **or at any school sponsored event or activity**. A grade of zero (0) will be given for the classes missed while suspended. A student and his/her parents will have to

agree upon a more satisfactory conduct with the administration before the student is readmitted to school.

### ***AUTHORITY OF FACULTY AND STAFF MEMBERS***

All faculty and staff members of this school have authority over all students. A student is under the authority of the school and its employees while the student is in school, on the way to and from school, and during all school sponsored activities, whether they are at GHS or at another school.

This school will not tolerate any mass disruption or disturbances by the student body in any form or for any reason. Disruptions of the learning environment will result in disciplinary action. Substitute teachers require the same respect, as does the regular teacher. All substitutes have the same authority as the regular teacher and any disrespect or lack of cooperation with the substitute will be dealt with in a strong disciplinary manner.

### ***OFF LIMIT AREAS***

1. Gymnasium dressing rooms unless your class is meeting in P.E. class
2. Gymnasium to all students until 7:30 a.m. and after 3:05 p.m. and during morning break unless supervised by a school official
3. Mechanical room, janitor's closets, cooking area of kitchen, stairwells
4. Buses during the school day
5. Teachers' offices, teachers' workrooms, behind counter in office area
6. Auditorium and lobby of auditorium is off limits except for a class or meeting
7. Student parking lot from 8:00-3:05

### ***DRUGS AND ALCOHOL***

See Board of Education Policy Handbook for more information.

### ***CLASSROOMS***

Each student is expected to have Chromebooks and supplies for all classes. Teachers may assign seats at any time. Teachers, not the BELL RINGING, will dismiss the class.

### ***HALL PASSES***

Students in the hall after the tardy bell has sounded must have a valid hall pass/note issued by the appropriate teacher. Students are expected to take care of personal business between classes.

### ***VISITOR POLICY***

Any visitor to the school must sign in at the front office and remain there to meet with a student or staff member, unless the principal or her designee grants permission for that visitor to enter into other areas of the building.

### ***CARE OF BUILDING AND GROUNDS***

Any person who willfully or negligently destroys school property shall be subject to appropriate disciplinary action including the requirement to pay in full for the damage.

### ***LOCKERS AND SEARCHES***

Lockers are the property of the school and are subject to school regulation and supervision. A

student, his/her locker, and/or vehicle will be searched only when there is just and reasonable suspicion.

### ***COURSE CHANGES***

There will be no course changes. Course changes will only be made because of scheduling errors or inappropriate placement as determined by the principal and school counselor.

### ***USE OF TELEPHONE***

School personnel will place emergency calls for students. For non-emergency calls students may only use the office phone during their lunch period.

### ***CELL PHONES***

Cellular phones are not to be visible or audible and to remain in a backpack and/or locker during the instructional day.

*See Disciplinary Policy for consequences...*

### ***CHROMEBOOKS***

The district will provide and assign each student a district owned device to complete work such as a Chromebook. The student is responsible for the device and may be charged for any malicious damage or damage caused by improper usage and/or care. The student should not bring their own device to work on during the school day.

### ***COMMUNICATION PLATFORMS***

The district and school will only use communication platforms approved by the board of education to communicate with parents and students. A parent may contact thier building principal or district office for guidance on how to review the communication in accordance with policy 08.2324.

### ***MOMENT OF SILENCE***

In accordance with state requirements, Glasgow High School will observe a one-minute moment of silence at the beginning of each school day. During this time, students are expected to remain quiet, respectful, and non-disruptive, allowing for personal reflection.

The purpose of the moment of silence is to provide an opportunity for students to begin the day in a calm and focused manner. No student will be encouraged or required to engage in any specific activity during this time. A notice will be sent home to parents and guardians encouraging them to discuss the purpose of the moment of silence and to provide guidance on how their student may choose to use this time, in a way that aligns with their family's values and beliefs.

Failure to observe respectful behavior during the moment of silence may result in disciplinary action, in line with the school's code of conduct.

### ***CAFETERIA***

All students may deposit money into their lunch account. Money in lunch accounts may be used to purchase lunch only for the student to whom the account is assigned. Students may not charge over \$20.00 per semester. NO charges will be accepted after Thanksgiving (first semester) or Spring Break (second semester). All charges must be paid before Christmas break (first semester) or May 1 (second semester).

Cafeteria Rules:

1. Deposit all litter in the proper containers.
2. Return all plates and utensils to the dishwashing area.
3. Leave the table and area around you clean.
4. Do not leave the cafeteria for any reason without permission from the teachers on duty.
5. Do not take food or drinks from the cafeteria.
6. Food and drink brought to the cafeteria must be in an unmarked container/wrapper.
7. The Food Service Division of the state Department of Education regulations requires that no vending machine service for students be available until 30 minutes after the close of the last lunchroom period.

Violations of these will result in appropriate discipline.

### ***STUDENT POSSESSIONS***

Do not bring large amounts of money, electronics, and valuables to school. Do not share a locker. Keep track of your personal possessions at all times. Do not give out the combination to your locker. Do not leave money or valuables in the locker room. Students are responsible for their personal property. The school is not responsible for investigating any lost or stolen items.

### ***FIRE DRILL***

In order to secure a speedy and safe exit from the building in a fire or a drill, the following rules should be observed:

1. Walk, do not run, keep moving, and do not try to save personal belongings.
2. Do not talk; be prepared to take instructions from firemen and teachers.
3. The first two students to reach the door should hold it open for others.
4. Close all windows before leaving, if possible.
5. Do not re-enter the building until given notice by the administration.

### ***ATTENDANCE***

When it is necessary to miss school, you should follow the outlined procedure:

Have your parent or guardian or doctor write an excuse giving your name, date of absence and reason for absence.

If a student presents a false or altered excuse not issued by parent/guardian or doctor, the student will be subject to appropriate action.

1. Present the excuse to the attendance clerk to obtain an admission slip.
2. Failure to present a note to the attendance clerk on the day you return to school will result

in an unexcused absence.

3. **Upon the return to school, a student must have a written valid excuse for the absence. If no medical documentation or principal approval is provided within 5 school days, the first six (6) events will be considered excused parent notes.**  
*After five days, the excused absence can not be changed to reflect another form of excuse (i.e. an excused parent note can not be changed from a tardy to a full day absence).* NOTE: Changes will not be made to any absences that occurred during prior months.
4. Students are allowed 6 parent notes each school year. After 6 parent notes (absences and/or tardies), students must have a doctor's excuse for any absences. ex. 4 absence + 2 tardies equals a total of 6 per school year (6 tardies also equal 6 parent notes - tardies and absences are interchangeable) \*Board Policy\*
5. Students accumulating excessive absences (as defined by board policy) will be subject to court action.
6. Students must obtain prior approval from the principal or his designee for school activities.
7. Students have up to five (5) school days to make up assignments and/or tests due to an **excused** absence. Work may be made up before, during, and/or after school.
8. Students must be present (at least 3.5 hours) or have an excused absence (not a parent note) to participate in any extracurricular activities.
9. Requests for Educational Enhancement days must be submitted to the office for approval at least 3 days prior to dates requested.
10. Requests for college visits must be submitted to the office for approval at least 3 days prior to dates requested.

### ***EXAM EXEMPTION POLICY***

Students who have ZERO unexcused absences & no major discipline infractions will be exempt from semester exams. (Exemptions can not be used in AP)

- **Any unexcused absence will result in students having to take a semester exam.**  
Each parent, guardian, or other person residing in the state and having custody or charge of any pupil between the ages of six and eighteen shall send the pupil to a regular public school for the full term unless the child is legally exempt from school. The parent or guardian shall keep the pupil in regular attendance.

State law and Glasgow Board of Education Policy require all students to attend school every day school is in session. Attendance is checked in first period class and all subsequent classes.

Legal References  
KRS 159.010 Compulsory Attendance  
KRS 159.030 Exemption from Compulsory Attendance

### ***TARDIES AND EARLY DISMISSALS***

A student will be considered to be tardy if he/she is not in his/her assigned room when the tardy tone sounds. Students who leave early will fall under the same disciplinary rule as tardies. Students are not allowed in the halls during the **last 20 minutes** of the school day.

### ***CHECKING OUT AND LEAVING SCHOOL GROUNDS***

A student is not permitted to leave the building or the school grounds at any time during the school day without permission from the principal or assistant principal. If a student must leave the building or grounds because of illness, driver's test or emergency, his or her parent or guardian must notify by sending a signed note with the phone number of parent to the school office prior to being checked out. Students are expected to miss only the portion of the day required to attend a funeral, take a driver's test, or see doctors. A check out form signed by the principal's designee must be completed before the student leaves the building. Leaving without completing the form will be considered "leaving school without permission" or "skipping" and the consequences will apply.

Someone other than the custodial parent/guardian may pick up students if that person's name is on file in the attendance office. The authorization form must be completed by the custodial parent/guardian and shall list all those people who may pick up the student.

### ***EXCEPTIONS (Checking Out)***

A student may be released to a person with lawful authority to take custody of the student i.e., a police officer with a warrant. In such cases, the student's parents shall be notified at the earliest opportunity.

### ***SMOKING***

KRS 438.050 expressly prohibits tobacco products on school grounds at any time students are present. For this reason, no smoking is allowed. This policy includes all forms of tobacco and violation of this policy will result in ISS, ATS, suspension, or other action as necessary. (GHS includes Electronic Cigarettes and vapes in this category)

### ***SCHOOL ORGANIZATIONS***

Any student who violates severe clause rule or is found to be guilty of severe misconduct may be removed from any office or organization or activity with which they are involved.

Students involved in school-sponsored activities are expected to be exemplary citizens and representatives of Glasgow High School.

### ***SCHOOL FEES***

A school fee of \$80 will be charged to all students to cover the cost of resources, books, software programs, and supplies. Students receiving a reduced lunch price will be charged \$40. Students qualifying for free lunch will not be charged.

### ***LUNCHES***

Each day a complete lunch will be served. Each item may be bought as an a la carte as well as a complete meal. A complete meal must consist of three items, but not more than six items. All students receive one breakfast and one lunch at no charge. You will have to pay for extra items. No outside food or drinks are allowed.

## ***GRADES/CREDITS***

### ***GRADING SCALE***

A=90-100  
B=80-89  
C=70-79  
D=60-69  
F=Below 60  
I=Incomplete  
NG=No Grade

### ***CREDIT REQUIREMENTS***

Sophomore = 5 credits  
Junior = 10 credits  
Senior = 16 credits  
Graduate = 22 credits

### ***WEIGHTED GRADING SCALE (AP ONLY)***

A=90-100	5 GPA POINTS
B=80-89	4 GPA POINTS
C=70-79	3 GPA POINTS
D=60-69	2 GPA POINTS
F=Below 60	0 GPA POINTS

Grade cards are posted to the student/parent portal at the end of each nine weeks. A hard copy can be provided at the parent's request.

## ***DUAL CREDIT***

Glasgow High School offers a variety of Dual Credit opportunities for our students. Students must obtain school Counselor permission before registering for a dual credit class at any institution. (Failure to do this may result in the dual credit class not counting for a high school credit). Students must meet the requirements for enrollment by the institution offering the dual credit course. Important Note: Dual Credit courses will only count for high school elective credit unless permission is granted by the student's school counselor. Cost of a dual credit class is the responsibility of the student if a scholarship is not available.

## ***SCHOOL ASSEMBLIES***

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the students be respectful. In live entertainment the performers are very conscious of their audience. Talking, whispering, whistling, stomping feet and booing are discourteous. Yelling is appropriate only at pep rallies.

## ***NON-TRADITIONAL SCHOOL DAYS***

Students are expected to complete assignments on the NTI day. If a student experiences a loss of electricity, WiFi (or does not have WiFi), or another extenuating circumstance, teachers may use discretion on due dates of attendance.

## ***AFTER SCHOOL HOURS***

Students should not be on school property after 3:30 p.m. unless supervised by pre-arranged

specific school personnel such as teachers, coaches/directors, club sponsors, etc.

### ***SCHOOL BUS RULES***

1. The bus is an extension of the classroom.
2. Sit in your assigned seat & face forward.
3. Face the front at all times. ( No feet or body parts in the aisle)
4. Profanity/Disrespectfulness will not be tolerated.
5. No eating (candy, gum, drinks, etc...)
6. Talk with your inside voice.
7. Keep all body parts inside the bus at all times, no hanging /yelling out the window.
8. Tobacco products/E-cigs/vapes are not permitted.
9. No spraying (hair or perfume).
10. Be at the bus stop on time.
11. No pictures, videos, or playing music.

Each of these rules will be enforced using the Bus Discipline Policy. Each misconduct will use the following levels and consequence:

Level 1 Offense: Specifically assigned seats and possible detention

Level 2 Offense: in-school suspension and/or five (5) day bus suspension

Level 3 Offense: in-school suspension and/or suspension from school; ten (10) day bus suspension with recommendation to Superintendent for removal from the bus

\*Fighting which causes injury is a Level III offense.

\*\*Repeated Level I offenses go directly to a Level II offense.

\*\*Repeated Level II offenses will go directly to Level III offenses and be subject to removal from the bus for an extended amount of time up to the remainder of the school year.

\*\*\*Repeated Level III offenses will involve the Superintendent and the Director of Transportation.

\*\*\*\*\*All rules/disciplinary procedures are subject to the Transportation Director's/School Administration's discretion and may be amended to fit the need.

Please remember that riding a school bus is a privilege that can be taken away.  
GIS Transportation Dept.

### ***GRADUATION***

**No student shall be permitted to participate in graduation exercise until he/she has fulfilled debts (including school fees) met all graduation requirements** including all assessments as designated by the Kentucky Department of Education (currently KSA, ACT, and State Civics Requirements). Students must also complete an ILP and a Financial Literacy credit. Students meeting qualifications for the early graduation certificate or hardship graduation must consult with the school counseling department per Board Policies 08.113 and 08.1132.

### ***SENIOR ACTIVITIES & GALA/PROM***

**All debts and school fees have to be met to participate in senior activities, and Gala/Prom. Major write-ups (such as but not limited to drugs, alcohol, or fighting) OR multiple write-ups or 15 unexcused events (Unexcused days and/or AM Tardies) will result in loss of participation in Prom/Gala/Senior Activity events. Graduation ceremony shall be revoked at 25 unexcused events.**

### ***ALTERNATIVE SCHOOL***

The Glasgow High School is affiliated with an Alternative School. This school creates another step for students who fail to adjust and/or obey the rules and/or regulations of the regular classroom. Once a student has progressed through the assertive discipline program or commits a serious discipline infraction at the traditional school level, he/she may be referred to the Alternative School. ***An Alternative School student shall not be on school property or at any school sponsored event or activity.*** A student may also be sent to the Alternative School for any of the following reasons:

- Continuous unacceptable behavior
- Exhibits poor academic performance
- Referred through a pre-board hearing

### ***OUT OF DISTRICT/18 YEAR OLD STUDENTS***

A student who lives outside the Glasgow School District or is 18 years old must commit that he/she will abide by school rules, have 96% attendance, maintain 2.5 GPA and not have any absences without a valid excuse. Students who do not meet the requirements of the commitment may be withdrawn from school and referred to their home district. Parents and guardians are responsible for notifying school if and when they move. Additionally, a student who is 18 years of age or older must still have a parent/guardian to call in order for the student to be released.

### ***SCHOOL ENERGY POLICY***

#### **General**

Each student is expected to use energy and resources wisely. Please don't waste them!

## ***STUDENT RIGHTS & RESPONSIBILITIES***

### **Students Have The Right To:**

1. A free public education which will meet the needs of the individual and prepare him/her for a successful role in society.
2. Be represented by their peers in the decision-making process on matters which relate to standards of achievement, conduct, elections, and participation where system wide committees are appointed to address these matters.
3. Procedural due process when any charge or accusation has been made against them concerning major disciplinary action.
4. Receive academic grades based only upon academic performance.
5. Freedom from abuse and threat of abuse by members of school facilities and administration personnel.
6. Freedom of speech and expression.
7. The access of their own records, after age 18, and guarantee of confidentiality of student's academic records outside of the school system, except upon written authorization of the student or his or her parent/guardian.
8. Protection of person and property to the fullest extent possible by the school.
9. Participate in all school programs and activities within the limits of capabilities and the established standards without regard to race, creed, gender, or national origin.
10. Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

### **Students Have The Responsibility To:**

1. Attend school regularly, take advantage of the opportunities offered, and not interfere with the rights of fellow students to an education.
2. Make suggestions in a positive, reasonable manner, taking into careful consideration the welfare of all, not just that of one or a few individuals.
3. Refrain from gross disobedience or misconduct or behavior that disrupts the educational process.
4. Study diligently and maintain the best possible level of academic achievement.
5. Respect the human dignity and worth of every other individual.
6. Use that freedom in such a way as not to offend the rights of others with obscene or damaging words or actions and, within the limits of good taste, to avoid the use of language in a discourteous, offensive, or inflammatory manner.
7. Follow established procedures in requesting release of personal records to persons not legally entitled to such records without proper consent.
8. Refrain from libel, slanderous remarks and unnecessary obscenity in verbal and written expression. Refrain from fighting, creating disturbances, using or carrying any weapon on school premises or at school activities, and take those steps and precautions necessary to protect self and possessions.
9. Respect others as individuals and not treat others unfairly because of race, creed, or gender. Support the school in all phases of program or activity, and to behave in such a way that participation will be a contribution and not a detriment.

10. To uphold academic integrity and foster genuine student learning by managing the use of artificial intelligence (AI) technologies in student work, balancing the benefits of AI assistive technologies with the need to prevent misuse.

### ***PARENT/GUARDIAN RIGHTS & RESPONSIBILITIES***

#### **Parent(s)/Guardian(s) Have The Right To:**

1. Send their child to a school with a positive educational climate where learning is valued.
2. Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
3. Enroll their child in the school district where he/she shall attend classes regularly with minimal interruptions.
4. Expect their child's school to maintain high academic standards.
5. Review their child's academic progress and other information which may be contained in the personal school records.
6. Address grievances to proper school authorities concerning their child and to receive a prompt reply pertaining to the specific grievances.

#### **Parent(s)/Guardian(s) Have The Responsibility To:**

1. Instill in their children the values of an education.
2. Inform their children about the disciplinary procedures of the school and emphasize the importance of following them.
3. See that their children attend school regularly and promptly.
4. Understand that unnecessary interruptions in the school are detrimental to the educational program for all students.
5. Be familiar with the educational program and the procedures.
6. Exhibit concern for the program and grades of their child.

### ***TEACHERS RIGHTS & RESPONSIBILITIES***

#### **Teachers Have The Right To:**

1. Expect the support of their fellow teachers, administrators, and parent(s)/guardian(s).
2. Work in a positive school climate with a minimum of disruptions.
3. Expect all students to comply with homework assignments as requested.
4. Remove from class any child whose behavior significantly disrupts a positive learning experience, during which time the student will be in the office or other designated area.
5. Be safe from physical harm and free from verbal abuse.
6. To provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel.
7. To take action necessary in emergencies pertaining to the protection of persons or property.
8. To make a determination in accordance with state law regarding site based decision making councils and to vote for teacher representatives and serve on councils.

#### **Teachers Have The Responsibility To:**

1. Follow the rules and regulations of the Board of Education and the local school.
2. Maintain a classroom atmosphere conducive to good behavior.
3. Plan a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.

4. Administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate.
5. Exhibit exemplary behavior in terms of dress, action, and voice.
6. Maintain high standards of achievement and inform parent(s)/guardian(s) of their children's successes, problems, and failures.
7. Protect the rights of themselves and the rights of others by exercising their full responsibilities in all circumstances.

### ***PRINCIPALS' RIGHTS & RESPONSIBILITIES***

#### **Principals Have The Right To:**

1. Expect the support and respect of teachers, parent(s)/guardian(s), and students in carrying out the policies and programs established by the Board of Education.
2. Be safe from physical harm and free from verbal abuse.
3. Suspend any student whose conduct disrupts the educational process and take other disciplinary action in accordance with the discipline code and Kentucky statutes, rules, and regulations.
4. Provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students, parent(s)/guardian(s), and school personnel.
5. Take action necessary in emergencies pertaining to the protection of persons or property.
6. Strive to create a school environment that provides the proper learning atmosphere.

#### **Principals Have The Responsibility To:**

1. Follow the rules and regulations of the Board of Education and the local school as authorized by law.
2. Exhibit exemplary behavior in action, dress, and speech.
3. Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use their own best judgment.
4. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state, and nation.
5. Protect the rights of themselves and the rights of others by exercising their full responsibilities in all circumstances.
6. Help create and maintain an atmosphere that respects the rights of all participants in the school process.

#### **Glasgow High School - Title I Parent Involvement Policy**

Glasgow High School receives Title I funding each year. In compliance with the Title I policy and to insure the success of each child, the parent's continued involvement is essential. So that we may build a strong parent/school partnership, the following guidelines were designed with meaningful input from both parents and school staff.

Information concerning the Title I program, student progress, assessment results, school goals and performance profile (including school curriculum, core content and student performance standards) will be provided to parents in such forms as newsletters, phone calls, progress reports, conferences and additional flexible meetings, websites, emails, etc.

Information will be collected through a parent survey and summarized at an annual school/parent

meeting for evaluation, review and planning purposes of the parent involvement program. This meeting may coincide with the school's Comprehensive Improvement Plan meeting.

Title I funding will be used to support partnerships among parents, school and community, through such means as:

- Assisting parents in understanding educational goals, standards, and student performance so that they can use the information to participate in educational decisions related to their child.
- Integrate parent involvement strategies with other school/district-based programs such as Family Resource, Extended School Services, etc.

The written Parent Involvement Policy will be provided to parents.

### **Glasgow High School - Parent Learning Compact**

Section 1116(d) of the Every Student Succeeds Act (ESSA) states that schools served under Title I, Part A must jointly develop with, and distribute to, parents and family members of participating children a written school-family compact. The compact outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve Kentucky's high standards. The term "parent" refers to parents, guardians, family members and caregivers. The Kentucky Department of Education requires the compact to be signed by all involved parties.

#### **School Responsibilities**

1. Encourage good attendance
2. Provide a positive environment for learning and study
3. Support each other's efforts in the development of each student
4. Communicate with each other regularly
5. Always encourage students to achieve their goals

#### **Parent/Family Responsibilities**

1. Encourage good attendance
2. Provide a positive environment for learning and study
3. Support each other's efforts in the development of each student
4. Communicate with each other regularly
5. Always encourage students to achieve their goals

#### **Student Responsibilities**

1. Come to school prepared to work hard
2. Complete work to the best of his/her ability
3. Look to parents/guardians, teachers, and administrators for help, guidance, and encouragement.

### **Glasgow High School - Parent and Family Engagement Policy**

Section 1116(b) of the Every Student Succeeds Act (ESSA) states that schools served under Title I, Part A must jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy establishes the

school's expectations and objectives for meaningful parent and family involvement and describes how the school will meet the requirements of ESSA 1116(c) – (f). The term “parent” refers to parents, guardians, family members and caregivers.

### **Section I: Policy Involvement [ESSA 1116(c)]**

Glasgow High School will:

1. Involve parents in an organized, ongoing and timely way in the planning, review and improvement of the Title I, Part A program as well as the parent and family engagement policy.
  - *SBDM parent representatives will have a monthly review of the program, including budgetary items.*
2. Convene an annual meeting at a convenient time, which all parents of participating children shall be invited to and encouraged to attend, to inform parents of their school's participation in Title I and explain the requirements of Title I and the right of parents to be involved.
  - *Within the first month of the school year, parents will be expected to attend an annual meeting to be held at a convenient time. This meeting will inform parents of the school's participation in Title I and what it means for them.*
3. Offer a flexible number of meetings, such as meetings in the morning or evening, and provide, with funds provided by Title I, childcare or home visits, as such services relate to parental involvement.
  - *An additional number of flexible meetings will be planned where transportation, child care, and home visits may be provided as needed. The purpose of these organized, ongoing, and timely meetings and training sessions will be to include parents in reviewing, evaluating, and planning for Title I programs and parent involvement.*
4. Provide parents of participating children:
  - a. Timely information about Title I;
    - *Within the first month of school*
  - b. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards;
    - *Utilize Kentucky Core Content Standards to guide instruction*
    - *Utilize KSA, ACT, and AP testing to monitor student growth*
    - *Formative assessments in the classroom, throughout the year, will monitor student progression*
  - c. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the

education of their children and respond to any such suggestions as soon as practically possible; and

- *Meetings can be held upon request by the parents*
  - *Parents are invited to all SBDM meetings*
- d. If the schoolwide program plan (i.e., the comprehensive school improvement plan (CSIP)) under ESSA 1114(b) is not satisfactory to parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.
- *The Principal will meet individually with the parents/guardians*

## **Section II: Shared Responsibilities for High Student Academic Achievement [ESSA 1116(d)]**

Glasgow High School will:

1. Jointly develop with parents a school-family compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement, and how the school and parents will build and develop a partnership to help children achieve Kentucky's high standards. The compact will:
  - a. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children served to meet the state academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time; and
    - *Information concerning Title I programs, school performance profiles, and individual student assessments will be provided in the form of newsletters, progress reports, phone calls, conferences or home visits, etc. To the extent possible, information sent home will be in the language used at home.*
  - b. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
    - i. Frequent reports to parents on their children's progress.
      - *Live updates in Infinite Campus*
      - *Phone calls home from staff*
    - ii. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
      - *Sharing a link to teacher emails*
      - *The Principal will encourage parents to be an active participant*
    - iii. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
      - *Failure Action Plans*
      - *Encouraging teachers to call home*

- *Utilization of translators to communicate in native languages*
- c. Be signed by all involved parties and kept on file at the school as documentation.
  - *Annual review*
  - *Communication through Infinite Campus and Social Media*

### **Section III: Build Capacity for Involvement [ESSA 1116(e)]**

To ensure effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, Glasgow High School **must**:

1. Assist parents in understanding topics such as the Kentucky’s challenging state academic standards, Kentucky and Glasgow Independent Schools’ academic assessments, the requirements of the Title I, Part A program, and how to monitor their child’s progress and work with educators to improve the achievement of their children.
  - *Annual Parent Meeting*
  - *Infinite Campus Parent Portal*
2. Provide materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement.
  - *Provide texts to have at homes*
  - *Class-level parent meetings*
3. Educate school staff in the value and utility of contributions of parents and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school.
  - *Create a culture of communication that is two-way and positive*
4. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state and local programs and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
  - *Partnership with SKYCTC for Adult Education and Language Classes*
5. Ensure that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
  - *Infinite Campus messenger, Social Media, and translated*

In addition to the above-required activities, Glasgow High School **may**:

6. Provide necessary literacy training from Title I, Part A funds if the district has exhausted all other reasonably available sources of funding for such training.
7. Train parents to enhance the involvement of other parents.
8. Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents

who are unable to attend such conferences at school, in order to maximize parental involvement and participation.

9. Adopt and implement model approaches to improving parental involvement.
10. Establish a school parent advisory council to provide advice on all matters related to parental involvement programs.
11. Develop appropriate roles for community-based organizations and business in parent involvement activities.
12. Provide such other reasonable support for parental involvement activities under this section as parents may request.

#### **Section IV: Accessibility and Requirements [ESSA 1116(f)]**

In carrying out Title I, Part A parent and family engagement requirements and with the support of the district, Glasgow High School will:

1. To the extent practicable, shall provide opportunities for informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities and parents and family members of migratory children), including providing information and school reports required under ESSA 1111 in a format, and to the extent practicable, in a language such parents understand.
  - *Translation services*
  - *Home visits, if applicable*
  - *Flexible meeting times*
2. Notify parents of this policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. The policy will be distributed to parents and made available to parents and members of the local community.
  - *Infinite Campus messenger, Social Media, and translated*

#### **Section V: Policy Review and Revision**

Glasgow High School will work jointly with parents to review and revise this policy as necessary to meet the changing needs of the parents and the school.

- *Solicit feedback via Google Form distributed to all stakeholders*
- *Annual meeting*

#### **Glasgow Independent Schools - Testing Transparency**

Sections 1112(e)(2)(A)-(B) of the Every Student Succeeds Act (ESSA) requires the following regarding testing transparency.

(2) TESTING TRANSPARENCY.—

(A) IN GENERAL. – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the local educational agency will provide the parents on request (and in a timely

manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

(B) Parents have the right to request information regarding any state and district policy regarding student participation in mandatory assessments and the district will provide this information in a timely fashion. Requests for state and Glasgow Independent School assessment policies can be submitted to: Tara Martin, Ed.D., District Assessment Coordinator, by phone at 270-651-6757 or by email at [tara.martin@glasgow.kyschools.us](mailto:tara.martin@glasgow.kyschools.us)

Please note that districts in Kentucky are not permitted to honor a parent's request to opt-out of statewide testing. Additional information is available in the [Testing Opt-out Message](#).

(C) ADDITIONAL INFORMATION. – Subject to subparagraph (C), each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency's website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including—

- (i) the subject matter assessed;
- (ii) the purpose for which the assessment is designed and used;
- (iii) the source of the requirement for the assessment; and
- (iv) where such information is available—(I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and (II) the time and format for disseminating results.

Information about these requirements can be found on the Kentucky Department of Education's Assessments webpage (<https://education.ky.gov/AA/Assessments/Pages/default.aspx>). For further questions or to obtain a hard copy of this material please direct your inquiry to [name and contact information of the District Assessment Coordinator or other preferred contact person].

Sincerely,  
Dr. Chad Muhlenkamp  
Superintendent

### **Notification of Right to Request Teacher Qualifications**

The educators in Glasgow Independent Schools are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title I, Part A programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact John Conatser by phone at 270-651-6757 or by email at [john.conatser@glasgow.kyschools.us](mailto:john.conatser@glasgow.kyschools.us). Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Dr. Chad Muhlenkamp

## GLASGOW HIGH SCHOOL DISCIPLINARY POLICY

ISS=In School Suspension

ATS=Alternative to Suspension/Alternative School

### Minor Infractions

	1st Offense	2nd Offense	3rd Offense	4th Offense
AM Tardies (Multiples of Five)	1 Detention	1 Day ISS	Administrator Discretion	Subject to Truancy Procedures
Audio/Gaming Devices	1 Detention Confiscated (Parents may pick up device in office after 3:00)	1 Day ISS Confiscated (Parents may pick up device in office after 3:00)	Friday School Confiscated (Parents may pick up device in office after 3:00)	1 Day Alternative School Confiscated (Parents may pick up device in office after 3:00)
Cellphone	1 Detention Confiscated (Parents may pick up device in office after 3:00)	1 Day ISS Confiscated (Parents may pick up device in office after 3:00)	Friday School Confiscated (Parents may pick up device in office after 3:00)	1 Day Alternative School Confiscated (Parents may pick up device in office after 3:00)
Disruptive	1 Detention	1 Day ISS	Friday School	ISS, ATS, Suspension, or Alt. Placement
Dress Code	Change and 1 Detention	Change and 1 Day ISS	Change and 1 Friday School	Change and ISS, Principal Discretion
Failure to Serve Detention	Friday School	Friday School	Friday School	Friday School
Horseplay	1 Detention	Friday School	1 Day ISS	ISS, ATS, Suspension, or Alt. Placement
Lack of Cooperation	1 Detention	1 Day ISS	2 Days ISS	ISS, ATS or Suspension
PDA	1 Detention	1 Day ISS	Friday School	ISS, ATS, Suspension, or Alt. Placement
Missed Bus	Warning	Detention	1 Day ISS	2 Days ISS
Not in Assigned Area	1 Detention	1 Day ISS	Friday School	ISS, ATS, Suspension, or Alt. Placement
Obscene Gestures, Cursing, or Profanity	1 Detention	1 Day ISS	Friday School	ISS, ATS, Suspension, or Alt. Placement
Sleeping in Class	1 Detention	1 Day ISS	Friday School	Friday School
Tardy to Class	Warning	1 Detention	1 Day ISS	Friday School
Tardy to school from Dual Credit or Internship	1 Detention	1 Day ISS	Require students to return to GHS	
Throwing Objects	1 Detention	1 Day ISS	Friday School	ISS, ATS, Suspension, or Alt. Placement

### Major Infractions

	1st Offense	2nd Offense	3rd Offense	4th Offense
Defiance	1 Day ISS	2-3 Days ISS	ISS, ATS, or Suspension	ISS, ATS, or Suspension
Disrespect	1-3 Days ISS	2-4 Days ISS	ISS, ATS, or Suspension	ISS, ATS, or Suspension
Disrespect w/ Profanity	2-3 Days ISS	3-5 Days ISS	ISS, ATS, or Suspension	
Disrespect w/ Profanity or Aggression	3-5 Days ISS, ATS, or Suspension	Principal Discretion		
Instigating a Fight	3-5 Days ISS	ATS, Suspension, or Alternative Placement	Principal Discretion	
Fighting	ATS, Suspension, or Alternative Placement	ATS, Suspension, or Alternative Placement	Principal Discretion	
Inappropriate Conduct	Friday School	1 Day ISS	2 Days ISS	ISS, ATS, or Suspension
Incorrigible Conduct	1-3 Days ISS	1-3 Days ISS, ATS, or Suspension	1-3 Days ISS, ATS, or Suspension	Principal Discretion
Misuse of Computer or Email	1 Day ISS, Possible Loss of Computer Privileges	2 Days ISS, Possible Loss of Computer Privileges	ATS or Suspension, Possible Loss of Computer Privileges	
Skipped Single Class	1 Day ISS	2 Days ISS	Friday School	ISS, ATS, or Suspension
Skipped Multiple Classes	3 Days ISS	3-5 Days ISS	ISS, ATS, or Suspension	
Tobacco or Vape	1 Day ISS Cessation Info Provided  Refer to KRS 438.305	2 Days ISS Cessation Info Provided  Refer to KRS 438.305	3 Days ISS Cessation Info Completion Required  Refer to KRS 438.305	Principal Discretion Cessation Info Provided  Refer to KRS 438.305

### Miscellaneous Infractions

	1st Offense	2nd Offense	3rd Offense	4th Offense
Academic Dishonesty	Detention or Teacher Discretion (Up to 0 on work)	Teacher Discretion (Up to 0 on work) & Friday School	Teacher Discretion (Up to 0 on work) & 1 Day ISS	
Destruction of School Property	Restitution			
Forgery	Friday School	1 Day ISS	2 Days ISS	3 Days ISS
Misbehavior on Bus	See Bus Discipline Policy  Consult With Transportation Director	See Bus Discipline Policy	See Bus Discipline Policy	See Bus Discipline Policy
No Parking Pass	Warning Purchase Permit	3 Days No Driving Purchase Permit	5 Days No Driving	10 Days No Driving
Possession of Dangerous Weapon	Suspension, Alternative Placement, and Expulsion Hearing per KRS 158.150			
Possession of Drugs or Alcohol	ATS, Alternative Placement, Suspension	ATS, Alternative Placement, Suspension, Possible Expulsion Hearing		
Sale or Transfer of Drugs/Alcohol	ATS, Alternative Placement, Suspension	ATS, Alternative Placement, Suspension, Possible Expulsion Hearing		
Threat of Force or Violence	1-3 Days ISS, ATS, Alternative Placement, or Suspension	1-3 Days ISS, ATS, Alternative Placement, or Suspension	ISS, ATS, Alternative Placement, or Suspension	
Theft	3-5 Days ISS, ATS, or Suspension (See Theft Policy)	ATS or Suspension (See Theft Policy)	ATS, Alternative Placement, or Suspension (See Theft Policy)	

**NOTICE: SEVERE CLAUSE MAY BE APPLIED AT ANY LEVEL.** Severe Clause punishments include any form or combination of the following: ISS, ATS or Suspension or Alternative Placement.

**ANY INFRACTION BEYOND PRESCRIBED ACTION IS UP TO THE PRINCIPAL'S DISCRETION AND BOARD POLICY.**

\*Items in the matrix are suggestions. Discipline is subject to Administrative discretion. This can range from a warning to an outside agency referral.

## ***PUBLIC NOTICE***

### **EXCEPTIONAL CHILDREN RECORD RETENTION AND DESTRUCTION**

The Glasgow Independent School District may destroy educational records of a child after the records have been maintained for 3 years as specified in the Kentucky Records Retention Schedule, and following the time when educational services are no longer being provided. The records may also be destroyed at the request of a parent. However, a permanent record of a child's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitations.

Any parent, guardian or student (18 yrs. or older) may review the records prior to destruction. If you (parent, guardian or student) desire to review these records or if you have reason to believe you will need these records at a later date, you may obtain copies before they are destroyed (3 years after the student has withdrawn, graduated or no longer requires special services). To make either request, you must contact the Director of Special Programs and Services of the Glasgow Independent School District at 270.651.6757.

#### **Special Education Due Process Student Records may be destroyed after 3 years of maintaining the inactive information.**

(May include: psychological, evaluations, procedural checklists, record of parent contacts, referral to program, parental permissions for individual or reevaluation testing, notifications of ARC conferences, individual education programs, conference summary reports, parental permissions for placement, parental refusal of placement, behavioral observations of referred student, development and social histories, permission for individual evaluations, evaluation notices, records of disclosures, eligibility reports) (C) Sec. 513 of P.L. 93-380 (V) Copies of these records may not be retained unless a written request is made that they not be destroyed. This request should be mailed to: Director of Special Programs and Services, Glasgow Board of Education, P.O. Box 1239, Glasgow, Ky. 42142-1239.

### **NOTIFICATION OF FERPA RIGHTS**

#### **ANNUAL NOTICE TO PARENTS AND STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students over 18 years of age or who are attending a post secondary institution) certain rights with respect to the student's education records. They are:

1) **The right to inspect and review the student's education records within forty-five 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 records may be inspected.

2) **The right to request the amendment of the student's education 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 that they believe is inaccurate, misleading or in violation of privacy or other rights. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student 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 which 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, instructor, 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 in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her 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 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, 600 Independence Avenue, SW, Washington, DC 20202-4605.

***BULLYING & HARASSMENT SCHOOL POLICY***

Glasgow High School is committed to providing all students with a safe and civil environment in which students can learn and teachers can teach. The school refuses to tolerate harassment (including sexual harassment), bullying, intimidation, or any other behavior that may cause physical or emotional harm to any member of the school community. In order to help ensure a type of environment where all members of the school community are treated with respect, the school has put in place policies, procedures, and practices to help reduce and eliminate incidents of bullying, intimidation, and harassment.

The United States Department of Education defines bullying as “intentional and/or repeated hurtful acts, words, or other behavior, such as name-calling, threatening, and/or shunning committed by one or more children against another. The victim does not intentionally provoke these negative acts, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, emotional, or sexual in nature.” Bullying, intimidation, and harassment of students by school personnel, other students, district staff, and volunteers who have direct contact with the students will not be tolerated in the school.

The Glasgow Independent School District prohibits such behavior as hazing, bullying, menacing, taunting, verbal or physical abuse of others, lewd, profane, or vulgar language, or any other type of threatening behavior based on real or perceived race, sex, creed, color, religion, ancestry, national origin, marital status, sexual orientation, physical appearance, disability, distinguishing characteristics or circumstance (rumors). The Glasgow High School Harassment Policy will be in effect while students are on school property; on property under the jurisdiction of the school

district; while on school owned or school operated vehicles or forms of transportation; while participating or attending school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment, intimidation, or bullying may include but is not limited to the following acts or circumstances:

- verbal, nonverbal, physical or written harassment, bullying, hazing, or other forms of intimidation or harassment that have the purpose or effect of causing injury, suffering, discomfort, or fear to the individual on which the acts are being performed.
  - o Verbal harassment – name calling, rumor spreading, etc.
  - o Nonverbal harassment – eye rolling, intimidating looks, inappropriate gestures, singling out (pointing/referring), etc.
  - o Physical harassment – fighting, hitting, shoving, etc.
  - o Written harassment – notes or letters produced at school or used in a threatening manner at school, emails or other electronically transmitted communication produced at school or used in a threatening manner at school, any inappropriate messages written on school property, etc.
- taunting or repeated remarks of a demeaning nature that have the purpose or effect of causing injury, suffering, discomfort, or fear to the individual on which the acts are being performed.
- Threats, implied or explicit, concerning a student's/staff member's achievements, property, etc. that have the purpose or effect of causing injury, suffering, discomfort, or fear to the individual on which the acts are being performed.
- Demeaning jokes, stories, or activities directed at the student or staff member that have the purpose or effect of causing injury, suffering, discomfort, or fear to the individual on which the acts are being performed.
- Any other act or interference with a student's or staff member's performance that creates a hostile learning environment.

Every incident of harassment, intimidation, or bullying requires the school administration to respond promptly and appropriately to the individual being harmed and the individual committing the act. Enforcement of this policy requires immediate reporting of all violations. **In the event that any student believes that he or she, or any other student is being subjected to harassment, including but not limited to sexual harassment, discrimination, bullying or other improper conduct under this policy, the student and his parent, custodian or legal guardian is under an affirmative mandatory duty to immediately report the conduct or policy violation in writing to the Principal of the school where the employee is employed. In the event that the Student and parent or guardian does not think it is appropriate to report this conduct to the Principal, the Student and parent or guardian shall immediately report the conduct or policy violation to the Superintendent of the Glasgow Independent School District.**

Where it is determined that inappropriate conduct has occurred, **GHS** administration will end the conduct and impose corrective action and/or punishment as deemed necessary by the school administration. The corrective action may range from requiring a parent conference, the

recommendation for counseling or other therapeutic services to improve behavior, and/or imposing a disciplinary consequence that may range from isolation, in-school suspension, Friday School, out-of-school suspension, recommendation for expulsion.

Glasgow High School prohibits active and passive support for harassment, intimidation, and bullying. Students are encouraged to support other students who “walk away” from these acts when the student hears or sees such acts occurring. Students are also encouraged to attempt to stop such occurrences in an appropriate manner and report these acts to the administration directly. Students may also report these acts to a teacher or school counselor who will then in turn report the incident for investigation by the building principals. Students found to be actively or passively supporting harassment, intimidation, or bullying will be subject to corrective action deemed appropriate by the school administration. Possible corrective action may include, but is not limited to, parent conference, isolation, in-school suspension, Friday School, out-of-school suspension, Happy Valley Learning Center (alternative program), or recommendation for expulsion.

The school prohibits acts of reprisal or retaliation against any student or school personnel who reports an act of harassment, intimidation, or bullying. The consequence for a student who engages in acts of reprisal or retaliation will be determined by the school administration after consideration of the nature and circumstance of the act. Possible corrective action may include, but is not limited to: parent conference, isolation, in-school suspension, Friday School, out-of-school suspension, or recommendation for expulsion.

Glasgow High School requires student and parent support of this policy. Although GHS can only address school-related issues in regard to this policy, it is our hope that students and parents/guardians will also enact the principles of respect and non-bully/harassment behavior in their child’s lives outside of the school day and/or school functions. Guardians should seek the proper avenue for reporting out-of-school bullying issues (parent to parent contact and/or involvement of proper authorities). Ensuring the safety and respect of our children involves participation and buy-in from all parties involved in the student’s well-being.

(National Crime Prevention Council issued a release March 6, 2007 pertaining to “cyberbullying”. Cyberbullying is the use of the internet, cell phones or other technology to send or post text or images intended to hurt or embarrass another person. Teens that experience cyberbullying express a wide range of emotional responses, including anger, shame, embarrassment, and fear and may want to seek revenge. To help parents deal with this new threat to their teens, NCPC has created a brochure for parents that is available for downloading on [www.ncpc.org](http://www.ncpc.org).