



LIVINGSTON CENTRAL CURRICULUM GUIDE



GUIDELINES FOR SUCCESS

C- Character

A- Achievement

R- Respect

D- Dedication

S- Success



Livingston Central High School

750 US HWY 60 W
Smithland , KY 42081
270-928-2065

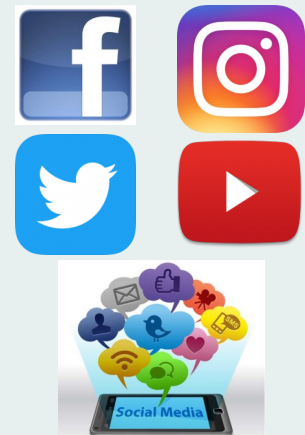
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WELCOME TO CARDINAL COUNTRY FOLLOW US ON:



Welcome to the Home of the Cardinals

Vision and Mission Statements for Livingston Central High School

Vision: Live R.E.D.: Reaching Excellence Daily.

Mission: To provide a culture of rigorous, engaging, and differentiated learning for every student, every day.

Goal: LCHS will graduate productive citizens who are transition ready through living R.E.D. as a result of a Rigorous, Engaging, and Differentiated program of Study.

Values: At LCHS we build on the foundation of the **A,B,C's** : **A**chievement, **B**elonging, **C**haracter, **D**iversity, **E**xcellence, **F**amily, **G**³ (Grit, Growth, Grace), **H**umility, **I**ndependence, **J**obs, **K**indness, **L**earning, **M**oney, **N**ature, **O**pportunity, **P**arent Involvement, **Q**uality, **R**espect, **S**ecurity, **T**rust, **U**nity, **V**alor, **W**isdom, **eX**ploration, **Y**ield, **Z**eal

LCHS Academies

Luculent (Derived from the Latin word lux meaning light)

Motto: Lux mentis [translated: Light of the mind]

Values: Courteous, Affectionate, Radical, Daring, Shinning

Color: Red

Symbol: Light Bulb

Sign:



Inspire (Derived from the Latin word inspirare meaning to breath into)

Motto: Belles esprits Inspirents les autres [translated: Beautiful minds inspire others]

Values: Compassion, Ambitiousness, Reliable, Devoted, Sincerity

Color: White

Symbol: Edison Fire

Sign:



Valor (Derived from the latin word validus meaning in good health, having legal authority)

Motto: Veni, vidi, vici [translated: I came, I saw, I conquered!]

Values: Courage, Adventurous, Resourceful, Discipline, Strength

Color: Charcoal Gray

Symbol: Adinkra symbol for strength

Sign:



Endurance (Derived from the french word endure meaning to make solid, continued existence, ability to stand fast)

Motto: Non desistas non exieris [translated: Never give up, never surrender]

Values: Cooperation, Adaptability, Resilience, Determination, Self-Discipline

Color: Black

Symbol: Aya fern

Sign:



"I see my path, but I don't know where it leads. Not knowing where I'm going is what inspires me to travel it."
 -Rosalia de Castro



BELL SCHEDULE

TRANSITION	7:45 - 7:50
1ST PERIOD	7:50 - 8:38
TRANSITION	8:38 - 8:43
2ND PERIOD	8:43 - 9:31
TRANSITION	9:31 - 9:36
3RD PERIOD	9:36 - 10:24
TRANSITION	10:24 - 10:24
4TH PERIOD	10:29 - 11:17
CTE / TRADE SCHOOL LUNCH	10:29 - 11:00
CCR 9 & 10 LUNCH	11:17 - 11:44
CCR 11 & 12 LUNCH	11:44 - 12:11
TRANSITION	12:11 - 12:16
5TH PERIOD	12:16 - 1:04
TRANSITION	1:04 - 1:09
6TH PERIOD	1:09 - 1:57
TRANSITION	1:57 - 2:02
7TH PERIOD	2:02 - 2:50
1ST BUS DISMISSAL & CAR RIDERS	2:50
2ND BUS DISMISSAL	3:15

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FYI
Instructional Days = 81 first semester 89 second semester
Total Instructional Days=170
Total Instructional Hours for each School: NLES & SLES: 1082 Hours
LCMS: 1113 Hours LCHS: 1105 Hours

 Holidays (4)
 Opening/Closing Day

 Planning (no school for students) (5)
 Professional Development (4)

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
February 2022						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2021-2022 School Calendar Livingston County Schools

127 East Adair Street/P.O. Box 219
 270-928-2111 (Fax) 270-928-2112
 Smithland, KY 42081

Aug 5	Flexible Professional Day - No Classes
Aug 6	Flexible Planning Day (G) - No Classes
Aug 9	Required Planning Day for All Staff
Aug 10	Opening Day for Staff - No Classes
Aug 11	First Day of Classes for Students
Sep 6	Labor Day Holiday-No Classes
Oct 4-8	Fall Break - No Classes
Oct 11	Required Planning Day for Certified Staff-No Classes
Nov 22-26	Thanksgiving Break-No Classes
Nov 22 & 23	Flexible Professional Days
Dec 20-Dec 31	Christmas Break-No Classes
Jan 3	Required Planning Day for Certified Staff-No Classes
Jan 4	Students 1st Day of Second Semester
Jan 17	MLK Jr. Holiday - No Classes
Feb 14	Flexible PD Day - No Classes
Mar 14	Required Planning Day for Certified Staff-No Classes
April 4-8	Spring Break No Classes
May 17	Election Day-No Classes
May 19	Last Day of Classes for Students
May 20	Closing Day for Staff - No Classes

TEST DATES
State Assessment Window-Last 14 Days of Calendar
April 29th-May 19th

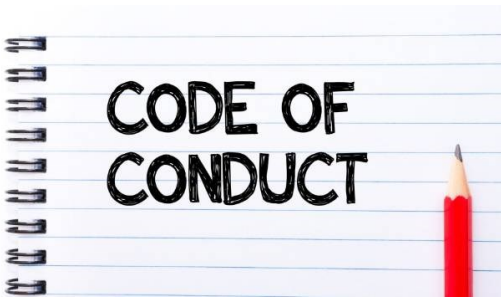
9 Weeks Grading Periods
Tentative Grading Period Ending Dates:
1st Nine Weeks Friday, October 1st (37 days)
2nd Nine Weeks Friday, December 17th (44 days)
3rd Nine Weeks, Friday, March 4th (42 days)
4th Nine Weeks, Thursday, May 19th (47 days)

Weather/Emergency Makeup Days
November 22-23 March 14th
January 3rd May 23rd-27th
February 14th

As a last option, the board reserves the right to designate April 4th, 5th and 6th as make-up days. All other days will be added to the end of the calendar.

FYI
Calendar approved March 8th, 2021 by the Livingston County Board of Education

 Non-School Day
 First & Last Day of School



GUIDELINES FOR SUCCESS

C-Character
A-Achievement
R-Respect
D-Dedication
S-Success

Each and every student at Livingston Central should take pride in his/her efforts to follow our Guidelines for Success. These simple words will be the backbone of our school. Students should commit them to memory and practice them daily. If students do so, they will be successful at LCHS and in life outside of high school.



In the Classroom...

C-Come to class on time and prepared.
A-Ask questions for clarification.
R-Respect those around you.
D-Do your personal best.
S-Stay focused on the lesson.

In the Restroom...

C-Choose to be kind.
A-Acquire needed nutrition for success.
R-Respect others who are in the cafeteria.
D-Dispose of all trash in your area when finished eating.
S-Simply enjoy your meal.

In the Cafeteria...

C-Choose to be kind.
A-Acquire needed nutrition for success.
R-Respect others who are in the cafeteria.
D-Dispose of all trash in your area when finished eating.
S-Simply enjoy your meal.

In the Hallway...

C-Carry yourself with dignity and pride.
A-Always use appropriate language and voice level.
R-Respect others and their personal space.
D-Diligently adhere the schedule
S-Show up to class/activity on time and ready to work.

In the Library/Media Center...

C-Consider others when working in the library.
A-Acquire new knowledge through text and

multimedia.

R-Respect school materials.
D-Drinks and food should be thrown away before entering.
S-Stay focused on your goal.

In an Assembly...

C-Cooperate with others to find a seat.
A-Arrive on time and prepared to listen.
R-Respect the presenter as well as audience members.
D-Dedicate this time to learning new information.
S-Show appreciation with applause.

In the Parking Lot...

C-Calmly park in designated areas and parking spots.
A-Arrive and leave in a timely manner.
R-Respect pedestrians at all times.
D-Diligently watch for hazards.
S-Safely arrive to and leave school grounds.

***Please note:** Coming on school property without checking in properly will be treated as leaving school without permission

SCHOOL-WIDE DISCIPLINE PLAN

The School Culture and Resources Committee, including the administration, are responsible for the development and implementation of our School-Wide Discipline Plan. This committee will meet regularly to discuss issues related to the plan and will take their recommendations for approval to the LCHS faculty and SBDM Council.

This discipline plan has been designed to help the faculty and staff deal with inappropriate behavior at school. It is based on the belief that **a student chooses his or her own behavior, and consequences must follow inappropriate behavior.** The committee realizes that the great majority of our students will strive to meet expectations for character and respect. However, the committee also understands that no single set of procedures will be effective with every student. Therefore, they have designed a series of interventions for students who choose not to follow the guidelines and expectations. The focus of these interventions remains positive, while recognizing a continuing need for calm and consistent consequences. Please keep the following in mind:

- 1.No one is expected to have all the answers, and no one is expected to be perfect.
- 2.We live in a culture where a comprehensive education is essential to success.
- 3.We must work collaboratively.
- 4.Referral to special education will be made when improvement cannot be made in the regular program through the collaborative efforts of the staff.

NOTE:

LCHS Administration may exercise professional discretion on a case by case basis.

- If in the investigation of an incident, it is evident that a student knowingly and willingly was untruthful when questioned, that student is subject to disciplinary action, or to additional discipline if involved in the incident.
- All students were given Student Handbooks with policies.
- Consequences are cumulative and can be compounded.

Student Due Process

Students must be given due process before disciplinary measures may be taken. The steps for minor classroom behaviors are as follows:

- 1) Teacher makes an oral request for student to change his/her behavior.
- 2) Teacher gives a formal oral WARNING and request for student to change his/her behavior.
- 3) If student fails to change his/her behavior, teacher uses an intervention listed in the following grid or an intervention the teacher deems appropriate.
- 4) Major behaviors will result in administration intervention.

BEHAVIOR MATRIX

Infraction	PC	LD	AC	NB	NOTES
Assault				1st (90)	-Parent/Police contacted -Possible criminal charges -Plus 3 day suspension
Illegal Alcohol/Drug Poss. or Use				1st (90)	-Parent/Police contacted -Possible criminal charges -Plus 3 day suspension
Bullying* (Personal or Cyber)			1st (10) 2nd (20)	3rd (90)	-Parent/Police contacted -Possible criminal charges -Plus 3 day suspension
Cell Phone/ Electronic Violation	1st	2nd (3) 3rd (3)	4th (5)		-Device confiscated -Device turned in to office -Parent must pick up at end of day
Cheating			1st (5) 2nd (10)		-At teacher discretion -Further discipline in accordance with course syllabus
Confiscation Refusal			1st (2) 2nd (3) 3rd (5)		If student refuses to turn item over to a principal, A.C. will be automatically assigned.
Defiance (Refuse Teacher Instruction)		1st (3)	2nd (3) 3rd (5)		Can be adjusted for extreme behavior.
Disrespect of Authority		1st (1)	2nd (3) 3rd (5)		If a student uses inappropriate language, charges may be filed.
Disrespect of School Property		1st (5)	2nd (3) 3rd (5)		-Slamming Doors/Punching Lockers/Altering Cameras/No Damage
Disturbing Class/ Inappropriate Behavior	1st	2nd (1) 3rd (3)	4th (5)		
Dress Code Violation	1st	2nd (3)	3rd (3)		-Change clothes/hats/chains -Item confiscated
Drive/Park Inappropriately- No Tag	1st	2nd (3)	3rd (5) 4th (10)		-Ticket may be issued -Towed at owner's expense
No/Failure to Complete Homework		1 + until work is done	2nd (1) 3rd (3)		
Failure to Follow Class Rules/No participation	1st	2nd (1) 3rd (3)	4th (5)		

BEHAVIOR MATRIX

Infraction	PC	LD	AC	NB	NOTES
Failure to Serve LD	1st		2nd (3) 3rd (5)		In addition to previous discipline.
Fighting*			1st (20) 2nd (30) 3rd (90)		+ 3 Days Suspension -Possible charges pressed (If in defense-Serve half time)
Found in Off Limits Area (Not Skipping)	1st	2nd (2)	3rd (5)		
Gambling*		1st (3)	3rd (5)		
Habitual Misbehavior		1st (3)	2nd (3) 3rd (10)		Assuming lesser consequences prove in effective
Harassing Communications*		1st (5)	2nd(10)		Occurring between 7:40 and 3:10.
Disturbing Class/ Inappropriate Behavior	1st	2nd (1) 3rd (3)	4th (5)		
Hostility Towards Authority			1st (10) 2nd (20)	3rd (30)	Violent or threatening behavior (no contact) -possible charges -3 days suspension
Inappropriate Language	1st	2nd (2)	3rd (5)		
Late to School	1st	2nd (3)			30 + minutes w/o valid excuse (must have a parent call)
PDA (Public Display of Affection)	1st	2nd (2)	3rd (5)		
Physical Altercation with Authorities*				1st (60)	+ 2 Days Suspension
Pornography (Possession/ Distribution)			1st (10) 2nd (20)	3rd (30)	See acceptable use policy.
Possession of Knife (< 3")			1st (10)	2nd (20)	Confiscated and returned to parent
Possession of Knife (> 3")*				1st (30)	Contact Resource Officer Will be suspended until expulsion hearing.

BEHAVIOR MATRIX

Infraction	PC	LD	AC	NB	NOTES
Possession of Other Weapon*				1st (30)	Contact Resource Officer Will be suspended until expulsion hearing.
Possession of Prohibited Items	1st	2nd (3)	3rd (10)		Confiscated and returned to parent
Posting/ Sharing a Fight Video*			(10)		
Pushing/ Tripping/ Horseplay		1st (2)	2nd (5)		If fight results, fighting penalty applies.
Sexual Misconduct			1st (10)		Can be adjusted depending on severity.
Skipping Class			1st (3) 2nd (5) 3rd (10)		
Skipping School		1st (5)	2nd (5)		-Student Skips -Leaves Campus
Tardy	1st-4th	5th (1)	10+ (3)		See Tardy Policy
Terroristic Behavior/ Actions				x(30)	-Contact Resource Officer -+3 Suspension -Possible charges
Theft or Possession of Stolen Property*			1st (20)	2nd (30)	Loss Must be Compensated by Guilty Party
Throwing Objects		1st (2)	2nd (5)		
Tobacco Products			1st (10)	2nd (30)	See Tobacco Policy
Unprepared for	1st	2nd (1)	4th (5)		
Vandalism*			1st (20)	2nd (30)	Damages Compensated
Violation of Internet Policy		1st (5)	2nd (3) 3rd (5)		Plus suspended from technology use for two weeks. See Internet Policy & Acceptable Use Policy

KEY: PC = Principal Conference; LD = Lunch Detention; A.C. = Alternative Classroom; NB = New Beginnings; * = Denotes criminal charges may be filed.

LCHS CLUBS AND ORGANIZATIONS

Clubs & Dues

Math Club-\$15.00

Step Up Girls-NO DUES

Step Up Boys-NO DUES

Spirit-\$10.00

Science-\$5.00

Chess-\$10.00

Skills USA-\$15.00

FBLA-\$20.00

FFA-NO DUES

Art-\$15.00

Library-(*Max. 20 members*) \$1.00

Beta-\$25 first year - \$5.00 every year after (*3.5 GPA to join, 3.4 GPA to remain a member*)

FCCLA-\$2.00

Spanish-\$5.00

Green Team-NO DUES

Drama-\$10.00

TLC/4-H-\$5.00

FCA-NO DUES

Tri M-\$20.00

HOSA-\$20.00

Music Club-NO DUES

YOGA-NO DUES

Photography-\$5.00





PERSONAL APPEARANCE POLICY

Students at Livingston Central High School are expected to dress appropriately and according to health/safety expectations. Students shall observe modesty, appropriateness, and neatness in clothing/personal appearance. The Personal Appearance Policy applies to students during any school function/activity.

I. Logos, Pictures, Writing

- a. Students may wear shirts promoting academics, sports, and school clubs. Brand logos may be worn.
- b. No apparel or accessory will contain logos, pictures, or writings that promote alcohol, drugs, tobacco, violence, illegal behavior, or gang behavior.
- c. Apparel or accessories containing items that can be depicted as vulgar, obscene, sexual, racial, harassing or derogatory language, terroristic organizations or those that illustrate gang names, signs, and graffiti will not be permitted.

II. Apparel (shirts, shorts, jeans, dresses, skirts, etc.)

- a. All tops must have sleeves. Tops shall not expose excessive cleavage (line from armpit to armpit.) Tank tops and muscle shirts are not permitted.
- b. All tops must cover a student's midriff at all times. (Tops should be worn so that no part of the stomach or back shows if and when arms are raised.)
- c. All lower body apparel must be worn at the waist. **Shorts, skirts, and dresses cannot be more than 4 inches above the knee.** The same applies to slits in dresses and skirts.
- d. No holes or tears in apparel more than 4 inches above the knee, if skin is showing.
- e. No tight fitting spandex or Lycra apparel without shirt or dress no more than 4 inches above the knee. (For sports, this policy is at discretion of administration.)
- f. No blouse or shirt shall be worn if it is see-through material unless it is worn as a covering over appropriate clothing.
- g. No apparel shall be worn inside-out, unless designated by an administrator or teacher for personal appearance violation.
- h. No oversized clothing, such as trench coats, dusters, or large, puffy coats.
- i. Sagging pants are not allowed. The outermost garment must cover the waist with no underwear showing.
- j. Hoods of sweatshirts shall not be worn in the building.
- k. Pajamas and pajama pants are not acceptable apparel.

***Please note: A student who wears unacceptable apparel/footwear will be asked to change. If he/she does not have appropriate clothing/footwear to change into, he will be directed to borrow something from our Family First Resource Center (YSC), or a parent/guardian may bring appropriate item(s) for the student to change. Other disciplinary action will be taken in accordance with the School-Wide Discipline Plan's Interventions.**

III. Footwear

- a. Students must wear standard public footwear. (House shoes are not allowed.)
- b. Footwear will not contain attachments (taps, blades, wheels, etc.).

IV. Accessories

- a. No headwear may be worn inside the building unless required in for safety in CTE program. Caps, hats, etc. should be placed in a locker upon arrival.
- b. No earphones/ear buds/ wireless speakers will be permitted during instructional time.
- c. Body piercing jewelry may be worn, as long as it is not a distraction in the classroom.

- d. Sunglasses are not to be worn in the building, unless prescribed by a physician.
- e. No bath or hand towels or blankets are to be carried.
- f. No bandanas or sweatbands are to be worn as headbands or carried.
- h. Students shall not apply or use makeup/cosmetics (e.g. perfume, cologne, lotion, etc) in the classroom. This is a health issue.

TOBACCO POLICY

The use and/or possession of tobacco or tobacco products and paraphernalia, including lighters, matches, electronic cigarettes, etc.), are prohibited, and any student who violates this policy is subject to the provisions of the School-Wide Discipline Plan. The rules apply to all students during school hours and at all school activities, including field trips and athletic events. Smoking/using tobacco products in the bathrooms, other school areas, busses, and on field trips will be cause for assignment to AC, suspension, or New Beginnings, and possible legal action through the court system.

ALCOHOL, PRESCRIPTION DRUGS, CONTROLLED SUBSTANCES POLICY

Livingston Central High School strives to maintain a drug-free environment. Under no circumstances may a student possess or use drugs, drug paraphernalia, or alcoholic beverages, or be under the influence of either at school or at school-sponsored events. This policy will be effective while any student is on school property or is in attendance at any school-sponsored event. This includes while being transported by any school vehicle.

Offenders will be treated the same regardless of the drug and/or alcohol and any previous conduct issues. All drugs and all alcohol, regardless of quantity, will be dealt with the same. A student who is found to be in possession of drugs or alcohol or who is found to be under the influence of drugs or alcohol at school or at a school-sponsored event will face possible suspension, alternate placement, expulsion, and criminal charges.

Procedure for student who is in possession of drugs/alcohol at school, at a school event, or on school property:

- a. The student will be given due process.
- b. Law officials will be called.
- c. Parents or guardians of the student will be called.

BULLYING

Bullying consists of words and acts that threaten one's safety, learning, and well-being. It is usually a recurring issue. Bullying will not be tolerated at Livingston Central High School, and any student who feels he or she is being bullied should always report the issue to a teacher or an administrator. **A report of bullying will not be taken lightly and will be investigated by administration. Interventions will result when misconduct is found (see Grid of Interventions).** HB 91(Anti-Bullying) paperwork is available at LCHS administrators' offices and on the school district's homepage (www.livingston.kyschools.us) for any student who feels he/she is being bullied.

BOMB THREATS

Under House Bill # 1 of the 2001 General Assembly of the Commonwealth of Kentucky, bomb threats are considered a class D felony offense. Bomb threats shall be reported to the authorities.

WEAPONS

Kentucky House Bill 330 allows each local board of education to adopt a policy regarding the expulsion from school for a period of up to one year for a student who is determined by the board of education to have brought a weapon to a school under its jurisdiction.

CONDUCT ON SCHOOL BUS

The right of students to ride the school bus is contingent upon their good behavior and observance of the rules and regulations of the Kentucky State Board of Education and the Livingston County Board of Education. A list of rules and regulations governing students riding school buses is given to each student by the driver and should be read by the student and his/her parent/guardian.

Below are listed the Livingston County Bus Expectations and Rules:

- Follow directions the first time given.
- Keep your hands, feet, objects, and inappropriate comments to yourself.
- Remain seated. This means back-to-back, bottom-to-bottom, and feet on or towards the floor.
- Be responsible with personal items and keep food and drinks in backpacks and lunch containers.
- Treat bus property and all other property with respect.
- Follow your driver's instruction for voice level.
- All district, school, and classroom rules apply.

These rules apply to any school transportation, including field trips, athletic events, and transfer buses. Should the conduct of a student on the bus endanger the lives or morals of others, and the offending student fails to cease such conduct when asked to do so, it shall be the duty of the driver to put the offender off the bus and report that action to the administrative staff. Other disciplinary action as is deemed necessary or appropriate may be administered or substituted. Any student who is put off the bus for disciplinary reasons shall not be permitted to ride any bus again until his/her parent/guardian has assured the student's good behavior. The bus driver is authorized to assign seats at any time.

CELL PHONE AND ELECTRONICS POSSESSION AND USE POLICY

Cell phones may be brought to school, but use is limited. It is highly suggested that electronic devices (i.e. Ipods, radios, cd players, etc.) are left at home. Please note: The school is not responsible for cell phones or other electronic devices which are lost, stolen, confiscated, or defaced. If a student chooses to bring these items to school, he does so at his/her own risk and assumes all responsibility for keeping these devices secured at all times.

New devices will not be provided until all previously checked out devices are returned and inspected.

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to: posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger, or a certified employee authorizes the student to do otherwise, devices shall be operated only before and after the regular school day and during non-instructional time. When students violate this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator, faculty member, or staff member may confiscate the device. It will then be stored and locked in the principal's or assistant principal's office.

2. Social networking (i.e. Facebook, Twitter, Snapchat, TikTok, etc.) while at school will result in revocation of cell phone privilege and possible additional disciplinary action. *See District Social Networking Policy below.
3. Students shall comply with any additional rules developed by the school SBDM concerning appropriate use of telecommunication or other electronic devices.
4. Students shall not utilize telecommunications or similar electronic devices in a manner that would violate the District’s Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

Interventions for Violating Cell Phone/Electronics Policy

First Offense – Warning and confiscation. Device will be sent to the principal or assistant principal’s office and will be secured. Parents will be notified and may pick up the phone at the end of the day.

Second & Third Offense – Confiscation and three days lunch detention. Device will be returned to parent at the end of the day.

Fourth (+) Offense—Confiscation and five days A.C.. Phone will be returned to student at the end of 10 school days.

Reference

1KRS 158.165 “Personal telecommunications device” means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.

District Social Networking Policy (From District Code of Conduct, page 5)

All access to social networking sites during the school day through cell phone use or computer is strictly prohibited. Also, complete privacy cannot be expected in communication that is stated or posted on social networking sites. Therefore, comments of a disruptive nature which contain inappropriate or offensive statements about school staff/personnel, school policies or rules, or school in general may be cause for disciplinary action at school. Also, inappropriate comments about other students that manifest themselves at school and comments that fall under the district harassment policy will be the basis for disciplinary action at school. **Posting, viewing, accessing, etc., social networking sites during school hours, whether by computer or electronic device, will result in revocation of computer and/or cell phone privilege at school, plus possible additional disciplinary action as deemed necessary by school administration.**

ATTENDANCE REGULATIONS

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

- A “tardy”, defined as arriving after the designated start time and missing less than or equal to 35% (thirty-five percent) of the school day; or
- An “absence”, defined as not being in attendance for either a half day (36% - 84% of the school day) or a full day (85% - 100% of the school day).

ATTENDANCE REGULATIONS CONT.

The truancy statutes classify three (3) unexcused absences as truant and six (6) unexcused absences as habitually truant. The 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 excused by legitimate request of parents or guardians will be accepted. All additional absences will be unexcused, except those prearranged with the principal or assistant principal, those resulting from illness so certified by a doctor or from a genuine emergency or other reason as allowed by school board policy. In order for an absence to be excused, student must present written verification from a parent, guardian, or health professional within a reasonable time, as determined by the principal, following the return to school after an absence. Students presenting false verification shall be subject to disciplinary action.

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 (0) 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.

MEDICAL EXCUSES ABOVE 10 DAYS

Livingston County Schools will excuse up to ten (10) days with doctor/medical excuse for the entire year. Any absences due to medical reason in excess of ten (10) days or medically excused tardies in excess of 5 times will require the presentation of the Livingston County Schools' Medical Excuse Form before the absence or tardy will be excused. The form will be available at each school, central office, and some medical facilities upon parent request.

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.

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 outlined 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 office.

EHOs (Educational Enhancement Days)

KRS 159.035 allows administrators to grant students up to ten (10) excused absences to pursue an extraordinary educational 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 desk.

CLASSROOM TARDY POLICY

A student is considered tardy if he/she is not in his/her assigned classroom seat when the tardy tone sounds. Students may be caught in the “tardy sweep” which occurs at the beginning of each class, or a teacher or administrator may assign a tardy when a student is “unswept”. 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:

First-Fourth tardy—warning
Fifth tardy—5 lunch detentions
10th tardy— A.C.

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.

PROCEDURES AT LCHS

CHECK-OUT POLICY

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 and faxes 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 driver's test, or see doctors. Leaving without following proper checkout procedure will be considered "skipping," and the consequences for leaving school without permission will apply.

STUDENT MEDICATION

If a student must take medication, either prescribed or over-the-counter, during school, the medication shall be turned in to the school clinic/nurse. If there is no nurse, medication must be turned in at the front office. A student's parent/guardian must bring only the amount of medication to be taken during school hours, and arrangements shall be made to take the medication under supervision. Prescription medication must be in its original container with the pharmacy label attached. Over-the-counter medication must be unopened and in its original container. Any unused medications must be picked up by parent/guardian at the end of the school year. For other procedures, please contact the school nurse or a school secretary.

Under procedures developed by the superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the student due to a pressing medical need, i. e., an asthma inhaler. **Please make the school clinic aware that a student has an inhaler.**

SCHOOL CLINIC

A new "consent to treat" form must be turned in each year to the school clinic. Without this completed form, a student cannot be seen in the clinic or treated by the school nurse. Consent forms can be found in the enrollment packet.

Students are not allowed to go to the clinic without obtaining a clinic permission slip from their teacher to do so. This includes between classes. After leaving the clinic, the student will return to the classroom with the slip signed by the nurse or report to the attendance office with his/her slip if being sent home. Only in an emergency should a student go to the clinic without a slip from his/her classroom teacher. **The nurse will not see a student without a clinic permission slip, unless it is an emergency.**

BUS NOTE

If a student must ride a bus other than the one that usually transports him/her, he/she will need to bring to school a note from his/her parent/guardian. Bus notes must be signed by the secretary in the front office. A student who needs a signature will need to bring the note to the office prior to the 7:50 a.m. bell or between classes. Students should not come to the office during instructional time to have a bus note signed. The student will present his/her signed note to the driver upon boarding the bus.

TEXTBOOKS

Students are expected to return textbooks issued to them in good condition, less normal term use. Fines will be imposed for damaged/lost books.

FINAL EXAMINATIONS

Final exams are mandated. If a student does not take a required final exam, a zero (0) will be recorded for that exam, and that grade will be computed with other class grades to determine the final grade. Finals cannot be taken early unless approval is given by administration. Finals count 20% of the students' final grade.

AUTOMOBILES AND PARKING

Driving a vehicle to and from the Livingston Central High School parking lot is a privilege, not a right. Only a licensed driver with registered and licensed vehicle will be allowed to drive to school. Parking is by permit only. Student parking is authorized by registering with the attendance office and properly displaying a current parking permit. Parking permits may be obtained from the attendance office with priority given to seniors and juniors. Students not receiving a parking permit may place their names on a waiting list. Students must park in their assigned numbered parking spot. Failure to do so will result in the loss of driving privileges and the potential of vehicle being towed at the owner's expense. **Parking lot checks will occur periodically, and students who do not have parking permits displayed in their vehicles will be fined \$10. All fines will be deposited in a Student Activity Fund.**

Parking Permits are issued between classes in the Attendance Office. A student must present a valid driver's license and license plate number, make/model of vehicle along with name and address on a registration form. A fee of \$10.00 will be charged. No parking permit will be issued without all information, and a student may not park in the parking lot until a parking permit is purchased. **Unauthorized parking or parking in an unusual manner (sideways, not between the lines, etc.) may result in disciplinary action and the student's vehicle being towed at his expense.** Students must park in his/her assigned parking space at the side of the gymnasium. Parking on the grass, teacher/staff parking, or in restricted areas is forbidden. Students are not permitted to loiter in the parking lot or sit in cars. An office referral for unsafe driving in the parking lot may revoke a student's driving privilege. Students may not leave the school building during the school day to go to the parking lot or to their vehicles without permission from an administrator.

SCHOOL ORGANIZATIONS

Students are encouraged to participate in the various clubs, teams, and organizations of the school. However, any student who fails to meet his responsibilities or is found in violation of school policies may be removed from any organization, activity, team or office he holds. Students involved in extracurricular activities are expected to be exemplary citizens and representatives of Livingston Central High School.

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 and be approved by an administrator. Remember, a student will be responsible for his/her guest's actions.
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. Use 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 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 a 2.0 may not have any Fs on their report card.

WAITING FOR THE BUS

All first bus riders will be released to go to their buses when the first dismissal bell rings. Second or later bus riders will wait in their designated area. All school rules apply during this time.

DETENTION

Lunch detention will be held for tardies and minor offenses of the discipline code as deemed appropriate by the faculty and administrative staff. When a teacher must assign a detention, he or she will submit the information to the attendance secretary. The attendance secretary or assistant principal will schedule the detention. Students who are assigned lunch detention will report to the designated lunch detention room when his class goes to lunch. The lunch detention supervisor will take those serving detention to the lunch line to get their trays, and then they will return to the lunch detention room. Those who do not serve their assigned detentions or choose not to follow the rules of lunch detention will be assigned more detention days, AC, or suspension, as determined by an administrator.

ALTERNATIVE CLASSROOM

In School Detention (A.C.) is a very structured, controlled classroom that takes the place of a regular class in the event the student chooses to ignore the Guidelines for Success, School-Wide Discipline Plan, and other school policies. A.C. is a privilege that is granted to a student—rather than having suspension for his/her actions and receiving zeros in his classes, he/she is allowed to serve A.C. and continue to complete his/her class work. A.C. will be conducted by one supervisor, and other classroom teachers are assigned various periods to visit A.C. to help students throughout the day.

The rules and expectations of A.C. will be carefully explained to all students assigned. Students are expected to adjust to AC with a minimum of difficulty. Failure to abide by A.C. expectations and rules may result in any of the following: suspension, New Beginnings, court petition, or recommendation for expulsion. All electronic devices will be taken by the alternative classroom supervisor or an administrator upon students' arrival to the classroom. These items will be returned to students at the end of the school day. The supervisor or an administrator may also take all coats, backpacks, bags, etc., to be secured until the end of the day. **Students may be searched and all improper items will be confiscated** (including but not limited to drinks, food, cell phones, and electronic devices). **A student who is serving AC may not participate in or attend extra-curricular activities (i.e. athletic events, school dances, after-school programs, etc.).** If the activity or event occurs during a weekend, and a student finishes his assigned number of days on the Friday before the activity or event, he may participate.

SUSPENSION

A student who has been in violation of school expectations, committed serious offenses, violated local, state, or federal laws may be suspended from school. The length of the suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified in writing or in person of the action taken. A suspended student may not loiter or appear on school property or at any school-sponsored event or activity. A grade of zero will be given for the classes missed while suspended. A student will have to agree to a more satisfactory level of conduct before being admitted back to school.

EXPULSION

A student may be referred to the board of education for a hearing on expulsion. Committing a particularly grave offense, use of drugs or alcohol at school or school events, accumulating multiple suspensions or AC placements, or failure to adjust to school rules are all possible reasons for referral to the board for expulsion or placement in New Beginnings.

NEW BEGINNINGS

New Beginnings is a program designed to provide a structured learning environment for students who have exhibited unacceptable behavior in the regular classroom. Staff will ensure that a safe learning environment that fosters the educational process will be maintained. It is the goal of the program to not only help students improve and maintain academic progress, but also to prepare them for successful re-entry into the regular classroom by teaching them proper social, anger management, and coping skills. Students may be assigned to the program by the superintendent, principal, or assistant principal. **All electronic devices must be given to the New Beginnings instructor upon the arrival to the classroom. Students may be searched and all improper items will be confiscated (including but not limited to drinks, food, cell phones and electronic devices).** The supervisor or an administrator may also take all coats, backpacks, bags, etc., to be secured until the end of the day. Students who are assigned to New Beginnings will be told of the expectations and rules of the program, and these rules will be strictly enforced. Failure to abide by the rules and expectations of New Beginnings may result in suspension, court petition, or recommendation for expulsion. **Students in New Beginnings are NOT allowed to attend or participate in any extracurricular activities, such as teams, clubs, ballgames, dances, the prom, etc.**

FIELD TRIPS/AFTER SCHOOL/SUMMER PROGRAMS

(District Code of Conduct, page 6)

Student educational trips that are arranged by school staff and approved by the principal will be considered an extension of the regular classroom work and an integral part of the educational program. All such trips will be arranged and conducted according to SBDM/board policies and procedures. While on a school-sponsored field trip or while participating in any after school or summer program, as well as all extra-curricular activities, students will be held to the same rules or standards of conduct and discipline as they are during the regular school day. Infractions by students while participating in any of these activities may result in disciplinary action at school, as well as possible suspension from future participation in these activities.

AUTHORITY OF FACULTY AND STAFF

All faculty and staff members of this school should be respected and have authority over the students in this school. This authority extends to time within this school, on the way to and from school, and during all school sponsored events, whether in the school building or at another school. Substitute teachers have the same authority as regular teachers, and disrespect or lack of cooperation with substitute teachers will result in strong disciplinary action. Secretaries, cafeteria workers, custodians, or aids will be treated with respect and courtesy. Any lack of cooperation from students will result in strong disciplinary measures.

VISITORS

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 with a school secretary and must display a visitor's pass 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 the 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.

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 area until directed by administration.

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 actions 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.

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.

COURSE CHANGES

Students should make every effort to correct any errors in schedules before the school term actually begins. No course changes can be made to a student's schedule after the current school year ends without special permission from the administrative staff and guidance counselor with consultation with the teachers involved. Course changes will be made only because of scheduling errors or inappropriate placement; no other reasons will be accepted.

GRADES

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 their students' progress at any time with Infinite Campus Parent Portal.

Formative assessments (i.e. daily work) will count as 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.

The grade scale will be as follows:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = Below 60

I = Incomplete

The Honor Roll for each grading period equals a GPA of 3.5 or better on a 4.0 scale.

COOPERATIVE EDUCATION

The following are the regulations for any senior who would like to participate in the Cooperative Education opportunity.

1. Seniors must have a cumulative 2.5 GPA or above.
2. Legitimate work/volunteer experience will be approved by the principal, guidance counselor, and/or the co-op teacher. The work experience must be **directly** related to the student's Individual Learning Plan. The student must be working toward completing a related Career Major (4 courses in an area). Interviews may be requested and the committee has authority to refuse any student or experience deemed not beneficial to post-secondary enhancement.
3. Students must complete all assignments required by the co-op teacher. The teacher will decide upon these assignments. Failure to complete assignments may result in dismissal from the program.
4. It is not best practice to work for family members. Family members include parents, brothers, sisters, aunts, uncles, and cousins.
5. Students will have a job by September 15 or placed into a regular on-campus course. Students will meet four weeks to be trained in applicable laws and regulations before starting the co-op experience. A job must be held a minimum of 9 weeks in each semester in order to receive credit.
6. Students found not reporting to their assigned location will be required to appear before the Career Exploration Committee and may be removed from the program immediately.
7. A semester grade of "C" or above must be attained in order to remain in the program the following semester.
8. Students shall provide a driver's license and insurance to leave campus for work. No student shall ride with any other student unless there is written permission from parents/guardians of both parties requesting that this exception be made. Students must leave campus for work and not return.
9. Students must have an acceptable discipline record and a good attendance record. If placed in New Beginnings, course work will be done instead of reporting to work during school hours.
10. Those students wishing to co-op must have approval from the guidance counselor that all graduation requirements will be met if the student participates in the program.

COOPERATIVE EDUCATION CONT.

9. Students must have an acceptable discipline record and a good attendance record. If placed in New Beginnings, employer will be contacted.
10. Those students wishing to co-op must have approval from the guidance counselor that all graduation requirements will be met if the student participates in the program.
11. Students must submit bi-weekly signed time sheets and/or paystubs and monthly employer evaluations. Students will be visited on-site a minimum of 8 times a semester by the co-op coordinator.
12. Students will be considered on an individual basis if basic co-op guidelines are not met for acceptance by the Career Exploration Committee.
13. Only 3 class periods may be used for COOP schedules.
13. Students signing out for COOP must come into the Attendance Office in a quiet, mannerly fashion to sign out. **COOP students must leave the building once signed out for work.**

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.

ATHLETICS

Livingston Central encourages its students to participate in athletic activities as much as possible. We believe that athletics teach teamwork, perseverance, and 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. Extra-Curricular Policy will be followed.
4. Grade checks will occur on Fridays.

GRADUATION

Students must earn 25 credits to be eligible for graduation. In order to participate in graduation exercises, a student must have completed all required courses and credits as well as state required assessments, or a non-diploma program. Only those students who have met graduation requirements will be allowed to participate in graduation in the spring. Seniors who complete their work during the following summer may receive diplomas in July but may not participate in graduation before those requirements are met. Any and all outstanding fees and charges should be paid.

PROMOTION REQUIREMENTS*

Sophomore-6 credits **Junior**-13 credits **Senior**-19 credits

*A student's designated grade level at the beginning of the school year is for the entire school year.

NONDISCRIMINATION POLICY

Students, their parents, employees, and potential employees of the Livingston County Board of Education shall not be discriminated against on the basis 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, PO Box 219, Smithland, KY 42081, 270-928-2111.

SELECTION OF HOMECOMING QUEEN AND COURT

The selection process will begin as near as four weeks prior to the scheduled date of the homecoming game as practically possible. One senior nomination for queen will be taken from the girls' varsity basketball players, one from the boys' varsity basketball players, one from the cheerleaders, along with one nomination from each club. The list of nominees will be compiled by the athletic director and designated teacher. The nominees will be presented on a ballot to the entire student body for a vote. Each student will vote for one candidate for Homecoming Queen, with the ballots being tabulated by the athletic director and the designated teacher. The nominees receiving the most votes will be selected as the Homecoming Queen candidates (no more than 10). The girl receiving the most votes from the student body will be the Queen.

A nomination from the above will also be taken for a junior, sophomore, and freshmen representative. The list of nominees will be compiled by the athletic director and designated teacher. The 5 candidates with the top votes for each grade will be presented on a ballot to their grade level for a vote. Each student will vote for one candidate for grade level representative, with the ballots being tabulated by the athletic director and the designated teacher. The girl receiving the most will be the class representative.

All queen candidates and selected grade level representatives will be on the floor for the ceremony, and varsity boys' basketball players in grades 9-12 will escort them. High school athletes in grades 9-12 on the girls' and boys' basketball team (including the freshman, junior varsity and varsity players) as well as team managers and cheerleaders will be introduced during the ceremony or printed on the program, if time does not allow for verbal introduction. The principal, assistant principal and athletic director will have the final authority on all matters involving homecoming activities.

INTERNET ACCEPTABLE USAGE POLICY

All parents are sent a copy of the Internet Acceptable Usage Policy to read and sign. No student will be allowed computer access until this document is signed and returned to the assistant principal's office. Students who violate the AUP may be denied computer access having an adverse effect on course completion/credit.

ANTI- HARASSMENT POLICY

Harassment is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment due to an individual's race, color, national origin, age, religion, marital status, political beliefs, gender, or disability is prohibited. Employees who engage in harassment of another employee or a student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action including but not limited to termination of employment. Students who engage in harassment of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action, including but not limited to suspension or expulsion.

STUDENT GRIEVANCE PROCEDURE

Students who feel that they have been discriminated against; sexually harassed by students or employees; denied reasonable accommodations, and/or denied an opportunity to enroll in vocational programs, participate in activities, and/or employment because of their race, color, national origin, sex, disability, age, religion, or marital status have the right to file an informal and/or a formal complaint as follows:

STUDENT GRIEVANCE PROCEDURE

Conditions:

1. All grievances are individual in nature and are processed confidentially.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two representatives.
4. All attendant records shall be filed in the office of the principal and/or superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three years.
5. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

Time Limits:

1. Days referred to in the grievance initiation form shall be school days.
2. The time limits stated in various sections of these procedures may be extended by mutual consent of the Livingston County Board, its authorized agents, and the grievant.
3. If no extension occurs and the grievant does not file an appeal to the next level within ten school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.
4. Students have 180 days from the occurrence of the alleged Title IX violation to file with the OCR Eastern Division in Philadelphia, PA, and 60 days from the conclusion of the local grievance procedure to file with OCR.

Principal's/School Council's Involvement:

1. When appropriate, the grievant shall give his/her communication directly to the principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal.
2. The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

Superintendent's/Designee's Involvement:

1. When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Principal.

GRIEVANCE REPORTING PROCEDURES:

Any student or parent/guardian who wishes to express an educational concern or grievance shall observe the following order of appeal:

Teacher
Principal
School Based Council, where appropriate
Superintendent
Board

The order of appeal shall not be construed to mean that students or employees are not free to confer with the Superintendent or Board whenever they so wish. The Livingston County School District encourages the reporting party or complainant to use the report form available, but oral reports shall be considered complaints as well. Information on filing a formal complaint or grievance and Grievance Initiation Forms are available at each school and at the Central Office.

A recipient may not retaliate against any person who has made a complaint, testified, assisted or participated in any manner in an investigation or proceeding.

OCR CONTACT INFORMATION:

Office of Civil Rights-Philadelphia Office
U.S. Department of Education-Wanamaker Building
Suite 515 100 Penn Square East
Philadelphia, PA 19107
Telephone: 215-656-8541
FAX: 215-656-8605; TDD: 215-656-8604
Email: OCR_Philadelphia@ed.gov



The Individual Learning Plans or ILPs for Kentucky's 6th grade through 12th 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:

- Exploring careers beginning in the 6th 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 services experiences, work experiences, career-planning activities, and extra-curricular and organization activities
- Exploring colleges and postsecondary opportunities that match their career, postsecondary and life goals
- Connecting to the KHEAA.org (Kentucky Higher Education Assistance Authority) Web site 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 know their strengths, enhance their skills, and discover a career they love. You can check it out at tassel.com



YOU OUGHT TO KNOW...

CHANGE OF ADDRESS/ PHONE NUMBER

The Attendance Secretary should be informed immediately of a student's new address or telephone number, so school communications can reach the student promptly and the student information systems administrator may have the most up to date information. Tammy Dunning Phone 270-928-2065

GRADE CLASSIFICATION

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

Classification	Credits
Freshmen	< 6
Sophomore	6
Junior	13
Senior	19

Students earn letter grades each nine weeks based on this scale:

NUMBER GRADE	LETTER GRADE	QUALITY POINT
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
59 >	F	0

WEIGHTED GRADING SCALE FOR LCHS AP WITH QUALITY POINTS

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.

GRADE REPORTING

Students will receive printed progress reports in the middle of each quarter. Report cards at the end of each quarter/semester will NOT be printed by the school, but will be available on the Parent Portal and Student Portal of Infinite Campus. Instructions for accessing Infinite Campus are on page 24 of this Curriculum Guide.

HONOR ROLL

After grades are posted each nine weeks, students with a 3.5 GPA or better will be named to the honor roll.

HONORS COURSES

Incoming freshmen wishing to take Honors Geometry will be required to demonstrate competencies using the EOC for the placement in Honors Geometry in lieu of Algebra I.

ADVANCED PLACEMENT

Weighted grades are awarded for the first ten AP 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 four or five on their AP exam(s) may have his or her grade for that course for both semesters replaced with an A. This change will have no effect on class rank of graduating seniors, and updated transcripts will only be mailed to universities at the specific request of the student.

Students who sign up for Advanced Placement 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 CLASSES

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

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 university is the sole responsibility of the student. See a counselor for more information.

ATHLETIC ELIGIBILITY

To participate on a sports team, a student must be on grade level. In addition, a student with a GPA of 2.0 or above can have 1 F. A student with a GPA below 2.0 cannot have any Fs. Grades are checked weekly. See full policy.

<u>GRADE LEVEL</u>	<u>CREDITS</u>
10TH GRADE	6 EARNED
11TH GRADE	12 EARNED
12TH GRADE	19 EARNED

SCHEDULE CHANGES

Once classes are scheduled, it is difficult to change because many of the classes have maximum enrollment. After final course selections have been made, changes may be considered only if the student:

- ◆ Has failed a required course. Is not enrolled in a course required for graduation.
- ◆ Demonstrates poor achievement in a pre-requisite course and is advised by both the teacher and the counselor to change the class.
- ◆ Schedule changes will NOT be made because a student dislikes a particular class, its requirements, or certain teachers. English and math courses may be determined by assessment scores.

Enrollment in particular courses will be determined by teacher recommendation, standardized test scores, grades, and guardian consultation on an individual basis. Careful thought should be given by both parents and students when choosing classes in the spring for the following year.



THE GOAL: YOUR DIPLOMA

Student's Responsibility

Although an academic adviser, guidance counselor, and administration provide forms for assistance, it is the student's responsibility to ensure that he or she has all of the required credits for graduation. If a student repeats a course for which he or she already has credit, a second credit will not be awarded.

It is important that students work to the best of their ability as outlined in the student-parent/guardian-Teacher-Principal learning compact. At Livingston Central High School, we believe in shared responsibility among students, parents, teachers, and principals. We believe that students can do



their best through teamwork among students, families, educators, administrators, and community members.

Testing Requirements

To receive a LCHS diploma, a student must participate and demonstrate a good faith effort on state-mandated tests.



Commencement Exercises

(See general graduation rules on webpage for more information)

Graduation is held following the last attendance day for students.

By definition and tradition, graduation is a semi-formal affair. It is the culmination of thirteen years of achievement; therefore, it is an important symbol of success. Consequently, there are certain rules that apply given the importance of the occasion.

To participate in commencement exercises, seniors must:

- ◆ Meet all requirements for graduation.
- ◆ Have on file by May 15 any grades from credit recovery or online courses.
- ◆ Order a cap and gown at the time designated by the administration.
- ◆ Have paid all fines fees, etc., and completed all disciplinary assignments.
- ◆ Pay graduation fee.

The No pass/ No Drive law (KRS 159.051)

States that a student can be denied his or her driver's license or have his or her license revoked for 1)academic deficiency or 2) dropping out of school as a result of unexcused absences. A student shall be considered academically deficient when he or she has not received passing grades in at least five courses, or the equivalent of five courses. If a sixteen or seventeen year old student (with a driver's permit or license) accumulates nine or more unexcused absences, the school will report the student as noncompliant and the state will REVOKE ALL DRIVING PRIVILEGES.

“Intelligence plus character—that is the goal of true education.”
—Martin Luther King Jr



Graduating Year	Min. Number of Credits	English-Language Arts	Social Studies	Mathematics	Science	Other Credits	Other Requirements
Students graduating 2023-2024 and after (Current Sophomores and Freshmen)	State-22 LCHS 25	4 credits: *English I *English II *2 other personalized credits covering the remaining required KAS for Reading and Writing	3 credits aligned with the ILP and covering the KAS for Social Studies	4 credits: *Algebra I *Geometry *2 other personalized credits covering the remaining required KAS for Mathematics	3 credits aligned with ILP and covering the KAS for Science	1/2 credit: Health 1/2 credit: PE (one of which shall provide CPR training) 1 credit: Visual/Performing Arts aligned with ILP and covering the KAS for Visual and Performing Arts	*Civics test * competency in technology *Financial Lit Program *6 elective credits (state) *9 elective credits (LCHS)
Students graduating 22-23 (Current Juniors)	State-22 LCHS 25	4 credits: *English I *English II *2 other personalized credits covering the remaining required KAS for Reading and Writing	3 credits aligned with the ILP and covering the KAS for Social Studies	4 credits: *Algebra I *Geometry *2 other personalized credits covering the remaining required KAS for Mathematics	3 credits aligned with ILP and covering the KAS for Science	1/2 credit: Health 1/2 credit: PE (one of which shall provide CPR training) 1 credit: Visual/Performing Arts aligned with ILP and covering the KAS for Visual and Performing Arts	*Civics test * competency in technology *6 elective credits (state) *9 elective credits (LCHS)
Student graduating 21-22 and prior (Current Seniors)	State-22 LCHS 25	4 credits: *English I *English II *English III *English IV *An English course or equivalent must be taken each year of high school.	3 credits aligned with the ILP and covering the KAS for Social Studies	3 credits: *Algebra I *Geometry *Algebra II *One math course or equivalent must be taken each year of high school.	3 credits aligned with ILP and covering the KAS for Science	1/2 credit: Health 1/2 credit: PE 1 credit: Visual/Performing Arts aligned with ILP and covering the KAS for Visual and Performing Arts	*Civics test *competency in technology; *7 elective credits (state) *10 elective credits (LCHS)

Success doesn't come to you, you go to it.

—Marva Collins

LCHS GRADUATION REQUIREMENTS

CHECKLIST

ACT BENCH- MARKS FOR TRANSITION READY

English: 18 ACT

Math: 19 ACT

Reading: 20 ACT

ATHLETIC ELIGI- BILITY/ GRADE LEVEL

10th: 6 earned

11th: 12 earned

12th: 19 earned

♦ **Students must
pass U.S. Civics
test with a 60 or
higher.**

English (4 credits)

- 1.
- 2.
- 3.
- 4.

Math: (4 credits)

- 1.
- 2.
- 3.
- 4.

Social Studies (3 credits)

- 1.
- 2.
- 3.

Arts & Humanities (1 credit)

- 1.

Science (3 credits)

- 1.
- 2.
- 3.

Career Pathway for transition readiness (4 credits)

- 1.
- 2.
- 3.
- 4.

Course for "Completion" status (optional)

KOSSA or Industry Cert

Health (.5 credit)

P.E. (.5 credit)

Livingston County College Career Readiness (2 credits) (Technology and Personal Finance Competency)

1. Freshman Academy (0.5 credit)
2. CCR- (0.5 credit)
3. Pathways to Careers (0.5 credit)
4. Pathways to Careers/Senior Capstone (0.5 credit)

Electives (3 credits)

Total Credits Required for Graduation: 25



CAREER PATHWAYS AT LCHS



MARKETING

- Marketing Principles
- Marketing Applications
- Travel & Tourism
- Financial Literacy
- Marketing Co-op

ADMINISTRATIVE SUPPORT

- Digital Literacy
- Financial Literacy
- Office Admin/ADV Comp
- Medical Terminology
- Microsoft Office Specialist
- Business Co-op

HOSPITALITY, TRAVEL, TOURISM & RECREATION

- Marketing Principles
- Marketing Applications
- Travel & Tourism
- AND ONE OF THESE
- FACS Essentials
- Food & Nutrition
- Business/MKT Co-op
- Food Science Co-op

PATC PATHWAYS

- Welding
- Auto Body Repair
- Auto Collision Repair

ANIMAL SCIENCE

- Principles of Ag
- Animal Science*
- Agriscience
- DC Animal Science
- Animal Tech
- Equine Science
- Vet Science
- Ag Employability
- Ag Co-op

AG POWER

- Principles of Ag
- Agriscience
- Ag Construction
- Small Power
- Ag Structures/Welding
- Ag Employability
- Ag Co-op

HORTICULTURE

- Principles of Ag
- Agriscience
- Intro to Greenhouse
- Greenhouse
- DC Plant Science
- Agribusiness/Farm Management
- Ag Employability
- Ag Sales & Marketing
- Ag Co-op

RESIDENTIAL

CARPENTER

ASSISTANT

- Intro Cons Tech
- Floor/Wall Framing
- Ceiling/Roof Framing*
- Exterior/Interior Finish

EARLY CHILDHOOD EDUCATION

- FACS Essentials
- Early Life Development
- Child Services I*
- Child Services II
- Parenting
- Principles of Reaching (PALS)
- Early Childhood Education Co-op

CONSUMER & FAMILY SERVICES

- FACS Essentials
- Relationships
- Foods & Nutrition*
- Money Skills
- Parenting
- Consumer/Family Service Co-op

ALLIED HEALTH

- Medical Terminology
- Emergency Procedures
- Principles of Health Science
- Body Structures & Functions
- Allied Health Core Skills
- Allied Health Internship

WHAT ARE THE 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, business and employers.



Each career pathway offers opportunities through CTE End of Program assessments or industry certification to become Career Ready.

Three courses are needed to become Career Ready.

Four courses are needed for Pathway Completion Status.

*Capstone course which is recommended for successful CTE End of Program assessment and/or industry certification.

Post Secondary Readiness

College Ready

Meet ACT benchmarks in the following:

English-18 OR Reading—20

AND

Math-19

Career Ready

Meet benchmarks in one of the following:

Career-Ready, Technical

CTE End of Program

Assessment

Or

Industry Certificate

College and Career Ready

College— Ready

**Academic
ACT Score**

Career— Ready

**Technical
CTE End of Program Assessment OR
Industry Certificate**

ACT test dates 2021-2022

Test Date	Deadline	Late Deadline	Scores First Available
June 12, 2021	May 7, 2021	May 21, 2021	June 22-August 6, 2021
July 17, 2021*	June 18, 2021	June 25, 2021	July 27-September 10, 2021
September 11, 2021	August 6, 2021	August 20, 2021	September 27-November 5, 2021
October 23, 2021	September 17, 2021	October 1, 2021	November 9-December 30, 2021
December 11, 2021	November 5, 2021	November 19, 2021	December 21, 2021-February 4, 2022
February 12, 2022	January 7, 2022	January 21, 2022	February 25-April 7, 2022
April 2, 2022	February 25, 2022	March 11, 2022	April 12-June 23, 2022
June 11, 2022	May 6, 2022	May 20, 2022	June 21-August 5, 2022
July 16, 2022*	June 17, 2022	June 24, 2022	July 26-September 9, 2022



Kentucky Educational 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) test scores. Home school and GED graduates may earn awards based on their ACT scores.

KEES Base Award Amounts

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 for each year of college. Amounts may change based on available funds.

GPA	Amount	ACT Score	Bonus
2.50	\$125	15	\$36
2.60	150	16	71
2.70	175	17	107
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		
3.75	437		
3.80	450		
3.90	475		
4.00	500		

Advanced Placement	Supplemental
3	\$200
4	\$250
5	\$300

For more details on the KEES program, please visit the KHEAA website:

www.kheaa.com

All students with a 3.5 GPA will be honor graduates, regardless of the level of the course.



REQUIREMENTS FOR HIGHEST HONORS

To be the valedictorian or salutatorian, students must be in good standing in the areas of academics, behavior and attendance. See Student handbook for details.

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

HOW TO GRADUATE WITH HONORS

⇒ MAINTAIN A 3.5 GPA

⇒ ABIDE BY THE STUDENT CODE OF CONDUCT

THE GPA is calculated on a 4.0 scale. However, as an incentive to encourage students to take the most rigorous class offerings, up to ten Advanced Placement courses will be weighted on a higher scale, with an “A” counting as five points FOR THE PURPOSE OF **KEES CALCULATION ONLY!**

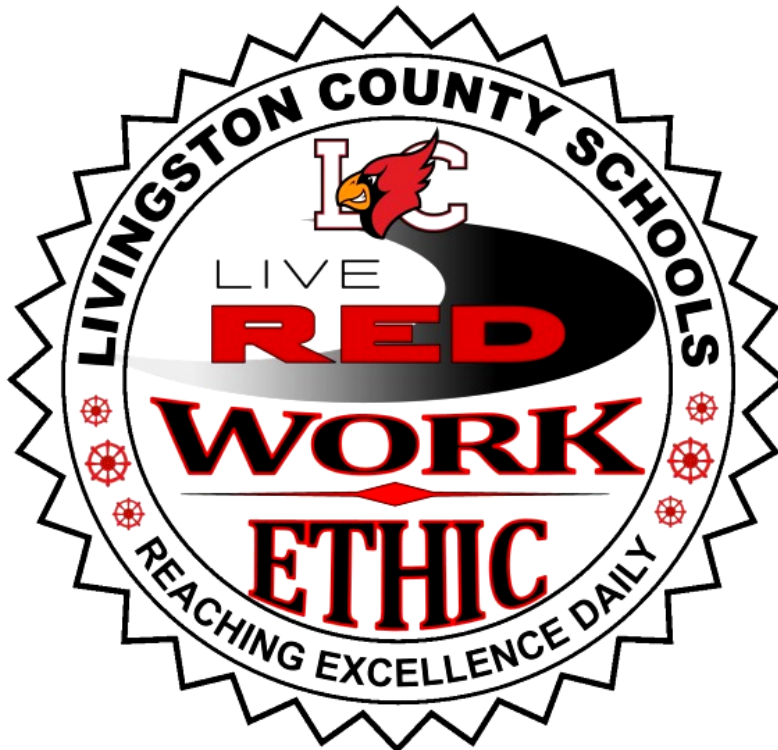
Required courses for the highest honors:

Honors students
GRADUATE
AND change the
WORLD

“We may live in an age of instant messaging, instant gratification and Instagram, but there is no way to short circuit the path to success.” —Tory Burch

SUBJECT	9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE
ENGLISH	*Honors Eng. 1	*Honors Eng. 2	*Honors Eng. 3 or *AP English 3	*Honors Eng. 4 or *AP English 4 or *Dual Credit English
SCIENCE	Earth Space Science	*Honors Biology or Forensics	Chemistry Anatomy	
MATH	*Honors Algebra I or *Honors Geometry	*Honors Geometry or *Algebra II Honors	*Algebra II Honors or *Pre-Calculus	*Pre- Calculus Or *College Algebra or *AP Calculus (Approval)
SOCIAL STUDIES	AP Geography	World Studies	AP U.S. History *Civics Exam EOC	AP Government

2021-2022 Seniors require 7 honors classes and 2 foreign languages. Students graduating 2022 and after have to have 4 honors classes in each content area.



Overview

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.

Students earning the *Livingston County Work Ethic Seal* will have an advantage when seeking future employment. Likewise, both existing and potential employers will also be able to easily identify a pool of employees and students with a successful work ethic.

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 extra-curricular 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 or 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

is 97% or above during his or 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 or her senior year:

organized team sport/club

extra-curricular program

part-time job

community service (30 hrs. min.)

leadership activity

Earn a “Soft Skills Certificate” from the high school which includes instruction on:

attitude, ethics, careers, attendance and punctuality, communication, critical thinking, teamwork, leadership, credentialing and resume development.

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

“My wish for you is that this life becomes all that you want it to. Your dreams stay big, your worries stay small and that you never need to carry more than you can hold.”– Rascal Flatts



**“YOUR LIFE
DOES NOT GET BETTER
BY CHANCE, IT GETS
BETTER BY CHANGE.”**

- JIM ROHN

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 Scholarship (KEES) award equivalent to completing high school in four years.

For more information:
<https://education.ky.gov/educational/AL/earlygrad>

ALTERNATIVE EDUCATION PROGRAMS: OPEN CAMPUS

Open Campus is the LCHS Performance-Based Credit Program

Performance-based credits refer to credits earned by a student outside of the traditional structure of a 120-hour instructional course.

In order to award such credits, districts must establish a policy for a performance-based system/ program. This program is designed for students who are not meeting academic

benchmarks toward a traditional graduation diploma. Students and parents interested must be in their 4th year and eighteen years of age.

“You may have a fresh start any moment you choose, for this thing that we call 'failure' is not the falling down, but the staying down.”

~Mary Pickford

REQUIRED TESTING

9th Grade: Civics Exam (Graduation requirement, must pass with a score of 60 or higher)

10th Grade: KPREP Reading & Math, College Admissions Examination (ACT)
[if administered can be used for post-secondary readiness]

11th Grade: KPREP Science, On-Demand Writing, & Social Studies, College Admission Examination (ACT)

12th Grade: Senior Capstone Digital Portfolio

PARENT PORTAL TO INFINITE CAMPUS

USING THE ACTIVATION KEY TO CREATE USERNAMES AND PASSWORDS

Infinite Campus has just released a new mobile application for Parent/Student Portal called Campus Mobile Portal. This app is free and is available from the App Store.

To take advantage of this new way to access Infinite Campus Portal for Parents and Students you must do the following:

Have an existing Campus Portal account as a parent or student with a username and password.

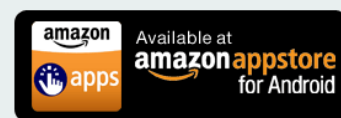
- Download the Infinite Campus Mobile Portal app from the App Store.
- Launch the app and enter our District Code: ZKWDPG
- Enter your Campus Portal username and password.
- Select Go/Sign In

If you need help with Infinite Campus please send an e-mail to:

nora.cherry@livingston.kyschools.us



TESTING



Cooperative Education— CO-OP_{ING}

705 KAR 4:041 WORK-BASED LEARNING PROGRAM STANDARDS

What is Cooperative Education?

Cooperative Education is a paid educational program consisting of in-school instruction combined with program related on-the-job work experience in a business, industrial establishment or farming environment. These are planned experiences supervised by the school and the employer to ensure that each phase contributes to the students' Individual Learning Plan (ILP).



Why Cooperative Education Matters

Cooperative Education gives students an opportunity to test skills learned in the classroom, and to expand their knowledge through related work experience. This experience provides students with a chance to practice the latest theories and approaches in their particular discipline.

COOPERATIVE EDUCATION PROGRAM

- *Students will develop a greater understanding of their academic and career interest*
- *Students will develop interpersonal and professional skills that allow for successful work-force transition*
- *Students will improve their ability to work with others*

Student Athletes

Extracurricular Activities supplement and support the academic mission of the Livingston Central High School and assist students in their growth and development. Students assist in promoting the importance of teamwork, effort, goals, leadership, humility, and commitment. Extracurricular Activities can be highly competitive, but winning

is not the primary measure of success. Sportsmanship, respect for participants, and dignity in the face of adversity are more important than the outcome of the contest. All students do not perform at the same level, but all can demonstrate effort, dedication, and fair play.



HIGH SCHOOL TIMELINE

GRADE 9

Plan

- Start planning now! Take the right courses and earn the best grades you can.
- Ask your counselor for a list of your high school's NCAA core courses to make sure you take the right classes. Or, find your high school's list of NCAA core courses at eligibilitycenter.org/courselist.

GRADE 10

Register

- Register for a Certification Account or Profile Page with the NCAA Eligibility Center at eligibilitycenter.org.
- If you fall behind on courses, don't take shortcuts to catch up. Ask your counselor for help with finding approved courses or programs you can take.

GRADE 11

Study

- Check with your counselor to make sure you are on track to graduate on time.
- Take the ACT or SAT, and make sure we get your scores by using code **9999**.
- At the end of the year, ask your counselor to upload your official transcript.

GRADE 12

Graduate

- Take the ACT or SAT again, if necessary, and make sure we get your scores by using code **9999**.
- Request your final amateurism certification after April 1.
- After you graduate, ask your counselor to upload your final official transcript with proof of graduation.



College Sports

The advantages of competing in college sports are both immediate and lifelong. Participating in college sports provides opportunities to learn, compete and succeed. Student-athletes receive top-notch academic support, quality medical care and regular access to outstanding coaching, facilities and equipment. Student-athletes as a group graduate at higher rates than their peers in the general student body and feel better prepared for life after college.

College-bound student-athletes preparing to enroll in a Division I or Division II school need to register with the NCAA Eligibility Center to ensure they have met amateurism standards and are academically prepared for college coursework.

Are you ready to play college sports?

FREQUENTLY ASKED QUESTIONS

Successful High School Students Do These 10 Things

Success in high school isn't easy to quantify. Is it earning a 4.0 GPA? Getting elected class president? Simply being happy and generally successful? Success might look different for every student, but the tools for achieving it are generally the same.

In this post, we outline ten things that successful high school students do to maximize their learning opportunities and prepare for the future. Doing these ten things will not only help you to become a successful high school student, but a successful college student as well. Lay the foundation now for the mindset and work habits necessary in college and you'll not only optimize your high school years but also hit the ground running when you graduate.

Want to learn what many successful high school students already know? Check out these ten things successful high school students do.

1. Set Short-Term and Long-Term Goals

Goal setting is a skill that develops over time. In fact, it can even be described as an art. To become a successful goal setter, you'll need to get to know your own work habits and motivators. Setting unrealistic goals gets discouraging quickly.

Instead, set realistic long-term goals and work backwards from those to set smaller short-term goals to act as stepping stones. Then, make a plan to achieve these goals. Break your work down into manageable chunks and find a way to hold yourself accountable. Sometimes it can even help to coordinate with a group of peers so that you can help to hold one another accountable too.

For example, if you want to self-study for the Human Geography AP exam, you should set some smaller goals to help prepare for it. By setting a deadline for ordering study books, joining online study programs, and completing tutorials, you break the big task down into smaller, more manageable pieces.

2. Master Time Management

In order to optimize your performance across multiple aspects of your life, you'll need to develop strong time management skills. This means making and sticking to study schedules, developing systems of organization that work well for you, and learning the art of multitasking.

3. Select a Balanced Course Load

Many students struggle with finding balance. If you commit to the most challenging track of classes and then load up on uber-challenging electives on top of it, you might overextend yourself, and your grades could suffer. On the other hand, if you don't take on a course load that is challenging enough, you might feel bored, or find yourself with limited options when it comes time to apply to colleges.

Early in your high school career, try to identify the right balance in course load for you. Freshman year is a great time to experiment with different levels of challenge and different subjects to figure out what works best for you personally. Try to take the most challenging level of core subjects that won't overwhelm you and then balance it out by selecting electives that truly interest you.

4. Be Active Outside the Classroom

Successful high school students don't disappear outside the walls of their classroom. They are also engaged members of their community. Get involved with issues that impact your student experience. Educate yourself about the issues facing your community and learn to use your voice productively so that people will listen to your ideas. Successful high school students are ones that are capable of speaking up and effecting change in a positive way.

5. Participate in Class

You might think that this one goes without saying, but many students seem to think that if they study and achieve high grades, their participation will be a secondary factor. Successful students know, though, that class participation is a means towards the end. Students who participate in class are more engaged in their learning and are better able to encode information in



In addition, participating in class shows your teachers that you're listening and thinking about the material that's being presented. Teachers are more likely to think of you as a dedicated student when you participate regularly in class discussions.

6. Take Good Care of Yourself



Sometimes, when you are committed to being a strong student, a dedicated participant in outside activities, and a model of effective prep for standardized tests, you might forget that you also need to be committed to yourself.

Getting enough sleep, eating well, and taking good mental care of yourself are all necessary to success. When any one of these fall by the wayside, you are unable to perform at the peak of your ability no matter how prepared you are otherwise. Put yourself first to

ensure that you're capable of following through on the rest of your commitments.

7. Find Your Passions

High school isn't just a time to prove your intellect and capability of tackling college level work. You should also think of it as a unique opportunity to figure out what makes you tick. Students who can identify their passions and pursue them are more engaged and motivated to succeed. Experiment with different extracurricular activities and pursue the activities that truly interest and fascinate you. You can't fake passion and your authentic motivation to pursue these activities will shine through and could even lead to a future college major or career.

8. Learn to Say No

Academics aren't the only area in which you risk overcommitting yourself. Dedicated students and active members of the school community also risk overextending themselves in activities and outside commitments. Of course you'd like to chair the homecoming committee. Running a fundraiser for the food pantry is right up your alley, and tutoring your friend for the Spanish AP exam just seems like the right thing to do. If you do all of these things, though, will your other commitments suffer?

Successful students know how to say no in a way that is both graceful and humble. Saying something along the lines of “Thanks so much for thinking of me, but I don’t think I have the time to do justice to such an important role right now. Please do check in again, though,” lets people know that you appreciate the opportunity and might be available sometime in the future.

9. Earn Leadership Roles

What’s more impressive than playing on four varsity sports teams? Many admissions committees would argue that they’d rather see you advance in one sport from JV to team captain over the course of four years, or even to team manager if you don’t make varsity.

This advancement into a leadership role shows that you are a dedicated hard worker who is respected by your peers.

The same can be said for other activities, too. Instead of spreading yourself thin and participating in many activities, try to focus on a few and advance to leadership roles. Successful students know that this focus and determination sets you apart more than simply a commitment to attend many weekly meetings.

10. Build and Use a Support Network

You might think that juggling all this by yourself is the marker of true strength and independence, but successful students are those who know how to use the resources available. Build strong relationships with teachers and peers, establish connections with learning resources like the writer’s center or study hall teachers, and connect with mentors to



ensure that you have a support system in place, even if you never use it.

Further, don’t hesitate to reach out to the appropriate resource should you need a hand.

Don’t wait until your drowning to call for help; instead let others know when you’re worried or confused and let them help you out before it gets over your head.

If you’re working to develop the skills and work habits necessary for success and you’d like an extra lift, consider the benefits of the Project PASS, which provides access to practical advice on topics from college admissions to career aspirations.

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