



**Campbell County
High School**

**2009 - 2010
STUDENT HANDBOOK**

909 Camel Crossing

Alexandria, KY 41001

Phone: (859) 635-4161

Main Office Fax: (859) 448-4886

Guidance Office Fax: (859) 448- 4894

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



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Student Parking

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Campbell County High School

Students, their parents, and employees of the Campbell County School System are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504. Any student, parent, or employee who feels that he or she may have been discriminated against or denied an opportunity in education or training because of their race, color, national origin, age, marital status, sex, or disability has a right to file a formal complaint. For additional information, contact the:

Campbell County Board of Education

**101 Orchard Lane
Alexandria, KY 41001**

**Phone: 859-635-2173
Fax: 859-448-2428**

District Mission Statement

The mission of the Campbell County School District, in partnership with students, staff, parents, and community, is to provide the best possible education for all students in a safe environment, enabling them to become contributing, successful citizens and lifelong learners.

Campbell County High School Mission Statement

It is the mission of Campbell County High School to provide a safe environment in which students will be provided an opportunity to excel in learning, leadership, citizenship, and character.

CCHS Administrative Team

There are four administrators employed at Campbell County High School. The Principal is our instructional leader and is focused on general curriculum, core content, CSIP initiatives, and implementation of the Program of Studies. The three Assistant Principals deal with discipline, attendance issues, building management, student safety, scheduling, and other assigned tasks.

Main Office: Extension 200

Students who need to see Assistant principals must report to this office. Questions regarding daily operations should be directed to this office as well.

-The Main office also houses the financial clerk, the School Resource Officer (SRO), and the School Nurse.

- The SRO is a Campbell County Police Officer and should be treated as an officer of the law. The SRO provides a valuable service to our school by providing a safe school environment, assistance to students and staff, and other daily tasks

-All questions regarding immunizations, medical conditions, and student medications should be directed to the school nurse. Students who get sick during the school day should report immediately to the Main Office instead of the restroom.

GUIDANCE

Counseling

CCHS has a counseling team employing four certified staff members. This division will be decided and announced to students at the beginning of each school year. The counseling team will perform other duties necessary within the counseling and assessment areas.

Guidance Office: Extensions 2138 and 2139

Student records, transcripts, scheduling of courses, scholarship information, updating of student information, transferring of records, and other legal documentation provided to the school about a student are located in this office. All records are kept confidential and all persons wishing to view these records must be accurately documented in the student's individual file. Students and parents with emotional, physical, and other concerns should direct questions and appointments to this office.

Guidance Procedures

The guidance staff is available to assist all students with academic, personal, and vocational counseling. The counselors will help pupils plan their academic program of study, assist them in dealing with personal problems, and help students explore career and educational opportunities. A student may see a counselor by observing the following procedures:

1. Make an appointment with a counselor before/after school or between classes.
2. Teacher request; 3. Counselor request; 4. Principal request.

PLEASE NOTE: Students should visit the counselor's office between class periods and fill out a request form. The counselor can then call the student to the guidance office for consultation. Students should not be dismissed during instructional time unless there is an emergency.

Student Services

Safety TIP LINES: 1-877-268-8263 or 635-4161 ext. 4792

Where to go for:

Book Concerns	Teacher
Broken Lockers	Main Office
Class Rank and GPA	Guidance Department
College and Testing Information	Guidance Department
Doctor/Dentist Appointment Note	A101 – Attendance Office
Driver Verification Form	Main Office
Free/Reduced Lunch Form	Guidance Department
Good Student Insurance Discount	Guidance Department
Illness at School	Nurse's Office

Leaving School (with note)	A101 – Attendance Office
Leaving School (ill)	Nurse's Office
Lost and Found	Main Office
Parking Permits	Main Office
Passwords and email issues	Media Center
Physical Forms for Athletics	Athletic Office
Pre-Arranged Absence Form	A101 – Attendance Office
Schedule Change	Guidance Department
Stolen Property	Main Office
Temporary Bus Note	A101 - Attendance Office
Tickets for Athletic Events	Athletic Office
Transcripts	Guidance Department

Community Service Telephone Numbers

Alcohol Related Problems	491-7181
Abuse	292-6340
Big Sisters/Big Brothers	421-4120
Campbell County Heath Center	431-1704
Campbell County Police	635-3122
Counseling	431-3052
Drug and Poison Information	558-5111
Eating Disorders	921-1922
Services United for Mothers & Adolescents (SUMA)	721-7862
St. Luke Hospital, East	572-3100
Sexually Transmitted Disease	357-7300
United Way Help Line	721-7900

Toll-Free Help Lines

Drug Abuse Hotline	Crisis Helpline- USA
1-800-662-4357	1-800-785-8111
Teen Abuse Hotline	Teen Crisis/Runaway
1-800-422-4453	1-800-621-4000

Advanced Placement

Advanced placement courses are optional for a student's graduation and continued enrollment in those courses is dependent upon the student's performance. A decision for removal from the advanced placement courses and placement into another course is solely the decision of the principal and guidance counselor and will be made in consideration of the student's best interest and graduation requirements.

Commencement

1. Commencement Activities include rehearsal, Awards Night, and Commencement. Attendance at rehearsal and wearing the issued cap and gown are required for participation in Commencement. Attendance at rehearsal is optional if a senior prefers not to participate in the Commencement activities. His or her diploma may be obtained from the Principal's Office at school the first working day after commencement.
2. Announcements, caps, and gowns are ordered near the beginning of 2nd semester.
3. A schedule of graduation activities will be mailed to each senior during the spring semester.
4. The date for Commencement is set by the Campbell County Board of Education.

Commonwealth Diploma

The Kentucky State Board of Education will award a Commonwealth Diploma in addition to a Campbell County High School Diploma for students who have:

1. Successfully completed the pre-college curriculum
2. Successfully completed twenty-two (22) credits
3. Successfully completed four (4) advanced placement courses from the following: (Successful completion is defined as receiving a grade of "C" or better.)
English - one (1) course; Science or Math - one (1) course; Foreign Language - one (1) course; One additional course (Science, History, Math, or Computer)
4. Taken A.P. examination in three (3) of the four (4) A.P. courses.

Credit/Credit Transfer

1. One credit is equal to 175 hours of time on task classroom instruction. Students transferring to Campbell County High School from a school not meeting the 175 hours of instructional time may have their credit(s) prorated according to the number of hours of instruction.
2. Final decisions concerning issue of credit or partial credit will rest with the building principal.
3. School policy prohibits a student from earning more than 7 credits per year; exceptions would be made for students transferring from a block schedule or seniors taking additional independent study courses.
4. Students enrolling from any non-public/non-accredited school may be required to take Campbell County High School's final exam(s) before credit(s) can be issued.

Curriculum Requirements

**** The writing portfolio and ILP are graduation requirements from the State and CCS.****

Class of 2010

Campbell County Board of Education requires a total of 25 high school credits for graduation. The following are the graduation requirements:

Language Arts	4 credits	Health/Physical Education	1 credit
Mathematics	3 credits	Visual & Perf. Arts	1 credit
Social Studies	3 credits	Intro to CTE Courses	1 credit
Science	3 credits	Electives	<u>9 credits</u>
Total Required			25 credits

Class of 2011

Campbell County Board of Education requires a total of 25 high school credits for graduation. 4 of the 8 electives must be in the Career Major selected. The following are the graduation requirements:

Language Arts	4 credits	Health/Physical Education	1 credit
Mathematics	3 credits	Visual & Perf. Arts	1 credit
Social Studies	3 credits	Intro to CTE Courses	1 credit
Science	3 credits	CIT (Camels In Transition)	1 credit
Electives			<u>8 credits</u>
Total Required			25 credits

Class of 2012

Campbell County Board of Education requires a total of 25 high school credits for graduation. 4 of the 8 electives must be in the Career Major selected. The following are the graduation requirements:

Language Arts	4 credits	Health/Physical Education	1 credit
Mathematics	4 credits	Visual & Perf. Arts	1 credit
Social Studies	3 credits	Intro to CTE Courses	1 credit
Science	3 credits	Electives	<u>8 credits</u>
Total Required			25 credits

Class of 2013

Campbell County Board of Education requires a total of 25 high school credits for graduation. 4 of the 8 electives must be in the Career Major selected. The following are the graduation requirements:

Language Arts	4 credits	Health/Physical Education	1 credit
Mathematics	4 credits	Visual & Perf. Arts	1 credit
Social Studies	3 credits	Intro to CTE Courses	1 credit
Science	3 credits	Electives	<u>8 credits</u>
Total Required			25 credits

Drop/Add Procedure for Course enrollment

1. Only counselors can make schedule changes with approval from the principal.
2. Changes in placement will not be made after the first grading period.
3. If courses are dropped after the first grading period, the grade will remain in the permanent record.

Grade Scale:

The following is used to convert % grades to letter grades.

A	100 – 95	C	81 – 76
A-	94 – 93	C-	75 – 73
B+	92 – 90	D+	72 - 70
B	89 – 87	D	69 - 67
B-	86 – 85	D-	66 - 65
C+	84 – 82	F	64 and below

Individual Learning Plan

Students across Kentucky are required to complete an Individual Learning Plan (ILP). The career Cruising ILP Tool (www.careercruising.com) is designed to help students bring together their academic achievements, extracurricular experiences, and career and education exploration activities. This enables the student, parents or guardians, teachers, and counselors to work together to develop a course of study that meets the student's needs and goals. User names and passwords are available through the guidance office. **The ILP program is mandated by the State of Kentucky as a graduation requirement.**

CCHS ILP Requirements

- Transcript
- Complete up to date Four Year Plan
- Job Application Letter (preferably typed)
- Career Project: (Choose 1 of the 3 listed below)
- Self-descriptive Essay; Career Interview; Career Presentation
- Student Testing Results
- Resume (preferably typed)

What is a Career Path or Cluster

It is a particular focus on a potential occupation after high school. In no way is a student locked into one specific career path. Career paths may change as students refocus their interests and goals. The plan will serve as a vehicle by which to gauge a student's progress toward meeting the learning standards embraced by the high school.

CAREER CLUSTER	DESCRIPTION
Agriculture	Prepare/support individual for careers, build awareness, & develop leadership for the food, fiber, natural resource systems.
Arts & Humanities	Prepare individuals for creating, performing, and conducting literary, artistic, entertaining, and sporting activities, or to explore man and his culture through the study of philosophy, religion, literature, or language.
Business & Marketing	Prepare individuals to perform managerial, research, and technical support functions of business and prepare individuals to plan and execute the buying, selling, promotion, and distribution of ideas, goods, and services.
Communications	Prepare individuals to apply technical knowledge and skills to effectively communicate ideas and information.
Construction	Prepare individuals to apply technical knowledge and skills in the constructing, inspecting, and maintaining of structures and related properties.
Education	Prepare individuals for the practice of learning and teaching, and related research, administrative and support services.
Health	Prepare individuals to apply technical knowledge and skills for maintenance of health, prevention of illness, and care of the ill.
Human Services	Prepare individuals for employment in occupations that relate to families and human needs.
Information Technology	Prepare individuals to apply technical knowledge and skills in the rapidly growing occupational fields of computer networking, programming, digital media, support services, and e-commerce/web design.
Manufacturing	Prepare individuals to apply technical knowledge and skills in the production, maintenance, assembly, or repair of products.
Public Services	Prepare individuals to analyze, manage, and deliver public service programs including protective services such as police, fire and safety, postal services, and public utilities.
Science & Mathematics	Prepare individuals to apply scientific principles and mathematical knowledge and technical skills to research and development.
Social Sciences	Prepare individuals to study people and the culture in which they live, and to conduct research into human behavior including abnormal behavior politics, language, lifestyle, and work.
Transportation	Prepare individuals to apply technical knowledge and skills to maintain and repair aircraft, land vehicles, marine vessels, construction equipment, and portable power equipment, and to provide other services for transporting people or materials.

What is a Career Major

It is the particular educational focus you studied while attending high school that provides you the beginning foundation for future employment in the career occupation you choose after high school.

Kentucky Educational Excellence Scholarship (KEES)

The Kentucky Higher Educational Assistance Authority awards the KEES scholarship money on a yearly basis according to the student's grade point average. The minimum grade point average to receive any money is 2.5 and the maximum grade point average is a 4.0. Money accumulates every year in high school and can be used at any post-secondary school in the Commonwealth of Kentucky. There is a bonus amount awarded based on the student's highest ACT/SAT score. The grade point average and ACT/SAT scores are reported once a year in June. If a student takes the ACT test in June, that score will not be reported until the following June. It is imperative the student's social security number and birth date be accurate in our computer records to make the reporting of these awards to the state accurate. Student may log on to the site to check the award amount at www.kheaa.com. To log on it is necessary to have the student's social security number and birth date.

Report Cards

Students will be given report cards four (4) times a year. Progress reports are sent home during the middle of each grading period. All incomplete grades must be made up within 2 weeks of the following grading period or the grade will be changed to a failure.

Summer School and Correspondence Courses

All summer school courses, correspondence courses, and Kentucky Virtual High School Courses must receive prior approval of the Campbell County High School administration before credit may be issued.

Valedictorian/Salutatorian

A senior seeking the honor of Valedictorian/ Salutatorian must meet the following requirements in addition to attaining the required class rank.

1. A senior must earn a minimum of 6 1/2 credits while enrolled at Campbell County High School and must be enrolled at CCHS for his/her entire senior year.
2. The interpretation of credits/grades must be in alignment with the CCHS Program of Studies & subject to the approval of the principal.

Withdrawal from School

Students who withdraw from Campbell County High School must adhere to the following procedures:

1. Obtain a withdrawal form from the guidance office.
2. Students under age 18 must have a parent or legal guardian with them.
3. Withdrawal form must be completed and returned to the guidance office.
4. All financial obligations must be satisfied

No records will be forwarded until the above conditions are met.

ATTENDANCE

Attendance Office: ext. 232

Parents must call in all absences or sign in/out release times to the attendance office before the start of the school day. The attendance office is available with voice mail and opens at 7 am. Students must report to this office upon entering the building after an absence from school or a Late Arrival to school. Students must always have a note verifying absence or tardiness (However providing the note does not automatically excuse the absence).

- When arriving to school all visitors and parents must sign in/out in the Attendance Office.
- Visitors must surrender a valid form of identification (drivers licenses, photo ID, etc...) to the attendance office. The drivers licenses, photo ID, will be returned upon the completion of the visit.
- All parents and visitors must wait in the Attendance office until a student aide or CCHS personnel greet them.
- Students must sign in/out in the Attendance Office before going to class or leaving the school campus for any reason (this includes CCHS Co-op students).

ATTENDANCE POLICY

It is our belief that success in school is greatly improved by good attendance. The goal of Campbell County High School is to maintain an average daily attendance of 96% or better. Parents are encouraged to schedule student appointments after school hours. In an effort to reach or surpass our goal, the following attendance policy will be in effect:

1. Parent notes will be allowed for a total of three (**3**) absences per semester. (There are only 2 semesters in a school year) All other absences must have a doctor's note. Doctor's notes should state **ALL** dates that the student was under the care of the doctor.
2. All absences must be verified by written note from Parent/Guardian or Doctor. If not verified, or if over the three absence per semester limit, the absence will be unexcused.
Notes must include - student's name, date of absence, reason for absence, and signature of parent/guardian/doctor.

Reminder: A parent note does not automatically excuse your absence.

Please refer to the definition (p. 14) of an Excused absence to double-check your absence approval.

3. All parent and doctor's notes must be submitted to the Attendance office within five (5) days of the student's absence. If the note is not presented within this time frame, the absence will remain unexcused.

4. **PLEASE NOTE:** If a student has an opportunity to turn in a parent note for an absence and does not, then the availability to have three (3) parent notes decreases by one each time a student is absent. The original absence will be deemed unexcused.
5. Upon 2 days of unexcused absences (or first occurrence of truancy), the student's parent will be sent a reminder of the Kentucky Revised Statute 159.150. Upon 4 days of unexcused absences (second occurrence of truancy), a second letter will be sent and a call from school personnel can occur. Upon 6 days of unexcused absences (third occurrence of truancy), a home visit by the Director of Pupil personnel will be made and charges will be filed with the Campbell County Court System.
6. Early sign out is permitted by written note from parent. Notes will be verified before a sign-out slip is issued. Note must include phone number for verification.
7. No sign-outs will be allowed by phone call unless the identification of the parent can be verified.
8. Absence from school on the day of an athletic event, school program, or extracurricular activity will make a student ineligible for participation in that day's events.

Late Arrivals to School and Early Dismissals from School:

Students who arrive late to school (not on time for First Period) must report to the attendance office to sign in to school. Oversleeping or late transportation (personal student transportation) will be considered unexcused.

-Students needing to leave school early must bring a note from a parent/legal guardian to the attendance office before 7:25 AM. Students should show early dismissal slips to the teacher prior to exiting class to leave school. Students must sign in and out in the attendance office before leaving school for any reason.

- Parking Passes will be revoked at the 5th Offense for remainder of year.
- Parking Passes will not be refunded and will be turned in to the Main Office.

ACCORDING TO KENTUCKY REVISED STATUTE 159.150:

Any child who has been absent from school without valid excuse for two (2) or more days, or tardy without valid excuse on two (2) or more days, is a truant.

- Any child who has been reported truant two (2) or more times is a habitual truant.
- Being absent for less than half of a school day shall be regarded as being tardy.

A LOCAL BOARD OF EDUCATION MAY ADOPT REASONABLE POLICIES THAT:

- (1) Require students to comply with compulsory attendance laws;
 - (2) Require truants and habitual truants to make up unexcused absences; and
 - (3) Impose sanctions for noncompliance.
- Effective: July 15, 1998**

Unexcused Absence Consequences:

The following documentation will be sent to parent/guardian regarding attendance issues. Please note that two (2) unexcused half-day absences equal one (1) all day absence and the same disciplinary action will be in effect for each 2 half day absences.

2nd unexcused absence: *****FIRST NOTICE*****
PARENT SENT KY REVISED STATUTE 159.150 REMINDER LETTER

4th unexcused absence: *****SECOND NOTICE*****
PARENT SENT KY REVISED STATUTE 159.150 REMINDER LETTER

6th unexcused absence: *****THIRD NOTICE*****
PARENT SENT KY REVISED STATUTE 159.150 REMINDER LETTER
*****A HOME VISIT IS CONDUCTED BY DISTRICT DPP*****

FINAL NOTICE: CHARGES WILL BE FILED WITH THE CAMP. CO. COURT SYSTEM.
Students over the age of 18 can be fined \$100 for the first offense and \$250 for each subsequent offense.

GRADUATING SENIORS HAVING ***10 or MORE*** UNEXCUSED ABSENCES WILL NOT BE PERMITTED TO PARTICIPATE IN THE GRADUATION ACTIVITIES AND CEREMONY.

Tardy Policy To Class/School

Tardy: A student is considered tardy when he/she is not in the class before the bell rings. PLEASE NOTE: A tardy is calculated cumulatively (Not per period but all class periods combined). Each tardy must be written up by teachers each time a tardy occurs.

Teachers will:

1. Teachers are to shut their doors once the bell rings to begin class.
2. Teachers will direct any students who are not in the room once the bell rings to go to the Attendance Office to sign in and receive a tardy slip.
3. Teachers will reinforce on-time procedures and the expectations of beginning class on time.
4. The following table will be used by the administrators. In assigning discipline for tardy offenses:

Tardy to class/school	Consequence
Tardy 1 Student receives a Warning.	<ul style="list-style-type: none"> • Teacher should reinforce on-time procedures. • Student will directed to the Attendance Office to sign in and pick up a tardy slip.
Tardy 2: Student receives a Warning.	<ul style="list-style-type: none"> • Teacher should reinforce on-time procedures. • Student will directed to the Attendance Office to sign in and pick up a tardy slip.
Tardy 3: Student receives Detention.	<ul style="list-style-type: none"> • Teacher should reinforce on-time procedures. • Student will directed to the Attendance Office to sign in and pick up a tardy slip. • Student receives one detention from administration.
Tardy 4: Student receives two Detentions	<ul style="list-style-type: none"> • Teacher should reinforce on-time procedures. • Student will directed to the Attendance Office to sign in and pick up a tardy slip. • Student receives two detentions from administration.
Tardy 5 and above: Student will receive Friday School	<ul style="list-style-type: none"> • Teacher should reinforce on-time procedures. • Student will directed to the Attendance Office to sign in and pick up a tardy slip. • Student receives a Friday School from administration.

Definition of Absences:

Absence - Excused

An excused absence is defined as any absence (not to exceed three (3) days per semester) for which an official parent note is provided OR for which written parental explanation has been provided resulting from:

- a) an illness or medical emergency of the student with a doctor's note
- b) medical emergency or death in immediate family
- c) attendance at legal proceeding as per a subpoena
- d) initial written driver's test (1/2 day only)
- e) initial drivers' test (1/2 day only)
- f) church-sponsored activities/with approval
- g) approved prearranged absence
- h) State Fair (1) one day – must provide proof of attendance.
- i) Other valid reason approved by Principal

Absence - Unexcused

- a) any absence for any reason not accompanied by written parent's note or doctor's explanation.
- b) any absence exceeding 6 days per semester.
- c) missing the bus or other transportation difficulties

- d) being kept out of school by a parent/ guardian for reasons other than those identified under "excused absences"
- e) truancy
- f) suspension for disciplinary reasons
- g) prearranged absences that were not approved
- h) driving lessons

Absence - Field Trip

Students are not counted absent while on a school-sponsored field trip.

Absence - Prearranged

Prearranged absences of an educational nature or a religious nature will be granted at the discretion of the principal and will be based on attendance, academic and discipline records. The procedures for prearranged absences are:

- a) The parent must notify an administrator by sending a written request at least five school days prior to the planned absence.
- b) The administrator will issue a prearranged absence form and teachers will be notified of the request. Teachers may or may not approve the request.
- c) The form must be submitted to the attendance office after all teachers have signed it.
- d) An administrator will determine if the prearranged absence will count toward the allowable number of days absent.

-Students planning visits to post secondary institutions or taking military entrance exams should prearrange the absence. These are limited to no more than two total. A signed note on the institution's official letterhead is required upon return.

Absence Make-up Work Policy

When a student returns from an excused absence, (s)he will be given make-up work. Students will be allowed the same number of days as their absence to complete and return this work to their teachers. The student is responsible for requesting the makeup work and returning it to the teacher. If they do not complete and return the work within the allotted time frame, they will receive a zero for these assignments. Students with UNEXCUSED absences will not be permitted to make up work missed. It is permissible to attain the assignments so the students can stay caught up with the class but, the work will not be counted toward the grade in the class.

Attendance Awards- Perfect Attendance

Perfect attendance is awarded to students who have not missed any school. Students must also NOT arrive late or leave early from school. Students will not be awarded perfect attendance if they have skipped a class period or had disciplinary actions related to class tardies.

***NOTE: Any absences excused or not, will deem a student ineligible for perfect attendance.**

DISCIPLINE

Bus Procedure and Behavior

Student bus responsibilities are as follows:

THE RIGHT OF STUDENTS TO RIDE THE BUS IS CONTINGENT UPON GOOD BEHAVIOR AND OBSERVANCE OF STATE LAW AND POLICIES ADOPTED BY THE CAMPBELL COUNTY BOARD OF EDUCATION.

1. Students will not mar or otherwise deface the bus or its properties.
2. Students are not to use tobacco in any form, alcohol, indecent or profane language, or controlled substances while being transported on a school bus.
3. Students may not sit in the driver's seat or touch controls at any time.
4. Students will immediately report to the driver any damage to the bus.
5. Students will not throw waste paper or debris from the windows or on the bus floor.

-The administrators have the responsibility of maintaining discipline on all school buses. They are authorized to suspend bus-riding privileges immediately for any student who is reported by the school bus driver. Limited bus service occurs when driving conditions are such that travel on some roads would be dangerous. The bus driver will make arrangements with the riders on his or her route about the procedure to be used during inclement weather.

Dress Code

Schools are educational institutions. No extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance, or use of wearing apparel that is deemed to create a disruption of the school environment. This includes anything with obscene, crude or rude writing, or symbols pertaining to drugs, alcohol, tobacco, weapons, gangs, violence, sex, racial content, or anything that suggests bodily harm.

The dress code will be enforced during normal school hours (7:25 – 2:15) and any time students are representing Campbell County High School (field trips, sporting events, etc.)

***Administrators have the flexibility to make adjustments for special reasons.**

The following are inappropriate and may not be worn:

- Facial Piercing
- Shirts/tops made of transparent fabric.
- Shirts/tops/dresses with plunging or low-cut necklines and skirts/dresses

- with slits that are more than 2 inches above knee.
- Backpacks may not be taken into the cafeteria.
- Coats and jackets (must be left in locker during the instructional day).
- Pants that have holes or slits above the knee.
- Tank style tops, sweaters, or shirts.
- Clothing displaying bare stomach or back.
- Pajama pants and lounge wear.
- Lack of proper undergarments.
- Headwear, including, but not limited to, hats, visors, bandannas, sweatshirt hoods, toboggans, sunglasses, scarves, hair combs or picks, headbands/sweatbands.
- Dental grills.
- Chains, including animal collars of any kind, those on billfolds, any heavyweight chain used as jewelry, spiked or studded accessories.
- **Any clothing that is offensive to a reasonable person on the basis of religion, gender, national heritage or creed, along with any sexual content, drug content, alcohol content, or symbols/drawings/etc. that may be offensive to a reasonable person.**

***NOTE:** The following items should be placed in the student's locker and/or book bag at the beginning of the school day and remain there until the end of the school day:

- **I-Pods/Gaming/Electronic Devices**
- Caps/Hats
- Personal items not related to the educational process (**cell phones-must be turned off – cannot be in silent mode and cannot be in sight, etc.**)

Dress Code Violations:

Students will be provided temporary appropriate clothing; however, parents will be called to bring in appropriate clothing for all offenses. If clothing cannot be obtained, the student will be assigned to the ACE room for the remainder of the day. Students will be held in the ACE room until acceptable clothing is brought to CCHS or found by the administration.

First offense: Student warning (Given during fall class meetings)

Second offense: Student assigned detention

Third offense: Student assigned a Friday school

Fourth offense: Student assigned 2 days of Ace room

Dress code Monitoring

A student's first period teacher will check the students' attire at the beginning of each school day. Names of students who are in violation of the dress code should be sent to both assistant principals via disciplinary referral. Teachers will be checking through out the day to insure compliance with the dress code.

Alternative Classroom Education (ACE Room)

The ACE Room is used as an Alternative to Suspension Out of School. Students placed in the ACE Room will be required to complete coursework as assigned by the regular classroom teacher.

Acceptable Conduct Between Students (PDA)

Conduct between students while at school should be such that neither students, faculty nor visitors are offended or embarrassed. Student relations are a vital part of growing up and should be kept on a wholesome level at all times. The following will not be permitted:

- Kissing of any kind.
- Extended hugging (5 second rule).

Classroom Courtesies

1. Upon entering the classroom, take your seat promptly and quietly.
2. Speaking out or expressing disapproval when another has the floor is both rude and unfair.
3. Appropriate supplies should be brought to class each period.
4. The teacher will dismiss class. Do not be discourteous by getting up before being dismissed. . Students are **NOT permitted** to stand at the classroom doorway or in the hall before the bell rings.
5. Students should knock before entering a classroom and wait to be recognized before making a request.
6. Students are expected to be in class and seated before the designated time for class to begin.
7. Students are expected to enter the classroom and sit or stand near their seats. Students are **NOT permitted** to stand at the classroom doorway or in the hall until the bell rings.

Code of Conduct

All students will comply with the lawful rules and regulations for the governing of Campbell County Schools. Willful disobedience or defiance of the authority of the school staff, profanity, vulgarity, or other gross violation of propriety or law constitutes cause for suspension or expulsion from school.

Definitions

A. DUE PROCESS – Will mean exclusion of a pupil from school and extra-curricular activities for a specific period of time not to exceed ten days. Before being punished at the school level (with suspension) for violation of school regulations, a pupil will have the right of the following due process procedures:

- ⇒ The pupil will be given oral or written notice of the charge(s) against him or her.
- ⇒ If the pupil denies the charge(s), he/she will be given an explanation of the evidence against him or her.
- ⇒ The pupil will be given an opportunity to present his/her own version of the facts concerning the charge(s).

B. SUSPENSION – Will mean exclusion of a pupil from school and extra-curricula r activities for a specific period of time not to exceed ten days.

C. EXPULSION – Will mean the exclusion of the pupil from school and extra-curricular activities for the duration of the school year. The Board of Education may expel any pupil for misconduct as defined in subsection (1), KRS 158.150. Action to expel any pupil will not be taken until the pupil has had an opportunity for a hearing before the Board. The Board's decision will be final.

In cases that involve students with I.E.P. or 504 plans, the procedures mandated by federal and state law for exceptional students will be followed.

D. SEARCH AND SEIZURE

In promoting the process of education and protecting the health and welfare of students, administrators may conduct a search of school property or personal belongings. The U.S. Supreme Court has supported the right of school officials to conduct a proper search with the purpose of protecting the health and welfare of school persons. Any illegal items seized in such a search will be confiscated and may be turned over to law enforcement agents. Items such as firearms, fireworks, knives, drugs, alcoholic beverages, pornographic material, or items that are cause for disciplinary action will be reasons for searches. Refusal will result in a suspension.

1. All students must be aware that lockers, desks, cabinets, closets, rooms and other school buildings and facilities are the exclusive property of the Board of Education and may be searched from time to time to prevent violation of the student code of conduct.
2. A search may be conducted by the principal/designee only upon a reasonable suspicion of violation of student code, state or federal regulations.
3. A further search of the student's person, handbag, athletic bag or clothing may then be conducted if a reasonable suspicion exists. Additionally, student vehicles located on school property may be the subject of a lawful search.

Disciplinary Responses and Consequences

For a specific listing of Behaviors Requiring Discipline, levels 1, 2, 3, 4, & 5 and consequences for those behaviors, please refer to the Campbell County Schools District Policy Book.

Teacher Detention(2:20-3:15)

Teachers may also assign personal detentions under the same parameters as a school detention. If student fails to attend a teacher detention they will automatically received two school detentions.

Lunch Detention(11:00-12:25)

Lunch Detention is held in the school ACE room during 5th period. These administrators can assign a lunch detention. Students are expected to work on items during the entire lunch detention. Lunch will be delivered to the ACE room for students assigned to Lunch Detention.

School Detention(2:20-3:15)

Only an administrator at Campbell County High School may assign a school detention. This supervised program is designed to remediate problem areas. Detention meets Tuesday and Thursday from 2:20 p.m. until 3:15 p.m in the school cafeteria. Students are required to take study materials that will consume the entire 55-minute period. Twenty-four (24) hour notice is given to the students prior to the assigned detention. Failure to keep detention or not reporting on time will result in the assignment of a Friday School. Detentions may only be rescheduled at the administrator's discretion through personal contact with the parent. Re-scheduling must be before the day of the detention.

Friday School (2:20-5:15)

The Friday School Alternative to Suspension Program will adhere to strict procedures and the students will be held accountable while serving their assignments.

Purpose: The Friday School Program provides a constructive and meaningful alternative to the standard out-of-school suspension.

- Students will report to Friday School by 2:20 p.m. No student will be admitted after this time without a valid reason. Students must be picked up promptly at 5:15 p.m. Transportation is the responsibility of the student.
- The decision to assign students to Friday School will be made by the building level administrator.
- Students must bring class work and textbooks in order to be admitted to Friday School. Students are expected to be actively involved with their class work for the duration of the Friday School.
- The staff monitor will coordinate a break. Snacks and/or drinks are not permitted in Friday School at any time.
- Talking is not permitted except with the permission of the monitor.
- Upon dismissal, students are to leave the building through the front door immediately. They may not go elsewhere in the building.
- Friday School may only be rescheduled at the administrator's discretion through a personal contact with the parent. Re-scheduling must be before the day of the Friday School.
- Students asked to leave because of inappropriate behavior during Friday School are automatically suspended. This suspension will remain in force until contact is made with a principal by the parent or legal guardian.

Student Absence on the day of Friday School

1. Students who are absent from school the day they are assigned to Friday School must have an excused absence. Students will have their Friday School re-assigned.
2. Students who are absent from school with an unexcused absence will be given three days suspension.
3. A request for re-scheduling a Friday School assignment must be submitted prior to date assigned.

Suspension from School

Students who are suspended DO NOT HAVE the privileges to make up class work, and they may NOT be physically on school grounds for ANY reason during the course of the suspension.

Fighting

Those students who participate in a fight will be suspended from school for a period of time to be determined by an administrator. No student shall, either before, during, or after a school event, on or off school premises, participate in fighting, disturbing the peace, congregate in groups threatening violence, or participate in any other misconduct detrimental to school environment. Violation of this regulation constitutes cause for suspension or expulsion of students from school, and possible elimination from school athletics and other activities. Criminal charges may also be filed against participants. (This ruling applies during the school day as well as after school hours.) The suspension may be for a maximum of 10 days or possible expulsion. Campbell County High School will NOT tolerate physical or verbal intimidation of any person.

Telecommunication Devices

Students are not to use or display pagers, cell phones, walkie-talkies or any other telecommunication device. Having a cell phone turned on, talking on a cell phone, or sending or receiving text messages is a serious offense. Any student who uses or displays any type of telecommunication device will be disciplined. This rule applies to any student who is on school property, including buses and parking lot, during regular school hours (7:25 A.M. – 2:15 P.M.).

First Offense: The device will be taken from the student until a detention is served. Once the detention is served the phone can be picked up from the Main Office. Parents may also be notified.

Second Offense: The device will be confiscated, turned into the Main Office and a parent will be required to pick up the phone after a Friday school is served. If a parent is unable to pick up the phone, the phone will be held in the Assistant Principal's Office until the end of the school year.

Third Offense: A Friday school will be issued and the device will be taken from the student until the end of the school year.

Electronic and Game Playing Devices

Games and game devices (I-pods, electronic devices, hacky-sack, cards, Gameboys, etc.) will not be played during school hours (7:25 a.m. – 2:15 p.m.). All game playing devices and Audio Electronics (i-pods, MP3s, etc.) should be placed in students' lockers during the school day.

Mature Behavior

Students must act maturely while in school to ensure that they receive the best education possible. Behaviors such as throwing snowballs or other objects, scuffling, wrestling, engaging in "horseplay," spitting on school grounds, or other dangerous or distracting activities are prohibited.

Sexual Harassment

The commission of unwelcome acts of sexual nature toward teachers, other students, or any person in the building or on the grounds of Campbell County High School in any form (visual, written, verbal, physical, or use of physical force) is prohibited by federal law. Violations should be reported to the principals and after due process, violators will be subject to school disciplinary actions as well as possible criminal and/or civil action. False accusations will result in disciplinary action for the accuser.

STUDENT PARKING

Drivers- Policy for Students

Driving at Campbell County High School is a privilege. Students are expected to be on time to school. Students will be disciplined for their LATE ARRIVALS to school. On the students 8th unexcused late arrival, the CCHS Parking Permit will be revoked for the remainder of the year. There will be NO refund of the parking permit fee.

The parking fee includes the price of random drug testing and other parking expenses. Please see the Parking Privileges section for additional parking information. **Parking Privileges** ***All Fees (Academic, Athletic, Band, Textbook Rentals, Or Loans) Must Be Paid Before Applying.***

Students applying for a Parking Pass must also comply with the CCS Use of Alcohol, Drugs, and Other Controlled Substances Policy before receiving a parking pass

Parking at Campbell County High School is a privilege, not a right, and requires the possession of an officially issued parking permit that is prominently displayed on the rear view mirror of the vehicle. If the vehicle does not have the permit displayed, it may be towed from the lot at the owner's expense. At the beginning of the school year, students may attend an educational driving session. At the completion of the training session a parking application will be distributed to the participating students. The signed application is a tacit agreement to tow that car if it is parked in an unauthorized spot, without the parking permit in clear view, or without permission. This privilege is extended to any senior, junior, or sophomore in good standing at Campbell County High School. The Board of Education, Campbell County High School, or school officials are not to be considered liable for vandalism, theft, damage or any other problem that may occur while parked on the school parking lot. The parking pass only reserves a space for the parking privilege and does not cover insurance claims. If a parking pass is revoked, no refund will be given.

Conditions for MAINTAINING a CCHS Parking permit. * Warning- The conditions below will be checked after the first semester and if a student is found having violated the requirements listed below, his/her parking permit will be revoked, no refund will be given.

WARNING – Please be advised that attendance and grades during the previous school year will affect the students ability to purchase a parking permit for the current school year.

- A student must have less than 10 cumulative Unexcused Absences from the previous school year. **Please** remember that for every three late arrivals or early dismissals (or a combination) an absence is accumulated
- Any student having 10 or more Unexcused Absences from the previous school year can become eligible to apply for a parking permit after the First Semester of the current school year if his/her attendance improves.
- A student must not have failed two or more classes from the previous school year.
- Any student having failed two or more classes from the previous school year can become eligible to apply for a parking permit after the First Semester of the current school year if his/her grades improve and the student has passed the majority of his/her classes.

Conditions for purchasing a CCHS Parking permit:

1. The student must attend an educational driving seminar to obtain the parking permit application. The seminar is a participatory activity that requires students to interact and participate positively with trainer.
2. After obtaining the parking permit application from the educational driving seminar, the student must obtain a parental signature agreeing that they have read all the rules related to their child driving to school and that their signature on the application is their consent. The parental signature provides consent that the child will submit to random drug testing.
3. After receiving a parental signature, the student must sign the parking permit application. The student's signature consents that he/she has read all the rules related to child driving to school as well as providing consent that he/she will submit to random drug testing.
4. The student must have a valid Kentucky operator's license. Proof must be shown.
5. The student must have an auto registered in the State of Kentucky. Proof must be shown.

Driving and Parking lot rules:

1. Students must drive in a proper manner, not recklessly.
2. No profane, sexual, or other suggestive material can be visible on/in the vehicle while on Campus.
3. Students must attend school on time and regularly. Failure to do so will result in loss of parking privileges. STUDENTS WHO VIOLATE DISCIPLINARY PROCEDURES MAY ALSO HAVE PARKING PRIVILEGES REVOKED.
4. Students must abide by the KY Revised Statute of the Uniformed Traffic Code.
5. Sharing of assigned permit is not allowed. This will result in automatic removal of parking privileges. If your permit is taken away for another reason, you MUST turn it in to the office, NOT give it to a friend.
6. Vehicles must be parked and locked upon arrival to school; students are not permitted to return to their cars during the day unless they have a pass from an administrator.
7. Contraband (tobacco, alcohol, weapons etc.) is not permitted in vehicles.
8. Drivers agree to show respect for the parking lot attendant and school officials in matters regarding parking privileges. The driver is responsible for the conduct of passengers in the vehicle.
9. Delinquent fees, loans, or textbook rentals may result in having parking privileges revoked.
10. Students are not permitted to loiter in the parking lot at any time.
11. Students are urged not to leave anything of value in their vehicles, since the school is not liable for any loss or damage.

HEALTH AND SAFETY

Building and Property Expectations

The construction of this facility was funded by and is maintained with Campbell County tax money. Help protect our school by refraining from damaging the property and reporting such damage committed by others. Persons committing wanton acts of vandalism will be held accountable and prosecuted for these acts. Be proud of yourself and your school and take pride in helping the staff maintain our outstanding facility.

Nurse – Illness and Medication

- **ABSOLUTELY No Medication is to be in the student's possession, unless approved through written documentation by the school nurse. * SEVERE discipline consequences will be administered if a student is found in violation of this policy.**

The school nurse's office exists for emergency situations and as a waiting area for all ill students who are going home. If a student must take medication (prescription/non-prescription) at any time while at school (either daily dosage or as needed dosage), (s)he must bring the prescribed medicine (in the original container) to the nurse along with specific instructions signed by the prescribing physician and parent. Students will be issued a pass to come to the main office to receive medication or have a note identified in the student's agenda. Students must have their agenda book signed before going to the nurse's office for as-needed medications by the teacher dismissing him/her. The medicine will be kept locked in the nurse's office. **AGAIN**, students are not permitted to be in possession of any drugs (prescription/nonprescription) at any time at school, this includes but is not limited to Tylenol, Motrin, Pamprin, Sudafed, and birth control pills. -A student who misses class due to being "sick in the restroom" and who did not notify the classroom teacher will be considered unexcused for the class absence (skipping). Disposition will be consistent with school policy.

Fire Drills

A fire drill is required each month the school is in session. Proper building evacuation is the key to preventing injuries and saving lives when disasters occur. Evacuation procedures are posted in each classroom. These procedures are to be followed during our periodic drills as mandated by state law. Please observe the following points during a fire drill:

- Lights out and Windows closed
- Walk rapidly, single file. DO NOT RUN.
- Take all personal valuables with you
- Proceed to your class' designated area quietly
- Do not reenter the building until instructed to do so by a person in authority
- Stay with your class and teacher

Severe Weather Alerts

In case of severe weather conditions, a severe weather alert will be announced on the public address system. Specific directions for such alerts are posted in classrooms. Procedures for such emergencies will be practiced periodically.

Visitors

All visitors to the school must register in and obtain a visitor's pass from the attendance office immediately upon entering the building. Board policy prohibits students from bringing guests to school. Parents, however, are always welcome.

Tobacco

Use or possession of tobacco within sight of school property by students is in violation of Kentucky State Law, KRS 438.050. Therefore, students may not have any tobacco products or accessories in their possession anywhere on school grounds

which include the parking lot. This is also a Campbell County Board Policy. First Offense: Two days Suspension; Second Offense: Three days Suspension; Third Offense: Four days Suspension; A violation beyond the third offense will be considered extreme insubordination and defiance of authority, and the student will receive: 5 DAYS SUSPENSION PLUS 10 HOURS OF COMMUNITY SERVICE TO BE APPROVED BY AN ADMINISTRATOR for each offense after the third.

Drugs, Look-a-likes, and Alcohol

No pupil shall possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or enroute to or from school or a school- sponsored activity:

1. Alcoholic beverages;
2. Controlled drug substances and drug paraphernalia;
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.020 or Regulations of the United States of America, the Commonwealth of Kentucky, Campbell County, KY, or the Board of Education of Campbell County.

Violations are subject to disciplinary actions as follows:

1. Any pupil who violates this regulation will be subject to immediate suspension according to the following procedures:
 - a) Students will receive due process.
 - b) Students will be detained under administrative supervision until parents or legal guardians are called and informed of the violation. A student's parents will be contacted before suspension.
 - c) A letter stating the charges or conditions of suspension will be mailed to the parents or legal guardian.
 - d) A written notification must be delivered to the superintendent.
 - e) Proper legal authorities will be notified.
2. The length of suspension will be ten days with a recommendation to the Superintendent for expulsion.

Campbell County School Use of Alcohol , Drugs, and Other Controlled Substances Policy **Drug Testing Program**

In this day and time, alcohol and other forms of drug abuse have grown to major proportions in our society. The middle and high school settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look

for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for the entire Campbell County middle and high school community.

It is the belief of the Campbell County School system that in order to deal effectively with drug and alcohol pressures and health risks, it is imperative to adopt a mandatory drug testing policy governing the illegal use of drugs by student participants in the County middle and high school athletic teams, extracurricular activities, and those seeking a parking pass for school property.

A complete copy of this policy is contained within CCS School Board policies and minutes, and in the CCS Discipline Code book. Every student athlete, extracurricular participant, and parking pass applying students will also receive a copy of the policy. Students are required to complete an educational seminar and test, sign the release form, have a parental signature on the release form, and submit to random drug testing when necessary and have a negative testing result to be an eligible participant or athlete.

Federal and State Offenses

The following acts are federal and/or state offenses. School authorities will notify the legal authorities in resolving such problems, and these offenses may result in suspension/ expulsion. Arson: the intentional setting of fire; Assault: physical threats or violence to persons; Burglary: theft of school or personal property; Possession of explosives: explosives are not permitted on school property or at school sponsored events. This includes any/all fireworks; Extortion, blackmail, or coercion: obtaining money or property by violence or threat of violence, or forcing a person to do something against his or her will by force or threat of force; Gambling; Larceny; Malicious mischief: property damage or setting off a false fire alarm; Robbery: stealing from an individual by force or threat of force; Sale, use or possession of alcoholic beverages or illegal drugs; Trespassing: being present in an unauthorized area or refusing to leave when ordered to do so by proper authorities; Unlawful interference: interfering with school personnel by force or violence; Speeding or reckless driving: improper use of motor vehicles while on school property; Possession of weapons; Computer fraud; Violation of computer record confidentiality

Gun-Free School Act

Weapons, as described in Section 921 of Title 18 of the United States Code, are strictly prohibited at Campbell County High School. Students found in possession of weapons will be disciplined in accordance with Campbell County Board of Education Policy and the Gun-Free School Act of 1994.

OTHER

Policy/Procedure Statement

POLICIES AND PROCEDURES WITHIN THIS AGENDA BOOK ARE IN ALIGNMENT WITH AND DO NOT SUPERSEDE CAMPBELL COUNTY DISTRICT POLICY.

A Student's Personal Responsibilities at school:

- 1.** Students shall be in their assigned areas as designated by faculty and staff at all times.
 - a. Students are expected to attend school regularly and on time.
 - b. Students must be in their assigned rooms at the designated time.
 - c. Students must remain in assigned areas on campus.
 - d. Students summoned from class must report directly to the appropriate office. Students will return with agenda signed.
 - e. Students driving to school must leave their cars and enter the building immediately upon arrival.
 - f. Students must not go to the parking lot without written administrative approval.
- 2.** Students leaving class during instructional hours must use the student agenda signed by the teacher as a hall pass. It is the responsibility of the student to have his/her agenda signed.
- 3.** Respectful interaction with ALL individuals is expected. (Faculty, Staff, Students, Guests, etc.)
 - a. Scuffling, wrestling, or general horseplay is not permitted.
 - b. Students using or directing profanity, lewd or obscene language and/or gestures toward any staff member or student will not be tolerated.
- 4.** Students will follow all staff instructions safely and promptly.
- 5.** Students will engage in responsible and healthy behavior.
 - a. Gambling of any kind is not permitted. Playing cards or Magic cards are not permitted.
 - b. Radios, cell phones, pagers, and other devices must be off and out of sight during school hours (7:25 - 2:15).
 - c. MP3 players (IPODS) and CD players are to be placed in lockers during school hours.
 - d. Students may not take food or beverages from the cafeteria, nor have commercially prepared food brought into the school without approval.
 - e. No outside food or drinks may be consumed in the school hallways or classrooms.

Agenda Books

The student agenda is a tool of great value to you. It contains everything needed to be successful at CCHS. Setting goals, managing time, building study habits, school policies and procedures, career preparation, and an academic general resource section are all contained in the Student Agenda. The following are guidelines for agenda use:

1. Students are to bring their agendas to every class and write down all assignments.
2. Students are to have the **HALL PASS** properly completed each time they are in the halls during class time.
3. The agenda must be present when discussing grades, homework, etc. with a teacher or administrator.
4. Pages from the agenda should not be removed for any reason.

Hall Passes

Hall Passes are at the discretion of the teacher and should be not be used during instructional time unless it is a true emergency. Students must have their own student agenda with the hall pass section properly completed.

Athletic Eligibility

It is the mission of the Campbell County Schools to provide a well-balanced and well-planned athletic program for as many students as possible. The administration is responsible for the entire athletic program at Campbell County High School and for the satisfactory conduct of each and every participant. Students in athletics represent their school, team, coach, and themselves. Therefore, we require that they project a positive, acceptable image. We will not tolerate physical or verbal abuse from a coach, fan, or a fellow team member. If you have knowledge of such violations, please report those to one of the principals. The source of information will be strictly confidential. All students participating in athletics must do the following:

- ✓ Follow KHSAA Rules for number of courses an athlete must pass.
- ✓ Be in attendance at school on the day of practice, game, or event.
- ✓ Have a physical exam prior to trying out for the athletic team.
- ✓ Maintain good attendance/ citizenship in school.
- ✓ Fulfill all financial obligations.
- ✓

Bookstore

Students may purchase school supplies in our bookstore during lunch. The bookstore is located next to room B118 in the Art hallway.

Cafeteria

- **At lunch students are to proceed to the cafeteria in an orderly manner according to their schedule. When dismissed from classrooms, students are to report immediately to the cafeteria. Students should report to the cafeteria within the allotted time frame for bell change (5 min.) and can be counted tardy to lunch and disciplined accordingly. Students MUST use concession area restrooms and if found in other areas will be disciplined as being in an unauthorized area without permission.**
- Food and drink are to be consumed in the cafeteria only. Food and drinks are not to be consumed in the hallways or classrooms.
- Throwing food or other disruptive, inappropriate behavior may constitute an automatic suspension.
- Students are to use the cafeteria as a dining room. Students may use any line in the lunchroom, and should leave the cafeteria ONLY when dismissed by lunchroom supervisor.
- During lunch, students must use the rest rooms in the concession area only.
- Line checking is forbidden and will result in disciplinary action.
- Forms for free/reduced lunches are available in the Guidance Office. Those students who meet the established federal guidelines will be notified. Such a program is designed to help those who need it and not to embarrass anyone. It is ILLEGAL to sell or give free/reduced lunches to any other person.
- Lunchroom equipment is purchased for your use in the cafeteria only. Willful destruction of equipment will result in suspension and legal action to recover or replace damaged items.
- Remember, it is your school, please have pride in the way it is kept.
- **STUDENTS ARE NOT PERMITTED TO REMAIN IN THE CLASSROOM OR LIBRARY WHILE THEIR CLASS IS AT LUNCH.**
- Students may not take food or beverages from the cafeteria, nor have commercially prepared food brought in the school.
- Parents may pre-pay lunch fees by cash or check payable to CCHS Cafeteria. Include the student's name and cafeteria ID number.

Elevator

Students needing to use the elevator should request a pass from a principal. The pass must be in possession whenever using the elevator.

Honesty Policy

Cheating is an act of deception by which a student misrepresents or misleadingly demonstrates that he/she has mastered information on an academic exercise that he/she has not mastered, including the giving or receiving of unauthorized help in an academic exercise. Examples include, but are not limited to:

- Copying from another student's test paper, computer program, project, product, or performance;
 - Collaborating without authority or allowing another student to copy one's work;
 - Using the course textbook or other materials not authorized for use during a test;
 - Using unauthorized materials during a test; for example, notes, formula lists, cues on a computer, photographs, symbolic representations, and notes written on clothing;
 - Resubmitting substantially the same work that was produced for another assignment or course without the knowledge and permission of the instructor;
 - Taking a test for someone else or permitting someone else to take a test for you.
- Students who participate in these forms of academic dishonesty will receive no credit for that work.

The faculty and staff of Campbell County School believe that integrity and honesty are essential in all student assignments. Therefore, cheating is strictly prohibited and will result in disciplinary action.

Clubs

Clubs offer enrichment activities to stimulate and enhance the learning that takes place in the classroom. Campbell County adheres to an open-access policy. **The following clubs and activities may be available:** Art Club, Astronomy, Beta Club, Book and Media Club, Chess Club, Creative Writing, DECA, Drama Club, Drug Free Club, FBLA, FCCLA, Film Club, French Club, Fun Bunch, Future Political Leaders of America, Guitar Club, Juggling Club, Math Club, National FFA Organization, NHS, Outdoor Recreation Club, Pep Club, Prom Committee, Renaissance, Spanish Club, Speech, STLP, Student Council, TSA, Youth Alive, and Generation Believe.

Lockers

A copy of the combination will be kept on file in the Main office for emergencies. Students are not permitted to claim unassigned lockers or any locker but their assigned locker. It is very important that students not bring valuables to school or leave money and other valuables in the locker. Damages to or theft of students' belongings, including school texts and personal property, while in a school locker is the responsibility of each student. A student should not share his or her combination with anyone or place possessions in an unlocked locker.

Fees* FEES ARE SUBJECT TO CHANGE *

Textbook rental and fees are determined by the Campbell County Board of Education and may be subject to change from year to year. If you have questions, contact the principal for explanation of fees for your student.

-Due to individual differences and needs, items purchased may vary from classroom to classroom. To obtain a more specific list, contact the department chair. ALL FEE MONIES COLLECTED WILL BE UTILIZED FOR STUDENTS.

-Student fees are due before the beginning of the school year. They must be paid in full or arrangements made with the principal for a payment schedule or application for free/reduced lunch.

-Students who are eligible for free/reduced lunch are also eligible for free/reduced student fees. Student must apply at the beginning of each school year. Students not in good standing will be prohibited from all extracurricular events—this includes but is not limited to Homecoming, Snowball, and Prom.

Lost and Found

Lost/found articles should be turned into the main office. The school, however, is not responsible for the replacement of lost or stolen items.

Media Center

Our Media Center is a technologically advanced facility. A collection of books, periodicals, newspapers, and audiovisual materials have been chosen to aid students in their academic and recreational reading needs. Additionally, there are over 30 computers available for research and project purposes. The librarian is available from 6:30 AM – 3:30 PM on Monday to Thursday and from 6:30 AM – 2:30 PM on Friday to assist all students. Library passes, signed by a teacher, are required to enter the Media Center during instructional time. Students may check out up to 5 items at a time for a three week period. While there are no overdue fines, students are responsible for returning materials on time and paying for any lost items. Detentions are issued for materials that are long overdue.

Messages

Students will not be given messages of any kind during instructional time, except in the case of an extreme emergency. Messages will be held in the main office. Students will be notified by public address during afternoon announcements to come to the main office to get them.

Residency Policy

All students who live within the defined boundaries of the Campbell County School district are entitled to attend Campbell County High School for grades 9 - 12. If there is a question as to residency of a student, the principal/designee will request proof of residence. This proof will be in the form of a utility receipt, building contract, or public document with the student, parent/guardian's address printed legibly on it. Lease agreements or credit card offers cannot be accepted.

Computer Ethics

Campbell County High School is unique in its ability to provide computer access to its faculty and student body. Federal and state law requires the confidentiality and security of individual and school data files. "Hacking" (breaking into files and/or programs), sending electronic messages via the network, using other's passwords, programs or hardware devices to commit any inappropriate conduct is a serious matter. This behavior will not be tolerated and is subject to disciplinary action deemed necessary by the administrator.

Online Policy

Access to information is a fundamental right of citizenship and access to information resources should be provided to all students. Campbell County supports the use of electronic resources provided that it is based upon appropriate usage of resources. Board policy requires that materials be consistent with the district adopted curriculum and address instructional needs, student learning styles, abilities, and developmental levels. In accordance with this policy and in support of the use of electronic resources, Campbell County policy regarding students' rights and responsibilities in using electronic resources does not permit the following:

- ❖ Displaying or transferring of offensive messages or pictures
- ❖ Using obscene or harassing language
- ❖ Harassing, insulting or attacking others
- ❖ Damaging computer systems or computer networks
- ❖ Violating copyright laws OR using another's password
- ❖ Trespassing in another's folder, work, or files
- ❖ Intentionally wasting resources OR using the network for commercial purposes
- ❖ Any unethical use or breach of the integrity of the electronic system.

CCHS has the ability to enhance your student's education by providing Internet, e-mail, and other technology access. The Internet is a worldwide network of computers, which allows your student the opportunity to access a wide variety of information resources. It is our intention to provide an Internet and technology environment that is safe and appropriate for the maturity level and needs of the student users. E-mail can be used to communicate with classmates, teachers, and outside resources as a source of additional communication to enhance the use of technology in the classroom.

-The use of the Internet is an educational opportunity that requires users to act responsibly, ethically, and in accordance with the CCS Acceptable Use policy. While CCHS teachers are expected to educate students in the responsible use of technology resources, the student is, in the end, responsible for his/her conduct on the Internet or use of technology. All Internet access is monitored by CCHS, CCS District, and the Kentucky Department of Education. If you wish your student to have access to the Internet and technology resources available, please review the Acceptable Use Policy (AUP) with your student. You both must sign the Student User Internet/Technology Release Form indicating your agreement with the conditions. The AUP can be obtained from the District web page following these steps:

1. The internet address to obtain our District Web page is <http://www.campbellcountyschools.org>
2. At this web page, click the For Our Students button
3. From this listing of links, select AUP for students

The signed release form must be returned to your student's school before access can be provided. This is a process completed only once. This release form is intended to be filed when a student is a freshman and retained until the student is a senior.

Plagiarism Policy

Plagiarism is the inclusion of someone else's product, words, ideas, or data as one's own work. When a student submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. On written assignments, if verbatim statements are included, the statements must be enclosed by quotation marks or set off from regular text as indented extracts. A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness. Indebtedness must be acknowledged whenever one:

- Quotes another person's actual words/replicates all/part of another's product.
- Uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words;
- Borrow facts, statistics, or other illustrative materials—unless the information is common knowledge.
-

Restroom Policy

BEFORE 7:10 AND AFTER 2:15 AND DURING LUNCH PERIODS: Students may use the restroom in the concession area only.

-DURING SCHOOL HOURS: Students may use the restroom between classes. Leaving class to use the restroom is strongly discouraged and should be allowed only in the case of emergency. The student MUST have his/her agenda signed and also sign out on the classroom sign-out sheet before leaving the classroom.

-RESTROOMS ARE NOT TO BE USED AS A MEETING PLACE. LOITERING IN RESTROOMS WILL BE CAUSE FOR DISCIPLINARY ACTION.

School Publications

The recognized publications at Campbell County High School are as follows: the Campbell County Caravan (yearbook), PTSA/School newsletter, Campbell County High School Web page, and the School newspaper. These publications print a wide range of information and opinions, and they follow editorial policies that prohibit libelous and inflammatory material as well as personal attacks on students and staff. Other publications may be published and distributed in the school by school-sponsored groups if said groups receive permission from the administration. All articles for the newspaper or newsletter are subject to review and editing by the administrative staff of Campbell County High School. The school publications exist to provide students with an educational direction in journalism. The school publications do not exist as a public forum for extreme viewpoints. Any article that is deemed inappropriate in nature, form, or content is strictly prohibited. This policy is in effect to promote a positive public perception of Campbell County High School and its students.

School Sponsored Events

Students who attend school-sponsored off-campus events will be governed by the rules and regulations of the Campbell County Board of Education and are subject to the authority of school officials.

Sensitive/Controversial Topics of Study

The teacher of subject matter deemed controversial must notify parents in writing. Students may opt out of the instruction with a signed note from the parent. An appropriate assignment must be made available and the student will not be subject to any punitive actions as a result of opting out of the instructional unit.

Telephone Access

Telephones in the office and classrooms are for use by faculty and staff members only. Students will only be permitted to use the phones in the Main Office for emergency cases.

Textbooks

Textbooks are rented to students at \$8.00 per credit per year (\$4.00 per semester). Teachers will issue the books and the financial secretary will collect the fee. Students are responsible for these textbooks and must return them when the course is completed. Fines will be assessed by the classroom teacher for damaged or lost books. Consideration is made for those students who qualify for fee/reduced lunch.

Yearbook Pictures

Students who wish to have their pictures appear in the yearbook must have their picture made with the YEARBOOK appointed photographer who require a sitting fee. Other photographer's pictures cannot be accepted due to specifications of the yearbook publisher.

Replacement of lost agenda

Students will need to purchase (\$5) another agenda if his/her agenda is lost/stolen.

Camel Pride

Camel Pride can be divided into three categories:

1. *Be Respectful* - Toward teachers, students, and officials of school athletic activities
2. *Be Responsible* - In all of your endeavors at Campbell County High School. Take charge of your educational career.
3. *Be Safe* - Help to create an environment where all students may thrive. This is your school, help maintain it in a safe manner and welcome all guests.

When we all work together to create this type of atmosphere, we create success in the form of:

CAMEL PRIDE!