



**Grant County  
High School**

**Student Handbook  
2020-21**

# GCHS ADMINISTRATION

<b>Clay Mattingly</b>	Principal
<b>Larry Butler</b>	Associate Principal
<b>Scott Draud</b>	Assistant Principal
<b>Nicole Davis</b>	Assistant Principal
<b>Laura Smith</b>	Director of Eagle Creek Alternative Program
<b>Nick Warren</b>	Counselor
<b>Jodi Mulligan</b>	Counselor
<b>Dave Schneider</b>	Counselor
<b>Sonia Guffey</b>	Curriculum Specialist
<b>Leigh Simpson</b>	Curriculum Specialist

## GCHS SITE-BASED DECISION MAKING

<b>Clay Mattingly</b>	Chairperson
<b>Erin Butler</b>	Teacher
<b>John Hardy</b>	Teacher
<b>Amy Robinson</b>	Teacher
<b>Trudy Bitler</b>	Parent
<b>Dawn Viebrooks</b>	Parent

The purpose of the Student Handbook is to provide a general understanding of the procedures and policies that govern Grant County High School. We hope the information presented will clarify policies and make procedures easier to understand. Due to publishing deadlines some information, policies, and/or procedures may not be accurate at time of printing.

We hope that you will participate in many of the programs and activities available to Grant County High students. Since no handbook can answer all the questions that may be raised by students and parents during the year, you are encouraged to call upon teachers, guidance counselors and/or administrators for information

## WELCOME TO GCHS

Dear Students and Parents:

The administration, faculty, and staff would like to take this opportunity to welcome you to Grant County High School. The information in this packet is meant to help you have a successful and rewarding educational experience this year. Please take time to read over this document carefully. It will help you to get off to a good start this year. If you have any questions, please feel free to contact the school. Again, welcome to GCHS and we hope you have a great year!

Sincerely,  
Clay Mattingly  
Principal

## MISSION STATEMENT

Grant County High School will create positive relationships that actively engage all with rigorous, student centered instruction that results in success.

## VISION

Students Success through College and Career Readiness

### **Braves Fight Song**

We are the Grant County Braves!  
Fight, win and conquer all the way!  
Victory is our battle cry  
We'll take them on and seize the day!  
Go G.C.  
Raise your tomahawks up with pride!  
Blue, Gold and White let's fight!  
Tribe go forth with all your might and bring home a victory.



## **ATTENDANCE**

Students are expected to be in school and on time. First period begins at 8:10 am and the school day ends at 2:55 pm. Students absent from school longer than three consecutive days can request work be collected from their teachers and picked up from the front office. Students with an excessive number of unexcused tardies and absences may be prohibited from attending extracurricular events or school functions. This could include: dances, senior year activities, loss of parking privileges, and participation in graduation activities.

### **Valid reasons that a student may be excused:**

- a. Illness of student (6 parent notes excepted for the entire school year). After the 6<sup>th</sup> parent note a doctor's note, hospital note, or funeral note must be submitted for the absence to be excused. After the 10<sup>th</sup> doctor's note, a Medical Excuse Form must be completed by the doctor.
- b. Death in the immediate family (Funeral or Hospital note must be submitted)
- c. Doctor's Appointment for the student
- d. Orders of the court
- e. Driver's License Test
- f. Farm work limited to the harvesting or housing of the student's crops and the crops of the student's parent
- g. One (1) day for attendance at the Kentucky State Fair (Receipt from fair must be submitted)
- h. Documented Military Leave
- i. One (1) day prior to departure of parent/guardian called to active military duty
- j. One (1) day upon the return of parent/guardian from active military duty
- k. 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
- l. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities

### **Unexcused Absences:**

- a. Working
- b. Missed bus
- c. Vehicle broken down
- d. Suspension
- e. Overslept
- f. Out of town
- g. Juvenile detention/jail
- h. Personal business

## CHECK-IN/CHECK-OUT POLICY

### Tardy to school – Check-in or Check-out

Due to Current COVID-19 Restrictions, this section has been changed temporarily

1. If the student arrives late to school, the parent/guardian or the student will follow the correct protocol.
2. Call the school and inform the front office that the child has arrived on campus:
  - a. **Grant County High School 859.824.9739**
  - b. Inform school staff of student's name and make/model of vehicle
  - c. If student driver - inform of name
3. Pull to the main entrance of the school and wait in your vehicle until school personnel exit the building to take the child's temperature.
4. If temp is below 100.4, they will be escorted into the building and signed into school for the day.
5. If temp is 100.4 or higher, school personnel will attempt a second temperature check.
6. If the second temperature check is still 100.4 or higher, the parent/guardian will take the child home for the day.
7. A student is never allowed to leave school grounds without approval from a parent or legal guardian and then must sign out in the attendance office.
8. Students must bring written permission from their parent/guardian to check-out of school. These notes must contain a phone number where the parent may be reached. The notes must be turned in at the beginning of the school day because they will be verified before the student can leave.
9. If students feel ill and wish to check-out, they must see the nurse in the Care Room first. If the nurse feels the student needs to go home and is going to excuse the absence then she will speak to the parent or guardian.
10. Three (3) tardies equal one whole day absent
11. A tardy may be excused with a parent or doctor's note, but please remember one tardy counts as one parent note and you only have six to use for the entire year.

All excuses can be turned in to the attendance office. Parents will be notified by letter when a student has 3, 5 and 9 absences. All principals and the Youth Service Center will be notified so they may help the student improve his/her attendance in order to avoid disciplinary action.

Students are required by law to attend school. When a student reaches a total of 9 unexcused absence events this violates the compulsory attendance laws (KRS 159), then he/she will have truancy charges filed with the court through the Director of Pupil Personnel (DPP).

## TRUANCY DIVERSION PROGRAM

Students who are truant (missing 5 or more unexcused days) will be referred to the Truancy Diversion Program. Students and parents will be required to meet with a review team. The review team consists of the Director of Pupil Personnel (DPP), a Court Designated Worker (CDW) and a member of the schools Youth Service Center. The

team will review the causes for the student's attendance issues. The purpose for the team is to improve the attendance of the student therefore keeping him/her out of Family or District Court.

### **NO PASS/NO DRIVE LAW - KRS 159.051**

Any student who is deemed academically deficient will not receive a School Compliance Verification Form to get their Learners Permit or will have their driver's license/permit revoked or suspended. The student is considered academically deficient if they meet any one of the following:

1. Drops out of school
2. Does not have passing grades in at least 4 courses in the preceding semester
3. Has 9 or more unexcused absences in the preceding semester.

### **VISITORS TO OUR SCHOOL**

**Due to Current COVID-19 Restrictions, this section has been changed temporarily**

Visitors will not be permitted inside the school buildings during COVID unless considered outside agencies that need to meet with students.

Items will not be able to be brought inside the school for students during the instructional day. If for some reason, a parent needs to get an item to a student, the parent should call the front office, and school staff will come to the vehicle to retrieve the item. Students will not be interrupted during the instructional time to be given items.

Here at GCHS we do encourage you to volunteer, if COVID restrictions allow. If you wish to volunteer, you **MUST** schedule a time with our YSC director prior to the day you want to volunteer. You will not be allowed to volunteer without an approved background check. It is your responsibility to make sure your background check is current!

Visitors who are not authorized are loitering and can face a misdemeanor charge of trespassing and a fine.

### **PHONE CALLS**

During instructional time at school (8:10 A.M. – 2:55 P.M.), we will **NOT** transfer any phone calls to a classroom. We do not, and will not, interrupt instruction. We will put the phone call into the teacher's voicemail.

### **PARENT PICK-UP**

Students are dismissed at 2:55. Please remember that if you plan for your child to be parent pick-up, you must follow the parent pick-up procedures. Parents are expected to utilize the lot to the right of the school for parent pick-up. Please park in a parking spot and wait for your student to arrive at your vehicle.

### **SITE-BASED COUNCIL**

Grant County High School is a Site-Based Decision Making School. This means our school has a local School Council made up of two (2) parents, three (3) teachers, and the principal. The parent representatives are nominated and elected to the Council by parents of Grant County High School students. The teacher representatives are nominated and elected by the teachers who work in the school. The principal is on the Council by state law as the educational leader of the building. The function of the Council is to serve as a policy making body for the school and through this policy to improve the instruction and learning that takes place in the school.

### **SCHOOL INSURANCE**

This year all K - 12 students who attend any Grant County School will be covered by insurance purchased by the Board of Education. This policy will cover students while they are in attendance during regular school hours. This policy will also cover students who participate in any organized and supervised extracurricular activity sponsored by the school and/or Grant County Board of Education.

**Remember,** these coverages are secondary coverage. They only pay after the primary coverage has been used by the child's family. The family's health insurance pays first, if any other payments need to be made, the school insurance will kick in after that and pay within limits of the policy.

If an accident should occur, custodial parents should obtain an insurance claim form and take this form to their family doctor.

### **FINANCES**

All students are responsible for financial obligations to the school. Such obligations include, but are not limited to, book fines, damaged classroom materials, and lost or damaged textbooks. The principal shall set a deadline for meeting such obligations.

### **OUTSIDE FOOD**

Students will not be allowed to have outside food brought into the school during the school day. Students have the opportunity to pack their lunch or purchase lunch through our food services (cafeteria) during their lunch block. Students will not be interrupted during the instructional day to be given food. Students are not allowed to eat lunch in areas other than the cafeteria.

### **SCHOOL BUS TRANSPORTATION**

It is the parents' responsibility to read the Transportation Handbook given to each child at the beginning of the school year. This handbook contains the rules and regulations for school bus travel. It also contains consequences for any misbehaviors which may occur. It is very important that you and your child read and understand these conditions for using the transportation system provided by Grant County Schools. There is a sign-off sheet for you and your child in the handbook.

## **STUDENT DISCIPLINE CODE**

During the 1998 Kentucky Legislative session, the legislature passed House Bill 330 which the governor signed into law thus becoming the School Safety Law. In this law, each school board is directed to develop and adopt a district Student Discipline Code. The Grant County School Student Discipline Code of Conduct is available on the District website. Parents/guardians were able to review and sign when updating registration through Infinite Campus online enrollment.

Please note that it is in violation of school procedures for students to video record other students engaging in activities that are against school policy such as physical altercations or bullying behaviors. If this occurs, the recording device will be confiscated and retained until the investigation is complete. The device will only be returned to the parent or guardian.

Please review the Code of Conduct with your child and return the slip indicating it has been read and reviewed to the school.

## **TITLE IX**

No student of the Grant County School district shall be discriminated against because of age, color, disability, parental status, marital status, race, national origin, religion, sex or veteran status.

Parents, guardians, and students have the right to file complaints to the Grant County School district concerning any alleged discriminations. An alleged grievance must be filed in writing fully setting out the circumstance giving rise to such grievance. Such claims must be filed with:

Heather Clay, Title IX Coordinator  
Grant County School Board  
505 S. Main Street  
Williamstown, KY 41097  
(859) 824.3323

## **2020-21 GCHS SCHOOL DAY SCHEDULE**

8:10-8:35	Tribe Time
8:40-9:45	1 <sup>st</sup> Period
9:50-10:55	2 <sup>nd</sup> Period
10:55-12:35	3 <sup>rd</sup> Period
10:55-11:15	1 <sup>st</sup> Block Lunch
11:15-11:35	2 <sup>nd</sup> Block Lunch
11:35-11:55	3 <sup>rd</sup> Block Lunch
11:55-12:15	4 <sup>th</sup> Block Lunch



12:15-12:35            5<sup>th</sup> Block Lunch  
 12:40-1:45            4<sup>th</sup> Period  
 1:50-2:55            5<sup>th</sup> Period

### STUDENT DRESS CODE

In the interest of promoting a safe, united, and orderly learning environment, Grant County High School students are to adhere to the following as it pertains to their school dress and appearance:

Acceptable	Not Acceptable
<p><b>Pants/Skirts</b></p> <ul style="list-style-type: none"> <li>• Must be worn at the waist</li> <li>• Belt must be worn if needed to hold pants up</li> </ul> <p><b>Shorts/Dresses</b></p> <ul style="list-style-type: none"> <li>• Must be less than 2" above the knee.</li> </ul> <p><b>Shirts/Tops</b></p> <ul style="list-style-type: none"> <li>• Sleeveless shirts must have fabric that extends from the neck to the shoulder.</li> </ul> <p><b>Shoes</b></p> <ul style="list-style-type: none"> <li>• Must be worn at all times for safety reasons.</li> </ul> <p><b>Masks</b></p> <ul style="list-style-type: none"> <li>• All students must wear a mask, when in the building, Masks can be of a solid color, pattern or graphic that is acceptable.</li> </ul>	<p><b>Pants/Skirts</b></p> <ul style="list-style-type: none"> <li>• No holes in jeans higher than 2" above the knee</li> <li>• No sagging pants</li> </ul> <p><b>Shirts/Tops</b></p> <ul style="list-style-type: none"> <li>• No spaghetti straps, tank tops, halter tops, tube tops, racer-backs or sleeves cut-off.</li> <li>• No see through or sheer material.</li> <li>• No slogans or statements</li> </ul> <p><b>Masks</b></p> <ul style="list-style-type: none"> <li>• Any student wearing a mask with an inappropriate message or graphic, will be given a replacement mask to wear and will be subject to disciplinary consequence.</li> <li>• No slogans or statements</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• No bandanas, scarves, or gloves</li> <li>• No sunglasses</li> <li>• No hoods, hats or other head covering</li> <li>• No offensive language, logos, pictures, etc.</li> <li>• No blankets, capes or flags can be worn</li> <li>• No jewelry with sharp edges, points or chains</li> <li>• No alcohol, tobacco or drug related references.</li> <li>• No coats or jackets in the cafeteria serving area.</li> </ul>

\* Know that student dress and appearance shall be appropriate at all times and shall not be disruptive to the educational process. The appropriateness of a student's clothing is left solely to the discretion of school administration.

### **STUDENT MEDICATIONS**

We know from time to time that students may have to take medication at school. Our school nurse is available approximately six (6) hours per day to assist students with their medication. When bringing medication to school for your child, please make sure the medication is in a prescription bottle as given to you by the pharmacist. At the back of this book, there is a medication form that must be completed for your child if he or she is to be administered to your child a school. Do NOT send the medication to school by your student. It must be dropped off by the parent/guardian with the signed medication form from the doctor.

### **STUDENT PARKING PROCEDURES**

Students eligible to drive will need to fill out documents and turn in proper paperwork to GCHS, Ms. Sarah Connelly in room 127. Students not in compliance with GCHS parking guidelines may lose their parking privileges.

### **DISMISSAL OF STUDENTS FROM SCHOOL**

1. As part of the back-to-school orientation process, principals are to require that the custodial parent/guardian supply the school with written instructions regarding the students' regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. The student enrollment process cannot be completed until this information is on file in the office of the principal.
2. Any deviation from the custodial parent/guardian-supplied release process **MUST** be given in writing to the school and approved by the principal/designee prior to the student departing school in another manner. Per the Grant County Board Policy (06.33), a bus pass will only be written for students grade 9-12 for places of employment or extracurricular activities at another school in the district. **NO BUS PASS REQUESTS WILL BE TAKEN BY SCHOOL PERSONNEL OVER THE PHONE.**
3. The school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student. Custodial parents/guardians should be notified of this agreement at the beginning of the year in an effort to avoid confusion and controversy.

**RELEASE OF STUDENTS AND STUDENT INFORMATION TO DIVORCED,  
SEPARATED, OR SINGLE PARENTS**

**Grant County Board of Education Policy 09.12311**

The Board shall release the student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

Release of the student or information concerning the student to a single parent or a divorced/separated parent will be accomplished according to the following procedures:

Unless the school has been informed and given evidence of state law or court order concerning the status of the student:

1. both parents shall have equal access to any information concerning the students,
2. both parents shall have the right to release of the student under their care.

**Grant County High School Student Expectations**

**Due to Current COVID-19 Restrictions, this section has been changed temporarily**

**Starting the School Day:**

1. Students will enter the building through the appropriate entrance.
2. Students will have the opportunity to purchase “breakfast on the go” from food services.
3. Once students have entered the academic wing, “breakfast on the go” is no longer an option.
4. Students will only be permitted to take school-purchased food items into the academic wing.
5. Students will report directly to Tribe Time locations.
6. Students will throw away all food items and trash into appropriate containers.
7. Students will be in classrooms prior to 8:10 am.
8. Students in the hall after morning bell will report to the front office to receive a tardy slip.
9. Students will have no more than five minutes to report to class after tardy slip has been issued.

**During the Instructional Day:**

1. Students are expected to remain in class.
2. Students will arrive to class on time.
3. Student will not use electronic devices during instructional time. Students must have completed and submitted all necessary coursework/paperwork in order to utilize technological devices on school grounds. Student rights may be revoked if it is determined that the user is engaged in unauthorized activity or is violating *the Acceptable Use Policy*.

**Lunch Procedures:**

1. Students will have the opportunity to use the restroom before or after lunch.
2. Students are to arrive to the cafeteria on time.
3. Students are to remain quiet in the hallway as they transition to the cafeteria.
4. Students are to enter the designated cafeteria doors.
5. Students are expected to remain in the cafeteria until the bell rings for dismissal.
6. Students are expected to remain seated unless throwing away trash.
7. Students will throw away all food items and trash into appropriate containers.
8. Students will sit one person per seat.
9. Students will need permission from teacher or administrator (in the cafeteria) in order to leave during lunch time.

**Ending the School Day:**

1. Students are expected to clear the academic wing at dismissal unless they are reporting to after school detention, practice or tutoring.
2. Students are expected to exit the building promptly, using the appropriate exit depending on their status as a car rider, driver or bus rider.
3. Students are expected to report straight to afternoon buses or designated supervised areas.
4. Students entering the student parking lot must use school crosswalk located outside of gym lobby entrance.
5. Students staying for specific after school activities will need to report directly to their supervisors.

**Miscellaneous:**

1. No bus passes will be issued in 2020-21.
2. Students are expected to remain quiet while working in the library.
3. Students are expected to follow all school expectations at all school functions.

**Assembly Procedures (If and when allowable under COVID 19 Restrictions):**

1. Students are expected to remain with class/grade level when being dismissed to the assembly.
2. Students are expected to remain respectful in the hallway as they transition to the assembly.
3. Students will not take food or drink into the assembly.
4. Students are expected to sit in their individual seat attentively.
5. Students are expected to be an active listener and participant during the assembly and refrain from any conversation or behavior that is disruptive.
6. Students are expected to remain in their individual seats after the presentation until announcements are made for dismissal from assembly.
7. Students are expected to remain respectful in the hallway as they transition to the designated area.

**Tribe Time:**

1. Students are expected to arrive to class on time.
2. Students are expected to follow the “instructional day” procedures.
3. Students are expected to be an active participant during class and complete all tasks assigned by the teacher

### **Tribe Time Period-Club Days:**

1. Students are expected to see their Tribe Time teacher BEFORE leaving for the club meeting for attendance purposes.
2. Students attending club day events are expected to report to club location on time.
3. Students attending club day events are expected to behave and dress according to the student code of conduct and the code of conduct provided by club facilitators.
4. Students involved in clubs and organizations are expected to receive and carry a membership card to keep on hand in order to attend club meetings.
5. Students are expected to sign in at meetings as a means to record attendance.
6. Students who are not involved in club meetings are expected to remain in their Tribe Time class.

## **School-Wide Classroom Behavioral Expectations**

### **Tardies:**

A student is tardy when the bell has rung and they are not inside the classroom door.

- Any excused tardy must be accompanied by a legible and legitimate note

### **Entering the classroom:**

- Be in the classroom on time with your materials

### **Participation**

- Student participation is mandatory throughout the entire class period.
- Be prepared by bringing all materials to class.
- Stay alert and must stay awake

### **Class Dismissal**

- The teacher dismisses all students at the end of each class period, not the bell.
- Students will stay in the classroom and clear of the doorway.

### **Late Work**

- You will be given the opportunity to make up work due to absences. It is the student's responsibility to contact teacher to receive missing assignments.

### **Tornado Drills / Fire Drills / Earthquake Drills**

- Follow all emergency procedures for your classroom

### **Grading Scale**

- GCHS utilizes Standards Based Grading for most courses. If the course does not use this system, the teacher will provide that information in the course syllabus.
- The grading scale has changed for this year and is consistent for all of Grant County public schools.

100- 90 A

80-89 B

70-79 C

60-69 D

### **Electronic Devices in the Classroom**

Student devices, such as cell phones, gaming devices, earbuds, headphones, etc., **are not to be in use in the classroom, during instructional time from bell to bell.** The only exception that will be permitted is when a teacher has directed students to use personal devices for an instructional activity. **Students may use devices before or after school and at lunch.** Teachers will notify administrators through an online referral when students have failed to meet expectations regarding electronic devices. Students receiving referrals will receive a consequence for disruptive behavior.

Students are not permitted to record audio or video of staff or students without permission. In addition, students who are found to be recording or sharing a recording of students engaging in behaviors that are against school policy (such as bullying or fighting) will receive a disciplinary consequence, and the device will be confiscated. The device will be returned only to the parent/guardian of the student and the student may lose the privilege of possessing an electronic device on school grounds.

## **Student Handbook and Student Expectations Agreement 2020-21**

I have read this document (*found on the district website [www.grant.kyschools.us](http://www.grant.kyschools.us)* ) and understand the policies and procedures for all classrooms. I am also aware that it is my right to request a meeting at any time during the year to discuss the enforcement of these rules and policies or any other issues related to class.

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Student Name

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Student Signature and Date

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Parent/Guardian Name

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Parent/Guardian Signature and Date

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Parent/Guardian Daytime Phone #

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Parent/Guardian Evening Phone #

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Parent/Guardian Email Address