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## Mission Statement

The mission of Crowley County High School is to ensure every student has opportunities to achieve success in all areas of development in a safe, positive learning environment where expectations are high and achieved through shared responsibility of students, parents, educators and community.

We believe the future of society is determined by the individuals who shape it.

We believe in cultivating and fostering dreams and in celebrating differences while demonstrating every choice in life inherits its own set of consequences.

We believe communication and cooperation among school, parents and community are essential to achieve a well rounded student.

*“Achievement is a key that fits many locks!”*

## Welcome!

The staff at Crowley County High School would like to take this opportunity to welcome you. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed by our faculty and administration to help you and your parents learn as much as possible about school policies and procedures and the services we offer students. It is a quick reference that you will find extremely useful as questions arise throughout the school year.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

## Traditions

Crowley County High School is rich with traditions. Our colors are red and white and we are known and feared abroad as the Crowley County Chargers. Our school always puts learning first, friends second and fun third. This way we all know what we believe in and why we're here at school in the first place. Once we get learning underway, the friends and fun are even that much better.

## Telephone Directory

High School Office.....	267-3582
Fax .....	267-3585
District Office .....	267-3117

## **Handbook Changes**

The following handbook is designed to be a guide of expectations for the students of CCHS. At any time the administration may see a need to amend and interpret the following expectations and procedures as he/she sees necessary.

## Equal Opportunity Educational Institution

Crowley County High School is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex or disability or in admission or access to or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to the Office of the Superintendent, 117 West 3<sup>rd</sup> Street, Ordway, CO 81063, (719) 267-3117 or to the Office of Civil Rights, US Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd, Suite 310, Denver, CO 80204, (303) 844-2991.

### CCHS Bell Schedule

Block A	7:58 a.m.	–	9:11 a.m.
Block B	9:15 a.m.	–	10:28 a.m.
Block C	10:32 a.m.	–	11:45 a.m.
Lunch	11:45 a.m.	–	12:15 p.m.
Block D	12:15 p.m.	–	1:28 p.m.
Block E	1:32 p.m.	–	2:45 p.m.
Block F	2:49 p.m.	–	4:02 p.m.

### Dress Code

Extreme styles for both clothing and hair should be avoided. Wear appropriate clothing and be well groomed. Violators will be sent to the office for violations of the dress code until appropriate clothing can be obtained. The guidelines that follow apply at all school activities:

1. No clothing with inappropriate language, references, images or logos that support alcohol, tobacco products or other illegal or inappropriate activities.
2. Footwear is required while on campus, buses, or at school activities. Slippers are not considered acceptable footwear.
3. Clothing must be clean and in good repair, no pajamas.
4. Safety rules for labs and shops related to loose clothing, jewelry and protective clothing should be observed.
5. All shirts must have sleeves. Tank tops and sleeveless shirts are not acceptable.
6. Inappropriate, sheer, tight or low-cut clothing that bare or expose parts of the body including, but not limited to, the stomach, buttocks, back, and chest are prohibited.
7. No headwear or earphones. Educational exceptions by teacher only.
8. No sunglasses or goggles, except in shop classes or labs, as needed.
9. Shorts, skirts, dresses, or similar clothing must be of modest length, reaching the mid-thigh area. Five inch inseam at least.
10. Belts shall be secured to the waist band.
11. Chains or spikes on clothing are not to be worn on school grounds.



## **Off Campus Privileges**

Juniors and seniors who meet eligibility requirements may have off campus privilege at lunch. Any and all privileges can be revoked at any time.

## **Student Internet Use**

Use of school computers and the internet is a privilege. Before a student earns this privilege a Student Use of Internet Agreement Policy must be signed and returned to the high school office. Any violation of the policy could result in suspending or revoking a student's internet privileges.

## **Administering Medicines to Students**

Students shall not be permitted to take medication while at school unless such medicine is given to the student by a school employee designated by the principal acting under specific written request of the parent/guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications also must be presented to the principal by the student's parent or guardian.

1. Before medication is administered by any school personnel including the public health nurse, the parents/guardian and the student's physician must fill out a "Request for Medication to be given at School" form.
2. Parents should ask the physician to write a request indicating the name of the medication, dosage, purpose, time for the medication to be taken at school. The school administration or public health nurse may verify the directions by contacting the physician.
3. The school must receive the same information before allowing older students to take their own medication. Such students may bring the school only their daily dose of medicine.
4. All medicine should be in the pharmacy-labeled bottle including the student's name, name of medication, dosage, doctor's name and date.
5. The prescription permit form will be kept on file and updated when necessary.

## **Drills**

Fire drills will be signaled by one, long, continuous bell. Teachers will instruct students on exit procedures. Teachers will also instruct students on Tornado, Lock Down, and Evacuation drills.

## **Student Lounge**

Use of the lounge is a privilege and is subject to restriction. It is available for use before school, at lunch, after school and by permission from the office for any other time.

### **Phone Restrictions**

Students will not be called out of class for calls received during the school day unless it is an emergency. Students will be notified of all calls and messages. Teachers are not to give permission to students to come to the office during class time to use the phone except in cases of emergency. Ordering lunch is not an emergency. In such cases, the student must possess a pass to the office with a written explanation for the emergency and use of the phone. Being late to class for use of the phone is considered an unexcused tardy.

**Cell phones are not to be on or used during class time or passing periods. This includes silent mode, text messaging, picture taking, or any other use. Cell phones may be used before school, during lunch or after school. Students will be subject to individual teacher rules within the classroom.**

### **Visitors**

All parents, visitors, or guests must report to the principal's office to obtain a pass which must be presented to teachers whose classrooms are visited at the administration's discretion.

### **Hall Passes**

Hall passes are required during class time. A pass must be obtained from the teacher upon leaving a room and submitted to the teacher with any appropriate signatures upon returning.

### **Lockers**

Locker assignments are made in the office and may not be changed without permission. Students should keep all possessions locked in lockers. Do not bring large amounts of cash or valuables to school. If it is necessary to bring such items, they must be checked into the office for safekeeping. Students are responsible for personal property and will be charged for missing school property that is not returned. The school is not responsible for lost or stolen items. Lockers should be kept locked at all times when not in use. Combinations should not be shared. Contraband or illegal items found in lockers will be considered the property of the student to whom the locker is assigned.

## Code of Conduct

Our goal is to prepare our young people to be responsible, contributing members of our society. As in all societies, there are consequences for misbehavior or inappropriate choices. Students may receive detentions, ISS, OSS, expulsion and other appropriate consequences. Repeat offenders will progress from detention to OSS quickly. Some offenses may warrant an immediate suspension or expulsion. Any time a local, state, or federal law is broken, local law enforcement officials will be notified.

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, originating on school grounds, or during a school sponsored activity. Suspension shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school or private property.
2. Stealing or attempting to steal school or private property.
3. Causing or attempting to cause physical injury to another person except in self-defense.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by the state law.
5. Violation of criminal law.
6. Violation of district or building policy.
7. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a deadly weapon without the authority of the school or school district, in accordance with state law.
8. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for the sale of drugs or controlled substances, in accordance with state law.
9. Violation of the district's smoking and use of tobacco policy.
10. Violation of the district's policy on sexual harassment.
11. Throwing objects, outside of supervised activities, that can cause bodily injury or damage property.
12. Directing profanity, vulgar language, and/or obscene gestures and/or engaging in verbal abuse toward other students, school personnel, or visitors to the school.
13. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
14. Lying or giving false information, either verbally or in writing, to a school employee.
15. Scholastic dishonesty, which includes but is not limited to cheating on tests, plagiarism or unauthorized collaboration with another person in preparing written or electronically generated work.
16. Continued willful disobedience or open and persistent defiance of proper authority.



17. Behavior on or off school property, which is detrimental to the welfare, safety, or morals of other students or school personnel.
18. Repeated interference with the school's ability to provide educational opportunities to other students.
19. Unauthorized use of fire alarms or extinguishers.
20. Hazing or bullying
21. Disruptive or undesirable behavior (snow balling, rock throwing, inappropriate displays of affection, etc.)
22. Truancy (includes leaving classroom and/or school grounds without permission during school hours).
23. Unauthorized use of car includes driving or riding in a car during school time and driving to a school activity during school time without school permission.
24. Possession or use of non-educational electronic devices inside the school building during the school day- Headphones will be allowed as a teaching tool only.
25. Dress code must be followed.

### **In School Suspension**

During ISS students will be isolated from other students as a last attempt to keep these students in a position to remain in school and to continue to be productive with school work. Students who do not serve detentions/ISS or continue to violate school policy will be subject to Out of School suspension or expulsion.

A student may qualify for ISS or several hour long detentions for the following reasons:

1. Willful disobedience, defiance or interruption of the educational process in a safe environment for other students.
2. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
3. Behavior which creates a threat of physical harm to a student or other students.
4. Violations of the student attendance policies.
5. Violations of school dress codes.
6. Failure to complete assigned schoolwork or apathetic behavior regarding schoolwork.

### **General Information Regarding Discipline**

1. ISS is assigned for minor discipline issues as an alternative to OSS.
2. All assignments completed in ISS will be awarded 75% credit for the student's quarter grade by the respective teacher.
3. Attendance in ISS will count against students for semester finals exemption.
4. **Students are not allowed to participate in extracurricular activities or receive privileges if they do not serve their assigned detentions or ISS when scheduled.**

## **Disciplinary Removal from Class**

A student who engages in classroom conduct or behavior prohibited by the Code of Conduct may be removed from class by a teacher and placed temporarily in an alternative setting in accordance with these procedures:

### **Informal Removal**

An informal removal from class occurs when a student breaks one or more classroom rules or interferes with the learning process. The teacher may remove a student by using approved disciplinary management techniques.

### **Formal Removal**

A teacher may formally remove a student from class in accordance with the CCHS code of conduct:

Upon removal the following procedures shall occur:

1. Submission of a written explanation to the principal by the teacher.
2. Notice of parent or guardian of removal.
3. Placement in designated area with classroom work requirements.
4. Possible written behavior plan developed.

### **Removal for remainder of term**

*Upon the 3<sup>rd</sup> formal removal from class, a student shall officially be removed from the teacher's class for the remainder of the term. Students will forfeit credit for the respective class and shall receive a letter grade of "F."*

## **Searches**

The school administrator retains control over lockers and desk space loaned to the student and regulates admission and parking of automobiles on school grounds. Principals have the right and duty to inspect and search students' lockers and desks, and student or non-student automobiles if the principal reasonably suspects that drugs, weapons, illegal or prohibited matter or stolen goods are likely to be found. The student's person may be searched in exercise of the school's duty to enforce discipline and protect the health and safety of the offending student and/or student body. The fruits of such search may be turned over to the police and the offending student may be subject to criminal or juvenile court prosecution and/or school disciplinary proceedings.

## **Library/Media Center**

The Library/Media Center is open at lunch and before and after school. Check out procedures and fines are posted in the library. Library privileges are subject to restriction. Transcripts and grade reports may be held until fines or fees have been paid for lost or overdue materials.

## **Textbooks**

The school district provides textbooks at no cost to students. Students will be assessed the replacement or repair costs on lost or damaged school books.

## **Student Vehicles**

All students must park their vehicles on the street immediately adjacent to the school building or football field. Students may not visit vehicles during the school day (includes lunch) without permission. Vehicles are not to be moved after being parked unless the school day is over or the student has a parent check him/her out of the office. Students are not authorized to park in the Ag shop area. Athletes or students may park near the athletic field after 4:30 P.M. on game days or when scheduled activities require students to travel.

## **Activities**

All activities must have the approval of the group's sponsor, activities director, and the principal to be put on the school calendar. One week's notice is mandatory. The sponsor(s) must be in attendance. Principal's prior approval is needed for any activity lasting after 12:00 A.M. The sponsoring group is expected to clean up immediately following the activity. High school dances are not open to junior/middle school students or anyone over the age of twenty. In addition to all school rules being applicable to student behavior, each student who brings a guest is responsible for the guest's behavior; all rules also apply to the guest. Consequences will apply to the student. For any school sponsored activity, students are to sign up themselves and their out-of-school "date" in the office prior to the activity. Students then will not be admitted with another person.

## **Cafeteria**

Lunches may be paid between 7:40 and 7:55 A.M. or during lunch break. Students will be assigned an ID number that they will key into a computer keypad each time they eat. Each student will be able to receive only one meal per lunch period. All student accounts are based on family accounts and families are encouraged to pay in advance. Your family account will not be allowed to charge per school board policy. **Student behavior in the cafeteria is subject to school rules. Students should clean up after themselves and dispose of trash properly. No removal of food, drinks or containers from the cafeteria will be permitted without permission.**

## **Posters**

All posters must be cleared with the principal before posting. Do not tape posters to painted surfaces.

## **School Closing**

Schools may be closed, dismissed early or started late because of inclement weather or other extenuating circumstances. Closures, late starts, or early dismissal will be announced after 6:00 AM on radio stations KTHN 1400 AM, KBLJ 92.1 FM, KAVI 95.6 FM and 1320 AM and also posted on the district website [www.crowley.k12.co.us](http://www.crowley.k12.co.us). If no report is heard after that time, assume that school will be in session. **Do not make direct calls to the Superintendent or Principal's private residences. Please do not call the school or school officials since lines need to be kept open for emergencies.**

## **Meetings**

All class, club, sports, or organizational meetings must be requested by the president or sponsor of the said activity, with the approval of the sponsor(s) in advance to the principal. Routine meetings should be scheduled before school, at lunch, after school or during a scheduled activity period.

## **Announcements**

Announcements relative to student activities and classes will be read each morning and posted in the high school office. Announcements must be received in the office before school and approved by the principal, in order to be included. The Pledge of Allegiance will be recited each day at this time.

## **Trips**

Students must have a parent permission form signed and turned into the sponsor prior to leaving on an out of district activity under the school's supervision and using district transportation. All students will be allowed to participate in all in-district trips and activities unless parents request that the student be provided with a permission form for each individual activity.

## **Miscellaneous**

1. If it is necessary for a parent to get a message to a student, that message must be received in the high school office by no later than 2:30 P.M.
2. Requests to gather homework assignments for students must be received by 10:00 A.M., in order to be completed by 4:00 P.M. the same day. If received after 10:00 A.M., the information will be available the next school day.

## **Attendance Procedures**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent absences or tardiness.

### **Absences**

A student who is attending any school-sponsored activity with advanced approval of the administration will not be considered absent. If a student misses more than ten minutes at any time during a class period, he or she will be counted absent. The maximum number of absences a student may incur before forfeiture of credit shall be (8) absences per class during any fall or spring term. Students and parents will be notified, in writing when six (6) days of absence per term have occurred. When a student reaches more than (8) absences, they will receive a loss of credit notification in the mail. Exceptions for extenuating circumstances may or may not be granted by the administration.

### **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that class begins. Tardiness of more than ten (10) minutes will be considered an absence. Three or more tardies in a class will result in discipline in accordance with the discipline matrix.

### **Make-up Work**

Make-up work shall be provided for any class in which a student is absent unless otherwise stipulated by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted which are due on the day returning to class. There shall be one (1) day allowed for make-up work for each day of absence. Work assigned prior to an absence is due immediately upon return. Students absent due to school-related activities are responsible for all missed work due to that absence. That work is due immediately upon return. Each teacher will dictate his or her policy on acceptance and credit for late work.

### **Tobacco, Alcohol and Drug Free Schools**

In accordance with federal regulations, Crowley County High School is tobacco, alcohol and drug free. Students, parents and staff are not allowed to use any controlled substance at school. Smoking and chewing is not permitted on school grounds or during any sporting activity.



## Academics

### *Graduation Requirements*

A student will be eligible for graduation from CCHS after successfully completing the required and elective courses in a minimum of seven semesters, grades 9 - 12.

#### Language Arts                      4 Required

English 1

English 2

English 3

English 4                                      or

OJC Eng 121/OJC Eng 122 or OJC Speech 115

#### Physical Education            2 Required

P.E.                                      Health

#### Business                              2 Required

Keyboarding                      Computer Science

#### Foreign Language

Foreign Language I              Foreign Language II

*Two credits of Foreign Language are required for admittance to 4 year colleges.*

#### Family & Consumer Science    1 Required.

Independent Living

#### Social Studies                      3 Required

World History                      American History                      American Government

#### Math                                      4 Required

Algebra 1

Geometry

Algebra 2

Statistics/Discrete Math

Algebra 1/Geometry 1

Algebra 2/Geometry 2

Trigonometry                      College Algebra

Calculus 1                              Calculus 2

#### Science                                      3 Required

General Science                      Biology

Chemistry/Physics                      Biology 2/Anatomy

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#### Credits needed for graduation:

Class of 2008 = 29

Class of 2009 = 25

Class of 2010 and above = 22

Each student is responsible for his/her own progress toward graduation and for being aware of deficiencies. The Guidance Office is available to assist, but the final responsibility rests with the student.

### Grading System and Report Cards

A	90-100%	Excellent
B	80-89%	Good
C	70-79%	Average
D	60-69%	Poor
F	Below 60%	Failure
I		Incomplete
S		Satisfactory
U		Unsatisfactory

Final Grades at the end of a term are computed each quarter as 40% (percent) and the final exam as 20% (percent). Reporting is done on a quarterly basis. Parent/Teacher conferences are held at the sixth week of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters. All grades are a cumulative average from the first day of the quarter to the last day of the quarter. Incomplete grades must be made up within one week after the end of the quarter. After one week the grade automatically becomes an "F". No incomplete grades will be given at the end of semesters. Check with the office concerning unusual circumstances that might not be addressed by this policy. An incomplete is given in those circumstances where illness, emergency or by pre-arrangement, the student has not been able to complete his/her assignments. Vacations or parent visitations are not considered to be emergencies and are not grounds for receiving incomplete grades. Report cards and transcripts of students who owe money to the school will be held if the fees are not paid.

### *Eligibility*

All students are subject to the eligibility rules that are found in the Colorado High School Activities Association Handbook and in the Crowley County board policy manual.

Eligibility, as far as scholastic standing and citizenship are concerned, depends on whether the student's academic effort and citizenship performance in each class earns him/her the privilege of participating in extracurricular activities (athletic events, field trips, club or organizational competitions, royalty etc.). The guidance office will provide a list of student's not meeting the requirements to the Principal on Thursdays of each week to go into effect Monday thru Saturday of the following week. A student is deemed to be ineligible in the event he/she receives any F grade. Students who have not met the academic requirements at the close of a semester may regain academic eligibility on the sixth Thursday following Labor Day for the first semester and on the Friday immediately prior to March 10<sup>th</sup> for the second semester. A student must be in attendance the entire day in all classes in which he/she is enrolled to be eligible to participate in activities that day, evening, or following morning. A student must be in attendance on Thursday in all classes in which he/she is enrolled to be eligible to participate in activities the following Friday and Saturday.



### ***Honor Rolls and Class Rank***

Student honor rolls are identified at the close of each semester grading period. The Superintendent's Honor Roll contains the names of students who received all "A" grades. The Principal's Honor Roll contains the names of students who have maintained a 3.5 grade point average or higher. To be included on the honor roll a student must be enrolled in at least four classes each semester. Class standing is computed by using semester grades. A's count 4 points, B's count 3 points, C's count 2 points, D's count 1 point, and no points are given for F's. The total grade points earned, divided by the number of classes taken gives the grade point average (GPA). S grades or Summer School grades are not used in the GPA calculations. U grades are averaged as F's and count in the calculations. CCHS does not recognize weighted classes.

### ***Special Education***

The special education department outlines special education student's graduation requirements. To qualify for a diploma, a student must meet requirements of Board Policy, IKF, or must have requirements specified in the student's Individual Education Plan.

### ***Term Testing***

Tests given at the end of each semester are actual final exams for the course and are required in all classes. Tests will be scheduled the last few days of each semester. Final exams count 20% of the grade for the class.

### ***Progress Reports***

These reports are actually "mini grade cards" showing the grade in each respective class at the time of issuance. The progress report will be sent home via the mail at the mid-point of each quarter. It is anticipated that this communication with parents will be beneficial should student's work be unsatisfactory, facilitating greater emphasis on work before the end of the grading period. A grade report may be obtained at any time by contacting the guidance office at 267-3582. Grade reports are also available through Goedustarr@. Parents may sign up for internet access and receive a pin number for their student from the high school counselor's office.

### ***Transfer and Withdrawal***

Transfer students must have their program for meeting graduation requirements approved by the principal. Students withdrawing or transferring to another school must first secure a clearance form in the guidance office, obtain the signature of each teacher on the student's schedule, the office secretary and the librarian, and return the completed clearance to the guidance office. Without this clearance and payment of fees, records will not be forward to the new school or institution.

### Discipline Matrix

Type of Offense	Consequence (may be any one or all)
<p><b><u>Class I</u></b>            Directing profanity, vulgar language, and/or obscene gestures and/or engaging in verbal abuse            Disruptive or undesirable behavior            Dress code            Electronic device possession/use            Interference with educational opportunities of other students            Scholastic dishonesty            Tardiness            Throwing objects            Truancy            Unauthorized use of car            Violation of district or building policy</p>	Letter of Apology Lunch Detention After School Detention ISS* Contact of Parent Office Referral  *In School Suspension
<p><b><u>Class II</u></b>            Behavior detrimental to the welfare, safety, or morals of other students or school personnel            Causing or attempting to cause damage to school or private property            Lying or giving false information            Stealing or attempting to steal school or private property.            Violation of the district's policy on sexual harassment            Violation of the district's smoking and use of tobacco policy            Willful disobedience or open and persistent defiance of proper authority            Repeat Violations of Class I</p>	After School Detention ISS OSS# (1-3 days) Contact of Parent Contact Police Expulsion  # Out of School Suspension
<p><b><u>Class III</u></b>            Causing or attempting to cause physical injury to another person except in self-defense            Committing extortion, coercion or blackmail            Hazing or bullying            Unauthorized use of fire alarms or extinguishers            Repeat Violations of Class I or II</p>	ISS (3-5 days) OSS (3-5 days) Contact of Parent Contact Police Behavior Plan Expulsion
<p><b><u>Class IV</u></b>            Violation of criminal law            Violation of the district's alcohol use/drug abuse policy.            Violation of the district's policy on dangerous weapons in the schools            Repeat Violations of Class I, II, or III</p>	Contact of Police Contact of Parent Contact Police Behavior Plan Homebound Plan Expulsion
<p><b>*Severity clause: At anytime the administration can deem the actions of a student to be severe enough to administer any consequence.</b></p>	

