



2022-2023  
**STUDENT**  
**HANDBOOK**

# SEEK AND YOU WILL FIND

## CRITTENDEN COUNTY HIGH SCHOOL



School Contact information	3
Principal's Message	4
Mission & Core Values	5
Bell Schedules	6
School Calendar	7



Knowledge	34
Curriculum Requirements (Class of 2022+)	35
Report Card Schedule	36
Rocket Way Snow Days & Remote Learning	37



Responsibility	8
Take Care of Yourself	9
Take Care of Each Other	10
Take Care of This Place	11
Stand Up/Speak Out	12
Behavior Expectations	13
Bus Expectations, Arrival & Departure	14
Attendance Expectations	15
Dress Code	17
Technology Expectations	19
Additional Expectations	20
Consequences	22
Detention	22
Behavior Matrix	23



Effective Communication	38
Media Center	39
Communication	40
Office Staff Contact Information	40
Faculty Contact Information	41
Home-to-School Communication	42



Optimism	25
Rituals & Traditions	26
The Penguin Oath	27
Senior Week	28
Student Co-Curricular Involvement	29
Athletic Involvement	31



Triumph	43
Honors & Ceremonies	44
Governor's Scholars Program	45
Governor's School for the Arts	45
Commonwealth Honors Academy	45
Gatton Academy	46
Craft Academy	46



Community	31
House Structure	32
Student Supports	333
Crosswalk	
Student Aides	
Mountain Care Comprehensive Center	
Care Connect Groups	
Individual Learning Plans	
Courtesy	



Self-Discipline	47
Learning Expectations	48
Academic Ready	50
Career Ready	51
Work Ready	52
Career Pathways	53
Early Graduation	54
School Parent Compact	55

The information contained in this handbook has been carefully prepared and presented so that it will be of benefit in helping students adjust and become an integral part of our school. All students and parents are responsible for knowing and abiding by the procedures and regulations in the Student Handbook.

# IMPORTANT INFORMATION

## PHONE NUMBERS

**Crittenden County High School**  
270-965-2248

**School Fax Number**  
270-965-2797

## SCHOOL ADDRESS

**Crittenden County High School**  
519 ½ West Gum St  
Marion, KY 42064

## SCHOOL WEB ADDRESS

[www.crittenden.kyschools.us](http://www.crittenden.kyschools.us)



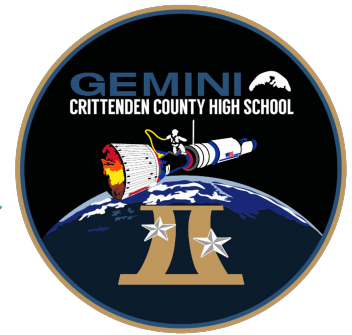
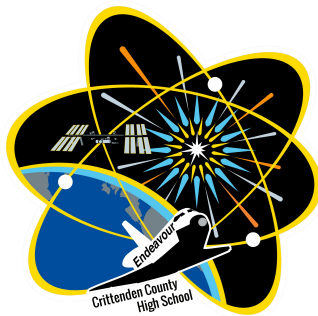
School Leaders	Other Leaders	Leader Support	College & Career Leaders
Principal Dr. Melissa Quertermous	Instructional Supervisor Lacey Schrock	Staff Support Secretary Kathy Harris	CCR Coach Callie Courtney
Assistant Principal Brian Wynn	Family Resource Center Crystal Wesmoland	Receptionist Brooke Hunt	Todd Merrick West KY GEAR UP CCR Coach
Guidance Counselors Stefanie Shoulders Laura Poindexter	Crosswalk Learning Center Jeff Hughes	Bookkeeper Carol Perry	

## Crittenden County High School History

Although a state school system was established in 1838, little progress was made in Crittenden County until 1849 when steps were taken to organize common schools in the county. Four high schools operated in the county -- Frances, Tolu, Mattoon and Shady Grove -- until they consolidated into Crittenden County High School in 1950-51. In 1958, Marion City School merged with the county system. The current high school building was constructed in 1975 with the addition of an annex in 1998 and Rocket Arena in 2003.

The county's namesake, John J. Crittenden, was a lawyer and ambitious politician for the state of Kentucky. He served as Kentucky's governor, US Representative and several terms as a US senator during the mid 1800s. He is most known for the Crittenden Compromise proposed in the Senate in 1860 which tried to abate the Civil War and restore the Union. Mr. Crittenden, a conservative, was cordial and dignified and most captivating in his public speeches. He lived a life of service to personal liberty and opportunity that we seek to sustain in our local community.





**W**ELCOME BACK TO CCHS! We are so excited to have each of you back in the building or at CCHS for the first time. It has been a noisy, dusty, busy place since May. While you have been on summer break, construction crews and custodial staff have worked hard to remodel the upstairs and downstairs restrooms, remodel the upstairs science labs, create a family/unisex restroom, install an elevator, and clean, paint, and much more to make our building better. I'd like to give a special shout-out to our art teacher, Mrs. Rodriguez, for her amazing artwork she added to our cafeteria. Let's honor their hard work by taking care of our facilities.

Please note that some things have changed in our handbook policies for this year. Pay special attention to our dress code and technology expectations. We want you safe and able to focus on learning and growing while you are here.

The last two years have definitely been a challenge, but it's time to re-focus and re-engage in learning. The first step is to be present, physically and mentally, and be on time. On time means that you are in your 1st block class and ready to learn by 7:50. If you arrive at 7:50, you are late. Ensure that you have time to get to your locker and to your class.

As always, Mr. Wynn, Mrs. Shoulders, Mrs. Poindexter, and I have an open-door policy. Our doors are always open to students. If we aren't available, please send us an email. We are here to help make sure you are successful and safe. Let's make CCHS a place where everyone is respected, accepted, and valued.

Welcome back Rockets! Let's make this the most amazing year ever!

Dr. Quertermous  
CCHS Principal



# MISSION & CORE VALUES

Our school and district motto is Empower, Engage . . . Every Student, Every Day. Crittenden County High School is committed to providing a rigorous curriculum and building relationships with students that foster College and/or Career Readiness for all students.



## RESPONSIBILITY

We look to ourselves for what needs to be done and we take responsibility for our actions, our school, and our community.



## OPTIMISM

Everything we do begins with attitude; we choose a positive outlook. Optimism is what allows us to persist, to be resilient, and to inspire those around us.



## COMMUNITY

We hold each other to high standards with mutual respect. We solve problems by collaborating with each other. We listen, we ask questions, and we approach those around us with compassion, empathy, and trust.



## KNOWLEDGE

We strive to gain knowledge from everything we do. We always work to get better to support our community through creativity and critical thinking.



## EFFECTIVE COMMUNICATION

We have meaningful conversations to move our community forward. We effectively communicate our thoughts with powerful, persuasive, and polished language.



## TRIUMPH

We accept only the best of ourselves and each other. We celebrate hard work and the accomplishment of our goals.



## SELF-DISCIPLINE

No more excuses. We do what we *should* do, rather than what we *want* to do, with an end goal in mind.

# BELL SCHEDULES

## Monday-Wednesday Schedule

1st Block	7:55-9:25
2nd Chance Breakfast	Rotation Schedule
2nd Block	9:30-11:05
CC	11:10-11:20
3rd Block Lunch A Lunch B	11:25-1:25 12:00-12:25 12:30-12:55
4th Block	1:30-3:00

## Thursday-Friday Schedule

1st Block	7:55-9:20
2nd Chance Breakfast	Rotation Schedule
2nd Block	9:25-10:55
CC	11:00-11:30
3rd Block Lunch A Lunch B	11:35-1:30 12:00-12:25 12:30-12:55
4th Block	1:35-3:00

## 1 Hour Delay Bell Schedule

1st Block	8:50-10:10
2nd Block	10:15-11:30
CC	11:35-11:45
3rd Block Lunch A Lunch B	11:50-1:35 12:00-12:25 12:30-12:55
4th Block	1:40-3:00

## 2 Hour Delay Bell Schedule

1st Block	9:50-10:55
2nd Block	11:00-12:00
CC	NO CC
3rd Block Lunch A Lunch B	12:05-1:55 12:00-12:25 12:30-12:55
4th Block	2:00-3:00

# SCHOOL CALENDAR

## Crittenden County Schools

### 2022-2023 School Calendar

August 2022							September 2022							October 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
February 2023							March 2023							April 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2023							June 2023							July 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Regular Instructional Day	<span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> First & Last Day for Students	<span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Opening/Closing
<span style="background-color: #00FFFF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Holiday	<span style="background-color: #FFB6C1; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> District Planning Day	<span style="background-color: #800080; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Non School Day
<span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Professional Development		

Aug 23-24	Professional Development Day
Aug 25	Teacher Planning Day
Aug 26	Opening Day
Aug 29	First Day for Students
Sept 5	Labor Day
Oct 3-7	Fall Break
Oct 10	Teacher Planning Day
Nov 23-25	Thanksgiving Break
Dec 19-30	Christmas Break

Jan 2	Teacher Planning Day
Jan 16	No School
Feb 20	Professional Development Day
Apr 3-7	Spring Break
Apr 10	Teacher Planning Day
May 26	Last Day for Students
May 30	Closing Day
May 31	Teacher Planning Day
June 1	Flexible PD Day



# Responsibility

**We look to ourselves for what needs to be  
done and we take responsibility  
for our actions, our school,  
and our community.**

# TAKE CARE OF YOURSELF

## TCOY - TAKE CARE OF YOURSELF

In order to thrive within the rigorous CCHS learning environment, students are encouraged to strive towards healthy habits.

### Healthy habits include:

- ❖ Getting at least 8-10 hours of sleep each night. This will ensure that our scholars are well-rested and capable of focusing on lessons and coursework throughout the entire school day.
- ❖ Eating at least 3 well-balanced meals daily - starting with a healthy breakfast. Proper nutrition is essential to a scholar's ability to focus.
- ❖ Along with being prepared mentally and physically for school, scholars will experience less stress throughout the school day if they are consistently prepared with the materials they need for each of their classes.
- ❖ Making healthy lifestyle choices.



## MEDICATIONS AT SCHOOL

Students requiring medication during the school day must inform the nurse. When medicine is received in the front office, it must be in the original container and a medical card and record of distribution will be logged. The following must be received prior to any medication being administered at school:

1. Written order from a physician detailing the name of the drug, dosage, and time interval medications are to be taken. This written order must be completed on Form 09.2241 AP.21 "Permission Form for Prescribed or Over-the-Counter Medication."
2. Written permission from the parent/guardian of the student requesting that the school comply with the physician's order.
3. Medication must be brought to school and turned in to the nurse in a container appropriately labeled by the pharmacy or physician with the following information: student's name; date; medication name, strength, and dosage; directions for use including frequency, duration, and mode of administration; prescriber's name, address, and phone; and pharmacy name and address.
4. The nurse will not dispense aspirin or other non-prescription or over-the-counter drugs unless a written form has been signed by the student's legal guardian.
5. If a student is to receive over-the-counter medication for more than three (3) days, a health care provider must complete Form 09.2241 AP.21 as well.

## SPECIAL NOTE

Students are not allowed to be in possession of any over-the-counter medication, which includes ibuprofen, acetaminophen, or other like drugs; vitamins; supplements; cough drops; etc. Students may carry Epi-pens or emergency inhalers as prescribed by a physician.

## SCHOOL NURSE

Crittenden County High School has a school nurse who is available daily to service students' health-related needs.

- ❖ The primary responsibility of the nurse is to maintain healthcare records and to ensure staff members are trained appropriately to meet the health needs of the students in their care.
- ❖ The nurse can administer first aid and issue medications.
- ❖ All students must have emergency contact information and appropriate consent forms on file with the nurse to receive treatment. The nurse's office is not a hang out place and should be thought of as a service provided to students when they are in need of medical attention.
- ❖ Students who have a medical reason for visiting the nurse frequently must have documentation from an appropriate physician on file with the Nurse's office.
- ❖ Students should obtain a pass from their teacher before leaving a class to see the nurse, unless it is an emergency.
- ❖ Visits to the nurse will be monitored by the nurse, and students who are abusing this privilege will be reported to the principal or assistant principal.
- ❖ Students who are reported may lose their privilege to visit the nurse during class time because of the abuse of the privilege and can be given detention or ISD.

## HEALTH REGULATIONS

**Contagious Diseases:** No student having a contagious or infectious disease shall be permitted to attend school. If a student is known to have such disease, the student shall be sent home as soon as arrangements can be made with the parent/guardian. The student shall remain away from school until satisfactory evidence is presented from a physician or county health officer that the student is free of the disease.

**Immunizations:** Kentucky law requires any student enrolled in a public school to have a valid certificate of immunization on file at the school in order to be enrolled.

## HOME HOSPITAL

Homebound or home hospital occurs when the student is out of school for at least two weeks or 10 school days. Students must apply through the Central Office at the Board of Education by completing the appropriate forms and physician's statements. Students are given two weeks to complete assignments. Failure to do so will result in a zero for assigned work. Pregnancy, in itself, does not qualify as a homebound illness.

It may qualify per doctor's verification, if conditions are present that endanger the life of either the student or baby.



# TAKE CARE OF EACH OTHER

CCHS is a place where everyone belongs. **OUR CC GROUPS ARE SPECIFICALLY AIMED AT HELPING WITH THIS PRACTICE.** We take care of one another by being respectful, demonstrating empathy, and showing consideration of others through our actions. Our actions do not interfere with students doing their important job of learning and teachers doing their important job of instructing.

## 5 WAYS TO CARE FOR OTHERS (and help your CC classmates)

### SHOW EMPATHY

Put aside your viewpoint and try to see things from the other person's point of view. Consider their feelings.

### BE A ROLE MODEL

Demonstrate confidence and leadership. Communicate and interact with everyone. Show others you care.

### PERFORM RANDOM ACTS OF KINDNESS

Be on the lookout for ways to go out of your way for someone in need.

### VOLUNTEER

One of the most selfless acts anyone can do is donate their time and talents. If you see a problem, take action.

### USE YOUR GIFTS

You're here for a reason. Express your unique strengths, talents, and perspective to benefit everyone.

## CIVILITY (Board Policy 10.21)

The Crittenden County Board of Education invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. While it is not the Board's intent to deny any individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee. District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. cursing and use of obscenities;
2. disrupting or threatening to disrupt school or office operations;
3. acting in an unsafe manner that could threaten the health or safety of others;
4. verbal or written statements or gestures indicating intent to harm an individual or property; and/or
5. physical attacks intended to harm an individual or substantially damage property.

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves or others. In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not limited to, the following options:

1. hang up on a caller;
2. end a meeting;
3. ask the individual to leave the school;
4. call the site administrator or designee for assistance; and/or
5. call the police.

In general, courtesy means that we interact with one another in a positive, respectful way. Courtesy is a code that governs the expectations of social behavior. As a learning community, we must hold ourselves accountable for interactions that foster respect and trust. By doing so, students are given frequent opportunities to practice that which will further contribute to their college and career readiness.



# TAKE CARE OF THIS PLACE

We are proud to be part of such a wonderful school environment. Many hours have gone into improving the school over the summer months for both aesthetics and comfort. It is the job of all members of the CCHS community to help maintain our school environment by taking care of school materials, classrooms, hallways, and cafeteria, as well as our outside areas at CCHS.



## CARE OF SCHOOL PROPERTY

Students will be held responsible for the proper care of all books, supplies, devices, accessories, and/or equipment furnished to them by the district. Students who deface, damage, or lose school property shall be required to pay for the damage or loss.

All textbooks and instructional resources are furnished by the school and are the student's responsibility. The school is not responsible for textbooks or resources that are either lost or stolen from a student. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost. The teacher and student will note condition of books before issuing them to students. Students are then responsible for the condition of the books until they are returned to the teacher. Textbooks that are lost or damaged will be replaced by the parent/guardian. After textbook inventory, parents or guardians will be notified by CCHS staff of missing or damaged texts and the cost to repair or replace the textbook.

## LOCKER EXPECTATIONS

Students will have the opportunity to visit their lockers between each class period. Students are encouraged to take good care of their locker knowing they will be held responsible should any vandalism to their locker occur. Lockers with a combination lock are provided for students at no cost. Students are responsible for their own locker and possessions. The school is not responsible for stolen items. Students may use only the locker assigned to them and may not switch lockers with another student. All lockers are to stay locked unless the student assigned to the locker is retrieving supplies. The lockers are the property of the school and are subject to the Board's regulations and supervision. No reasonable expectation of privacy exists whenever probable cause indicates a search is necessary. **Rocket Arena lockers may only be used for PE and athletic events, such as practices and games. They are not to be used/accessed as regular lockers for storage of Chromebooks, books, backpacks, etc.**



## OFF LIMITS AREAS/AFTER REGULAR SCHOOL DAY

Students are not permitted access to any custodial/mechanical room or closet, teacher workroom/lounge, or any other area of the school campus without authorized staff permission and supervision. Students must have an authorized staff member present when utilizing any part of the school during or after school hours. Any school functions outside of normal school hours are under the jurisdiction of the district and school policies.

## ANIMALS

No animals, except for service animals, are allowed in the school building.

## CLOSED CAMPUS

CCHS has a closed campus. Students may not come in or leave without checking in or out of the school office in the proper manner. Students who leave the campus without permission or for reasons other than stated in their check-in/out log will face disciplinary action and will be considered truant.

# HARASSMENT/DISCRIMINATION/BULLYING

The Golden Rule passed by the Kentucky Legislature, popularly known throughout Kentucky as “Do unto others as you would have them do unto you,” shall be the model for improving attitude and the rule for conduct for all students attending the public schools in Kentucky. The breaking of the Golden Rule is harassment, intimidation, cyber bullying, or bullying which means a repeated verbal, nonverbal, electronic, or written communication transmitted, repeated physical acts committed, or any other repeated behavior committed by a student against another student, or against school staff members, on school premises, on school-sponsored transportation, or at a school-sponsored event with intent to injure, intimidate, alienate, or threaten another student or school staff member that results in: (KRS 153.441)

- (a) Physically harming a student;
- (b) Damaging or stealing a student’s/school staff member’s property;
- (c) Disrupting the orderly operation of the school; or
- (d) Creating a hostile environment that interferes with a student’s educational benefits, opportunities, or performance. This pertains to any form of bullying or cyber bullying that takes place on or off school premises that disrupts the learning environment of the school. This includes, but is not limited to, the following: Facebook, personal blogs, online chats, phone texting, Snap Chat, Twitter, Vine, etc.

Harassment/discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student’s education or creates a hostile or abusive educational environment.

“Bullying,” as defined by KRS 148.148, is any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process.

This above definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors and other illegal conduct of a sexual nature when:

1. Submission to such conduct by a student is made explicitly or implicitly a term or condition of a student’s status in school or his/her participation in school activities or organizations.
2. Submission or rejection of such conduct by a student is used as the basis for improving his/her status with other students or with staff, either in promotions/retention, academic work, student participation in school activities or his/her participation/membership in organizations.
3. And such conduct has the purpose or effect of interfering with a student’s academic work performance, his/her participation in athletic events or any other school activities and/or organizations or by creating an intimidating, hostile, or offensive school environment

## PROHIBITED CONDUCT

Conduct or actions prohibited under this policy include, but are not limited to:

1. Creation of a hostile environment within the school through verbal or written communications, gestures, electronic communication or physical acts that a reasonable person should know would cause a student to fear physical harm, intimidation, humiliation, or embarrassment.
2. Name calling, stories, jokes, pictures, objects or negative comments that are offensive to one’s gender, race, color, national origin, religion, or disability. This includes bullying/cyber bullying—both physical and psychological—which occurs on or off school property and disrupts the learning environment of the school
3. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
4. Members of one gender being subjected to sexual remarks by the other gender.



## PROCEDURES FOR VICTIMS OF HARASSMENT/DISCRIMINATION

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably possible, inform their teacher, guidance counselor, principal, or assistant principal of the incident. Within 24 hours of receiving a serious allegation of harassment/discrimination, school/district personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.



# BEHAVIOR EXPECTATIONS



## CAFETERIA EXPECTATIONS

Students must remain on campus for lunch. All students are required to go to the cafeteria at lunchtime, and should not leave the cafeteria without the cafeteria monitor's permission. Students are expected to use appropriate manners and follow cafeteria procedures. No food or drink advertising restaurants (McDonalds, DQ, Hardees, etc.) is permitted in the cafeteria. No food or drinks should be taken from the cafeteria.

1. Keep the chairs at their respective tables.
2. Take care of this place and throw away all of your trash.
3. Push in your chair.
4. Remind others to take care of the space should they not adhere to our standards of excellence .
5. Students may bring their lunch to school but no outside food should be delivered or brought into school during the course of the day.

## PARKING EXPECTATIONS/CONSEQUENCES

Students who possess a valid Kentucky Driver's License may drive to school. Driving to school is a privilege and drivers must take responsibility by knowing and obeying the following rules:

- Obey all rules regarding safety and safe driving.
- Observe the parking lot speed limit of 10 m.p.h.
- Students who drive must arrive at school on time.
- Upon arrival to school, students must enter school immediately and are not to return to vehicles for any reason until they are leaving school that afternoon unless they receive permission from office administration.
- Students who need to go to their vehicles must receive administrator approval and be accompanied by a staff escort. When students return to class, they must have a signed note from the administrator.
- Any vehicle parked in unauthorized areas will be towed away and subject to loss of driving privileges.
- Students must park in designated area at all times.
- All drivers will leave via a designated route.
- Student vehicles may not exhibit vulgar or inappropriate language, stickers, or pictures.
- Student vehicles may be searched in accordance with the search and seizure policy.

### Obtaining a parking permit:

Each student must register his/her vehicle each school year. Forms may be obtained from the front office. Each student will be assigned a parking tag to be displayed on the rear view mirror or dash. A \$5.00 fee will be required to receive a parking tag. Driving privileges will be suspended if unsafe operation of a motor vehicle on school grounds or streets bordering the school is observed. Driving privileges may also be revoked for students who have more than 4 tardies to school. Failure on the part of the student to accept his/her responsibilities will/may result in the loss of driving privileges for an extended period of time. If a student drives to school after parking privileges have been revoked, the car may be towed at the owner's expense.



## BUS EXPECTATIONS/CONSEQUENCES

All students are expected to obey the driver at all times and follow all bus safety rules to ensure safety for all students and the driver. Riding a bus is a privilege and not a guaranteed right. Students are to remain seated on all buses at all times until they reach their drop off point. Buses will not leave in the afternoon until all riders are seated. There is no loud talking or laughing, no tobacco related products (use or possession), no eating or drinking, no helium balloons, no floral arrangements, no glass objects or containers, and no animals. All students are to keep all extremities inside the bus at all times. Hands, feet, and arms are to stay inside the bus. Furthermore, all rules for school apply to riding a school bus as well. Students must enter the school immediately upon arrival by bus.



All notes for students to ride a different bus or get off at a different location must be signed by a parent and include a telephone number, turned in to the front office, and then picked up after the afternoon announcements. All notes will be verified by the principal or his/her designee and signed.

### Bus Misconduct:

Students who do not follow the rules for riding on the bus will be suspended from riding the bus. Because a student's actions on a school bus may endanger the lives of other students and the driver, misconduct on school buses will be dealt with more harshly than similar actions at school.



## VOCATIONAL SCHOOL TRANSPORTATION

Students enrolled in vocational school classes are transported to Caldwell County Regional Career Center by bus. If a student needs to drive for special events, permission must be granted by the parent, the high school principal and the vocational school principal.

## ARRIVAL/DISMISSAL

### MORNING ARRIVAL

Students should arrive at school no earlier than 7:25 AM when supervision of students begins. Students wishing to eat breakfast should go to the cafeteria upon arrival, but no earlier than 7:25 AM. No commercial breakfast (McDonalds, Dairy Queen, etc.) may be brought into the school building. No food should be taken from the cafeteria into the gym or other school areas. Outside of the cafeteria, students are allowed to have drinks in non-commercial containers. Students will be allowed into the high school at 7:30 AM. The tardy bell for first period will ring at 7:55 AM. Students who are not in class by 7:55 are considered tardy to school.

- Bus riders will enter through the MPR.
- Student drivers and walkers will enter through the doors by the band room.
- Students being dropped off in front of the school must do so between the white lines from the flagpole near the exit of the parking lot and the loading area in front of the Rocket. Morning drop-off will use one lane of traffic.

### REGULAR DISMISSAL FROM SCHOOL

Students will be dismissed at 3:00. Students will get their belongings and quickly and safely make their way to the appropriate exits.

- 1st bus riders, walkers, student drivers, athletes with after school practice will exit through the middle school gym.
- 2nd bus riders will go to the upper visitor bleachers in the MS gym.
- Student drivers and walkers will exit through the doors by the band room.
- Students being picked up in front of the school must do so between the white lines from the flagpole near the exit of the parking lot and the loading area in front of the Rocket. Afternoon pick-up occurs only in front of the middle school and will use two lanes of traffic depending on which direction parents wish to turn when exiting the parking lot. Students are to be picked up on school property.
- Athletes staying for games/practice will report to their coaches.
- Crosswalk attendees will report to Mr. Hughes.

Morning drop-off and afternoon pick-up **does not** occur in the following locations:

- behind/back of the school;
- Annex parking lot; or
- parking lot in front of the high school office.

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, will include the student's 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. **It is the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised.** If written instructions are not turned in to the front office prior to 7:58 AM, the student can be released only to ride home on the assigned bus or with the custodial parent/guardian. Because the time students spend at school is vital to their education, school authorities shall closely monitor early dismissals. CCHS maintains a daily log of students signing in late or signing out early and may 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.

# ATTENDANCE EXPECTATIONS

In accordance with the Crittenden County Board of Education, Crittenden County High School views the matter of student attendance as one of its primary concerns and believes there is a direct relationship between poor attendance and a lack of achievement. Students who have a strong attendance record generally achieve higher grades, enjoy school more, and are better adjusted to live successfully in society. Therefore, we encourage the active cooperation of teachers, students, parents, and administrators in maintaining a high level of student attendance. Attendance will be checked by class period. (BOE Policy 09.123)

## DETERMINATION OF TARDINESS AND ABSENCE

A full day of attendance shall be recorded for students who are in attendance 100% of the regularly scheduled school day. A tardy shall be recorded for students who are absent equal to or less than 149 minutes or 35% of the regularly scheduled school day. Anything more than 150 minutes will be considered a full-day absence.

## ABSENCES

**Crittenden County students will be allowed up to five (5) absences (days) for the entire school year to be excused with a written parent note.** Each day a student is absent counts as one parent note excuse. *(Example: If a student misses school from September 10-12 this uses three parent notes).* All absence events will be considered unexcused until the appropriate written note, excuse, or documentation is presented to the school. **These notes, excuses, etc. must be turned in to the school front office within five (5) days of the student returning from an absence or tardy event. Any student who is absent from school for more than five (5) consecutive days without a valid notification to the school shall be considered unexcused. Valid notification is defined as an approved contact from a parent/guardian.**

## MEDICAL/DOCTOR EXCUSE

Crittenden County Schools will excuse up to ten (10) absence events with a doctor/medical excuse. Any absence events due to medical reasons in excess of ten (10) will require the presentation of the Crittenden County Schools' Medical Excuse RX10 Form before it will be recorded as an excused absence. The RX10 forms will be available at the school, superintendent's office, and some medical facilities upon parent request. Doctor notes will be accepted only for the day of the recorded absence and days after the absence occurred, not before, as noted on the excuse.

## EXCUSED ABSENCE/DAILY TARDIES

Over the course of the school year, students will be allowed up to four (4) daily tardies, equal to or less than 35% of the instructional day, to be excused with a written parent note. Any daily absence event/tardy, other than the four (4) parent notes, will be excused from the following list:

- Death or severe illness in the pupil's immediate family. Immediate family shall mean brother, sister, mother, father, grandmother, or grandfather. The principal may recognize others as immediate family, depending on the circumstance.
- Court appearance by subpoena—verification may be required.
- Documented military leave.
- One day excused prior to departure of parent/guardian called to active military leave.
- One day excused upon the return of parent/guardian from active military duty.
- Educational enhancement opportunity pre-approved by school principal.
- Bus unable to make regular bus run because of weather related conditions.
- One day excused absence for attendance at the Kentucky State Fair.
- Partial-day absence event if the student becomes ill or injured during the school day and school administration advises the student/parent the student should leave school early.
- After exceeding the allowed parent notes and/or medical excuses, other valid reasons to be determined by the principal, assistant principal, DPP, or other designee, includes court excuses and driver's license.
- Student-planned skip- or walkout-days are not authorized or approved by Crittenden County Schools. Any absence occurring on one of these student-planned days will not be excused without a RX10 medical form or other demonstrated valid excuse.
- Participation in school-sponsored co-curricular activities, as approved by Board Policy, are not considered absences.
- **Dress code violations and/or disciplinary actions are not considered an excused absence.**

## ABSENTEE PROCEDURE

Upon returning to school after an absence, students must present their written excuse to the front office. The principal/designee will record in Infinite Campus whether the absence or tardy is excused or unexcused. **An excuse will be accepted up to five school days after the student's original date of return.** Failure to adhere to this requirement will result in the student's absence being recorded as "unexcused." Students in Crittenden County Schools will be allowed up to four (4) daily tardies to school to be excused with a written parent note. Students who check out and do not provide the office with a valid excuse will automatically receive a parent note excuse for that absence as long as the student has not exceeded the five (5) parent note limit.

# ATTENDANCE EXPECTATIONS

## CHRONIC ABSENTEEISM

Chronic Absenteeism is defined as missing 10% or more of the school year, at any time throughout the year, for any reason (including excused and unexcused absences). Students who are chronically absent as early as September will be excluded from non-essential events at CCHS until enough days have been attended for students to no longer be chronically absent. Students who are chronically absent may also be required to attend Crosswalk daily. There is an appeals process available.

Examples of Non-Essential Events: field trips; dances (such as Homecoming and Prom); extracurricular & Co-curricular Activity Participation (including clubs); celebrations (Homecoming Week activities, Senior Week [excluding graduation]); Co-Op/EBW; campus parking privileges

## CHECK-IN/CHECK-OUT

A student will be allowed to check out if the parent/guardian with legal custody comes to the office to sign the student out. Students may also be signed out by persons who are listed under the Medical/Emergency Check-Out Information list that is provided on the Medical/Emergency Information form. In cases of divorce or legal separation, only the parent/guardian with legal court custody will be permitted to check the student out of school unless the legal parent/guardian has listed the non-custodial parent on the Medical/Emergency Check-Out list. Non-family members under the age of 21 will not be permitted to check the student(s) out of school.

While under the household of parents/legal guardians students, may not check themselves out during school hours **regardless of age**. The office staff will not add to any student's check-out list via a phone call or written note. Custodial parents/guardians must physically come to the office to add or remove names from the check-out form.

## TRUANCY DEFINED

Any pupil who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant as defined by Kentucky Compulsory Attendance Law. Upon the sixth day of unexcused absence, the student is formally classified as a "habitual truant" and upon request of the principal, the DPP shall send the parent/guardian, by certified mail, a legal Final Notice, which shall list the individual days missed without valid excuse and a directive stating that the student has twenty-four hours to return to and remain in school or face charges for being a persistent violator of the Kentucky Compulsory Attendance Law. A "habitual truant" is defined by a calendar year and not a school term.

Upon the seventh day of unexcused absence from school, the DPP will petition the court. Failure of the parent/guardian to respond within the given time frame may result in the processing of a Final Notice by the DPP. After the Final Notice has been processed, the case shall be referred to the Family Court of the District Juvenile Court upon the student's next absence without valid excuse. The school shall notify the DPP of that occurrence, and the DPP shall file a Juvenile Complaint using the petition form. After the student has appeared before the Court Designated Worker (CDW), the school should notify the DPP when the student misses another day of school, regardless of the reason. The DPP shall immediately notify the CDW.

\*The principal and/or the DPP are authorized to by-pass or otherwise modify these steps based on extraordinary circumstances and/or past attendance records of the student.

**A student who is tardy without valid excuse on three (3) days or more is a truant as defined by Kentucky Compulsory Attendance Law.**

## TARDIES TO CLASS

CCHS students who are late to class will receive a detention. Multiple tardies to class will result in additional detentions and ISD. Excessive tardies may result in loss of privileges.

## WITHDRAWALS/ENTRIES

Students withdrawing or entering school must report to the counselor's office. Students who withdraw from CCHS must adhere to the following procedure: (1) Obtain a withdrawal form from the guidance counselor. (2) Students under the age of 18 must have a parent present to withdraw. (3) Withdrawal forms must be completed and returned to the guidance counselor. (4) All books and materials must be turned in to responsible staff members. (5) All obligations must be satisfied.

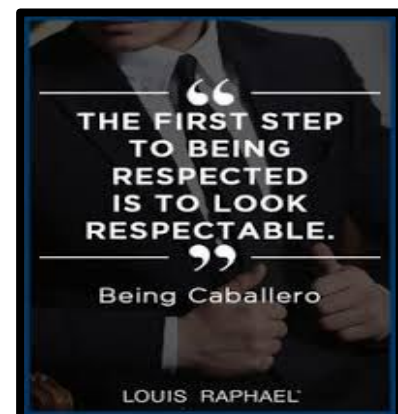
Unless the above procedure is completed, the student is not officially withdrawn from CCHS and will be considered truant until obligations are met. No records will be forwarded to the receiving school until a proper withdrawal form is on file

# DRESS CODE

CCHS Students are expected to observe modesty, appropriateness, and neatness in their clothing and personal appearance. While student dress is often considered an expression of personality, clothing that is distracting to other students, teachers, or the educational process of the school is not acceptable. Students, as well as parents, should assume the responsibility for acceptable appearance, using good judgment to avoid clothing that could be distracting to the learning environment. The principal and/or assistant principal will make the final determination should there be any question of what is considered appropriate for school.

## General Guidelines:

1. Clothing, jewelry, tattoos, and other ornamentation is expected to be free of references in image, words, or innuendo to the following:
  - a. Pornographic images or remarks
  - b. Racial slurs or slogans
  - c. Tobacco, drugs, or alcohol
  - d. Violence or weapons
  - e. Other vulgarities or harassment
2. Costumes (including wigs, tails, ears, etc.) are prohibited unless approved by the principal for special occasions.
3. Appropriate undergarments are to be worn but not visible.
4. Hats, caps, toboggans, or sunglasses may be worn only on special days approved by the principal, unless for medical purposes. Head apparel brought to school must be kept in lockers.
5. Students shall remove sweatshirt hoods while in the building.
6. Sleepwear is not acceptable for school, except on special days approved by the principal.
7. Articles of clothing or accessories that could present a hazard to the individual or to others will not be permitted.
8. Trench style coats or jackets are not to be worn inside the school building.
9. Clothing worn during physical education classes must also meet the CCHS/CCMS dress code requirements.
10. Student backpacks and bags are to be kept in either the student's locker or a location designated by the office.
11. Purses may be carried only if they are no larger than a 10" x 6" exterior diameter. Gym/sports bags are to be kept in the student's locker, Rocket Arena locker room, or in a designated location by the office. Gym/sports bags may not be carried in the building during the day.
12. Shoes are required at all times in the building, unless there is a medical condition preventing shoes being worn. If such a medical condition exists, the foot/feet should be covered with a sock if feasible.
13. Anything that can disguise or alter the identify of the student, such as theater makeup or disguises, are not permitted.
14. Students who are in violation of the dress code will not be permitted to stay in class until they have corrected the problem by changing into their own dress-code appropriate clothing or school-provided clothing. If clothing is borrowed from the school, it should be returned at the end of the day.



# DRESS CODE

Dress for success in school and life. **Dress appropriately and modestly when at school, including PE class.**

## TOPS:

- ❖ **Cover underarms, abdomen, back, shoulders, and midriff during any movement or activity. Some “cold shoulder” and sleeveless tops are acceptable when top of shoulder is covered by material wider than a credit card.**

Acceptable



- ❖ Revealing, low-cut, and/or extremely form-fitting tops are not appropriate for school. Cleavage and chest/torso must be covered at all times. **If the torso is exposed when arms are fully extended, the top is too short for school.**
- ❖ Tops that are sheer or lightweight enough to see through (mesh or lace garments) must have an undershirt with straps wider than a credit card.
- ❖ Undergarments shall not be visible.
- ❖ **Cropped tops are not allowed unless a longer top, such as a cami, is worn underneath and does not reveal the torso.**

## PANTS, SHORTS, OVERALLS:

- ❖ **Skirts, shorts, and dresses should be no shorter than **six (6)** inches above the center of the back of the student's knee.**
- ❖ Pants must be worn in a manner that undergarments are not visible.
- ❖ Any holes more than 5” above the knee that reveal skin or undergarments must be permanently patched. **Students may not temporarily patch holes with loose cloth, paper, etc.**
- ❖ **Bicycle shorts and swim trunks are not permitted.**



Acceptable

## DRESS CODE INFRACTION CONSEQUENCES:

1. Students will be required to comply and attend lunchroom detention for the 1st offense as noted on the behavior matrix.
2. If the student is unable to correct the issue, they will report to the front office to complete a dress code statement to determine the next step from the school administration.
3. Students who are out of dress code will not return to class until they are in dress code.

CCHS Administration has the right to appraise any current fashion trend or fad and determine if it is appropriate for school. In any case, the Administration reserves the right to have final discretion.

# TECHNOLOGY EXPECTATIONS

CCHS uses Instructional Technology as one way of enhancing the mission to teach the skills, knowledge, and behaviors that students will need as responsible citizens in the global community.

## CHROMEBOOK POLICY

- **Students must be prepared for class by bringing their Chromebooks FULLY CHARGED EVERY DAY.** The teachers are not responsible for providing charges if your Chromebook is not charged.
- Purchase of a removable skin for the Chromebook is acceptable for students who wish to personalize their device. **Students are prohibited from personalizing their Chromebooks with stickers, markers, etc.** that could damage the surface of the Chromebook.
- Students are allowed to purchase their own case for the protection of their device, but cases are not provided by the district.
- Headphones/earbuds may be used in class with teacher required assignments and should be brought to class each day.
- Downloading music, games, and videos from the Internet or other source is permitted after 3:00 PM.
- **Students are responsible for their device and should not loan their Chromebook to another user.**
- Failure to adhere to these policies and practices may result in the student being assigned to Day User status for a length of time determined by administration.
- Loaned devices cannot be removed from campus.

Additional information may be found on the the #ChromeConnect Agreement.

## CELLPHONE/PERSONAL ELECTRONICS POLICY

Personal electronics must be used responsibly at school. All students must be aware and abide by the following:

- Use of personal electronic devices (including cell phones, smartwatches, gaming devices, etc.) is prohibited during instructional time, **including CC**. Unauthorized use will result in device confiscation, and a parent may be contacted to pick up the device or the device will be kept in the office for the remainder of the day. .
- Students **shall not video or photograph others** without their permission.
- **Students shall place their cellphones in the cellphone box when entering the classroom to eliminate distractions but also be attainable in the event of an emergency. THE CLASSROOM IS WHERE LEARNING TAKES PLACE.** Failure to place cellphones in the box will result in disciplinary consequences.
- **Headphone use is up to teacher discretion and must be connected to the Chromebook, NOT a cellphone.** Students should not presume that each teacher will grant permission for headphone use.
- Headphones/earbuds use in the hallways and common areas, including the cafeteria, is prohibited due to school safety concerns.
- The school is not responsible for the loss or destruction of electronic devices brought to school.

Any violation of the above guidelines will result in consequences as outlined in the behavior matrix.

Students who refuse to comply with the electronic devices policy upon request by a staff member will be assigned to ISD.

## ACCEPTABLE TECHNOLOGY USER POLICY

All students must have a signed Acceptable User Policy agreement on file prior to using any of the school's technological instruments. To use networked resources, all students must sign and return the Student Network/Internet user Agreement and Parent

Permission form. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures;
- Videoing or photographing others without their permission;
- Using obscene language;
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent/guardian;
- Harassing, insulting, or attacking others;
- Damaging or modifying computers, computer systems, or computer networks;
- Violating copyright laws;
- Trespassing in others' folders, work, or files;
- Intentionally wasting limited resources; and
- Employing the network for commercial purposes, financial gain, or fraud, which may result in a loss of access as well as other disciplinary or legal action.



# ADDITIONAL EXPECTATIONS

## DUE PROCESS

Due process shall be followed in connection with the suspension or expulsion of a student from school. The student shall be given oral or written notice of the charges which constitute cause of the suspension, and, if the charges are denied, an explanation of the evidence against the student must be made and the student given the opportunity to present his/her version of the facts relating to the charges. The aforementioned due process procedures shall precede any suspension unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedure, as outlined above, shall follow the suspension as soon as practicable but not later than three (3) school days after the suspension. Parents will be notified by phone and by mail (or hand delivered by the student) with a written notice of suspension. Written notification will also be sent to the superintendent's office immediately. The code of the students' rights and responsibilities adopted by the school council may define rights and responsibilities regarding, but not limited to, the following: right to procedural due process concerning major disciplinary action, as defined by code KRS 160.295, No.6. Other provisions of the Kentucky Revised Statutes and the Crittenden County Board of Education Policies are also to be carried out in the suspension of pupils from school (see KRS 158.150) and the Student Code of Behavior and Discipline booklet.

## ALCOHOL, DRUGS, TOBACCO, & WEAPONS

### ALCOHOL & DRUGS

No student shall purchase, intentionally possess, transfer, sell, be under the influence of and/or use illegal drugs, prescription drugs, drug paraphernalia, look-alike controlled substances or alcohol while on or about school property, at any location of a school-sponsored activity, en route to or from school or a school-sponsored/sanctioned activity, on district transportation, or within one thousand (1000) feet of school premises. (Refer to Board Policy 09.423)

A violation of this policy will result in a Class IV Code of Conduct disciplinary consequence. Depending on the incident, including the student's previous discipline record, the principal may suspend the student with a recommendation to the Board of Education for expulsion (see BOE Policy 09.435), or may recommend placement of the student in the alternative school (see BOE Policy 09.4341).

All prohibited substances, however taken or used, include but are not limited to inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in [KRS 217.900](#) or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

### KSP K-9 Unit

KSP K-9 Unit sweeps, using highly trained detection canines, will be utilized by all district schools to detect and ultimately deter the presence of unwanted items, substances and activities in the school environment.

### TOBACCO

The use or possession of any tobacco product (e.g., snuff, chewing tobacco, dip, cigarettes, **e-cigs, vapes, and associated liquids**, etc.) as well as smoking materials (e.g., matches, lighters, etc.) will result in a code of conduct violation. This policy also applies to students who are participants or spectators at school sponsored events which are open to the general public and students participating in school sponsored activities (e.g., field trips, etc.). CCHS reserves the right to utilize vape detectors in the restrooms and other areas of the building.

### WEAPONS

Board Policy 05.48 forbids the possession of weapons and/or discharging of firearms. Firearms include but are not limited to: any loaded or unloaded firearm (including a starter pistol, revolver, rifle, shotgun, air gun or spring gun) which will or is designated to or may readily be converted to expel a projectile by the action of a student; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, or ammunition.

Weapons also include but are not limited to: trap devices, brass knuckles, chemical weapons, knives, etc. that may readily be used to inflict bodily harm to self or others.

## BACKPACKS/PURSES/OVERSIZED ITEMS

Student backpacks and bags are to be kept in either the student's locker or a location designated by the office. Wristlets and small purses may be carried for personal hygiene items. Gym bags are to be kept in student lockers at Rocket Arena or in a room designated by the office. They may not be carried in the building during the day. Backpacks and bags may not be carried in the building throughout the day. Access to athletic bags will be prohibited throughout the day.

## **LOST AND FOUND/DAMAGES**

If you lose an item, please check the lost and found located in the front office. Students are discouraged from bringing large amounts of money or valuables to school. Students should permanently mark their belongings to properly identify them. Immediately notify a teacher or administrator if an item is lost. Since the school is not responsible for lost money/belongings, it is the student's responsibility to check for them. If lost items are not claimed within a reasonable length of time, they will be given to a local charity. Students are expected to pay for damage done by them to school property.

## **INSURANCE**

A voluntary student coverage plan is made available to all students enrolled in the school system at the beginning of each school year. The plan offered is secondary to other insurance the family might have. (This is not required for participation in extracurricular activities). The Board of Education carries a limited and secondary coverage policy for all students in grades 9-12.

## **PDA POLICY**

The school recognizes that genuine feelings of affection may exist between students; however, students shall refrain from inappropriate intimate behaviors on campus or at school related events. Public displays of affection deemed inappropriate by public standards include lewd or inappropriate affection, such as kissing, arms around each other, cuddling, etc., and it is not allowed at school. Repeated or especially inappropriate behavior in this regard will result in disciplinary consequences.

## **FORMS**

Students are expected to register on Infinite Campus and/or turn in paper registrations forms within ten (10) school days from the first student day. All students, parents, and teachers are required to sign a School/Parent Contract, a copy of which can be found in Appendix I.

## **MARRIED/18 YEARS AND OVER STUDENTS**

Married students and students 18 years of age and older remain subject to the regulations and policies of CCHS and the Crittenden County Board of Education.

## **GAMBLING**

No forms of gambling or games of chance are permitted on school property.


## **FOOD AND DRINK**

No commercial outside food is allowed in the building without specific administrative permission. Students may have any legal beverage if it is in a clear, not glass, plastic container with, preferably, a screw-on lid. Students may not bring food/drinks from commercial vendors.

# CONSEQUENCES

## ROCKET REFLECTION FORMS

Rocket Reflection Forms are issued for any level-one behavior misconduct at Crittenden County High School. A Rocket Reflection Form will allow students to take RESPONSIBILITY for their actions. Students receiving a Rocket Reflection Form will be assigned to detention the following school day. Additionally, one copy of the form will go home for their parent/guardian to sign to increase communication between home and school.

ROCKETS REFLECTION FORM			
	NAME (Print): _____	DATE: ____/____/____	TIME: _____
	CC TEACHER: _____	HOUSE: _____	
	LUNCH DETENTION DATE: ____/____/____	LUNCH PERIOD: 1 <sup>st</sup> 2 <sup>nd</sup>	
	TEACHER SIGNATURE: _____		
	STUDENT REFLECTION (Include description of behavior, impact on you, and its impact on others around you. Incomplete forms will not be TEACHER Approved)		
<div>Here you will describe the behavior, its impact on you, and its impact on others around you. Incomplete forms will not be TEACHER Approved</div> <div>Students are expected to accurately complete the form with the exception of the TEACHER Signature and approval.</div>			
SELF-ASSESSMENT: ____ DESCRIPTION OF BEHAVIOR ____ IMPACT ON SELF ____ IMPACT ON OTHERS			
STUDENT SIGNATURE: _____ PARENT SIGNATURE: _____			
<b>NEXT STEPS</b> <ol style="list-style-type: none"><li>1. Please take reflection form home &amp; get signed by parent.</li><li>2. Give signed form to lunch detention monitor. Failure to have signed form will lead to additional detentions.</li><li>3. Report directly to the lunch detention room. Do not report to the MPR.</li></ol>			
WHITE-OFFICE COPY      YELLOW-RETURN TO DETENTION WHEN SIGNED      PINK-PARENT COPY			

## DETENTION

Students are required to bring their signed Rocket Reflection Forms with them to detention. **Failure to return their signed form will result in additional days of detention until the form is signed and returned to the detention monitor.**

### Detention Expectations:

1. Students must report immediately to the detention room.
2. Students must bring an assignment to work on.
3. No talking, whispering, or asking questions.
4. No passes to anywhere.
5. No slouching or sleeping.
6. Chromebooks will be allowed for academic purposes only with approval from the detention monitor. Personal technology access is prohibited.

\*Any student who violates a detention expectation shall automatically be assigned a day of ISD.

\*Students who are late and/or absent to detention will be assigned a day of ISD.

\* Any student that is disrespectful to the detention Leader (especially vulgar, abusive, or profane language) will immediately be reported to the administration and reprimanded using additional consequences such as ISD or Out-of-School Suspension.

# CCHS BEHAVIOR MATRIX

Disciplinary issues at CCHS will follow the Crittenden County Board of Education Code of Conduct guide below. Additionally, CCHS scholars may complete a Rocket Reflection to provide students the opportunity to evaluate their own behavior and reflect on how to make amends.

CONDUCT WARRANTING DISCIPLINARY ACTION					
CLASSROOM DISCIPLINE: Teacher-Imposed Option	Options: verbal warning, notification to parents/legal guardians by phone, letter, or message, behavior contract, loss of privileges, classroom probation/isolation, referral to principal	Teacher-Imposed	Principal-Imposed	Suspension	Alternative School
IN-SCHOOL DISCIPLINE: Principal-Imposed Option	Options: any option listed in classroom discipline, in-school or after-school detention, probation/written contract, restitution; bus suspension, charges filed				
MORE SEVERE CONSEQUENCES:	Suspension	Alternative School	Expulsion		
					Recommendation for Expulsion
<b>Arson</b>	Intentional burning or attempt to burn a house, public building, vehicle or aircraft		X	X	X
<b>Assault</b>	<b>1st Degree Assault:</b> intentionally causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument or wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person; <b>2nd Degree Assault:</b> same as 1st Degree Assault, although it includes causing serious physical injury without a weapon or instrument; <b>3rd Degree Assault:</b> recklessly, with a deadly weapon or dangerous instrument, OR intentionally causes or attempts to cause physical injury to all first responders, social workers, and all school employees and volunteers; <b>4th Degree Assault:</b> intentionally or wantonly causes physical injury to another person, OR with recklessness, causes physical injury to another person by means of a deadly weapon or a dangerous instrument			X	X
<b>Abuse of School Personnel</b>	Intentional verbal, mental, or physical abuse of a staff member		X	X	X
<b>Academic Cheating/Plagiarism</b>	Includes knowingly deceiving or attempting to deceive school district personnel for the purpose of academic gain	X	X	X	X
<b>Academic Noncompliance</b>	A student that fails to, in a timely manner, complete instructional tasks assigned by the teacher	X	X	X	X
<b>Alcohol-Related Offense</b>	Applies to the use, possession, distribution, attempt to use, possess or distribute, or selling of alcohol		X	X	X
<b>Bullying</b>	Any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: 1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or 2. That disrupts the education process; Students who believe they have been a victim of bullying or who have observed other students being bullied shall as soon as is reasonably practical report it to a member of the school staff.		X	X	X
<b>Bus Rule Violation</b>	Includes behavior that is disruptive to the safe, orderly operation of vehicles used in the transportation of students		X	X (bus)	
<b>Cell Phone/Personal Electronic Device Violation</b>	Inappropriate use of personal devices, such as but not limited to cellular phones, digital picture/video cameras and/or phones and other personal electronic devices	X	X	X	
<b>Contributing to a Fight</b>	To verbally or otherwise try to encourage a student to bully, intimidate, hit, or fight another student		X	X	X
<b>Criminal Abuse</b>	Intentionally abusing another person causing physical injury		X		
<b>Dangerous Instrument</b>	Includes the use, possession, or attempt to use or possess any instrument such as fireworks, chemical sprays, knives, razor blades, tasers, clubs, chains, or the like, that can be used to inflict bodily injury to another person or themselves		X	X	X
<b>Destruction of Property</b>	The act of causing damage to the property of the school or another person		X	X	X
<b>Dishonesty/Lying</b>	The act or practice of being intentionally deceptive or not fully truthful in some way	X	X		
<b>Disrespectful Behavior</b>	Any behavior which interferes with the learning process or is otherwise inappropriate in a school setting	X	X	X	X
<b>Disruptive Behavior</b>	Includes behavior that is disruptive to the educational environment or the orderly operation of the school. Disruptive behavior can include loud arguments, confrontations, pushing, shoving, spitting, hitting or other disruptive behavior that serves no legitimate purpose	X	X	X	X
<b>Dress Code Violation</b>	Includes failing to adhere to the student dress code established in the student code of conduct and/or the dress code established by the school SBDM	X	X	X	
<b>Drug-Related Offense</b>	Applies to the use, possession, distribution, attempt to use, possess or distribute, or selling of any substance such as amphetamines, barbiturates, crack/cocaine, hallucinogens, heroin (opioids), inhalants, look-alike drugs, marijuana, methamphetamine, narcotics, prescription, over-the-counter, steroids (anabolic), synthetic, and other drugs. This policy includes drug paraphernalia		X	X	X
<b>Failure to Attend Detention</b>	Intentional failure to attend assigned detention		X	X	
<b>Failure to Follow Staff Instructions</b>	The refusal to comply with reasonable requests of school personnel or refusal to comply with the school rules	X	X	X	X
<b>Fighting</b>	The willful engagement of physical contact for the purpose of inflicting harm or injury to another student or a staff member		X	X	X
<b>Forgery</b>	Occurs when a person, with intent to defraud, deceive or injure another, falsely makes, completes or alters a written instrument		X	X	X
<b>Gambling</b>	Includes any participation in games of chance for the express purpose of exchanging money items of monetary value		X	X	X
<b>Harassing Communications</b>	Intent to intimidate, harass, annoy, or alarm another person through telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication		X	X	X
<b>Harassment</b>	Intent to intimidate, harass, annoy, or alarm another person based on race, color, national origin, age, religion, sex, disability, marital status, or sexual orientation that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's educational environment		X	X	X
<b>Homicide</b>	Causing the death of another human being under circumstances which constitute murder, manslaughter in the first degree, manslaughter in the second degree, or reckless homicide				
<b>Inappropriate Sexual Behavior</b>	A person is guilty of inappropriate sexual behavior when he or she subjects another person to sexual contact with or without consent of the other person. In addition, inappropriate sexual behavior may include sexual remarks, name calling, indecent exposure, stories, jokes, pictures, video, and photographs with or without consent which may or may not be electronically transmitted, or objects that are offensive to one's gender, requests for sexual favors and spreading sexual rumors. This may also include inappropriate public display of affection	X	X	X	X

# CCHS BEHAVIOR MATRIX

<b>Kidnapping</b>	Unlawfully restraining another person with intent to hold for ransom, inflict bodily injury or terrorize a person, to shield or hostage (complete definition found in KRS 509.040)					
<b>Leaving Campus</b>	Includes unauthorized leaving the school grounds. Students must receive authorization from the principal or designee before leaving the school grounds		X	X	X	
<b>Menacing</b>	Intentionally places another person in reasonable apprehension of imminent physical injury		X	X	X	
<b>Out of Area</b>	Being in an area of the school or campus where a student is not allowed to be; including a hallway without a hall pass	X	X	X		
<b>Possession of Stolen Property</b>	To receive, retain, or dispose of movable property of another knowing that it has been stolen, or having reason to believe that it has been stolen		X	X	X	X
<b>Profanity or Vulgarity</b>	This misconduct applies to the student's use of language that is irreverent, vulgar, or offensive	X	X	X	X	
<b>Safety Violation</b>	Deliberate failure or refusal to comply with rules intended to protect the welfare of students and staff	X	X	X		
<b>Sex-Related Offenses</b>	Includes the following sexual offenses: distribution/possession of pornography, Indecent Exposure, Prostitution, Rape, Sexual Abuse, Sexual Assault, Sodomy or other sexual related offenses defined in chapters 510, 529 and 531 of the Kentucky Revised Statutes		X	X	X	X
<b>Skipping Class</b>	Includes purposefully missing a portion of a school day when school is in session	X	X	X	X	
<b>Skipping School</b>	Includes purposefully missing a school day when school is in session		X	X	X	
<b>Stalking</b>	To engage in an intentional course of conduct that is directed at a person or persons which seriously alarms, annoys, intimidates, or harasses the person or persons and which serves no legitimate purpose		X	X	X	X
<b>Tardy to Class</b>	Includes failure to report to class prior to the tardy bell	X	X			
<b>Tardy to School</b>	Includes repeated incidences of being late to school once tardy notes are exhausted	X	X			
<b>Terroristic Threatening</b>	1. Intentionally making false statements about placing a weapon of mass destruction on school property; 2. Intentionally placing a counterfeit weapon of mass destruction on school property; 3. Intentionally threatening to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or school staff; 4. Threatening to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or 5. Intentionally making false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation		X	X	X	X
<b>Theft/Stealing/Robbery</b>	Includes taking of property of others without their consent; the possession of stolen property, or possession without the owner's permission; or the stealing of school property; also includes robbery, larceny, and motor vehicle theft	X	X	X	X	X
<b>Threatening Another Student</b>	Any statement, communication, conduct or gesture, including those in written form, directed toward another student that causes reasonable apprehension of physical harm to person or property	X	X	X	X	X
<b>Threatening Staff</b>	Relates to any threat of intentional injury or damage to a staff member or their property		X	X	X	X
<b>Tobacco-Related Offense</b>	The distribution, possession or use of any tobacco product in any form (smoking or smokeless), alternative nicotine product, or vapor product as defined by KRS 438.305 is prohibited on school property. This policy applies to any student who is a participant or observer in a school sponsored activity. This policy includes tobacco paraphernalia (matches, lighters, vapor devices, electronic cigarettes, etc.)		X	X	X	X
<b>Under the Influence</b>	Includes all offenses of intoxication. In Kentucky, this offense equates to alcohol intoxication and/or public intoxication, which occurs when a person appears in a public place manifestly under the influence of alcohol, a controlled substance or other intoxicating substance		X	X	X	X
<b>Vandalism</b>	Includes the destruction, defacing, marring or arson of property located on school premises or owned by the board of education. The student and/or the student's parent/guardian will be responsible for restitution		X	X	X	X
<b>Vape-Related Offense</b>	Possession, Use, or Distribution of a device used to inhale vapor through the mouth that contains nicotine or some other drug					
<b>Verbal Abuse</b>	Using abusive or demeaning language to attack or injure an individual, including but not limited to talking back, name calling, and creating socially rude interactions	X	X	X	X	
<b>Violation of Acceptable Use Policy</b>	Inappropriate use of district or school technology resources, including district network systems and use of district/school equipment	X	X	X	X	
<b>Wanton Endangerment</b>	To wantonly engage in conduct which creates a substantial danger of physical injury to another person defined by KRS 508.060 and 508.070		X	X	X	X
<b>Weapon-Related Offense</b>	The distribution, possession or use of any item designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person, including; firearms, deadly weapons, destructive devices, booby trap devices, and look-alike weapons		X	X	X	X
<b>Other: to include but not limited to other violations of the law</b>	All students shall obey all laws of the Commonwealth of Kentucky. There are certainly other acts of misbehavior or violation of criminal laws or school regulations that are not included in this list. In such instances, disciplinary action will be at the discretion of the principal, principal's designee, the superintendent, superintendent's designee, the Board of Education. Violations of law may also result in separate charges being filed by law enforcement agencies (Crittenden County School Resource Officer, Crittenden County Sheriff Department, Marion Police Department, Kentucky State Police, etc.)		X	X	X	X

NOTE: There may be situations in which ANY misconduct warrants suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record.

NOTE: Disciplinary consequences can be carried over from one school year to the next.



# Optimism

**Everything we do begins with attitude;  
we choose a positive outlook.  
Optimism is what allows us to persist,  
to be resilient, and to inspire those  
around us.**

# RITUALS & TRADITIONS



## HOUSE ACTIVITIES

House pride rallies will take place periodically throughout the year. Each HPR will consist of house competitions to win the "House Pride Cup" and the "Citizenship" Award will be given to the house who wins the Rockets CARE charitable initiative for the given quarter.



## SCHOOL FIGHT SONG

Stand up and cheer  
Stand up and cheer  
For dear old Crittenden  
For today we raise  
The blue and white  
Above the rest  
Rah-rah-rah  
We are the Rockets  
And we're sure to win this game  
We've got the team  
We've got the steam  
And ever loyal we'll remain.

## DANCES/PROM

Dances/Prom are open to all CCHS students with the following exceptions:

- Students who are on Home/Hospital
- Students attending the Alternative School
- Students who have been expelled
- Students who have been suspended **during the current school year**
- Students who have three or more separate assignments to ISD or more than 10 total days in ISD.
- Students who have one or more failing grades as of one week prior to the event. **This includes final grades from the first semester if the event is in the 2nd semester. Grades for Prom will be checked 10 calendar days prior.**
- Students with six or more unexcused absences
- **Students with six or more unexcused tardies/check-outs.**
- Anyone absent from school the day of the dance without prior approval from the principal
- Students who are chronically absent
- Prom attendance has other specific requirements. Those requirements may be obtained from the Prom sponsor(s).
- School administrators may deny privileges to attend dances based on low academic performance and/or disciplinary/other issues.

With administrative approval, CCHS students may bring a date/friend who does not attend CCHS with the following guidelines. **Date/friend may not be:**

- A high school drop-out
- 21 years of age or older
- Anyone convicted of or under investigation of a serious crime
- Anyone below the 9<sup>th</sup> grade
- Out-of-school guests are approved at the principal's discretion



CCHS students must fill out the appropriate dance guest request form and turn it in to the front office at least two days prior to the day of the dance (10 calendar days prior to prom) for their date/friend to be considered for eligibility. CCHS students and their dates are responsible for conducting themselves in an appropriate manner and adhering to all guidelines contained in the Crittenden County Code of Conduct and CCHS Student Handbook.

# THE PENGUIN OATH

## PENGUIN PRIZE

### STUDENT BEHAVIOR CHARACTERISTICS

GOING ABOVE AND BEYOND

#### Take Care of....

##### Students will...

#### Ourselves

- ☐ take ownership of their own learning.
- ☐ demonstrate a positive outlook.
- ☐ take academic risks.
- ☐ make healthy lifestyle choices.
- ☐ practice self-compassion.
- ☐ show a willingness to grow.

#### Each Other

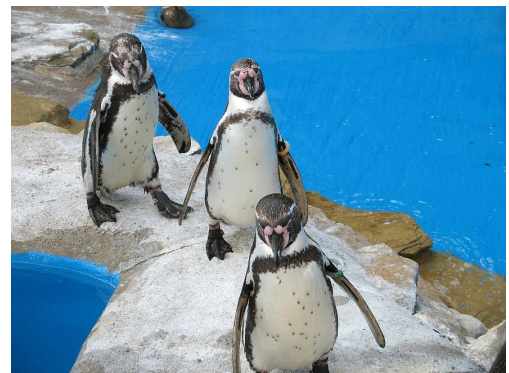
- ☐ show empathy.
- ☐ be a role model.
- ☐ perform random acts of kindness.
- ☐ volunteer.
- ☐ help those in need.
- ☐ be supportive of others.

#### This Place

- ☐ demonstrate exceptional school spirit.
- ☐ keep their school building clean.
- ☐ volunteer in a school-wide effort of some kind.
- ☐ respectfully suggest ways to improve the school.

## Be a Blue Penguin. Take the Penguin Oath

In a world full of black and white penguins, we challenge you to stand out from the crowd and declare yourself a Blue Penguin! You can become a **Blue Penguin** by taking the **Penguin Oath** (see left). At CCHS, we take care of ourselves, each other, and this place. When teachers and/or staff see a student demonstrating one of the Penguin Oath characteristics by going **above and beyond**, that student will be nominated for a Penguin Prize the following day. Students will be recognized for exhibiting one of the characteristics of the Penguin Oath on the morning announcements; they'll also receive a pack of Swedish Fish candy, Goldfish crackers, a sucker, or other equivalent snack.



# SENIOR WEEK

This week is the final week of school for seniors. This is an exciting time to celebrate the accomplishments of the graduating class as they embark on the next phase of their life journeys. Privileges for seniors include the senior trip, senior breakfast, gown presentation, a final senior walk, senior luncheon, and shortened days as they practice for the culminating celebrations: Baccalaureate, Class Night, and Graduation. Finally, the graduating class gets one more chance to visit with their class during Project Graduation, which is a lock-in held the night of Graduation.

## SENIOR TRIP

Senior week kicks off with the traditional senior trip, but planning this trip begins earlier in the year. A meeting will be held in the fall with all seniors interested in going on a senior trip. Any senior going on the trip must pay a deposit by a designated date. Installment payment arrangements will be determined after the trip destination has been decided. After an announced date, no refunds or deposits will be made. The specific trip itinerary will be determined and communicated. All trip participants must abide by the CCHS Code of Conduct. **Students with a failing grade (either semester) will not be allowed to attend. Grade checks will be done 5 days prior to the trip. Students who have six or more unexcused absences and/or tardies/check-outs are ineligible for the senior trip.** Teachers conducting/sponsoring the trip must check for compliance to above guidelines.



## BREAKFAST, GOWN PRESENTATION, SENIOR WALK & HONORARY DIPLOMAS

Students share in a breakfast meal and are able to spend time reflecting on their senior year and graduation week. After breakfast, seniors fill out Honorary Diplomas to give to those who have helped them achieve their goals and have been a positive influence in their lives. The Senior Walk is a tradition first started in 2015 and has become an event that students, parents, and teachers love. It provides reflection for the departing seniors, while also inspiring future graduates who still have more time in their school careers. Seniors will walk in their robes and regalia through the high school, middle school, and elementary school seeing their friends, family and former teachers. Seniors can award up to three honorary diplomas to individuals who have impacted their lives. Physically stepping in the halls where it all started, when students are on the cusp of adulthood, is a moving experience for everyone involved.

## PRACTICE, SENIOR LUNCHEON, EARLY RELEASE, & CELEBRATION EVENTS

Day three begins in Rocket Arena. Seniors will begin by practicing for the three celebration services. Once practice is over, seniors get to have lunch, provided by senior parents or other sponsor(-s), as they reminisce and create more memories. The remaining senior week days are determined by the principal. Seniors begin in Rocket Arena for practice and then return in the evening for Baccalaureate, Class Night, and Graduation.

## PROJECT GRADUATION

Project Graduation is an all-night celebration of graduation following the close of commencement. It is a fun, safe way for the seniors to get together and have a good time on the night of graduation and is often the last time all seniors will be together. Parents fundraise and organize this event which may include food and activities at the school or bussing students to bowling, laser tag, or other fun celebrations.



# CO-CURRICULAR INVOLVEMENT

Involvement in student organizations can help make a student's high school years enjoyable and memorable. Each student is strongly encouraged to become involved in one or more of the school activities that are offered at Crittenden County High School.

## CLUB DAY

Clubs will be held on Fridays during Care & Connect. Meeting dates will periodically change due to holidays and breaks in the school calendar. Clubs will be assigned one week per month with as little conflict as possible in membership. Club participation gives students a sense of belonging, provides them with a chance to make new friends and to meet new people who have similar interests. Students are encouraged to be members and/or leaders in one or more clubs.



## FIELD TRIPS PARTICIPATION ELIGIBILITY

(see Council Policy 8.01)

Students are expected to be in good standing in the areas of discipline, attendance, and grades in order to attend school field trips. Students who have excessive discipline referrals, are truant, or are failing classes (or failed a class in the fall semester) may have their field trip privileges revoked at the principal's discretion. **Students who have six or more unexcused absences OR six or more unexcused tardies/check-outs are ineligible to go on field trips.** The only exception to the above is for a field trip that is directly related to required coursework for a class.

## FUNDRAISING

All fund-raising projects must be approved by the principal and the Crittenden County Board of Education. Projects which involve selling merchandise are limited. The proper fundraising request form must be submitted to the principal to submit to the superintendent for board approval at least two weeks prior to the monthly board meeting.



STUDENT ORGANIZATION	SPONSOR	Meeting Time
Student Council	Michaela West	1st Friday
FCCLA	TBD	1st Friday
HOSA	Casey Evans	1st Friday
Sportsmans	Kimberlie Lady	1st Friday
FBLA	Misty Tinsley	2nd Friday
Student Technology	Jody Porter	2nd Friday
Young Politicians	Howard Suggs	2nd Friday
BETA	Kim Vince	3rd Friday
FFA	Jessica Abercrombie & Kimberlie Lady	3rd Friday
Educators Rising	Deonna McCord	3rd Friday
PEP	Michaela West Jeff Hughes Devin Belt	4th Friday
FCA	Glenna Rich	4th Friday
4-H	Leslea Barnes	TBD

# ATHLETIC INVOLVEMENT

Crittenden County High School enjoys a full complement of varsity sports. Athletic events are an important part of high school life and aligned to our mission of active citizenship. Athletes have the courage to demonstrate active citizenry for our community. Being a fan is also an important part of being an active citizen and supporter of our community.

## ATHLETIC PARTICIPATION ELIGIBILITY

On the first day of each school year, a student must be in his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

CCHS Graduation Requirements	1st year Normally 9th grade	2nd year Normally 10th grade	3rd year Normally 11th grade	4th year Normally 12th grade
28 Credits	Promoted from 8th grade	6	12	17

Grades of athletic participants will be checked every Monday of the school week. Eligibility begins the following Monday-Sunday. It is the shared responsibility of the teachers, coaches, and athletic director to determine eligibility on a weekly basis. **CCHS students shall be passing at least 5 of 8 classes in order to be eligible to participate in athletics during the subsequent week** and through the next opportunity to examine grades in this manner.

NCAA Clearinghouse is required for all students planning to attend a Division I, or Division II College on scholarship. The Athlete must take the SAT or ACT and complete required core courses to be eligible for recruitment.

If an athlete is placed in ISD for one period, the student may practice and/or participate in interscholastic competition that day. Students serving time in ISD cannot participate in or attend extra-curricular activities until the ISD assignment is complete. (Example: Students assigned to ISD for Wed, Thur. and Fri. would not be eligible to participate in/attend extracurricular activities [practice or games] until Friday after school.) Repeated ISD assignments or suspensions will result in the student possibly being removed from all athletics.

## STUDENT ATHLETE HEALTH

Athletes must have on file a physical examination form, a parent permission form, and proof of insurance or waiver of liability before they will be allowed to practice or participate in a sport.

## SCHOOL/EXTRA-CURRICULAR EVENT CANCELLATION

In the event of severe or inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting, or early dismissal will be announced over the radio station, WMJL, television station, WPSD, the Crittenden Press website, school Facebook or Twitter accounts, and/or One Call. The district will/may also make notification using the district's OneCall service. Athletic/extra-curricular events may or may not be held depending on the weather at the time of the scheduled activity. The Superintendent will make the decision regarding the cancellation of all extra-curricular events and coaches/sponsors will notify participants.

SPORT	COACH
Baseball	Devin Belt
Basketball (Boys)	DJ Pigg
Basketball (Girls)	Shannon Hodge
Cheerleading	Stephanie Maness
Football	Gaige Courtney
Golf	Vicki Hatfield
Soccer	Jessica DeBurgo
Softball	Steven Smith
Cross Country & Track and Field	Sandra Martinez & Nick Martinez
Volleyball	Bayley McDonald

## STATEMENT OF EQUAL OPPORTUNITY (Title IX)

Crittenden County High School does not discriminate on the basis of sex in the educational programs or activities that it operates, as is required by Title IX, of the educational amendments of 1972 (P.L., 95-318). Furthermore, CCHS does not discriminate on the basis of handicap, in treatment, admission or access to, or employment in, its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended, Section 504. Nor does CCHS discriminate on the basis of race, color, national origin, as required by Title VI, of the Civil Rights Act of 1964. Nor does CCHS discriminate on the basis of age, religion, marital status, in the educational programs and the activities it operates.





# Community

**We hold each other to high standards with mutual respect. We solve problems by collaborating with each other. We listen, we ask questions, and we approach those around us with compassion, empathy, and trust.**

# HOUSE SYSTEM

In 2017, CCHS launched its House System. Students, faculty, and staff are divided amongst four houses - Apollo, Atlantis, Gemini, and Endeavour. Students will remain in these houses until they graduate from CCHS. Throughout the year, the four houses will compete against each other for points which have the potential to earn their house various rewards that are awarded on a monthly, quarterly, and yearly basis. The goal of the House System is to provide an opportunity for students and faculty to interact across grade levels. In doing so, the school community will benefit from positive peer pressure, increased school spirit, and healthy competition.

## APOLLO HOUSE

**House Leader - TBD**

In 1961, President John F. Kennedy challenged the nation to land on the moon by the end of the decade. NASA met that challenge with the Apollo program. It was the first time humans left Earth's orbit and resulted in 12 American astronauts walking on the moon. They conducted scientific research, studied the lunar surface, and collected moon rocks. Apollo's namesake is the Greek god of archery, prophecy, and most significantly, the sun.

<b>Biomed</b> Casey Evans	<b>Family &amp; Consumer Science</b> TBD
<b>Social Studies</b> Kim Vince	<b>Global Language</b> TBD
<b>English</b> Leah Waters	<b>English</b> DJ Pigg
<b>Science</b> Glenna Rich	<b>SDI</b> Jennifer Gibson Lori Glore

## ATLANTIS HOUSE

**House Leader - TBD**

Atlantis was named after the exploration sailing vessel of the Woods Hole Oceanographic Institute, which brought scientists discoveries in oceanography and marine biology. Living up to its namesake, the Atlantis ventured on 33 expeditions and returned with troves of scientific information. Atlantis made trips to two space stations, launched a probe to map Venus, repaired the Hubble Telescope, and made the final NASA shuttle mission in 2011.

<b>Social Studies</b> Howard Suggs	<b>Math</b> Makayla West
<b>Social Studies</b> Vicki Hatfield	<b>Business</b> Misty Tinsley
<b>English</b> Derrick Ford	<b>Science</b> Tess Brown
<b>English</b> Teresa Foster	

## ENDEAVOUR HOUSE

**House Leader - TBD**

Endeavour, the final orbiter to join the shuttle fleet, completed 25 missions into space, including the first service mission to the Hubble Telescope, as well as the first mission to add a U.S. component to the International Space Station. Endeavour carried many firsts including African-American female, Japanese, and married couple into space. The orbiter was named after the British ship which took Cpt. James Cook on his first voyage of discovery.

<b>Agriculture</b> Jessica Abercrombie	<b>SDI</b> Kaitlyn Berry
<b>Agriculture</b> Kimberlie Lady	<b>School Counselor</b> Stefanie Shoulders
<b>Art</b> Elizabeth Rodriguez	<b>CCR</b> Callie Courtney
<b>Music</b> Hayden McConnell	

## GEMINI HOUSE

**House Leader - TBD**

Gemini helped NASA prepare for the Apollo moon landings by flying 10 missions on the two-man Gemini rocket. Gemini in Latin means "double," which reflected that the rocket holds two astronauts. Before people could land on the moon, NASA had to learn what happened when astronauts spent many days in space, if astronauts could spacewalk, and how to connect two spacecraft together. The Gemini missions proved NASA could do them all.

<b>Math</b> Michelle Orr	<b>Wellness</b> Denis Hodge
<b>Math</b> Laura Poindexter	<b>Science</b> Jody Porter
<b>English</b> Deonna McCord	<b>Library Media</b> Jessi Hill
	<b>Math</b> Nick Martinez

# STUDENT SUPPORTS

## CROSSWALK LEARNING CENTER

The Crosswalk Learning Center (CLC) provides free services to all students at Crittenden County High School. Those services include but are not limited to academic assistance (homework help/tutoring), enrichment programs (musicians club, multimedia club, cooking challenges) and college and career programs (guest speakers from various professions, college visits, job shadowing opportunities, ACT prep). CLC is open Monday-Thursday from 3:00 – 5:30. All students who attend will receive a snack, and transportation may be provided with advanced notice. Jeff Hughes serves as The CLC Coordinator and can be reached at Crittenden County High School (270) 965-2248.



## STUDENT AIDES

Student Leadership can be taken during the high school career (junior and/or senior year) and students must have a minimum GPA of 2.5. Student aides are required to stay in the classroom with the teacher to whom they are assigned unless they are sent on an errand by that teacher. Failure to report to the assigned location may result in disciplinary action for skipping class. Students are not to be on their phones during their aide period. If a task has not been assigned, the time must be used to work on class work. Student leadership will be a pass or fail grade and will not be included in GPA calculations.

## MOUNTAIN COMPREHENSIVE CARE CENTER

Mountain Comprehensive Care Center School Based Therapy Program serves as a model for linking school systems with community mental health services. This unique collaboration between the school and the mental health center forms the foundation for providing a wide range of services to children and families who are seeking assistance with difficulties in their lives. Counselors work with school-aged children whose struggles with life's challenges impair their relationships, schoolwork, self-esteem, and general well being. These life challenges may include: divorce, loss of a loved one, depression and anxiety, familial mental illness, familial substance abuse, abuse and/or neglect, difficulty dealing with change, and peer conflicts. Students can be referred for services by teachers, parents, doctors or the Family Resource Center. Please contact school officials to inquire about the school based services referral process.



## CARE CONNECT GROUPS


Preparing all students for success can only be partially met through academics. Care & Connect (CC) provides a focused space each week for our Rockets to connect with other students and teachers and to ensure they are taking appropriate action now, to be prepared for the college and/or career pathway of their choosing. All students will have CC class every day with a longer time period on Thursdays & Fridays. Each house's CC curriculum will be differentiated based on the specific needs of the given students.

## INDIVIDUAL LEARNING PLANS

Our school uses the concept of an "Individual Learning Plan" or I.L.P. to help our students select careers that interest them and complete the necessary courses to prepare them for that career. Students will complete their ILPs each year as a part of the CC curriculum.

## SUPPORT EACH OTHER WITH COURTESY

Courteous	Discourteous
<ul style="list-style-type: none"> <li>Saying please and thank you</li> <li>Saying yes or yes sir/yes ma'am</li> <li>Greeting fellow students and staff members when you pass them in the building</li> <li>Greeting all guests that visit our school with a warm introduction</li> <li>Eye contact when talking to others</li> <li>Paying attention in class</li> <li>Pushing in a chair when getting up from a station</li> <li>Asking for, accepting, offering, or declining help graciously</li> <li>Cleaning your own workspace at the end of class</li> <li>Throwing away your trash after lunch</li> <li>Allowing teachers and peers to complete statements without interruptions</li> </ul>	<ul style="list-style-type: none"> <li>Using vulgar, abusive, or offensive language</li> <li>Saying uh huh, yeah, yep, etc.</li> <li>Listening to a video during a formal learning situation such as during a lecture or while completing group work</li> <li>Text messaging during class time when the teacher is talking or you are working in a group</li> <li>Bullying, teasing, or harassing others</li> <li>Not showing up to class, practice, etc. on time</li> <li>Not taking care of your school by leaving trash behind</li> </ul>

A large, stylized letter 'K' drawn with thick, white, hand-drawn lines. The letter is filled with a pattern of diagonal white lines. Overlaid on the right side of the 'K' is the word 'Knowledge' in a large, white, sans-serif font.

# Knowledge

**We strive to gain knowledge from everything we do. We always work to get better to support our community through creativity and critical thinking.**

# CURRICULUM REQUIREMENTS

All students will be required to take a minimum of eight (8) full credit courses during the school year. After the school year begins, course changes will only be made for one of the following conditions: to make up a required course, to add a graduation requirement, to correct duplication of a course, to correct inappropriate placement of a student, or to balance class size. It is imperative that course selections be given serious consideration.

## REQUIREMENTS FOR GRADE PLACEMENT AT CCHS

Senior - 18 credits

Junior - 13 credits

Sophomore - 7 credits



## GENERAL DIPLOMA REQUIREMENTS

- 4 English credits (English I, II, III, & IV; 1 each year)
- 4 Math Credits (to include Algebra I & Geometry; 1 each year)
- 3 Social Studies credits (must include U.S. History and World Civ)
- 3 Science credits (must include ICP and Biology)
- 1 Visual & Performing Arts credit (from Band, Art, Humanities, Motion Picture History or Guitar)
- .5 Health credit/.5 PE credit
- 11 credits to come from elective course offerings.
- 28 credits total required for graduation**

## ADVANCED DIPLOMA REQUIREMENTS

- 4 English credits (Eng III must be ADV, AP, or DC; Eng IV must be AP or Eng 101/102)
- 4 Math credits (from Alg I, Adv Geo, Adv Alg II, Pre-Calculus, Adv Topics, AP Calculus, DC College Algebra or higher)
- 4 Science credits (\*1 must be Biology I; 2 credits from Chemistry I, Chemistry II, Physics I, Anatomy & Physiology, or DC Science)
- 3 Social Studies credits (1 must be World Civ ADV and 1 must be Adv US History)
- 2 Foreign Language credits (must be of the same foreign language)
- 1 Computers credit (from Digital Literacy, DC Computers, Adv Comp Apps, Multimedia, or Yearbook)
- 1 Visual & Performing Arts credit (from Band, Art, Humanities, Motion Picture History or Guitar)
- .5 Health credit/.5 PE credit
- 7 credits to come from elective course offerings.
- 28 credits total required for graduation**

\*Advanced Diploma Science Requirement – required courses may be adjusted with recommendation by the current science teacher, proposed science teacher, and guidance counselor.

## GRADING SCALE

Progress reports are issued every 4½ weeks.

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

## ACT

The state mandated administration of the ACT will be in March for all juniors at CCHS. CCHS students are also granted one free ACT in each the junior and senior year. To receive this free ACT, see Mrs. Stefanie Shoulders in the guidance department.

## CITIZENSHIP TEST

All high school students must pass a state-mandated citizenship test in order to receive a regular diploma. A passing score is 60 percent and the test can be retaken.

## VALEDICTORIAN & HONOR GRADUATES

Valedictorian candidates & honor graduates must maintain all requirements for the Advanced Diploma. **Only valedictorian(s) will be named. Also, all honor students will be classified as Cum Laude (3.5-3.79 GPA), Magna Cum Laude (3.8-3.99 GPA), or Summa Cum Laude (4.0 GPA). Students on the General Diploma plan may not be classified as higher than Cum Laude.**

# ACADEMIC PROGRESS

## Progress Report & Report Card Dates

Reporting Period	Grades Due in IC	Reports Sent Home
August 29-November 2	November 7	November 9
November 3-January 20	January 25	January 27
January 23-March 21	March 23	March 27
March 22-May 26	May 30	June 1

## ACADEMIC INTERVENTIONS

- Students who have poor or failing grades are encouraged to take advantage of free tutoring services provided by Crosswalk Learning Center.
- Students who are failing any subject will not be allowed to participate in club meetings, but may attend tutoring for the class they are failing
- Students who have poor or failing grades may also be assigned detention if failure is due to missing grades.

# ROCKET WAY SNOW DAYS & REMOTE LEARNING

## WHAT IS A ROCKET WAY SNOW DAY or REMOTE LEARNING DAY?

Crittenden County Schools participate in a Non-Traditional Day Waiver through the Kentucky Department of Education. This means that Crittenden County Schools are allowed to deliver content to students in a digital or hard copy format for student use when schools are closed due to unforeseen circumstances (snow, flu, etc.) Students will be counted in attendance that day, provided 90 percent of students complete the work given to them by their teachers. Staff will utilize an online presence as well as provide students with hard copy work materials. The plan is to reduce ineffective make-up days at the end of the school year to provide a continuum of instruction.

## WHEN WILL ROCKET WAY SNOW DAYS OR REMOTE LEARNING DAYS OCCUR?

The option to implement a Rocket Way Snow Day will be dependent on the weather forecast, the number of days missed so far, and the impact on student learning. We expect to use about five days, but we may use more depending on the type of winter we have. These days will not necessarily start on the first day missed. Mr. Vince Clark, superintendent of Crittenden County schools, will make the determination on which days will be used.



## HOW WILL I KNOW IT'S A ROCKET WAY SNOW DAY/REMOTE LEARNING DAY?

Once a decision has been made to use a Rocket Way Snow Day, the decision will be announced via a One-Call from Crittenden County Schools. It also will be publicized on the Crittenden Press Web site, and the Crittenden County Schools Web site, Facebook, and Twitter pages. In addition, a message will be sent through the district's Remind app. The announcement will tell students which lessons to complete on that day. Example... "Today will be Rocket Way Snow Day #1." Students will complete only the assignments designated by their teacher for that day.

## WHAT KIND OF WORK WILL I HAVE?

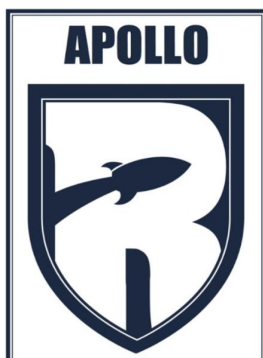
Teachers will communicate with students through Google Classrooms about what assignments will be completed and what instruction will take place. Students may have independent work and/or Google Meets.

## WHAT IF I NEED HELP?

Teachers will be accessible during their regular work schedule and may contact students with any changes regarding availability.. They may be reached through email (see the email list in the Effective Communication section) or through Google Classroom. Information on the method of communication preferred by each teacher will be given on his/her class Google Classroom site, as well as in the paper materials and other materials sent home by the teacher.

## WHEN WILL MY WORK BE DUE?

Student work will be due according to the teacher's instructions.





# Effective Communication

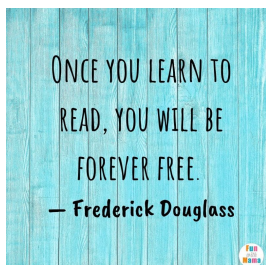
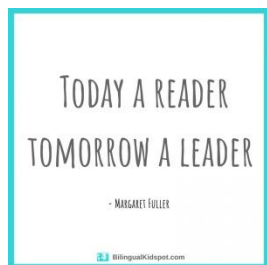
**We have meaningful conversations to move  
our community forward. We effectively  
communicate our thoughts with  
powerful, persuasive, and  
polished language.**

# ROCKET LIBRARY MEDIA CENTER

Monday – Friday: 7:45 – 3:30  
jessica.hill@crittenden.kyschools.us

Welcome to the School Library Media Center! I am so excited that you are here! The media center is open throughout the day for student & faculty use. You are welcome—and encouraged—to visit on your own time before, during, and/or after school throughout the course of the year for independent or collaborative work. Be sure to **bring a pass during the day, sign in upon arrival, and respect the space**, as well as those who are in it.

Respectfully,  
Mrs. Hill



## COME ON IN!

Create, collaborate, share thoughts and ideas, read, write, blog, study, think, research, problem solve, fail, try again, inquire, learn, inspire, prepare for your future (ACT, college, career), and grow!

## READ

Scholars are always encouraged to have a book to read. Use our cataloging database, Destiny, to find available books in our Media Center at [destiny.crittenden.kyschools.us](http://destiny.crittenden.kyschools.us). If you cannot find the material you are looking for, email Mrs. Hill a book request. Keep a lookout for other reading program opportunities.



## CHECKOUT

Students are allowed to have two books checked out of the library at one time. Normal checkout is for a period of 30 days; however, students can request an extension. When ready to check books out, students should take their selection to the circulation desk.

The librarian or the library aide will assist with checkout. Should the librarian or the aide not be available, students need to fill out the checkout log located at the circulation desk with their name, title of book, barcode number and date of checkout. Late returns or damaged materials will result in a fine.



## COLLABORATE

Many school organizations collaborate in the School Library Media Center. If you have a group that would like to meet in the SLMC, please let Mrs. Hill or one of the aides know. Also, feel free to use this space to create and grow your independent studies!

## CREATE

Students are welcome to use the Media Center's supplies for any creative work. Posters, markers, glue, scissors, etc. are available for student use. Supplies are limited but will be available while they last. Computers are also here for student use and when needed to print work.



# COMMUNICATION



[www.crittenden.kyschools.us](http://www.crittenden.kyschools.us)



@CrittendenCoHS



CCHS\_Rockets



crittendencohs



crittendencohs

## OFFICE STAFF CONTACT INFORMATION

SCHOOL LEADERS	Melissa Quertermous	<i>melissa.quertermous@crittenden.kyschools.us</i>
	Brian Wynn	<i>brian.wynn@crittenden.kyschools.us</i>
	Stefanie Shoulders Laura Poindexter	<i>stefanie.shoulders@crittenden.kyschools.us</i> <i>laura.poindexter@crittenden.kyschools.us</i>
OTHER LEADERS	Lacey Schrock	<i>lacey.schrock@crittenden.kyschools.us</i>
	Crystal Wesmoland	<i>crystal.wesmoland@crittenden.kyschools.us</i>
	Jeff Hughes	<i>jeff.hughes@crittenden.kyschools.us</i>
LEADER SUPPORT	Kathy Harris	<i>kathy.harris@crittenden.kyschools.us</i>
	Brooke Hunt	<i>brooke.hunt@crittenden.kyschools.us</i>
	Carol Perry	<i>carol.perry@crittenden.kyschools.us</i>
COLLEGE & CAREER LEADERS	Callie Courtney	<i>callie.courtney@crittenden.kyschools.us</i>
	Todd Merrick	<i>todd.merrick@wkec.org</i>

# FACULTY CONTACT INFORMATION

ENGLISH	Derrick Ford	<i>derrick.ford@crittenden.kyschools.us</i>
	Teresa Foster	<i>teresa.foster@crittenden.kyschools.us</i>
	Deonna McCord	<i>deonna.mccord@crittenden.kyschools.us</i>
	DJ Pigg	<i>dj.pigg@crittenden.kyschools.us</i>
	Leah Waters	<i>leah.waters@crittenden.kyschools.us</i>
MATH	Nick Martinez	<i>nick.martinez@crittenden.kyschools.us</i>
	Michelle Orr	<i>michelle.orr@crittenden.kyschools.us</i>
	Laura Poindexter	<i>laura.poindexter@crittenden.kyschools.us</i>
	Michaela West	<i>michaela.west@crittenden.kyschools.us</i>
SCIENCE	Tess Brown	<i>tess.brown@crittenden.kyschools.us</i>
	Jody Porter	<i>jody.porter@crittenden.kyschools.us</i>
	Glenna Rich	<i>glenna.hoeszle@crittenden.kyschools.us</i>
SOCIAL STUDIES	Vicki Hatfield	<i>vicki.hatfield@crittenden.kyschools.us</i>
	Howard Suggs	<i>howard.suggs@crittenden.kyschools.us</i>
	Kim Vince	<i>kim.vince@crittenden.kyschools.us</i>
SDI	Kaitlyn Berry	<i>kaitlyn.berry@crittenden.kyschools.us</i>
	Jennifer Gibson	<i>jennifer.gibson@crittenden.kyschools.us</i>
	Lori Glore	<i>lori.glore@crittenden.kyschools.us</i>
	Tara Kirk	<i>tara.kirk@crittenden.kyschools.us</i>
CAREER/TECHNICAL EDUCATION	Jessica Abercrombie	<i>jessica.abercrombie@crittenden.kyschools.us</i>
	Casey Evans	<i>casey.evans@crittenden.kyschools.us</i>
	Kimberlie Lady	<i>kimberlie.lady@crittenden.kyschools.us</i>
	Misty Tinsley	<i>misty.tinsley@crittenden.kyschools.us</i>
	Family Consumer Sciences--TBD	<i>@crittenden.kyschools.us</i>
ELECTIVES	Jessi Hill	<i>jessica.hill@crittenden.kyschools.us</i>
	Denis Hodge	<i>denis.hodge@crittenden.kyschools.us</i>
	Hayden McConnell	<i>hayden.mcconnell@crittenden.kyschools.us</i>
	Elizabeth Rodriguez	<i>elizabeth.rodriguez@crittenden.kyschools.us</i>
	Spanish--TBD	<i>@crittenden.kyschools.us</i>

# HOME-TO-SCHOOL COMMUNICATION

## PARENT-TEACHER CONFERENCES

Parents/guardians are encouraged to participate in two scheduled conferences annually (one in the fall and one in the spring) to learn about your student's progress in school. Parent/guardians desiring a conference at any other time may call the office or email the teacher to set up an appointment with a teacher during his/her planning period.

## COMMUNICATION CHAIN OF COMMAND

If you have a question concerning your child, please follow the chain of command below:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

## INFINITE CAMPUS

Infinite Campus is a web-based student information system that allows educators, parents and students to share information. Infinite Campus allows parent access to their student's grades online anytime. Students wishing to activate their account should talk to Kathy Harris in the office. For information for parents on how to set up your Infinite Campus account, please contact Kelley Crase or Diana Lusby at, 270-965-3525. Students and parents can access Infinite Campus at <https://kycde6.infinitecampus.org/campus/portal/crittenden.jsp>.

## RELEASE OF STUDENTS AND STUDENT INFORMATION TO DIVORCED OR SEPARATED PARENTS

CCHS will release/dismiss a student or release information concerning the student to either parent/guardian unless the school has been provided with evidence that there is a state law or court order which provides instruction to the contrary. If such documentation exists, it is the responsibility of the custodial parent or guardian to see that the office is notified and school officials are provided a copy. Otherwise, both parents will have equal access to any information concerning the student.



**We accept only the best of ourselves and each other. We celebrate hard work and the accomplishment of our goals.**

# HONORS & CEREMONIES



## ACADEMIC BANQUET

At the end of the spring semester, teachers will identify outstanding students in each of the courses offered at CCHS from both the fall and spring semesters. These students will be individually invited to be honored at the traditional academic awards banquet in which students are presented a certificate of achievement and provided a catered meal.

## GRADUATION EXERCISE PARTICIPATION: (see Council Policy 18.00)

- Seniors must meet all academic requirements for graduation to participate in the commencement exercise.
- Seniors enrolled in a correspondence course must have the final grade on file two weeks prior to graduation.
- Seniors must order a cap and gown at the designated time.
- Caps and gowns must be worn at the Commencement exercise. The senior class will vote annually to determine attire for the Baccalaureate service.
- Graduation caps and gowns cannot be painted, airbrushed, or altered in any way. This is board policy.
- Seniors must attend the commencement practice session/s to participate in the commencement exercise.
- Seniors must dress appropriately and exhibit proper behavior to participate in these exercises. Dress shirts, ties and pants for men; dresses, skirts, dress pants, or dress blouses for women. No flip-flops, open heeled or athletic shoes can be worn. All clothing must be dress code appropriate.
- Seniors must have paid all fines, fees, etc., and completed all disciplinary assignments to participate in commencement.
- Failure to adhere to the above stated requirements in this policy will/may result in the student's privilege to participate in commencement exercises.

## KEES SCHOLARSHIP PROGRAM

The Kentucky Educational Excellence Scholarship (KEES) offers cash for good grades. Based on grades, Kentucky high school students can earn money that can be used to help pay tuition expenses at a Kentucky college, university, or technical school for four full years. The amount of money earned is based on each year's GPA, and a bonus will be given based on ACT composite score. At the end of each year, students will receive a letter stating the amount they are eligible to receive based on that year's grades. Students can check their accounts online at <https://www.kheaa.com/apps/registration/signin> Registration through ZIP Access is required.

KEES Award Amounts			
GPA	Award Amount	ACT Score	Bonus Amount
2.50	\$125	15	\$36
2.60	\$150	16	\$71
2.70	\$175	17	\$107
2.75	\$187	18	\$143
2.80	\$200	19	\$179
2.90	\$225	20	\$214
3.00	\$250	21	\$250
3.10	\$275	22	\$286
3.20	\$300	23	\$321
3.25	\$312	24	\$357
3.30	\$325	25	\$393
3.40	\$350	26	\$428
3.50	\$375	27	\$464
3.60	\$400	28 or above	\$500
3.70	\$425		
3.75	\$437		
3.80	\$450		
3.90	\$475		
4.00	\$500		

## HONOR GRADUATES & VALEDICTORIANS

Honor graduates will be designated by the "Laude" system of classification. Students will be classified as Cum Laude (3.5-3.79 GPA), Magna Cum Laude (3.8-3.99 GPA), or Summa Cum Laude (4.0 GPA). Students on the General Diploma plan may not be classified as higher than Cum Laude. Valedictorians must complete the advanced diploma and maintain a 4.0 GPA.

# GOVERNOR'S SCHOLARS



The Governor's Scholars Program strives to enhance Kentucky's next generation of civic and economic leaders. Established in 1983, the program provides academic and personal growth through the balance of a strong liberal arts program with a full co-curricular and residential life experience. Students must complete an application and compete with others from across the state. Those selected attend the program free of charge. Juniors who are interested in applying will begin the application process the beginning of their junior year.

To be eligible to apply and be selected as a Governor's Scholar, a student must:

- Be in the 11th grade at the time of selection and intend to return to a Kentucky school district for the next school term. (Students skipping their senior year to enter college are not eligible);
- Be a current resident of Kentucky;
- Have taken the ACT, PSAT, or SAT in the 9th, 10th or 11th grades.

# GOVERNOR'S SCHOOL FOR THE ARTS

For three weeks every summer, over 200 of Kentucky's most talented and creative high school students are invited to grow and learn together at the Governor's School for the Arts' college summer residence program. Rising juniors and seniors in high school are offered in-depth instruction in one of nine artistic disciplines: architecture + design, creative writing, dance, drama, instrumental music, musical theatre, new media, visual art, and vocal music. The honor of experiencing GSA includes:

- Attending the program for FREE (all students receive full tuition, room and board).
- Opportunities to learn in a supportive community of distinguished master-teachers.
- College preparation, career counseling, and the chance to meet college representatives during an exclusive GSA college fair.
- Arts-related community service opportunities.
- The excitement of performing/exhibiting at the Student Performance Festival at the conclusion of the program.
- Serious fun!

Students are immersed in a rigorous schedule of daily seminars, master classes, lectures, hands-on workshops and field trips. While each student specializes in one art form, all students participate in structured, interdisciplinary arts experiences designed to familiarize them with the joys and challenges of specialties other than their own. Upon completion of the summer program, students become part of the ever-growing GSA alumni network, gaining a variety of opportunities such as scholarships and funding through the Toyota Alumni Fund.

# COMMONWEALTH HONORS ACADEMY

The Commonwealth Honors Academy (CHA) is an exciting, challenging three-week academic, social and personal growth program for outstanding high school students who have completed their junior year. Students will be selected from the Commonwealth and surrounding region to attend this program at Murray State University.

The Academy differs from the traditional high school in its approach to learning and in the creation of a living-learning community. CHA offers students a chance to know and make friends with other enthusiastic, energetic students with high intellectual capacities. The interaction of students with different backgrounds is one of the most valuable aspects of the academy. There is no cost to students except for personal articles, laundry, snacks, and incidental expenses and a \$195 tuition processing fee. Fee waived for students receiving free or reduced student lunch, or ACT Fee Waiver.



All students applying for the Commonwealth Honors Academy should have a 3.5 GPA (on a 4-point scale) and 25 Composite ACT (or the equivalent PSAT, SAT or PLAN score). Upon completion of CHA, students will

- receive six hours of university credit
- have the opportunity to take six additional hours of \*tuition-free university courses at Murray State University during their senior year.
- be awarded a four-year, \$2,000-per-year housing scholarship to attend Murray State University

# GATTON ACADEMY

THE GATTON  
ACADEMY   
*of Mathematics and Science*

The Gatton Academy of Mathematics and Science in Kentucky is the Commonwealth's first high school for students interested in pursuing advanced careers in science, technology, engineering, and mathematics. Instead of spending their junior and senior years in traditional high schools, our 160 students take all their coursework through Western Kentucky University, in Bowling Green, with regularly-enrolled college students. The Gatton Academy empowers Kentucky's exceptional young scientists and mathematicians to live and learn in an environment which offers advanced educational opportunities, while preparing them for leadership roles.

## Student Selection

Applicants are high school sophomores who have completed Geometry and Algebra II by the end of their sophomore year. The application process is competitive with only about 25% of applicants accepted into the program. We accept approximately 95 students, 50 male and 50 female, each year. Tuition, fees, room, and meals are provided! Families are responsible for paying for books.

Students are selected based on:

- SAT or ACT scores (minimum 22 math ACT or 520 math SAT)
- Academic grades from 9th and 10th grade transcript
- Interest in advanced careers in science, technology, engineering, and math
- Student responses to application essay questions and short answer question
- Recommendation letters
- Interviews

# CRAFT ACADEMY



The Craft Academy for Excellence in Science and Mathematics is a dual-credit residential high school for academically exceptional Kentucky students. It is housed on the campus of Morehead State University, consistently ranked as one of the safest campuses in the Commonwealth. A college-level curriculum allows students to finish high school while also completing up to two years of university coursework. The academic rigor of the Craft Academy challenges students to excel at their highest level. Study is focused on a core of math and science courses and supplemented by electives in the arts and humanities. Additionally, the program offers unique, project-based STEM+X courses that enrich our students' educational experiences and help them develop competencies in entrepreneurship and innovation, design and creativity, and civic and regional engagement.

## Student Selection

Craft Academy applicants are high school sophomores who will have completed geometry, algebra I, and algebra II by the end of their sophomore year. Students are selected based on ACT ( minimum ACT score of 18 in English, 22 in reading, and 22 in math) or SAT scores; academic grades from ninth and tenth grades; interest in advanced careers in science, technology, engineering and math; student responses to application essay questions; interviews by Academy staff members; and recommendations from teachers and other individuals who can attest to a student's need and preparedness for the program.

## Gatton/Craft Academy Grading/Valedictorian

Students who attend either Gatton or Craft Academy are not able to be named class valedictorian at CCHS. They may still be classified as honor graduates or magna/summa/cum laude.



# Self-Discipline

**No more excuses. We do what we should  
do, rather than what we want to do,  
with an end goal in mind.**

# LEARNING EXPECTATIONS

**At CCHS, the learning environment is sacred.**

1. Students are expected to enter classrooms quietly and respectfully. Furthermore, students should be in class and seated before the bell rings.
2. Being prepared is an important part of our “take care of yourself” value. Students that are prepared for their classes mentally and with the materials they need experience less stress throughout their school day. Students should have the materials they need for each class which may include: textbooks, assignment books, homework, paper, pens, pencils, and notebooks.
3. Students should follow all teacher instructions during class time without disrespect and work to maintain a strong work ethic throughout each class.
4. Should complete all assignments to the best of their ability during class time and allow other students the opportunity to do the same by using appropriate classroom behavior.
5. Students should also comply with any additional procedures and/or expectations established by their given LEADERS.

## HALL PASS EXPECTATIONS

Students cannot learn without being in class; therefore, students are expected to remain in class. However, if the need arises for a student to be in the hall while classes are in session, they must create a hall pass on e-Hallpass. Students must complete and have approved hall pass in system prior to leaving class. If a student is out of class for an extended period of time, staff members will notify office, and students may face consequences for skipping class.

## HALLWAY EXPECTATIONS

During class changes, students should move throughout the hallways calmly and respectfully without making loud noise or engaging in horseplay. There will be a warning bell which will remind students that they have one minute to make it to class and take their seat in order to avoid being tardy. We take care of our hallways and each other at CCHS and all members of the learning community are encouraged to pick up any trash in the hallways to ensure the cleanliness of our school.

## SCHEDULE CHANGES

Schedule changes may only be permitted during the first week of school. Any exceptions to this must be approved by the principal.

## SKIPPING CLASS

Students are expected to be in their assigned class each period. Any student who skips all or part of a class period will be assigned disciplinary consequences.

## TARDIES TO CLASS

Students who are not in their classrooms when the final tardy bell rings will be given a Rocket Referral/Reflection. Teachers have the discretion to allow students to leave the classroom during the first 10 minutes or the last 10 minutes of class on a hallpass.

### CONSEQUENCES FOR TARDIES:

Each offense will result in detention the following day. Student will complete a *ROCKET Reflection Form* and return the duplicate with parent signature to detention when assigned.

Multiple tardies may result in loss of extracurricular participation opportunities which may include field trip attendance, prom, etc.



# LEARNING EXPECTATIONS

## Academic Dishonesty

Learning does not occur unless the process students go through to learn is an honest process that reflects their true abilities as measured by their own efforts. Academic dishonesty is therefore defined as actions such as:

- Cheating - (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using the test or notes during a test or examination, (3) talking while taking quizzes, tests, or examinations, (4) looking at another student's paper, (5) using an electronic device to look up answers.
- Fabrication and Falsification - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.
- Multiple Submission - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.
- Plagiarism - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement. Claiming the work of another person as one's own \* copying information from another student's homework, class assignment, test, examination, theme, book report, or term paper
- Failing to follow test procedures or instructions announced by a teacher such as: no talking, no turning around in seat, raise hand to ask questions, etc.

When a teacher determines to his/her satisfaction that an act of cheating has taken place, penalties (including the assignment of no credit and/or disciplinary action) may be taken. Parents will be notified.

# ACADEMIC READY

High schools are expected to help students show they are ready to transition to the postsecondary area of student choice by earning a high school diploma, having essential work ethic skills, and demonstrating readiness to transition to an academic or career pursuit after high school.

HIGH SCHOOL DIPLOMA	FOUNDATIONAL ESSENTIAL SKILLS	ATTENDANCE
Earn a high school diploma by meeting/exceeding the Kentucky Minimum High School Graduation Requirements	Complete work-based learning experience OR service learning OR community service on KBE-approved criteria of high, medium, low	Meet attendance expectations 97% and above (high) 94-96% (medium) 91-93% (low)
AND		
Benchmarks on a college admissions exam ACT ENGLISH 18 ACT MATH 19 ACT READING 20	A grade of B or better on 6 or more hours of <b>OR</b> KBE-approved dual credit	A score of 3+ on 2 or more courses in Advanced <b>OR</b> Placement exams

## PREPARATION FOR COLLEGE ADMISSION TIME TABLE

The minimum number of credits for graduation is 28 credits. It is recommended that all students who plan on attending a four year college/university and earning a bachelor's degree earn two credits in the same foreign language.

### Freshman Year

1. Follow advanced diploma curriculum.
2. Maintain high grade point average.
3. Update ILP.
4. Become involved in school and community.

### Sophomore Year

1. Follow advanced diploma curriculum.
2. Maintain high grade point average.
3. Take ACT on your own in the spring.
4. Update ILP.

### Junior Year

1. Follow advanced diploma curriculum.
2. Begin to consider college choices
  - a. Write for admission packets.
  - b. Determine required college entrance tests and requirements.
3. Take the ACT in March.
4. Visit college campuses.
5. Complete 30+ hours in online ACT Prep Program.
6. Update ILP.
7. Retake the ACT in the summer to improve scores.

### Senior Year

1. Follow advanced diploma curriculum.
2. Retake the ACT in the fall to improve scores.
3. Begin writing any essays required for admissions; write a resume and keep copies.
4. Attend College Fair and sessions with college representatives.
5. Finalize college applications and housing forms.
6. Be constantly aware of announcements concerning scholarships.
7. Attend financial aid workshop, and apply for financial aid in October.
8. Update ILP.



## COLLEGE VISITS

Junior and senior students are encouraged to visit colleges when CCHS is not in session. They are, however, granted ONE day excused absence (student is not recorded as absent) per year for a visitation to an institution of higher learning. College visitation request forms are available in the Guidance Office. Students must turn in the completed request form to the Guidance Office PRIOR to the requested visitation day. Visitations must be approved by the principal with recommendation from the counselor. College visitation will be granted only to juniors and seniors who are perceived to have a genuine interest in attending college or the institution of higher learning.

## DUAL CREDIT

Dual credit courses may be offered to CCHS students through agreements with participating colleges/universities. The cost per course varies as do the course offerings each semester dependent on the college/university. Students will be expected to cover the cost of both the course and the textbook, however, scholarships are available. Students will earn college and high school credit for a passing grade of D or better. Students will be advised of their options during the scheduling process.

# CAREER READY

High schools are expected to help students show they are ready to transition to the postsecondary area of student choice by earning a high school diploma, having essential work ethic skills, and demonstrating readiness to transition to an academic or career pursuit after high school.

HIGH SCHOOL DIPLOMA	FOUNDATIONAL ESSENTIAL SKILLS	ATTENDANCE
Earn a high school diploma by meeting/exceeding the Kentucky Minimum High School Graduation Requirements	Complete work-based learning experience OR service learning OR community service on KBE-approved criteria of high, medium, low	Meet attendance expectations 97% and above (high) 94-96% (medium) 91-93% (low)
<b>AND</b>		
Benchmarks on Industry Certificate* (*Approved by the Kentucky Workforce Innovation Board on an annual basis)	<b>OR</b>	Earn End of Program (EOP)* as appropriate for articulated credit (*Approved by the Kentucky Workforce Innovation Board on an annual basis)
<b>AND</b>		
A score of B or better on 6+ hours approved dual credit courses	<b>OR</b>	Complete 2 credits and enroll in a 3rd credit in Career and Technical Education program of study
	<b>OR</b>	KDE/Labor Cabinet-approved apprenticeship
	<b>OR</b>	KDE-approved alternate process to verify exceptional work experience

## PREPARATION FOR CALDWELL COUNTY AREA TECHNICAL SCHOOL TIME TABLE

### Freshman Year

1. Follow general diploma curriculum, including a CTE pathway.
2. Maintain high grade point average.
3. Update ILP.
4. Become involved in school and community.

### Junior Year

1. Follow general diploma curriculum, including CRCC courses.
2. Begin to consider college or post-secondary training choices
3. Take the ACT in March.
4. Visit college post-secondary training campuses.
5. Update ILP.
6. Retake the ACT in the summer to improve scores if needed..

### Sophomore Year

1. Follow general diploma curriculum, and take a humanities credit along with continuing a CTE pathway.
2. Maintain high grade point average.
3. Take ACT on your own in the spring.
4. Update ILP.

### Senior Year

1. Follow general diploma curriculum, including continuation of CRCC courses.
2. Retake the ACT in the fall to improve scores if needed..
3. Begin writing any essays required for admissions; write a resume and keep copies.
4. Attend College Fair and sessions with college and employer representatives.
5. Finalize college/post-secondary training applications and housing forms.
6. Be constantly aware of announcements concerning scholarships.
7. Attend financial aid workshop, and apply for financial aid in October.
8. Update ILP.



# WORK READY

## Work Ethics Certification Criteria:

### ATTENDANCE

97 percent during senior year  
95 percent overall high school career

### BEHAVIOR

No Alt School during last two years of school

### GRADES

90 percent pass rate during overall high school career

### TARDIES

97 percent punctuality the last two years of school

### SOFT SKILLS CURRICULUM

Successful completion of adopted soft skills curriculum.

### SERVICE

Documentation of serving community via two of the following

- Work experience
- Club involvement
- Athletics/band
- Church involvement/activity
- Volunteer activities
- Other with prior approval by principal

The above requirements may be adjusted by the principal in extenuating circumstances.

# CAREER PATHWAYS

Our focus on pathways at CCHS speaks to our commitment to prepare career ready students before or upon high school graduation. Students are encouraged to identify pathways of interest that align with their future goals and plans. Pathways are listed below with corresponding courses which may lead to college or career readiness.

Students are considered a career preparatory student by having completed two courses in a pathway and being enrolled in a third. Career preparatory students are eligible to take the End of Program (EOP) assessment) or earn industry certification. Students who are preparatory before their senior year may be eligible for a cooperative education experience. Students achieve career completer status after they complete a fourth course in the pathway.

Pathways	COURSES
<b><u>Agriculture:</u> Animal Science</b>	Principles of Agriscience, Animal Science, Animal Tech, AGR 100, AGR 182
<b><u>Agriculture:</u> Horticulture</b>	Principles of Agriscience, Intro to Greenhouse, Greenhouse Tech, AGR 140, AGR 160
<b><u>Agriculture:</u> Ag Power</b>	Principles of Agriscience, Ag Construction, Caldwell Regional Career Center
<b><u>Business:</u> Business (phasing out)</b>	Digital Literacy, Business Principles/Apps, Office Administration, Microsoft Office (MOS)
<b><u>Business:</u> Marketing</b>	Marketing Principles, Marketing Applications, Advertising & Promotion, Principles of Entrepreneurship
<b><u>Family &amp; Consumer Science:</u> Consumer and Family Management</b>	FACS Essentials, Lifespan Development, Relationships, Money Skills, Co-Op
<b><u>Biomedical</u></b>	Principles of Biomedical Science, Human Body Systems, Medical Interventions, Biomedical Innovation, Co-Op
<b><u>Teaching &amp; Learning</u></b>	The Learning Community, The Learner-Centered Classroom, The Professional Educator, and Collaborative Clinical Experience OR Dual Credit Course
<b><u>Computer Science</u></b>	Computer Science Essentials, Computer Science Principles, Computer Science A, Cybersecurity

# EARLY GRADUATION

Early Graduation is a deliberate pathway for students in grades 9-11 who wish to move on when ready, receive a diploma from the district and be eligible for acceptance into Kentucky public universities and non-profit independent colleges and universities. The pathway provides a financial scholarship, known as the Early Graduation Certificate, to support this action. Students graduating early are not eligible for valedictorian..

## Requirements:

- Students must take and achieve ACT benchmarks as designated by the Council for Postsecondary Education (CPE).
- Students must enter the pathway prior to October 1 of the year in which he/she intends to graduate early.
- Students must notify the school principal within the first 30 days of the school year in which they intend to graduate.
- Students must graduate in three years or less. Students exceeding three years do not qualify for the incentives identified with Early Graduation.
- Students must meet all requirements for high school graduation as set forth by 704 KAR 3:305 and local board policy.
- Students must attain the following credits in three years or less:
  - Each student in a Kentucky public school shall have a total of at least twenty-two (22) credits for high school graduation. Those credits shall include the content standards as provided in the Kentucky Academic Standards, incorporated by reference in 704 KAR 3:303. Standards-based performance-based credit may also be awarded to fulfill credit requirements based on local policies that meet the stipulations as set forth in 704 KAR 3:305. Additional standards-based learning experiences shall align to the student's individual learning plan and shall consist of standards-based content. The required credits and demonstrated competencies shall include the following minimum requirements:
  - Language arts - four (4) credits (English I, II, III, and IV) to include the content contained in the Kentucky Academic Standards for English and language arts and comply with the following:
    - Language arts shall be taken each year of high school;
    - Social studies - three (3) credits to include the content contained in the Kentucky Academic Standards for social studies;
    - Mathematics - three (3) credits to include the content contained in the Kentucky Academic Standards for mathematics and include the following minimum requirements:
      - (a) Algebra I, Geometry and Algebra II. An integrated, applied, interdisciplinary, occupational or technical course that prepares a student for a career path based on the student's individual learning plan may be substituted for a traditional Algebra I, Geometry or Algebra II course on an individual student basis if the course meets the content standards in the Kentucky Academic Standards, incorporated by reference in 704 KAR 3:303;
      - (b) A mathematics course or its equivalent as determined by the district shall be taken each year of high school to ensure readiness for postsecondary education or the workforce;
      - (c) Any mathematics course other than Algebra I, Geometry or Algebra II shall be counted as an elective;
  - Science - three (3) credits that shall incorporate lab-based scientific investigation experiences and include the content contained in the Kentucky Academic Standards for science;
  - Health - one-half (1/2) credit to include the content contained in the Kentucky Academic Standards for health;
  - Physical education - one-half (1/2) credit to include the content contained in the Kentucky Academic standards for physical education;
  - History and appreciation of visual and performing arts (or another arts course which incorporates this content) - one (1) credit to include the content contained in the Kentucky Academic Standards for arts and humanities or a standards-based specialized arts course based on the student's individual learning plan;
  - (8) Academic and career interest standards-based learning experiences - seven (7) credits including four (4) standards-based learning experiences in an academic or career interest based on the student's individual learning plan; and
  - Demonstrated performance-based competency in technology.

# SCHOOL/PARENT COMPACT

**This compact pledges our school community to increase students' college and career readiness in the real world, while increasing the student's ability to think critically and solve problems with a focus on increasing reading and math skills.**

## **Crittenden County High School Teachers pledge to:**

- Explain my approach to teaching, expectations, and my grading system to student and their families
- Continually work on my teaching strategies so that I can successfully teach all children
- Communicate with my students and their families, initiating conferences when needed
- Monitor student progress in classes and update parents through report cards, conferences, and entries in Infinite Campus
- Assign work that is relevant and interesting
- Make sure students understand the assignment and provide formative feedback promptly.
- Assess summatively, if applicable, after formative information has shown a readiness for the assessment
- Refer students for extra help when needed to Crosswalk Learning Center

## **Crittenden County High School Students Pledge to:**

- Set a goal for myself regarding post-high school
- Complete assignments in a timely manner, communicating with the teacher if there is a problem
- Communicate with my teachers if I do not understand something or need more help
- Commit to being college or career ready upon graduation
- Engage myself in classroom activities
- Keep a high attendance rate, having absences/tardies only when necessary
- Communicate with my parents about what is going on in school
- Attend Crosswalk Learning Center when help is needed

## **Crittenden County High School Parents Pledge to:**

- Communicate with my child about what they are learning in school, focusing on successes and needs
- Utilize the Infinite Campus Parent Portal to monitor grades and absences (for those parents who have access to the Internet)
- Communicate with the teacher if there is problem in their class
- Encourage my child to complete assignments and study for assessments
- Attend parent nights whenever possible to learn about my child's learning and college/career readiness
- Encourage my child to attend Crosswalk Learning Center when help is needed, or support my child in getting the help he/she needs via another means
- Initiate and attend parent/teacher conferences, if the need arises