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Dear Parents and Guardians:

On behalf of the Board of Education and administrative staff at the Clark County Public Schools, I am happy to welcome you to the 2015-2016 school year! We are looking forward to a wonderful partnership with you to ensure our children can achieve their highest potential. To be a successful school system, our children need support from their parents/guardians also. We all share the responsibility for our children’s success and want you to know that our goal is to do our very best to make sure this happens. Be sure to acquaint yourself with your child’s teachers and communicate with them often. We also ask that you guide and support your child’s learning by ensuring that he/she:

* Attends school daily and arrives on time, ready for a day of learning;
* Completes all homework assignments given by teachers;
* Reads daily to develop a love for reading and to improve their literacy skills;
* Shares their daily experience with you so that you are aware of their school life;
* Informs you if he/she needs additional support in any subject area; and
* Knows that you expect him/her to succeed in school and to become college or career ready.

This handbook includes school policies, information, and services provided in our schools. Please familiarize yourself with the handbook and discuss the contents with your child. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. If you need clarification on any area, please call your principal, member of the school council, or central office staff.

I am truly privileged to serve as your Superintendent and thank you for your support as we embark on this journey to educate the students of Clark County Public Schools.

Sincerely,

Paul Christy
Superintendent
A Message to GRC Students and Parents:

I want to welcome each of you to the start of the 2015-2016 school year at George Rogers Clark High School.

The vision of ALL STUDENTS, College and Career Ready, will continue to be the focus at GRC. To achieve our vision, we must build and develop positive relationships with each individual student. These relationships, along with a rigorous and relevant classroom experience, will help prepare each child for the future that lies ahead.

GRC provides numerous opportunities for students to become involved in activities both during and after school. I encourage each student to participate in at least one activity this year.

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

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

Have a GREAT year!

David H Bolen
Principal
## SECTION 3: Contact Information and Notice of Nondiscrimination

**GEORGE ROGERS CLARK HIGH SCHOOL**

2745 Boonesboro Rd  
Winchester KY 40391-2398  
Phone: (859) 744-6111; Fax: (859) 745-2418

### ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>David Bolen</td>
<td><a href="mailto:david.bolen@clark.kyschools.us">david.bolen@clark.kyschools.us</a></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>David Nichols</td>
<td><a href="mailto:david.nichols@clark.kyschools.us">david.nichols@clark.kyschools.us</a></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Jamie Keene</td>
<td><a href="mailto:jamie.keene@clark.kyschools.us">jamie.keene@clark.kyschools.us</a></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Daren Snell</td>
<td><a href="mailto:daren.snell@clark.kyschools.us">daren.snell@clark.kyschools.us</a></td>
</tr>
</tbody>
</table>

### COUNSELORS:

- Lisa Sharp  
  - Freshman  
  - Email: lisa.sharp@clark.kyschools.us
- Lisa Vincent  
  - A-F(10-12)  
  - Email: lisa.vincent@clark.kyschools.us
- Robbyn Detring  
  - G-O(10-12)  
  - Email: robbyn.detring@clark.kyschools.us
- Elton Parish  
  - P-Z(10-12)  
  - Email: elton.parish@clark.kyschools.us
- Eric Osborn  
  - Email: eric.osborn@clark.kyschools.us

### SCHOOL PSYCHOLOGIST:

Allison Nelson  
Email: allison.nelson@clark.kyschools.us

### YOUTH SERVICE CENTER:

John Lennon - Director  
Email: john.lennon@clark.kyschools.us

### SCHOOL- BASED DECISION MAKING COUNCIL (SBDM):

**Teacher members:**
- Vacant
- Shanda Crosby  
  - Email: shanda.crosby@clark.kyschools.us
- Lisa Sharp  
  - Email: lisa.sharp@clark.kyschools.us

**Parent members:**
- Amy Williams  
  - Email: amamawilliams@yahoo.com
- Maureen Easterling  
  - Email: maureeneasterling@yahoo.com

### ATHLETIC DIRECTOR:

Jamie Keene  
Email: jamie.keene@clark.kyschools.us

---

**Notice of Nondiscrimination**

Clark County Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, genetic information, disability, marital status, or age in employment, educational programs, and activities as set forth in Title IX & VI, and in Section 504. Clark County Public Schools provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Scarlett Ryan, Director of Human Resources  
Clark County Public Schools  
1600 West Lexington Avenue  
Winchester, KY 40391  
859-744-4545

---

**Clark County Public Schools**  
1600 West Lexington Avenue  
Winchester, KY 40391  
859-744-4545
SECTION 4: Test Dates, School Calendar.

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
<th>(Late Fee Required)</th>
</tr>
</thead>
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<tr>
<td>September 12, 2015</td>
<td>August 7, 2015</td>
<td>August 8-21, 2015</td>
</tr>
<tr>
<td>October 24, 2015</td>
<td>September 18, 2015</td>
<td>September 19 – October 2, 2015</td>
</tr>
<tr>
<td>December 12, 2015</td>
<td>November 6, 2015</td>
<td>November 7 – 20 2015</td>
</tr>
<tr>
<td>April 9, 2016</td>
<td>March 4, 2016</td>
<td>March 5 – 18, 2016</td>
</tr>
<tr>
<td>June 11, 2016</td>
<td>May 6, 2016</td>
<td>May 7–20, 2016</td>
</tr>
</tbody>
</table>

2015-16 SCHOOL CALENDAR

- Aug. 11: Opening Day (No Students)
- Aug. 12: First Day for Students
- Sept. 7: Labor Day (No School)
- Nov. 3: PD Day (No School)
- Nov. 25 ~ 27: Thanksgiving Break (No School)
- Dec. 21 ~ Jan. 1: Christmas Break (No School)
- Jan. 4: School Resumes
- Jan. 18: MLK (No School)
- Feb. 15*: President’s Day (No School)
- March 28-April 1: Spring Break (No School)
- May 16-19: Weather Make-Up Days
- May 17: Election Day (No School)—Teacher Work Day
- May 20: Closing Day (No Students)

*Closing Day for students is May 13, PENDING NO SNOW DAYS
*Weather related Make-up Day

GRC GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

Infinite Campus: Parent Portal

Infinite Campus (IC) is a web-based student management system that permits parents/guardians with Internet access to view their child’s schedule, attendance, progress reports, and discipline. For more information on accessing IC Parent Portal, please visit the district’s website at

www.clarkschools.net

See page 44 for detailed instructions

CCPS VISION

One Community; One Vision: Life Ready
Where every student matters

CCPS MISSION

We join with our community to address the individual needs of students in a safe, caring environment so they are prepared for college, careers, and life.
In accordance with 704 KAR 003:305, students must complete the required minimum number of units and all other state and local requirements in order to graduate from the district with either a Traditional or Basic Diploma.

All required courses shall include content contained in the Kentucky Core Academic Standards, and electives shall address academic and career interest standards-based learning experiences, including four (4) credits in an academic or career interest based on the student’s individual learning plan.

**TRADITIONAL DIPLOMA**
Students must complete a minimum of twenty-five (25) credits and all other state and local requirements in order to graduate from high school in the district.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Number of Units</th>
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<tbody>
<tr>
<td>Language Arts</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>English I, II, III, and IV</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Algebra I, Algebra II, Geometry, and one (1) math elective</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Civics, World History, US History</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Integrated Science, Biology and Chemistry or Physics</td>
</tr>
<tr>
<td>Health</td>
<td>.5</td>
</tr>
<tr>
<td></td>
<td>One-half (1/2)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>.5</td>
</tr>
<tr>
<td></td>
<td>One-half (1/2)</td>
</tr>
<tr>
<td>Visual &amp; Performing Arts</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>History and Appreciation of Visual and Performing Arts OR (1) one credit of Visual, Performing, or Multi-Cultural Art Courses</td>
</tr>
<tr>
<td>Practical Living</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>One (1)</td>
</tr>
<tr>
<td>Electives</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Eight (8)</td>
</tr>
</tbody>
</table>

**TOTAL** Twenty-five (25)

NOTE: Students must meet additional requirements as established in 704 KAR 003:305, including a requirement to take at least one (1) language arts and one (1) mathematics class each year of high school.
SECTION 5.1: CURRICULUM AND INSTRUCTION 08.113

Graduation Requirements

Early Graduation Application
To apply for early graduation, a conference with the Principal, parent(s)/guardian(s), and the student is required to determine eligibility. Students must meet ACT college readiness benchmarks, complete the application, attach all required documentation, and submit to the Principal one semester prior to requested graduation date. Submission of the application does not guarantee the student early graduation.

Student’s Name ______________________________ ____________________ _________________
First Name __________________________________________
Middle Initial _______________________________________
Last Name __________________________________________
First Name Kentucky Scholar ........... Initial Kentucky Scholar
City ___________________________ State __________ Zip Code __________
Student’s Age ______ Date of Birth _______ Student’s Phone Number_______________________
District High School presently attending ____________________________________________
Parent/Guardian Name ___________________ Parent/Guardian’s Phone Number____________
Submission Date: ___________________________

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

- The content of the course offered in Geometry, & Algebra 1 is the same as that defined in the Kentucky’s Core Academic Standards for the high school Algebra 1 course.
- Teachers with either secondary or middle level certification with math content specialization teach the Algebra I course.
- A mathematics credit earned at the middle school will not be calculated into a student’s grade point average.

High School Credit Earned in Middle School

Graduating Seniors who successfully complete the following requirements:
- four (4) credits of English
- four (4) mathematics credits
- three (3) science credits (including physics)
- three (3) credits of social studies (chosen from U. S. History (1.0), World Geography (1.0), Economics (0.5) and Government (0.5), and two (2) credits of the same foreign language.

Cardinal Scholar
Graduating seniors with a cumulative GPA of 3.75 or higher, are designated as Cardinal Scholars. Cardinal Scholars are recognized at commencement.

All seniors participating in graduation exercises must have successfully:
- Completed all course requirements
- Met attendance requirements
- Completed an Individual Learning Plan (ILP)
- Met all financial obligations
- Adhered to standards of proper behavior

Required of All Students
All students shall also complete an Individual Learning Plan that incorporates emphasis on career development.

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

All seniors participating in graduation exercises must have successfully:

- Completed all course requirements
- Met attendance requirements
- Completed an Individual Learning Plan (ILP)
- Met all financial obligations
- Adhered to standards of proper behavior
SECTION 5.2: CURRICULUM AND INSTRUCTION 08.113 Graduation Requirements

CLASSIFICATION OF STUDENTS

Upon first entry into GRC from the 8th Grade, students shall designated Freshman status in iCampus.

A student shall be designated Sophomore status in iCampus for his/her second year.

A student shall be designated Junior status in iCampus for his/her third year.

A student shall be designated Senior status in iCampus for his/her fourth year.

APPROVED ONLINE COURSE

When a student successfully completes an approved online course, the credit shall apply toward graduation requirements and the grade received shall be used in calculating the student’s grade point average.

Students in grades five (5), six (6), seven (7) or eight (8) who score a “3” or higher on an advanced placement examination or earn a grade of “B” or better in a high school equivalent or an approved online course shall receive credit toward graduation. (see page 11)

OTHER GRADUATION PROVISIONS

- Those students completing their coursework during the summer will be granted a diploma at the next regularly scheduled Board meeting.
- The Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.
- High school diplomas shall be awarded to students with disabilities in compliance with Kentucky Administrative Regulation.

DIPLOMAS FOR VETERANS

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

ALL STUDENTS, COLLEGE AND CAREER READY

Graduation Requirements

References:
KRS 40.010; KRS 156.160 KRS 158.140; KRS 158.142 KRS 158.622; KRS 158.860; KRS 158.645; KRS 158.6451 013 KAR 002:020 702
KAR 007:125; 703 KAR 004:060, 704 KAR 003:303, 704 KAR 003:305; 704 KAR 007:140 OAG 78-348; OAG 82-386
Kentucky’s Core Academic Standards Related Policies: 08.1131, 08.14, 09.126 (re requirements for students from military families)
Adopted/Amended: 08/20/2013 Order #: 253
SECTION 5.3: CURRICULUM AND INSTRUCTION AP, Class Rank, Honors

CLASS RANK
Class rank will be determined by calculating total quality points.

Total quality points equals number of credits attempted times the number of points for the grade received, with one-half credit classes receiving one-half the number of quality points. With the exception of Advanced Placement, all classes will use a non-weighted scale:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

PLTW and Advanced Placement (AP) classes will be weighted courses: using a 5-point, weighted scale, with one-half credit classes receiving one-half the number of quality points.

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 points
- F = 0 points

VALEDICTORIAN/SALUTATORIAN
The valedictorian/salutatorian shall be selected from a pool of *full-time George Rogers Clark High School students who have completed three (3) or more AP classes in three (3) different areas. The valedictorian/salutatorian will be determined by the highest weighted overall GPA.

*Students from Gatton Academy who participate in a GRC graduation ceremony shall receive a separate recognition.

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

- The most recent accumulative GPA of at least 2.50.
- No major disciplinary infractions from the previous year.

ADVANCED PLACEMENT
- A weighted GPA shall be calculated for those students who take an AP class.
- No AP class taught outside GRC will receive a weighted credit for GPA calculation.
- AP credit shall be a prerequisite for valedictorian/salutatorian honors requirements.
- AP classes shall be taught at the college level, expected of AP classes, for all students. Each student enrolled shall receive financial aid status counseling upon enrolling.
- Students who earn a 3 or higher on the AP test shall receive credit for the associated class.

Students who take dual credit courses through BCTC, EKU Now, PLTW, or other approved programs will receive a weighted grade. One extra quality point will be added to a student’s GPA calculations for each credit of dual credit course work. For example, a final grade of an A in a dual credit course would earn the student 5 quality points instead of 4.
**SECTION 5.4: CURRICULUM AND INSTRUCTION**

**Online Courses**
High school students may also earn units of academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the Board. Credit from an online course may be earned only in the following circumstances:

1. The course is not offered at the high school
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements
3. The student has been expelled from the regular school setting, but educational services are to be continued
4. The Principal, with agreement from the student’s teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.
5. Unless otherwise approved by the Principal/designee, students taking such courses must be enrolled full-time in the Clark County Public Schools.
6. As determined by school/council policy, students applying for permission to take an online course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. **Online courses may be subject to review by the superintendent/designee in alignment with Kentucky Core Academic Standards and District Graduation Requirements.**

In addition, the express approval of the Principal/designee shall be obtained before a student enrolls in an online course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

The District shall recognize only those courses that meet the international standards for online teachers, courses, and programs that have been adopted by the Kentucky Department of Education.

**DUAL CREDIT  Board policy #08.1131**
To differentiate/accelerate the curriculum to meet the needs of students, the district shall recognize courses from post-secondary education institutions.

Students shall receive:
1. High school credit for every three semester hours of college work.

Grades shall be calculated in weighted form for class rank and GPA and included in the student’s transcript. Dual credit courses shall be available to those students who meet criteria established by school policy. Failure to complete the course shall be recorded according to school policy. Credit may be earned in accordance with the following requirements:

- Dual credit shall be provided by a recognized university/college approved by the Principal or his/her designee.
- Students shall be responsible for all related academic costs regardless of their financial status.
- Students shall complete an application and submit to the Principal or his/her designee for approval prior to taking the course. All off-campus courses and class schedules must be pre-approved by the Principal or his/her designee.
- Students must present documentation supporting enrollment in the post-secondary institution.
- Students shall provide verification of course completion and grade earned. The high school must receive an official record of the final grade before credit toward graduation will be recognized.
- A maximum of nine (9) hours per semester may be listed on the student transcript at the high school level for dual credit purposes.
SECTION 5.5: Intervention Strategies, iT, Class Schedule

Intervention Strategies for Accelerated Learning
To further advance GRC’s mission of All Students: College and Career Ready, GRC will provide both counseling to students for advanced level classes such as enrolling in Advanced Placement coursework, as well as, interventions for students not meeting college and career readiness benchmarks. Student selection will be data driven and implemented in pursuant to Senate Bill (SB) 1.

- A student whose scores on the college readiness examination administered in grade ten (10) or the ACT college admissions and placement examination administered in grade eleven (11) indicate a high degree of readiness for college shall be counseled to enroll in accelerated courses, with an emphasis on Advanced Placement.

- A high school student whose scores on the high school readiness examination administered in grade eight (8), on the college readiness examination administered in grade ten (10), or on the Work-Keys indicate that additional assistance or advanced work is required in English, reading, or mathematics shall have intervention strategies for accelerated learning incorporated into his or her learning plan.

- A high school student whose score on the ACT examination under KRS 158.6453 (11)(a)3. in English, reading, or mathematics is below the system-wide standard established by the Council on Postsecondary Education for entry into a credit-bearing course at a public postsecondary institution without placement in a remedial course or an entry-level course with supplementary academic support shall be provided the opportunity to participate in accelerated learning designed to address his or her identified academic deficiencies prior to high school graduation.

A high school, in collaboration with its school district, shall develop and implement accelerated learning that:

- Allows a student’s learning plan to be individualized to meet the student’s academic needs based on an assessment of test results and consultation among parents, teachers, and the student; and

- May include changes in a student’s class schedule.

GRC is pleased to offer, iT courses—non-credit bearing enrichment classes that are based on student interests. iT will be offered on Tuesdays and Thursdays. Students will register for these classes during the first two weeks of school.
WRITING REQUIREMENT
Students at George Rogers Clark High School shall create a student communication collection consisting of samples of individual student work that represent the interest and growth of the student over time at each grade level.

Students shall be given the opportunity to make choices about what to include in their communication collections in order to reflect on their growth as a communicator, to understand their strengths, and to set goals for continued improvement.

Collections shall demonstrate that students have engaged in communicating for a variety of purposes in different text types: narrative, informative/explanatory, and argumentative. Collections shall include the following general types of writing:
- Writing to learn such as exit slips, learning logs, and journal entries
- Writing to demonstrate learning such as reports and essays, and samples of classroom writing like those required in the state’s assessment, e.g., On Demand and Constructed Response
- Writing/communication for realistic purposes and audiences in appropriate forms or modes

Periodic reviews will provide analysis of student work samples from classroom folders and ePortfolio pieces. These reviews will guide whole class and whole school instruction of writing practices and revisions to school’s writing program and policy.

ACADEMIC HONESTY POLICY:
We at George Rogers Clark High School feel it is important to instill honesty, morals and values in our students. Students cannot learn these principles if they are permitted to use the work of others, or if they are led to believe that such behavior is normal and acceptable. Learning depends on students’ abilities to express their own ideas in their own way. They must be dependent upon their own knowledge base for the foundation of all work. Students will be taught how to cite sources correctly in all courses requiring research and documentation.

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

Suspected cheating and plagiarism will first be discussed by the teacher and the student in question. If the student denies the charge, the work suspected of plagiarism will be brought before the appropriate independent department head within the high school. Parents will be notified of the results of this meeting. If the student still denies the charge, he/she may file a grievance with the principal, which will result in a meeting of the Grievance Committee for Plagiarism.
SECTION 6.1: Health Regulations

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

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

SECTION 7: Grievances

GRIEVANCE COMMITTEE PROCEDURES for PLAGIARISM:
When a teacher suspects a student has plagiarized, cheated, colluded, etc., proof must be found that the cheating occurred. The source from which the student plagiarized must be documented. Internet sources are available to help track published works which have been illicitly included as student work.
The teacher reports to the student’s counselor, providing the proof of the plagiarism.
A committee will be appointed to hear the case and to set up punishment for the infraction.
The committee will consist of: 4 of the teachers the student has for that academic year (excluding the teacher filing the complaint), the student’s counselor and the student’s assistant principal.
If the student denies the complaint, the teacher who determined that plagiarism occurred, the parent, and the student will present information to the committee, speaking to the offense.

STUDENT GRIEVANCE PROCEDURE
Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:
1. Teacher
2. Principal
3. School Council (where appropriate)
4. Superintendent
5. Board

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board’s discretion or authority, the Board will consult with legal counsel.

Procedures
Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for the filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance.

Exceptions
Harassment/Discrimination allegations shall be governed by Policy 09.42811.

Federal law requires the District to implement separate and specific processes for responding to complaints/grievances about Title I programs and to those alleging discrimination in the delivery of benefits or services in the District’s school nutrition program.
SECTION 7.1: Grievances

INFORMAL GRIEVANCE PROCEDURE for ALLEGED DISCRIMINATION

Step 1 If a student feels that he/she has been discriminated against, the student must first bring the problem to the attention of the school official nearest the source of the problem within five (5) days of the knowledge of alleged cause for grievance occurs.

Step 2 The complainant, school official, and other involved parties will work informally to negotiate a solution within five (5) school days.

Step 3 If the grievance cannot be satisfactorily resolved working informally; the student may want to proceed to file a formal grievance within five (5) school days.

Step 4 A formal grievance may be filed by completing the Formal Grievance Process form, which is available from your Title VI/Title IX/Section 504 Coordinator.

FORMAL GRIEVANCE PROCEDURE for ALLEGED DISCRIMINATION

Step 1 The complainant will notify in writing the Title VI/Title IX/Section 504 Grievance Coordinator within fifteen (15) school days of the alleged discrimination or denial of service. The written notice should identify the nature of the violations, the dates the violations occurred, and be signed by the person making the complaint. The designated Title VI/Title IX/Section 504 Coordinator shall notify the complainant in writing within five (5) school days from the date of the formal complaint as to the action taken.

Step 2 If the complainant is not satisfied, the grievance coordinator shall inform the complainant of his/her right of written appeal to the Clark County Board of Education. This written appeal shall be made within five (5) working days of the date the response was delivered from the coordinator. Any decision reached by the Board of Education shall be considered final and shall be presented in written form to the aggrieved employee or student and filed in a master file maintained in the Superintendent’s office. Before complaint procedures are initiated, persons against whom allegations of discrimination are made shall be notified.

Step 3 In the event that the complainant is still not satisfied with the action taken, the complainant may write to the Director for Office of Education for Civil Rights, 101 Marietta Tower, Atlanta, GA 30301. If appeals are not made, it is assumed the decision at any level is accepted. A student at any point in the grievance process has the right to contact the Office for Civil Rights. If a student has a complaint other than discrimination based on the above items, he/she would follow the procedure identified above except for contacting the Office for Civil Rights.

TITLE VI – TITLE IX – SECTION 504 Grievance procedure

Students, their parents, and employees of the Clark County School district are hereby notified that Title VI, Title IX, and Section 504 require that the school district not discriminate on the basis of race, color, national origin, religion, sex, genetic information, disability, marital status, or age, in its educational programs, employment practices, and activities which it operates. It is the policy of the Clark County Board of Education to comply with this requirement. Any persons who feel that they have been discriminated against, or denied an opportunity, have the right to file an informal and/or a formal complaint with the following person who has been designated to coordinate efforts to comply with Title VI, IX, and Section 504:

GRIEVANCE COORDINATORS:

Title VI and Section 504
Bridgette Mann
Clark County Schools
1600 West Lexington Avenue
Winchester, Kentucky 40391
Telephone: (859) 744-2762 or (859) 744-4545

Title IX
Donald Stump
Clark County Schools
1600 West Lexington Avenue
Winchester, Kentucky 40391
Telephone: (859) 744-4545
SECTION 8: Medication

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

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

The Medication Consent Form (MP-1) shall be completed by the parent/guardian before any employee administers medication to a student. If the authorization form is not sent with the first day’s dosage, a parent’s written request will be honored for one day if the following information is included: student’s name, name of medication, dosage, time of day, parent’s signature. A Medication Consent Form (MP-1) must then be sent home for completion and returned the next day before the medication will be continued at school. Only one medication will be authorized per MP-1.

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

MEDICATION POLICY POINTS
- Medications may not be mixed in the same bottle.
- Send no more than one month’s supply at a time, if it is a long-term medication.
- Over-the-counter medications are not kept in stock at Clark County Schools.
- Any medications, prescriptions or non-prescriptions, must be supplied by the parent.
- Students will not be allowed to carry medications with them throughout the school day (exceptions: asthma inhalers, insulin, or other emergency medications).

Authorized Medication
All drugs must be authorized by and administered in accordance with a prescription from a physician or dentist.

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

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

FOOD SERVICE
Breakfast and lunch are served daily. Lunch must be eaten in the cafeteria. Students may not leave the campus for lunch. Restaurant foods MAY NOT be brought to the school for students. The breakfast cost for students is $1.40 and reduced is $0.30. The lunch cost for students is $2.30 and reduced is $0.40. The cafeteria does not accept charges. The Cardinal Trust Bank will be available for lunch loans in the Foyer during lunch hours. To ensure the efficient and clean operation of our cafeteria, the following guidelines must be followed:

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

Consequences:
- Failure to clean up and throw away trash may result in disciplinary actions.
- Stealing from the cafeteria may result in restitution and disciplinary action.

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

The library contains fiction and nonfiction books, periodicals, encyclopedias, dictionaries, and atlases. The purpose of the main library area is for study and involves the use of one or more of the above library materials. Due to the limited amount of space for a large school enrollment, students should not use the library facilities for classroom work that does not require the use of library materials. Students should return magazines, encyclopedias, and other large reference books to their proper places before leaving the library. Students are responsible for material checked out of the library. A fine of ten cents ($0.10) will be levied for each school day the book is overdue.

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

ALLERGIES
It is important to realize that in a population as large and diverse as GRC’s there are students and staff with severe allergies. Products such as, but not limited to, peanut products, latex products, perfumes and/or colognes should not be brought into George Rogers Clark High School.

Intentional violations of this request will result in severe punishment(s).

These allergies may force the school to restrict certain items.
SECTION 10: Education FERPA Rights

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

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

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

The right to inspect and review logs documenting disclosures of the student’s education records.

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

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

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

Exceptions that permit disclosure without consent include:
- Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student’s enrollment or transfer.
- Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, imminent, or imminent articulable and significant health/safety threat.
- Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parent/eligible students.

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
ATHLETICS MISSION STATEMENT
The mission of the George Rogers Clark High School athletic program is to foster a competitive environment for our students that will enhance their educational experience. Every effort will be made to promote participation, teamwork, integrity, and sportsmanship.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES
GRC abides by all KHSAA Policies per Bylaw 5- Minimum Academic Requirements. Grades are checked each Monday of the respective season. If a student is ineligible on Monday, he/she will remain ineligible until the next grade check.
- Any student who participates in extracurricular activities must maintain an overall grade point average (GPA) of 2.0 in the current 9-week grading period.
- Any student who is found to be ineligible shall not participate, other than practice, in any extracurricular activities until he/she has earned at least a grade point average of 2.0.
- The overall GPA will be determined by averaging the grades earned in all subjects in which a student is currently enrolled.
Eligibility for participation at the beginning of the year will be determined by KHSAA Bylaw 5. Continuing eligibility for participation will be determined by grades earned in each 9-week grading period.

ATHLETIC TEAM TRYOUTS PER THE KHSAA
Students should listen for school announcements and watch for local newspaper notification regarding specific team practices/tryouts.
- Fall sports may begin practice on July 15th.
- Winter sports may begin practice on October 15th.
- Spring sports may begin practice on February 15th.

Any student-athlete found to be in violation of the drug/alcohol policy will immediately forfeit his/her position in any extracurricular or co-curricular club, athletic team and student driving privileges. He/She may not represent the school in any capacity (other than practice and conditioning) for a minimum of nine weeks beginning with the first competition, activity or performance of his/her respective season. The student will be required to provide the school with a clean drug test in order to participate in practice and/or conditioning. The student and guardian(s) must appeal to a SBDM-appointed committee to be reinstated.
Any student found to be in violation of the drug/alcohol policy during a school-related activity that is not on school grounds: documented attempts to notify the parent/guardian must occur. If the parent/guardian cannot be reached, the parent/guardian must be notified of the violation upon the participant’s return to school from the off-campus activity. The principal or principal’s designee shall be notified upon the participant’s return to school from the off-campus activity.
SECTION 12: Drug Testing Program

Purpose
In this day and time, alcohol and other forms of drug abuse have grown to major proportions in our society. School settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to encourage a drug-free lifestyle for their students/children.

➢ It is to that end that this program is ongoing to provide the appropriate action plan to address and foster a drug-free environment for grades 6-12.

The program consists of two components:
1. Education and Prevention Plan
2. Drug-Testing Policy

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

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

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

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

- Amphetamines
- Marijuana (THC)
- Cocaine and its derivatives
- Opiates
- Phencyclidine (PCP)
- Benzodiazepine
- Propoxyphene
- Other abused illegal, or controlled substances as determined by the committee.

Confidentiality
The Superintendent shall develop a process to reasonably ensure privacy during the taking of samples, security of samples once obtained, and designation of laboratory services that are accurate and reliable. Appropriate measures shall be taken to protect confidentiality throughout the testing process and in the handling of test results. Access to drug testing results shall be restricted on a need-to-know basis to those persons in positions designated by the superintendent.
SECTION 13: Alcohol and Safety Policy

Student Athletes
Extracurricular participant
Student Drivers and their Parents/Guardians:

must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.

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

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

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

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

In order to accomplish its purposes, this policy establishes a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify students in grades six (6) through twelve (12) who participate in any extracurricular/co-curricular activity or drive and park on school property and are unlawfully using drugs. This policy provides incentives for rehabilitation through possible reinstatement to the specific extracurricular/co-curricular activity and driving and parking privileges involved.

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

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

References:
OAG 82-633; KRS 160.290; KRS 161.180; KRS 218A.020; KRS 217.900; KRS 158.150; KRS 158.154; KRS 158.155
Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981);
Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, ___ U.S. ___, 242 F.3d 1264 (2002);
Improving America’s Schools Act of 1994 (IASA), Title IV: Safe and Drug Free Schools and Communities
OAG 93-32. Related Policy: 09.2241
Implementation, Review, and Evaluation: All students in grades six (6) through twelve (12) who participate in any extracurricular/co-curricular activity or drive and park on school property and their parents/guardians must sign the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form before the student shall be permitted to try out for, or become a member of an extracurricular/co-curricular activity at the sixth through twelfth (6-12) grade level, or be authorized to drive and park on school property. A Substance Abuse Prevention committee shall be established and shall establish procedures as needed to implement the policy fairly and efficiently. The Committee may consist of the school principals, head coaches of the athletic teams, designated sponsors of extracurricular activities, Athletic Director, Title IV Coordinator, School Health Coordinator, Counselor, Superintendent, and Clark County Board of Education Members.

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

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

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

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

Applicability and Participants:
This policy applies to all students who:
- drive and park on school property and students choosing to participate in any extracurricular or co-curricular team, club or organization compete at or away from the District and/or is a member of a state or national sanctioning or parent organization to which dues or fees are paid for membership and/or competitive activities.

A participant is any 6-12 grade student participating as defined above in any extracurricular/co-curricular activity and students subject to the driving and parking activities governed by this policy and the administrative rules, regulations and applicable forms developed to ensure appropriate documentation thereof.

PENALTY Violation of this policy shall constitute reason for disciplinary action including dismissal from athletic teams and/or other school-sponsored activities.
SECTION 14: SCHOOL SAFETY – I.D. Badges, Lockdown, Search and Seizure

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

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

ID BADGES
- All students will be issued ID badges.
- Visitors are required to sign in and pick up badges in the sign-in office.
- Individuals visiting students must have parental approval and provide current photo identification prior to the visit.
- Students who have lost their ID may request a new one in the main office at a cost of $5.00.
- IDs with inappropriate symbols, marks, language, etc. will be confiscated and the student will be responsible for buying a replacement ID.
- IDs will allow students to pay a reduced admission price for GRC home athletic events based on the Academic Privileges section.
- IDs are required for checking out books and materials in the library.
- IDs are required for the purchasing of breakfast and lunch.

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


TAMPERING WITH A TEACHER’S DRINK OR PERSONAL ITEMS
The Board wants all GRC students to understand that tampering with a teacher’s drink and/or personal belongings shall result in immediate referral for expulsion.

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

TAMPERING WITH A TEACHER’S DRINK OR PERSONAL ITEMS
The Board wants all GRC students to understand that tampering with a teacher’s drink and/or personal belongings shall result in immediate referral for expulsion.
George Rogers Clark High School

SECTION 15: UNLAWFUL SUBSTANCES- Tobacco, Drugs, Alcohol

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

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

<table>
<thead>
<tr>
<th>Offense</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense, and each offense thereafter</td>
<td>ISAP/Confiscation</td>
</tr>
<tr>
<td>Confiscated items will not be returned.</td>
<td></td>
</tr>
</tbody>
</table>

Drugs, Alcohol, and Other Prohibited Substances 09.423
No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school sponsored activity, or en route to or from school or a school sponsored activity:

- Alcoholic beverages
- Controlled substances
- Prohibited drugs and substances
- Drug paraphernalia
- Substances that “look like” a controlled substance. With intent to pass off the item as a controlled substance.

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

Definitions 09.423
Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

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

Prohibited substances include:
All prescription drugs obtained without authorization
All substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting.
These include, but are not limited to, prescribed and over-the-counter drugs and prohibited volatile substances as defined in KRS 217.900 that are used or intended for use for an abusive and/or intoxicating purpose.
SECTION 15.1: Unlawful Substances

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

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

**Reporting**
Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

SECTION 16: sexual harassment

**SEXUAL HARASSMENT**
Sexual harassment encompasses any sexual attention that is unwanted. Conduct prohibited under this policy may manifest itself in many different ways, including, but not limited to, conduct as undisguised as physical assault, direct solicitation of sexual favors, or direct solicitation accompanied by overt threats. Harassment may also arise from behavior which has the effect of creating an intimidating, hostile, or offensive educational environment. In this regard, the following types of acts are examples of sexual harassment:

- Unwelcome physical contact; sexual remarks about a person’s clothing, body, or personal relations; conversation of a sexual nature or similar questions, jokes, anecdotes and stories; and display of sexually explicit materials in the workplace or its use in the classroom without a compelling educational purpose.

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

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

Penalties for harassment, by a student, range from OSS to a referral to the Board of Education. Penalties for harassment, by a school employee, range from reprimand to termination of employment.
SECTION 16.2: Bullying

Bullying/Hazing
In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

BULLYING DEFINED
Bullying refers to any intentional act
- while on school grounds, or at a school sponsored activity
- by a student or groups of students
- repeatedly directed against another student over time
- intended to ridicule, humiliate, or intimidate

Actions Not Tolerated
Students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, lewd, profane, or vulgar language, verbal or physical abuse of others, or other threatening behavior.

For further clarification, George Rogers Clark recognizes the definition of bullying endorsed by Kentucky Center for Safe Schools, and U.S. Department of Health and Human Services, Stopbullying.gov, which also includes: “involves a real or perceived power imbalance.”

Reports
As provided in the District Code of Acceptable Behavior and Discipline, students who believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim’s Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:
- Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
- Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

OTHER CLAIMS
When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811.

Harassment/discrimination allegations shall be governed by Policy 09.42811.

Board Policy 09.422
SECTION 17: STUDENT LIFE- Student Fees, Field Trips

**Student Fees**
All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution. The Superintendent shall annually review, and submit for Board approval, fee schedules for rental or purchase of instructional resources, as prepared by principals. Students will not be charged a fee to attend any activity held on that school campus during the regular school day. Any exception would be brought to the Superintendent for approval.

**Inability to Pay**
No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary instructional resources.

**Waiver of Fees**
The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced price meals. At the beginning of the school year or at the time of enrollment all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.

**References:**
1. KRS 158.108; 704 KAR 003:455
2. KRS 160.330; 702 KAR 003:220
3. OAG 82-464

Accounting Procedures for Kentucky School Activity Funds
Related Policy:
08:232
Adopted/Amended: 07/22/2008
Order #: 215

**FEES**
Class fees and textbook rental fees will be collected by the principal, or a designee, prior to the opening of school. A flat fee is set at the following amount:

- **$65.00 per student**
  - (full time: student in class 4-6 hours).
- **$35.00 per student**
  - (part time: student in class 1-3 hours).

A partial fee payment schedule may be devised at the Principal's office. If semester payments are desired, full time students shall pay $32.50 per semester, and part time students shall pay $17.50 per semester.

This flat fee does NOT include the cost of vocational classes' workbooks and simulation material, industrial education projects, food service classes, and vocational school expenses. Fees for these items will be collected by the teachers of those classes.

A parking permit is contingent upon payment of fees. The Principal, or a designee, shall be responsible for an ongoing accounting of paid and unpaid fees for each student while attending GRCHS.

Students will not be allowed to participate in senior activities – prom, Project Graduation, senior breakfast, senior class office, or graduation – until fee obligations are resolved.

Students who qualify for the Free or Reduced Lunch Program will be exempt from school fees only.

According to KRS 157.140, students who have not returned textbooks, or who have damaged textbooks, no longer qualify for this exemption until the books have been returned or the school is reimbursed.

School clubs may charge a maximum of $20 for enrollment.

Any additional fees must have SBDM approval.

**FIELD TRIPS**
Field trips may not be taken or scheduled during statewide testing, finals, or AP test dates. However, the School-Based Decision Making Council may review unusual circumstances.
SECTION 18: End of Course Exams

**End-of-Course Exam Grading**

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

**Assessments for:** English II, Algebra II, Biology, and US History

will be administered as part of KPREP program. The EOC benchmark assessments will be administered throughout the year as student’s progress in each course.

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

- **1st Nine Weeks:** 20% of final grade
- **2nd Nine Weeks:** 20% of final grade
- **3rd Nine Weeks:** 20% of final grade
- **4th Nine Weeks:** 20% of final grade
- **End-of-Course Exam (May):** 20% of final grade

**Missing an Exam**

Because ACT testing and the opportunities for make-up testing must be administered in a specific and narrow time window, any student who fails to take the EOC exam in any subject area will receive a grade of zero on that exam.

A normal parent note will not excuse a student for missing an exam. Only the death of an immediate family member or a serious illness requiring urgent medical need will excuse a student from taking the exam.

If a student is deemed excused, the course grade shall be determined by averaging four nine-week grades—each counted as 25% of the final grade.

**REPEATING A CLASS**

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

**SCHEDULE CHANGES**

Schedule changes must be made during the summer or no later than the second week of school. Extenuating circumstances may be appealed to the principal.
SECTION 19: Student Life: Driving to School

NO PASS/NO DRIVE LAW and SCHOOL COMPLIANCE VERIFICATION
The No Pass / No Drive Law (KRS 159.051) states that all students ages 16 or 17 can be denied a driver’s license or have a license revoked for academic deficiency.

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

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

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

References:
1KRS 159.051, KRS 186.470
704 KAR 7:050
704 KAR 7:100
Student Discipline Guidelines
OAG 77-419

Related Policies: 08.221

Parking Permit
Permits are assigned on a first come, first served basis, contingent upon payment of fees. The fee will be $10 per year.

Driving is a privilege, which may be revoked or suspended for disciplinary infractions, excessive tardiness or absences, school debts, or failure to follow driving regulations.

If a parking pass is revoked or suspended the punishment must be served before the parking pass is reinstated. Students must pay $5 to have it reinstated.

Qualifying for a Parking permit
- A student must have parental permission and show a valid driver’s license and proof of insurance before being issued a parking permit.
- A student whose driver’s license is suspended or revoked by the court system must return his/her parking permit until he/she is reinstated.
- Drivers must not owe any fees of any type to the school.
- All vehicles must have a parking permit. Vehicles without permits, or in an unauthorized area, may be towed at the owner’s expense.
- Applicants with six (6) or more unexcused absences or 10 tardies during the previous school year will not be granted a parking permit for the following fall semester.

All vehicles parked on school grounds are subject to search if the Principal deems that there is “reasonable suspicion.”
SECTION 20: Student Life: Bus Regulations/Student Parking

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

Student parking lot behavior

- Students are to leave their vehicles and enter the building immediately upon arrival to school.
- Students may not return to their vehicles without permission from a principal.
- All vehicles are to give pedestrians and buses the right-of-way on school property.
- Drivers must park in his/her assigned space or in designated areas or a written warning will be issued.
- If another vehicle is parked in your assigned space, park in the designated area and notify a principal.
- A 15 mph speed limit on school property is enforced for all vehicles.

Loss of parking privileges will not constitute reimbursement of parking fee.

Safety Note: Drivers under the age of 18 are NOT permitted to use a cell phone while vehicle is in motion unless in an emergency situation per KRS 189.990.

Stay in traffic lanes and avoid cutting across parking lot. Improper start by squealing tires and reckless driving are traffic offenses and subject to loss of privileges and a traffic citation.

SAFETY is our main goal so PLEASE BUCKLE UP!

This policy applies to all students who drive and park on school property.
SECTION 21: STUDENT LIFE: Absences

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125.

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

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

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

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

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

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

Truancy Defined
Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been:

- absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school that has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, which has been:

- absent from school without valid excuse for three (3) days or more days, or tardy without valid excuse on three (3) days or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is a habitual truant. Truants shall be reported to the Principal and then to the Director of Pupil Personnel, both of whom shall take appropriate action.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.
SECTION 21: STUDENT LIFE: Absences 09.123

Parents to Notify School
Parents shall send with their child within two (2) days of his/her next day of attendance a written excuse explaining the reason for an absence. The number of parent notes allowed by the school may not exceed six (6) per school year. After the sixth (6th) absence with a parent note, the parent will be forwarded a letter from the Principal/designee. Any further absences will be unexcused unless documented by doctor, health department official, or court official. Unless the school receives the required documentation, the absence shall be counted as unexcused. Any absence not properly documented and accepted by the Principal will be unexcused.

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

Days missed while on suspension shall be counted as unexcused absences. Students who have been suspended shall not be allowed credit for daily work. Work assigned and due during suspension shall not be awarded credit. Students may request assignments for suspension; however, the instructor is not required to provide it. Credit will not be given for work missed due to unexcused absences.

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

References:
1702 KAR 7:125, KRS 36.396, KRS 38.470, KRS 40.366, KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294, KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180, OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

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

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

If extenuating circumstances exist, the teacher has the discretion to reschedule the test or project.

WITHDRAWAL FROM SCHOOL
Students withdrawing from George Rogers Clark High School shall report to the counseling center for withdrawal procedures.
SECTION 22: STUDENT LIFE: Late to Class

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

Related Policies: 09.111, 09.122, 09.4281, 09.126 (requirements/exceptions for students from military families)

TARDY TO SCHOOL
Students are allowed three (3) parent notes per semester for excused tardies to school. The three (3) notes from a parent will excuse any reason for a tardy.

These tardy notes must be turned in no later than the day following the tardy in order to be excused. After three (3) parent notes any additional tardy will require a doctor note to be considered excused.

Discipline for unexcused tardies to school is as follows:

- 1st Tardy – Attendance Clerk assigns a warning.
- 2nd Tardy – Attendance Clerk assigns a warning.
- 3rd & 4th Tardy – ISAP.
- 5th Tardy and Beyond – ISAP, and student drivers may have their parking privileges suspended for 10 school days.

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

Tardy to Class

1st offense - Teacher Warning
2nd offense - Teacher Warning
3rd offense - ISAP

Students are required to stay after class 1 minute for every unexcused tardy to class. ISAP will be given for every three tardies to one class. Tardy is defined as being less than 5 minutes late to class.

If a student is more than 5 minutes late to class they are considered to be skipping.

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

- Driver’s license test
- Court appearance
- Doctor/dentist appointment
- Funeral
- Sudden onset of illness as approved by the school nurse or designee
- Family emergency

For the safety and well being of our students, the custodial parent/guardian may be asked to come to school and sign out the student. Prior approval must be obtained from the principal/designee if a student needs to be picked up by someone other than those designated on the emergency card.
SECTION 23: STUDENT LIFE: Excuse Notes

Excuse Notes

Parent Note
Students may use parent notes for 6 absences during the school year. These notes shall be turned in by the second day student returns to school. Beyond the 6th parent note, the student must have a doctor’s note.

Doctor or dentist notes
do not count against the 6 parent notes.

College visits
do not count against the 6 parent notes.

Four (4) or more unexcused absences per semester
loss of a parking permit for the remainder of the year.
he/she may not participate in extra-curricular and/or co-curricular activities (examples: athletics, Soiree, FFA trips, chorus concerts, band concerts, etc.).

Six (6) or more unexcused absences for the school year
at the discretion of the principal- he/she may not be allowed to participate in extra-curricular and/or co-curricular activities (examples: athletics, Prom, FFA trips, chorus concerts, band concerts, etc.). If a senior student has 7 or more unexcused absences for the school year, he/she is ineligible to participate in the Graduation Ceremony.

SECTION 24: STUDENT LIFE: student conduct

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

- It is the expectation that all students comply with the reasonable requests of all faculty immediately. Students are afforded every opportunity to redress grievances. Therefore it is the expectation that a student will comply immediately with staff directions and may argue fairness at a later time.
- All school functions outside of normal school hours are subject to district and school policies.
- Students attending any extra-curricular / co-curricular activities must conduct themselves according to school and board policy.
- Students must comply with both the local Board of Education policies and state and federal regulations.
Building hours and areas

- Doors will be unlocked at 7:55 AM. Students should not arrive before that time unless appropriate supervision is being provided by GRCHS staff.
- Students are expected to arrive at school between 7:55 AM - 8:25 AM, move promptly, remain orderly between classes, and be ready with materials to begin class work when the bell rings.
- No congregating in halls, courtyard, etc. Students should move into their classroom wings at 8:25 with classes beginning at 8:35.
- Students must have an official and appropriate GRC hall pass in order to be out of their assigned class.
- Students are not allowed out of class during the first 10 minutes of a class or the last 10 minutes of class (10/10 Rule).
- Students may not work, play, or practice in any part of the school building during and after school hours unless a teacher or authorized adult is present. Students must leave the building by 3:45 p.m.
- Students are not permitted in any faculty-designated area at any time unless given prior approval by a building principal.
- Students are not to leave school for any reason during school hours without permission from the principal or principal’s designee.
- Students are not to loiter before or after school hours in any unsupervised area of the school campus.

Transportation

- No skateboards, skates, roller blades, or similar items are allowed in the building or on campus.
- Students riding a bicycle to school must walk the bike while on campus. Students are responsible for securing their own bike. GRC will not be responsible for stolen or vandalized property.
- Tractors, ATVs, trailers, etc. shall not be driven/brought to school without prior approval of the principal.
- No flag, other than the US flag, or the KY flag shall be brought to school without prior approval from the administration.

Food and Drink

- Food is only allowed in designated dining areas.
- No outside restaurant food may be brought or delivered to campus unless approved by a principal.

Personal Defense Spray

Personal defense spray or pepper spray is not allowed on campus.

Pocket knives

Pocket knives are not allowed on campus.

Gangs

Students engaging in gang related activities, per KRS 506.140, will be addressed and firmly reprimanded by the administration.

Examples of Prohibited items

- Explosives of any type including fireworks, smoke bombs, firecrackers and stink bombs are prohibited on school grounds.
- Weapons of any type, including, but not limited to, knives or blades, are not allowed.

Participation in any form of gambling is not permitted on campus.
SECTION 24: STUDENT LIFE: Student Conduct

Making or receiving calls
- Cellular phones (see KRS 158.165 law on confiscating and keeping item) are allowed on school property in and during approved settings and times. Unauthorized use of these items during the school day will result in disciplinary actions. Please report lost or stolen electronic devices to the School Resource Officer (SRO).
- Students are permitted to use the office phones with the permission of the office staff.
- Students will not be pulled out of class for calls unless an emergency exists.
- Confiscated items must be picked up by the parent/guardian.

Checks will not be accepted in the school office after May 15 of each school year. A $25.00 service charge will be applied for all returned checks. A $35.00 collection fee will be applied by the county Attorney.

Students and/or their guardian will be expected to pay financial restitution for any damage that the student causes to school property.

Textbooks and Computers
Each student must return all books furnished by the school at the conclusion of the student’s participation in the class. Students must pay for books that are damaged or lost.

Students are responsible for proper conduct on school computers and networks.

General school rules for appropriate communication apply.

In the event that there is illicit material stored or thought to be stored on a student owned electronic device, George Rogers Clark reserves the option to:
- alert Law Enforcement Officials
- restore/reset such electronic devices to the Factory Settings,
- confiscate the device until such time that illegal material can be deemed permanently and absolutely deleted from all forms of e-storage (icloud etc.)

This may include, but is not limited to: child pornography, threatening messages, harassing photographs, and/or video or audio recordings taken without the subject’s consent.
Students may not wear clothing or carry accessories with questionable printing, obscenities or sexual innuendoes, ethically or racially offensive, gang-related, weapons, or drug/alcohol or tobacco-related implications. Sunglasses or gloves shall not be worn in the building.

Bandanas, caps, hats, hoods, sweatbands, head coverings, and earbuds/headphones shall not be worn in the school.

No strapless or sleeveless attire.

No Sharp and/or pointed items. I.e. spikes, fishhooks, etc.

Pants/shorts must not sag and should be worn above the hips, thereby revealing no underclothing or layers. Underclothing and layers includes showing shorts or boxers.

Shirts should cover the chest area and shall not be of a see through nature. Undergarments shall not be visible.

Shirts must be either tucked entirely into the pants or extend past the waistband of the pants.

Shorts, skirts, and dresses must be appropriate length, free of holes, and have a loose fitting and non-revealing nature.

Shoes must be worn.

Long trench coats or blankets shall not be worn/carried in the building.
SECTION 24: Student Life: Conduct

At his/her discretion, any teacher at George Rogers Clark can informally assign any student after-school detention in their own classroom, with one day’s written notice to the student. Morning detention is held in room 428 on Wednesdays and Fridays from 7:25 to 8:25. Failure to serve assigned detention will result in ISAP. Students that arrive after 7:25 will not be admitted to detention.

In School Alternative Program (ISAP)
In School Alternative Program is a classroom, operating within the hours of the Clark County Schools and is located in the GRCHS grounds. ISAP is used as an alternative for Out of School Suspension (OSS), and is monitored by a combination of certified/classified staff.

Students from George Rogers Clark High School who are assigned ISAP will be required to complete all assigned work and maintain appropriate behavior:
- No talking.
- No sleeping.
- No electronic devices.
- Must complete assigned academic material or ACT vocabulary.
- Breaks are scheduled as a group, and not individually.

• Students must serve the number of day(s) assigned before returning to their regular school day classes.
• Excused or Unexcused absences will not constitute a day served in ISAP.
• If a student’s behavior is unsuccessful in ISAP, he or she may be suspended, and may be reassigned to serve ISAP upon their return to GRCHS.

Earbuds/Headphones/Portable Speakers:
Students will not be allowed to wear or use earbuds, headphones, or portable speakers in class unless given permission by the instructor. Students in violation may have the item confiscated. There will be no warnings.

Hats:
Hats are not permitted inside the building. There will be no warnings to remove the hat. If a student has a hat on, it will be confiscated.

All confiscated hats, earbuds, headphones, and speakers may be picked up on the last day of school. Items not picked up will be discarded.
## LEVEL I

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>1st Referral</th>
<th>2nd Referral</th>
<th>3rd Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disrupting Class</td>
<td>ISAP</td>
<td>ISAP</td>
<td>ISAP</td>
</tr>
<tr>
<td>Skipping Class</td>
<td>1 day ISAP</td>
<td>1 day ISAP</td>
<td>1 day ISAP</td>
</tr>
<tr>
<td>Tardy to school</td>
<td>Warning</td>
<td>Warning</td>
<td>ISAP</td>
</tr>
<tr>
<td>Late to class Periods 2 - 7</td>
<td>Warning</td>
<td>Warning</td>
<td>ISAP</td>
</tr>
<tr>
<td>Earbuds/portable speaker</td>
<td>Device Confiscated</td>
<td>Device Confiscated</td>
<td>Device Confiscated</td>
</tr>
<tr>
<td>Tobacco, e-cigs &amp; similar items</td>
<td>1 day ISAP/Confiscation</td>
<td>1 day ISAP/Confiscation</td>
<td>1 day ISAP/Confiscation</td>
</tr>
<tr>
<td>Defiance</td>
<td>ISAP</td>
<td>ISAP</td>
<td>ISAP</td>
</tr>
<tr>
<td>Forging a note</td>
<td>ISAP</td>
<td>ISAP</td>
<td>ISAP</td>
</tr>
<tr>
<td>Horseplay</td>
<td>Warning/ISAP</td>
<td>ISAP</td>
<td>ISAP</td>
</tr>
<tr>
<td>Profanity</td>
<td>Warning/ISAP</td>
<td>ISAP</td>
<td>ISAP</td>
</tr>
<tr>
<td>Public display of affection</td>
<td>Warning/ISAP</td>
<td>ISAP</td>
<td>ISAP</td>
</tr>
<tr>
<td>Driving recklessly</td>
<td>ISAP/loss of privilege</td>
<td>ISAP/loss of privilege</td>
<td>ISAP/loss of privilege</td>
</tr>
</tbody>
</table>

Student Parking privileges are revoked upon the fifth (5th office disciplinary referral)

<table>
<thead>
<tr>
<th>Violation</th>
<th>1st Referral</th>
<th>2nd Referral</th>
<th>3rd Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate use of electronic devices</td>
<td>Loss of privilege/ISAP</td>
<td>Loss of privilege/ISAP</td>
<td>Loss of privilege/ISAP</td>
</tr>
<tr>
<td>Dress code violation</td>
<td>Change clothing/ISAP</td>
<td>Change clothing/ISAP</td>
<td>Change clothing/ISAP</td>
</tr>
</tbody>
</table>

## LEVEL II

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>1st Referral</th>
<th>2nd Referral</th>
<th>3rd Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Misbehavior</td>
<td>bus suspension, ISAP</td>
<td>Bus suspension, ISAP, OSS</td>
<td>Bus suspension, ISAP, OSS</td>
</tr>
<tr>
<td>Computer/Internet/E-Mail misuse</td>
<td>Suspension of computer privileges, detention and/or ISAP</td>
<td>Suspension of computer privileges, detention and/or ISAP</td>
<td>Suspension of computer privileges, detention and/or ISAP</td>
</tr>
<tr>
<td>Leaving campus without permission</td>
<td>ISAP</td>
<td>ISAP</td>
<td>OSS</td>
</tr>
</tbody>
</table>

### NOTES ON DISCIPLINARY ACTIONS

- All referrals can be cumulative and consequences can increase.
- Not attending assigned punishment will result in progression of disciplinary action.
- After either a suspension or assignment to ISAP has occurred, a parent or guardian is encouraged to meet with the principal, and any teacher/staff member involved with the previous infraction. A conference may be required for a student to return to school for some infractions.
- Any student who quits school while a discipline procedure is taking place must fulfill the consequences for the infraction before re-enrolling at GRCHS or after re-enrolling - whichever is appropriate.
**SECTION 25: Penalty Matrix**

### LEVEL III

<table>
<thead>
<tr>
<th>Violation</th>
<th>1st Referral</th>
<th>2nd Referral</th>
<th>3rd Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>The principal has the right to increase or decrease the level of punishment based on the circumstances.</td>
<td>ISAP(5 days) Suspension Court Referral Expulsion Referral Parent Conference</td>
<td>ISAP(5 days) Suspension Court Referral Expulsion Referral Parent Conference</td>
<td>Suspension Court Referral Expulsion Referral Parent Conference</td>
</tr>
<tr>
<td>Fighting or instigating a fight</td>
<td>3 days OSS Criminal complaint filed with juvenile/district court</td>
<td>5 days OSS Criminal complaint filed with juvenile/district court</td>
<td>5 days OSS Criminal complaint filed with juvenile/district court</td>
</tr>
<tr>
<td>Hostile or insubordinate behavior (Defiance/Profanity) toward authority</td>
<td>3 days OSS</td>
<td>5 days OSS Criminal complaint filed with juvenile/district court</td>
<td>5 days OSS Criminal complaint filed with juvenile/district court</td>
</tr>
<tr>
<td>Racial bigotry or intolerance</td>
<td>3 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theft and/or possession of stolen property</td>
<td>3 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vandalism</td>
<td>3 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recording a crime and/or posting recorded crime to the internet</td>
<td></td>
<td>1 days OSS Possible Criminal complaint filed with juvenile/district court</td>
<td></td>
</tr>
</tbody>
</table>

### LEVEL IV

<table>
<thead>
<tr>
<th>Violation</th>
<th>1st Referral</th>
<th>2nd Referral</th>
<th>3rd Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>The principal has the right to increase or decrease the level of punishment based on the circumstances.</td>
<td>These offenses shall carry a 10 day suspension, loss of driving privilege, police notification and may carry a recommendation of Expulsion Referral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol possession or use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson (setting fires or burning materials)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bomb threats</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Driving Recklessly</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Drug paraphernalia possession or use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug possession or use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug/alcohol trafficking</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Extortion</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>False Fire alarm sounded</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Fireworks possession or use</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Gang-related activity</td>
<td></td>
<td></td>
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<tr>
<td>Sexual Misconduct</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terroristic threatening</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noxious substance discharge in building or bus, not used as a weapon (Stink bomb, Pepper Spray, Personal Defense Spray)</td>
<td>Minimum 10 days OSS and a recommendation for expulsion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons possession or use</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All listed offenses are 10 days OSS, with possible recommend for expulsion
Student parking is located on the Southwest side of the building by assignment only. Eligible students must display a designated “RED LOT” parking tag. Priority placement shall be awarded to those with high academic standing.

Students who disregard Student parking lot behavior rules may lose their parking privileges indefinitely.

- 7th Tardy to school, or
- 5th Disciplinary Referral, or
- 6th unexcused absence in a school year will result in the loss of a parking permit for the remainder of the year.

See page 30 for complete details.
SECTION 27: infinite Campus Parent Portal

Creating Parent Portal Account with GUID

STEP 1- Click on Student/Parents.

STEP 2- Click on IC Parent Portal.

STEP 3- Locate First time using Campus Portal.

STEP 4- Click on CLICK HERE if you have been assigned a Campus Portal Activation Key.

STEP 5- Please enter the GUID in the Activation Key.

STEP 6- Click Submit.

STEP 7- You will then be prompted to create your own username and password.

STEP 8- Click on Create Account.

Infinite Campus Parent Portal

Parent involvement is crucial to student academic success. The Parent Portal is a tool for you to stay informed and engaged in your child’s education. The Parent Portal gives parents and guardians access to:

- View your child’s grades and transcript
- See your child’s schedule
- Monitor your child’s attendance
- Communicate with your child’s teachers
- Print missing assignment reports

To set up a username and password you will need to:

- Contact your student’s school attendance clerk.
- They will give you a GUID number and a user-friendly guide that will walk you through the process of creating your username.

Infinite Campus is now Mobile. The Mobile App allows users with Apple or Android devices to access the portal quickly with a user-friendly interface. You can set personal preferences for push notifications so you stay informed about things like attendance and grades.