

Green County High School

Student/Parent Handbook 2011 - 2012



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(270) 932-6610

Guiding, Challenging, Helping Students... in the pursuit of excellence.

Vision

Commitment to Excellence

Mission Statement

Green County High School is committed to Guiding, Challenging, and Helping Students become responsible, compassionate, skilled, prepared, knowledgeable, and strong.

Beliefs

- Students learn best when provided with a safe, caring environment.
- Students learn in a variety of ways and will be challenged to achieve at a higher level.
- Every student is valued.
- Self-motivation is essential for achievement.
- Every student should be exposed to a variety of activities and experiences.
- Positive parental and community support will increase student success.
- Students should be encouraged to provide service to others.

Green County High School Motto

Guiding, Challenging, Helping Students

School Colors

Green and Gold

School Mascot

Dragon

School Fight Song

When Green County High falls in and gets in line,
We are going to win this game and that's the sign.
And when we do we'll shout, shout victory
And have our names go down in high school history!
We're going to fight, fight, fight for every game
And the results will always be the same,
So give a cheer for dear OLD GREEN COUNTY HIGH,
GREEN COUNTY HIGH – GCHS, rah, rah, rah.

Honor Creed

In the pursuit of continued excellence at Green County High School, I will strive to be a person of integrity by demonstrating respect, honesty, responsibility, and community service in everything I do. By putting character first, I hope to develop self-respect and earn the trust and respect of my fellow classmates, faculty, staff, and administration at Green County High School.

Important Notice: This handbook contains information applicable to students at GCHS. Every effort has been made to set policies and procedures that address the day-to-day activities of the school. However, the administration of GCHS has the final authority on all decisions to ensure that the mission of the school is accomplished.

Green County High School Faculty and Office Staff

Administrative Staff

Principal Karen Marcum
Assistant Principal Philip West
Guidance Counselor Tammy Thompson
Athletic Director Tim Deaton

Office Staff

Secretary/Bookkeeper Dean Burris
Secretary Shirley Coffey
Guidance Secretary Patsy Pruitt
School Nurse Renny Smith

Agriculture

James Bonta
William Lobb

Job Counselor

Heather Moss

English

JeNie Altman
Erin Bonta
Lauryn Cook
Cortney Cowan
Katy Ingram
Nora Neagle

Library/Media Specialist

Vickie Buckman

Exceptional Education

Sondra Burress
Stephanie Buis
Joy Coffey
Amanda Mills
Tana Rattliff
Dana Roney
Amanda Slinker

Math

Shelley Bishop
Pam Deaton
Amanda Olson
Deanna Scott

Family/Consumer Sciences

Stacy Skaggs

Science

Jon Allen
Melissa Bright
Lynne Givens
Gale Perry

Fine Arts/Arts & Humanities

Trecinda Kimbler
Ross Morgan

Social Studies

Chris Blaydes
Mike Daniels
Chris Penick
Derrick Staton

Foreign Language

Lisa Weddle

Detention

John Gupton

Health and Physical Education

Rick Davis
Ashley Gerald

Youth Service Center

Shelia Stearman
Cindy Houk

Instructional Assistants

Emma Shuffett
Josh Whitlow

Youth Opportunities Unlimited (YOU)

Nancy Pickett
Connie Ford

Green County High School Bell Schedule

All classes at GCHS will operate on the same bell schedule for 1st, 2nd, 3rd, 6th, and 7th periods. Dragon Academy will operate on a revised schedule during 4th and 5th periods to accommodate four lunch periods.

	7:25 – 7:30	Warning Bell
1 st Period	7:30 – 8:19 8:19 – 8:24	49 minutes 5 minutes passing
2 nd Period	8:24 – 9:13 9:13 – 9:18	49 minutes 5 minutes passing
3 rd Period	9:18 – 10:07 10:07 – 10:12	49 minutes 5 minutes passing
4 th Period	10:12 – 11:01 11:01 – 11:06	49 minutes 5 minutes passing
5 th Period	11:06 – 12:19 11:00 – 11:24 11:28 – 11:52 11:55 – 12:18 12:19 – 12:24	49 minutes and lunch 1 st lunch 2 nd lunch 3 rd lunch 5 minutes passing
6 th Period	12:24 – 1:13 1:13 – 1:18	49 minutes 5 minutes passing
7 th Period	1:18 – 2:12	54 minutes

Dragon Academy Revised Schedule 4th and 5th Periods

4 th Period	10:12 – 10:31 10:30 – 10:55 10:55 – 11:25 11:25 – 11:30	19 minutes lunch/passing time 30 minutes 5 minutes passing
5 th Period	11:30 – 12:19 12:19 – 12:24	49 minutes 5 minutes passing

Green County High School Homeroom Bell Schedule

GCHS students will meet periodically with their homeroom teachers for grade monitoring, ACT preparation, ILP completion, and other activities to assist students in becoming college and career ready upon graduation.

This bell schedule will be followed on those days designated as "Homeroom" days.

	7:25 – 7:30	Warning Bell
1 st Period	7:30 – 8:10 8:10 – 8:15	40 minutes 5 minutes passing
2 nd Period	8:15 – 8:55 8:55 – 9:00	40 minutes 5 minutes passing
Homeroom	9:00 – 9:40 9:40 – 9:45	40 minutes 5 minutes passing
3 rd Period	9:45 – 10:25 10:25 – 10:30	40 minutes 5 minutes passing
4 th Period	10:30 – 11:10 11:10 – 11:15	40 minutes 5 minutes passing time
5 th Period	11:15 – 12:20 11:10 – 11:35 11:38 – 12:03 12:05 – 12:30 12:30 – 12:35	50 minutes and lunch 1 st lunch 2 nd lunch 3 rd lunch 5 minutes passing
6 th Period	12:35 – 1:15 1:15 – 1:23	40 minutes 8 minutes passing
7 th Period	1:23 – 2:12	49 minutes

Dragon Academy Revised Schedule 4th and 5th Periods

Dragon Academy Lunch	10:30 – 10:50 10:50 – 10:55	5 minutes passing
4 th Period	10:55 – 11:40 11:40 – 11:45	45 minutes 5 minutes passing
5 th Period	11:45 – 12:30 12:30 – 12:35	45 minutes 5 minutes passing

**Green County High School
Grading Scale**

**Credit Requirement for
Class Requirements**

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

Freshman 0
Sophomore 5
Junior 11
Senior 17
To Graduate 24

Class Ranking System

All students completing the honors course of studies will be ranked by cumulative GPA. In the event of a tie, the numerical average of all classes, honors and comprehensive, taken during the four years of high school will be used to determine academic honors, academic scholarships, and publications. No weighting of classes will be necessary because only honors students will be ranked for this purpose.

For students completing the comprehensive course of studies who wish to continue with post-secondary training or education, apply for a position of employment or for any reason that requires a class rank, the following ranking system will be used:

All students, comprehensive and honors will be ranked by the numerical average of all classes taken. This ranking will be done only by request for reasons stated and is not to be considered for any of the purposes stated in the ranking of honors students.

Should the occasion ever arise that a ranking from both honors and comprehensive were sent to the same place for the same purpose, an attached explanation of the two would accompany the ranking.

Green County High School is on the semester system; therefore, semester grades are final grades. All semester grades will be averaged for ranking purposes. Example: If a student took seven classes all four years, all eight semesters, that student's rank would be determined by all semester numerical grades added together and divided by 56.

Any student receiving special permission to drop a class after eight weeks into a semester will have the numerical grade of that class, at the time dropped, averaged in for class ranking purposes if it is lower than his/her overall average at the end of the semester. If the grade is equal to or above the overall average, it is dropped at that time and not considered. No credit is given for a class dropped in either event.

Graduation

All graduating seniors will receive a comprehensive or honors diploma based on the requirements in the following section. In addition to either of these, a student may also receive a career/technical diploma by completing the designated requirements in any of the following areas:

- 6 credits in any one area of the vocational school
- 5 credits in agriculture
- 4 credits in family & consumer science

A minimum of (8) full semesters of school is required before any diploma will be awarded.

Graduating seniors must have completed all state and local requirements before participating in commencement exercises.

Honor Graduates

Beginning with the graduating class of 2015, Green County High School will recognize Honor Graduates and Senior Scholars during commencement exercises.

To be considered for Honor Graduate status, students must meet the following guidelines:

- Be on the Honors diploma track
- Have attained at least a 3.50 GPA
- Have attained a composite score of at least 21 on the ACT
- Be an active participant in at least 2 co-curricular, extracurricular, or community activities all four years of high school

All students meeting the above requirements will receive the designation of Honor Graduate and be recognized using the following levels of recognition:

- Cum laude – with honor – 3.550 – 3.699 GPA
- Magna cum laude – with great honor – 3.700 – 3.849 GPA
- Summa cum laude – with highest honor – 3.850 – 4.000 GPA

Senior Scholars

Senior Scholar status will be designated for those Honor Graduates maintaining a 4.0 GPA throughout their high school career. Speakers for class night and commencement exercises will be determined from this group using the attached formula which considers ACT scores, strength of schedule, and PLAN scores. The Senior Scholar with the highest point total will address the class at graduation while the Senior Scholar with the second highest point total will speak at class night.

Honor Graduates and Senior Scholars will be recognized during Class Night activities and presented with honor cords to be worn during the graduation ceremony.

We will continue our existing method of determining Valedictorian and Salutatorian through the 2013-2014 school year.

2014 will be the last year to announce a Valedictorian and Salutatorian as we complete the transition to the Honor Graduates recognition system.

While transitioning to the Honor Graduates system, the following recognitions will be made:

- Class of 2012—recognize honors diploma with minimum 3.50 GPA
- Class of 2013—recognize honors diploma with minimum 3.50 GPA and ACT composite of 21
- Class of 2014—recognize honors diploma with minimum 3.50 GPA and ACT composite of 21 with three levels of recognition as described in policy

Senior Scholars will be chosen to speak at class night and commencement exercises according to the following formula which takes into consideration ACT scores, strength of schedule, and PLAN scores. The Senior Scholar with the highest point total will address the class at graduation while the Senior Scholar with the second highest point total will speak at class night.

ACT	Strength of Schedule	PLAN
Highest ACT composite	Number of additional honors courses taken	Highest PLAN composite
45%	42%	13%

Awards Presented to Graduating Seniors

- Valedictorian:** Given to the highest ranking senior student meeting the requirements for the honors diploma. This will continue through the graduation class of 2014.
- Salutatorian:** Given to the second highest ranking senior student meeting the requirements for the honors diploma. This will continue through the graduating class of 2014.
- Citizenship:** Each department submits the name of one girl and one boy. From this group of names, the faculty then votes for one girl and one boy.
- Agriculture:** This award is based on overall GPA, agriculture grade average, participation in FFA activities and the student's occupational experience program.
- Art:** The Art award is presented to the senior art student who is considered to be the most deserving through that student's interest and work in the subject. The student should handle several art areas well.
- Biological Science:** To be considered for the Biological Science award, a student must have taken Honors Biology I and Advanced Biology and have shown an above-average interest and aptitude for the area of biological science. Competitive testing scores will also be considered.
- English:** This award is presented to the student who manifests insight, appreciation, and comprehension of the humanities as exemplified through his/her oral and written expression.
- History Club:** To be eligible for this award, a student must have been a member at least four years, completed two projects each year, attended at least three state workshops, displayed interest in local or state history and displayed leadership qualities.
- Family & Consumer Science:** This award is based on overall grade point average, Family & Consumer Science average, and participation in Family, Career, and Community leaders of America (FCCLA) activities. The student should also show growth & leadership in the family & consumer science program. The student must complete 4 credits in one area of Family & Consumer Science.
- John Phillip Sousa:** The John Phillip Sousa band award represents the supreme achievement which only a high school senior may receive. Since John Phillip Sousa dedicated his life to promoting band music to the American public, it is only appropriate that each recipient of this award represent the highest standard of musicianship to their fellow band members. This award is given annually to a deserving graduating senior who the band members feel has shown dedication as well as leadership to the Green County High School Band.
- Journalism:** Is awarded to one student who demonstrates outstanding ability and involvement in the area of journalism.
- Math:** Any student who has completed five credits in mathematics, consisting of Algebra I, Algebra II, Geometry, Advanced Math/Pre-Calculus and Calculus, is eligible for the math award. The student must have demonstrated high academic achievement as well as a strong desire to learn and excel in mathematics and a positive attitude toward learning.
- Outstanding Athlete:** Given to a senior girl and boy who have made an outstanding contribution to the athletic program based upon the number of sports participated in, citizenship, honors received in athletics, leadership and cooperation.
- Physical Science:** To be considered for the Physical Science award, a student must have taken Integrated Science, Chemistry I and Advanced Chemistry. The student must demonstrate an above-average aptitude and interest in the physical sciences. Competitive testing scores and laboratory work/skills will be considered.
- Present Every Day:** Given to seniors that have attended high school without missing a day.
- Social Studies:** This award is given to the most deserving Social Studies student according to involvement, courses taken, and achievement.
- Spanish:** This award is given to the student demonstrating outstanding ability in both spoken and written Spanish.

Diploma Requirements

All students entering Green County High School will complete general education requirements their first year at GCHS. Students will then choose between a Comprehensive and Honors diploma track.

Subject	Comprehensive Diploma	Honors Diploma
English	4 credits English I, II, III, IV	4 credits English I, Honors English II, III, IV
Math	4 credits Algebra I, Geometry, Algebra II, Selected Topics	4 credits Alg I, Honors Geometry, Honors Alg II, PreCalculus
Science	3 credits Int Science, Biology, App Chem/Phy	3 credits Int Science, Honors Biology, Chemistry
Social Studies	3 credits World Civ, Int Soc St, US History	3 credits World Civ, Int Soc St, Honors US History
Computer Science	½ credit	½ credit
Health	½ credit	½ credit
Physical Education	½ credit	½ credit
Life Skills	½ credit	½ credit
Humanities	1 credit	1 credit
Foreign Language		2 credits
Electives	8 credits	*5 credits
Total Credits	24	24

*For Honors Diploma, in addition to the above, a student must choose an additional course from 3 of these 4 areas:

- Math: Calculus
- Science: Advanced Biology, Advanced Chemistry, or Anatomy & Physiology (for Health Career Majors only)
- Soc Sci: Political Science or Psychology/Sociology
- Foreign Lang: Advanced Spanish or Oral Communication

Career Majors Program

All students are encouraged to complete a career major. The career major is to be chosen by the end of the 10th grade and identified on the Individual Learning Plan. A student must complete four credits from a designated list of courses, 200 hours of career-related work based learning, and a culminating project.

A career major is offered in the following areas:

Green County High School

- Agriculture Career Cluster
 - Agribusiness Career Major
 - Horticulture Career Major
 - Production Career Major
 - Environmental Resources Management Career Major

- Human Services (Family and Consumer Science) Career Cluster
 - Family and Consumer Science Education Career Major
 - Child Care Career Major
 - Hospitality Services Career Major
 - Family Services Career Major

Green County Area Technology Center

Business and Marketing Career Cluster
Business Management Career Major
Accounting Services Career Major
Medical Office Services Career Major
Information Processing Services Career Major
Financial Services Career Major
General Office/Clerical Services Career Major

Health Sciences Career Cluster
Allied Health Career Major
Pre-Dentistry Career Major
Pre-Medicine Career Major
Pre-Nursing Career Major
Pre-Veterinarian Career Major

Construction Technology Career Cluster
Residential-Commercial Electricity Career Major

Manufacturing Technology Career Cluster
Industrial Maintenance Technology Career Major
Machine Tool Technology Career Major
Welding Career Major
Wood Products Manufacturing Career Major

Transportation Technology Career Cluster
Automotive Technology Career Major

Transfer Students

All students who are transferring to GCHS from another school shall provide the following documents to guidance prior to enrollment:

1. Birth certificate
2. Valid Kentucky immunization certificate
3. Transcript from previous school that includes grades, credits, and attendance
4. Withdrawal grades from previous school
5. Documentation of custodial parent or legal guardian
6. Social Security card

Any student who is transferring from another school and who has withdrawn from that school more than five school days prior to enrolling in GCHS is required to make up the work that has been completed in classes during the missed period. Any student who does not have a transfer grade for a class in which they are enrolled at GCHS will be required to make up any missed work in order to receive credit for that class.

Attendance Policy for Green County High School

In recent years, great strides have been made in school attendance. Research indicates a direct correlation between good attendance and improved learning.

Students are expected to attend the school, in which they are enrolled, regularly and punctually, in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. The Green County Board of Education believes that there is a direct relationship between poor attendance and lack of achievement. Students who have good attendance generally achieve higher grades and enjoy school more.

Parents must assume a major role in fostering good attendance habits. They must help insure that absences occur only when they cannot be avoided. Kentucky Compulsory Attendance Law KRS 159.150: Any child who has been absent from school without valid excuse for three (3) or more times is a truant. Any child who has been reported truant three (3) or more times is a habitual truant.

A. How the school decides if an absence is excused or unexcused:

1. Death or severe illness in the student's immediate family
2. Illness of the student
3. Medical or dental appointments
4. Approved school activities (including 2 college days for seniors)
5. One (1) day for attendance at the Kentucky State Fair
6. Documented military leave
7. Other valid reasons as determined by the Attendance Committee

Note: Students should not be absent for a full day if it is only necessary to be absent a half-day. Examples: court appearance, doctor or dentist appointment.

The following reasons for student's absences are NOT excusable:

1. Truancy
2. Visiting
3. Shopping
4. Missing the bus or other mode of transportation
5. Trips not approved by the principal in advance
6. Employment or work-related absence

B. Procedures for the student's parent/guardian to follow when his/her child is absent:

1. The parent/guardian who has legal custody of the student shall call the school at any time after he/she realizes that the child cannot attend school and give the reason for absence.
2. If the parent/guardian has not contacted the school by 9:30, the attendance clerk at the school site will contact the parent/guardian as to why the child is not in school.
3. A follow-up note will be accepted and will be considered as additional verification of the absence and excuse.

Note: Parents may keep their children home from school or take them out of school for reasons that they deem necessary – but that does not mean the absences will be excused.

C. Procedure the school will follow after a student has missed more than five (5) days or has been tardy five (5) times:

1. A student may miss five (5) complete days or be tardy five (5) times and be excused for these days/tardies as long as the parent/guardian follows the procedure listed in Section B.
2. On the student's fifth (5th) absence or tardy as allowed above, a letter will be sent to the parent/guardian explaining that any further absences must be classified as excused as listed in Section A with the exception of illness, which now must be verified with a doctor's statement. The doctor's statement must specify the number of days for the student in question to be out of school. Students will be given five (5) school days after their absence to produce a doctor's statement to verify their illness. After the five (5) day time frame has ended, the absence will remain unexcused.

D. Procedure the school will follow when a student is absent beyond the five (5) days allowed by a phone call from the parent/guardian:

1. On the occurrence of the sixth absence, the attendance clerk will contact the director of pupil personnel who will send a Truancy Notice.
2. If the student continues to have unexcused absences, Final Notice will be delivered by the DPP.
3. After a Final Notice has been processed, the case may be referred to the Court Designated Worker (CDW) of the District Juvenile Court upon the student's next absence without a valid excuse. The Director of Pupil Personnel in the form of a Juvenile Complaint makes such referral.
4. After a student has appeared before the CDW, the DPP must immediately notify the CDW when the student misses another day of school regardless of the reason.
5. The Principal and/or DPP have the authority to by-pass or otherwise modify the sequence of these steps based on circumstances and/or past school year attendance records of the student.
6. **Those students who are beyond the compulsory school age (18 and above) will be treated as previously mentioned according to HB72 (BR 125)**
 - Amend KRS 159.150 to identify any public school student, who has not reached his or her twenty-first birthday, who has been absent from school without a valid excuse for three or more days or tardy without valid excuse on three or more days as truant; identify as a habitual truant a student who has been reported as truant two or more times; amend KRS 159.990 to hold a public school student who has attained the age of 18, but who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws; hold the parent, guardian, or custodian of a public school student who has not reached his or her eighteenth birthday accountable if the student fails to comply with school truancy laws; hold the court-appointed guardian of a public school student who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws; require school district personnel to inform students, parents, guardians, and custodians of the penalties for violating school truancy laws; amend KRS 600.020 to identify as a habitual truant a student who has been reported as truant two or more times.

E. Procedure to follow when the student or parent wants to appeal an absence that has been declared unexcused

1. A written statement from the parent/guardian must be issued to the attendance secretary explaining why the absence should be declared acceptable. This statement must be sent within 48 hours after the absence was declared "unexcused" if the parent and student want to challenge the decision.
2. The attendance secretary will forward the statement to the principal or designee and a meeting with the school-based attendance committee will be scheduled.
3. The parent or his/her guardian will address the committee, in person and explain why he/she is asking for the absence to be excused.
4. The school based-attendance committee shall consist of the principal or designee, a teacher, and the attendance clerk.
5. The purpose of the committee is to follow the guidelines that have been established, to consider requests of students and parent/guardians, and to decide if the absence is excused or unexcused.
6. The committee will meet only on those absences that occur after the five (5) allowed.
7. If the parent/guardian does not feel that the decision from the attendance committee was correct, an appeal to the Superintendent and the Director of Pupil Personnel can be requested.

F. Early Dismissal

The time a student spends at school is vital to his/her education. Therefore, school authorities will closely monitor early dismissal as follows:

1. If it becomes necessary for a student to check out during the school day, he/she must report to the office. The student will remain in school until the parent/guardian or adult designee (person listed on student enrollment card to reach in case of an emergency) is contacted. **A student will be allowed to check out of school ONLY if a parent/guardian with legal custody personally comes to the school office to sign out the student.**
2. Students who become ill during the school day may be excused to the care of their parents or to a doctor with parental approval. No student is to be excused until the parent/guardian is notified unless there is an emergency.
3. The Principal must deal with all emergencies. GCHS is equipped with "Caller ID" phones to help identify calls for checkouts due to illness.
4. **Telephone or note requests will be honored only under extreme situations at the principal/designee's discretion.**
5. The parent/guardian must state the reason for the early dismissal. Any reason not listed in Board Policy as "excused" will be recorded as "unexcused" and the parent will be advised.

6. Court appearances, doctor/dental and counseling appointments must have an appointment card to verify the appointment. The parent/guardian will not be required to come to the school to check out the student when the appointment can be verified with the appointment card.

G. Pre-arranged absences

A parent/guardian may request a pre-arranged absence pending administrative approval for extraordinary circumstances which might enhance that child's educational value or if it is deemed as a family emergency. This request must be made in person, five days in advance to the school principal.

H. Procedure to follow when returning to school after an absence

1. Student will report to the attendance clerk for a check in slip. The check in slip will be shown to the teacher of each class missed. The teacher will record the absence as "excused" or "unexcused" in their record book.
2. If there is a question about an absence (excused or unexcused), the attendance clerk and the principal/designee will confer and make the decision.
3. An excused absence does not relieve students of the responsibility to make up missed work. If a student has an unexcused absence from school, they may be given an opportunity to complete make-up work before or after school hours (extended school or intersession). These are given out at the convenience of the teachers involved. All make-up work must be completed and turned in by the same number of days of the student's absence, plus one day, unless other arrangements have been made with the teacher. **Absences due to suspensions will be counted as unexcused absences from school; missed work cannot be made up.**

College Visits

Seniors will be given two days to visit colleges. These days will be excused only if the student follows the proper procedure.

- The guidance counselor must confirm or set-up an appointment prior to visiting the college, university, or technical school.
- The student must also complete all necessary paperwork prior to their visit.
- When the student returns to school they must turn in the paperwork with proper signatures to the attendance clerk.

Athletics, Clubs and Organizations at Green County High School

Athletics

Baseball – (spring) – Boys Varsity, Junior Varsity and Freshmen
Basketball – (winter) – Boys & Girls Varsity, Junior Varsity and Freshmen
Cross Country – (fall) – Boys & Girls Varsity, Junior Varsity and Middle School
Football – (fall) – Boys Varsity, Junior Varsity, and Freshmen
Golf – (fall) – Boys and Girls Varsity
Indoor Track – (winter) – Boys and Girls Varsity, Middle School
Softball – (spring) – Girls Varsity, Junior Varsity and Freshmen
Track – (spring) – Boys and Girls Varsity, Junior Varsity, Middle School
Volleyball- (fall) – Girls Varsity, Junior Varsity, and Freshmen

Academic Eligibility to Participate in Athletics

Prior to the certification of the eligibility of a student, the Athletic Director shall have on file a physician's certificate, the parent's consent, bus forms, and the parent's acknowledgment as required by By-Law 30.

Freshman Academic Requirements

Must be enrolled in school the preceding semester.
Must have been promoted from the 8th grade.
Must be passing at least five (5) classes at all times to remain eligible.

Sophomore Academic Requirements

Must be enrolled in school the preceding semester.
Must have at least five (5) credits.
Must be passing at least five (5) classes at all times to remain eligible. If student has six or more credits, he/she must be passing five (5) classes at all times. If student has only five credits, he/she must be passing six (6) classes at all times.

Junior Academic Requirements

Must be enrolled in school the preceding semester.

Must have at least eleven (11) credits.

Must be passing at least five (5) classes at all times to remain eligible. If student has twelve or more credits, he/she must be passing five (5) classes at all times. If student has only eleven credits, he/she must be passing six (6) classes at all times.

Senior Academic Requirements

Must be enrolled in school the preceding semester.

Must have at least seventeen (17) credits.

Must be passing at least five (5) classes at all times to remain eligible. If student has nineteen or more credits, he/she must be passing five (5) classes at all times. If student has eighteen credits, he/she must be passing six (6) classes at all times. If student has only seventeen credits, he/she must be passing seven (7) classes at all times to remain eligible.

Note: All credit requirements are based on a seven (7) period day. If a transfer student was on a six period day or block schedule at his/her previous school, proper adjustments would be required.

Student Participation in Extra-Curricular Activities

It is a privilege to participate in extracurricular activities. Students representing Green County High School have certain obligations pertaining to conduct both in and out of school. Students should take pride in representing Green County High School and exemplify high standards of personal behavior and academic accountability. Each student shall fulfill all the expectations established by school, sponsor, or coach.

The Following Guidelines Will Be Followed

Students must be passing at least five (5) classes on every Friday in order to participate in any extra-curricular activities during the forthcoming week.

In order to participate in any scheduled extracurricular activity, all students must be present a full day on the day of the event and the following day unless excused by the Athletic Director, Principal, or any other designated authority. Only approved excused absences will be accepted. A student who accumulates their second unexcused tardy following an event shall not be permitted to participate in the next scheduled event immediately following the second tardy offense. Doctor's statements will be required for tardies or absences related to sickness and injuries.

Once a student has quit a sport they will not be allowed to participate in another sport or pre-season conditioning for another sport until the end of the season of the sport which the student failed to complete. Exceptions may be reviewed by the administration.

Coaches and sponsors of club or co-curricular activities may establish eligibility requirements more stringent than covered in this policy if the requirements are communicated in writing to students, parents, and the school administration.

Requirements for Lettering in Sports

Baseball	Must play in 1/3 of games; pitch 15 innings or 30 at-bats.
Basketball	The fifteen players who dress for the district tournament.
Cheerleading	Must cheer in at least 1 competition (unless ill or injured) Must cheer in at least 90% of games
Cross Country	Top ten runners at the end of the season or at coach's discretion
Football	Must play in at least sixteen quarters of a ten-game season: Players must abide by the rules set for the team: coaches will decide in case of injury or other circumstance.
Golf	Must play in $\frac{3}{4}$ of all matches and/or play in a regional match or Heartland Conference.
Indoor Track	Same as track
Softball	Must play in at least one third of the games, pitch 10 innings, or 10 at-bats.
Track	Must score during the season or at coach's discretion.
Volleyball	The players who dress for the district tournament.

NOTE: Any athlete with limited playing time due to an injury may letter at the coach's request.

Clubs and Organizations

ACADEMIC TEAM – The Academic Team provides an opportunity for students to compete with teams from other schools in Quick Recall, Written Assessment, and Future Problem Solving.

ART CLUB – The Art Club provides activities designed to promote the study and understanding of past and present. Students who are enrolled in art class or who have completed two years of art are eligible to join. Programs will involve topics in the art field. Guest speakers and trips are available.

BETA CLUB – The National Beta Club is an academic-service organization for students. It recognizes and promotes commendable achievement in the areas of scholarship, character, and leadership. In order to be eligible, students must be in the honors or college prep track of studies and maintain a cumulative GPA of 90%. Incoming freshman will be admitted after the completion of one semester if the eligibility requirements have been met.

CULTURAL DIVERSITY CLUB – The Cultural Diversity Club is open to all students who have an interest in learning more about diverse cultures. The club sponsors programs and activities that reflect various cultural norms. The students will have an opportunity to develop leadership, citizenship, and educational skills through various activities.

Y-CLUB – The State YMCA of Kentucky sponsors the Co-Ed-Y Club. It is a service club to the community. Co-Ed-Y gives students 9-12 an opportunity to experience government first hand through its Kentucky Youth Assembly and the Kentucky United Nations Assembly. The meetings are held once a month. The Y members receive a discount on their convention expenses. There are no restrictions on membership except a true interest in your community, state, country, & world.

FAMILY, CAREER and COMMUNITY LEADERS OF AMERICA – Family, Career, and Community Leaders of America is an integral part of family & consumer science. Any student who is enrolled in or has completed one semester of family & consumer science may join. Competition activities related to class instruction are available for all members. Our mission is family & consumer education focusing on the multiple roles of family members, wage earners, and community leaders.

FELLOWSHIP OF CHRISTIAN ATHLETES – The Fellowship of Christian Athletes is open to all students. The purpose of the FCA is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church and the school.” Huddle Chapter members are encouraged to become official FCA teammates. Each teammate will receive a FCA T-shirt, and a nine-month subscription to *Sharing the Victory* magazine and more.

PEP CLUB – The Pep Club provides students with opportunities to actively lead their fellow athletes. Pep Club members will congregate together at games to provide positive support and display school spirit. Pep Club members will help the pep band and cheerleaders in making posters and other items for the athletic teams.

SPANISH CLUB – The Spanish Club provides activities designed to promote the study and understanding of the people, language, and culture of other countries. Students who are enrolled in Spanish II or Spanish III are eligible for membership.

4-H – The purpose of Kentucky 4-H/Youth Development Education is to create opportunities and supportive environments for culturally diverse youth and adults to be capable, competent, and caring citizens. 4-H helps teens become capable, competent, and caring citizens in many ways. Teens can join the 4-H Teen Club. The Teen Club meets once a month. During this meeting activities are planned and members are informed about upcoming events that are held by the Lake Cumberland Area Teens (LCAT), which consists of teens from ten different counties in the Lake Cumberland area. Such activities are: retreats, service projects, and other group activities. Besides being involved with the Teen Club, teens can continue with activities that have been a 4-H tradition. Traditions such as: poetry, speech and demonstration contests, livestock judging, career exploration, and many more.

FUTURE FARMERS OF AMERICA – The FFA is open to any student, male or female, who is enrolled in Vocational Agriculture. Activities of this organization include contests related to class instruction such as welding, speaking, and crop and livestock production. Also, many educationally related trips and recreational trips are provided for those who are members.

GREEN COUNTY HISTORY CLUB – The Green County High History Club sets no academic requirements for membership. It is however hoped that each student will learn to appreciate the people and events that helped to make Green County an interesting, historical place. Programs emphasizing Green County and Kentucky History are conducted each month. All members are encouraged to complete a history club project. To be eligible to attend the Kentucky

Historical Society Convention held each spring, a club member must have completed two (2) projects, one (1) that must be written.

SCIENCE CLUB – The Science Club is a club with an academic focus on the sciences for students 9-12 with a special interest in this area. These students must have an 85% GPA in sciences. Programs will involve topics of current or special interest in some field of science with guest speakers and/or field trips available.

STUDENT COUNCIL – The purpose of the student council is the following: to develop attitudes of and practice good citizenship, to promote harmonious relations throughout the entire school, to improve student-teacher relationships, to improve school morale, to assist in the management of the school, to provide a forum for student expression, to provide orderly direction of school activities.

STUDENTS OFFERING SUPPORT (SOS) – The Students Offering Support (SOS) Club is an anti-drug and anti-alcohol program at Green County High School. The student must pay a membership fee and sign a contract stating that he/she will provide support, counseling or a “shoulder to lean on” for any person using drugs, with the goal to provide assistance to that person to be free of drug use and abuse, and that he/she will confront any user of drugs about the problem and offer assistance to that person in whatever manner or form needed within the law.

SCIENCE FICTION – seeks to foster an environment in which all individuals who appreciate science-fiction, fantasy, anime, manga, and gaming-visual, literary, video game, and trading card form - may come to discuss ideas, write fiction, sponsor workshops and other events.

Extra – Curricular Fundraising

1. No student shall be compelled to solicit or meet any kind of quota in a fundraising activity. Solicitation by students shall be on a completely voluntary basis and no grade changes or any other sanctions shall be imposed for refusal or failure of a student to engage in any solicitations or fundraising activity. No public school shall promote or engage in a school wide fundraising activity without prior approval of the local board of education. *
2. Nothing in this act shall prohibit student participation in classes in which salesmanship is an integral part of the prescribed curriculum.
3. The principal, sponsors or advisors will prepare a schedule of fundraising activities.
* Students who participate in voluntary extra-curricular activities can be required to participate in fundraising activities or be asked to provide a certain amount of money.

Code of Students’ Rights and Responsibilities

According to KRS 160.295, the Board of Education of each school district in the Commonwealth may adopt and promulgate a code of student rights and responsibilities for secondary school from recommendations of a committee composed of students, faculty, parents, and school district administrative personnel.

1. Such committee shall consist of two (2) students, two (2) parents of students, two (2) faculty members, two (2) representatives from administrative personnel of the district, and one (1) member of the local school board.
2. The two (2) students of such committee shall be the president of the student council and president of the senior class. If the same person holds those two positions, then the president of the junior class will be the other student member. The student council shall select one parent and the other parent selected by the school faculty. Their peers shall select the two (2) faculty members. The school district superintendent shall appoint the administrative personnel. Members of such committee shall serve for a term of one (1) year and may be re-elected or re-appointed in following years.
3. Each committee member shall be entitled to a single vote, and any code of student rights and responsibilities adopted by a majority of the committee membership shall be submitted to the district board of education which may cause such code, in whole or in part, to be implemented in the public schools of the district.
4. All meetings of the committee shall be open to the public.
5. The code of student rights and responsibilities adopted by the committee may define rights and responsibilities regarding, but not limited to, the following:
 - a. Right of expression, including, but not limited to, appearance, assembly, association, and circulation of petitions and literature;
 - b. Right to participate in decision-making procedures directly affecting students;
 - c. Right to procedural due process concerning major disciplinary action, as defined by the code;
 - d. Right to receive academic grades based only upon academic performance;
 - e. Right to freedom from abuse and threat of abuse by members of school faculties and administration personnel; and

- f. Right to access by a student to his or her own records and guarantee of the confidentiality of a student's academic record outside of the school system, except upon written authorization of the student or his or her parents or guardians.
6. Students shall refrain from activities, which materially or substantially disrupts the educational process or presents a clear and present danger to the health and safety of persons or property, or infringes on the rights of others.

General Guidelines for Student Conduct at Green County High School

1. All pupils are held accountable for their conduct. Some things not permitted are:
 - a. Use of alcoholic beverages and drugs.
 - b. Gambling (no cards, dice, or other games of chance with or without the exchange of money)
 - c. Smoking or use of smokeless tobacco products is not permitted at any time.
 - d. Vandalism of school property.
 - e. Use of profane language.
 - f. Possession of any object that might be considered a weapon, including knives.
 - g. Public displays of affection.
 - h. Students are not be bring personal items to school that are disruptive (MP3 players, iPods, headphones, pagers, cards, toys, etc.)
 - i. Any unusual attire, which attracts undue attention, causes distractions, creates a disturbance or interferes with the learning climate, will not be permitted.
2. Skipping of school or classes will not be permitted and will be dealt with according to KR158.150 (statute on suspension).
3. Major violations and offenses may require the involvement of police officials and other government agencies. (The law requires instruction concerning drugs, alcohol, tobacco, environmental, character, consumer and career education.)

Area Technology Center

Students who attend classes at the Area Technology Center are required to ride the bus to and from the two schools. Students will load and unload the bus at the front doors of the high school. Students not riding the bus will be considered in an unauthorized location and will be subject to disciplinary action. A student must have class or permission to go to the vocational school.

Cafeteria and Closed Campus/Closed Lunch

Lunch is scheduled during 4th period for 9th grade and during 5th period for upperclassmen. The 4th/5th period teacher will inform students of their lunch schedule.

No one is allowed to leave the school grounds during lunch. No one is allowed to be in the parking lot or in unauthorized hallways without a proper pass. No unauthorized trips to vocational school may be made during lunch. Eating lunch any place other than the cafeteria is prohibited.

There shall be no sale and/or delivery of commercially prepared restaurant foods at school before or during the lunch period. This is a violation of the National School Lunch Program.

Please Observe the Following Cafeteria Guidelines

1. Deposit all litter in provided waste containers.
2. Return all trays and utensils to dishwasher area.
3. Leave the tables and table area clean.
4. **Food and drinks may not be taken from the cafeteria area.**
5. Use the restrooms in the cafeteria area during lunch.

After students arrive on school property, they are required to remain on school property for the rest of the school day. This includes the lunch periods. If a student leaves school property for any reason without administrative approval and does not follow proper sign-out procedures, he/she is considered to be truant. (Students should not be out of the building at any time without permission).

Cell Phones

Telecommunication devices such as cell phones shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day, during lunch, and between class changes.

Cell phones must be turned off and out of sight during class. Unauthorized use of a cell phone during class will result in confiscation of the phone. On the first offense, the phone must be retrieved from the administration at the end of the school day. On the second offense, the phone will be returned only to a parent/guardian following the school day. If offenses continue, further disciplinary action will be taken as deemed appropriate by the administration.

Class Audit

All students who participate in a class audit at Green County High School must be on track to graduate. In order for a student to be on track they must have at least 17 credits at the beginning of their first semester, and at least 20.5 at the beginning of the second semester of their senior year.

All students must have a passing grade in their audit class at the end of the first semester in order to remain in that class for the second semester.

All students who are participating in a class audit at Green County High School will be expected to following all guidelines established by the classroom teacher for that class. Students will be required to participate on a daily basis in all assigned work. An audit class is not to be used as a study hall.

Any student who participates in a class audit will receive no credit for the class. The teacher will assign grades to the student, which will appear on the student's grade card and transcript.

Contagious Diseases and Parasites

Notification – A parent, legal guardian, or other person or agency responsible for a student shall notify the student's principal if the student has any medical condition which is defined by the Cabinet for Human Resources in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school. The principal or designee shall notify the student's teachers in writing of the nature of the medical condition.

Infection Control – If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards, which the Superintendent shall obtain from consultation with the student's physician, the local health officer, of the Kentucky Department for Health Services.

Epidemics – In the event of an epidemic, the Board may close the schools.*

School to Report – Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. **

In accordance with its published guidelines, the Kentucky Department for Health Services will conduct an evaluation of the affected student's medical condition and formulate recommendations regarding school attendance.

If the Kentucky Department for Health Services determines the student poses no risk, he/she will be allowed to attend school without restrictions. If the student is physically unable to attend school or if the Kentucky Department for Health services deems the student a significant health risk to students or school personnel, the Superintendent shall confer with the parents and/or the student to determine an appropriate educational environment.

Medical – Unless otherwise required by law, signed parental consent designating District personnel to be informed of a student's medical condition shall be on file prior to informing identified District personnel.

Medical records shall be accessible only to persons designated by the parents.

Cleanup – The Superintendent shall develop procedures to ensure adequate and proper cleanup details and measures to aid in the prevention of infection and communicability of contagious diseases.

References: Kentucky Department for Health Services Center for Disease Control

*KRS 158.160

KRS 214.185

**704 KAR 4:020

***902 KAR 2:170

CO-OP Program

All students who participate in any co-op program at Green County High School must be on track to graduate. In order for a student to be on track they must have at least 17 credits at the beginning of their first semester, and at least 20.5 at the beginning of the second semester of their senior year.

All students must complete additional required paperwork requested by their supervising teacher.

All students must have a passing grade in their co-op class at the end of the first semester in order to remain in that program for the second semester.

All students who are participating in any co-op program at Green County High School must be at their job site for the total number of class periods that they have been assigned. If a student is not scheduled to work on a particular school day, they must be in the classroom with their supervising teacher. All students are required to be at their job site or in the classroom during regular school hours.

All students must sign out through the front office when leaving. Students will also be required to provide the office with a weekly work schedule.

Any student may be removed from the program if they violate any of the provisions listed above. If a student is removed from the program during a regular semester, they will be assigned to that supervising teacher for the remainder of that semester. They will forfeit any credit that would have been earned during that period(s).

Dance Regulations

1. Tickets must be purchased in advance. No tickets will be sold at the door.
2. A student must sign in anyone who is not a student at Green County High School. Green County High School students may sign in only one guest per dance.
3. **Once you leave the dance, you can't return.**
4. All school policies and guidelines established for the regular school day are in effect.

Definition of Due Process

An exact definition of due process is impossible to find. By taking the common elements from a series of court opinions, due process is basically a procedural concept designed to protect individuals from the capriciousness of the governing power. Due process includes:

1. The right of a person to know the charges brought against him.
2. The right to a hearing.
3. The right to face and cross-examine accusers.
4. The right to a trial according to some established procedure.
5. That the above stated four rights be respected both in periods of calm and in times of trouble (not universally accepted).

Detention (In-School)

A student assigned to detention will report to the Green County High School Concourse at 7:25. Failure to report could result in being assigned additional days in detention. Failure to follow detention rules and procedures will result in being assigned additional days in detention or further consequences.

Dress Code

In accordance with our overall mission, the professional staff of Green County High School believes that appearance is important to the educational environment of our students. We strive to create an environment of professionalism that will prepare our students for future success. The intent of this policy is to promote community standards and school pride by requiring a dress code. As educators, we believe that students should understand and appreciate that proper standards of dress and responsibility will often be required of them when they enter the work force. While the policy is flexible enough to allow for personal expression, it does follow the standards of workplace attire agreed upon by a committee of teachers, parents, and administrators. Green County High School remains committed to developing individuals who are well prepared for the demands of the future, including expectations of appropriate attire.

I. General Expectations

Appropriate attire is expected for all who attend Green County High School. A school environment is not, nor should be, as casual as a social outing. A certain degree of decorum is expected. Listed below are the general expectations for this policy.

- Any apparel that calls attention to itself will be responded to as deemed necessary.
- Students may not carry or wear anything that advertises drugs, alcohol, or tobacco products, or that promotes/suggests lewd messages.
- Sunglasses will not be worn in the school building.
- No bandannas, combs (picks), or chains are to be worn or displayed in the school building.

- No bare midriffs or crop tops are to be worn in the building.
- No pajamas or lounge wear are to be worn in the school building.
- No caps/hats/head coverings (including hoods) are to be worn in the building. Caps/hats are to be left in the office or in a locker during the school day.

II. Specific Expectations

Shirts: (boys and girls)

Shirts or blouses must be of sufficient length so that they can stay tucked in.

No sleeveless shirts are permitted.

No low-cut or backless shirts are permitted.

Pants/Overalls: (boys and girls)

Pants must be worn at the waist, no sagging.

No holes/exposed skin above the knee.

Leggings are not considered pants. If worn, they must be under a skirt or shorts that reach the knees.

Skirts and Dresses

Skirts and dresses must be of sufficient length to meet the top of the knee.

If the skirt or dress has a slit, the slit may not be shorter than the top of the knee.

Shorts: (boys and girls)

Shorts must be of sufficient length to meet the top of the knee.

Coats/Jackets:

Oversized bulky coats and jackets are not to be worn in the classroom.

Gloves must be removed upon entering the building.

Shoes must be worn at all times in the school building.

Administration shall have the right to make an interpretation on the decency and appropriateness of any garment.

Any student not dressed properly in the opinion of the principal or principal's designee will be detained in the office until such time that proper clothing can be delivered to the school. If the student's shirt does not meet the specific expectations of the dress code, students will be required to wear a shirt issued by school personnel until the end of the school day. No student will be able to go home to change until parents have been contacted and must return immediately. If the problem remains uncorrected, the student will be removed from class, activity, or school until the student corrects the problem. The student will be subject to suspension if the student is defiant or the problem cannot be solved.

Driving Guidelines

1. Student driving is considered a privilege that can be revoked. Failure to follow guidelines will result in this privilege being denied. Guidelines are made to insure as much safety as possible for all students – not just drivers.
2. School buses must have priority at all times on school grounds. **CAUTION:** Students entering and leaving student parking areas may be forced to cross the bus-loading zone. Please watch for buses.
3. Please park only in designated areas. The student parking lot is in front of the school and on the second level.
4. Students are not to remain in their cars after arrival at school nor go to their cars during the day without a specific permit from the principal's office. Failure to do so will result in detention or loss of driving privileges for 30 school days.
5. Student drivers may leave before buses; however, when buses begin to leave, student drivers must let the buses go ahead of them. **All student drivers in the front parking lot must exit right toward Carlisle Avenue. All student drivers on the second level must exit towards the third level parking area at the Area Technology Center and then turn right onto Carlisle Avenue. Green County Middle School parent traffic will be routed through the second level parking around the back of the building. Please use caution when exiting the parking lot.**
6. No students are allowed to park in designated faculty spots.
7. An administrator may search student vehicles when circumstances require such a search.

Green County High School requires that all students driving to school have a parking permit. Students must register their vehicles in the office and obtain a parking permit. Students will be assigned a specific parking number, and students who do not follow parking guidelines may be towed at the student's expense.

No Pass/No Drive Statute

Beginning August 1, 2007, any sixteen (16) or seventeen (17) year old applying for a driver's license permit (Instruction Permit) will be required to completed a school Compliance Verification Form. Basically, the form is verifying that the student is compliant with the components of the statute.

If the student is not compliant, a form will not be issued. If a sixteen (16) or seventeen (17) year old student (with a driver's permit or license) accumulates nine (9) or more unexcused absences, the school will report the student as noncompliant via the web portal at the end of each semester or may be made earlier in the semester. Any absences due to suspension shall be unexcused absences. Additionally, if a sixteen (16) or seventeen (17) year old driver drops out of school, a report of noncompliance will be made via the web portal.

A student shall be deemed academically deficient when he or she has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses. Reports of noncompliance based on academic deficiency will be made via the web portal beginning with grades from the fall 2007 semester. The "No Pass, No Drive" law specifies that a student "shall" pass four (4) courses (or the equivalent of four (4) courses per semester; $4/6 = 66\%$). Since most schools are currently using a six (6) course semester, the Kentucky Department of Education is recommending that a student would need to pass more than 66% of his or her classes to be compliant. This same mathematical calculation (66%) has been applied in the graph below to show how it applies to different course and semester configurations.

<i>Courses Per Semester</i>	<i>Number of Courses Student Would Need to Pass to be Compliant</i>
4	3
5	4
6	4
7	5
8	6

Dropping Classes

No student shall drop, change, or pick up a class without first going through the counselor's office. No classes shall be dropped, changed, or added after school has been in session one (1) week without a conference with the counselor, teacher, principal, and student.

Any student receiving special permission to drop a class after eight weeks into a semester will have the numerical grade of that class, at the time dropped, averaged in for class ranking purposes if it is lower than his/her overall average at the end of the semester. If the grade is equal to or above the overall average, it is dropped at that time and not considered. No credit is given for a class dropped in either event.

Duty to Report Certain Conduct

The law now requires the parent or guardian of a child who has been adjudicated guilty or previously expelled for homicide, assault, or violation of state law or school regulations relating to weapons, alcohol or drugs to notify a new school of that fact by a sworn statement given to the school at the time of registration.

The law also requires the school records of any child expelled or subject to expulsion proceedings for the above conduct to reflect the charges and the final disposition of the expulsion proceedings.

The law also now requires school employees to report to sheriff, local police or Kentucky State Police;

1. Any felony* occurring on school property; or
2. Any misdemeanor or violation relating to
 - a. carrying, possession or use of a deadly weapon on school property; or
 - b. use, possession, or sale of a controlled substance on school property.

* A felony is defined as an offense punishable by a minimum of one-year imprisonment. A misdemeanor is an offense punishable by a maximum of 12 months in jail.

Fire and Storm Drills

Fire and storm drills will be held periodically throughout the school year. Follow the procedures that are posted in each classroom. It is the responsibility of each student to be familiar with the evacuation route or storm drill procedure in each classroom. Move quietly and follow the directions of the teacher.

Free Textbooks

All pupils and teachers are accountable for free textbooks issued by the State. If books are lost, stolen or damaged, the person to whom the book was issued must make payment for the book before they may receive any other books or final grades.

Grade Reporting

Report cards are issued every nine (9) weeks. Progress reports will be sent to parents at the midpoint of grading periods. Credits will be issued on a semester basis. A final grade will be given at the end of each semester.

Hall Traffic

Students are not to be in the halls for any reason during the first ten minutes or the last ten minutes of the class period. Students are not to block doorways or sit in the halls. Students are not to be in the hallways during class time unless an escort escorts them or they are called to one of the administrative offices. Students in the hallway during class time must have a hall pass.

Homework Policy

Homework shall be defined as out-of-class tasks that provide opportunities for enrichment, practice, and preparation. The Green County High School homework policy is designed to encourage students to become responsible and accountable for their academic success.

- Homework shall be assigned with specific instructional purpose.
- Incomplete class assignments will be considered as part of a student's homework.
- Homework assignments may be given in all content areas.
- Homework tasks shall be explained clearly, and students shall be allowed to ask questions for clarification.
- A course syllabus shall be sent home at the beginning of each semester explaining expectations.
- Corrected homework will be feedback to students.
- The amount of homework will depend upon teacher discretion.

House Bill 1

This bill amends the criminal code to enhance the penalties for making bomb threats and other threats of harm against schools, school buses, school employees, or school functions. These offences are now felonies.

Insurance

The school does not have insurance on pupils. We make the school insurance available through a group plan. Forms are sent home and parents decide whether they need the insurance or not. Insurance or a waiver signed by the parent is necessary to participate in some classes and activities.

Lockers

All lockers made available for student use on the school premises, including lockers located in the hallways, gym, and agricultural education classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker diminishes the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents without the knowledge or permission of the student to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and prevent use of the lockers to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, or tobacco products. Lockers should always be locked when not in use. Do not leave money or valuables in your lockers. Lockers are not safe.

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Green County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Green County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Green County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Recognition in the newspaper;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for basketball, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

Green County High School must provide to a military recruiter, the names, addresses, and telephone numbers of students, unless the parent has chosen not to have the information disclosed, or "the parent has opted out."

If you do not want the Green County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing. Green County Schools has designated the following information as directory information:

- Participation in officially recognized activities and sports
- Address
- Weight and height of members of athletic teams
- Telephone listing
- Degrees, honors, and awards received
- Electronic mail address
- The most recent educational agency or institution attended
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

Overdue/Lost Library Materials

Library materials are checked out to students for a two-week period. They may be renewed as many times as needed as long as the material is presented at the time of renewal and it is not on reserve for someone else.

Notices of overdue materials will be sent out with each progress report and with each report card.

Fines are not charged for overdue materials, but students may not be allowed to check out another item, unless it is for a class assignment, if any materials checked out to them are overdue. Any lost or damaged book must be paid for. The current cost of replacement from the library's book vendor will be the amount charged. One dollar will be charged for magazine replacement.

If a student has not returned any library item (or paid for it) by the last day of school, his/her report card will be held in the school office. Parents may pick up the report card in the school office once they have paid for or returned the library book.

Peer Tutoring

All students who participate in any peer tutoring at Green County High School must be on track to graduate. In order for a student to be on track they must have at least 17 credits at the beginning of their first semester, and at least 20.5 at the beginning of the second semester of their senior year.

All students must complete an application and be approved to be a peer tutor in the Dragon Academy. Once a student is approved for peer tutoring, they will be assigned to a supervising teacher.

All students must have a passing grade from their supervising teacher at the end of the first semester in order to remain in the program for the second semester.

All students who are participating in peer tutoring at Green County High School must be in their assigned classroom for the entire class period that they have been assigned.

Any student may be removed from the program if they violate any of the provisions listed above. If a student is removed from the program, they will forfeit any credit that would have been earned during that period(s).

Photographic and Video Records of Students

At some time during the school year, school/district personnel or other district authorized persons may videotape or photograph classroom activities or special projects in which your child participates during the school day for staff/student evaluative, educational, or public awareness purposes. Peers, faculty, or administrators may view such videotapes or photographs. On special occasions a general audience may view such videotape or photograph of a class or school play.

Other events that may involve photographing or videotaping of the students are:

1. Any sporting event to which the general public is allowed attendance
2. Any photographic event to which the District expressly invites a commercial photographer to take photographs of all students

3. Any photography necessary for current or prospective use in the school's official publications – i.e., yearbook, newspaper
4. Any photograph or videotape made by school personnel for purposes of transportation, instruction, disseminating in-house information, maintaining student discipline, ensuring student's safety, or supervising personnel or school related activities in which students are incidentally photographed or videotaped

Posting of Materials

No materials will be posted in the school building without prior approval from the office and must carry an official school stamp.

Procedure for Withdrawal from School

A student between the ages of sixteen (16) and eighteen (18) as defined by KRS 159.010, who wishes to terminate his/her education prior to graduating from high school must provide the school with written notification from parent, guardian, or other person residing in the state and having custody or charge of him/her. The written notification shall be dated and the signature witnessed by the school principal or his/her designee. The parent(s) and child shall be required to attend a one (1) hour counseling session with a school counselor prior to withdrawal from school.

Sexual Harassment

It will be a violation of Green County High School for students to harass other students through conduct or communication of a sexual nature. Violation of the school's sexual harassment policy will result in disciplinary action, which could include suspension or expulsion.

Smoking and Tobacco Use Policy

INTENT: All students shall possess the knowledge and skills necessary to avoid all tobacco use, and the faculty and staff at Green County High School shall actively discourage all use of tobacco products by students, staff, and school visitors.

The act of possessing or using tobacco products of any kind (including matches and lighters) is prohibited. Smoking, chewing, or containment of tobacco in the mouth is prohibited on school property, at a school activity, function, or event; and while traveling to or from school or a school activity, function, or event in a school-owned or authorized vehicle.

- A sequential educational program to prevent tobacco use will be integrated within the school health education curriculum. The program will be aimed at influencing students' attitudes, skills, and behaviors.
- The faculty and staff will enforce the tobacco-free school environment policy as described in the Disciplinary Responses and Consequences portion of the student handbook.

DEFINITION: For the purposes of this policy "tobacco" is defined to include any lit or unlit cigarette, cigar, pipe, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

Student Records

All official records, files, and data directly relating to students including materials incorporated in each student's cumulative folder, shall be available to parents upon their request or to students 18 years of age or older upon their request.

Telephones

Office phones are to be used by students only when deemed necessary by the office personnel. Students will be called to the phone only in a case of an emergency. Messages taken in the office are passed on to the students.

Students are not to use the phones in the classroom.

Trips

With the principal's permission, a class, club, or organization may schedule a field trip. To be eligible to go on a field trip, a student must be a valid member of the particular class, club, or organization and must have a signed permission slip from his/her parent or guardian and must also be passing five (5) classes.

Visitors

You are not permitted to bring visitors to school with you during school hours (this includes infant or toddler children of students). Supervision, class and hallway congestion, interference with your studies, and the problems that

could develop if the visitor becomes ill or injured make this rule necessary. Interested parents and school officials are always welcome. All individuals entering the school must report to the office.

Weapons on School Property

It is against the law to possess a firearm or deadly weapon on school property. A firearm is defined as “any weapon which will expel a projectile by the action of an explosive.” KRS 527.010 (2). A deadly weapon means “any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged”; any “knife other than an ordinary pocket knife or hunting knife”; billy, nightstick or club; blackjack slapjack, nunchuk karate sticks; shuriken or death star or artificial knuckles made from metal, plastic or other similar hard material. KRS 500.080.

This law prohibiting possession of deadly weapons on school property contains some exceptions. These are as follows:

1. If a firearm is contained in a vehicle operated by an adult and not brandished by the adult;
2. R.O.T.C. or as required for class or team;
3. Peace officers, police officers, Armed Forces and National Guard members in the performance of their duties.
4. Historical exhibitors and any others with permission of the school administration;
5. Hunters on school property designated as open to hunting; and
6. Those conducting or attending a “gun and knife” show.

Unlawful possession of a deadly weapon on school property is a class D felony, punishable by 1 to 5 years imprisonment and a fine up to \$10,000.

In order to maintain a safe learning environment at Green County High School, students are not permitted to have in their possession any object that might be considered a weapon. This includes the possession of any type of knife. Students found in violation of this policy will have the knife confiscated. Knives will be returned only to the parents or guardians of the student.

All students must sign a statement that they have received a copy of the handbook and have been informed of all duties and responsibilities of students at Green County High School. Students will obey and adhere to these rules and regulations fully. If violations occur, students will be aware of the possible consequences and punishments for each offense.

Dear Students,

Welcome back to school! I’m looking forward to another exciting year as a *Dragon* and hope that you are as well. I am committed to making GCHS the best school that it possibly can be—what we do this year shapes your future, and I want you to have every opportunity possible to be successful! Any decision that we make at GCHS will be based on what will best benefit you, the students, and the future of our school.

I am going to work hard this year to make this the best year it can possibly be for you. I cannot do that without your help. You are welcome to see me at any time to discuss questions, concerns, or problems that you might have. I would also ask that you work hard every day that you are here and be involved in our school community by participating in clubs/organizations and any other opportunities you might have.

Our ultimate goal is to challenge each one of you to become the best that you have the potential to be. This means working hard and getting the most out of your education. **It may not always be easy, but remember that with the right attitude, work ethic, and with positive thinking, anything is possible!**

At GCHS, we expect nothing less than your best!

Sincerely,

		Disciplinary Responses and Consequences		
		1st Report	2nd Report	3rd Report
1. Academic dishonesty	The act of cheating on tests, copying term papers, forging signature of teacher and/or parent	teacher discretion	teacher discretion, referral	teacher discretion, referral
2. Arson	The willful and malicious burning of, or attempt to burn, any part of any building or any property of GCHS	Suspension /expulsion* /other board action		
3. Cafeteria conduct	The act of violating school rules regarding conduct in the school cafeteria	principal's discretion	detention	Detention/suspension
4. Closed campus	Leaving the school premises without authorization during the student's scheduled class hours, lunch, or break	2 days detention	3 days detention to loss of driving privileges	Detention/suspension
5. Continuous class disruption-sent to office	To be repeatedly involved in behavior which disrupts the educational process of the other students in the classroom	verbal reprimand to detention	detention	Detention/suspension
6. Controlled substance or paraphernalia	The act of possessing, using, or distribution of controlled substances (illegal drugs) paraphernalia	Suspension/ expulsion*/ other board action		
7. Distribution of unauthorized printed materials	The act of distributing unauthorized materials on school property	halt distribution and warning	detention and halt distribution	detention and halt distribution
8. Dress code	The act of violating the dress code	change clothes	detention	parent conference/ detention
9. False alarms	The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause	suspension/ expulsion*/ other board action		
10. False reports	The act of falsely reporting incidents, making false accusations, or giving false testimony to school personnel which would affect the welfare of others	detention	suspension	suspension/ expulsion/ other board action
11. Fighting	The act of involving hostile bodily contact on school property or going to or from school, including any activity under school sponsorship (i.e. dance, athletic event, etc.) The issue of self defense, if involved, must be proved by the accused	suspension	suspension	suspension/ expulsion/ other board action
12. Fireworks	The act of possession, using, or threatening to use any fireworks, explosives, or other such instruments capable of inflicting bodily injury	principal's discretion	suspension/ expulsion/ other board action	suspension/ expulsion/ other board action
13. Forgery	The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms	detention	suspension	suspension/ expulsion/ other board action
14. Gambling	The act of gambling for money or valuables	detention	suspension	suspension/ expulsion/ other board action
15. Gang behavior	Gang-like behavior	warning to suspension/ expulsion*/ other board action	warning to suspension/ expulsion*/ other board action	suspension/ expulsion*/ other board action
16. Inciting others to violence	By words, acts, or deeds giving encouragement to demonstrations or protests which disrupt the normal educational process of the school	suspension	suspension/ expulsion/ other board action	suspension/ expulsion/ other board action
17. Indecency in behavior	The act of offending against commonly recognized standards of propriety, health, or safety	detention	suspension	suspension/ expulsion/ other board action
18. Insubordination	The willful failure to respond or carry out a reasonable request by authorized school personnel	detention	Detention/suspension	Suspension/ expulsion/ other board action
19. Littering	The act of willfully littering on school property or private property on the way to and from school	pick up litter	pick up litter and detention	pick up litter, detention/suspension
20. Loitering	The act of being in or about any school building, or in specifically	detention	detention to suspension	suspension

	restricted areas of a school building at unauthorized times or without the specific authorization of the school's personnel			
21. Obscenity and profanity	The act of using obscene or profane language in verbal, written, or electronic form, or in pictures, caricatures, or obscene gestures on any school property	detention	Detention/suspension	suspension
22. Parking violation - reckless driving	The act of violating school parking lot rules and regulations or driving out of control on school property	loss of driving privileges - 30 calendar days	loss of driving privileges - 60 calendar days	Detention/suspension
23. Physical attack	The act of physically assaulting any person on school property or going to or from school, including any activity under school sponsorship	suspension	suspension	suspension/ expulsion/ other board action
24. Possessing or using weapons	The act of possessing, using, or threatening to use any weapon or instrument capable of bodily harm	suspension/ expulsion*/ other board action		
25. Sexual harassment	The act of engaging in sexual harassment of another person, which includes sexually-related verbal statements, gestures, or physical contact with another person	Detention Suspension/ expulsion/ other board action	Suspension/ expulsion/ other board action	suspension/ expulsion/ other board action
26. Sexual misconduct	Voluntary consensual sexually related contact with another person	detention	Detention/suspension	suspension
27. Shakedown and/or strong-arm	The act of extortion or borrowing or attempting to borrow any money or thing of value from a person in the school, unless both parties enter into the agreement freely	suspension	suspension*	suspension*
28. Tardiness	The act of unauthorized lateness to school or classes for any period of time - Tardies will begin at zero at the beginning of the second semester	administrative discretion	administrative discretion	1 day detention after 8 tardies, etc. 9 unexcused tardies to school could result in loss of driving privileges
29. Theft	The act of taking or acquiring the property of others without their consent	1-5 day suspension	5 day suspension	suspension/ expulsion*/ other board action
30. Threatening or intimidating acts	The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or on the way to or from school	detention to suspension	suspension	Suspension/ Expulsion/ other Board of Education action
31. Threatening or intimidating act/ faculty or staff	The act of verbally or by gesture threatening the well-being, health, or safety of any faculty or staff member	Suspension/ expulsion/ other board action		
32. Truancy	The act of unauthorized absence from school or classes for any period of time	court	court	court
33. Unauthorized electronic equipment	The act of possession unauthorized electronic equipment; e.g. portable music equipment, beeper, telephone, etc.	confiscation	confiscation and detention	confiscation and detention (3 days)
34. Unauthorized petitions	The act of presenting or distributing petitions which contain obscenities, libelous statements, and which are not within the bounds of reasonable conduct	Detention	Suspension	Suspension/expulsion/other board action
35. Unauthorized sale or distribution	The act of selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the principal to any person on school property	halting sale and warning	halting sale and detention	halting sale and suspension
36. Unauthorized student protest	The act of protesting which results in the disruption of the normal education process	suspension	Suspension/ expulsion/ other board action	

37. Unlawful drugs and behavior-altering substances	Knowingly possess, use, provide, or transmit to another person, or to be under the influence of: any substance which is, looks like, or which was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind. Use of a prescription from a physician is not a violation of this subsection	suspension/ expulsion*/ other board action	suspension/ expulsion*/ other board action	
38. Possession and/or use of tobacco products, matches, and lighters	The act of possessing or using tobacco products of any kind. Smoking, chewing, or containment of tobacco in the mouth is prohibited on school property, at a school activity, function, or event; and while traveling to or from school or a school activity, function, or event in a school-owned or authorized vehicle. CONFISCATION OF PRODUCT AND NOTIFICATION OF PARENTS WILL OCCUR FOR EVERY OFFENSE	attendance and participation in a Tobacco Education Group as provided by local health department employees. Students must satisfactorily meet attendance and participation requirements before being allowed to exit the program.	2 days detention and parent conference	2 days detention and loss of privileges as determined by principal/designee discretion (loss of privileges could include but is not limited to participation in extracurricular events, attendance at athletic events, driving privileges).
39. Vandalism	The act of inadvertent or willful destruction of property belonging to others. This shall also include tampering with or causing the discharge of any sprinkler system, fire extinguisher, or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property	restitution and/or suspension*	restitution and/or suspension/ expulsion*/ other board action	
40. Verbal assault	To insult, call derogatory names, dishonor, or direct profanity toward, abuse orally, or abuse in writing any member of the school staff	suspension	Suspension/ expulsion/ other board action	Suspension/ expulsion/ other board action
41. Bus conduct	Failure to comply with school board policy	Warning/detention/ Suspension/loss of bus privileges	Warning/detention/ Suspension/loss of bus privileges	Warning/detention/ Suspension/loss of bus privileges
42. Skipping class	Unauthorized absence from assigned location	detention	3 days detention	Detention/suspension
43. Skipping school	Unauthorized absence from school	2 days detention	Detention/suspension	Detention/suspension
44. Unauthorized location	Being outside of the building or at Area Technology Center or other unauthorized location without permission	detention	3 days detention	Detention/suspension
45. Disrespect for authority	Willful disobedience or defiance of the authority of teachers or administrators	suspension	Suspension/ expulsion/ other board action	Suspension/ expulsion/ other board action
46. Removal from detention	Failure to attend detention or comply with in-school detention rules	suspension (1-3 days) with completion of detention upon return	suspension (3-5 days) with completion of detention upon return	suspension (5 days) and alt. school
48. Unauthorized use of cell phone	The act of unauthorized use of cell phone during class. Cell phones must out of sight and turned off during class	Confiscation for the day/Administration	Confiscation for the day/ phones returned only to parent or guardian	Confiscation/ phones returned only to parent or guardian/other disciplinary action as deemed necessary

*Law enforcement official contacted

**If a student does not exhibit improved behavior upon completion of detention, the school reserves the right to suspend.

NOTE: This listing of misconduct and consequences is not intended to be an all-inclusive list. The school reserves the right to address any other forms of misconduct and to apply any reasonable consequences in response to misconduct. Moreover, the school reserved the right to apply any level of discipline as school officials may determine.