

## IX. BUILDING INFORMATION

# WELCOME

*Welcome to Campbell County High School. It is our hope that you will dedicate your unique talents to a continuation of the academic excellence and school pride that have become traditions at our school.*

*This planner has been prepared to help you get acquainted with the CCHS “Camel” traditions. We hope you will become involved in a challenging course of study that will prepare you for your future career choices. We also hope that you will get acquainted with the school facilities, services, rules of conduct, activity groups, and clubs.*

*One of your major responsibilities while at CCHS will be to get to know and respect your fellow students, teachers, and school personnel. It is a tradition at CCHS to respect the rights of others. Our goal is to help you to achieve the highest level of your potential as you study to increase your knowledge and develop skills for your future. We hope you will use your years at CCHS in a productive and meaningful manner.*

### CCHS TELEPHONE NUMBER

CCHS Activity Office..... 687-0369  
CCHS Attendance Office..... 682-7247 or 682-1410  
CCHS Counseling Office..... 686-1239  
CCHS Business Office..... 682-7247, ext 1502 or 1505  
Email Info.....<http://www-cchs.ccsd.k12.wy.us/email>

### HIGH SCHOOL ADMINISTRATION      682-7247      Office Hours 7:00 AM – 4:00

Chad Bourgeois, Principal..... Marcene Sisel, Secretary  
Chris Rashleigh, Assoc. Principal..... Lori Kaster, Secretary  
Jason Garman, Assoc. Principal..... Marcy Bowman, Secretary  
Kristina Shields, Associate Principal..... Michelle Held, Office Clerk

### ACTIVITIES      687-0369

Cliff Hill, Director of Activities..... Tracy Chick, Admin. Assistant  
..... Toni Larson, Secretary  
Stacey Byrum..... Trainer

## **Library Media Center Hours**

7:15 AM - 3:30 PM  
Open during lunch

## **Graduation Recognition Levels**

Valedictorian Distinction - A student will be required to be a full time student, have a 4.0 Class Rank GPA and complete two Advanced Placement (AP) courses and be in attendance for three semesters at CCHS. College classes are not Advanced Placement (AP) classes.

Salutatorian distinction - A student will be required to be a full time student, have a 3.9 Class Rank GPA and complete one Advanced Placement (AP) course and be in attendance for three semesters at CCHS.

Graduation with Honors status - A student will be required to have a minimum of 3.75 GPA.

Valedictorian and Salutatorian are not class rank; they are honor distinctions.

Valedictorian and Salutatorian will be selected using the class rank GPA. Please see your counselors in the guidance office for more information.

## **Attendance Procedures**

### **Citizenship Lunch**

CCHS is an open campus. Students choosing to spend their lunch hour off campus are expected to behave as good citizens while out in the community. Students are free to leave campus during their lunch period; however, this freedom is a privilege not a right. If a student abuses this privilege, he/she will be referred to the administration and may be assigned to detention lunch.

### **Community Project for seniors**

Campbell County High School encourages all students to access as many diverse learning opportunities as possible during their high school career. This option allows a student time to pursue experiences in the home and community and requires a signature of parent/guardian upon approval.

Students are to be aware that Community Project eligibility will be determined quarterly and early release can be gained or lost at the quarter and will need a C to earn it back. Students taking advantage of the community project opportunity are also advised that early release can be revoked if students grades become in jeopardy as determined by the Administration.

When students choose the early release option, with parent/guardian approval, the student is expected to EXIT THE SCHOOL promptly during the early release hour. An early release student may make prior arrangements to work on specific projects at CCHS.

The student is responsible for obtaining a pass from a teacher prior to staying in the building during the early release period. When a teacher issues a pass for an early release student, the teacher then accepts responsibility for the student and ALL REGULAR SCHOOL RULES APPLY, including hall passes. If a student comes back into the building for any reason during his/her early release period, he/she is not allowed to park in visitor parking and should report in at the campus supervisor's office. The provisions are to ensure the safety of the students, especially during emergency situations.

### **Tardy Procedures**

Punctuality is an important life skill and tardiness is extremely disruptive to the education process as well as disrespectful to the school and its educators. A student is considered tardy if he/she is not in the classroom when the bell rings. A student who is more than 10 minutes late is considered **absent**. Tardies are cumulative through the semester.

1. When a student is tardy to a class, they will receive a detention form from their teacher. The teacher will assign them a detention – before school, after school or at lunch – and give the student a copy of the detention form.
2. Tardy forms will be collected each class period and the attendance office will enter detentions into the database. If a student has a valid reason and needs to reschedule a detention, he or she must do so prior to the scheduled time at the attendance office
3. If a student fails to serve a detention, he or she will receive a disciplinary referral and will receive consequences from administration.
4. Parents may excuse their student for late arrival tardies a maximum of 10 times per semester. Excessive tardies will be subject to a discipline referral.
5. If multiple tardies are accrued, students will also be referred to administration and subsequent actions may be taken, including but not limited to, a parent conference, closed-campus lunch, mandatory school service, IDSP time, and out of school suspension.

### **Daily Attendance**

Campbell County High School has implemented an Automated Phone System to notify parents/guardians of their student's absences. **Please check with the attendance office to ensure we have the proper telephone numbers to contact you.** Parents are required to notify the attendance office within 48 hours of their child's absence. The school cannot accept verification from anyone who is not listed as a parent/guardian and may call to verify notes. Students absent **TEN** consecutive days without contacting the attendance office will be dropped from the roll and will lose credit for the semester. Extenuating circumstances will be considered and dealt with on an individual basis.

Campbell County High School will take calls from 7:00 a.m. until 4:00 p.m. at 682-7247. You can call before or after hours and leave a message on voice mail.

**Admit Slip** – A slip from the attendance office that allows a student to enter a class after the bell in the morning or after lunch. Students less than 10 minutes late will be asked to fill out a detention form. All students must check into the attendance office when leaving or returning to the building.

**Make-Up Work** – Students may arrange to have the Guidance department collect their assignments and books for pick up **ONLY** after the student has missed three (3) consecutive days. Students who know ahead of time of upcoming absences are responsible to collect their own homework. **For excused absences, without penalty, TWO (2) days will be allowed for each**

**day of school missed to make up work.** The make-up time period begins when the student returns to class. Students are responsible for contacting each of their instructors regarding their assignments upon returning to school from an excused absence situation. A student who has an absence resulting from suspension is responsible for making arrangements to get make-up work and shall be expected to complete the work missed within two (2) class days. In the case of all other unexcused absences, students will receive an attendance zero (0) for all work missed. The administration will make a final determination in the case of the classification of the absence as excused or unexcused is disputed.

**Leaving the building during school** – Once a student arrives at school, they are expected to attend all classes and required school functions for the remainder of the day. Students who expect to leave school during their lunch, and won't return for the next class will need to get a permit to leave before they go. We will require parental permission to obtain a permit. Leaving without a permit will result in appropriate attendance violation consequences.

**Permit to leave the building** – A slip issued by the attendance office to allow you to leave the school grounds. Permits to Leave are only issued by the attendance office or the nurse. This is the only legitimate way a student is allowed to leave the building. Failure to do so will result in appropriate attendance violation consequences.

**Accidents or illnesses at school** – Students are expected to attend all classes. If an accident or illness prevents you from doing so, contact the nurse, a secretary, teacher, or administrator at once for help. If it is determined that you should go home, you will be expected to follow the rules for **LEAVING THE BUILDING DURING SCHOOL** outlined above.

**Prolonged illness** – Students expecting to miss more than ten consecutive days of school due to medical situations may apply for homebound instruction. The process of application essentially involves stating the circumstances and providing written verification from a doctor. The counselor of the student in question or the District Attendance Officer should be contacted for particulars.

### **Interventions**

Attendance is critical to the academic success of every student. If a student appears to have chronic absences, particularly unexcused absences, CCHS counselors and principals shall take action. School-based interventions may include the following:

- A home visit by the District's Attendance Officer to discuss the situation
- A visit to the parent's workplace by the District's Attendance Officer and school counselor to discuss the situation
- Determination whether the student needs to be evaluated for:
  1. Special Education
  2. Section 504 accommodation
  3. Drug or alcohol dependence
- If the student is a special education student, the student's IEP or behavior plan may be evaluated to determine if it addresses chronic absenteeism.
- If the student receives Section 504 accommodations, the accommodation plan may be evaluated or adjusted to address chronic absenteeism.
- Referral of the student to the BIT Team
- Adjustment of the student's transportation, if appropriate
- Adjustment of the student's schedule or program, if appropriate

- Arranging for counseling for personal problems affecting attendance
- Seeking assistance from community agencies
- Other interventions, as appropriate.

Interventions must be documented on the attendance agreement and should continue to be documented on an addendum to the attendance agreement as the interventions occur. Interventions will begin with the first unexcused absence and shall not cease until the truant behavior stops. School Board action will be utilized as a final intervention if school interventions are not successful.

## **STUDENT DISCIPLINE PROCEDURES**

**ADMINISTRATIVE DETENTION** – Times will be before/after school and during lunch period. Transportation arrangements are the responsibility of the student. Students may not be excused except in the case of a medical appointment, which can be verified.

**ADMINISTRATIVE PROBATION** – Before a student is taken before the Board of Trustees for an expulsion hearing, he/she may be placed on Administrative Probation. This probation contract establishes conditions that must be met by the student in order to remain in school. Failure to abide by the contract will result in an expulsion hearing before the Board of Trustees.

**IN-SCHOOL DISCIPLINE (IDP or CUBES)** – IDP is used as an alternative educational program at the school site during regular school hours. Students are required to bring the necessary materials and lunch or lunch card to spend the day completing their course work individually. **No outside food/drinks may be delivered.**

**OUT-OF-SCHOOL SUSPENSION (OSS)** – It is the student's responsibility to get work from all classes missed.

**SATURDAY SCHOOL (SS)** – It is the student's responsibility to bring constructive school work. Failure to attend will result in out of school suspension or other disciplinary consequences.

**SPECIALIZED TREATMENT AND REHABILITATION (S.T.A.R.)** – S.T.A.R. addresses the needs of the secondary school children who are placed in the program. S.T.A.R. will provide for the child's education while teaching teamwork, discipline, and life skills.

**SCHOOL SERVICE** – Must be completed during non-academic time with the custodial staff in a non-mechanical activity for a specified period of time. Must be completed within the specified amount of time given or will be considered to be uncooperative behavior, and appropriate consequences will be assigned. The disciplinarian and/or administrators may place students in IDP for a single period, half days, or one day based on the infraction.

## STUDENT DISCIPLINE

### Minor Infractions

Infraction Definition	Expected Behavior	Consequences
<p><b>Kissing / Public Display of Affection</b> Any physical activity other than holding hands is inappropriate behavior.</p>	Students shall not engage in kissing and /or public display of affection.	Detention or administration discretion.
<p><b>Littering</b> Any leaving or scattering of trash around in or around school property.</p>	Students shall help to keep the CCHS building and grounds free of trash.	School service or discretion.
<p><b>Cell Phones</b></p>	Every teacher is required to develop guidelines about cell phone use in the classroom- These should be posted in the classroom and be included in class expectations.	TBD by administration on the behavior of the student not following the teachers guidelines and expectations.
<p><b>Dress Code Violations</b> Clothing that is immodest, vulgar, extreme or disruptive of the learning process is not appropriate.</p>	Students should dress and groom appropriately according to CCHS dress code.	Detention and the inappropriate clothing must be changed. MADD Dog shirts will not be returned.
<p><b>Wearing of headgear in the building:</b> Headgear at any time in the building is prohibited.</p>	Any type of headgear is not allowed in the building during school hours (7:00 A.M. – 3:00 P.M.).	The item may be confiscated and returned at the end of the day. Additional occurrences will warrant further consequences.
<p><b>Tardy</b> Tardiness is extremely disruptive to the education process.</p>	Students should arrive to class on time and prepared for the day's lesson.	Detention.

### Moderate Infractions

INFRACTION DEFINITION	EXPECTED BEHAVIOR	CONSEQUENCES
<p><b>Harassment / Disrespect:</b> Any disrespectful behavior toward other students or staff, including name calling, teasing, provoking, threatening.</p>	<p>Students are expected to treat other students and staff with respect during all school times.</p>	<p>2 days IDP, Saturday School or OSS will be assigned at the administrator's discretion.</p>
<p><b>Sexual Harassment:</b> Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to: unwanted verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, and repeated propositions.</p>	<p>Students are expected to treat others with respect on school premises or off school premises at a school sponsored activity.</p>	<p>2 days IDP, Saturday School or OSS will be assigned at the administrator's discretion.</p>
<p><b>Use or Possession of Tobacco Products and Substitutes:</b> Any student who has tobacco products and /or substitutes, or found using tobacco products.</p>	<p>CCHS students shall not use or hold tobacco products or substitutes. Under age student (17 and under) in possession of tobacco may be referred to the police.</p>	<p>IDP or Saturday School will be assigned at the administrator's discretion.</p>
<p><b>Use or Possession of Vaping materials:</b> Any student that has in their possession or uses items to include, but not limited to Juuling devices, e-cigarettes, and/or vape pens</p>	<p>CCHS Students shall not use or hold any types of vaping materials.</p>	<p>Phone call to parents, referral to the STAR program, possible referral to the Kid Clinic for a substance abuse evaluation/drug screening.</p>
<p><b>Disruptive / Uncooperative Behavior:</b> Any behavior which interferes with the school learning climate.</p>	<p>Students shall not interfere with the learning process of others.</p>	<p>IDP, Saturday School or OSS will be assigned at the administrator's discretion.</p>
<p><b>Profane Language / Deliberate</b> Any use of language, verbal or non-verbal, that shows irreverence or is vulgar.</p>	<p>CCHS students shall use acceptable language during school time and at school events.</p>	<p>IDP or Saturday School will be assigned at the administrator's discretion.</p>

<p><b>Misleading Personnel / Cheating:</b> To deceive, to lead or guide with dishonest intentions, including but not limited to: false notes or phone calls, admit slips, permits to leave, tampering with tests, or attempting to receive credit for work that is not your own.</p>	<p>CCHS students are expected to be honest and truthful. Students and parents may be required to attend a conference with the parties involved.</p>	<p>IDP or Saturday School will be assigned at the administrator's discretion.</p>
<p><b>Missed Detentions:</b> When a student misses a scheduled administrative detention without first making arrangements with the attendance office or administrator.</p>	<p>CCHS students are expected to complete all detentions when scheduled. If an emergency situation occurs, students should make other arrangements with the attendance office or administrator.</p>	<p>IDP or Saturday School will be assigned at the administrator's discretion.</p>
<p><b>Truancy:</b> When a student is absent without the knowledge of the parent/guardian/school official or if the absence cannot otherwise be excused by the building principal or a district attendance officer.</p>	<p>CCHS students are expected to attend class and abide by the district attendance policy, regulation 5513R .</p>	<p>IDP or Saturday School will be assigned at the administrator's discretion.</p>

### Major Infractions

INFRACTION DEFINITION	EXPECTED BEHAVIOR	CONSEQUENCES
<p><b>Insubordination:</b> Open and/or repeated defiance to authority.</p>	<p>Students shall follow directions given by school personnel. Students and parents may also be requested to attend a conference with the parties involved.</p>	<p>2 days IDP, Saturday School or OSS will be assigned at the administrator's discretion.</p>
<p><b>Fighting:</b> Both parties participating in a physical exchange, with intent to harm.</p>	<p>Students shall settle differences by non-physical means. Students and parents may be required to attend a conference with the parties involved. Students may be charged with breach of the peace and taken to court.</p>	<p>4 days IDP or OSS will be assigned at the administrator's discretion and police will be contacted.</p>
<p><b>Vandalism:</b> Deliberate, mischievous, malicious destruction or damage</p>	<p>Students shall respect the property of other students, the staff, guests, the school district, etc. Students and</p>	<p>4 days IDP, Saturday School or OSS will be assigned at the administrator's</p>



of property.	parents may be required to attend a conference with the parties involved. Restitution will be required. May also be turned over to the police.	discretion and police will be contacted.
<b>Theft:</b> Any wrongful taking of property of another person or of the school district.	Students are expected to respect the real or personal property of the other students, staff, guests and the school. Students and parents may be required to attend a conference with the parties involved. Restitution will be required.	4 days IDP, Saturday School or OSS will be assigned at the administrator's discretion and police will be contacted.
<b>Sexual Assault:</b> Sexual assault is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to: unwanted touching, pinching patting, and unwanted body contact.	Students are expected to treat others with respect on or off school premises, at school sponsored activities. Students and parents may be required to attend a conference with the parties involved. Students may be charged with sexual assault and taken to court.	IDP or OSS until school board hearing. Administration may reclassify the offense to a lesser category depending on specific circumstances.
<b>Sexual Misconduct:</b> Any sexually related behavior, which is judged to be clearly detrimental to the education, welfare, safety or morals of other pupils.	Students will not engage in sexually related behaviors while on school property or under the supervision of any school personnel. This rule applies to curricular as well as extracurricular activities. This rule applies to school sponsored events anywhere, as well as school sponsored travel to and from such events.	IDP or OSS until School Board Hearing. Administration may reclassify the offense to a lesser category depending on specific circumstances.

## Board Action

INFRACTION DEFINITION	EXPECTED BEHAVIOR	CONSEQUENCES
<b>Continued and Willful Disobedience:</b> Deliberately failing to obey rules and/or instructions of staff.	Students shall follow the rules and instructions set upon them by staff and administrators.	IDP or OSS until School Board hearing at the administration's discretion.
<b>Threatening the Safety or Intending to Harm Others:</b> Any behavior which is clearly detrimental to the education, welfare, safety of others.	Students will respect each person's right to a safe, secure learning environment free from danger, injury, and damage. Students will give others freedom from danger, injury, or damage.	IDP or OSS until School Board hearing at the administration's discretion and police contact.
<b>Possession of Weapons:</b> Knowledge of or possessing any weapon, instrument, or device, such as guns, knives, etc., which may be considered a threat to the safety of others.	Students shall not be in possession of any firearm, weapon, or device which may be considered a weapon.	IDP or OSS until School Board hearing and police contact.
<b>Willful destruction or defacing school property:</b> Students shall not deface or destroy any school property.	Students should take pride in their school and keep it looking nice.	IDP or OSS until School Board hearing at the administration's discretion and police contact.
<b>Any behavior which, in the judgment of the local Board of Trustees, is clearly detrimental to the education, welfare, safety, or morals of other pupils.</b>	Students shall allow other students the opportunity to learn successfully without fear of their welfare, safety, or morals.	IDP or OSS until School Board hearing at the administration's discretion and police contact.
<b>Torturing, tormenting, or abusing a student or in any way mistreating a student or a teacher with physical violence.</b>	Students shall treat all other students with respect and will not torture, torment, or abuse any student(s) or staff.	IDP or OSS until School Board hearing at the administration's discretion and police contact.

**Any combination of the mentioned disciplines may be utilized by the administration: Out-of-School suspensions (it is the student's responsibility to get work from all classes missed), IDP, Saturday School, Detentions, School Service, Administrative Contract, S.T.A.R Program, and loss of class privilege to attend in combination with any other discipline methods. ANY VIOLATION THAT MAY CONSTITUTE A CRIME MAY BE TURNED OVER TO THE POLICE.**

## STUDENT PARKING LOT REGULATIONS

**All students must register their vehicle with the Campus Supervisor. When applying for a parking tag, students are required to bring a current vehicle registration and proof of insurance.**

1. All vehicles parked on high school property must have a valid parking tag. Parking tags are issued by the Campus Supervisor before school only. **NO PARKING TAGS WILL BE ISSUED DURING SCHEDULED CLASS TIME!** Instructions for parking tags will be given at time of vehicle registration.
2. Use of parking lots is a privilege. Failure to observe parking lot rules and regulations will result in fines and police contact or revocation of parking privileges. All vehicles must pull forward into the parking space. **DO NOT BACK INTO SPACES.** Do not pull through one parking space into another. All vehicles must have their front bumpers pointing at the centerline of the parking lanes. No saving parking spaces for other vehicles.
3. Each student is responsible for the tag registered in his or her name.
4. Temporary short-term handicap parking permits are available. If a student needs to park in a handicap space, they must bring a doctor's note to the nurse's office. The nurse will decide if a handicap parking permit is needed.
5. Slow, safe and orderly driving is required in the parking lot at all times (failure to do so will result in a \$15 fine). 10 mph is the maximum speed limit in all parking lots.
6. **Vehicles that are parked in fire or bus lanes, handicapped spaces or are impeding traffic flow will be towed AT THE OWNER'S EXPENSE.**
7. Students are not allowed to drive or park in the staff parking lot located between the school and the football field or in the lower front lot first row **AT ANY TIME.**
8. Students are not allowed to park in the available visitor parking spaces or reserved parking. If a parent is dropping off a vehicle for a student, the parent must sign the vehicle in with the Campus Supervisor.
9. Students are not allowed to park in Vocational Technology (Ag, Auto, Welding, and Construction) areas unless given permission by the Vocational Technology Instructor. Once permission has been granted, students are allowed to park in the class assigned spaces only.
10. Place your trash in the provided garbage cans or leave the trash in your car. Anyone caught littering will be issued a ticket and an administrative referral.
11. **DO NOT PARK IN SMITH'S OR SQUAW VALLEY APARTMENT PARKING LOTS! They may tow your vehicle at your expense!**
12. C.C.H.S. is not responsible for any thefts, accidents, vandalism, or destruction of property. Any accidents should be reported to the Campus Supervisor's office and the SRO.
13. Refrain from distracted driving and limit cell phone usage to hands free operation.

**Students may be ticketed for various infractions. This includes, but is not limited to:**

Careless/Unsafe driving - this includes, but is not limited to, excessive speed, excessive acceleration, students riding on the exterior of vehicles or in the back of pickup beds or any other action that can endanger the safety and well-being of pedestrians, other motorists, or parked vehicles.

Failure to obey posted signs and printed traffic markings.

Backing into or pulling through parking spots.

No parking sticker- all vehicles must be registered to park on campus.

More than 1 parking space occupied. All parking spaces have painted lines and students must park within those lines.

Parking in reserved, visitor, staff, or handicapped parking or in non-parking lanes without proper pass when applicable.

**CONSEQUENCES OF PARKING LOT VIOLATIONS**

Parking lot rules and regulations are issued when students register their first and subsequent vehicle. Violations of parking lot rules may result in any combination of the following consequences: verbal/written warning, CCHS ticket/fine, administrative referral, parking violation sticker, suspension of driving privileges on the CCHS campus.

**Tickets:**

1<sup>st</sup> offense – Verbal/written warning and or CCHS ticket/fine of \$5.00

2<sup>nd</sup> offense- CCHS ticket/fine of \$10.00

3<sup>rd</sup> offense- CCHS ticket/fine of \$15.00

4<sup>th</sup> offense- Vehicle immobilization (parking boot) and \$40.00 removal fee

5<sup>th</sup> offense- Vehicle can be towed

Moving violations: CCHS ticket/fine of \$15.00 and may result in suspension of privileges

**Administrative Referral:**

Disrespectful behavior toward Campus Supervisor

Safety Violations

Repeated offenses of the same parking rules

**Major Violations - Driving in a manner that causes or could cause harm to others or property and parking spots reserved for visitors, staff, handicapped, and fire lanes.**

**FINES**

Students are responsible for materials damaged or lost, and fines may be assessed. Fines are to be paid in the Business office.

## **LOCKERS**

Lockers will be assigned to all students. All lockers in the schools of Campbell County School District are the property of the district and will be provided for student use at no charge. However, costs may be assessed at the end of the school term for damage considered over and above normal use of the lockers or the combination locks. Lockers and any articles or property contained in the locker, may be inspected from time to time by the principal or any designated representative for the purpose of school safety, cleanliness, or suspected violations of district policies. Students are expected to remain in the locker assigned to them. Students should keep valuables locked up at all times and should never tamper with the locks so they remain open. A student can request to have their locker combination changed by coming to the Business office. Anything in the lockers is susceptible to being searched.

## **HEALTH AND SAFETY**

### **SCHOOL LUNCH PROGRAM**

Bryan Young  
Director of Food Service

The Campbell County School District Food Service/Nutrition Program offers a variety of food choices daily. Along with the regular school breakfast and lunch, ala-carte or single serve items are sold separately. A variety of entree's, fruits, and vegetables are offered daily as well as side options. Regular Student Meal prices are:

**Breakfast 1.50      Lunch 3.00**

Free and reduced meals are available to those that qualify. Meal applications are available at the Food Service Department, Business Office and the Counseling Department. Meal accounts may be opened or money applied to accounts from 7:00 a.m. ~ 8:00 a.m. and during lunch at the serving areas. Meals may be purchased with cash; however, the meal accounting system is preferred. Meal tickets are no longer issued. Your student ID number is all that is required to purchase meals or ala-carte. This is done at the point of service where the student keys in his/her student ID number, and the transaction is made. To ensure that the right student is using the correct ID number, the student's picture appears once the number is keyed in. At that time the cashier verifies that the picture agrees with the student using that ID number. A student is allowed to go into a negative balance to ensure that he/she eats; however, negative balances need to be paid when the notice is given. Please check with the food service clerk as to the status of your account upon the opening of school. Balances from elementary school and junior high follow you to CCHS. Special needs diets are available upon request along with a written request from a physician.

Your food service staff wants your experiences at breakfast and lunch to be pleasant as well as to provide you energy to learn. If you have any questions, concerns, or suggestions, please contact the Food Service Office at 682-2078.

## **THROAT CULTURE FOR STREP THROAT**

School nurses or trained designees may take throat cultures of those students or staff members who have clinical symptoms. The specified signs and symptoms to be looked for are:

- \* Enlarged anterior cervical lymph nodes
- \* Purulent exudates on the tonsils
- \* Fever

When a student or staff member is found to have a positive throat culture, the student's parent/guardian or the staff member will be notified and encouraged to seek immediate medical attention. The responsibility for treatment remains with the parent/guardian or staff member.

Each individual who obtains a throat culture at a school site will be assessed a "**swabbing fee**" of **\$3.00** for each individual throat culture.

Parents/guardians and staff members are reminded that this service is also available at the Public Health Office, 416 Juniper Road, Gillette, WY.

## **FIRE/TORNADO DRILLS**

A fire/tornado drill is a "no nonsense" situation. It is required by Wyoming State Law to have fire/tornado drills during the school year to provide practice in evacuating the building or moving to the designated area in an orderly manner.

A tornado warning will be signaled by a message over the school P.A. system. In the event of a tornado warning, students are to move in an orderly fashion to the hallways or stay in the interior classroom at the direction of their teacher. Students must remain with their teacher and class and sit on the floor with their backs to the wall. Students are to avoid areas opposite doorways, under skylights, and by windows or other glass areas. Students will not be permitted to leave except in the presence of a parent and with approval from the Principal's office.

## **LOCKDOWN PROCEDURES**

Students and staff will be notified of a lockdown situation by an announcement stating the school is in a "LOCKDOWN." **Students should follow the instructions of their teacher!**

## **Suicide Prevention & Depression Awareness**

Suicide, like all self-destructive behavior, is complex and difficult to understand. Most mental health professionals agree that a suicidal disposition is determined by an individual's biological and psychological characteristics, as well as social and environmental influences. How well a teenager is prepared to cope with family problems, trouble at school, or unstable relationships is difficult to predict. No one can construct, with any certainty, a single profile of a teenager who may become suicidal. It is safer to assume that a teenager who is experiencing a crisis in life, no matter how trivial it might seem to an adult, could become self-destructive.

The tragic dilemma of youths wanting to take their life is one we don't expect to go away any time soon. We believe that one of the most important curative factors is open and direct communication. Sometimes this necessitates reporting information given in confidence in order to save a life. We also are convinced that students are often in a better position to help other students. Let us encourage our students to look out for each other and to seek help for a friend if that friend won't seek it out on his or her own.

***"SAVE A FRIEND - SHARE A SECRET"***

**Listed below are warning signs of potential suicide:**

**BEHAVIORAL CUES: VERBAL CUES:**

Giving away personal items	"I wish I were dead."
Is very moody	"I'm not the person I used to be."
Sudden change in behavior	"You won't be seeing me around."
Alcohol or drug abuse	"Life is too much."
Previous suicide attempts	"No one cares whether I live or die."
Prior suicidal behavior	"Things would be better if I wasn't here."
Drop in grades	"Nobody needs me."
Peer rejection	"If (blank) happens, I'll kill myself."
Loss of interest in usual activities	"My family would be better off without me."
Making a will	"I just can't go on any longer."
Risk taking behavior resulting in accident/injury	

**THOUGHTS: PHYSICAL CHANGES:**

Talk of suicide	Lack of interest in appearance
Constant complaining	Loss of appetite
Helpless/hopeless feeling	Disturbed sleep
Plan for suicide	
Lonely	

**SITUATIONAL CUES: EMOTIONS:**

End of serious relationship	Sadness
Divorce	Lethargy
Death of parent/someone else	Anger
Sexual/physical abuse	Worthlessness
Family financial difficulties	
Moving to a new location	

The above behaviors are not of themselves indicative of suicidal tendencies. Be concerned when:

1. More than one is observed.
2. There are changes in characteristic patterns of behavior.
3. Behaviors persist over time.
4. Behaviors are displayed with unusual intensity.

**Concerned?**

**Call 24 hour hotline                      Local 911**  
**1-800-273-8255 (SUICIDE) Police 682-5155**  
**1-888-784-2433 (SUICIDE) Sheriff 682-7271**  
**Internet: [www.lifecrisis.org](http://www.lifecrisis.org)**

## **SUICIDE IS A PERMANENT SOLUTION TO A TEMPORARY PROBLEM!**

### **WAYS TO RESPOND**

#### **Step 1. LISTEN AND HEAR (not lecture)**

Avoid false reassurances that "everything will be okay," and never demean suicidal expressions. Don't be judgmental or moralizing.

#### **Step 2. BE SUPPORTIVE**

Communicate your concern for the person. Let the adolescent know you care and help can be sought.

#### **Step 3. BE SENSITIVE TO THE SERIOUSNESS OF THEIR FEELINGS**

Inquire directly about thoughts of suicide. If we don't respond to students' suicidal thoughts, they may interpret our reaction as not caring. Suicide is a topic that makes us all uncomfortable, but we must face it with open, honest communication. When a person speaks of clear-cut self-destructive plans, the situation is usually much more serious.

### **TAKE ANY SUICIDAL COMPLAINT SERIOUSLY, EVEN IF EXPRESSED IN A CALM VOICE**

#### **Step 4. TRUST YOUR OWN JUDGEMENT**

If you believe someone is in danger of suicide, act on your beliefs. Don't let others mislead you into ignoring suicide signals. **BE AN ALARMIST!**

#### **Step 5. ACT Immediately.**

##### **a. TELL OTHERS**

Share your knowledge with the counselor and/or school psychologist. Don't worry about breaking confidence. You may have to betray a secret to save a life.

##### **b. STAY WITH A SUICIDAL PERSON**

Don't leave a suicidal person alone if you think there is immediate danger. Stay with the person until help arrives. Call upon whoever is needed; don't try to handle everything alone.

#### **Step 6. BE AWARE OF PREVIOUS ATTEMPTS**

If you are aware that a student has made a previous attempt, tell the counselor and/or school psychologist. Make sure they know.

### **WAYS NOT TO RESPOND**

1. Don't act like you are shocked.
2. Don't encourage guilt.
3. Don't be judgmental.
4. Don't ignore the problem. It won't go away.
5. Don't promise total confidentiality.
6. Don't physically take away a weapon.
7. Don't minimize the problem.
8. Don't give up hope.
9. Don't leave the student alone.
10. Don't laugh it off by saying, "you're kidding" or "suicide is dumb!"
11. Don't believe if suicide is talked about, the threat won't be carried out.
12. Suicide is very often talked about before it is committed.



### **Guidelines for School Dances**

1. All school dance requests must be submitted to and approved by the Student Council and administration at least two weeks prior to the date of proposed dance.
2. Students grades 9 through 12 may attend school dances, with the exception of the Prom.
3. Students from other schools are not allowed to attend dances at CCHS, with the exception of Prom, which requires prior written approval by administration.
4. Students must present current Student ID to enter dance.
5. Students may not leave the dance once they have entered. If they choose to do so, they cannot return.
6. Chaperones of dances should feel free to call upon the local police when help is needed. The sponsoring group will hire a policeman to patrol the dance.
7. Doors will be closed FORTY-FIVE MINUTES after the designated time the dance starts.
8. All school dances will be held at CCHS from 8:00 p.m. to 12:00 midnight.

### **JR/SR PROM**

1. Must be in good standing with the school
2. School ID is required at the door
3. Non CCHS dates must fill out a form in the Business office for approval prior to the ticket purchase. A legible copy of photo ID must be attached to form. All students and guests will present photo ID and ticket to be admitted.
4. No 9<sup>th</sup> graders will be allowed to attend.
5. A sophomore may attend as a guest of a current Jr. or Sr. of CCHS
6. No one over 21 years of age
7. If expelled by the school board no entrance

## **Graduation**

CCHS has the right to establish a dress code for participation in the graduation ceremony. As this is a formal event, participants are to dress in formal attire. More details will be provided later in the year by the senior class advisor, staff and administration helping with graduation.

**STUDENT ACTIVITIES  
2018/2019**

Girls' Basketball	Boys' Basketball	Speech & Debate
Girls' Cross Country	Boys' Cross Country	Cheerleading
Girls' Swimming & Diving	Boys' Swimming & Diving	DECA
Volleyball	Football	Music - Instrumental
Girls' Tennis	Boys' Tennis	Music - Vocal
Girls' Golf	Boys' Golf	Student Council
Girls' Soccer	Boys' Soccer	Math Counts
Girls' Track	Boys' Track	Drama
Girls' Indoor Track	Boys' Indoor Track	International Club
FBLA	FFA	National Honor Society
Skills USA	Art Club	Special Olympics
Wrestling	Science Club	FCCLA

**FREQUENTLY ASKED QUESTIONS**

**WHAT TO DO IN CASE:**

1. **You Have Visitors** - Due to crowded conditions and the potential for disruption, **NO STUDENT GUEST PASSES WILL BE ISSUED.** Adults wishing to visit must prearrange with the teacher and principal at least 24 hrs. in advance and check in with Campus Supervisor for a visitor pass upon arrival.
2. **You Need to Make a Telephone Call** - The counter telephone in the Attendance Office can be used before and after school **only.**
3. **You Have a Message** - The office **WILL NOT** give telephone messages to students during class unless such messages are for emergency situations. These situations must be explained to the person answering the telephone and will be

passed on at the discretion of the administration. The student's name will be announced at the end of the day if he/she needs to stop by the attendance office to receive a message. IT IS THE RESPONSIBILITY OF THE STUDENT TO LISTEN FOR HIS/HER NAME AND COME TO THE OFFICE.

4. **You Have Something Stolen or Lost** - Report to the SRO. The school advises that students not bring large amounts of money or valuables to school. The school cannot assume responsibility for money or valuables that are stolen.

5. **You Have Announcements to Put in the Daily Bulletin** - Write your announcement on the proper form and have it signed by a teacher/sponsor. Present it to Ms. Carter in the Yearbook Room before 2:00 P.M. the day before the announcement is to appear.

6. **Items of Value** - The attendance office will not keep items of value for students. The office will call your student down so parents can deliver the item personally.

## MASCOT

The **Camel** is known for its fierce pride and determination.

## SCHOOL COLORS

**Gold** - For Glory / **Purple** - For Royalty

## CAMELS' SCHOOL SONG

We're the Camels and we're on the ball  
We'll show you who's the best of all  
For truth and spirit that's our cry  
as we march along to victory.

Camel High! Camel High!  
Boost your praises to the sky  
Come along, join the throng  
For you simply can't go wrong  
Say it's great!

Camel High! Camel High!  
Finest school in all the state  
And tonight when you are sleeping  
Dream of Camel High!