Good character consists of knowing the good, desiring the good, and doing the good.
<table>
<thead>
<tr>
<th>Month</th>
<th>Instructional Days</th>
<th>No School</th>
<th>Professional Development</th>
<th>Planning Day</th>
<th>Holiday</th>
<th>Opening Day</th>
<th>Closing Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2016</td>
<td>1st Semester - 82</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd Semester - 91</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>173 Instructional Days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 2016</td>
<td>4 Holidays, 4 PD Days, 2 G Days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Opening &amp; Closing Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 2017</td>
<td>1st 9 wks. ends Oct. 14th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd 9 wks. ends Dec 16th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3rd 9 wks. ends Mar. 3rd</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4th 9 wks. ends May 18th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 2017</td>
<td>Make up days will be in the following order:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Feb 20, Mar 17, May 22, May 23, May 24, May 25, May 26, May 30, May 31, Jun 1, Jun 2, Apr 3, Apr 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2017</td>
<td>Parent-Teacher Conferences:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CCES, CCMS CCHS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oct 13th &amp; 18th 4:00-7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Feb 16th &amp; 21st 4:00-7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CCPS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oct 20th &amp; 25th 4:00-7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Feb 23rd &amp; 28th 4:00-7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

2016-2017 School Calendar........................................................................................................ 1
Welcome.................................................................................................................................... 4
Contact Information for Administrative Staff ........................................................................ 5
Mission Statement .................................................................................................................. 5

**ACADEMICS** .......................................................................................................................... 6
ACT Registration and Test Dates .......................................................................................... 6
Bell and Class Schedule ....................................................................................................... 7
Credits Required for Promotion .......................................................................................... 8
Credits Required for Graduation .......................................................................................... 8
Caldwell County High School Pre-College Curriculum ...................................................... 8
Graduation Requirements for Honor Recognition .............................................................. 9
Diploma Types ....................................................................................................................... 9
Comprehensive Diploma Requirements ............................................................................. 10
Transitional Courses ........................................................................................................... 10
Grading Scale ....................................................................................................................... 11
GPA and Class Rank ............................................................................................................ 11
Weighted Classes ................................................................................................................ 11
Correspondence Courses .................................................................................................... 11
Other Information and Policies ............................................................................................. 12
Grading Periods .................................................................................................................... 12
Honor Roll .............................................................................................................................. 12
Incomplete Coursework ......................................................................................................... 12
Bonus Points .......................................................................................................................... 12
Advanced Placement and Dual Credit College-Level Courses .......................................... 13

**EXTRA-CURRICULAR** .......................................................................................................... 14
CCHS Eligibility Requirements ............................................................................................ 14
NAIA Eligibility Requirements ............................................................................................ 14
NCAA Eligibility Requirements .......................................................................................... 14
National Honor Society Criteria .......................................................................................... 14
Dances ...................................................................................................................................... 15
Extra-Curricular Transportation ......................................................................................... 15
Extra-Curricular Participation ............................................................................................... 15

**DRIVING PRIVILEGES** ...................................................................................................... 16
No Pass / No Drive Law ......................................................................................................... 16
Parking ..................................................................................................................................... 16
Driver’s Attendance .............................................................................................................. 16

**ATTENDANCE POLICIES** .................................................................................................. 17
Truancy ..................................................................................................................................... 17
Excused Absences ................................................................................................................ 17
Verification (parent notes) ..................................................................................................... 18
Unexcused Absences ............................................................................................................. 18
Make-Up Work ...................................................................................................................... 18
Items Related to School Attendance .................................................................................... 19
Perfect Attendance ............................................................................................................... 19
Welcome to Caldwell County High School and another exciting school year. I hope that everyone has had a great summer break. The entire staff is excited about the upcoming year and on their behalf, I am pleased to welcome our students to the 2016-2017 school year at CCHS.

Last September, we received our accountability rating, and we were excited to be rated a “Distinguished” high school in Kentucky. One of our goals at CCHS is to empower students to be college and/or career ready. The class of 2015 led the way for all other graduating classes to follow. The class of 2016 had 98% reach the readiness benchmarks. We are proud of our past accomplishments and look for this school year to be no different in preparing all of our students in becoming college and/or career ready.

In addition to academics, we offer a variety of groups, clubs, teams and organizations which have won local, regional, state and national competitions. We encourage our students to find a place to get involved. The old adage “success breeds success” is evident throughout the halls of CCHS and will continue as we approach another school year. Our focus will always be on the students and ways that we can improve each and every child every day.

At CCHS, we are always trying to find new ways to improve and grow as a school to make it a better place. One of our areas for improvement this year is parent communication and involvements. I would like to extend an invitation to each parent to join us at various times throughout the year as we will showcasing our students and school. Another area we will focus on is in literacy. We believe reading, writing and speaking is the corner stone to one’s education as it positively affects the expansion of vocabulary, knowledge and stronger analytical thinking.

CCHS appreciates the continued support provided by our parents, community members and local businesses. Thank you for helping us develop students who are prepared to enter the work force as productive and responsible citizens. They deserve no less.

Go Tigers!

Christy Whittington Phelps
### CONTACT INFORMATION FOR ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Office</strong></td>
<td>(270) 365-8010 / FAX 365-9742</td>
<td><a href="mailto:chrsy.phelps@caldwell.kyschools.us">chrsy.phelps@caldwell.kyschools.us</a></td>
</tr>
<tr>
<td>Ms. Christy Phelps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Aaron McClung</td>
<td></td>
<td><a href="mailto:aaron.mcclung@caldwell.kyschools.us">aaron.mcclung@caldwell.kyschools.us</a></td>
</tr>
<tr>
<td>Mr. Daniel Bean</td>
<td></td>
<td><a href="mailto:daniel.bean@caldwell.kyschools.us">daniel.bean@caldwell.kyschools.us</a></td>
</tr>
<tr>
<td><strong>Guidance Office</strong></td>
<td>(270) 365-8055 / FAX 365-8029</td>
<td><a href="mailto:megan.peak@caldwell.kyschools.us">megan.peak@caldwell.kyschools.us</a></td>
</tr>
<tr>
<td>Ms. Megan Peak</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs. Pam Bates</td>
<td></td>
<td><a href="mailto:pam.bates@caldwell.kyschools.us">pam.bates@caldwell.kyschools.us</a></td>
</tr>
<tr>
<td><strong>Other Offices</strong></td>
<td>(270) 365-8010</td>
<td></td>
</tr>
<tr>
<td>Mrs. Tina Martin</td>
<td></td>
<td><a href="mailto:tina.martin@caldwell.kyschools.us">tina.martin@caldwell.kyschools.us</a></td>
</tr>
<tr>
<td>Mr. David Barnes</td>
<td></td>
<td><a href="mailto:david.barnes@caldwell.kyschools.us">david.barnes@caldwell.kyschools.us</a></td>
</tr>
<tr>
<td>Mrs. Kim Farmer</td>
<td></td>
<td><a href="mailto:kim.farmer@caldwell.kyschools.us">kim.farmer@caldwell.kyschools.us</a></td>
</tr>
<tr>
<td><strong>COPE Youth Service Center</strong></td>
<td>(270) 365-8026</td>
<td></td>
</tr>
<tr>
<td>Mrs. Denise Pool</td>
<td></td>
<td><a href="mailto:denise.pool@caldwell.kyschools.us">denise.pool@caldwell.kyschools.us</a></td>
</tr>
<tr>
<td><strong>Caldwell Co. Board of Education</strong></td>
<td>(270) 365-8000</td>
<td></td>
</tr>
<tr>
<td>Mr. Carrell Boyd</td>
<td></td>
<td><a href="mailto:carrell.boyd@caldwell.kyschools.us">carrell.boyd@caldwell.kyschools.us</a></td>
</tr>
<tr>
<td><strong>Websites</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caldwell Co. Schools</td>
<td></td>
<td><a href="http://www.caldwell.kyschools.us">http://www.caldwell.kyschools.us</a></td>
</tr>
<tr>
<td>Caldwell Co. High School</td>
<td></td>
<td><a href="http://www.caldwell.kyschools.us/cchs">http://www.caldwell.kyschools.us/cchs</a></td>
</tr>
</tbody>
</table>

### MISSION STATEMENT

Caldwell County High School strives to challenge students academically to become resourceful, independent, life-long learners and responsible citizens, prepared to meet life’s challenges.

### ALMA MATER

_On our city’s western border_
_Reared against the sky_
_Proudly stands our Alma Mater_
_As the years go by_
_“Forward ever” be our motto_
_“Conquer and prevail”_
_Hail to thee, our Alma Mater_
_Caldwell High, all hail_
**ACT Registration and Test Dates**

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration</th>
<th>Deadline</th>
<th>Late Fee Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10, 2016</td>
<td>August 5, 2016</td>
<td>August 6-19, 2016</td>
<td></td>
</tr>
<tr>
<td>October 22, 2016</td>
<td>September 16, 2016</td>
<td>September 17-30, 2016</td>
<td></td>
</tr>
<tr>
<td>December 10, 2016</td>
<td>November 4, 2016</td>
<td>November 5-18, 2016</td>
<td></td>
</tr>
<tr>
<td>April 8, 2017</td>
<td>March 3, 2017</td>
<td>March 4-17, 2017</td>
<td></td>
</tr>
<tr>
<td>June 10, 2017</td>
<td>May 5, 2017</td>
<td>May 6-19, 2017</td>
<td></td>
</tr>
</tbody>
</table>

More information online at [http://www.actstudent.org](http://www.actstudent.org)

**TESTING PROGRAMS**

**The EPAS System**
The EPAS System is a series of three exams given at various times beginning in 8th grade. Each test measures student college readiness and predicts how the student will score on the next exam. Meeting benchmarks on each of the three exams predicts a 75 percent chance of earning at least a C in an equivalent college class.

**EXPLORE**
The first test of the EPAS System is given in 8th grade and measures student progress in four areas: English, Math, Reading and Science

**PLAN**
The second EPAS test is required for all sophomores. The PLAN test is designed primarily to help 10th grade students plan and prepare for their post-secondary years. This is a two hour and forty-five minute test consisting of four tests in English, Math, Reading, and Science, an interest inventory, a study skills assessment and a questionnaire about students educational and career plans.

**A.C.T. (American College Test)**
The final EPAS test is required for all juniors as part of the Kentucky state assessment. It is strongly recommended that students take this test more than once, since the highest score on the test is used for entrance to post-secondary schools in addition to having its scores used as one guideline for scholarship selection. It is also used to determine the match between a student’s educational development needs and the offerings of selected post-secondary institutions.

**COMPASS**
Compass is an untimed, computer-adaptive college placement test given at Kentucky high schools to grade 12 students that have not met the Council on Postsecondary Education's (CPE) benchmarks on the ACT.

Main Content
Meeting the benchmarks on this assessment benefits

- Students and Parents by allowing placement into college credit-bearing courses
- Schools by improving the College and/or Career Readiness Rate
- Postsecondary institutions by reducing the need for remedial classes.
# CCHS Bell Schedule
## 2016-2017

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
<td>7:50-8:40</td>
<td>50 minutes</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
<td>8:45-9:31</td>
<td>46 minutes</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
<td>9:36-10:21</td>
<td>46 minutes</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period (Academic Focus)</td>
<td>10:26-10:53</td>
<td>27 minutes</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; Period/Lunch</td>
<td>10:58-12:30</td>
<td>58 minutes</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Lunch</td>
<td>10:53-11:23</td>
<td>30 minutes</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Lunch</td>
<td>11:27-11:57</td>
<td>30 minutes</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Lunch</td>
<td>12:00-12:30</td>
<td>30 minutes</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>12:35-1:21</td>
<td>46 minutes</td>
</tr>
<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>1:26-2:12</td>
<td>46 minutes</td>
</tr>
<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>2:17-3:05</td>
<td>48 minutes</td>
</tr>
</tbody>
</table>
**CREDITS REQUIRED FOR PROMOTION**

<table>
<thead>
<tr>
<th>Class</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>5</td>
</tr>
<tr>
<td>Junior</td>
<td>11</td>
</tr>
<tr>
<td>Senior</td>
<td>18</td>
</tr>
</tbody>
</table>

**CREDITS REQUIRED FOR GRADUATION**

<table>
<thead>
<tr>
<th>Diploma</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caldwell County High School Comprehensive Diploma</td>
<td>25</td>
</tr>
</tbody>
</table>

No student may graduate without having completed a minimum of eight (8) semesters in grades 9-12 unless approval is granted by the Caldwell County Board of Education.

**Caldwell County High School Pre-College Curriculum**

The Kentucky Council for Postsecondary Education has established new minimum requirements for students entering state universities. We recommend taking seventeen (17) core classes at the honors level to further your college and career readiness. Honors core classes are also weighted higher when determining your class rank. Additionally, four (4) A.P./Dual Credit classes may be taken for a maximum total of 21 weighted classes.

<table>
<thead>
<tr>
<th>English/Language Arts</th>
<th>4 Credits</th>
<th>Mathematics</th>
<th>4 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>1 Credit</td>
<td>Algebra I</td>
<td>1 Credit</td>
</tr>
<tr>
<td>English II</td>
<td>1 Credit</td>
<td>Geometry</td>
<td>1 Credit</td>
</tr>
<tr>
<td>English III / AP English III</td>
<td>1 Credit</td>
<td>Algebra II</td>
<td>1 Credit</td>
</tr>
<tr>
<td>English IV / AP English IV</td>
<td>1 Credit</td>
<td>Math above Alg II</td>
<td>1 Credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science (Suggested Sequences)</th>
<th>3 Credits</th>
<th>Social Studies</th>
<th>3 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track 1</td>
<td>1 Credit</td>
<td>Civics</td>
<td>1 Credit</td>
</tr>
<tr>
<td>Track 2</td>
<td>1 Credit</td>
<td>World Civilizations</td>
<td>1 Credit</td>
</tr>
<tr>
<td>Intro to Chem/Phys</td>
<td>1 Credit</td>
<td>U.S. History / AP U.S. History</td>
<td>1 Credit</td>
</tr>
<tr>
<td>Chem/Phys H</td>
<td>1 Credit</td>
<td>Biology</td>
<td>1 Credit</td>
</tr>
<tr>
<td>Chemistry H</td>
<td>1 Credit</td>
<td>Biology</td>
<td>1 Credit</td>
</tr>
<tr>
<td>Biology H</td>
<td>1 Credit</td>
<td>Biology</td>
<td>1 Credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foreign Language</th>
<th>2 Credits*</th>
<th>History and Appreciation of Visual, Performing Arts</th>
<th>1 Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish I Honors</td>
<td>1 Credit</td>
<td>Performing Arts</td>
<td>1 Credit</td>
</tr>
<tr>
<td>Spanish II Honors</td>
<td>1 Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(*2 credits in the same language)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives</th>
<th>12 Credits</th>
<th>Health &amp; Physical Education</th>
<th>1 Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Rigorous Courses Required</td>
<td>12 Credits</td>
<td>Health/P.E.</td>
<td>1 Credit</td>
</tr>
</tbody>
</table>

Electives in Health and Physical Education are limited to ½ credit each for a total of 1 credit. Rigorous electives should have academic content at least as challenging as that in courses required in the minimum high school graduation requirements.
GRADUATION REQUIREMENTS FOR HONOR RECOGNITION

For the graduating Class of 2014 and beyond, **Valedictorians** must:

- Graduate on a Comprehensive Diploma
- Have the highest weighted GPA in the graduating class
- Take the 17 honors core classes which include two (2) of the same foreign language classes.
- Take a minimum of four (4) Advanced Placement (AP)/Dual Credit classes with three of the four classes being completed in classes on-site at CCHS.
- Achieve a minimum composite score of 28 on the ACT.
- For the class of 2015 and beyond, Valedictorians and Salutatorians must be **College Career Ready**.

For the graduating Class of 2014 and beyond, **Salutatorians** must:

- Graduate on a Comprehensive Diploma
- Have the next highest weighted GPA in the graduating class
- Take the 17 honors core classes which include two (2) of the same foreign language classes.
- Take a minimum of four (4) Advanced Placement (AP)/Dual Credit classes with three of the four classes being completed in classes on-site at CCHS.
- Achieve a minimum composite score of 28 on the ACT.
- For the class of 2015 and beyond, Valedictorians and Salutatorians must be **College Career Ready**.

Recognition as a **Graduate of Valor**:

- Students will be recognized as Graduates of Valor for achieving an unweighted GPA of 4.0.
- They will receive a gold stole with “Valor” written on one side to wear at graduation.

Recognition as a **Graduate of Distinction**:

- Students will be recognized as Graduates of Distinction for achieving an unweighted GPA between 3.5 and 3.999.
- They will receive a gold stole with “Distinction” written on one side to wear at graduation.

**National Honor Society** members will receive a gold stole with “NHS” written on one side to wear at graduation.

**Recognition of College Career Ready**:

- Students will receive a white cord to represent college ready to wear at graduation.
- Students will receive a gold cord to represent career ready to wear at graduation.
- Students will receive a blue/gold cord to represent college and career ready to wear at graduation.

**DIPLOMA TYPES**

Beginning with the graduating Class of 2012, all graduates will be awarded the Caldwell County High School Comprehensive Diploma.
## COMPREHENSIVE DIPLOMA REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Department</th>
<th>Courses Required</th>
<th>Grades Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Language Arts</td>
<td>English I R / H</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English II R / H</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English III R / H / AP</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English IV R / H / AP</td>
<td>12</td>
</tr>
<tr>
<td>4</td>
<td>Math</td>
<td>Algebra I R / H</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Geometry R / H</td>
<td>10 or 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Algebra II R / H</td>
<td>10 or 11</td>
</tr>
<tr>
<td><strong>Math Elective above Algebra II:</strong></td>
<td></td>
<td>Pre-Calculus H or Adv Topics</td>
<td>11 or 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Calculus or AP Calculus</td>
<td>11 or 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Money Skills, Ag Math, College</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Career Ready Math, Applied Math</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Social Studies</td>
<td>Civics R / H</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>World Civilization R / H/ Dual</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>US History R / H / AP</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Political Science H / AP</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Elective but Highly Encouraged)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Science</td>
<td>Track 1</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suggested Sequences →</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ICP H</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intro. Chem/Phys</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chemistry H</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Integrated 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Biology H</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Health/ PE</td>
<td>Health/PE</td>
<td>9</td>
</tr>
<tr>
<td>1</td>
<td>Humanities</td>
<td>Performing Arts</td>
<td>9-12</td>
</tr>
<tr>
<td>9</td>
<td>Electives</td>
<td>Recommended Courses</td>
<td>9-12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer Applications</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spanish I / Spanish II</td>
<td></td>
</tr>
</tbody>
</table>

## TRANSITIONAL COURSES/COLLEGE CAREER READY

On March 26, 2009, Governor Steve Beshear signed Senate Bill 1 into law. This significant piece of legislation led to the implementation of several educational initiatives impacting college readiness and degree completion in Kentucky. The Secondary Intervention Programs strategy requires that students take transitional courses in mathematics and reading if their ACT scores fall just below readiness benchmarks. Students with math subsection scores of 16, 17, or 18 are required to take a transitional math course. Students with reading subsection scores of 17, 18, or 19 are required to take a transitional reading course.
GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>E</td>
<td>0-59</td>
</tr>
</tbody>
</table>

GPA AND CLASS RANK

Grade Point Averages will be computed on an unweighted 4.000 scale. All courses attempted will be used in the calculation with the exception of Academic Focus, with points assigned as per Table A.

Class rank will be determined on a weighted scale, with the maximum being 4.72. The point scales in Tables B and C will be used to determine class rank only.

<table>
<thead>
<tr>
<th>Table A</th>
<th>Table B</th>
<th>Table C</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA All Classes</td>
<td>CLASS RANK Weighted Classes</td>
<td>CLASS RANK Unweighted Classes</td>
</tr>
<tr>
<td>A</td>
<td>4 points</td>
<td>A</td>
</tr>
<tr>
<td>B</td>
<td>3 points</td>
<td>B</td>
</tr>
<tr>
<td>C</td>
<td>2 points</td>
<td>C</td>
</tr>
<tr>
<td>D</td>
<td>1 point</td>
<td>D</td>
</tr>
<tr>
<td>E</td>
<td>0 points</td>
<td>E</td>
</tr>
</tbody>
</table>

WEIGHTED CLASSES

19. Political Science H –or– Science Elective –or– Math Elective
20.-  23. Up to Four (4) AP Classes/Dual Credit

A maximum of 21 weighted classes will be used in the determination of class rank. If more than four AP/Dual Credit classes are taken, the AP/Dual Credit classes with the highest grades earned will be used for determining class rank.

CORRESPONDENCE COURSES

Correspondence courses will count as Regular classes only. Students who have enrolled in and failed to receive credit in any course offered by a state accredited high school may enroll in a correspondence program and receive credit for graduation upon successfully completing said course. Only courses offered by agencies and institutions recognized by the Board will be accepted. The Principal or the Principal’s designee shall approve all correspondence or extension courses for high school credit in advance. Caldwell County Board of Education policy allows for a maximum of three (3) credits to be earned through correspondence courses to be applied toward graduation requirements. However, no
more than two (2) units of correspondence may be taken while the student is enrolled in the regular school term. Any fees incurred will be at the student’s expense. (See Board policy.)

OTHER INFORMATION AND POLICIES

- Placement exams, teacher recommendation, and previous scores in classes and on state assessments will be used for recommendation for ninth grade course work. Students who fail courses in middle school may be required to take preparatory courses as electives prior to taking the core class to help with any possible needed remediation. These preparatory classes will not take the place of the core class but may be counted as electives toward overall credits needed to fulfill graduation requirements.
- All eleventh graders must be enrolled in a math, science, English, and social studies class.
- Students may not take any class unless they have met the prerequisite or the principal grants special approval. Guidelines established in the Kentucky Program of Studies will be followed.
- All teachers are required to fill out a Mid-Term Progress Report on all students during each nine-week grading period.
- Extended school (summer school) is an extension of the class in which the student was enrolled.

GRADING PERIODS

Grading periods will each be nine (9) weeks. Report cards will be issued the week following the end of the grading period. If possible, grading periods will end on the following dates unless school is dismissed due to inclement weather.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 14th</td>
<td>End of 1st Nine Weeks</td>
</tr>
<tr>
<td>December 16th</td>
<td>End of 2nd Nine Weeks</td>
</tr>
<tr>
<td>March 3rd</td>
<td>End of 3rd Nine Weeks</td>
</tr>
<tr>
<td>May 18th</td>
<td>End of 4th Nine Weeks</td>
</tr>
</tbody>
</table>

HONOR ROLL

In order for students to make the honor roll, they must make all A’s/B’s on their report card. Students that have all A’s will be listed on the special honor roll.

INCOMPLETE COURSEWORK

Occasionally, sickness and the end of a grading period coincide. Students who have not turned in all work required for a class during a grading period may receive an “INC” on their report card if the absences are excused. The maximum time allowed to remove an incomplete is equal to or less than the number of days missed. If the work is not completed within this time frame, it may result in a zero for that work and possibly an “E” for the grading period.

BONUS POINTS

No bonus points can be awarded for monetary donations or goods brought in (ie. Boxes of Kleenex).
ADVANCED PLACEMENT AND DUAL CREDIT COLLEGE-LEVEL COURSES

CURRICULUM AND AVAILABILITY
Each year, students will have the opportunity to take college-level courses, either as Advanced Placement, Dual Credit, or BAVEL online classes in at least four of the following six areas:

1) English
2) Science
3) Mathematics
4) Social Studies
5) Foreign Language
6) The Arts

In order for a course to be designated as an Advanced Placement course, it must:

1) Be identified as an advanced placement course by the College Board.
2) Include the content as described in the College Board overview, description, and recommended course syllabus for the appropriate course.
3) Be aligned with Kentucky’s Academic Expectations and Kentucky’s Program of Studies.
4) Prepare a student to take and be successful on the appropriate advanced placement examination administered by the College Board.
5) Be taught by staff with appropriate content certification and professional development preparation to teach the advanced placement course.

The principal will make appropriate arrangements for BAVEL online and Dual Credit College Level Courses to be offered as they become available, including any arrangements for district payment of fees for classes that are part of the student’s regular coursework. Enrollment and fees will be subject to principal approval and dependent on SBDM guidelines. Application packets are available from the Guidance Office.

STUDENT ASSIGNMENT AND RECRUITMENT
We will encourage all students to prepare for and take one or more dual credit college-level courses on site. We will do that in the following ways:

1) Counselors will advise students and parents of these options when they prepare and revise their Individual Learning Plans and encourage each student to take appropriate preparatory courses.
2) Teachers will encourage all students to take challenging courses each term.
3) In September and January, the principal will report to the council on enrollment in these courses by total number, gender, ethnicity, participation in the free and reduced lunch program, and disability status.
4) Based on that data, the council may amend its Comprehensive School Improvement Plan to add additional steps to ensure equitable participation in future terms.

All students may take our dual credit college-level courses if they have the skills they need to be ready for that work. Students must meet the college benchmark requirements which are based on ACT or PLAN scores.
CCHS ELIGIBILITY REQUIREMENTS

Student athletes must have a passing average in 66% of their classes in order to be eligible to participate in athletics each week. The Athletic Director will determine weekly eligibility once per week each Friday. If an athlete is found to be ineligible due to failing grades, he or she may not participate from the following Monday through Sunday.

To be eligible to begin athletic competition in grades 9-12, a student must be at his/her proper grade level.

NAIA ELIGIBILITY REQUIREMENTS

The following is an excerpt from the National Association of Intercollegiate Athletics (NAIA) Bylaws.

Article V, Section C, items 1 and 2 of the NAIA Bylaws

1. An entering freshman student must be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution.
2. An entering freshman student must meet two of the three entry level requirements:
   a. A minimum score of 18 on the Enhanced ACT or 860 on the SAT (for tests taken on or after April 1, 1995).
   b. An overall high school grade point average of 2.000 or higher on a 4.000 scale.
   c. Graduate in the upper half of the student's high school graduating class.

NOTE: In order to meet the requirement of Article V, Section C, item 2, paragraph a above, an entering freshman taking the SAT as of March 1, 2005 must achieve a score of 860 or higher on the Critical Reading and Math sections.

The address for the NAIA website is http://www.naia.org

NCAA ELIGIBILITY REQUIREMENTS

Prospective student-athletes who are planning to enroll in college as freshmen and wish to participate in Division I or Division II sports must be certified by the National Collegiate Athletic Association (NCAA) Initial-Eligibility Clearinghouse. It is the responsibility of the parent and athlete to secure this NCAA Clearinghouse release. Forms and additional information can be obtained from the school Athletic Director’s office. Eligibility information can also be found at the end of this handbook.

The address for the NCAA website is http://www.ncaa.org

NATIONAL HONOR SOCIETY CRITERIA

Candidates for the National Honor Society must meet the following criteria:

- Have a GPA of 3.25 or above
- Be a student for one semester
- Complete the student activity form
- Be evaluated in leadership, service, and character
- Must be enrolled in at least 2 honors core classes
DANCES

All dances at CCHS are designed for students at Caldwell County High School. The following criteria must be followed for students and guests that wish to attend ALL dances at CCHS:

• Any student that desires to bring a guest who is not a student at CCHS must have prior approval from the principal
• Individuals over 20 years old may not attend our dances
• Guests not attending CCHS must provide Photo I.D. to enter dances and prom
• Background checks are made on all out-of-school guests
• Middle School students may not attend dances at Caldwell County High School
• Sexually-suggestive dancing will not be tolerated
• Students suspended for more than 3 days may not attend CCHS dances and/or prom
• Any student placed at the Tiger Academy during any portion of the school year may not attend CCHS dances and/or prom

Attendance Requirements for Dances

• Students shall not have more than 3 Unexcused Absences for Fall and Winter dances
• Students shall not have more than 6 Unexcused Absences for Prom

EXTRA-CURRICULAR TRANSPORTATION

The school is responsible for the extra-curricular transportation of students to and from school activities. All students are required to travel on school insured vehicles. Any exceptions to this procedure must receive prior approval from the administration. (Sponsors, coaches, etc. may release students to their parents for post-event transportation provided the appropriate form is completed at the time of release. This option will be available only if it meets the approval of the sponsor, coach, or administration.)

EXTRA-CURRICULAR PARTICIPATION

Detentions/Suspensions

If a student who participates in an extra-curricular activity (sports, clubs, etc.) is placed in the Alternative Classroom (AC) for less than four periods, the student may practice and/or participate in interscholastic competitions and extra-curricular activities for that day. If a student is placed in AC for four periods or longer, or suspended from school, he or she is ineligible to participate in any extra-curricular activities that day (practice, games, or competitions).
NO PASS / NO DRIVE LAW

The No Pass/No Drive Law (HB 32) was implemented on August 1, 2007. In the legislation enacted by the Kentucky General Assembly, this law will apply to **ALL** students 16 and 17 years old who apply for a permit or license on or after August 1, 2007. It is important to understand that when a 16 or 17 year old goes to the Circuit Court Clerk’s Office to obtain an instructional permit or license, a school compliance verification form must be presented verifying that the student is in compliance with KRS 159.051. The public/private school students may obtain the school verification form from their school. If a 16 or 17 year old does not present a school compliance verification form, he/she will not be eligible to obtain an instructional permit or license.

The Driver License/ID Card Application form (Parent/Guardian Signature Form) has been revised to include parental consent for the receipt and release of the information regarding the attendance and academic requirements for a minor to acquire and keep an operator’s license, intermediate license, instructional permit, or privilege to operate a motor vehicle. The student must be passing 66.6% of classes. A student is also considered deficient when he or she has accumulated nine (9) or more unexcused absences. (Suspensions are included as unexcused absences.)

When a 16 or 17 year old student drops out of school or is declared to be academically deficient, the school will report electronically to the Division of Driver Licensing. The Division of Driver Licensing will suspend the student’s privilege to drive and notify the driver of the suspension. The school will also report when a student is back in compliance with KRS 159.051 to the Division of Driver Licensing. The Division of Driver Licensing will reinstate the student’s driving privilege.

PARKING

Parking spaces are to be purchased in the office at the price of $5.00. All students must park in assigned lots, girls park in the CAB lot and boys park in the Ag lot and display parking passes. The front parking lot is reserved for staff and visitors only. Violators will be subject to disciplinary action. Untagged vehicles may be towed at the owner’s expense or fined $5.00. Upon arrival to school, students must exit their vehicle, enter the building and cannot remain in the parking lot. **Students are NOT permitted to go to the parking lot during the day unless permission is given by an administrator. Students traveling to and from the Vocational School are NOT permitted to go to their cars between or during vocational classes.** The school will not be responsible for any damage done to vehicles parked on school grounds.

DRIVER’S ATTENDANCE

It is the school’s position that driving to school is a privilege and should not be allowed for those students who are truant. The following consequences shall apply for all student drivers:

- **3 Unexcused Absences or 5 Unexcused Tardies** will result in a loss of driving privileges for 2 weeks. Privileges to be reinstated pending no further unexcused events.
- **4 Unexcused Absences or 6 Unexcused Tardies** will result in a loss of driving privileges for 1 month. Privileges to be reinstated pending no further unexcused events.
- **5 Unexcused Absences or 7 Unexcused Tardies** will result in a loss of driving privileges for the remainder of the semester or 2 months, whichever is longest. Privileges to be reinstated pending no further unexcused events.
- **6 Unexcused Absences or 8 Unexcused Tardies** will result in a loss of driving privileges for the remainder of the year.
ATTENDANCE POLICIES

The Caldwell County Board of Education and the faculty and staff of the Caldwell County School district expects all students to attend school daily and to be on time for all classes in order to benefit maximally from the instruction program and to develop habits in punctuality, self-discipline, and responsibility. The administration and faculty believe there is a direct relationship between poor attendance and lack of achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are much better adjusted to live in our society.

TRUANCY

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

A student who has been reported as a truant two (2) or more times is a habitual truant. For the purposes of establishing a student’s status as a truant, a student’s attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

EXCUSED ABSENCES

Absences for the following reasons may be excused provided they are verified in writing by the pupil’s parent or guardian:

1. Death of a member of the student’s immediate family or a close personal friend (the Principal shall have the authority to determine appropriateness of absences in excess of one (1) day,
2. Illness of the pupil or illness of a member of the pupil’s family. (Illness must be verified by a doctor’s excuse or health department verification of illness. The excuse must state the days the child was/will be absent from school and when he or she shall return to school.)
3. Medical and dental appointments (Secure a note and be absent only that portion of the day),
4. College days (maximum two (2) days per year approved in advance by the Principal),
5. Driver’s license test (Secure a note from the circuit clerk and be absent only that portion of the day needed to complete the test),
6. Legal obligations and court appearances (Secure a note from the court clerk or appropriate person and be absent only that portion of the day)
7. Religious holidays and practices (other than those observed by the District must be approved by the Principal),
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty,
11. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.
EXCUSED ABSENCES (CONTINUED)

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

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

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

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

VERIFICATION (PARENT NOTES)

A written note by a parent or guardian shall be required as validation of excused absences. Verification by phone shall be made on the day of absence or on the first day of the student’s return to school. Written verification shall be required by the third day of the student’s return to school. A maximum of six (6) attendance events per school year may be excused by a note from the student’s parent or guardian. A doctor’s statement will be accepted for ten (10) attendance events during the school year. After using doctor’s statements for ten (10) attendance events during the school year, the District medical excuse form shall be completed in order for the student to receive additional medical absences.

UNEXCUSED ABSENCES

No note will be given for any absence that is not included in the above “Excused Absence” section. Vacations are unexcused absences.

When a student has been absent from school without a valid excuse two (2) times, a letter will be sent to the student’s parent or guardian to advise him/her of the absences and to inform them of KRS 159.180. When a student has been absent without a valid excuse six (6) times, a written notice of the violation will be served on the person (parent/guardian) and one (1) day shall be given for the termination of the violation. If the violation occurs again, the matter will be referred to the courts.

MAKE-UP WORK

Students having excused absences in excess of one (1) day shall be allowed the same number of days as they were absent to complete make up work. Students absent for one (1) day shall have one (1) day to complete make up work. It is the responsibility of the student to find out what assignments were missed and when they are due. Students who miss exams are to makeup these exams at the teacher’s discretion. All exams must be made up within 2 weeks unless special permission is granted by the principal. Students having unexcused absences may be permitted to make up work but will not receive credit or grade for work missed while absent unexcused.
ITEMS RELATED TO SCHOOL ATTENDANCE

1. Upon return to school after an absence, all absences or tardies are to be accounted for by a written and dated note from a parent, guardian or physician in order for the absence or tardy to be excused. The student should present this note to Mrs. Massey in the main office before the first period begins. **If an excuse is not presented within three (3) days of the student’s absence, it will remain unexcused and no make-up work will be allowed.** No excuses will be accepted after three (3) school days following the absence.

2. It is recommended that excuses are not faxed to the school. However, if you choose to fax the excuse, it is highly recommended that you call the school and let them know to expect a faxed excuse. It is also highly recommended that you follow up with a phone call later in the day verifying the excuse has been received. It is the responsibility of the parent/guardian and or student to make sure the fax was received. Also, the school will not call the medical professional requesting faxes.

3. In an effort to correct truant behavior, Caldwell County High will make an effort to notify parents when their son/daughter is absent.

4. Students are expected to be in school on a daily basis unless absent with a just cause.

5. Although a few days are allowed to be missed because of sickness, this does not give any student a license to miss days if reasonable doubt of truancy exists. A truancy hearing can be set on any date.

6. Weather is not an excusable reason for absence unless the busses do not run.

7. Past history indicates that mid-week attendance is usually excellent, with Mondays and Fridays being the exact opposite case. We feel there should not be such a noticeable difference. **More effort might need to be exerted on those days.**

8. Students are expected to be on time for all classes. Students are expected to be in school for the full day of instruction. If your child should miss any day or part of a day of school, please send a note on the next day the child is in attendance.

9. **IF YOUR CHILD HAS EXTREME OR DIFFICULT MEDICAL PROBLEMS THAT WILL CREATE OR CAUSE MORE ABSENTEEISM THAN THIS POLICY ALLOWS, MEDICAL DOCUMENTATION WILL NEED TO BE PROVIDED TO THE DIRECTOR OF PUPIL PERSONNEL.**

10. Parents and students are responsible for reporting to the principal’s office on the occasions a student reports to school tardy or leaves early.

11. STUDENT WELFARE – **All students will have a valid immunization certificate on file.** Kentucky state law requires any person enrolling a student for the first time in a Kentucky school shall provide a certified copy of the student’s birth certificate. Failure to comply with these regulations will result in the student’s withdrawal from school.

PERFECT ATTENDANCE

To be recognized for perfect attendance at the end of the school year a student must be present at school each day. A student may still qualify for perfect attendance if they miss only a portion of a day. A student must be excused for this portion of the day. A student is excused for school activities, medical appointments, driver’s license tests, court appearances and other valid reasons as determined by the principal. If a student has an excused tardy to school, it does not count against the student’s attendance record. A student with an unexcused tardy to school will not be eligible to qualify for perfect attendance.
TARDY TO SCHOOL

Students who arrive late to school must sign-in at the front office. Students may not enter a class unless they have checked in through the office. They will be issued an unexcused tardy admit slip from the office until they present a written excuse that falls under the previous reasons for excused absences. The first 3 unexcused tardies to school will be counted toward a student’s truancy but will not carry any discipline consequences. All subsequent unexcused tardies to school will carry the same consequences as being tardy to class, plus these additional tardies will be reported to the Director of Pupil Personnel.

CHECK OUT POLICY

For a student to check out of school, the student’s parent/guardian or other family member, 18 years or older, with consent by the parent/guardian must be present to talk with an administrator and must sign the check out sheet with the front office secretary. Family members must be listed on the student’s Infinite Campus list and approved by the parent/guardian. Students are NOT allowed to be checked out by phone for any reason. Exceptions are as follows:

1. A parent/guardian may come to the school prior to a medical or legal appointment and document that the student may check out on the day and time of the appointment.
2. A school administrator may determine a situation to be an emergency and may grant student permission to check out after talking with the parent/guardian by phone.

Since checking out constitutes an absence, it should be requested only in the case of an emergency or it will be considered an unexcused absence. Leaving school grounds without an authorized check out constitutes skipping school and will require discipline measures. Students will not be permitted to leave school under any circumstances with another student driver.

RELEASE PROCESS

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release. Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student. Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

Exceptions
A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent shall be notified at the earliest opportunity. In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal.

EIGHTEEN YEAR-OLD ATTENDANCE POLICY

The attendance of eighteen year-old students is a great concern. We will follow these guidelines when dealing with their lack of attendance.

1. Guardian(s) are notified daily of student absences by office personnel.
2. After three (3) unexcused absences, a letter of notification/warning will be sent to the guardian.
FIELD TRIP POLICY

Field trips will be defined as events that are scheduled during the school day in which students will be required to miss any part of a class. The following criterion will be used to determine the eligibility of students to participate in field trips.

Students must:

1. Not accumulate more than three (3) unexcused absences the first semester or more than (6) for the school year.
2. Not be failing 2 or more classes.
3. Not accumulate more than three (3) office referrals the first semester or more than (6) for the school year.
   ➢ Any student who does not satisfy all three of the above criterion will not be eligible to participate in field trips.
   ➢ Trip sponsors must provide a student list to the office at least 48 hours in advance to provide sufficient time to determine eligibility. Any additional days notice would prevent notifying students at the last minute.
   ➢ In addition, with the exception of competitions and the senior trip, field trips may not be scheduled during the final two weeks of either semester.

ATTENDANCE FOR ATHLETES

Student Athletes must attend at least 218 minutes of school in order to participate in athletic practices and games on that date.

COLLEGE DAYS

Students requesting a college day must, at the time of request, have 90% attendance (including excused or unexcused absences) and be on track to graduate. If failing any classes, they will not be granted permission to go. College visit request forms, pending approval, must be submitted to guidance office 2 days prior to the college visit. No college visits will be excused if approval isn’t gained prior to the visit.
School Day Procedures

Between 7:00 & 7:40 am:
- Caldwell County High School opens its doors at 7:00 am daily.
- Students arriving may enter the building at three different locations: 1) Students dropped off by parents and bus riders enter through the Front entrance. 2) Drivers parking in Ag. Lot enter door between Ag. Classrooms and Choir room. 3) Drivers parking in CAB lot enter door between Cafeteria and Mrs. Wetzel’s room.
- Students should congregate and remain in the cafeteria until the 7:40 bell rings.
- Students will NOT be allowed in the halls without a written note from teachers or administrators.
- At 7:40 am students may enter the halls and start preparing to enter their classrooms.

7:45 am:
- The bell rings for students to start entering the classrooms.

7:50 am
- Instruction begins
- Students arriving after the bell must report to the office and get an admit slip before entering the classrooms.

Hall Passes:
- All students must be in possession of an official Caldwell County High School hall pass issued by a principal or classroom teacher when in the halls during instructional time. No one should be in the halls without a pass unless it is an emergency situation.
- Hall passes may only be issued 10 minutes after the bell for the beginning of class and 10 minutes before the end of class.

After 3:05 pm and After Hours Events:
- Students who are not a part of a supervised group shall be off school property by 3:20 pm.
- Students are NOT allowed to be in any area of the building after school unless accompanied by a sponsor or coach. Clubs and/or student groups may not meet without the sponsor or coach being in attendance.
- No student shall be in an unauthorized/unsupervised area of the campus at any time during the school day. Examples include: athletic facilities, fine arts auditorium, gym, empty classrooms and etc.
CALDWELL COUNTY CODE OF STUDENT CONDUCT

A positive, creative and pleasant environment in school, and a good state of order and discipline, starts with all persons involved – students, parents, and staff. These persons must have knowledge and understanding of the basic standards of acceptable conduct and procedures for dealing with disciplinary problems.

The good school environment must include order and discipline and these are best thought of as being positive, not negative; of helping a student to adjust, rather than to punish; of turning unacceptable conduct into acceptable behaviors; and seeking alternatives to otherwise disruptive situations. Order and discipline are encouraged by pride for productive classroom environment, positive interpersonal relationships, and the idea of self-discipline and self-direction.

Discipline problems of a common or minor nature should be handled by the teacher observing the violation. A variety of methods may be used to correct the misbehavior including a verbal warning or reprimand, an individual conference, notification of parent (by phone, letter, or conference), a temporary withdrawal of privileges, and after school detention.

Disciplinary problems referred to the principal may be handled using those options available to teachers as well as assignment to after-school detention, alternative classroom, corporal punishment, and suspension from school as well as other options stated in the District Discipline Code.

Alternative Classroom – An alternative classroom program is provided for students when removal from the classroom is deemed necessary. A student is normally notified one day in advance of the alternate classroom placement unless the violation warrants an immediate placement in the alternate classroom.

Suspension/Expulsion – All students admitted to the common schools shall comply with the lawful regulations for the government of the schools. (Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school (KRS 158.150).

Suspension from school is usually for a period of one to five days. Expulsion is a long-term suspension for the rest of the semester or school year. Students who are suspended or expelled are not allowed to take part in any school activities nor be on school property during the time of suspension or expulsion. When a student has been suspended, a parent or guardian shall conference with the principal before he or she is reinstated. Exceptions may be made in extreme hardship cases. Students placed on out-of-school suspension will not be allowed to receive credit for any class work or tests for the duration of the suspension.

Students facing suspension are entitled to due process which includes an oral or written statement of the charge(s) against him/her, an explanation of the evidence if the charges are denied and an opportunity to give his/her version of the incident. This procedure should be used unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. Parents
will be notified by phone and/or in writing of a suspension. Students facing expulsion are entitled to a hearing before the Board of Education.

Any student who is recommended for expulsion may request a conference before the discipline committee prior to the expulsion hearing by the Board of Education.

**Corporal Punishment** – The use of corporal punishment in Caldwell County Schools is an acceptable disciplinary action which may be used to correct unacceptable behavior. Corporal punishment is one, two, or three strikes on the bottom with a paddle, administered by the principal or his/her designee, and may only be administered in the presence of another certified staff member.

**Criminal Violations** – Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school **MAY RESULT** in the immediate removal of the student from school pending a hearing before the Board. These offenses should be reported to the proper law enforcement agencies and assistance given in the investigation and prosecution of the offender.

**Search and Seizure** – The school has the right and responsibility to protect the students and staff. Any student is subject to a search of his/her person and personal property (such as purse, locker, car, etc.) if there is a reasonable suspicion the student is in possession of drugs, weapons, alcohol, etc. Students in possession of such items are subject to suspension or expulsion as well as criminal prosecution. Students in violation will also be subject to periodic searches.

**CELL PHONE/ELECTRONIC DEVICE POLICY**

This policy is meant to help maintain an educational focus in the classroom and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication as well as the need to maintain a proper environment for students, faculty and the educational process. **Refusal to cooperate with school officials regarding cell phones, under ANY circumstances may result in a loss of privileges and/or a two-day suspension.**

- **CELL PHONES, iPods, MP3S OR OTHER ELECTRONIC DEVICES ARE NOT TO BE USED IN THE CLASSROOMS UNLESS AUTHORIZED BY THE CLASSROOM TEACHER.** Cell phones and other devices are to be turned off or placed on silent mode during class. Students should keep these items out of sight in class.
- **CELL PHONES, PAGERS, iPods, MP3S OR OTHER ELECTRONIC DEVICES** may be used before/after school and lunch periods.
- In an emergency situation, an administrator or faculty member can give a student permission to make a call from a cell phone.
- **Parents should continue to call the school for any emergency situation. We will contact your son/daughter.**
- The use of camera phones or other electronic devices are strictly forbidden in certain areas such as locker rooms, bathrooms, dressing areas, classrooms, and offices at any time. **Such use may also be in violation of the criminal code.**
- The following are inappropriate uses of electronic signaling devices: Harassment, threats, intimidation, electronic forgery, cyber bullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-
instructional day. Students are not to use material or text messaging to invade personal privacy, harass another person, disrupt the instructional day or engage in dishonest acts.

- 1st Violation- Electronic signaling device (with SIM card and battery) will be confiscated by school staff and secured in a safe location. The electronic device will be returned to the student at the conclusion of the school day.
- 2nd Violation- Electronic device (with SIM card and battery) will be confiscated and secured in a safe location. The device will not be returned to the student unless the parent or guardian meets with school administrative staff for the purpose of clarifying this policy.
- 3rd Violation- Detention plus device (with SIM card and battery) will be confiscated for 2 school days and returned to a parent after detention has been served.
- 4th Violation- 1 Day AC plus device (with SIM card and battery) will be confiscated for 5 school days and returned to a parent after the 5th school day.
- 5th Violation- 1 Day Suspension plus device (with SIM card and battery) will be confiscated for 30 days and returned to a parent after those 30 days.
- 6th Violation- 1 Day Suspension, confiscated for the rest of the school year.

FREQUENTLY ASKED QUESTIONS

Question: I brought my personal device to class but my teacher said I had to put it away. Can I still use it?
Answer: The teacher has authority over classroom procedures. You may use your device only when he/she gives you permission to do so.

Question: I need to print something. Is this allowed?
Answer: No, personal devices will not be able to print to district printers.

Question: My device was stolen at school. Who should I contact about this?
Answer: Bringing your own technology device to school can be useful but some risks are involved as well. It is good practice to record the device’s model and serial number in case of theft. Caldwell County Schools is not responsible for the theft or damage done to the device. If a theft occurs, you should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Caldwell County HS reserves the right to not investigate the theft or loss of any cell phone, mp3 player, or their related parts due to time constraints.

Question: Am I still held accountable for the Acceptable Use Policy (“AUP”) I signed at the beginning of the school year even though this is my own personal device?
Answer: Yes. The Acceptable Use Policy for Caldwell County Schools remains in effect even when you are using your own device since you will be connecting to the district’s wireless network. Disobeying the terms of the AUP would be a student code of conduct violation and would be dealt with by school and/or district administration.

Question: What are the school/classroom rules for using cell phones?
Answer: Smartphones are allowed in the classroom for instructional purposes only. Students are not allowed to text or make calls without the teacher’s permission. The Electronic Device Policy will still be enforced.
**DRESS CODE**

At Caldwell County High School, simplicity, good taste, cleanliness and economy are valued. Students, as well as parents, should assume the responsibility for acceptable appearance. A student should be reasonable, use good judgment, and avoid distracting influences as the key to proper dress. Dress code applies to physical education classes as well.

1. **Shirts:**
   - **No tank tops**, halter tops, sleeves off the shoulder or shirts with revealing necklines.
   - No shirts that expose the bare midriff, back, or underwear while standing or sitting.
   - No garments with the nude look, see-through, or cut-away styles which expose the rib cage, armpits or area above or below the belly button.

2. **Shoes:**
   - Shoes are to be worn at all times.
   - House shoes may not be worn.

3. **Shorts, skirts and dresses:**
   - These garments may be worn provided the length of said garments is not shorter than five (5) inches above the knee. The administration, however, reserves the right to prohibit shorts if the privilege is abused.
   - **No Athletic Shorts** unless they are at the knee.

4. **Pants:**
   - No holes in pants (5) inches above the knees and cannot reveal skin or undergarments. (It will be considered a hole when anything is visible beyond the outer garment). Holes must have a permanent patch with similar material.
   - Pants, shorts, etc. should be worn at the waist and be appropriate size and not baggy. Pants must remain at the waist through normal activity without being held up by the student’s hands. If pants do not remain in place, the student may be required to wear a belt. (The waist is defined as the top of the pelvic bones.)
   - If **leggings** are worn, a shirt, shorts or skirt must be worn over them that still follow dress code guidelines.
   - Pants may not have excessive or distracting decoration, including straps, chains or pins.
   - Pajama pants are not allowed.

5. **Hair/Head Apparel:**
   - Hair should be cleaned and groomed. Distractions such as extremes in hairstyle and color are not allowed. Hair that is colored on the tips or streaks are fine, but any hairstyle that is so extreme either due to its color or its style that it draws one’s attention could be considered distracting. Teachers and administrators have the right to ask students to correct this problem in order to preserve the academic environment of the school and classroom.
   - Students are not to wear “inappropriate” head apparel (hats, hoods, curlers, bandannas, picks, combs, rakes, headbands, sweatbands, sunglasses, etc.). **Hats are to be placed in a locker** upon arrival to school.

6. **Glasses:**
   - Eyeglasses with tinted lenses may not be worn inside the school building except for medical reasons attested to by permission slip issued by the principal in response to a doctor’s note with a time interval indicated.

7. **Jewelry/Piercing:**
   - The wearing of facial jewelry or adornment in body piercing (chin, eyebrow, nose, tongue, etc.) is limited to the ears, plus one small stud piercing other than the ears that does not distract from the educational process. Students choosing to obtain body piercing...
during the school year are subject to the dress code guidelines and will have to remove the piercing regardless of the cost.
➢ Dog collars, chains of substantial strength, studded bracelets, etc. may not be worn.
➢ Sub-dermal piercings are considered as piercings.
8. Coats:
➢ No trench coats or long parka jackets may be worn.

9. Book Bags/Backpacks:
Backpacks, large book bags and large purses must be placed in lockers before going to class and remain there until students are dismissed.

10. Ornamentation:
➢ Clothing, jewelry, buttons, and other forms of ornamentation (including those containing slogans, endorsements, or commentary) are permissible except when they make noises, express violence, express racial slurs, slogans, or symbols; are obscene; suggest obscenity; advertise alcohol, drugs, or tobacco products; or call for an illegal act.

**Dress Code Consequences:**
• 1st Offense – Warning and Change or Correct the Violation
• 2nd Offense – Detention and Change or Correct the Violation
• 3rd Offense – 1 Day of AC and Change or Correct the Violation
• 4th Offense – 2 Days of AC and Change or Correct the Violation

*If there is a question about a student’s attire, send the student to the office for a decision to be determined by an administrator.

**The CCHS administration retains discretionary powers as to what constitutes acceptable, modest appearance within the above guidelines and whether a student’s appearance will potentially cause a classroom disturbance. Upon that evaluation, the principal, assistant principals, or SRO may remove the student from the classroom to address the disruption.

ZERO TOLERANCE POLICY

THE CALDWELL COUNTY BOARD OF EDUCATION WILL NOT TOLERATE THE FOLLOWING TYPES OF BEHAVIOR IN THE CALDWELL COUNTY SCHOOLS:

1. Any type of weapon being brought on school property;
2. The sale of or possession of or under the influence of illegal drugs or alcohol on school property;
3. Physical or verbal assault or threat to a school employee;
4. Sexual misconduct;
5. Physical or verbal assault or threat of other students;
6. Blatant racial prejudice either oral or written;
7. Gang related behavior;
8. Repeated or habitual behavior that interferes with the education of other students;
9. Use of vulgar, obscene and in particular sexual related language;
   (No tolerance of blatant obscenity)
10. Arson and bomb threats;
Penalties for these violations may range from suspension, notification of police and social services, to recommendation to Caldwell County Board of Education for expulsion. An ARC meeting will be held to determine the placement of Special Education students.

**DISCIPLINE GUIDELINES & DEFINITIONS OF ACTIONS**

**ARSON**
Starting or attempting to start a fire on/in school shall result in parent notification, recommendation for expulsion for term or year, and referral to appropriate law enforcement agency.

**ASSAULT OF A SCHOOL EMPLOYEE (VERBAL)**
A verbal assault or threat to do harm to a school employee, on or off campus or while at a school function may result in corporal punishment, suspension, recommendation for expulsion, and/or referral to appropriate law enforcement agency. Harassment of an employee after school hours could have in-school consideration.

**ASSAULT OF A SCHOOL EMPLOYEE (PHYSICAL)**
A threat or actual physical contact with a school employee with the intent to cause harm, on or off campus or while at a school function may result in corporal punishment, suspension, recommendation for expulsion, and/or referral to appropriate law enforcement agency. Harassment of an employee after school hours could have in-school consideration.

**BOMB THREAT**
Making an unsubstantiated threat that a bomb or other explosive device is present or may explode on the school campus shall result in parent notification, recommendation for expulsion for term or year, and referral to appropriate law enforcement agency.

**CAFETERIA FOOD THEFT**
Students are responsible for all lunch charges assessed by the cafeteria staff. It shall be considered stealing when students take food for themselves or others without paying the extra charges. The consequences for stealing food will be as follows:
- 1<sup>st</sup> Offense – 1 Day AC and pay for the stolen food.
- 2<sup>nd</sup> Offense – Charged criminally for theft and pay for the stolen food.

**CRIMINAL USE OF A NOXIOUS SUBSTANCE**
Students placing any device which has the potential of emitting a noxious substance shall be subject to the consequences outlined in the Discipline Code Action Summary.

**CHEATING**
Cheating, plagiarism (submitting another person’s material as one’s own), doing work for another person, or students who allow others to cheat or use their own work which will receive academic credit are not permissible. Students who commit any of the above actions will receive a zero for that assignment and parents will be notified. Repeated actions will be addressed by the school’s administration.
CONTRABAND
DURING THE SCHOOL DAY (7:50AM – 3:05PM) STUDENTS ARE NOT ALLOWED TO USE OR HAVE THE FOLLOWING ITEMS AT SCHOOL: SKATEBOARDS, DICE, PAINTBALLS, MUSICAL INSTRUMENTS, ATHLETIC EQUIPMENT, LASER POINTERS, OR BLANKETS. THESE ITEMS WILL BE CONFISCATED FROM STUDENTS. THE STUDENTS WILL BE WRITTEN UP AND PARENTS MUST PICK UP THE ITEM AFTER SCHOOL. THE SCHOOL STRONGLY DISCOURAGES ALL STUDENTS FROM BRINGING THESE ITEMS TO SCHOOL. THEFT OF THESE ITEMS WILL NOT BE INVESTIGATED BY SCHOOL OFFICIALS.

COOPERATION
Athletic events, driving to school, dances, etc. are considered privileges. Students who repeatedly and flagrantly violate the school discipline code will forfeit the right to privileges at Caldwell County High School. Students are expected to cooperate with school staff at all times. Excessive numbers of violations will be viewed by the school administration as a failure to cooperate.

DEFAMATION/MALICIOUS REMARKS
Remarks that attack or call into question another person’s character or reputation shall be subject to the consequences outlined in the Discipline Code Action Summary.

DEFIANCE
Refusing to comply or obey the reasonable request of school personnel or school rules shall be subject to the consequences outlined in the Discipline Code Action Summary.

DETENTION – FAILURE TO SERVE
Any student who fails to serve their assigned detention will be assigned 2 days of AC. It is the student’s responsibility to notify parents of their detention assignment. If a student must miss a detention due to an appointment, the parent must either call the principal or assistant principal before the day of detention or send in a signed and dated note before the day of the detention.

DISORDERLY CONDUCT/CLASSROOM DISTURBANCE
Conduct and/or behavior which is disruptive to the orderly educational procedure of the school shall be subject to the consequences outlined in the Discipline Code Action Summary. Scuffling and horseplay may lead to more serious conflicts; therefore, it is not allowed in halls, classrooms, on campus, buses, or on the way to and from school. (Lack of control of voice and limbs)

DISRESPECT
Any inappropriate response to authority through verbal or nonverbal actions shall be subject to the consequences outlined in the Discipline Code Action Summary.

DRUGS AND ALCOHOL
Caldwell County High School will not tolerate the use, or possession of alcohol or drugs on school grounds or at any school activity. Students shall be subject to the consequences outlined in the Discipline Code Action Summary.
• Use: Use or being under the influence of drugs (other than prescription medicine properly used), controlled substance, or other material which by the nature of its use may be harmful or have an unnatural effect on the user.
• Possession: Possession of drugs (other than prescription medicine properly used), controlled substance, or other material which by the nature of its use may be harmful or have an unnatural effect on the user.
• Trafficking: Sale of drugs (including prescription medicine), controlled substances, or other material which by the nature of its use may be harmful or have an unnatural effect on the user.

EXTRACTION
The solicitation of money or property from another student, regardless of the amount, in return for protection or in connection with the freedom from harm or threat to inflict harm shall be subject to the consequences outlined in the Discipline Code Action Summary.

FIGHTING
Major Altercation: A fight is defined as students who willingly engage in physical contact for the purpose of inflicting harm upon another person. Students who willfully engage in a fight will be suspended from school. Repeated actions will result in stronger discipline measures. Acting in self-defense may be excused in some cases. The school reserves the right to notify local law enforcement to recommend the filing of disorderly conduct/assault charges if deemed necessary.

Minor Altercation: This consists of a verbal confrontation, shoving, pushing – no exchange of punches.

FIRE ALARM
Pulling the fire alarm without cause or falsely alerting the fire department to a non-existent fire shall be subject to the consequences outlined in the Discipline Code Action Summary.

FOOD AND/OR DRINKS IN THE HALLS AND CLASSROOMS
With the exception of bottled water in a clear plastic bottle, students are not allowed to have food and/or drinks in the halls and classrooms. Food and drinks are restricted to lunch and will be confined to the cafeteria unless special permission is given by an administrator. Students are not permitted to bring food from commercial vendors into the cafeteria or the classroom during the school day unless it is a planned school activity. Class parties must have prior approval from the administration.

FOOD FIGHTS/LITERRING
Food fights and littering are unacceptable behaviors at Caldwell County High School. Participants shall be subject to the consequences outlined in the Discipline Code Action Summary.

FORGERY/MISREPRESENTING FACTS
Knowingly deceiving or attempting to deceive school administrators and/or staff, falsely using the name of another person, or falsifying documents or correspondence such as absences or excuses shall be subject to the consequences outlined in the Discipline Code Action Summary.

GAMBLING
Students participating in games of chance for the express purpose of exchanging money shall be subject to the consequences outlined in the Discipline Code Action Summary.
GANG BEHAVIOR
Behavior, language, clothing or paraphernalia that may be construed as being gang related offensive will result in automatic suspension.

HALL PASSES
Class time is essential. Students will not be allowed outside the classroom without their teacher’s hall pass. Hall passes may only be issued 10 minutes after the bell for the beginning of class and 10 minutes before the end of class. Detentions may be assigned for students who are in the hallway without proper hall passes.

HARASSMENT
A person is guilty of this charge and shall be subject to the consequences outlined in the Discipline Code Action Summary when one commits any of the following acts:

Physical Harassment:
- Intentionally harasses, annoys, or alarms another person.
- Strikes, shoves, kicks, or otherwise subjects another to physical contact or attempts to threaten to do the same.

Verbal Harassment:
- Makes as offensively course utterance, gesture, or display.
- Addresses abusive language to any person present.
- Follows a person in or about a public place or places.
- Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another individual.

Sexual Harassment:
- A person is guilty of this charge when subjecting unwanted, unwelcome sexual behavior which interferes with another’s life. Sexual harassment is from the perspective of the person being harassed. Therefore, what one person may construe as harassment may be interpreted by the other as flirting. Some examples of harassment are comments, forcing someone to do something, touching, graffiti, showing sexual pictures, spreading sexual rumors, gestures, brushing up against someone, pinching, blocking the hallway, jokes, flashing or mooning, messages, looks, notes, touching or pulling someone’s clothing, and calling someone gay, homosexual or lesbian.

Bullying – Definition

Bullying means 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 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.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically, through oral or written communication including the use of electronic devices, by theft or destruction of the property of another, or by excluding someone from a group on purpose. These actions occur in a manner which a reasonable person under the circumstances should know would serve no legitimate purpose. Such actions could cause fear of physical harm, intimidation, humiliation, or embarrassment. These actions may create a hostile environment and disrupt the operation of the school.

HEADER DAY
Students who participate in Header Day will be subject to disciplinary actions. These actions may also result in notification to local authorities.

INCITING/PROVOKING/INAPPROPRIATE LOITERING
When students congregate in the halls, rooms, cafeteria, etc. for the purpose of creating conflict, they shall be subject to the consequences outlined in the Discipline Code Action Summary.

LANGUAGE/GESTURES
Students using words or gestures that are deemed inappropriate shall be subject to the consequences outlined in the Discipline Code Action Summary.

LANGUAGE (VULGAR, OBSCENE, BLATANT, ETC.)
Students using vulgar, obscene, blatant, sex related language will be handled as a no-tolerance offense as defined by the Caldwell County Board of Education.

LASERS
Laser pointers, or similar items, will not be allowed on school property or at school-sponsored or school-related activities and will be confiscated by the administration and become the property of the school district.

LEAVING CLASS WITHOUT PERMISSION
Any student that leaves class without permission granted by the teacher shall be subject to the consequences outlined in the Discipline Code Action Summary.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION
Once you arrive on our school grounds, you are expected to enter and remain in the building. Leaving school grounds without permission may result in up to a two-day suspension. In addition, students will also lose driving privileges for two weeks upon the first offense. Students are not permitted to leave school grounds, regardless of age, unless they have secured permission by signing out in the office.
OUT OF CLASS WITHOUT PERMISSION
Any student that is not in their assigned area shall be subject to the consequences outlined in the Discipline Code Action Summary.

PUBLIC DISPLAY OF AFFECTION
A “hands-off” policy will be the guide for students at Caldwell County High School. Kissing will not be allowed.

RACIAL BEHAVIOR
Behavior, language, clothing, signs or paraphernalia that may be construed as being racially offensive will result in automatic suspension.

RECKLESS DRIVING
Speeding, going down the Vocational School hill, going down the Middle School hill without the purpose of picking up a sibling, cutting across a parking lot, passing cars, reckless maneuvering of vehicle, etc. may result in a loss of driving privileges and shall be subject to the consequences outlined in the Discipline Code Action Summary.

RESPECT
Students at Caldwell County High School are expected to show respect to the faculty and staff as well as their fellow students. Acts of disrespect will be viewed as inappropriate behavior and will be addressed by the school’s administration.

SCHOOL BUSSES
A school bus driver has responsibility for and authority over the passengers on the bus. The driver must require students to follow certain rules of behavior which may include the assignment of specific seats. Misbehavior on the bus is considered the same as misbehavior at school. It may result in detention, alternative class, suspension from school and/or the loss of bus riding privileges.

SEXUAL ACTIVITY
Consensual Sexual Activity:
• Touching another in an inappropriate place or manner with consent. Sexual activity of an intimate nature either alone or with another.

Nonconsensual Sexual Activity:
• To subject another to sexual activity of any type without consent. Physically forcing oneself upon another in a sexual manner.
SKIPPING SCHOOL
Skipping an entire day of school will result in a minimum 3 day assignment to the Alternative Classroom. Students, who skip class, without leaving campus, will serve the remainder of the day and an additional day in the Alternative Classroom. Students who skip class and leave campus may be suspended for up to two school days and lose their driving privileges for at least two weeks, with additional time being added for each occurrence.

There will be an additional penalty of a loss of driving privileges for those students who have at least 3 unexcused absences or 5 unexcused tardies. Juniors and seniors who drive constitute our largest truancy population. It is the schools position that driving to school is a privilege and should not be allowed for those students who are truant. A sample listing of consequences follows:

After 3 unexcused absences or 5 unexcused tardies (for 18 year old students or those allowed to drive) a loss of driving privileges for 2 weeks. If there are no further unexcused absences or tardies, driving privileges will be re-instated.

After the 4\textsuperscript{th} unexcused absence or 6\textsuperscript{th} unexcused tardy, a loss of driving privileges one month, to be re-instated if no further infractions occur during this period.

After the 5\textsuperscript{th} unexcused absence or 7\textsuperscript{th} unexcused tardy, a loss of driving privileges for the rest of the semester or two months, whichever is longest. Privileges to be re-instated pending no further infractions.

After the 6\textsuperscript{th} unexcused absence or 8\textsuperscript{th} unexcused tardy, a loss of driving privileges for the rest of the school year.

SUBSTANCES APPEARING TO BE DRUGS
The use, possession, or sale of items or substances which could be considered to be drugs either by appearance, use or pretense of use shall be subject to the consequences outlined in the Discipline Code Action Summary. Although the actual item or substance may in itself be harmless, the manner in which it is used or appears to be used determines the offense.

TARDIES TO CLASS
Students who arrive to class after the tardy bell rings are considered tardy. The only time students are excused for tardiness is when they have a note to admit them that is recorded as excused or they are obviously ill. When a student is in violation of the school policy regarding tardies, the discipline code will be as follows:

- 1\textsuperscript{st} Tardy – Warning
- 2\textsuperscript{nd} Tardy – Detention
- 3\textsuperscript{rd} Tardy – 1 Day AC
- 4\textsuperscript{th} Tardy – 1 Day AC and two week hall restriction
- 5\textsuperscript{th} Tardy – 2 Days AC and four week hall restriction
- 6\textsuperscript{th} Tardy – 2 Days AC and semester hall restriction
- 7\textsuperscript{th} Tardy – 2 Days AC and school year hall restriction
- Subsequent tardies will result in additional days assigned to the alternative classroom or other options as defined in the discipline code.
TECHNOLOGY/ELECTRONIC MEDIA MISUSE
The Caldwell County School District has access to and use of the Internet and email as part of the instructional process.

Students must sign a student Acceptable Use Policy agreement before direct access to the Internet or teacher-directed electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet during class directed group demonstrations with or without parental consent. Students will be held accountable for violations of the student Acceptable Use Policy agreement and understand that disciplinary action may be taken. Use of V-tunnel or other websites/software designed to defeat the district’s internet security protocol(s) will be considered a violation of the Acceptable Use Policy.

Students who violate rules governing use of technology could lose further use of the equipment, software, or information access systems and may be subject to disciplinary actions.

THEFT AND RELATED OFFENSES
The taking or borrowing the property of others (students, teachers, guests, etc.) without permission, possessing property which was taken without permission, stealing or selling of property which was taken, borrowed, or stolen shall be subject to the consequences outlined in the Discipline Code Action Summary.

TOBACCO PRODUCTS, LIGHTERS, OR MATCHES
The Caldwell County Board of Education prohibits smoking and has banned the use or possession of tobacco products by students while on school property. Caldwell County High School has also banned the use or possession of lighters and matches. First offense with tobacco will result in (2) days in AC. Additional offenses will result in (3) days of AC.

VANDALISM
The unprovoked or willful destruction, defacing or marring of school/personal property on or off of school premises shall be subject to the consequences outlined in the Discipline Code Action Summary.

WEAPONS/DANGEROUS INSTRUMENTS
Possession
- The possession of any instrument, weapon, material or item such as fireworks, explosives, mace, knives, clubs, chains, guns, and the like that could be used to inflict injury to another person, whether intended or used shall be subject to the consequences outlined in the Discipline Code Action Summary.

Threat
- Threat to use or display in a manner to use or use with intent to cause harm shall be subject to the consequences outlined in the Discipline Code Action Summary.

Use
- Any of the above possession or threat items with the addition of use with the intent to cause harm shall be subject to the consequences outlined in the Discipline Code Action Summary.
## DISCIPLINE CODE ACTION LEVELS

<table>
<thead>
<tr>
<th>Level</th>
<th>Level</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Teacher</td>
<td>Probation, detention, isolation, written or work assignment, loss of privileges, notify parent, lunchbox, refer to the principal. (See teacher note below.)</td>
</tr>
<tr>
<td>Level 2</td>
<td>Principal</td>
<td>Notify parent, corporal punishment, hall restriction, detention, suspend 1 to 3 days, Alternative Classroom, refer to appropriate law enforcement agency.</td>
</tr>
<tr>
<td>Level 3</td>
<td>Principal</td>
<td>Notify parent, corporal punishment, suspend 3 to 10 days, refer to appropriate law enforcement agency.</td>
</tr>
<tr>
<td>Level 4</td>
<td>Principal/Board Level</td>
<td>Notify parent, recommendation for expulsion for term or year, refer to appropriate law enforcement agency.</td>
</tr>
</tbody>
</table>

**Teacher Note:** Classroom teachers will deal with minor classroom disruptions by taking class disciplinary actions such as written assignments, loss of privileges, detention, and/or calling parents as outlined on their Minor Offense Form. Teachers will complete this form and send the form and student to the office ONLY after the 5th offense. If the parents have not been contacted by the teacher prior to the 5th offense, the teacher will need to do so before an administrator will accept the referral. Only when the action by the teacher is ineffective, or the disruption sufficiently severe, should the student be referred to their respective assistant principal.

## DISCIPLINE CODE ACTION SUMMARY

<table>
<thead>
<tr>
<th>Violations</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Offense</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Use/Possession</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Arson</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Assault Employee (Verbal/Physical)</td>
<td>3 or 4</td>
<td>3 or 4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Cafeteria Food Theft</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Criminal Use of Noxious Substance</td>
<td>2 or 3</td>
<td>2 or 3</td>
<td>3 or 4</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Cheating/Plagiarism</td>
<td>1 or 2</td>
<td>1 or 2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Defamation/Malicious Remarks</td>
<td>1 or 2</td>
<td>2 or 3</td>
<td>2 or 3</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Defiance/Disrespect</td>
<td>1 or 2</td>
<td>1 or 2</td>
<td>1, 2 or 3</td>
<td>1, 2, 3 or 4</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>1 or 2</td>
<td>2 or 3</td>
<td>2 or 3</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Dress Code Violations</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2 or 3</td>
</tr>
<tr>
<td>Drugs – Use/Possession</td>
<td>3</td>
<td>3 or 4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Drugs – Trafficking</td>
<td>3 or 4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Extortion</td>
<td>2</td>
<td>3</td>
<td>3 or 4</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Fighting-Minor Altercation</td>
<td>2</td>
<td>2</td>
<td>2 or 3</td>
<td>2 or 3</td>
</tr>
<tr>
<td>Fighting-Violent</td>
<td>3 or 4</td>
<td>3 or 4</td>
<td>3 or 4</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>2</td>
<td>2 or 3</td>
<td>3 or 4</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Food/Drinks in Class, Halls &amp; Bus</td>
<td>1 or 2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Food Fights/Littering</td>
<td>1 or 2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Forgery/Misrepresenting Facts</td>
<td>1 or 2</td>
<td>1 or 2</td>
<td>1 or 2</td>
<td>1 or 2</td>
</tr>
<tr>
<td>Gambling</td>
<td>1 or 2</td>
<td>1 or 2</td>
<td>1 or 2</td>
<td>1 or 2</td>
</tr>
<tr>
<td><strong>Gang Behavior</strong></td>
<td>2 or 3</td>
<td>3</td>
<td>3 or 4</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Hall Passes</td>
<td>1 or 2</td>
<td>1 or 2</td>
<td>1 or 2</td>
<td>1 or 2</td>
</tr>
<tr>
<td>Harassment -Physical, Verbal, Sexual</td>
<td>1, 2 or 3</td>
<td>2, 3 or 4</td>
<td>2, 3 or 4</td>
<td>2, 3 or 4</td>
</tr>
<tr>
<td>Inciting/Provoking/Inappropriate Loitering</td>
<td>1 or 2</td>
<td>2</td>
<td>2 or 3</td>
<td>2 or 3</td>
</tr>
<tr>
<td>Violation</td>
<td>1 or 2</td>
<td>1 or 2</td>
<td>2 or 3</td>
<td>2 or 3</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Language/Gestures (Inappropriate)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language – Vulgar, Obscene, Blatant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leaving Class Without Permission</td>
<td>2</td>
<td></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Leaving Class Without Permission</td>
<td>2</td>
<td></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Lewd/Lascivious Behavior</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Out of Class Without Permission</td>
<td>1</td>
<td>1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Parking Violations</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Public Display of Affection</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Sexual Activity (Consensual or Nonconsensual)</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Skipping School (All or Partial Day)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Substances Appearing to be Drugs</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Tardies to Class</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Technology/Electronic Media Misuse</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Theft and Related Offenses</td>
<td>1</td>
<td>2 or 3</td>
<td>2, 3 or 4</td>
<td>2, 3 or 4</td>
</tr>
<tr>
<td>Tobacco Products, Lighters (Use/Possession)</td>
<td>2</td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Vandalism – Under $100 (Restitution Required)</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Vandalism – Over $100 (Restitution Required)</td>
<td>2</td>
<td>3 or 4</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Weapons/Dangerous Instruments (Possession)</td>
<td>2</td>
<td>3 or 4</td>
<td>2, 3 or 4</td>
<td>2, 3 or 4</td>
</tr>
<tr>
<td>Weapons/Dangerous Instruments (Threat)</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Weapons/Dangerous Instruments (Use)</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

**AUTOMATIC SUSPENSION/Blatant – 3 Day Suspension**

**MEDICATION**

Students who need to bring medicine to school shall leave it in the main office and parents must complete and sign a medication form. The medicine container must be properly labeled including the name of the student, doctor, and dosage to be taken. Students should not bring any medicine to school in an unlabeled container.

**USE OF PHYSICAL RESTRAINT AND SECLUSION**

As required by 704 KAR 7:160, school personnel and parents shall be made aware of how to access district policy and procedures addressing the use of physical restraint and seclusion. This information can be accessed by visiting our district website, [http://www.caldwell.kyschools.us/parentresources](http://www.caldwell.kyschools.us/parentresources) or contacting the local board of education for a paper copy.
Caldwell County Schools

Carrell Boyd,
Superintendent

612 West Washington Street
P.O. Box 229
Princeton, Kentucky 42445

Mike Trawyer
Chairperson of Board

Phone (270)-365-8000

Fax (270) 365-5742

To: Parents/Guardians of Students Enrolled in Caldwell County School System

From: Connie Brandon, Student Insurance Coordinator, Caldwell County Schools

Date: July 1, 2015

Subject: Student Insurance

Caldwell County Board of Education carries student accident insurance on all students enrolled in Caldwell County Schools. This insurance covers students during the regular school day and while participating in any school-sponsored event. If your child is injured, he/she should report it to the teacher, coach, or person in charge of the activity in which he/she is participating. School personnel should fill out Section 1 of the insurance claim form down through No. 20 and send it to me at Central Office. PLEASE MAKE SURE DATES ARE CORRECT! I will sign the signature of school official section, make a copy of the form and mail the form to you. If you do not receive this form within 20 days from the date of the accident and medical care has been rendered, contact me at 365-8000. Complete Section II of the Claim Form and be sure to sign and date form. Please complete all information to the best of your ability and return to Central Office or mail to HSR to avoid delay in processing. This form is to be completed and filed with HSR as soon as reasonably possible. If medical treatment is not sought and diagnosed by a physician within 30 days in certain instances the student insurance will not be responsible for any a claim. The address to mail claims to and the phone number for claim inquiries are on the top of the claim form. If you file the claim form, make a copy of the form and any attachments you send to the insurance company. You will only need to send the claim form the first time for each accident. After that, send explanations of benefits and itemized bills as you receive them and put the claim number on them. If you want me to file the claim for you, you will need to bring or mail the claim form and the required information to me at the board of education, Central Office, 612 West Washington Street, PO Box 229, Princeton, KY 42445. DO NOT RETURN THE FORM TO THE SCHOOL.

This insurance is secondary coverage. If your child is covered by any other insurance plan except Medicaid, you must file with that insurance carrier first. Then submit an Explanation of Benefits from that insurance carrier and a UB04 form from the hospital, showing patient’s name, date of service, diagnosis, type of treatment given, and procedure codes from the hospital, etc. to the address on the claim form or to me. If you go to a doctor, submit a CMS1500 for physician/ancillary charges. All bills must be submitted within two years of the accident. The student coverage USUALLY covers all co-pays, deductibles, and co-insurance that your insurance company shows on the Explanation of Benefits as your responsibility. There is a limit of $1,000.00 per injury for Outpatient Physical Therapy Expense.

If Medicaid covers your child, you need to follow the above instructions with the exception of the Explanation of Benefits. If an insurance plan or Medicaid does not cover your child, please read the instruction on the form and submit required information.

It is your responsibility to see that all required information is submitted to the insurance company. After the claim form is filed, the insurance company does not send us any information. All correspondence is sent directly to you. If you have questions or need help with student insurance claims, call me at 365-8000.
# Medical Excuse Form

**Caldwell County Board of Education**  
612 West Washington St  
Princeton, KY 42445  
Phone 270-365-8000  

(This form is required only after 10 regular medically excused absence events)

| Student Name _____________________________ | Date of Birth ______________________ |
|_________________________________________|____________________________________|

I hereby authorize this health care provider to release the information requested on this form for my child listed above.  

| ______________________________________ |
| Parent or Guardian signature |

| Date of Appointment ___________________ |
|____________________________________|

<table>
<thead>
<tr>
<th>Time of Appointment ___________</th>
<th>Time In ______</th>
<th>Time Out ___________</th>
</tr>
</thead>
</table>

**Reason for Appointment** (i.e. routine office visit, follow up visit, orthodontist, dentist, emergency, tests)

| __________________________________________ |
|_________________________________________|

Was it medically necessary for this student to be absent on date of appointment?  

<table>
<thead>
<tr>
<th>Yes ___</th>
<th>No ___</th>
<th>Comments __________________________</th>
</tr>
</thead>
</table>

If no, would student have missed all day due to office location, etc.?  

<table>
<thead>
<tr>
<th>Yes ___</th>
<th>No ___</th>
</tr>
</thead>
</table>

Will this student need to be absent more than one day?  

<table>
<thead>
<tr>
<th>Yes ___</th>
<th>No ___</th>
</tr>
</thead>
</table>

If yes, how long?  

*(If this student will be out for five days or longer, please complete a homebound application.)*

This student may return to school on __________________________ Date

<table>
<thead>
<tr>
<th>Health Care Provider Name ___________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address ____________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone ___________________</th>
<th>Fax ___________________</th>
</tr>
</thead>
</table>

Signature of Physician/ARNP/PA ________________________________  

Date ________________________  

**Note:** Students in Caldwell County Schools will be allowed up to six (6) absence events (full or partial days) to be excused with a written parent note for the entire school year. Caldwell County Schools will excuse up to ten (10) absence events with doctor/medical excuse note. Any absence event due to medical reason in excess of ten (10) will require the presentation of the Caldwell County Schools’ Medical Excuse Form before the absence will be excused. The form will be available at each school, central office and some medical facilities upon parent request.
School Services

CAFETERIA

No student may leave the campus for lunch. The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which we should find at home. Some simple rules of good manners which would make the lunch period pleasant and relaxed are: observing good dining room standards at the table, leaving the table and surrounding area clean and orderly, and replacing chairs and putting trash in proper containers.

A student may buy his or her lunch or any part of a lunch, bring a packed lunch from home, or not eat. It is not permissible to have food delivered to the high school during our lunch periods or at any time during the school day. All food must be eaten in the cafeteria. All students must remain in the cafeteria during their lunch period.

C.O.P.E. CENTER
Denise Pool – Coordinator

The purpose of the C.O.P.E. Center is to enhance students’ abilities to succeed in the classroom by providing services to them and their families which eliminate barriers to education.

GUIDANCE AND COUNSELING SERVICES

CCHS provides guidance and counseling services for all students. These consist of personal counseling; career and college information; and testing and other services requested by students, parents or staff. Students wishing to see a counselor should request a pass from the teacher. All records and counseling information are kept in the strictest confidence. Mrs. Scott is the counselor for seniors, juniors, and sophomores. Mrs. Bates is the counselor for freshmen.

HOMEBOUND INSTRUCTION

If a student is ill or injured and there is a reason to believe he/she may be absent for longer than one week, the school will assign a homebound teacher upon the written request of a medical doctor.

LIBRARY

The CCHS library strives to provide the materials needed by students and faculty for class assignments and personal reading. All materials borrowed from the library should be checked out and returned to the circulation desk. Students should work quietly and be respectful of others. Students are responsible for the library materials they use or check out, and they will be held financially liable.

LOCKERS

Each student may rent a locker in which he/she may keep books and clothing. Lockers are to be kept in good order. The school assumes no responsibility for loss of student property. Therefore, large sums of money or valuables should not be kept in lockers or brought to school. The school reserves the right to search any locker, given reasonable grounds to do so.
**OBLIGATIONS**

In an effort to avoid the high cost of buying additional textbooks and to have adequate materials on hand, it is necessary for students to be financially responsible. The 1997-98 CCHS School-Based Decision Making Council adopted a policy that requires all obligations to be paid. Those students who pay their obligations will be provided the services of having their academic records released when requested.

**STUDENT FEES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>$10.00</td>
</tr>
<tr>
<td>Ag Freshmen</td>
<td>$4.00</td>
</tr>
<tr>
<td>Ag Greenhouse</td>
<td>$15.00</td>
</tr>
<tr>
<td>Ag Construction Skills</td>
<td>$15.00</td>
</tr>
<tr>
<td>Ag Structural Design</td>
<td>$15.00</td>
</tr>
<tr>
<td>Art Material (for personal use)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Band</td>
<td>$10.00</td>
</tr>
<tr>
<td>Computer Fee (per class)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Physical Education (equipment fee)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Science</td>
<td>$5.00</td>
</tr>
<tr>
<td>Student Parking</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

**TEXTBOOKS**

The Caldwell County board of Education eliminated general fees and textbook fees in 1990. Textbooks are expensive and used for multiple years. Students are responsible for the textbooks issued to them. If books are lost or damaged, the student is responsible for replacement costs:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks (New to 2 years old)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Textbooks (3+ years old)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Hardback Novels</td>
<td>$20.00</td>
</tr>
<tr>
<td>Paperbacks</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

**VISITORS**

Any person visiting the school **must receive a pass from the principal’s office**. This includes parents or relatives. Unauthorized visitors will be asked to leave and may be prosecuted for trespassing. The presence of unauthorized visitors should be reported to a teacher or the principal’s office. **Students should not bring visitors to school or ask someone other than a parent to visit during the school day.** Visitors for teachers must be pre-approved by the teacher and must be scheduled only during the teacher’s planning period.
Miscellaneous Student/Parent Information

ASBESTOS MANAGEMENT PLAN

Caldwell County High School has been inspected for asbestos and a management plan was developed to deal with asbestos hazards in the schools and to implement response actions in a timely fashion. Inspections are due every three years. The results of this inspection are included in a management plan. This plan is available in the administrative office of the Caldwell County Board of Education and in the principal’s office of the school during normal hours for your inspection. The purpose of the federal/state regulations is to protect the health and well-being of all persons entering the buildings of Caldwell County Schools. The Caldwell County Board of Education takes very seriously the recommendations made in the management plan which has been approved by the Department of Environmental Protection, Frankfort, Kentucky.

DISCRIMINATION POLICY

The Caldwell County Schools do not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicap in employment, educational programs, or activities as set forth in Title IV (The Civil Rights Act of 1964), Title IX (The Educational Amendments of 1972), and Section 504 (Rehabilitation of the Handicap of 1973). Anyone having inquiries concerning Caldwell County School’s compliance with Title IV, Title IX, or Section 504 is asked to contact the district Director of Pupil Personnel at 612 West Washington Street, Princeton, KY 42445.

RELEASE OF STUDENT INFORMATION

In order that parent/guardian wishes may be known when dealing with information releases on students, the school must be informed in writing within the first thirty (30) days of school at the beginning of the school year and/or thirty days of enrollment for new students of information not to be released. The following categories of information that could possibly be released, several of which would be unlikely to be released or requested by outside parties include:

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Address</th>
<th>E-Mail Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photograph</td>
<td>Grade Level</td>
<td>Date/Place of Birth</td>
<td>Major/Field of Study</td>
</tr>
<tr>
<td>Dates of Attendance</td>
<td>Enrollment Status</td>
<td>Degrees Received</td>
<td>Honors/Awards Received</td>
</tr>
</tbody>
</table>

Information release to military for recruiting purposes*
Participation in Officially recognized Athletics and Sports
Height and Weight of Members of Athletic Teams
Most Recent Educational Agency or Institute Attended

*Any student who is seventeen years of age or who is in the eleventh grade has the right to “opt-out” of having personal information released to military recruiters. Any student who is in that age group wishing to do so should notify the guidance office in writing as soon as such determination is made. Until the guidance office receives such notice, student information will be provided to military recruiters who request such information. It is very important for students and parents to understand that students without parental consent may make this request.
The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students 18 years of age or older or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

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

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

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

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

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

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

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

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

   Exceptions that permit disclosure without consent include:

   a. Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District. This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

**STUDENTS**

09.14 AP.111

(Continued)

**Notification of FERPA Rights**

b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student’s enrollment or transfer.

c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

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

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

6. *The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, the Kentucky Army National Guard and institutions of higher education.*

Unless the parent or student who has reached age 18 requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

7. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Review/Revised: 6/20/2016
Dear Parents and Guardians:

Regular attendance at school is important for your child’s success in learning and making progress toward graduation. Attendance at school is not only important; it is also a state law. The Commonwealth of Kentucky requires that students enrolled in public school from age 6 to 16 shall attend a regular public day school for the full term that the public school of the district which the child resides is in session. It is necessary that you notify the school when your child is absent. A student’s absence from school is either excused or unexcused, depending upon the information that you provide.

Please notify your child’s school by telephoning 365-8010 and reporting the reason for your child’s absence. Excused absences are defined as one of the following:

- Personal illness
- Death in the family
- Religious holidays
- Medical and dental appointments that cannot be made outside of the school day and can be verified
- Documented, required court appearances
- College days (maximum of two (2) days per year approved in advance by the Principal
- Drivers’ test (only for the time that the test is scheduled)
- Severe weather conditions and natural disasters
- One (1) day attendance at the Kentucky State Fair
- One (1) day prior to departure of parent/guardian called to active military duty
- One (1) day return of parent/guardian from active military duty
- Other reasons as determined by the school principal, including trips qualifying as an EHO.

Students may make up all assignments missed during excused absences. All absences from school should be excused. A maximum of six absence events (of full or partial days) will be excused with a written parent note. After six parent excuses, absences are only excused if one of the above listed reasons is documented. After 10 absences, the attached Medical Excuse Form must be filled out by a doctor/ARNP/PA each time there is an absence. It must be returned to the school or the absence will not be excused. You will be informed by your child’s school when he/she has missed an excessive amount of school. Your assistance will be requested to implement corrective measures to improve attendance problems.

Any absence for a day or any significant part of a day for reasons other than those listed above and any absence without contacting the school shall be considered an “unexcused” absence. Makeup work will be suggested to the student but no credit will be awarded for the work. A student is considered truant when he/she has three unexcused absences in a school year. A habitual truant is a student with six or more unexcused absences in a school year.

Thank you for your assistance in reporting your child’s absences from school. Please contact me if you have any questions.

Sincerely,
Bruce McCalister
Director of Pupil Personnel
CALDWELL COUNTY

NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS

Per the Records Retention Schedule from the State Archives and Records Commission, we are required to retain special education records for “three (3) years from the date of last activity and after notification of parent(s) or legal guardian(s)".

However, some regular education records are kept indefinitely. Per Code of Federal Regulations (34CFR3000.573(b)), “a permanent record of a student’s name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation” by the director of pupil personnel.

Kelly Byrd
Director of Special Education
### College and/or Career Readiness

<table>
<thead>
<tr>
<th>College Ready</th>
<th>Career Ready</th>
<th>College &amp; Career Ready</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>White Cord</strong></td>
<td><strong>Gold Cord</strong></td>
<td><strong>Blue/Gold Cord</strong></td>
</tr>
<tr>
<td>A student must meet benchmarks on one of the following:</td>
<td>A student must meet benchmarks on one from each of the following columns:</td>
<td>A student must meet benchmarks on one from each of the following columns:</td>
</tr>
<tr>
<td><strong>ACT</strong> or <strong>COMPASS</strong></td>
<td>Career Ready Academic</td>
<td>Career Ready Technical</td>
</tr>
<tr>
<td>or</td>
<td>ASVAB or WorkKeys</td>
<td>KOSSA or Industry Certificate</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACT or COMPASS or Industry Certificate</td>
</tr>
</tbody>
</table>
To complete a career major, students must earn four career-related credits within the career major. Three of the four credits should come from the recommended courses for that major.
<table>
<thead>
<tr>
<th>Finance Recommended Courses</th>
<th>Administrative Support Recommended Courses</th>
<th>Information Processing Recommended Courses</th>
<th>Business Management Recommended Courses</th>
<th>Accounting Recommended Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer &amp; Technology Application</td>
<td>• Computer &amp; Technology Application</td>
<td>• Computer &amp; Technology Application</td>
<td>• Computer &amp; Technology Application</td>
<td><em>teacher recommended</em></td>
</tr>
<tr>
<td>Accounting &amp; Finance</td>
<td>• Accounting &amp; Finance</td>
<td>• Advanced Computer &amp; Technology Application</td>
<td>• Accounting &amp; Finance</td>
<td></td>
</tr>
<tr>
<td>Financial Services I</td>
<td>• Advanced Computer &amp; Technology Application</td>
<td>• Multi-Media or Web Design</td>
<td>• Accounting &amp; Finance</td>
<td></td>
</tr>
<tr>
<td>Elective Courses</td>
<td>Elective Courses</td>
<td>Elective Courses</td>
<td>Elective Courses</td>
<td>Elective Courses</td>
</tr>
<tr>
<td>Financial Services II</td>
<td>• Business Principles &amp; Application</td>
<td>• Business Principles &amp; Application</td>
<td>• Business Principles &amp; Application</td>
<td>Business Principles &amp; Application</td>
</tr>
<tr>
<td>Advanced Accounting</td>
<td>• Business Mgt.</td>
<td>• Business Communication</td>
<td>• Business Communication</td>
<td>Advanced Accounting</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>• Microsoft Office</td>
<td>• Co-op</td>
<td>• Financial Communication</td>
<td>Business Mgt.</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>• Business Communication</td>
<td></td>
<td>• Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>Business Communication</td>
<td></td>
<td></td>
<td>• Principles of Marketing</td>
<td></td>
</tr>
</tbody>
</table>

To complete a career major, students must earn four career-related credits within the career major. Three of the four credits should come from the recommended courses for that major.
HEALTH SCIENCE CAREER CLUSTER

CAREER MAJORS/CAREER PATHWAYS

*Caldwell County High School*

<table>
<thead>
<tr>
<th>Recommended Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Principles of Health Science</td>
<td></td>
</tr>
<tr>
<td>- Medical Terminology OR Emergency Procedures</td>
<td></td>
</tr>
<tr>
<td>- Medical Science</td>
<td></td>
</tr>
</tbody>
</table>

**Elective Courses**

To complete a career major, students must earn four career-related credits within the career major. Three of the four credits should come from the recommended courses for that major.
### HUMAN SERVICES CAREER CLUSTER

#### CAREER MAJORS/CAREER PATHWAYS

**Caldwell County High School**

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Consumer &amp; Family Management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommended Courses</strong></td>
<td><strong>Recommended Courses</strong></td>
</tr>
<tr>
<td>• Child &amp; Human Development</td>
<td>• FACS Life Skills</td>
</tr>
<tr>
<td>• Advanced Child &amp; Human Development</td>
<td>• Relationships</td>
</tr>
<tr>
<td>• Fundamentals of Teaching</td>
<td>• Money Skills</td>
</tr>
<tr>
<td></td>
<td>• Foods &amp; Nutrition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Elective Courses</th>
</tr>
</thead>
</table>

To complete a career major, students must earn four career-related credits within the career major. Three of the four credits should come from the recommended courses for that major.
<table>
<thead>
<tr>
<th>Science, Technology Engineering &amp; Math</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommended Courses</strong></td>
<td></td>
</tr>
<tr>
<td>• Intro. To Engineering &amp; Design</td>
<td></td>
</tr>
<tr>
<td>• Principles of Engineering</td>
<td></td>
</tr>
<tr>
<td>• Engineering Design &amp; Development</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td></td>
</tr>
</tbody>
</table>

To complete a career major, students must earn four career-related credits within the career major. Three of the four credits should come from the recommended courses for that major.
Dear Parent or Guardian:

The contents of the student handbook has been read and reviewed with your child at school. The Student Handbook is available on the high schools web page for parents to read and review. www.cchs-ccs-ky.schoolloop.com

Please review the Student Handbook with your child and then sign the form below and return this signature page to Caldwell County High School.

I have read and reviewed the information in the Caldwell County High School “Student Handbook”.

____________________________________  __________________________________
Signature of Student  Signature of Parent/Guardian

____________________________________
Telephone number where we can reach you during the school day.

Home__________________________  Work__________________________
Cell__________________________  Other__________________________
E-mail_________________________