

## **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 can also be found on the school website which we hope 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.

## **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, 1001 Main 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.

## **VISITORS**

The Board encourages parents/guardians and other citizens of the district to visit classroom, activities, and functions at any time to observe the work of the school. In order to ensure that no unauthorized persons enter the buildings with wrongful intent, all visitors shall report to the office when entering, show proper identification and the reason for being at school. Visitors will wear nametags, which will identify them as visitors. Students may not bring student visitors to school.

## **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.

## **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.

## **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.

## **TARDIES**

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. Every three tardies in a class will result in an additional absence.

## **SIGN IN/OUT OF SCHOOL**

Students must sign in to the office anytime they arrive on campus after the school day begins. Students may only be signed out of school by those listed on their official sign-out form once they arrive on campus.

## **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.

## **OFF CAMPUS**

This is a privilege granted to students by the administration as part of our Positive Behavior Support system. Students can earn this privilege based on their academic performance, standardized test scores, behavior, pride and respect. Any and all privileges can be revoked at any time.

## **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.

## **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.

## **COMPUTERS/TEXTBOOKS**

The school district provides computers and textbooks at no cost to students. Students will be assessed the replacement or repair costs on lost or damaged items. The school is not responsible for lost or stolen items but it needs to be reported immediately so an investigation can begin. Computers should be kept in person or secured in a classroom at all times when not in use. Passwords should not be

shared. Contraband or illegal items found in computer bags will be considered the property of the student to whom the computer is assigned.

## **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 will not give permission to students to come to the office during class time to use the phone except in cases of 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 AND PERSONAL ELECTRONIC DEVICES**

Use between the first bell and the end of the day is prohibited with the exception of lunch period. Cell phones and other personal electronic devices must be turned off during the prohibited time. Items found not turned off during this time will result in confiscation. The first two times a student's phone is confiscated the student can serve an after school detention or leave it for 24 hours. The third time a student's phone is confiscated will be considered a "Habitual Offense" and the appropriate proceedings will then take place.

## **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 behind the gym. 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.

## **SEARCHES**

The school administrator retains control over items loaned to the student and regulates admission and parking of automobiles. Principals have the right and duty to inspect and search students' lockers and desk space, 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 and belongings 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.

## **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 as well. For any school sponsored activity, students must sign for themselves and their out-of-school "date" in the office prior to the activity.

## **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.

## **POSTERS**

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

## **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.

## **DRESS CODE**

Wear appropriate clothing and be well groomed. Violators will be sent to the office until appropriate clothing can be obtained. The guidelines apply at all school activities:

1. No clothing with inappropriate language, references, images or logos that support alcohol, tobacco products, weapons or other illegal or inappropriate activities. This includes ethnic, cultural, discriminatory or gang related items.
2. Clothing must be clean and in good repair, no pajamas.
3. All shirts must have sleeves and the neckline must rest at least midway between the collar bone and chest area.
4. All pants must be worn at or above the waist and fit securely at all times.
5. Belts shall be secured to the waist band. Chains, spikes, and other sharp objects are prohibited.
6. Shorts, skirts, dresses, or similar clothing must be of modest length, reaching between the mid-thigh area and the knee.
7. 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. Under garments must not be exposed.
8. Footwear is required on campus, buses or at school activities. No slippers.
9. No headwear, hand ware or earphones. Educational exceptions per approval.
10. No sunglasses or goggles, except in shop classes or labs, as needed.
11. Safety rules for labs and shops related to loose clothing, jewelry and protective clothing should be observed.

## **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 or OSS will be awarded full credit for the student's quarter grade by the respective teacher.
3. Attendance in ISS or OSS 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.**

### **DISCIPLINE 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."*

### **MEDICATION DISTRICT POLICY**

Medications are rarely necessary for students during the school day. They are justified for some chronic health conditions and for the short-term treatment of acute illnesses. According to Colorado State Law and School Board policy, students **SHALL NOT** be permitted to take medication while at school, unless such medicine is given to them by a school employee designated by the school nurse acting under specific written request of the parent/guardian and under the written instruction of the student's physician. In special circumstances, students are allowed to carry medication with them at school, if ordered by their physician, but additional paperwork must be completed and on file at the school. A Permission for Medication form must be filled out and on file at the school for your child to receive or carry medication at school. Please see the school nurse for a form to permit medications at school.

**Prescription and all non-prescription, or over-the-counter medications,** require the same completed paperwork. All medicine must be in the original labeled bottle/container from the store or pharmacy.

### **IMMUNIZATION REQUIREMENTS**

All students attending public school, must have completed all immunization requirements for their age/grade level mandated by the State of Colorado. Or a completed personal, religious, or medical exemption form must be completed for the school. Failure to provide documentation of current immunizations or exemptions can result in suspension from school until immunization requirements are completed and documentation is provided to the school. If your child is lacking immunizations, or does not have an updated immunization record on file at the school, you will be notified in writing. According to Colorado Revised Statute 25-4-9, you have two weeks to get your child updated and you must provide a copy of the documentation to the school.

**Please note for exempted students:** In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those student will be excluded from school.

### **HEALTH SCREENINGS**

Health screening will be performed annually on students in grades Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> as mandated by the Colorado Department of Education. Additionally, all new students and students under special education services will be screened. Health screening consists of hearing and vision, and could include any or all of the following: height, weight, blood pressure, body mass index, dental, spine, and scalp. If you do not want your child to be screened for these conditions, you may choose to opt out by notifying the school nurse in writing at the beginning of the school year.

## **EXCLUSION FROM SCHOOL DUE TO ILLNESS**

School attendance is important for students. The decision to exclude students who have an infectious disease from school should be made in conjunction with the school nurse, health care professional and/or parents/guardians. These precautions are necessary to help protect and preserve the health and wellness of our staff and students at CCSD and their families. If your student is sent home with a fever or severe symptoms of illness and it has been recommended that you follow-up with the doctor for a possible contagious illness, a release from the doctor should be provided to the school when the student returns. If your student is diagnosed with a contagious illness and treatment with medication is prescribed by your physician, your student must be taking the medication for **at least 24 hours** before they return to school, or longer if recommended by the doctor. Students are allowed to return to school once the exclusion period is met, or a health care provider clears the student. If your child is running a fever (100 degrees or higher), they may return to school 24 hours after the fever has broken and symptoms have resolved. Generally, if any of the following signs or symptoms are present, exclusion from school should be considered:

- If your child does not feel well enough to participate comfortably in usual activities.
- If your child requires more care than school personnel are able to provide.
- If your child has a fever (100 degrees or higher), behavior changes, persistent crying, difficulty breathing, lack of energy, uncontrolled coughing, active diarrhea, vomiting, rash with a fever, or other signs suggesting a severe illness.

## **SEVERE ALLERGY / ANAPHYLAXIS MANAGEMENT**

Parents/guardians should notify the health office of any severe allergies their child has (food, insect bites, or other) by listing the allergy on the *Health Information Card* provided at the beginning of the school year. Reasonable accommodations will be made to reduce the child's exposure to agents that may cause anaphylaxis within the school environment. Please provide CCSD with any information regarding medications the child requires so that appropriate paperwork may be completed and placed on file in the health office. Parents/guardians should provide the health office with a supply of the child's medication (epinephrine pen, anti-histamine, or other) to keep as a back-up for an emergency situation, and arrange for a plan authorizing the child to self-carry and self-administer the medication. The CCSD Board Policy and the Allergy/Anaphylaxis Action Plan can be found on the school website.

## 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.**

## 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.

## 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.

## SCHOOL CLOSINGS

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 via the all call system and on radio stations KTHN 1400 AM, KBLJ 92.1 FM and also posted on the district website [www.crowley.k12.co.us](http://www.crowley.k12.co.us). If no reports are 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.**

## TELEPHONE DIRECTORY

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

## 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 Credits**

English 1  
English 2  
English 3  
English 4                      or  
OJC Eng 121/OJC Eng 122 or OJC Speech 115

**Science                                3 Credits**

Physical Science              Chemistry  
Biology                            Physics  
Anatomy

**Physical Education            1 Credit**

P.E./Health 1                    (.5)  
P.E./Health 2                    (.5)

**Business                              1.5 Credits**

Computer Science 1 (.5)              Personal Finance (.5)  
Computer Science 2 (.5)

**Social Studies                      3 Credits**

World History                      American History              American Government

**Math                                      4 Required**

Algebra 1                              ACC 101 Accounting 1  
Geometry                              ACC 121 Accounting 2  
Algebra 2  
MAT 121 College Algebra  
MAT 122 Trigonometry  
MAT 201 Calculus 1

**Foreign Language**

*One credit of Foreign Language is required for admittance to 4 year colleges.*

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**Credits needed for graduation:**

(Required classes = 16.5)

Class of 2012	24	Class of 2014	25
Class of 2013	25	Class of 2015	25

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

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 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 Principal will pull a list from our grading system of the student's not meeting the requirements on Monday of each week to go into effect immediately for Monday thru Saturday of that week. A student is deemed to be ineligible in the event he/she receives any more than one 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. If a student is absent on Thursday, he/she must attend Friday school to be eligible to participate in activities on Friday and Saturday.

## CCHS BELL SCHEDULE

Period 1	7:58 am - 9:00am	Lunch	12:20am – 12:50pm
Period 2	9:03 am - 10:05am	Period 5	12:50pm – 1:52 pm
Break	10:05am - 10:13am	Period 6	1:55 pm – 2:57 pm
Period 3	10:13am - 11:15am	Period 7	3:00 pm – 4:02pm
Period 4	11:18am – 12:20pm		

## **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. Grade reports are available through Goedustar®. Parents may sign up for Goedustar access by emailing [admissions@cck12.net](mailto:admissions@cck12.net) to receive a login and password. A grade report may be obtained by those parents not having internet service by contacting the guidance office at 267-3582.

## **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, before returning 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>	

## **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.