



LIVINGSTON CENTRAL  
HIGH SCHOOL

Livingston Central High School  
750 US Hwy 60 W.  
Smithland, KY 42081  
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Student Handbook 2025-2026

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This handbook has been prepared by the administrative staff and faculty of Livingston Central High School and shall be distributed to all high school students and/or parents electronically.

### **Welcome to Livingston Central High School for the 2024-2025 School Year**

Welcome, to all our Livingston Central Cardinals! We are so very excited to have you here and want you to have the very best possible year as you begin or continue your high school career. You are a part of a school and community that has a great deal of pride and tradition. We encourage you to embrace that tradition and continue that pride as you enter the school every single day!

Welcome to Cardinal Nation!

Randy Layne, Principal

### **Non-Discrimination Notice**

Students, their parents, employees, and potential employees of the Livingston County Board of Education shall not be discriminated against on the bases of an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability in employment programs, vocational programs, or activities set forth in compliance with the Office of Civil Rights, Title VI, Title VII, Title IX, ADA (American Disabilities Act), and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding Section 504/ADA/Title VII, Title VI, or Title IX compliance may be directed to the superintendent or program coordinators at the Livingston County Board of Education, 840 Cutoff Rd., Smithland, KY 42081, (270) 928-2111.

### **Administration**

Randy Layne	Principal
Leigh Ann Choat	Assistant Principal
Rita Hosick	Guidance Counselor
Kim Lampley	Guidance Counselor

### **Faculty**

Jennifer Ashley	Library/Media Specialist
Misty Baggett	Special Education Instructional Assistant
Jessica Belt	Allied Health
Zeke Berg	Construction
Tess Brown	Science
Kim Calender	Math
Micha Croft	Cardinal Connection, Youth Services Center
Jason Culver	Welding
Beth Eichelberger	English
Amanda Elrod	Math
Jessie Gordon	English
Rebecca Ghrigsby	Special Education
Lori Guill	Speech Language Pathologist
Amy Hancock	Family Consumer Sciences

Matt Hargrove	Health/PE
Chad Hawkins	School Resource Officer
Deanna Holman	Band/Choir
Jimmy Holder	Special Education
Michael Koebbe	Social Studies
Kimberlie Lady	Agriculture
Kenlee McDaniel	English
Karlie Moore	Business/Marketing
Tiffany Nethery	Math
Kevin Ray	Technology
Glenna Rich	Science
Kris Simmons	New Beginnings/Open Campus
Leigh Vick	Alternative Classroom
Kim Vince	Social Studies
Babi Wood	Special Education Instructional Assistant
Dale Workman	Special Education

### **Secretaries**

Tammy Dunning, Attendance  
Kristie Smith, Finance

### **School Nurses**

Kari Garner, RN  
Hannah Ramage, RN

### **Custodial Staff**

Hayden Gerding, John Gibson, Sharla Martin

### **Cafeteria Staff**

Cathy Sharp, Kay Guess, Brandee Bushey, Joy Ramage, Tonia Hite

**2025-2026 School Calendar  
First Semester**

August 7	First Day for students
September 1	Labor Day (No Classes)
October 6-10	Fall Break
October 13	Planning Day for Staff (No Classes)
November 24-28	Thanksgiving Break (No Classes)
December 19	End of First Semester
December 22-January 5	Christmas Break

**Second Semester**

January 6	First Day of Second Semester for Students
January 19	MLK Day (No Classes)
February 16	President's Day (No Classes)
March 16	Planning Day for Staff (No Classes)
April 6-10	Spring Break
May 14	Last Day for Students
May 15	Tentative Graduation*

\*The last day of school may change if school is closed for severe weather or other reasons.

**9 Weeks Grading Periods**

Tentative Grading Period Ending Dates:

- 1<sup>st</sup> Nine Weeks Friday, October 3<sup>rd</sup>
- 2<sup>nd</sup> Nine Weeks Friday, December 19<sup>th</sup>
- 3<sup>rd</sup> Nine Weeks Friday, March 6<sup>th</sup>
- 4<sup>th</sup> Nine Weeks Friday, May 14<sup>th</sup>

**Weather/Emergency Make-up Days**

November 24-25  
February 16  
March 16  
May 15  
May 18-22

\*As a last option, the Board of Education reserves the right to designate April 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> as make-up days. All other days will be added to the end of the calendar.

## **Class Sponsors**

### **Freshmen Class:**

Tess Brown, Beth Eichelberger, Glenna Rich, Leigh Vick, Babi Wood

### **Sophomore Class:**

Misty Baggett, Jason Culver, Rebecca Ghrigsby, Amy Hancock, Karlie Moore, Kim Vince

Jimmy Holder, Jessica Belt, Zeke Berg, Kim Calender, Amanda Elrod, Jessie Gordon,  
Kenlee McDaniel

### **Senior Class:**

Jennifer Ashley, Matt Hargrove, Deanna Holman, Michael Kobbe, Kimberlie Lady, Tiffany Nethery,  
Dale Workman

## **Grade Classification**

Each student's grade level will be determined by the following number of credits:

<b>Classification</b>	<b>Credits</b>
Freshmen	< 6
Sophomore	6
Junior	13
Senior	19

## **Grade Reporting**

Students will receive printed progress reports in the middle of each quarter. Report cards will be printed at the end of each quarter/semester. Students earn letter grades each nine weeks based on this scale:

<b>Number Grade</b>	<b>Letter Grade</b>	<b>Quality Point</b>
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
59 >	F	0

All classes at LCHS, except college credit classes, are on a cumulative grade schedule. In other words, class credit and grades are not awarded for classes until the end of the school year. Any grade throughout the school year may change until the final exam is taken and credit is awarded. Progress reports (report cards) will be given out at nine week intervals. These reports are to be taken home and shown to parents/guardians. Any need for a parent conference may be arranged by calling the school. Progress reports may be mailed home more frequently by parent request to the guidance office. Parents may also check either students' progress at any time with Infinite Campus Parent Portal.

**Formative assessments (i.e. daily work) will count at 40% of the total grade for a class, and summative assessments (i.e. tests) will count 60% of the total grade for a class.** Teachers

may administer tests in their classes at their discretion, but dates and times for midterm and final examinations will be scheduled by the school.

### **Weighted Grading**

The final grade for each semester in each course is figured for the cumulative GPA. To calculate cumulative GPA, total quality points must be calculated; the semester GPAs cannot simply be averaged. Weighted grades are awarded for the first ten AP (Advanced Placement) courses a student completes at LCHS. Most AP courses require summer work. A student may earn college credit by passing the College Board AP exams, which are given in May. The school will reimburse the exam fees paid for any student who scores a 3, 4, or 5. Any student scoring a 4 or 5 on their AP exam(s) may have his or her grade for that course for both semesters replaced with an A. Students who sign up for AP courses and then decide to drop them, are not guaranteed spots in the next level of the course. Students should carefully consider their abilities and work ethic in selecting AP courses. These courses are college-level, and students working at grade level or slightly above may experience success in these courses.

### **Dual Credit Courses**

Livingston Central High School has partnered with local institutions to offer several dual credit courses. These are college level courses that provide a way for students to earn college credit while still in high school. The classes are taught by LCHS teachers on our campus or through online means during the regular school day. Students who complete a Dual Credit course will earn a high school credit as well as college credit at a reduced cost. Enrollment and withdrawal from the college or university is the sole responsibility of the student. If a student is enrolled in a dual credit course and withdraws, after the specified drop date OR if a student enrolled in a dual credit course fails the course, he/she will be required to pay the tuition and any fees incurred. See a school counselor for more information.

## Kentucky Education Excellence Scholarship (KEES)

The KEES program provides scholarships to students who earn at least a 2.5 GPA each year of attendance at a certified Kentucky high school. The better you do in high school, the more you earn toward college. You may also earn awards for ACT/SAT scores and Advanced Placement (AP), International Baccalaureate (IB), or Cambridge Advanced International (CAI). Home school and GED graduates may earn awards based on their ACT scores.

For each year you earn a 2.5 or better GPA, you can earn the base amount listed below. For instance, a high school freshman who earns a 3.5 GPA would have a \$375 scholarship each year of college. Amounts may change based on available funds.

GPA	Amount	ACT Score	Bonus	AP Exam Score	Supplemental Amount
2.50	\$125	15	\$36	3	\$200
2.60	\$150	16	\$71	4	\$250
2.70	\$175	17	\$107	5	\$300
2.75	\$187	18	\$143		
2.80	\$200	19	\$179		
2.90	\$225	20	\$214		
3.00	\$250	21	\$250		
3.10	\$275	22	\$286		
3.20	\$300	23	\$321		
3.25	\$312	24	\$357		
3.30	\$325	25	\$393		
3.40	\$350	26	\$428		
3.50	\$375	27	\$464		
3.60	\$400	28+	\$500		
3.70	\$425				
3.80	\$450				
3.90	\$475				
4.00	\$500				

## LCHS Graduation Requirements

English – 4 Credits  
 Math – 4 Credits  
 Social Studies – 3 Credits  
 Science – 3 Credits  
 Arts & Humanities – 1 Credit  
 Health (0.5) & PE (0.5) – 1 Credit  
 Financial Literacy - 1 Credit (*Class of 2029 and beyond*)  
 Electives/Career Pathway – 8 Credits

**Total Credits Required for Graduation: 25**

## Highest Honors Requirements

The GPA (Grade Point Average) is calculated on a 4.0 scale. **Honor students will be any student with a 3.5 or greater GPA.** A weighted GPA scale for calculation of highest honors will be used for classes graduating after 2023.

## Valedictorian & Salutatorian Status

To be the valedictorian or salutatorian, students must be in good standing in the areas of academics, behavior, and attendance. **Students graduating after 2023 are required to have four honors classes in each content area.**

Transfer students must have had the highest level of a course offered at their school to be considered for either status. Only their AP and Dual Credit courses will be weighted.

### Honors/AP/Dual Credit Course Offerings for 2025-2026

Subject	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
<b>ENGLISH</b>	Honors Eng. 1	Honors Eng. 2	Honors Eng. 3  DC – Public Speaking COM 181	Honors Eng. 4  DC – English 101  DC – English 102  DC – Public Speaking COM 181
<b>SCIENCE</b>	Honors Integrated Science	Honors Biology	Honors Chemistry	Honors Anatomy  DC – Biology 112/113  DC – Medical Terminology AHS 115
<b>MATH</b>	Honors Algebra 1  Honors Geometry	Honors Geometry  Honors Algebra 2	Honors Algebra 2  Pre-Calculus	Pre-Calculus  DC – College Algebra MAT 150  DC – Statistics STA 135
<b>SOCIAL STUDIES</b>	Honors American Government	World History Honors	Honors US History  DC – Psychology PSY 110	DC – Psychology PSY 110  DC – History 101  DC – ART 100

*\*Other Dual Credit options are available through WKCTC and/or Murray State on an individual student basis.*

## Counseling

The Counseling Department offers all students services in the areas of social and personal counseling, vocational information, education counseling, record clarification, and post-secondary information. Referrals are made, as necessary. Students should feel free to contact members of the faculty, the administration, or the school counselors.

## **NCAA Requirements**

If a student wants to participate in NCAA sports as a college freshman, he/she needs to consult a school counselor or go to [www.ncaa.org](http://www.ncaa.org) or [www.playNAIA.org](http://www.playNAIA.org).

### **Career and Technical Education Pathways**

Career pathways are systemic frameworks for transforming our educational institutions by proactively addressing the needs of students and employers across the learning continuum. Career Pathways are developed, implemented, and maintained in partnership among secondary and postsecondary institutions, businesses, and employers.

Career Ready – Each career pathway offers opportunities through CTE End of Program assessments, industry certifications, CTE dual credit, work-based learning and/or internships to become Career Ready.

Completer – Four courses are needed for Pathway Completion Status. This does not make a student Career Ready. Courses may be offered on a rotation basis in order to offer all courses for students to become completers in a four-year period.

# CAREER PATHWAYS

To complete a career pathway, you need to complete four courses in one pathway AND pass an EOP Exam or Industry Certification for that pathway. Please view your transcript and check the classes you have completed or are currently taking.

## AGRICULTURE

### Animal Science

Principles of Agriculture  
Animal Science  
Small Animal Technology  
Veterinary Science  
Agriculture Employability Skills  
Agriculture Internship  
Agriculture Co-op  
AGR 100  
AGR 185  
AGR 199

### Plant Science

Principles of Agriculture  
Intro to Greenhouse  
Greenhouse Technology  
Floral Design  
Agriculture Employability Skills  
Agriculture Sales & Marketing  
Agriculture Intern  
Agriculture Co-op  
AGR 140  
AGR 160

### Environmental Science and Natural Resource Systems

Principles of Agriculture  
Wildlife Resources  
Intro to Greenhouse  
Greenhouse Technology  
Agriculture Employability Skills  
Agriculture Internship  
Agriculture Co-op

## ALLIED HEALTH

### Allied Health

Principles of Health Science  
Emergency Procedures  
Medical Terminology  
Allied Health Core Skills  
Body Structures and Functions  
**OR**  
Anatomy  
Introduction to Public Health  
Co-op Allied Health  
Internship Allied Health  
AHS 115

### Patient Care Technician

Principles of Health Science  
Emergency Procedures  
Medical Terminology  
Acute Care Basic Skills  
Body Structures and Functions  
**OR**  
Anatomy  
Co-op Patient Care Technician  
Internship Patient Care Technician  
AHS 115

## BUSINESS & MARKETING

### Administrative Support

Business/Marketing Essentials  
Digital Literacy  
Multimedia Publishing  
Personal Finance  
Business Internship  
Business Co-op  
Medical Term/Emergency Pro.

### E-Commerce

Business/Marketing Essentials  
Digital Literacy  
Multimedia Publishing  
Personal Finance  
Business Internship  
Business Co-op

### Marketing

Business/Marketing Essentials  
Marketing Principles  
Marketing Applications  
Personal Finance  
Marketing Internship  
Marketing Co-op

## CONSTRUCTION

### **Residential Carpenter Assistant**

Introduction to Construction Technology  
Floor and Wall Framing  
Ceiling and Roof Framing  
Exterior and Interior Finish  
Carpentry Co-op

## EDUCATION & TRAINING

### **Teaching & Learning**

The Learning Community  
The Learner-Centered Classroom  
The Professional Educator  
Collaborative Clinical Experience  
Principles of Career & Technical Education

## FAMILY & CONSUMER SCIENCES

### **Early Childhood Education**

FCS Essentials  
Early Lifespan Development  
Child Development Services I  
Child Development Services II  
Principles of Teaching  
Internship: Early Childhood Education  
Co-op: Early Childhood Education

## WELDING

### **Welder Entry Level**

Blueprint Reading for Welding (0.5 Credit)  
Basic Welding (0.5 Credit)  
GTAW - Gas Tungsten Arc Welding and Lab  
SMAW Groove Welds with Backing Lab  
GMAW Groove Lab  
Gas Metal Arc Welding and Lab  
SMAW - Shielded Metal Arc Welding and Lab  
Internship Welding  
Co-op Welding

### **Work Based Learning (SBDM Policy #47.01)**

#### **Career & Technical Education Work Based Learning Guidelines**

In order to participate in the Work Based Learning program, students must:

- Be classified as a Senior, having at least 19 credits. They must also hold a Cumulative GPA of at least 2.5 or above and maintain a grade of “C” in the first semester to remain in the program for the second semester.
- Have an acceptable disciplinary record and a good attendance record and are expected to follow all Livingston Central High School and Livingston County Schools Policies.
- Have approval from the guidance counselor or administrator that all graduation requirements will be met if the student participates in the program.
- Students found not reported to their assigned location will be required to appear before the work based learning committee and may be removed from the program.
- Students who lose their job will have a period of two weeks to obtain another position or will be removed from the program and returned to a regular schedule.
- Students will not be allowed to leave for work based learning during the last two weeks of school due to testing and Senior Activities.

According to the Work Based Learning Manual developed by the Kentucky Department of Education and the Office of Career & Technical Education:

- “Career & Technical Education” is defined by KRS 158.810(4)
- “Cooperative Education” means an education program consisting of in-school instruction combined with program related on-the-job paid work experience in a business or industrial establishment.
- “Work-based learning” means an effective teaching approach used to engage students in real-life occupational experiences, that incorporates structured, work-based learning activities into the curriculum and allows a student to apply knowledge and skills learned in class and connect these learning experiences in the workplace.

Cooperative education shall meet the minimum requirements established in this section.

- To participate in cooperative education, a student shall be at least sixteen (16) years of age.
- A student who is under eighteen (18) shall secure a verification of age issued by the local superintendent of schools.
- A student who is between eighteen (18) to twenty-one (21) shall have a certificate of age on file with the employer.

In order to participate in the Work Based Learning program, a student shall have:

- Successfully completed basic career and technical skill prerequisites required by the preparatory program the student is pursuing; and
- Gained sufficient knowledge and skills necessary for success in a cooperative education program.

A student shall be:

- Enrolled in a course included within the student’s chosen career pathway within the same academic year;
- A career pathway completer by the conclusion of the student’s junior year; or
- Enrolled in an approved pre-apprenticeship program

The cooperative education program shall be an integral part of the school's program of studies and be described in the school catalog.

- A student may receive academic credit on an hour-for-hour basis equivalent to a Carnegie Unit only for work experience directly related to the student's individual learning plan (ILP) and approvable under the minimum requirements for high school graduation. 704 KAR 3:305
- A student shall receive a salary for the work experience phase of instruction in accordance with local, state, and federal minimum wage requirements.
- The school shall arrange and coordinate with the employer for on-the-job training. A training agreement by the school, student, parent, and employer shall be placed on file with the school.
- A student shall be excused from school attendance only for the purpose of participating in an approved cooperative education program activity.
- The program shall include an evaluation component to assess the effectiveness of the program in assisting students in the achievement of their educational and career goals.
- The student shall spend a minimum of fifteen (15) clock hours per week in a salaried position which provides work experience directly related to the student's career goals as identified in his/her individual learning plan (ILP)
- The school shall provide work site supervision of the student by a certified teacher-coordinator on a regular basis throughout the period of time a student is participating in the cooperative education program.
- Other types of work-based learning opportunities for secondary students may include service learning, mentoring, shadowing, entrepreneurship, school-based enterprises, internships, and pre-apprenticeships. Definitions of each type of work-based learning shall be located in the Kentucky Work-Based Learning Manual. Local districts and state-operated area technology centers shall have the responsibility of coordinating work based learning programs and shall comply with the Kentucky Work-Based Learning Manual.

### **Post-Secondary Readiness**

To achieve Post-Secondary Readiness, students must earn what is considering either College Ready or Career Ready status in one or more of the following areas:

#### **College Ready –**

- Meet ACT Benchmarks in ONE of the following areas: English 18, Math 19, OR Reading 20
- Earn 3 Hours of Dual Credit in KBE (Kentucky Board of Education Approved Courses with a grade of C or higher

#### **Career Ready**

- Meet Benchmarks on ONE or more of the following:
  - CTE End of Program Assessment (Benchmark of 70)
  - CTE Industry Recognized Certification
  - Approved CTE Dual Credit Course – Minimum of 3 Hours with a grade of C or higher
  - Approved Work Based Learning or Internship – Minimum of 300 Hours on the job experience

### **Livingston County Schools – Work Ethic Seal**

The Livingston County, Kentucky Board of Education in partnership with area business, industry, and other supporters offers the opportunity to participate in the *Livingston County Work Ethic Seal Initiative*. Additional support from stakeholders in economic development agencies, elected offices, and workforce development also ensures this initiative will assist our county in earning the status as a certified *Work Ready Community*.

Furthermore, by participating in the *Livingston County Work Ethic Seal Initiative*, businesses and industries agree to grant qualified students an interview or other incentive, when job openings occur.

**Vision** – To create a *Work Ready County* by providing all Livingston County students with the skills needed for a successful transition from school to work.

**Mission** – To provide new/existing employers with a work-ready pool of applicants from our community to assist in economic growth by teaching soft skills and the importance of a strong work ethic.

**Criteria & Participation** – Participation in the *Livingston County Work Ethic Seal Initiative* is voluntary and available to all students enrolled in the school system. The *Work Ethic Seal Initiative* has specific criteria to identify students by academics, discipline, high attendance, soft skills, and participation in extracurricular activities that distinguishes them from their peers.

In order to earn the *Livingston County Work Ethic Seal & Certificate*, students must apply for and achieve the following by the second semester of his/her senior year in high school:

- Maintain Attendance that, at a minimum:
  - Complies with all local school board policies and requirements
  - Has zero unexcused absences and/or tardiness during the senior year OR
  - Is 97% or above during his/her senior year
- Earn a minimum 2.0 or higher Cumulative GPA for the entire high school career.
- Have zero major disciplinary referrals during the senior year.
- Be involved in at least 2 activities listed below during his/her senior year:
  - Organized team sport/club
  - Extra-curricular program
  - Part-time job
  - Community service (30 hours minimum)
  - Leadership activity
- Earn a “soft skills certificate” from the high school which includes instruction on:
  - Attitude, careers, punctuality, credentialing, ethics, attendance, communication, resume development, critical thinking, teamwork, and leadership.

**Recognition** – Upon completion of the criteria, students will be awarded and/or recognized as follows:

- Receive a certified “Letter of Recommendation” or certificate
- Receive a Work Ethic Seal affixed to their official transcript and/or diploma
- Receive a “Work Ethics” cord for graduation ceremonies
- Receive interviews from participating employers when openings are available and application for employment is submitted,

### **Early Graduation**

Senate Bill 61, passed during the 2013 Kentucky General Assembly, provides a pathway to early graduation for students who intend to complete high school college ready in three academic years or less. Students who complete the Early Graduation requirements may receive a diploma from their district. Students who graduate in three years or less are also eligible for an Early Graduation Certificate, a one-time scholarship, which they may use the year immediately following high school graduation when enrolling in an SACS accredited Kentucky two- or four-year institute of higher education.

**Incentives:** A student who meets the Early Graduation requirements in 704 KAR 3:305 shall earn an Early Graduation Certificate (provided by KHEAA) to be eligible for a one time scholarship award to be used at a Kentucky two- or four-year public or independent non-profit SAC's accredited college or university the year immediately following high school graduation. The award shall be equal to one half (1/2) of the SEEK statewide per pupil guarantee for one year. For more information regarding KHEAA: <https://www.kheaa.com/website/kheaa/kees?main=1>

Students who graduate from high school in three years may also receive a Kentucky Educational Excellence (KEES) award equivalent to completing high school in four years. For more information: <https://education.ky.gov/educational/AL/earlygrad>

### **Open Campus – Alternative Graduation Program**

This program is designed for students who are not meeting academic benchmarks toward a traditional graduation diploma. Students who are interested must be in their fourth year and eighteen years of age. Open Campus is a performance-based program. Performance based credits refer to credits earned by a student outside of the traditional structure of a 120-hour instruction course. In order to award such credits, districts must establish a policy for a performance-based system/program.

### **Required Assessments**

#### **9<sup>th</sup> Grade**

- Civics Exam (Graduation requirement, given in American Government classes. Requires a score of 60 or higher to pass)
- MAP Reading & Math Benchmark Exams (Given three times per year)

#### **10<sup>th</sup> Grade**

- KSA Reading & Math
- MAP Reading & Math Benchmark Exams (Given three times per year)

#### **11<sup>th</sup> Grade**

- KSA Science, Social Studies, Editing & Mechanics, and On-Demand Writing
- SAT College Entrance Exam
- MAP Reading & Math Benchmark Exams (Given three times per year)

## **Individualized Learning Plan (ILP)**

The Individual Learning Plans or ILPs for Kentucky's 6<sup>th</sup> through 12<sup>th</sup> grade students are changing how students prepare themselves for their future.

The ILP has many features and resources that involve students on a variety of levels.

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- Exploring careers beginning in the 6<sup>th</sup> grade
  - Finding careers that match their skills and interests
  - Creating education plans
  - Establishing personal goals and revisiting these as they progress through school
  - Creating, maintaining and changing resumes
  - Tracking and reflecting on their community service experiences, work experiences, career-planning activities, and extra-curricular and organization activities
  - Exploring colleges and post-secondary opportunities that match their career, post-secondary and life goals
  - Connecting to the KHEAA.org (Kentucky High Education Assistance Authority) website for help with college planning, tuition assistance information and applications
  - Collecting personal information like assessment results, advising activities, demographic information and educational history
- 

Livingston County Schools will be using the program, Tassel Pathway. Pathway is a revolutionary app that helps students learn their strengths, enhance their skills, and discover a career they love. You can check it out at [tassel.com](http://tassel.com)

### **9<sup>th</sup> Grade Required ILP Activities:**

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- Explore Career Interest Survey
  - Final Career Interest Survey (Results saved on ILP Platform)
  - Explore Career Pathways
  - Select a Career as a Pathway and save on ILP Platform
  - Course Schedule
  - Education Plan/Goal Setting
  - SEL Activities
  - Essential Work Place Skills
  - Financial Literacy
  - Freshmen Accomplishments
  - Explore Post-Secondary Plans
  - Explore Colleges and Universities
- 

### **10<sup>th</sup> Grade Required ILP Activities:**

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- Explore Career Interest Survey
- Final Career Interest Survey (Results saved on ILP Platform)

- Explore Career Pathways
  - Select a Career as a Pathway and save on ILP Platform
  - Course Schedule
  - Education Plan/Goal Setting
  - SEL Activities
  - Essential Work Place Skills
  - Financial Literacy
  - Sophomore Accomplishments
  - Explore Post-Secondary Plans
  - Explore Colleges and Universities
- 

#### **11<sup>th</sup> Grade Required ILP Activities**

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- Explore Job Shadowing Opportunities
  - Explore Internship Opportunities
  - Collect/Save Pertinent Documents such as ACT Scores, Certificates, Community Service Log, etc.
  - Course Schedule
  - Education Plan/Goal Setting
  - SEL Activities
  - Essential Work Place Ethics
  - Financial Literacy
  - CCR Vocabulary
  - Junior Accomplishments
  - Explore Post-Secondary Plans
  - Explore Colleges and Universities of Interest
  - Add Experience to Resume
  - Community/Volunteer Work
  - Seek Part-Time Jobs
- 

#### **12<sup>th</sup> Grade Required ILP Activities:**

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- Explore Job Shadowing Opportunities
- Explore Internship Opportunities
- Collect/Save Pertinent Documents such as ACT Scores, Certificates, Community Service Log, etc.
- Course Schedule
- Education Plan/Goal Setting
- SEL Activities
- Essential Work Place Ethics
- Financial Literacy
- CCR Vocabulary
- Senior Accomplishments
- Explore Post-Secondary Plans
- Explore Colleges and Universities of Interest
- Select College or University of Interest

- Explore Scholarships
  - College/Job Applications
  - Career/Job Fairs
  - Add Experience and Finalize Resume
  - Community/Volunteer Work
  - Seek Part-Time Jobs
-

**2025 - 2026  
Daily Bell Schedule**

**Doors open at 7:15 with some exceptions.  
Students will enter through the front entrance and will go through metal detectors and  
bags will be subject to search.**

**7:15 Doors Open  
7:45 – 7:50 Transition to 1<sup>st</sup> Period  
7:50 – 8:42 1<sup>st</sup> Period  
8:46 – 9:36 2<sup>nd</sup> Period  
9:40 – 10:30 3<sup>rd</sup> Period  
10:34 – 12:08 4<sup>th</sup> Period  
10:34 – 11:04 1<sup>st</sup> Lunch  
11:38 – 12:08 2<sup>nd</sup> Lunch  
12:12 – 1:02 5<sup>th</sup> Period  
1:06 – 1:56 6<sup>th</sup> Period  
2:00 – 2:50 7<sup>th</sup> Period**

**2:50 1<sup>st</sup> Dismissal Bell for North Bus Riders, Car Riders & Drivers  
3:15 2<sup>nd</sup> Dismissal Bell for South Bus Riders**

**Attendance Regulations**

Regular and punctual school attendance is both a privilege and a responsibility of the student. Good attendance is necessary for progress and high academic achievement. Student attendance will be calculated based on the following guidelines:

- A “tardy” is defined as arriving after the designated start time (7:50 AM) and missing less than or equal to 35% (thirty-five percent) of the school day (before 10:16 AM or after 12:24 PM); or
- An “absence” is defined as not being in attendance for either a half day (36% - 84% of the school day) (10:17 AM – 1:42 PM) or a full day (85% - 100%) of the school day.

The truancy statutes classify three (3) unexcused absences as truant and six (6) unexcused absences as habitually truant. Livingston County Schools will calculate habitual truancy using a cumulative figure. For example, missing two one-half days that are unexcused will equal one (1) full day unexcused absence.

A maximum of five (5) absences and five (5) tardies excused by legitimate request of parents or guardians will be accepted. All additional absences will be unexcused, except those prearranged with the Principal, those resulting from illness so certified by a doctor, or those resulting from a genuine emergency.

A written note or phone verification from parents shall be required as validation of excused absences or a written verification from a health professional within reasonable time, as determined by the Principal, following the return to school after an absence.

On the day of returning to school following an excused absence, students are responsible for making arrangements with teachers to complete missed work. No make-up work is allowed

for unexcused absences. Teachers shall record a grade of zero (o) for assignments missed because of a student's suspension.

**Acceptable reasons for an excused absence authorized by the Board of Education:**

1. Illness of student;
2. Death in the immediate family (immediate family shall mean mother, father, brother, sister, grandmother, grandfather, blood-related aunt, uncle, niece, nephew, or anyone living under the same roof with the student);
3. Doctor or dental appointment. Students are expected to be absent from school only for the part of the day required for the appointment;
4. School activities or circumstances if school administration gives prior approval.

**False Excuses**

Presentation of a false excuse will result in severe consequences, including unexcused absences and possible criminal charges.

**Timeline for Excuses**

Students who forget an excuse will have three (3) school days to get that excuse corrected by the attendance office. A student will be allowed to make up work missed for an excused absence; however, it is the responsibility of the student to make arrangements with the teacher pertaining to the work missed during the absence on the day of his/her return to school.

**Unexcused Absences**

The parent or guardian of a student with several unexcused absences will be notified by letter by the administrative staff, and the matter will be turned over to the Director of Pupil Personnel. If it is determined that the student is habitually truant, appropriate action will be taken. The student, parent, or guardian may be required to appear before the Livingston County Board of Education or a juvenile petition for truancy may be filed in the Livingston County District Court.

No make-up work will be allowed for unexcused absences. Skipping school will count as an unexcused absence for every day missed. Skipping school is also subject to behavior intervention. Any absences due to suspension will be unexcused. Students having the following number of absences will not be able to attend the following activities: 4 Unexcused Absences – Fall Dance, 6 Unexcused Absences – Homecoming, 8 Unexcused Absences – Prom, 10 Unexcused Absences – Field Day/Senior Activities/Graduation.

**Early Checkout**

If a student must leave school for any reason, his/her parent/guardian must come into the attendance office and sign out the student. Phone calls/faxes/emails for check-out will be handled at the discretion of administration. Students are expected to miss only for the portion of the day required to attend a funeral, take a drivers' test, or see doctors. Leaving without following proper check-out procedure will be considered "skipping" and the consequences for leaving school without permission will apply.

## **College Days**

Any Senior student who wishes to take a college day to visit a college or university, must arrange to do so in advance through the guidance counselor's office. An appointment must be made with the post-secondary institution in advance and outline procedures must

be followed in order to receive attendance credit for a college day. Seniors are allowed one (1) college day arranged by the guidance counselor's office.

## **EHOs (Educational Enhancement Days)**

KRS 159.035 allows administrators to grant students up to ten (10) excused absences to pursue an extraordinary education opportunity. An EHO will be granted for "high quality, educationally relevant" days only. An application for these days must be filed prior to being taken and must be approved by the principal/assistant principal. Students should check with the attendance secretary to learn the status of their applications prior to the absence. Following an approved EHO day, documentation must be turned in to the attendance office within three (3) days in order to document the EHO. If documentation is not brought in, an EHO will become an unexcused absence. These forms can be printed off from the district web page or can be picked up from the front office.

## **Classroom Tardy Policy**

A student is considered tardy to class if he/she is not in his/her assigned classroom seat when the tardy tone sounds. Individual teachers may enforce more stringent classroom rules, if needed. TARDY MINUTES WILL ACCUMULATE TO EQUAL AN ABSENCE. For example, if you are tardy for one hour one day, and 15 minutes four days, then leave 2 hours early another day, you have accumulated a ½ day's absence. This will go towards your absences when calculating for Homecoming, Prom, and Graduation. This is not for the calculation for days tardy in IC.

## **Tardy Consequences:**

1st Tardy – Warning

2nd – 4th Tardy – 1 Lunch Detention

5th – 9th Tardy – 5 Lunch Detentions

10th Tardy – Alternative Classroom (AC)

Detention slips should be submitted to the attendance office. Detentions will be tracked and scheduled by the attendance secretary or assistant principal. A student's failure to serve lunch detention will result in additional disciplinary actions at an administrator's discretion. Additional days of detention or AC may be assigned if a student chooses not to follow the rules of detention.

## **Make-Up Work and Tests**

The student has the responsibility to ask for all make-up work resulting from an excused absence or school trip. A student will have one day to submit make-up work for every day missed. Any work not completed during this specified time may result in a zero. A student with an unexcused absence or suspension will not be allowed to make up any work missed.

### **Withdrawal from School**

A student is expected to return all books and supplies issued to him/her and to meet all financial obligations before leaving Livingston Central.

### **Visitors (SBDM Policy #32.01)**

Any visitor to Livingston Central High School must have official school business and must report to the Front Office immediately upon entry into the building. All entrances to the building are monitored by electronic surveillance equipment to ensure the safety of our students and staff. Each visitor must sign in the school secretary. Visitors must present a valid ID that will be used to run a background check, have bags searched and be wanded. Once cleared for entry, a visitor's pass will be issued to be displayed while in the building. Failure to do so will result in being asked to leave or in notifying legal authorities. No student is to bring visitors into the school without prior permission from the principal and without following proper sign-in procedures.

### **Phone Calls/Student Messages**

No student will be called out of class during instructional time for phone messages. Only one message per day will be given to students.

### **Office Phones**

Office phones are for official business only and may only be used by students for emergencies cleared by office staff. Parents should avoid calling the school for delivery of messages, except in case of clear emergencies. Instructional time WILL NOT be interrupted for delivery of messages. **There will be no student use of school phones without permission of office staff and/or administration.**

### **Valuables**

Students should not bring large amounts of money or valuables to school. It is the student's responsibility to keep up with all of his/her belongings, and the school cannot be responsible for lost, stolen, or confiscated items. The school staff will not spend time looking for lost or stolen items.

### **School Property**

All students must respect the school and school property. Any person who willfully or negligently destroys or damages school property shall be subject to appropriate disciplinary action, including the requirement to pay in full for damages incurred.

### **Lockers and Searches**

Lockers located within Livingston Central High School are the property of the school, and school officials have the right to search lockers as deemed necessary. Lockers may be searched when there is suspicion of an illegal act or as part of a routine check of the school. Items that are prohibited or may be used to disrupt or interfere with the educational process may be confiscated from a student's locker and disciplinary action may be taken. Therefore, students should not share their lockers with other students. Any item in a locker is the responsibility of the student to whom the locker is assigned. Report all locker problems to a custodian or the front office.

## **Emergency Drills**

Emergency drills will be held for fire, lock down, tornado, earthquake, and accidental chemical release. In order to secure a speedy and safe exit, the following rules should be followed:

1. Follow instructions from your teacher/supervisor.
2. Walk; do not run; keep moving; do not attempt to take personal belongings.
3. Do not re-enter the area until directed by the administration.

## **Health Records**

State law requires that all students have valid documentation of immunization before attending public schools. All students are required to be immunized against the following diseases before attending public schools: diphtheria, pertussis, polio, measles, and German measles.

## **Extracurricular/School-Sponsored Activities**

All extracurricular/school-sponsored activities must be approved by the Livingston Central High School SBDM (School Based Decision Making). All activities sponsored by a class or club must first be approved by the sponsor. The activities must then have administration approval. All activities must be properly chaperoned. Students and guests attending the activities must behave properly.

Alcoholic beverages, drugs, profanity, weapons, and boisterous behavior are absolutely forbidden. Disrespectful behavior will NOT be tolerated. If the school building is used, the group sponsoring the activity is responsible for seeing that the building is left clean. Please see the rules on Attendance regarding student participation in extracurricular activities. Extracurricular activities include any sporting, academic, arts, or other Livingston Central group that might convene at any time before or after school (including weekends).

## **Assemblies**

Assemblies and/or pep rallies will be scheduled throughout the year. They will generally be held near the beginning or end of the school day. Students should go promptly to assembly, occupying seats in assigned sections of the gymnasium, if appropriate. Program participants should be treated courteously.

## **School Dances**

All Livingston Central High School students in grades 9-12 are eligible to attend after-school dances. Prices of admission may vary. Students attending the activities are expected to conduct themselves in a proper manner. Alcoholic beverages, drugs, profanity, weapons, and boisterous behavior are absolutely forbidden. Disrespectful behavior and inappropriate dancing will NOT be tolerated. Dances will be limited to no more than one per month. All dances will be closed, open only to current Livingston Central students, except homecoming and prom. Doors to the school will be locked from the outside so that the students will enter at one entrance. No visitors will be allowed in the lobby. Students who leave the dance will NOT be readmitted. Lighting will be appropriate and standardized for every dance. The sponsoring organization of the dance will help monitor the type of music played to ensure that appropriate music will be played. All dances must be properly chaperoned, this includes Homecoming and Prom. Student are always expected to dress appropriately.

### **School Dance Rules**

1. All students wishing to attend must purchase a ticket at the designated price.
2. Each student may invite one person to the dance. If this person is not an LCHS student, he/she must submit a dance guest verification form along with a photo ID and be approved by an administrator. Remember, a student will be responsible for his/her guest's actions. Guests must be in at least the 8<sup>th</sup> grade and under 21 years of age.
3. Students/guests will not be permitted to leave the dance and return.
4. Smoking, vaping, or use of tobacco products is not allowed.
5. Used of drugs or alcohol is not permitted before or during the dance.
6. Drinks of any kind may not be brought into the dance.
7. Fighting, use of profane language or horseplay will not be tolerated.
8. Appropriate dress is required.
9. If a student is to be picked up, he/she must make sure that his/her ride is on time. Students remaining 15 minutes after close of the dance will not be allowed to attend the next dance scheduled.
10. A student/guest will not be allowed to go to his/her car during the dance, unless he/she is accompanied by a teacher or administrator.
11. If a student is in Alternative Classroom, New Beginnings, or suspended, he/she will not be allowed to attend the dance unless approved by an administrator.
12. Students with a GPA of 2.0 and above may have one F on their report card. Students with a GPA below 2.0 may not have any F's on their report card.

Failure to abide by any of these rules may forfeit a student's right to attend future dances. Students will be disciplined for their failure to cooperate.

### **Selection of Homecoming Queen and Court**

The selection process will be approximately four weeks prior to the scheduled date of the homecoming game. Each student will choose 10 seniors from the roster of senior girls. The 10 senior girls receiving the most votes will be selected for the court. The whole student body will then vote for the queen from the 10 nominees.

Students in each grade level will vote for their grade level representative. Students will choose two girls from their grade level roster. Each grade level (9-11) will then vote for the representative from the five girls receiving the most nominations.

All queen candidates and selected grade level representatives will be on the floor at the Homecoming ceremony. The principal, assistant principal, and athletic director will have the final authority on all matters involving homecoming activities.

### **Junior-Senior Prom**

The Prom is one of the major social activities of the school year. It is hosted by the juniors to honor the seniors. Attendance is limited to those students at Livingston Central who are in at least their third year of high school and who have completed at least 13 credits and their invited guests. All guests must not exceed 21 years of age. Special arrangements must be made through the office for all guests prior to the Prom. Semi Formal attire is appropriate. LCHS students and invited guests must be in good attendance standing regardless of school they are enrolled in, and have no pending behavioral violations.

### **Co-Curricular/Extracurricular Activities**

Many school wide organizations provide a wide variety of programs for interested students. Students are urged to take part in one or more of these activities. Success is not measured by the number of activities in which a student participates, but by the quality of work in each.

### **Athletics**

Livingston Central High School offers a comprehensive, competitive athletic program for its students. LCHS is a member of the Kentucky High School Athletic Association, and the following sports are offered: golf, cross country, volleyball, basketball, cheerleading, baseball, softball, track and archery. No student shall be compelled to participate or not participate in more than one sport. The rich tradition of Livingston Central High School is carried on and supported by the students, parents, faculty, and the community. For additional information contact Athletic Director, Kenley Ringstaff-Hefner.

### **Student Participation**

“Regular participation” will be defined as: engaging in practice or playing in an extracurricular activity.

Students will be eligible to actively participate in extracurricular activities if they:

- Were in attendance on the day of the activity (student must be present for at least 75% of the school day) or on Friday for weekend activities. (Excused absences may be granted at the administrator’s discretion).
- Comply with the rules established by the adult coach or sponsor of the activity.
- Meet the requirement set by the appropriate sponsoring or governing organization. (KHSAA)
- ***If at any time a student enters truancy status, they become ineligible.***

### **Athletic Grading Policy**

Students with a GPA of 2.0 and above may have one F on their report card, but will be placed on academic probation for the following week. They will be able to participate in all practices and games like normal. IF the grade has not changed by grade check the following week, then the student becomes ineligible. If the grade has improved to a D or better, the athlete is off probation.

Students with a GPA below 2.0 may not have any F's on their report card. If the student has an F on their grade report then they become ineligible and cannot participate in games or practice. If the student brings all grades up to passing (D or above), they may return to active status.

### **Coaches and Sponsors**

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirements set in law, or by sponsoring or governing organizations. The coach or sponsor will be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in an activity, including practice time and travel time where applicable. The coach or sponsor will also be responsible to make sure the students are meeting the guidelines to participate. The head coach is to create team rules/guidelines and submit those to the SBDM for approval before the season begins. Evaluation of coaches will occur at the end of the season by the athletic director and administration.

### **Eligibility**

Determination of athletic eligibility shall be made in compliance with KHSAA requirements. Coaches at the high school and middle school levels in consultation with the athlete's parents, athletic director, and administrators will determine the most appropriate settings based on the students' ability, maturity, and the needs of the overall program.

Livingston Central encourages its students to participate in athletic activities as much as possible. We believe that athletics teach teamwork, perseverance, and critical thinking skills. To be eligible to participate in athletic competition in grades 9-12, a student must:

1. Be in his/her proper grade level (properly promoted from grade 8 to grade 9).
2. Have received 20 percent of the graduation requirements by grade 10, 45 percent of the graduation requirements prior to grade 11, and 70 percent of the graduation requirements prior to beginning grade 12.
3. Extracurricular policy will be followed.
4. Grade checks will occur on Fridays.

### **Band**

The Cardinal Band is made up of student from Livingston Central High School and Livingston County Middle School. Band activities including Marching Band and Pep Band under the guidance of its director, Deanna Holman. The band represents Livingston Central at ballgames, parades, concerts and festivals throughout the school year.

## **Academic Team**

The Academic Team is open to students at all grade levels. The purpose of the club is to participate in academic competitions throughout the region and state. Competitions include Quick Recall, a buzz-in competition with four team members, each with a specialty content area as well as general knowledge competing in conference matches as well as invitational tournaments and Governor's Cup; Written Assessment tests in Math, Language Arts, Science, Social Studies, and General Knowledge given in Governor's Cup; Future Problem Solving; a four-member team that applies logical means to solve societal problems of the future during Governor's Cup Competition.

## **STUDENT CLASS FEES**

The following class fees have been approved by SBDM and the Board of Education for the 2024-2025 school year:

### **Agriculture**

Any Agriculture Class - \$20.00

### **Family and Consumer Sciences**

FACS - \$25.00

Early Life - \$15.00

Child Services - \$10.00

### **Welding**

Any Welding Class - \$25.00 each

### **Construction**

Any Construction Class - \$25.00 each

### **Business/Marketing**

Any Business/Marketing - \$20.00

### **Allied Health**

Any Allied Health Class - \$25.00 each

### **Arts & Humanities**

Any Art Class - \$20.00

Theater - \$10.00

Band - \$20.00

### **Science**

Any Science Class - \$20.00 each

\*Maximum fee per student \$100.00

\*\*Students qualifying for free and reduced lunch will be exempt from paying class fees.

## **Clubs and Organizations**

### **Student Council**

The Livingston Central High School Student Council is the student government of the high school. It serves as a forum to discuss school problems, and it welcomes any suggestions from the student body. The council membership is open to any students who desire to be a participating member by helping with student activities and by attending all meetings. School council officers must have a 3.0 GPA or better.

### **Beta Club**

The Beta Club is a student-centered organization which continually develops and nurtures individuals by providing opportunities and experiences enabling them to demonstrate the ideas of character, achievement, service, and leadership in a global community. Membership is open to all students at Livingston Central with a cumulative GPA of 3.0 or higher. Eligibility is calculated at the beginning of the school year for sophomores, juniors, and seniors. Freshmen eligibility is calculated at the end of the first semester.

### **Fellowship of Christian Athletes**

FCA membership includes students active in athletics, although one does not have to be an athlete to be a member. Motivational speakers, group discussions on issues of concern to students, group retreats, and service projects for the school year are among the activities planned for the year. The goals of the FCA include being of service to the school and promoting positive values among its members and in the school environment.

### **FFA (Future Farmers of America)**

The National FFA Organization is dedicated to making a positive difference in the lives of young people by developing their potential for premier leadership, personal growth, and career success through agricultural education. FFA is a national student organization that allows students to explore the world around them, serve others and make a difference in their home and community. Since the FFA content is offered within our education curriculum, students should take an agriculture class to get the most of their FFA experience.

### **Future Business Leaders of America (FBLA)**

The Future Business Leaders of America is the national, state and local organization for high school students enrolled in business classes. The activities of the Future Business Leaders of America provide an opportunity for business students to further prepare for business occupations. Members of the FBLA learn how to participate in individual and group enterprise, preside at meetings and conferences, work effectively with committees, and engage in practical problem solving and decision-making. FBLA also provides an opportunity to compete honorably in competitive events at regional, state and national conferences. Chapter activities and projects that develop vocational and career supportive competencies and that promote civic personal responsibilities.

### **Pep Club**

Pep Club helps to support ALL varsity athletic teams and create school spirit. Some of the benefits of membership include spirit buses to away ballgames, free student admission to home games, and other activities to promote and celebrate athletic competitions.

### **Livingstonian Yearbook**

The staff of the Livingstonian yearbook is composed of students who are enrolled in journalism. The class learns principles of journalistic writing, layout techniques, design, photography, and desktop publishing. To enroll in the class, a student must apply for admission. Editors are selected by the advisor through an application process.

### **Educators Rising**

Educators Rising is a community-based movement, in which chapters at schools feed teacher preparation programs at institutes of higher education with the support of State Department of Education and local funders and foundations. These entities come together to provide a clear pathway to increase teacher diversity and teacher quality.

### **Tri-M Music Honors Society**

Students must be enrolled in a school-sponsored music ensemble or class for at least one or two semesters. Students must maintain a minimum GPA of 2.75-3.0, and a minimum grade average of 90-A in music courses. Students must demonstrate leadership, service, and character in both school and community. This may include participating in service projects, or continuing to participate in musical activities outside of school.

### **Chess Club**

The Livingston Central Chess Club is a social, informational, instructional, or competitive meeting place where students come together through chess. It offers a wide variety of activities, including instruction, rated games, simuls, lectures, and recreational play.

### **HOSA (Future Health Professionals)**

HOSA is a global student-led organization recognized by the U.S. Department of Education and the Department of Health and Human Services and several federal and state agencies. HOSA's mission is to empower HOSA-Future Health Professionals to become leaders in the global health community, through education, collaboration, and experience. HOSA actively promotes career opportunities in the health industry and to enhance the delivery of quality health care to all people.

### **SkillsUSA**

SkillsUSA is America's proud champion of the skilled trades. Their mission is to empower students to become skilled professionals, career-ready leaders and responsible community members. SkillsUSA's vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success. Students who are taking courses in any CTE area may join SkillsUSA.

### **FCCLA (Family, Career and Community Leaders of America)**

FCCLA is a national Career and Technical Student Organization for students in Family and Consumer Sciences (FCS) education in public and private schools through grade 12. FCCLA offers intra-curricular resources and opportunities for students to pursue careers that support families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences Education.

### **STLP (Student Technology Leadership Program)**

The Student Technology Leadership Program (STLP) empowers student learning and achievement through the use/creation of technology based solutions to school and community needs. Membership in STLP is open to all students.

### **Math Club**

The Livingston Central Math Club is open to all students and allows them to explore and enjoy math outside of the classroom and may include activities such as: problem-solving sessions, student talks, guest talks, mathematical games.