

GLASGOW HIGH SCHOOL

2009-2010

WELCOME

You are a part of the best high school in the Commonwealth of Kentucky. Glasgow High School is recognized for its academic excellence, for its athletic and musical programs, as well as for its other activities. This recognition has been achieved because of the strong educational values of the community, because of the excellent teachers who care about students, and because of students who exhibit cooperation, intelligence, a desire to excel, and a willingness to improve themselves.

Take advantage of the opportunities offered to you. Participate -- get involved. This is your school and your school experience. Both will be what you make them. We hope both you and your parents will study the material in this handbook; the information will familiarize you with course offerings, extracurricular activities, and the rules and regulations of your school. As always, Glasgow High School faculty and staff encourages and welcomes parents/guardians and community visitors.

An appointment is appreciated prior to your visit on campus so that we may best serve your requests. All visitors should check in at the main office. Campus hours for visitors are 8:00 a.m. to 3:15 p.m. Monday through Friday.

PHILOSOPHY

We respect the worth of each student and believe the handling of the classroom and all activities of the school should reflect that respect.

We accept the challenge to help our students become well adjusted, self-disciplined, and productive members of society.

We strive to lead our students to an acceptance of democratic ideals, to instill in them a respect of authority, and to prepare them for responsible citizenship.

We dedicate ourselves to assisting in the intellectual, moral, social, and physical development of our students, according to their individual potentials.

BELIEFS

All people have worth and value.

All people have individual talents, which allow them the potential to achieve and be successful.

A community is only as strong as the educational foundation it builds.

Relationships have a significant impact on learning.

The process of learning is lifelong and unique to each individual.

Optimal learning occurs in a safe, secure, and nurturing environment.

Change is integral to growth and improvement as we strive for excellence.

People have different capacities to learn and people can be motivated and challenged to learn at higher levels.

MISSION STATEMENT

The mission of Glasgow High School is to develop in students the skills and attitudes necessary to reach their maximum individual potential in vocation, family, and society through the cooperative efforts of students, teachers, parent(s)/guardian(s), and community.

ENROLLMENT REQUIREMENTS

Upon enrollment of a student for the first time in any Kentucky elementary or secondary school, the school shall require the person enrolling the student to provide within thirty days, a certified copy of the student's birth certificate or an affidavit of the inability to produce a copy of the birth certificate. An updated immunization form and sixth grade physical are also required prior to the student attending classes. A copy of the student's social security card is also requested to assist in validation of information needed by the KEES (state scholarship) program. Registration form and other documents will also need to be completed prior to enrolling at Glasgow High School.

WITHDRAWING FROM SCHOOL

If you or your family are going to be moving out of our area, please notify the school office as soon as possible and obtain a clearance form for textbooks, transfer grades, unpaid fees, library books, etc... This will help us gather all necessary records and information for you and will make entering your new school much easier. Your records will be mailed to your new school as long as you check in all textbooks and library books and pay all fines and fees before you leave. Grades will also be transferred to the institution your child is transferring to. If your child withdraws prior to the end of a semester and does not re-enroll elsewhere, no credit will be awarded from Glasgow High School for that semester. **Your child is not officially withdrawn until a valid request for records has been provided to GHS for student transfer.** (Law per Kentucky Department of Education)

GRADE LEVEL CLASSIFICATION

Classification of students is made as follows:

Sophomores:	5 Credits -Class of 2013 and thereafter 6 Credits
Juniors:	10 Credits -Class of 2013 and thereafter 12 Credits
Seniors:	16 or more credits -Class of 2013 and thereafter 19 or more credits (student must have completed 6 semesters of high school)

Each student is assigned to a homeroom according to the number of credits at the **beginning** of the school year. No changes in classification will be made during the school year, with the exception of students in a junior homeroom who have shown by April they will graduate.

GRADING SYSTEM

Glasgow High School uses the following grading system for regular and AP classes 2008-2009:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
NG	No Grade (Utilized when a student transfers and grade cannot be assigned or special circumstances. Glasgow High School does not allow audits.)
F	Below 60

GRADE REPORTS AND ON-LINE OPTION

Progress reports will be issued to the student every 4.5 weeks. Grade Reports will be issued to the student every nine weeks with credits being awarded at the end of each semester. Parents are encouraged to also use the “grades on-line” option. A new, unique four-digit number will be issued to your child for access purposes. (This number will be changed each year and issued when you pick up your child’s schedule.) The web link to access this option is available on Glasgow High School’s home page: <http://www.glasgow.k12.ky.us/ghs/ghs.htm>. Parents are encouraged to contact teachers by e-mail to keep up with their child’s progress.

GRADUATION INFORMATION

Valedictorian and Salutatorian Policy - A student must be enrolled at Glasgow High School during their junior and senior year to be considered for valedictorian and/or salutatorian status. Valedictorians and salutatorians will be selected from students completing the pre-college curriculum requirements. The highest weighted grade point average (GPA) among graduating seniors will determine valedictorian and salutatorian status. Numeric average will be considered in the event of a tie. (Per site based policy.)

No Novice Policy – Seniors must have a portfolio score of apprentice or higher in order to graduate.

Weighted AP, Dual Credit and WKU/Gatton Academy Classes – AP class grades will be weighted: A = 5 points, B = 4 points, C = 3 points, D = 2 points, F = 1 point.

Class ranking – A new method of class ranking based on the weighted GPA began with the Class of 2009.

Graduation Stoles/Cords—White Stoles with Beta emblem will be awarded to students with an overall 95% or higher numeric average. Gold Stoles with Beta emblem will be awarded to students with an overall numeric average of 90% to 94.99%. Distinguished Cords will be given to all students who achieve distinguished status regardless of subject. (Averages are not rounded.)

EXTENDED SCHOOL SERVICES (ESS)

Extended school services include after school tutoring, summer school classes, and Friday school independent study for middle and high school students. English as a second language is also offered as part of the extended school services plan. All aspects of extended school have been successful in meeting the needs of at risk students. The extent of extended school services provided will be determined by the state budget (funding) each year.

SUMMER SCHOOL

Glasgow High School will accept credit earned through summer school programs only if the school is accredited by the State Department of Education. Summer school programs will be offered at Glasgow High School based on funding, need and participation. Summer school at GHS is designated for Glasgow Independent School students and is designed for credit recovery.

CORRESPONDENCE COURSES

To replace core curriculum classes which are required for graduation and which have been failed, students will only be allowed to take correspondence courses which align with the curriculum at Glasgow High School. These correspondence courses cannot be taken for subjects in which the student is currently enrolled at Glasgow High School. Correspondence courses may be taken for enrichment with the approval of the principal and the counselor. Course payments and textbooks will be the responsibility of the student.

DUAL CREDIT/DUAL ENROLLMENT

Glasgow High School has partnered with Western Kentucky University to offer qualified high school students the opportunity to earn college credit as part of their high school curriculum. Through dual credit courses and dual enrollment opportunities at WKU's extended campus in Glasgow, KY, Glasgow High School students may earn credits for high school graduation and college hours simultaneously. Students must meet WKU requirements (3.0 GPA, etc...) to enroll and must obtain and complete the necessary enrollment documents from the GHS guidance department.

SPECIALLY DESIGNED INSTRUCTION

Specially Designed Instruction is provided in accordance with Public Law 94.142. Further information regarding these services may be obtained from the superintendent's office of the Glasgow Independent Schools.

MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS

Students must obtain **22 credits** and meet the following requirements within those 22 credits. The Class of 2013 and beyond must obtain 26 credits and meet the following requirements within those 26 credits.

Language Arts	4 Units	English I, II, III, IV
Social Studies	3 Units	Issues in Social Studies, World Civilization and U.S. History
Mathematics	3 Units	Algebra I, Geometry, Algebra II (or equivalent course)
	4 units	(Class of 2012 and beyond – one math course each year is required)
Science	3 Units	Science I, Science II, and Science III (or higher level course)
Arts and Humanities	1 Unit	Arts and Humanities
Health	.5Unit	Health
Physical Ed.	.5Unit	Physical Education
Electives	7 or more Units	

MINIMUM REQUIRED PRE-COLLEGE CURRICULUM AT KENTUCKY PUBLIC UNIVERSITIES

Language Arts	4 Units	English I, II, III, IV
Mathematics	3 Units	Algebra I, II, and Geometry
	4 units	(Class of 2012 and beyond – one math course each year is required)
Science	3 Units	Science I, Science II, and Science III (or higher level course)
Social Studies	3 Units	Issues in Social Studies, World Civilization and U.S. History
Foreign Language	2 Units	Foreign Language (2 units of the same language)
Arts and Humanities	1 Unit	Arts and Humanities
Health	.5 Unit	Health
Physical Ed.	.5 Unit	Physical Education
Electives	5 or more Units	

GHS COURSE OFFERINGS 2009-2010

LANGUAGE ARTS

English I, II, III, IV
Honors English I, II, III
AP English III, IV
French I, II, III (AP Option), IV
Spanish I, II, III, IV (AP Option)

MATH

Algebra I/Part A and Part B
Algebra I
Algebra II
Geometry
Advanced Topics/Math
Pre-Calculus
AP Calculus
Numbers Sense (elective)
Personal Finance (elective)

COMPUTERS

Desktop Publishing
Graphic Arts
Internet Design

SCIENCE

Science I
Science II
Science III
Biology II
AP Biology
Chemistry I
AP Chemistry
Physics

HEALTH/PE

Health/PE
Strength & Conditioning

ARTS & HUMANITIES

Arts & Humanities
Cultural Literacy
Contemporary Arts and Design

SOCIAL STUDIES

Issues in Social Studies
World Civ. in Modern Times
U.S. History
Political Science (elective)
AP U.S. History
Sociology (elective)
Pop Culture (elective)
Psychology

FAMILY AND CONSUMER SCIENCE

FACS Life Skills
Parenting
Food & Nutrition
Relationships

BUSINESS

Marketing Fundamentals
Marketing Communications
Entrepreneurship
Accounting I, II
Advertising Services I, II

ART

Art I, II, III, IV
AP Studio Art
Sculpture & Painting

TECHNICAL EDUCATION

Production Processes
Digital Electronics
Intro to Engineering
Survey of Technology
Principles of Engineering
Civil & Architectural Engineering
Engineering Design and Development

MUSIC

Choral Music
Band

--Availability of each course is based on student interest/staffing.

--Placement for honors classes is determined by the top 30 numeric averages for that content area.

--See course registration and schedule information, page 7.

BARREN COUNTY TECHNICAL EDUCATION CENTER

Automotive Technology
Business and Office
Computer Aided Drafting
Welding
Electrical Technology

Health Services
Machine Tool Technology
Refrigeration and Air Conditioning
Construction Trades
Computer Systems Technology

COURSE CREDIT ACCEPTANCE POLICY

Glasgow High School will only consider accepting a course for a high school credit or half-credit under the following conditions: 1) the course's program of studies is high school-based; 2) the course is presently not offered at Glasgow High School nor will take the place of a course at Glasgow High School (core); 3) the course grade and credit (or half credit) is assigned by an institution of learning that can prove that the student earned the grade assigned and 4) **the course description, student's work, grade and any other information deemed necessary will be presented to the school's guidance office one month prior to end of a semester for review and possible approval by the district curriculum coordinator and site-based, when applicable.**

COMMENCEMENT

The following is a list of regulations pertaining to commencement exercises:

- A. To participate in GHS graduation exercises, graduating seniors must have satisfactorily completed all graduation requirements of the Kentucky Department of Education, the Glasgow Board of Education, and Glasgow High school requirements **one calendar week prior to the actual graduation ceremony date.** (Those not participating must submit in writing a valid reason for this request to the building principal at least 10 school days prior to the date of graduation for approval.)
- B. All students will be expected to participate in all practice sessions on time and with appropriate attire.
- C. Students may be barred from participation for disciplinary code violations prior to commencement
- D. All financial obligations have been met.
- E. **Senior students who do not earn all necessary credits/courses to graduate or those serving suspensions during planned school events during their suspension time will not participate in graduation or senior activities during the regular school day and/or sponsored by the high school. Please see the senior handbook (supplement) for additional information.**
- F. Senior handbook regulations.
- G. **Student attendance: Students are allowed 6 parent notes (one per event: a tardy, partial day absence or full day absence, etc.) for one school year;**

All seniors must comply with the following GHS requirements:

- 10 unexcused absences=no senior trip
- 11 unexcused absences=loss of senior picnic
- 12 unexcused absences=loss of senior breakfast
- 13 unexcused absences=loss of prom*

***Prom – Any GHS student who has 13 or more unexcused absences will not attend prom that school year.**

COURSE REGISTRATION AND SCHEDULES

Registration for the following school year will occur early in the second semester. Students are to select coursework based on academic and career-related needs. Counselors will develop a master schedule according to courses chosen by the students. Since this is a student-driven process, student schedule changes are restricted after registration closes. (Site base policy, August 10, 2006). These changes alter the master schedule and therefore will not be permitted. Also, students will not be allowed to change a course they previously selected during registration during schedule pick up. The only exception for a change is to recover a credit from a class or coursework failed. Once first semester begins, students will have **ONLY** two weeks to request a needed schedule change for valid purposes with teacher recommendation. Parent written permission and consultation with the counselor will be required for any changes. Schedules will not be revised for the school year after the first two weeks of school.

2009-2010 Fall Semester Exam Exemptions

1. For every **distinguished** score on the CATS subject area tests, students will earn 1 exemption to be used at their discretion. (Any subject)

Example: Distinguished in math = 1 exemption
Distinguished in science = 1 exemption
Distinguished in social studies = 1 exemption

2. Two proficient scores on the CATS subject area tests will earn students 1 exemption to be used at their discretion.

Example: Proficient in math and science = 1 exemption

3. Students with **NO OFFICE DISCIPLINARY REFERRALS** will earn 1 exemption to be used at their discretion.
4. Students with **PERFECT ATTENDANCE** for the semester will earn 1 exemption to be used at their discretion.

****This means **100%** attendance with absolutely **NO** absences, **NO** tardies and **NO** early dismissals.

2009-2010 Spring Semester Exam Exemptions

1. Students with **NO OFFICE DISCIPLINARY REFERRALS** will earn 1 exemption to be used at their discretion.
2. Students with **PERFECT ATTENDANCE** for the semester will earn 1 exemption to be used at their discretion.

****This means **100%** attendance with absolutely **NO** absences, **NO** tardies and **NO** early dismissals.

SENIORS ARE EXEMPT FROM SPRING EXAMS.

GUIDANCE AND COUNSELING

The guidance and counseling philosophy at Glasgow High School has as its aim to assist the student in internal and external situations that confront students today. The counselors are available to offer assistance and make referrals to those students experiencing academic, career or personal issues.

Students will receive classroom and/or individual guidance in academic endeavors, Individual Learning (Career) Plans and career, personal and scheduling choices. Additional information regarding test interpretation, financial aid referral, scholarships, pre-college/pre-technical school requirements, and post-secondary choices will also be made available. The counselors maintain a web site available at: <http://www.glasgow.k12.ky.us/ghs/ghs.htm>.

STUDENT SERVICES (TESTING)

Glasgow High School serves as a national test center for several of the Scholastic Aptitude Test (College Board) and the American College Test dates. A listing of those tests normally administered appears below.

- PLAN (Pre-ACT) (September – Included in CATS testing)
- PSAT/National Merit Test (October of each school year)
- Scholastic Aptitude Test (SAT) – **may register on-line (collegeboard.com)**
- American College Test (ACT) – (March – Included in CATS testing for juniors) **may register on-line (actstudent.org)**
- Kentucky Department of Education Mandated Tests (April of each school year)
- Advanced Placement (A.P.) Testing (May of each school year)

EXTRACURRICULAR ACTIVITIES & POLICY

All students are encouraged to participate in extracurricular activities of the school. Students participating in or observing extracurricular activities on campus or off school property are subject to the same discipline procedures as during the school day. If a student is suspended out of school they may not participate in any activity during that time,, including, but is not limited to field trips, practices, games, etc and weekends. A student must be present (Fifty) 50% of the school day to be eligible for participation on that day. The KHSAA (Kentucky High School Athletic Association) mandates that a **WEEKLY** check of grades must be made to insure that student-athletes are maintaining their workload of academics and athletics. Student-athletes have been required to be passing 4 classes of instruction for a 6 period day. Glasgow High School will be on a 7 period day beginning 2009-2010 thus requiring our student-athletes to be passing at least 5 classes each **MONDAY** of the school year. ****It is the responsibility of the Glasgow Independent School District to insure the practice of sportsmanship at all athletic events. This practice not only applies to coaches, players, cheerleaders and other team personnel, but extends to non-participating students and adults in attendance at home/or away events. All KHSAA Bylaws will be strictly observed and enforced. Strong sanctions may be handed down to those who do not practice good sportsmanship during one of our events.**

CLUBS

Glasgow High School believes that club activities should be established for the learning experience, development of leadership, and advancement of the curriculum. Also, we believe that these activities should be enjoyable for the student. The following is a list of clubs available to students:

A Club
Art Club
Student Council

Knitting Club
Book Club
TSA Club

French Club
History Club
Pep Club
FCCLA
ECO Club
Film Club
Archery Club
GEAR UP Ambassador

Spanish Club
SADD
DECA Club
Beta Club
Speech and Drama Club
Chess Club
Lacrosse Club

SPORTS

We encourage all students to participate in the athletic programs of the school.

Football
Cross Country
Basketball
Baseball
Soccer
Swimming

Track
Tennis
Golf
Softball
Cheerleading
Volleyball

It is the purpose of the athletic program to make a positive contribution to the development of the student's physical, mental, social, emotional and moral well-being. Though winning is important, we realize that this is not our main objective.

ACADEMIC TEAM

The Academic Team is open to all students who are passing every subject and who enjoy academic and technical competition in written and/or oral form. We participate in:

The Kentucky Academic Association's Governor's Cup
Southern Kentucky Academic Conference

STUDENT INSURANCE

All students have accident insurance coverage while at school or a sponsored event. This is at no extra cost to students. This form must be turned in to the office when school begins.

IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO SEE THAT ALL CLAIMS ARE FILED AND ALL BILLS PAID. THE SCHOOL WILL NOT ASSUME ANY RESPONSIBILITY FOR THE PAYMENT OF CLAIMS. THE SCHOOL WILL ONLY SUPPLY THE CLAIM FORMS AND CERTIFY THAT THE STUDENT HAS THE INSURANCE.

GENERAL SCHOOL REGULATIONS

SCHOOL HOURS: Supervision of students arriving early to school will begin each day at 7:20 A.M. All students should report to 1st Period no later than 8:00 A.M. each day. Dismissal from school begins each day at approximately 3:00 P.M.

LUNCH AND BREAKFAST: Our school food service provides a nutritious, well- balanced breakfast and lunch. Meals may be paid for daily or paid in advance. Students are expected to be polite and quiet while going to, eating in, and coming from the cafeteria. Unless special permission is granted by the principal, food is to be eaten in the school cafeteria.

- Breakfast and lunch charges are for emergency use only. Students which have forgotten or lost money may charge meals in the cafeteria. Charges are designed to cover situations in which parents or students forget to provide or bring money for lunch/breakfast. As per Board Policy 7.1, students will be allowed to charge a maximum of two (2) meals before payment is due. Under no circumstances can ala carte items be charged.
- To apply for free or reduced price meals, applications are available in the school office. Carefully complete, sign and return the application to the school. The application is a

household application applicable to all children in the household regardless of the school attending. The application will be processed in a timely manner and notification of eligibility will be sent through the mail. The family is responsible for meal cost until notification of eligibility has been received.

- Lunches may be purchased in the cafeteria or may be brought from home, but students are not permitted to leave the school grounds for lunch. Lunch may not be delivered to cafeteria from outside sources. Food from commercial vendors is not to be brought in unless prior approval is given by the principal.
- Soft drink and snack machines are off-limits to students prior to 1:00 p.m. Other areas such as the 1st and 3rd floors of the academic complex, the gym, the shop and the band room are also off-limits during lunch and at other times when supervisors are not present.
- During lunch, students may leave the cafeteria only if given permission from a lunchroom supervisor. Permission to leave will be for one destination only.
- Students who wish to enter the cafeteria but eat on a different lunch shift must state their purpose and get permission from a lunchroom supervisor.
- While in the cafeteria, students should be either in a line, in route to another location or in a seat.
- Talking will be kept at a low volume in order to provide a peaceful setting.

DRESS: The faculty, administrators, and student body at GHS assume that all high school students are mature enough to use proper judgment to determine what dress is appropriate to wear to school, school functions and field trips. The grooming or dressing by students in any manner that presents a health hazard, safety hazard, or disruption to the educational process in the school will not be tolerated. Also, students are prohibited from wearing or displaying any message which is racially divisive, creates ill will or hatred or portrays racial, ethnic, or religious stereotyping.

- Mesh-shirts, tank tops, plunging necklines, off the shoulder, trench coats, dusters or bare midriffs at **ANYTIME** front or back will not be tolerated, nor will cut or torn jeans and pants from the knee up if not patched from the inside or any clothing advertising tobacco products, drugs or alcohol or containing vulgar language.
- Sleeveless shirts, tops or dresses may only be worn if at least a 2 inch width strap exists. No part of the underarm should be exposed. Otherwise, sleeveless shirts, tops or dresses may be worn with a top garment and **MUST** stay on during all school hours.
- No pajamas, house shoes, or lingerie.
- Hats, caps, sweatbands, bandanas, scarves or head coverings may not be worn in school.
- Sunglasses shall not be worn or visible inside the school building without a medical excuse; a doctor's note must be presented beforehand.
- No jewelry/accessories hanging down below the waist or that are deemed dangerous are allowed.
- The length of shorts and skirts must be to the knee or longer.
- Any clothing worn that reveals undergarments is not appropriate attire.
- Sagging pants **WILL NOT** be allowed.
- Pants or slacks must be worn at all times on the waist or above the hips.
- Shirts, blouses, sweaters or sweatshirts must be tucked in all around the waist or fall between the top of the pant pocket and bend of the leg.

PDA: Public Displays of Affection are not appropriate and will not be tolerated at school.

TOBACCO: All school buildings are tobacco free. Use/Possession of tobacco products by students on school grounds and school-sponsored events is prohibited.

MEETINGS: A staff member must be present for all student meetings.

TELEPHONE: Students generally are not permitted to leave class in order to answer the telephone or make telephone calls. Please contact the high school to leave messages of importance for students. These messages can be picked up by your student in the office at the end of the school day.

CELL PHONES: All cell phones are to be **turned off** on GHS campus between 7:20 a.m. and 3:00 p.m. If a student has a cell phone out, is using or is suspected of using a cell phone at school or during a field trip the cell phone will be seized and discipline policy enforced. (See Discipline Code & Consequences page 23 A-E.) This policy is in force at all times unless a teacher specifically states on a filed trip the students need to use a cell phone for logistical reasons.

LEAVING SCHOOL GROUNDS: Students will not be allowed to leave school grounds unless a signed note from the parent/guardian is presented to the Attendance Clerk. A phone call from a parent is acceptable in cases of emergency.

WALKWAYS: The sidewalks will be used at all times. Short cuts across the grass are not permitted.

RADIOS, CD PLAYERS, CAMERAS, TAPEPLAYERS, DVD PLAYERS, AND IPODS:

These items are not to be brought into the school building or visible unless needed for an instructional activity (including note-taking) with approval by individual teachers.

TECHNICAL SCHOOL STUDENTS: All students traveling to Barren County Technical School from Glasgow High School will ride the bus provided by the school district unless prior arrangements are made with the BCTS and GHS principals. Upon returning to GHS, all students will report directly to the cafeteria and wait there until the dismissal bell rings.

LASER LIGHTS: Laser lights will not be allowed in the school building or on school property during school hours and extra-curricular activities. Glasgow City ordinance does not allow laser lights.

DRIVING: Students are expected to drive in a careful and courteous manner while going to and from school as well as while being on school property. Speeding, reckless driving, excessive acceleration, improper parking, improper entry, etc. will not be tolerated. There is a speed limit of 10mph in the school parking lot. Violations may result in loss of driving privilege in addition to disciplinary action. (Only with special permission are students allowed to park in other spots.)

- Vehicles are to be parked in appropriate parking places.
- Vehicles on school property can be searched.
- Students are not permitted to transport other students during the school day.
- Students desiring to transport themselves to school-related events during the school day must obtain written parent permission to do so and present the permission document to administration prior to the event as requested.

PARKING LOT: Students who drive to school and park in the school parking lot must have a parking permit. Parking permits shall be purchased for a price of \$8.00, annually. There will be a \$5.00 replacement charge for lost tags. A parking permit must be purchased in order to park in the school parking lot. Vehicles without parking tags visible will be subject to a \$5.00 fine each time the parking lot is checked or possible towing. The parking lot is off limits to students between the hours of 8:00 a.m. and 3:00 p.m. Students are expected to vacate cars as soon as they arrive at school and are not permitted to leave campus without permission once they have arrived for the day.

EMERGENCY DRILLS: Fire, tornado, earthquake, lock down and bus evacuation drills will be held in accordance with state regulations. **Silence and cooperation** are expected during drills.

BUS RULES: 702 KAR 5.090 States the Pupil's Responsibilities

Section 1: Pupils shall wait at their assigned bus stop off the traveled roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.

Section 2: When pupils must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross the roadway until signaled to do so by the bus driver.

Section 3: For safety reasons, when pupils are required to cross the roadway when entering the school bus or leaving the school bus, these roadway crossings shall be made in front of

the bus. The pupils shall cross the roadway a distance of approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

Section 4: When pupils enter the bus, they shall proceed promptly to their assigned seats.

Section 5: Pupils shall remain seated until the bus has come to a complete stop.

Section 6: For safety reasons, pupils shall not extend their arms, legs, or head out of the bus windows while it is in motion.

Section 7: Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver to do so.

Section 8: Pupils shall not create noise on the bus to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

While Riding on the Bus:

- A. Students must obey the driver's instructions. The driver of a school bus is in complete charge of students while they are on the bus. Complaints regarding discipline on the bus should be taken to the principal.
- B. The driver has authority to assign seats.
- C. Students shall remain seated while the bus is in motion.
- D. Arms, legs, or head should never be extended outside the bus.
- E. Students should talk to the driver only in a case of an emergency.
- F. Pets and animals are not permitted on the bus at any time.
- G. No one shall tamper with any equipment on the bus; only the driver may operate any part of the bus.
- H. Students caught damaging or defacing the bus or bus equipment will be subject to disciplinary action and/or restitution.
- I. There is to be no fighting, profanity, or loud disturbance on the bus.
- J. Students must not wave or shout at pedestrians or occupants of other vehicles or throw objects from bus windows.
- K. Eating or drinking is not permitted, and waste paper or other trash should not be thrown on the floor.
- L. Use of tobacco products or drugs is prohibited.
- M. Students are required to ride their assigned bus unless they have written approval from the building principal or designee.

BUS CONDUCT

- A. The principal shall be responsible for the discipline of all transported pupils in his/her school while on the bus, on school property or waiting for the bus.
- B. Bus drivers shall promptly report any violations of the discipline code to the principal.
- C. The driver is in charge of the bus. His/her first responsibility is the safe transportation of pupils. In the event that one or more pupils are behaving in such a manner as to endanger other pupils, the driver is authorized to eject the pupils near a house or an open business.
- D. The principal is authorized to withhold bus-riding privileges up to ten (10) days per occurrence. In the event of serious misconduct or repeat offenses, the superintendent or his designee may withhold bus riding privileges for up to the remainder of the school year.
- E. Parent(s)/Guardian(s) may be held responsible for any damages caused by their child.

OTHER REGULATIONS AND INFORMATION

INTERNET AND COMPUTER USE:

Before a student can access the internet for research materials, the student must return the signed **Internet User Agreement and Parent Permission Form**.

Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. Families should be warned that some material accessible via the Internet

may contain items that are inaccurate, inappropriate, or potentially offensive to some people. Our intent is to make Internet access available to further educational goals and objectives. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Glasgow Independent schools support and respect each family's right to decide whether or not to apply for access.

Computer Network Rules and Regulations

Students are responsible for good behavior on school computer networks just as they are in the school. Access to network services is given to students who agree to act in a responsible manner. Parental permission is required and access is a privilege - not a right.

Users must comply with district standards and will honor the agreements they have signed.

Beyond the clarification of such standards the district is not responsible for restricting, monitoring or controlling the communication of individuals using the network.

Network storage areas may be treated like school lockers. Network administrators will review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the district servers will be private. The server maintains a record of daily user activity.

The user is expected to abide by the following network rules of etiquette.

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal the personal address or phone number of yourself or other students.
- Do not communicate any credit card number, bank account number, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
- Do not use another's password.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Vandalism - any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the cancellation of user privileges.
- Observe copyright laws.
- Do not inappropriately use the internet.
- Do not visit inappropriate sites (chat rooms are considered to be inappropriate sites.)
- Students may only use a classroom computer with teacher permission.
- Headphones are not to be used to listen to music.

Violations of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

SCHOOL RECORDS

In accordance with the provision of Public Law 93-380, parent/guardian and students 18 years of age or older have the right to inspect the student's cumulative record folder. This information is kept at the school the child attends and may be reviewed by contacting the principal and arranging an appointment. If you disagree with the school record, the school shall give you an opportunity for a hearing. Provisions prohibit the release of student records except for transfers, government agencies, and receipt of financial aid. In other instances, written parental consent for the release is required by law.

Parents/eligible students shall be notified of and given opportunity to opt out of participation in surveys, analyses, invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that disclose protected information. This also applies to the collection, disclosure, or use of student information by third parties for marketing purposes. Parents/eligible students may inspect, upon written

request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

EMERGENCIES & SCHOOL CANCELLATIONS

- A. When the school must be closed, opened later than usual, or dismissed early, “One-Call-Now” and/or a radio announcement will be broadcast. On weekday mornings during bad weather, local radio stations will receive closure notices prior to 6 a.m. To keep phone lines open, please do not call the station, the school, or school officials' homes. No announcement will be made when the school is operating on schedule except to announce the re-opening of school following an extended closure because of emergency conditions.
- B. When a student is seriously ill or injured at school, the parent/guardian will be called as soon as possible.
- C. In case of a family emergency, the parent/guardian should contact the principal's office to make arrangements for the student to leave school.

MEDICAL REQUIREMENTS

- A. A student entering school must furnish a valid immunization certificate.
- B. By law, no student may enroll in school without a proper immunization against diphtheria, measles, polio, rubella and tetanus.
- C. A student enrolling in school for the first time must have a tuberculin skin test not more than one-year-old BEFORE ENTERING SCHOOL.

MEDICATION

No student should take medication at school without parental consent and/or a doctor's prescription. If medication must be taken at school a form must be completed by the parent and it is the student's responsibility to leave the medicine at the office in the original container. It is also the student's responsibility to report to the office to take the medicine. This refers to all medications, prescriptions, and over the counter. All medications will remain under lock until the student reports to the office and asks permission to take medicine.

MEDICAL CONDITIONS

Any student with an existing medical condition such as diabetes, epilepsy, etc. should inform the school administration of the condition and any special requirements. Students who are visually or hearing impaired should inform teachers so that necessary adjustments might be made.

VALUABLES

Students should not leave valuables where they may be stolen. Large sums of money, expensive jewelry, or other items of value should not be brought to school. All property should be clearly marked for identification purposes.

SOCIAL SERVICES

Glasgow Independent School District employees are made aware of needs and expected abuse and neglect through reports from parent/guardian, students or teachers/staff. These reports are given to the principal. Referrals are made from the principal to the Director of Pupil Personnel who provides various services such as, but not limited to:

- A. material needs -- clothing, food
- B. physical and emotional abuse needs
- C. health needs
- D. alcohol and drug abuse needs

(If you suspect abuse, you are also obligated by law to contact the social services department or local authorities. Your phone calls can be anonymous and are to be

held in confidence. Social services/law enforcement agencies need first hand information: (270) 651-8396.)

TEXTBOOKS AND SCHOOL PROPERTY

There is an **\$8.00** course fee in each class for textbooks, software, duplicated materials, etc. Textbooks are the responsibility of each student. If textbooks are damaged or lost, the student is required to pay for them. Any student who damages school property or equipment is responsible for payment. (Textbook usage fees are a minimum of \$7.00 each.)

Math Lab Fee	\$6.00	Science Lab Fee	\$10.00
Art I	\$10.00	Studio Art/Hum.	\$10.00
Art II	\$15.00	Production Process	\$10.00
Art III, IV	\$15.00	Arts & Hum.	\$5.00
AP Art	\$20.00	Spanish I Wkbk	\$12.00
Sculpture	\$15.00	Spanish II Wkbk.	\$12.00
Chorus	\$10.00	Spanish III Wkbk	\$13.00
Graphic Arts	\$10.00	Lifeskills	\$13.00
Issues in Soc. St.	\$9.00	Food & Nutrition	\$12.00
Political Science	\$9.00	Parenting	\$7.00
English	\$7.00	Relationships	\$7.00
Marketing	\$10.00	Microsoft/Desktop	\$10.00
Tech. Concepts	\$10.00	French I Wkbk	\$12.00
Engineering (ALL)	\$10.00	French II Wkbk	\$13.00
Painting Course	\$15.00	***Freshman Core Fee	\$25.00

***FRESHMAN CORE fees cover all their core subjects.

ALL SCHOOL AND CLASS FEES NEED TO BE PAID BY THE END OF THE FIRST NINE (9) WEEK GRADING PERIOD. CHECKS FOR PAYMENTS WILL NOT BE ACCEPTED AFTER APRIL 1ST.

LOCKS AND LOCKERS

Students will be assigned a locker (and a lock upon request) when they enroll in school. Students are encouraged to keep lockers locked. The office must be provided with a combination or key to any lock which is not school issued. Students are responsible for locks issued to them. Lockers are jointly accessible to the student and to school officials and may be subject to search at the discretion of school officials.

BOOKSTORE

The bookstore will be open on an announced schedule.

TESTS, SEMESTER EXAMS AND CLASSROOM WORK MISSED

See Attendance Policy (pages 23-26).

LIBRARY

The school's library will be open between the hours of **7:30 A.M.** and 3:15 P.M. Students will be held responsible for all materials checked out. Overdue books will be assessed 5 cents per day excluding weekends, breaks, and holidays. Replacement costs will be charged to students for lost or damaged books. Notices concerning overdue status will be given on a regular basis through classroom teachers and/or mailed to parents. "Scottie Bucks," a prepaid library card, are available to all students for use in the payment of fines, fees, copies, etc. within the library. The cost of a Scottie Bucks is \$1.00 with a value of \$1.20. Students are encouraged to purchase a card at the beginning of the school year. Unused cards will carry over from year to year until depleted and may be shared among siblings.

PARENT/GUARDIAN CONFERENCES

Parent(s)/Guardian(s) are welcome and encouraged to talk with teachers and administrative staff. Appointments must be made to coincide with the teacher's schedule, and this should be done

through the office when the concern is classroom academics or performance and through the principal's office if the situation involves discipline, supervision or personnel issues.

VISITORS

All visitors must sign in at the office, where you will be given a visitor pass. When students bring guests to school, they must obtain prior approval from the principal at least two days in advance of the visit. The visit must be for educational purposes.

ADMINISTRATIVE CONTACT INFORMATION

Glasgow Independent Schools
P. O. Box 1239

Glasgow, KY 42142-1239
(270) 651-6757

Mrs. Kathy Goff – Superintendent

Ms. Sharon Reeves – Supervisor of Instruction

Mr. Randy Wilkinson – Director of Pupil Personnel

School-Based Decision Making
Council:

Glasgow High School

1601 Columbia Ave.

Glasgow, KY 42141

(270) 651-8801

Mrs. Kelly Bell – Principal

Dr. Melissa Dennison - Parent

Mrs. Joan Norris - Parent

Mrs. Meg Travis – Parent

Mrs. Lorie Bunch - Teacher

Mrs. Mary Fye – Teacher

Ms. Kim Harrison – Teacher

Mrs. Lou Ann Riley – Teacher

SBDM COUNCIL INFORMATION

Anyone may submit items for inclusion on the agenda to the chairperson/principal in writing on the standard form provided five (5) days prior to a regularly scheduled council meeting.

The minutes of SBDM Council meetings will be posted on the Glasgow High School website.

SCHOOL BOARD MEETINGS

The school board meets at 7 p.m. on the second Monday of each month. Please contact the Office of the Superintendent, 1108 Cleveland Avenue, Glasgow, KY for location of the meeting site for a specific month. (270) 651-6757

DISCIPLINE CODE

Philosophy

It is the ultimate aim of the Glasgow City Schools to develop within the students respect for others, self-discipline, and skills for interacting in a socially acceptable manner throughout life.

The discipline of this system is based on the belief that learning takes place best under conditions of optimum behavioral patterns of pupils as controlled by authorized personnel. The idea of good behavior is effectively fostered by encouraging self-rule among the students themselves and by calling upon them to share progressively in the responsibility for the conducive learning environment.

Discipline is a prerequisite to good teaching and is an absolute must for the classroom. Therefore, all students are expected to observe the accepted forms of good behavior and respect the rights of others. Students who deviate from acceptable behavior will be disciplined in a firm but fair manner.

Procedure For Annual Review

The discipline code will be reviewed annually by the School Based Decision Making Council, who will be advised by a discipline and attendance policy review committee chaired by the assistant principal.

Procedure For Annual Orientation

All students and teachers at Glasgow High School will receive a copy of the student handbook which contains the discipline code at the beginning of each school year or at such time when they enroll. These copies shall be taken home by each student to be read by his/her parent or guardian. Also, the last page of this handbook is sent home to be signed and returned to verify the fact that they have read and do understand the policies stated in the discipline code and handbook. In addition, the assistant principal may conduct large group orientations as soon as practical after the beginning of school in order to emphasize rule changes, new opportunities, discipline and attendance matters, etc.

Notification of Nondiscrimination And Awareness of Complaint Procedure

Students, parent(s)/guardian(s) and employees of the Glasgow Independent School District are hereby notified that this school district does not discriminate on the basis of gender, race, color, national origin or handicap in its educational activities including the assigning of its employees. A complaint procedure is on file in each school and also in the office of the Superintendent. Any person having inquiries concerning the Glasgow Independent School District's compliance with Title IX, Section 504 or any of the above is directed to contact Mr. Bill Ritter, P O Box 1239, 1108 Cleveland Avenue, Glasgow, Kentucky, telephone 270-651- 6757, who will coordinate the school district's efforts to comply with these areas.

DISCIPLINE

Forms of corrective measures depend upon the severity of the offense. Discipline problems of a common or minor nature are handled by the classroom teacher, who may use a variety of methods including, but not limited to, the following:

- A. Verbal reprimand
- B. Individual conference
- C. Parent/guardian conference
- D. Temporary isolation within classroom
- E. Temporary withdrawal of privileges
- F. Detention
 1. When a pupil is detained at school beyond the normal dismissal time, the teacher shall give appropriate consideration to factors of pupil transportation, weather and any other extenuating circumstances.
 2. If a student rides the bus, he/she will be given 24 hours notice if circumstances permit. High school students should not be kept longer than one hour after closing time.
 3. Precautions shall be taken to see that a student who is dependent upon bus transportation is not left without a way home.

Discipline problems that are of a serious nature must be referred to the principal or her/his designee. Disciplinary problems referred to the principal are usually handled by in-school measures, and only the extreme problems result in suspension and/or expulsion. Options open to the principal or her/his designee include but are not limited to the following:

- A. Individual conference
- B. Parent/guardian conference
- C. Detention
- D. Friday School
Purpose: To provide a constructive and meaningful alternative to other methods of discipline and afford students an opportunity to keep up with class work, to complete missed work, and to meet course requirements. Hours: 3:00p.m. – 5:00p.m.
- E. In School Suspension

Students may be assigned in school suspension by the principal or the assistant principal. When a student is assigned in school suspension, he/she is expected to complete all class work

F. Suspension or Expulsion of Pupils KRS 158-150.

1. All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school.
2. A pupil shall not be suspended from the common schools until after at least the following due process procedures have been provided:
 - a) The pupil has been given oral or written notice of the charge or charges against him which constitute cause for suspension.
 - b) The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
 - c) The pupil has been given an opportunity to present his own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from the common school unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

Students who are on suspension from school are banned from all school property and all school functions during that time period. Students who are suspended on a Friday or the day before a break are considered suspended during the weekend or the break and are not to be on school property or at school functions during any of that time.

3. The superintendent, principal, assistant principal or head teacher (if applicable) of any school may suspend a pupil but shall report such action in writing immediately to the superintendent and to the parent/guardian or other person having legal custody or control of the pupil. The board of education of any school district may expel any pupil for misconduct as defined in subsection (1), but such action shall not be taken until the parent/guardian or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the board. The decision of the board shall be final.

G. **Alternative School for Students Grades 5 - 12**

PROGRAM GOAL:

To provide a daily instructional program for students grades 5 - 12 as an alternative to dropping out of school and/or school failure.

DESCRIPTION OF ALTERNATIVE SCHOOL:

Glasgow Independent Schools in partnership with Caverna Ind. School District operate the Happy Valley Learning Center. The alternative school is designed to serve at risk students who are unable to function in the regular school setting. The school is located within the Glasgow Independent School District. Any student who is attending the alternative school may not attend any GHS school-sponsored activity without principal permission.

PROGRAM COMPONENTS:

- **Education:** An individualized approach is used by teachers for instruction. Students may earn certified high school credits. Middle school students who are behind will be given an opportunity to catch up a grade level.
- **Counseling:** A combination of individual counseling and group discussion may be used. Students work through the program, learning to accept responsibility for their academic performance and consequences for their behavior. They are encouraged to develop appropriate study and social skills that may lead to improving their academic performance and developing appropriate behaviors.

Student Rights and 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 systemwide 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.

Parent/Guardian Rights and 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 And 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 and 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.

INSERT 23 A-E here (Discipline Code and Consequences)

APPEAL

If a student and/or a student's parent(s)/guardian(s) are not satisfied with a disciplinary response, an appeal should be made to the person(s) at the supervisory level most directly involved who may give immediate relief, that is:

Teacher/teacher's aide
Assistant Principal
Principal
Superintendent

SEARCH AND SEIZURE

The Glasgow School System is concerned with the rights of every student and at the same time concerned with the responsibility of safeguarding the rights of the school, its teachers and its administrators. It is not a common practice to search students, but if a teacher or administrator has reasonable cause and if that cause bears a relationship to a legitimate education interest, then a student will be searched. Also, students' lockers, cars, and/or belongings may be searched by either school personnel or law enforcement. Students who are searched due to 'reasonable suspicion' and found to have contraband and/or illegal substances (items) through reports by school employees, students or other parties are subject to penalties imposed by school officials and/or law enforcement officers as the school handbook and/or criminal laws apply.

CRIMINAL VIOLATIONS

Students who commit acts that are clearly criminal in nature at school or on school property will be dealt with according to school board policy and /or School Based Decision Making Council policy. Misdemeanors will be referred to authorities at the discretion of school officials. Felonies will be referred to the appropriate law enforcement agency. The school will assist the appropriate law enforcement agency in investigating and prosecuting the offender of such offenses.

ATTENDANCE POLICY

Attendance Philosophy

We believe that time on task is critical to the teaching/learning process and the progress of a student depends on punctuality and regularity of attendance. In education there is a teachable moment, a science experiment, an activity, physical education, a cooking unit in home economics, or the opportunity to listen to a guest speaker, which can never be recaptured. Teachers may not be able to recreate the teachable moment for absent students. Due to the nature of some classroom activities, work cannot always be made up.

Parent Notes

Glasgow High School will accept a maximum total of six (6) parent notes for the entire school year which are based on six **events**. Events include tardies, partial day absence or full day absence. When a student has 6 "unexcused" events a parent note cannot be used. **THE STUDENT IS RESPONSIBLE FOR KNOWING HOW MANY UNEXCUSED ABSENCES THEY HAVE – NOT THE OFFICE STAFF OR TEACHERS. WE ENCOURAGE THE STUDENTS AND PARENTS TO CONTACT THE OFFICE AT ANYTIME TO KEEP UP WITH THIS INFORMATION.**

Tardiness

- A. Students that are not in their 1st Period by 8:00 a.m. are marked tardy and must sign in with the front office. Unexcused tardies to 1st Period will result in a thirty (30) minute detention (staff supervised) before/after school. A parent's note will be accepted and a decision made whether it is excused or unexcused based on the school's excused guidelines. Once a student reaches their six (6th) unexcused tardy, the student will be assigned Friday school. They may also be turned in as a "habitual truant" under the Compulsory attendance law (KRS 159.150). Once a student reaches their six (6th) tardy, whether they have been excused or unexcused, the only legitimate excuses accepted thereafter, not to be assigned to Friday school, will be a doctor's or legal authorities

statement for the time missed or a documented court appointment. Each subsequent tardy will result in assignment to Friday school.

- B. Tardiness to classes after 1st period within five (5) minutes will be handled by the classroom teacher. Students who are more than five (5) minutes late for class must have either a teacher excuse or an admit slip from the principal's office. A Thirty (30) minute detention (teacher supervised) is recommended for each unexcused tardy up to three (3). On the fourth unexcused tardy, student may be referred to the office for disciplinary action.
- C. A tardy is considered not just in the morning, but sixty (60) minutes or less of missed school time during a school day. Anything over sixty (60) minutes will be counted as a percentage of absences for that day.
- D. Students are also subjected to the No Pass/No Drive Law. See page 30.

Absenteeism

Absences from school are classified as excused or unexcused.

A. Excused absences (based on prior attendance records):

Students will have three (3) school days to bring a note for an absence to be excused and will have five (5) school days upon return to school to turn in homework to be graded for an excused absence. An unexcused absence cannot earn a grade or be entered into our IC grading computer program.

STUDENT ATTENDANCE:

Students are allowed 6 parent notes (one per event: a tardy, partial day absence or full day absence, etc.) for one school year.

All seniors must comply with the following GHS requirements:

- 10 unexcused absences=no senior trip
- 11 unexcused absences=loss of senior picnic
- 12 unexcused absences=loss of senior breakfast
- 13 unexcused absences=loss of prom*

*Prom – Any GHS student who has 13 or more unexcused absences will not attend prom that school year.

PREARRANGED ABSENCES

It is appreciated, when parent(s)/guardian(s) know in advance that their child will miss school, that a written request/note from the parent/guardian explaining the request for absence be provided to the building principal at least three to five days before the absence. (Hardship absence may be excused for work if parent/guardian prearranges in person). **College visits must be arranged by a junior or senior student and documentation from the host college must be presented to the attendance clerk on the day of the student's return.** Junior and senior students are **limited to two excused days for college visits per school year**, unless extenuating circumstances exist. The principal or his designee shall pre-approve extenuating circumstances. Approved school activities will not require a prearranged absence. However, a listing of students for school activities will be presented to teachers. Requests will be evaluated based on a student grades, attendance and discipline record, and previous trips, or other extenuating circumstances involving absence from school will be taken into consideration by the principals/teachers. A request shall not be granted to any student who is not passing **ALL** classes. This rule shall apply to extra curricular and co-curricular activities which result in absence from school.

Policy Concerning Number of Absences

A. Attendance Policy.

- 1. The classroom teacher will keep an accurate daily attendance record for each of their classroom assignments. All absences **SHALL** be recorded daily by the classroom teacher, unless otherwise instructed by the school administration.

2. Partial day absences accumulate to equal 100% which reverts to one full day absence.
3. After a student has been absent (6) unexcused times, the parent/guardian and student will be reminded of the truancy policy (KRS 159.150) and the adverse effect absences will have on classroom performance.
4. After a total of 6 accumulated unexcused days absence in a school year, a statement from a medical doctor, a documented court appointment or an approved pre-arranged absence will be required for any additional absences to be considered excused, unless there are extenuating circumstances which shall be determined by the administration.
5. Absence from class by a student involved in extra-curricular activities or school-related functions shall not be counted as an accumulated absence from school.

B. Procedure for Make-up Work

1. Students who have missed school and present an excusable reason are permitted to make up all work missed **five** days upon their return from their absence and if their absence is excused. It is the responsibility of the student to make arrangements with the teacher to make up the work. **(This includes semester exams which are 1/7 of the final semester grade.)**
2. A student with an unexcused absence (excluding suspension) must earn the privilege of making up work by attending 3 hours of Friday school. It will be left to the discretion of the teacher to determine if the work can be appropriately made up during Friday school. If the teacher determines that the work cannot be made up during Friday school, the student must present proof of attendance at Friday school before time for make-up work can be scheduled with the teacher.
3. A student who has been suspended will be permitted to make up tests on material covered prior to the suspension. Work missed during the suspension is not subject to make-up.
4. At the end of each quarter, attendance will be monitored. Any student who has exceeded six (6) unexcused absences for the year will have his/her school privileges (i.e. extracurricular activities, field trips, etc.) suspended until all make-up work is completed.

C. Procedure for Returning to School After an Absence

1. Students who are absent from any class(es) must upon return to school, bring a note to the main office stating the date(s) absent and the reason(s) for the absence(s) within 3 days of return.
2. **Students must bring the note to the office early enough (by 7:45 a.m.) so that they can be in their first period classroom by the tardy bell.**
3. Students who do not bring a written excuse to the office will be given an unexcused absence regardless of the reason for the absence.

D. Truancy

The Compulsory attendance law (KRS 159.150) states that a student is considered to be a "habitual truant" once they have accumulated 9 unexcused absences. Glasgow High School will report to the Director of Pupil Personnel when a student reaches 6 (six) absences. The law does not distinguish between an absence and a tardy. This means that a student will be defined as a habitual truant once they have accumulated 9 unexcused tardies, 9 unexcused absences, or any combination of absences/tardies equaling the number 9. This may result in court proceedings against the parent and/or the student, depending on the age of the child. The law expands to cover students who are 18 years old. A fine ranging from \$100.00 for the first offense to \$250.00 for the second offense will also be in effect. The Glasgow School System is required to enforce the compulsory attendance law. Glasgow High School utilizes the one-call-now voice messaging system. You will be contacted if you do not contact Glasgow High School (651 – 8801) any time your child is to be absent from school. The schools' administration will determine whether your child's absence will be excused or unexcused. Our main purpose is to insure that your child receives the best education possible in order to prepare them for the adult world and a productive life.

1. **Any student 18 years of age or older who accumulates 12 or more unexcused absences or tardies may be dropped from his/her classes and/or expelled from school.**
2. **At the beginning of each school year, the DPP will identify students he/she considers truant. These truants may only receive excused absences for the following reasons: doctor, court, pre-arranged absence for funeral of close relative.**

E. Early Dismissal

1. The school asks that all early dismissals be very limited and that doctor, dental, and other appointments be made after or before school if at all possible. Any early dismissals from school will require a **written note with contact/phone number from the parent/guardian prior to being dismissed**. Any early dismissal from school shall only include doctor appointment, dental appointment, other medical appointment, or family related emergencies. As per state policy, any time missed from school is recorded.
 2. Students must sign out in the office prior to leaving campus for an approved early dismissal. Failure to sign out properly is a procedural violation (considered skipping from school).
 3. Students who leave school grounds for class assignments or school-related errands must check out in the office prior to leaving, then check in upon returning to school. Failure to do so is a procedural violation.
 4. Any time away from school will result in a tardy, partial day absence, or full day absence. The time is based on state attendance laws and is available upon request.
- F. **Call Back**
 Daily communication between the school and parent/guardian of all absent students does more to prevent truancy and to ensure the best possible attendance than any other single activity. This daily contact also serves to alert parents/guardians who are unaware of their child's absence from school, thereby diminishes the possibility of an abduction, a run away, or an accident.
1. Parent/guardian telephones the school by 8:00 a. m. on the day of the student's absence and sends a written excuse of absence upon the student's return.
 2. The school will attempt to call the homes of those absent students whose parent(s)/guardian(s) have not contacted the school by appointed time. Home and emergency phone numbers for each student are required.

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 student has withdrawn, graduated or no longer requiring 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.

Directory Information

Directory information may be released by the schools and/or district on individual students unless specific instruction not to do so is presented to the principal or superintendent.

Directory information shall include student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify your child's principal or superintendent in writing or request a form to complete on or before September 15th of each school year of distribution of this Student Directory Information Notification.

Discipline of Students with Disabilities

The behavior of exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or related services should be considered during the initial Admissions and Release Committee (ARC) meetings. Behavioral interventions, treatment and consequence should become a part of the Individual Education Plan (IEP) for that student. Should these interventions prove unsuccessful, as evidence by misconduct of the student, the issue should be brought to the appropriate ARC to review and make changes in the student's program which might result in more appropriate behaviors. Intervention techniques should focus not only on eliminating a certain undesirable behavior, but also upon determination of the purpose of that behavior (a functional analysis of behavior), and the provision/instruction of a more acceptable behavior. A variety of positive reinforcers and opportunities for the development of self-control shall be utilized prior to the consideration of negative interventions. Crisis intervention methods, including physical restraint, may be employed in the following circumstances: to protect self, other students, or staff from physical injury; to obtain possession of a weapon or other dangerous object that is in the control of the student; or to protect property from serious harm.

Suspension for 10 days or less in a school year

Due process procedures for short-term suspensions are the same for all students and are outlined in the District Student Handbook. When suspensions are ten (10) days or less in length, do not exceed ten (10) days cumulative in a school year, and are utilized as temporary disciplinary measures (if the suspension is for a minor infraction and no further disciplinary action is planned), then an ARC meeting is not required unless requested by the parent or principal or other service providers.

No educational services will be provided during periods of removal for disciplinary reasons to a child with a disability who has been removed from his or her current placement for 10 school days or less in that school year, if services are not provided to a child without disabilities who has been similarly removed.

Information pertaining to the following may be obtained from the Director of Special Education at 1108 Cleveland Ave., Glasgow, KY 42141 (270-651-6757): Suspensions for More than 10 days Cumulative per School Year that does not Constitute a Change of Placement for Disciplinary Reasons, Change of Educational Placement for Disciplinary Reasons; Change of Placement for Violations Involving Weapons or Drugs; Interim Alternative Educational Setting; or Manifestation Determination Review

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 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.

DRUG POLICY

Any Glasgow High School student possessing or under the influence of drugs or alcohol at any Glasgow High School function or on any Glasgow Independent Schools' property will be suspended 5 days. Upon return, the legal parent(s) or guardian will be present for an intake meeting at the alternative placement center for a minimum of a nine-week period.

NOTIFICATION OF LOCATION ASBESTOS MANAGEMENT PLAN

Inspection of the Glasgow Independent Schools for asbestos-containing materials has been completed and a Management Plan is available for viewing at the Office of the Superintendent of Schools between the hours of 8 AM and 3 PM, Monday thru Friday. Management Plans for individual schools may be seen at the Principal's office during the same hours. This notification is required and in accordance with the Environmental Protection Agency's Regulation 40 CFR Part 763.93(e)(10) of the [EPA Asbestos-Containing Materials in Schools: Final Rule and Notice](#).

INFORMATION DISTRIBUTION

In addition to the GHS newsletters (which will be placed on the GHS web site September, November and April), information for students is posted on the main hall and cafeteria bulletin boards, and posted in each teacher's room at the high school (as pertinent to the grade level they teach). Articles are submitted periodically in local newspapers, counselors utilize WCLU for weekly public service announcements and information will be placed on the GHS web site: <http://www.glasgow.k12.ky.us/ghs/ghs.htm>. Glasgow High School also uses the One-Call-Now phone message system. Please ensure your phone numbers for contact (and address) are up-to-date. Information such as scholarships and other applications for students will be available in the guidance file cabinet in the lunchroom for easy access for all GHS students.

NO PASS/NO DRIVE LAW

The 2006 General Assembly amended KRS 159.051 and KRS 186.470, giving districts the option to pursue revocation of the driver's license for students who are academically deficient (student must pass be passing 4 classes in a given semester), drop out of school or accumulate nine (9) or more unexcused absences in the preceding semester. Parental consent to release information as part of the revocation process will be obtained as part of the process of applying for a license.

Glasgow Independent School district now is **REQUIRED** to report for license revocation those 16- and 17-year-old students who drop out, become academically deficient or deficient in attendance.

KENTUCKY'S FIRST "CLASS" OF GDL DRIVERS PREPARES TO TAKE THE WHEEL

Transportation Cabinet Offers Required Forms on New GDL Website

FRANKFORT, KY (March 30, 2007) –On April 1, 2007 the first "class" of teenage drivers in Kentucky, who were subject to the terms of the state's new Graduated Driver's License Law (GDL), entered the Intermediate License Phase.

If a teenager's driving permit was issued on or after October 1, 2006, that teen should check the date when he or she will be eligible to take the driving skills test required for an intermediate license. To check on their eligibility teen drivers must visit <https://eligibility.gdl.kytc.ky.gov>

Teen drivers must also visit the same web site in order to gain access to the *Graduated Driver's License Verification Letter*, which must be presented to the Kentucky State Police License Examiner in order to be permitted to take the skills test.

Under the provisions of the law, after a violation-free six month permit period, teens must maintain a clean driving record for another six months during the Intermediate Phase. Afterwards the teen drivers will be eligible to obtain a Full Unrestricted Driver's License.

To help teens successfully navigate the entire process of acquiring their permits and licenses the Kentucky Transportation Cabinet (KYTC) GDL website guides young drivers every step of the way toward the goal of becoming a fully licensed driver.

<http://gdl.kytc.ky.gov> includes various teaching tools, resources and related links, all designed to fully explain the provisions of Kentucky's GDL and promote safe driving habits for teenagers.

Glasgow Independent Schools
2009-2010
Calendar

August 11	Opening Day (No Students)
August 12	First Day Students
September 7	Labor Day Holiday (Schools Closed)
October 5, 6, 7, 8 & 9	Fall Break (Schools Closed)
November 25	PD (No Students)
November 26 & 27	Thanksgiving Break (Schools Closed)
	November 26 Holiday
December 21 -	Christmas Break (Schools Closed)
January 1	December 25 Holiday
January 4	Students return to school
January 18	Martin Luther King Holiday (Schools Closed)
February 15	PD (No Students)
March 12	PD (No Students)
April 5, 6, 7, 8 & 9	Spring Break (School Closed)
May 18	Election Day (School Closed)
May 24	Last Day for Students
May 25	Closing Day

1st Semester 84 Days
2nd Semester 92 Days
176 Instructional Days

NOTE: Calendar is subject to change due to days that school is dismissed for inclement weather or other reasons.

ALMA MATER

**IN THE HALLS OF GLASGOW HIGH SCHOOL LIVES A SPIRIT BRAVE AND TRUE.
EVEN THO' WE ALL MUST LEAVE HERE, STILL THAT SPIRIT GOES WITH YOU.
WE ALWAYS HOLD AND REMEMBER LESSONS LEARNED AND FRIENDS SO
TRUE. FOR THE ONES WHO FOLLOW AFTER, MAY WE ASK THIS PLEDGE OF
YOU IN THE HALLS OF GLASGOW HIGH SCHOOL, KEEP THAT SPIRIT BRAVE
AND TRUE.**

**PLEASE CALL 651 – 8801 BY 8:00 A.M. IF YOUR CHILD IS ABSENT
FROM SCHOOL.**

.....

**HELPLINES
2009 – 2010**

This is a non-inclusive list and is provided to you for your information. **In providing this list to you, the Glasgow Board of Education and staff neither supports nor endorses any of the treatment programs provided by these agencies.**

Mental Health Help Line.....	1-800-223-8913
Pregnancy Support Center.....	1-270-781-5050
Rape Crisis Center.....	1-800-347-1848
Kentucky State Police.....	1-800-222-5555
AIDS Hotline.....	1-800-342-AIDS
Spanish.....	1-800-344-7432
Hearing Impaired.....	1-800-243-7889
Child Abuse Hotline.....	1-800-422-4453
National Runaway Hotline.....	1-800-621-4000
Poison Control.....	1-800-722-5725
Alcohol 24 Hour Helpline.....	1-800-252-6465
STD Hotline.....	1-800-227-8922
Drug Information Hotline.....	1-800-821-4357
Suicide Hotline.....	1-800-223-8913
Tipline (School Safety Issues).....	1-800-418-6423
Glasgow Schools Student Assistance Program.....	651-8801
Rita Bishop – Coordinator	
Highland Elementary Resource Center.....	659-0342
Becky Honeycutt – Coordinator	
South Green Elementary Resource Center.....	651-1327
Tammy Spillman – Coordinator	
Glasgow Middle School Resource Center.....	651-1276
Laura Cotton - Coordinator	

GLASGOW HIGH SCHOOL
Bullying and Harassment School Policy
2009-2010

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, and/or referral to the court.

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 guidance 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), recommendation for expulsion, and/or referral to the court.

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, recommendation for expulsion, and/or referral to the court.

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 who 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.

GLASGOW HIGH SCHOOL
Bullying and Harassment School Policy
2009-2010

We have read the Glasgow High School Bullying and Harassment Policy. As parents, we agree to join together with GHS to uphold the Bullying and Harassment Policy in order to help put an end to bullying at our school. In an effort to support this policy, we agree to keep ourselves and our children informed of school bullying and harassment policies and procedures as well as work in partnership with GHS to encourage positive behavior and promote the importance of treating others with respect. By signing this pledge, I agree to treat others with respect and not be involved in any incidents of bullying or other conduct in violation of this policy. I also acknowledge that I have been made aware of the consequences of being involved in any bullying incidents. I further agree to comply with the mandatory reporting requirements set forth in this policy.

Glasgow High School Student (Signature)

School Parent/Guardian (Signature)

Date

**INTERNET USER AGREEMENT AND PARENT/GUARDIAN
PERMISSION FORM
2009-2010**

As a user of the Glasgow Independent Schools computer network, I hereby agree to comply with the school district internet rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions.

Student Signature _____

Date _____

Social Security # _____

As the parent or legal guardian of the student signing above, I grant permission for my child to access networked computer services and the Internet, while enrolled at Glasgow High School.

I understand that some materials on the Internet may be inappropriate or objectionable. However, I accept full responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching or exploring electronic information and media.

Parent Signature _____

Date _____

Print Name of Student _____

Grade _____

Home Address _____

Home Telephone _____

**FIELD TRIP PERMISSION FORM
2009 – 2010**

It is the policy of Glasgow High School that every student going on a school sponsored trip of any nature provide his/her teacher, or person in charge of the trip, with a form signed by his/her parents granting permission for the student to participate in the trip. To simplify this process, we are giving parents the option of signing a blanket permission form that will be used for all trips taken during each school year until your child graduates.

I hereby give my child, _____ permission to leave school grounds on school sponsored activities during the school year. (Please note: this does not entitle the student to leave school ground without supervision).

Parent/Guardian Signature

Date

**GLASGOW HIGH SCHOOL
INSURANCE INFORMATION FORM
2009 – 2010**

THE GLASGOW BOARD OF EDUCATION HAS PURCHASED SUPPLEMENTAL INSURANCE FOR STUDENTS WHILE AT SCHOOL OR PARTICIPATING IN SCHOOL ACTIVITIES. THE COVERAGE IS LIMITED AND ONLY PAYS AFTER OTHER INSURANCE COMPANIES HAVE FULFILLED THEIR OBLIGATION. **THE BOARD PAID INSURANCE WILL ONLY PAY IF WE HAVE THIS FORM ON FILE PRIOR TO ANY INCIDENT.** ALL POSSIBLE CLAIMS MUST BE REPORTED TO THE SCHOOL SECRETARY WITHIN 24 HOURS OF THE ACCIDENT.

THERE IS NO CHARGE TO THE STUDENT OR PARENT FOR THIS COVERAGE, BUT THE SHEET MUST BE COMPLETED AND ON FILE IN THE SCHOOL OFFICE.

STUDENT NAME: _____ AGE: _____

PARENT NAME: _____ DATE: _____

STUDENT ADDRESS: _____ PHONE #: _____

NAME OF INSURANCE CO.: _____

INSURANCE POLICY: _____

NAME OF LOCAL AGENT: _____

No Pass No Drive law No in effect for 2009-2010 school year

Kentucky High School students must now adhere to KRS 159.051 and KRS 186.470 known as the No Pass, No Drive law. Once a student becomes the age of 16, they must meet standards outlined regarding attendance, academics, and enrollment in order to obtain their driver's license. A student must not have more than 9 unexcused absences during a semester, not be a school dropout, must pass at least 4 courses during a semester. If any of these standards are not met by the student, the student will not be allowed to pursue their driver's license. Once a student has their driver's license, they must maintain the same criteria in order to keep their license. Any student who drops out of school will not be allowed to pursue their driver's license until their 18th birthday. The policy can be read in full by going to trojan2000.org and referring to board policy 9.4294 for more information.

Dear Parents,

A new law was passed on June 25, 2007 and will be implemented beginning August 1, 2007. The law is No Pass/ No Drive and will affect all 16 and 17 year old students. Once a student becomes 16, they must meet the standards outlined regarding attendance, academics, and enrollment in order to obtain and keep their drivers license. A student must not have more than 9 unexcused absences during a semester, not be a school dropout, and must pass at least 4 classes during a semester. If a student fails to meet any of these criteria they will not be allowed to pursue their driver's license. Once a student has their license, they must maintain the same the same criteria or their license will be revoked. Should your child fail to meet any of these stipulations the school contacts the transportation cabinet who will notify the child that their license has been revoked or denied. Hopefully this will not affect your child but it is now the law and Glasgow High School along with all schools in the state must adhere to this new law. You can review the full text of the law on the legislative research Commission (Website) at www.lrc.ky.gov/record/07RS/record.htm.

Thank you,

Kelly Bell

**GLASGOW INDEPENDENT SCHOOLS
PERMISSION FOR MEDIA RELEASE
2009-2010**

I hereby grant Glasgow Independent Schools permission to have and use my child's/ward's likeness, photo, voice and videotaping for use in the media for educational activities and /or promoting Glasgow Independent School District or entitles of the district for each school year until my child graduates.

Student's Name(s) _____

I, the undersigned, am a parent, guardian, or represent myself, and/or the individual named above. I hereby release any Glasgow Independent School from any claims in the usage of the above stated individual deemed appropriate by said district.

Printed Name Signature Date

Relationship to Individual(s) Names: _____

**GLASGOW HIGH SCHOOL
MEDICAL RELEASE FORM
20098-2010**

Student's Name: _____ Date of Birth: _____

Student's Social Security Number: _____

Mother's Name: _____

Father's Name: _____

Address: _____

Home Phone: _____ Emergency: _____

Work Phone, Mother: _____ Father: _____

Insurance Policy and Number: _____

Family Doctor: _____ Office Phone: _____

Is student allergic to anything doctors should be aware of? _____

Is student currently taking any long term medication? _____ Yes _____ No

If yes, name of medicine: _____

Other Comments:

In the event that I/we cannot be reached, I/we grant the Glasgow High School Staff permission to take necessary action in the event my child needs medical attention.

Mother's Signature

Father's Signature

Date signed and returned: _____

NOTE: This form must be completed and returned to the office for student to be allowed to participate in field trips and/or other special activities. Also, please obtain and complete a medicine release form from front office if required for your child.

**GLASGOW HIGH SCHOOL
ATTENDANCE & LEAVE SCHOOL PERMISSION FORM
2009-2010**

STUDENT _____ GUARDIAN _____

Please list below the names and phone numbers of people you will allow to pick your child up at school during regular school hours.

	Name	Phone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Your child will need to bring a note to school stating with **which person** and at **what time** your child is to leave. Please include a phone number also.

If your child leaves school early (**for any reason**) the time missed will be "UNEXCUSED" until they bring a note to school and get an admit slip from the office.

The state requires school districts to report attendance monthly. Upon submitting the report, an absence cannot be changed at a later date. Please review your child's attendance and submit notes within 3 school days.

ABSENCE

When your child misses school, they need to bring a **doctor note** or a **parent note (maximum 6 events)** to the office. They need to take care of this between 7:15a.m. and 7:45a.m. because the line can get long and it could cause your child to be late getting to their first period class.

If you know your child is going to miss school for a reason other than illness, please provide a written request to the building principal or assistant principal at least 3 to 5 days prior to the absence.

CALL US

If your child is going to be late **or** if your child will not be at school- **PLEASE** call **651-8801** and inform us of the reason for the absence (by 8:00 a.m.). Glasgow High School will utilize the One-Call-Now system to contact you if you do not call us.

If your child has a change of address or phone number please let the office know so we can make the changes in our computer. In case of an emergency, we need to have the correct information on file.

**GLASGOW HIGH SCHOOL
OPT OUT MILITARY FORM**

Dear Parent/Guardian

Section 9528 of the No Child Left Behind Act of 2001 requires the school to release our family's private information to military recruiters unless we "opt out" in writing.

Please complete the following:

_____ As a parent, I am exercising the right to request that you do not turn over the name, address, telephone listing or school records to the Armed Services, Military Recruiters, or Military Schools of the following student.

_____ As a student, I request my own name, address, telephone number and school records not be released to the Armed Services, Military Recruiters, or Military Schools.

Student's Name (Please print.)

Grade (2008-2009)

Signature of Parent

Date

Signature of Student

Student/Parent Address

City, State, Zip Code

**GLASGOW HIGH SCHOOL
HANDBOOK
2009-2010**

I have received and read the Glasgow High School Discipline Code and Student Handbook, attendance policy, all rules, and understand the policies and procedures that will be implemented.

PARENT OR GUARDIAN:

Parent/Guardian Signature

Print Name of Student

Student Signature

Date

I would be willing to serve on a School Based Decision Making Committee, or do volunteer work for the school.

Parent/Guardian Signature

GLASGOW INDEPENDENT SCHOOLS
 1108 Cleveland Avenue, P.O. Box 1239, Glasgow, KY 42142-1239
 (270) 651-6757

GLASGOW HIGH SCHOOL
 1601 Columbia Avenue, Glasgow, KY 42141
 (270) 651- 8801

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GHS DISCIPLINE CODE AND CONSEQUENCES

Disciplinary Code	I. Description	Consequence (1 st Report)	Consequence (2 nd Report)	Consequence (3 rd Report)
1. Class Disruption	Involved in behavior which disrupts the educational process of the other students in the classroom.	1 day Detention	3 days Detention-Suspension	5 days Detention-Suspension
2. Dress Code	The act of violating the student dress code	Parent is contacted, student changes clothes and one day detention	Parent is contacted, student change clothes and one day of ISS plus Friday School.	Parent is contacted, student change clothes and two days of ISS plus Friday School. (After 3 rd offense, punishment will double with each offense.)
3. Insubordination	Unwilling to follow directions and responds inappropriately to any school personnel including substitutes: back talking, disrespectful behavior, failure to respond to a reasonable request.	1 day Detention-Suspension	5 days Detention-Suspension	Suspension - Expulsion
4. Tardiness to Class	Late to class, unexcused	Detention	Detention	Detention
5. Obscenity/ Profanity	Using obscene, vulgar, or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property. (non-confrontational)	1 day Detention	3 days Detention	5 days Detention-Suspension
6. Skipping Class	Failure to report to class or assembly for any part of class period or be out of class without permission	1 day Detention	3 days Detention	5 days Detention – Suspension
7. Skipping School	Leaving school property without permission or failure to arrive to school without permission	Friday School-Suspension	Suspension also, loss of driving privileges	Suspension – Expulsion
8. Possession of tobacco products, matches, lighters	Possessing or using tobacco products of any kind. Smoking, chewing, or containment or tobacco in the mouth is prohibited.	Possessing or using: 3-day Detention	Possessing or using: 5-day detention to Friday School.	Friday School – Suspension
9. Food/Drink in classroom	Bringing any food or beverages into classrooms for snacking or meals.	Teacher discretion	Teacher discretion	Teacher discretion
10. Cafeteria Misconduct	Violating any school rule regarding conduct and/or any other inappropriate behavior in the cafeteria	Pick up trash and/or Detention for 1 day	3 days Detention	5 days Detention
11. Unauthorized games/electronic equipment	Possession of unauthorized games, playing cards, and/or electronic equipment: e.g. gameboy, cameras	Confiscation and return at end of the day	Confiscation and return at end of the week	Confiscation (not to be returned)
12. Academic Dishonesty	Cheating on test, copying term papers, plagiarism, homework, etc.	Detention and Zero (0) on work	Zero (0) on work & Friday School	Zero (0) on work & Suspension

23-A

13. Forgery	Falsifying a signature or information on any notes, documents, papers, or school related forms.	3 days Detention- Friday School	Suspension	Suspension
14. Indecency in behavior	Acting in ways which offend commonly accepted standards of conduct, including but not limited to kissing.	1 – 5 days Detention	5 days Detention- Suspension	Suspension
15. Sexual misconduct	Engaging in voluntary consensual sexually related contact with another person	3 days Detention – Suspension	Suspension	Suspension indefinitely
16. Sexual harassment	Sexually-related verbal statements, gestures, or physical contact with another person.	3 days Detention – Suspension	Suspension	Suspension- Expulsion
17. Parking lot violation/ Reckless driving	Violating school parking lot rules and regulations or driving out of parking lot	Detention and/or loss of driving privileges	Friday School and/or loss of driving privileges	Suspension and loss of driving privileges
18. Theft	Taking or acquiring the property of others without their consent.	Detention- Suspension	1-5 day Suspension	Suspension to Expulsion/ Return or restitution of property.
19. Truancy	Unauthorized absence from school or classes for any period of time	Follow Attendance policy	Follow Attendance policy	Follow Attendance policy
20. Vandalism	Inadvertent or willful destruction of property belonging to others or to the school, including tampering with or causing the discharge of harmful substances.	Restitution and 3 day Detention – Suspension	Restitution and 5 day Detention – Suspension	Restitution and Suspension – Expulsion
21. Possession of pocket knife	Pocket knife in student possession	Warning- parent pickup knife	Detention- Suspension knife kept until end of school year.	Friday School- Suspension knife kept
22. Distribution of unauthorized printed materials	Distributing unauthorized materials on school property.	Halt distribution and Warning	3 day Detention and halt distribution	5 day Detention- Suspension and halt distribution
23. Lying	Falsely reporting incidents, making false accusations, or giving false testimony to school personnel.	3 days Detention- Friday School	Friday School – Suspension	Suspension
24. Gambling	Betting or gambling for money or valuables	1 day Detention	Suspension	Suspension – Expulsion
25. Petitions	Petitions must be pre-approved by the principal or her/his designee	3 days Detention	Friday School	Suspension – Expulsion

23-B

26. Unauthorized sale or distribution	Selling or distributing or attempting to sell or distribute any object or substance which has not been authorized by the building principal to any person on school property	Halting sale and warning	3 days Detention and halting sales	Suspension and halting sales
27. Bus rule violations	Violation of bus rules traveling to or from school-sponsored activity	Follow established bus policy	Follow established bus policy	Follow established bus policy
28. Failure to display parking permit	Parking permit not visible	Warning	Loss of parking privileges for one week	Loss of parking privileges for one week/ Purchase new parking permit
29. Detention misconduct	Failure to follow established procedure while serving detention	Additional Detention-Suspension	Suspension - Expulsion	Suspension - Expulsion
30. Failure/refusal to fulfill detention assignment	Does not attend or does not stay for assigned time period of detention	Friday School - Suspension	Friday School-Suspension	Friday School-Suspension
31. Repeated disciplinary offenses	Being assigned to detention 3 times for same offense or 5 times for any offense.	Next assignment to Detention plus Friday School	Next assignment: 1-3 day Suspension	Next assignment: 3-5 day Suspension
32. Inciting others to violence	Giving encouragement by words, acts, or deeds to demonstrations or protest which disrupt the normal educational process of the school	3 days Detention-Suspension	Suspension	Suspension - Expulsion
33. Verbal Assault	To insult, call derogatory names, dishonor, or in other manner abuse orally or in writing any member of the school staff/faculty	Suspension	Suspension - Expulsion	Suspension - Expulsion
34. Threatening or intimidating acts	Written, verbal or by gesture threatening the well-being, health, or safety of any person on school property or on the way to or from school or school-sponsored activity. Including but not limited to hazing, bullying, menacing, and abusive language.	3 days Detention-Suspension	Suspension	Suspension - Expulsion
35. Fighting	Hostile bodily contact on school property, or going to or from school, including any activity under school sponsorship (i.e. dance, athletic event, etc.)	Suspension	Suspension	Suspension to Expulsion
36. Fireworks	Using or possessing any type of fireworks, explosive devices, smoke/stink bombs, etc.	Friday School - Suspension	Suspension	Suspension

37. Pornography	Possession of any pornographic material including but not limited to movies, magazines, or electronic images.	Friday School-Suspension	Friday School-Suspension	Suspension - Expulsion
38. Unauthorized student protest	Protesting which results in the disruption of the normal educational process.	3 days Detention - Suspension	5 days Detention-Suspension	Suspension - Expulsion
39. Physical attack	Physically assaulting any person on school property or while traveling to or from school, including any activity under school sponsorship.	Suspension - Expulsion	Suspension - Expulsion	Suspension - Expulsion
40. Possessing/using weapon	Possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily harm.	Suspension to Expulsion	Suspension - Expulsion	Suspension - Expulsion
41. Computer Tampering	Illegal code entry or computer program access, illegal use of information or access of confidential information.	Revocation of computer privileges – Suspension	Suspension - Expulsion Dismissal from class	Suspension - Expulsion
42. Presence of student is detrimental to best interest of school	Situation or behavior not otherwise outlined which is deemed by school personnel to create unacceptable conditions for the school situation.	Suspension – Expulsion	Suspension – Expulsion	Suspension – Expulsion
43. Gang Behavior	Gang-like behavior	Warning-Expulsion	Warning-Expulsion	Suspension - Expulsion
44. Arson	Willful and malicious burning of, or attempting to burn, any part of any building or property of GHS	Expulsion, also criminal charges	Expulsion, also criminal charges	Expulsion, also criminal charges.
45. Unlawful drugs and behavior – altering substances (drug abuse)	Knowingly possessing, using, providing, or transmitting to another person, or being under the influence of any substance which is, or looks like, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or substance containing alcohol – includes drugs containing phenylpropanolarrine (PPA), steroid, stimulant, depressant, or intoxicant of any kind. Use of individual prescription from physician for medicinal purposes is not a violation if given by the office.	Suspension – Expulsion Possible Alternative Placement	Suspension - Expulsion	

46. False alarms/Bomb Threats	Initiating a fire alarm or a report warning of a fire or impending bombing or other catastrophe	Suspension – Expulsion	Suspension - Expulsion	
47. Use of Paging Device and/ or Cell Phone	Use of/visible pager or cell phone during school hours	Parent picks up phone after 3:00 p.m., student gets one detention and parent signs and receives a printed copy of cell phone policy.	Parent picks up phone after 3:00 p.m., student gets Friday school and parent signs and receives a printed copy of cell phone policy.	Parent picks up phone after 3:00 p.m., student gets one day ISS and parent signs and receives a printed copy of cell phone policy. (Any offense thereafter, parent will pick up phone after 3:00 p.m. and student will be placed at the alternative center for a minimum of a 9 week grading period.
48. Prescription or over -the-counter drugs	Knowingly possesses, use or transmit to another person rather than leaving the prescription or over the counter drugs in the office	3 Days Detention - Suspension	Friday School - Suspension	Suspension
49. Breaking and Entering School Property/Grounds	Entering any school facility/grounds without proper authorization.	Suspension and Local Authority Contact	Suspension and Local Authority Contact	Suspension and Local Authority Contact

IN-SCHOOL SUSPENSION MAY BE SUBSTITUTED AT THE DISCRETION OF THE PRINCIPAL OR ASSISTANT PRINCIPAL BASED ON SEVERITY OF INCIDENT.

DETENTION TO SUSPENSION IS BASED ON SEVERITY OF INCIDENT.

AFTER THREE DETENTIONS IN THE SAME DISCIPLINARY CODE THE FOURTH IS AN AUTOMATIC SUSPENSION.

23-E