

Coffee County Central High School

100 Red Raider Drive
Manchester, TN 37355
(931) 723-5159
www.coffeecountyschools.com/chs

2016-2017 Student Handbook

TABLE OF CONTENTS

Introduction / Honor Code/ Calendar / Bell Schedule (pp. 2 – 5)

I. Rights and Responsibilities (p. 6)

II. Attendance (pp. 6 – 8)

- A. School Board Policy
- B. Excuses
- C. Makeup Work Request
- D. Homebound
- E. Tennessee Attendance Law
- F. Tardies
- G. Arrival & Departure
- H. Field Trips
- I. Social Probation

III. Academic Guidelines (pp. 8 – 12)

- A. Grading Policies
 - 1. Grading Scale
 - 2. Grading System
 - a. Mid-Term Progress Reports
 - b. Report Cards
 - 3. Senior Class Rank
 - 4. Valedictorian & Salutatorian
 - 5. Top Ten Percent
- B. Scheduling & Graduation Information
 - 1. Student Counseling Center (SCC)
 - 2. Class Changes
 - 3. Graduation Requirements
 - 4. Commencement Exercises (Graduation)
 - 5. Testing
 - a. Semester Exams
 - b. Semester Exam Exemptions
 - c. EOC & TNReady Tests
 - d. ACT
 - 6. NCAA Clearinghouse Requirements
- C. Remediation & New Credit Opportunities

IV. Renaissance Program (p. 12)

V. School Health Policy (p. 13)

- A. Health Cards
- B. Administration of Medications
- C. Immunizations
- D. Physical Activity Period

VI. Student Behavior (pp. 13 – 16)

- A. Prohibited Behaviors
- B. Forms of Discipline
- C. Suspension
- D. ISD
- E. Zero Tolerance
- F. Substances Used as a Drug
- G. Alternative School
- H. Driver's License Revocation
- I. Dress Code

VI. Bus Policy and Rules (p. 16)

VII. Student Activities (p. 17)

- A. Summer Activity Policy
- B. Athletic Contests
- C. School Sponsored Events

VIII. Miscellaneous (pp. 17 – 18)

- A. Visitor Passes
- B. Parking Lot
- C. Campus Parking Permits
- D. Lockers
- E. Textbooks
- F. Lost & Found
- G. Library Use
- H. Red Raider Bank
- I. Fee Waiver
- J. Free or Reduced Lunch
- K. Cafeteria
- L. Student Information

IX. Policies & Contact Info. (pp. 18 – 22)

- A. Acceptable Use Policy and Internet Safety Policy
- B. Nondiscrimination Policy
- C. Asbestos Notification
- D. Free Appropriate Education Policy
- E. Additional Contact Information
- F. Family Rights and Privacy Act

X. Notes to Parents/Guardians (p. 23)

- A. Parental Academic Assistance
- B. Parental Notifications

Introduction

Dear CCCHS Parent/Guardian(s) and Student(s):

Welcome to Coffee County Central High School for the 2016-2017 school year. The primary goal of this handbook is to help parents and students understand the policies, regulations, and rules of CCCHS. Most of the information that parents and students should need can be found within the following pages. However, this handbook is not intended to be an exhaustive list of every rule and regulation, but rather a general guideline. The administration, faculty, and staff of CCCHS are excited about the beginning of another school year. If I can be of any assistance throughout the year, please do not hesitate to contact me at the school. Go Raiders!

Sincerely,
Dr. Joey Vaughn, Principal

School Mascot: Red Raider

School Colors: Red and Black

Alma Mater: On the City's eastern border,
Reared against the sky,
Proudly stands our Alma Mater
As the years go by.
Forward, ever be our watchword,
Conquer and prevail,
Hail to thee our Alma Mater--
Central High--All Hail!



School Spirit:

School spirit may be divided into four categories:

1. Courtesy- Toward teachers, fellow students, and the officials of school athletic activities.
2. Pride- In everything our school endeavors to accomplish or has accomplished.
3. Sportsmanship- The ability to win and lose gracefully.
4. Spirit – Students and Faculty are encouraged to wear red & black on Fridays.

School spirit means loyalty to all functions of the school.

At Coffee County Central High School parental contact is both welcomed and encouraged. However, many times during the day the principal, assistant principals, and counselors are with students, in classrooms, or away from their desks assisting the students or faculty with general school business. Therefore, when a call is placed and the individual does not answer immediately, please leave a VOICE MAIL, and the call will be returned as soon as he/she is available. Every effort will be made to return parental phone calls/emails in a timely manner.

Administration:

Dr. Joey Vaughn	Principal	931-222-1208
Dr. Keith Cornelius	Curriculum / Testing Coordinator	931-222-1209
Paul Parsley	Assistant Principal	931-222-1222
Katrina Wright	Assistant Principal	931-222-1211
Tim Knox	Assistant Principal	931-222-1221
Richard Skipper	CTE Director	931-222-1228
Ryan Sulkowski	Head Athletic Director	

Student Counseling Center (SCC):

Shannon Martin	Counselor	Last Name A - G	931-222-1217
Michelle Smith	Counselor	Last Name H - O	931-222-1219
June Fann	Counselor	Last Name P - Z	931-222-1216

Important Numbers:

High School Main Office	931-723-5159	Main Office Fax	931-723-5161
Student Counseling Center	931-723-5163	SCC Fax	931-723-8782
Special Services Office	931-723-5165	SS Fax	931-723-8277
Central Office	931-723-5150	Central Office Fax	931-723-5153
School Resource Officer	931-723-8275	Director of Nursing Services	931-222-1224

COFFEE COUNTY CENTRAL HIGH SCHOOL HONOR CODE

WHY HAVE AN HONOR CODE?

Coffee County Central High School is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process which a student goes through to learn is an honest process that reflects that student's true abilities as measured by his/her own efforts. Plagiarism, which is based on unsound learning, as is the case with cheating, is not a genuine process. It is a process that prepares a student for failure, not for success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. By establishing this honor code, the faculty and administration of Coffee County Central High School indicate their commitment to work to eliminate such acts of dishonesty and to deal with offenses in a firm and decisive manner.

WHAT ACTS VIOLATE THE HONOR CODE?

1. Cheating
2. Plagiarism
3. Dishonesty

HOW ARE THESE VIOLATIONS DEFINED AT COFFEE COUNTY CENTRAL HIGH SCHOOL?

Honor Code violations involve one or more of the following acts:

1. Using the work of another person as one's own.
2. Copying information from another student's work OR supplying another student with information that he/she intends to submit as his/her own.
3. Plagiarizing (use another person's idea, expression or words without giving the original author credit).
4. Preparing for cheating in advance. Such action might involve having in one's possession a copy of a test to be given or a test that has already been given by a teacher, using the test or notes during a test, talking while quizzes or tests are taking place.
5. Failing to follow test procedures or instructions announced by the teacher (such as no talking, no turning around in your seat, raise your hand to ask questions, etc.).
6. Knowingly offering information verbally or written that is either partially or completely inaccurate.

HOW WILL ACTS THAT VIOLATE THE HONOR CODE BE PROVEN?

Honor Code violations may be proven by one of the following conditions:

1. A teacher or administrator is knowledgeable of the act as defined above.
2. A student admits to a teacher or administrator that he/she committed the act.

WHAT HAPPENS TO A STUDENT WHO VIOLATES THE HONOR CODE?

When a teacher determines to his/her satisfaction that a violation has occurred, he/she will take the appropriate action.

First Offense: Teacher consequence **Second Offense:** Office referral

Potential disciplinary actions for office referrals could include, but are not limited to, any of the following:

1. Parent contact
2. Zero (0) on the assignment
3. Loss of privileges
4. Loss of letters of recommendation
5. Other actions as determined by the administration

Each student is expected to understand and adhere to the Honor Code as stated above.

Coffee County Central High School 2016 – 2017 Important Dates

Aug 1	Registration (Students dismissed @ 9:50 a.m.) OPEN HOUSE 6-8 p.m.
Aug 2	Administrative Day (No School for Students)
Aug 3	First Full Day of School
Aug 31	1st Quarter Mid-Term Reports
Sept 2	Staff Development (Students Dismissed @ 12:50 p.m.)
Sept 5	Labor Day (No School)
Sept 22	Parent Teacher Conferences 3:00 – 6:00 p.m. (Students Dismissed at 1:50 p.m.)
Sept 23	Fair Day (No School)
Sept 30	End of First Quarter
Oct 3-7	Fall Break
Oct 18	1st Quarter Report Cards
Oct 21	Staff Development (Students Dismissed @ 12:50 p.m.)
Nov 8	In-Service Day (No School for Students)
Nov 9	2nd Quarter Mid-Term Reports
Nov 18	Staff Development (Students Dismissed @ 12:50 p.m.)
Nov. 21-25	Thanksgiving Holiday
Dec 16	End of Second Quarter & First Semester
Dec 19-Jan 2	Christmas Break
Jan 3	In-Service Day (No School for Students)
Jan 4	Students Return
Jan 10	1st Semester Report Cards
Jan 16	MLK Day (No School)
Feb 8	3rd Quarter Mid-Term Reports
Feb 9	Parent Teacher Conferences 3:30 – 6:30 p.m.
Feb 17	Staff Development (Students Dismissed @ 12:50 p.m.)
Feb 20	President's Day (No School)
Mar 13	End of Third Quarter
Mar 21	3rd Quarter Report Cards
Mar 24	Good Friday (No School)
Mar 27-31	Spring Break
April 19	4th Quarter Mid-Term Reports
May 24	Staff Development (Students Dismissed @ 12:50 p.m.)
May 25	Administrative Day (No School for Students)
May 26	2nd Semester Report Cards
	Last Day of School (Students Dismissed @ 9:50 a.m.)
	End of Fourth Quarter & Second Semester
	Graduation (7:00 p.m.)

Coffee County Central High School

Regular Bell Schedule for 2016-2017

First Bell	7:42
First Period	7:55 - 8:41
Second Period	8:46 - 9:32
Third Period	9:37 - 10:23
Fourth Period	10:28 - 11:14
Reaching Raiders	11:19 - 11:49
Fifth Period	11:54 - 1:08
First Lunch	11:54 - 12:17
Second Lunch	12:19 - 12:42
Third Lunch	12:44 - 1:08
Sixth Period	1:13 - 1:59
Seventh Period	2:04 - 2:50
Buses Leave	2:55

Alternate Schedule

First Bell	7:42
First Period	7:55 - 8:40
Second Period	8:45 - 9:30
Third Period	9:35 - 10:20
Fourth Period	10:25 - 11:10
Fifth Period	11:15 - 12:28
First Lunch	11:15 - 11:38
Second Lunch	11:40 - 12:03
Third Lunch	12:05 - 12:28
Sixth Period	12:33 - 1:18
Seventh Period	1:23 - 2:08
Activity Period	2:15 - 2:50
Buses Leave	2:55

Abbreviated Day Schedule

First Bell	7:42
First Period	7:55 - 8:27
Second Period	8:32 - 9:04
Third Period	9:09 - 9:41
Fourth Period	9:46 - 10:18
Sixth Period	10:23 - 10:55
Seventh Period	11:00 - 11:32
Fifth Period	11:37 - 12:50
First Lunch	11:37 - 12:00
Second Lunch	12:02 - 12:25
Third Lunch	12:27 - 12:50
Buses Leave	12:55

I. RIGHTS AND RESPONSIBILITIES

The Coffee County Board of Education expects all school staff, students, and parents to assume the responsibilities for appropriate behavior in school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizures;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Know that the Coffee County School System does not discriminate against on the basis of sex, race, color, creed, religion, natural origin, handicap disabilities, or veteran status in provision of educational opportunities, programs, activities, or employment opportunities and benefits;
6. Be informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board and School Administration;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school programs;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behaviors which would lead to physical or emotional harm or disruption to the educational process;
9. Respect the authority of school administrators, teachers, and other authorized persons in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials;
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker or one's vehicle.

II. Attendance

A. School Board Policy

Under the State of Tennessee Compulsory Attendance Law, students must attend school daily unless there are valid reasons for absences. The following shall constitute valid reasons for excusable absences:

1. Illness of student
2. Serious illness of an immediate family member
3. Death of an immediate family member
4. Extreme weather conditions
5. Medical appointments
6. Legal/court appointments
7. Other valid reasons approved by school administration

B. Excuses

1. All absences, tardies, and checkouts must be covered with a doctor's note, parent note, or legal note in order to be excused.
2. Only ten parent notes per year will be accepted to excuse a student's absence from school.
3. All absences must be excused within three days of returning to school. If the absence is not excused within three days, it will become automatically unexcused.
4. All excuse notes are to be turned into the Student Counseling Center (SCC) "Black Box."
5. All parent notes must include name of student, date of absence, date of excuse note, reason for the absence, parent signature, and phone number.
6. Seniors will be given one excused college day visit. Students must turn in the proper documentation along with a parent note to excuse the absence.
7. Students who take an Independent Study Day must have administrative approval prior to taking the day. Forms may be picked up in the main office.
8. Students will be given three (3) days upon return from an excused absence to make up missing work. For students missing three (3) or more consecutive days, make up time will be at the discretion of the teacher.
9. Students with three (3) unexcused absences are considered truant.

10. Students who continue to accumulate unexcused absences will be put on social probation suspending them from all extracurricular activities with the school.
11. Students who accumulate fifteen (15) or more unexcused absences in any semester will be turned into the Department of Safety for driver's license suspension.
12. Continued unexcused absences will result in a mandatory meeting with the Coffee County Schools Truancy Board and petition to court.

Student Responsibilities in Regards to Attendance

- To attend school in compliance with the Tennessee Compulsory Attendance Laws
- To be on time to school and each class
- To know and follow the school's policies and procedures concerning attendance
- To make up any assigned work due to an absence
- To check iNow for attendance accuracy

Parent Responsibilities in Regards to Attendance

- To require that their child attends school in accordance with the Tennessee Compulsory Attendance Laws
- To know and adhere to the school's policies and procedures concerning attendance
- To provide their child and the school with the proper documentation when their child is absent from school
- To work collaboratively with the school to help solve any attendance problems
- To check iNow for attendance accuracy

If you have any attendance questions please contact:

Charlie Borel (Student Counseling Center)	931-723-5163	borelc@k12coffee.net
Gina Craig (Main Office Secretary)	931-723-5159	craigg@k12coffee.net
Tim Knox (Assistant Principal)	931-222-1221	knoxt@k12coffee.net

C. Makeup Work Request

Makeup work can be requested through the Student Counseling Center (SCC) when a student is absent three (3) or more consecutive days.

D. Homebound

In cases where a student has a medical condition that may result in an absence of more than ten (10) consecutive days, a parent may request homebound instruction. Contact Janet Thornton, Director Health Services, at 931-222-1224. A written order from the treating physician will be required. Once the order is filed with Ms. Thornton, the case will be reviewed for eligibility.

Homebound students are not classified as regular students. Homebound students cannot participate in extra-curricular activities until they are re-admitted. A senior on homebound may participate in the graduation exercise if approved by his/her physician.

E. Tennessee Attendance Law

Under Tennessee law (TCA§ 49-6-3009) any parent, guardian, or any other person having control of a child or children and who violates the provisions under the Tennessee compulsory attendance law commits a Class C misdemeanor. For each day the child has missed school without the proper excuse, a parent may be fined fifty dollars (\$50.00) or thirty (30) days in jail for each separate day of unexcused absence. Court cost will also be assessed against the parent case.

Once a student has missed five (5) days of school without a proper excuse, under Tennessee Law (TCA§ 49-6-3007) a written notice will be sent to the parent or guardian of the student. After receipt of the notice, the student and parent must comply within a three (3) day period. The student must report to school (be in attendance), and the parent/guardian must contact the school.

If the student is found to be guilty of truancy, the judge may assess a fine of fifty dollars (\$50.00) or five (5) hours of community service against the student/parents or legal guardian of children in grades kindergarten through twelve (K-12). A court cost will also be assessed in each case.

Local Action: If attendance does not improve after the written notice, the parent and/or student may be required to appear before an attendance committee, truancy board, or juvenile court. If a parent fails to report or to appear before a scheduled attendance committee or truancy board meeting, the administration may deem it necessary to petition the juvenile court. In cases of students with prior attendance problems or a prior juvenile court record, the administration may take immediate court action against the student and/or parent.

F. Tardies

Tardy to School-- All students who are not in class by 7:55 a.m. must report to the main office. A student who has accumulated more than four (4) unexcused tardies during each semester will be subject to disciplinary actions. **Only three (3) parent notes per semester will be allowed to excuse tardiness to school.** Continual tardiness may result in summons to truancy board and a petition to court.

Tardy to Class-- Students who are late to class, unexcused, will receive disciplinary action by the classroom teacher. **Three (3) or more unexcused tardies to class will constitute an absence in that class, which will effect semester exemptions.** Further disciplinary action may be taken for continued tardiness.

Checking Out of School-- The school strongly discourages students from checking out of school. The office will not check out anyone by telephone or note except in case of EMERGENCY. Only those listed on the student registration card may check a student out of school and must present photo ID when the student is checked out. Perfect attendance certificates are earned when the student is present each day without missing any portion of the school day. **Three (3) or more unexcused check-outs will constitute an absence in that class, which will effect semester exemptions.** Further disciplinary action may be taken for continued tardiness.

NOTE: **A STUDENT SHOULD NOT EXPECT TO PASS WITHOUT REGULAR ATTENDANCE.**

G. Arrival & Departure

The school doors open at 7:00 a.m. Upon arrival, students shall report to the main commons area. At 7:42 a bell will ring to dismiss students to first period. After the final dismissal each day, students must leave the school building within ten (10) minutes unless under the supervision of a teacher. Students who drive may not loiter in the parking lot after dismissal from school.

Note: **The official student entrance from the student parking lot is the doorway opening into the band hallway leading to the main commons area.**

H. Field Trips

In order for students to participate in field trips, the student must have a passing average in the classes that will be missed at the time of the field trip.

I. Social Probation

Students who receive social probation for attendance or behavior will not be allowed to participate in extracurricular activities including athletics, club events, field trips, school dances, or other activities not directly related to an academic class.

III. Academic Guidelines

A. Grading Policies

1. Grading Scale

A	100 – 93
B	92 – 85
C	84 – 75
D	74 – 70
F	69 – 0

Student GPA (Grade Point Average) is calculated by dividing the total amount of grade points earned by the total number of courses attempted. Convert all semester averages to grade points, add together, and divide by the number of semester averages on the transcript.

Grade Point averages range from 0.00 to 4.00

A: 4 B: 3 C: 2 D: 1 F: 0

All grades shall be numeric from zero (0) to one hundred (100). Exceptions: All honors courses will have a possible one hundred three (103) points. All dual credit courses will have a possible one hundred four (104) points. All AP courses will have a possible one hundred five (105) points. ALL other courses shall be based on a maximum numerical grade of one hundred (100).

Grade Level Classification Requirements:

Sophomore: 5 credits
 Juniors: 11 Credits
 Seniors: 17 Credits and registered for necessary courses to meet all graduation requirements.

2. Grading System

Report cards will go out on the following dates:

	Mid Term Reports:	Report Cards:
1 st Quarter	August 31, 2016	October 18, 2016
2 nd Quarter	November 9, 2016	January 10, 2017
3 rd Quarter	February 8, 2017	March 21, 2017
4 th Quarter	April 19, 2017	May 26, 2017

3. Senior Class Rank

Seniors will be ranked based on the numeric cumulative average of all semester averages of courses attempted for high school credit. Seniors are ranked at the end of the first semester of the senior year. No other grade levels will be ranked.

4. Valedictorian & Salutatorian

The valedictorian and salutatorian are selected on basis of the highest scholastic averages. The cumulative grade point average (GPA) at Coffee County Central High School is calculated based on the semester average of each credit-earning high school course accumulated during a student's educational career. High school credits earned while at a middle school or junior high school that have been transferred to Coffee County Central High as part of the student's high school record are entered as part of the high school transcript and are included in the calculation of the cumulative GPA. To be eligible to be the valedictorian or salutatorian, a student shall be enrolled as a CCCHS student for six (6) consecutive semesters, beginning with the first semester of the sophomore year. Qualifying students must have taken or be currently enrolled in a minimum of one honors course and one AP course.

5. Top Ten Percent

Seniors are ranked according to academic averages only in order to qualify for recognition as a member in the Top Ten Percent of the senior class. To qualify for the Top Ten Percent of the senior class, students must have taken or be currently enrolled in a minimum of one honors course and/or one AP course in each core subject (Mathematics, English, Science, and Social Studies). Beginning with the Class of 2019.

B. Scheduling & Graduation Information

1. Student Counseling Center (SCC)

School counselors provide a comprehensive counseling model to all students, focusing on the needs of the students in three (3) areas of development: academic, career, and personal/social. School counselors work collaboratively with administrators, teachers, parents, and students to maximize student achievement.

2. Class Changes

One subject may NOT be exchanged for another unless special permission is given by the principal after consultation of principal, teacher, counselor, and student involved.

3. Graduation Requirements

All students who meet the minimum requirements for graduation which are listed in Rules, Regulations, and Minimum Standards of the Tennessee State Board of Education will be granted a high school diploma.

All students will be required to have one additional elective totaling twenty-four (24) credits. Students must complete a Program of Study for graduation.

English I, II, III, & IV	4 credits
Mathematics	4 credits

Credits must include: Alg. I, Geometry, Alg. II, & one other upper level math course.
 Students must be enrolled in a math class each year of high school.

Science (A lab science, Biology, and Chemistry or Physics)	3 credits
Social Studies	3 credits

1 credit of World Geography or World History

1 credit of US History or AP US History

½ credit of Economics or Business Economics, or 1 credit of Marketing Education I

½ credit of U.S. Government*, AP US Government or American Bus. Legal Systems

Wellness* (½ credit of Health AND ½ credit of either PE or Physical Training)	1 credit
Physical Activity* (½ credit of either PE, Physical Training, S1 of Band, or Band Aux.)	½ credit
Personal Finance*	½ credit
Foreign Language** (Levels I and II of the same language)	2 credits
Fine Arts**	1 credit
Computer Applications***	1 credit
Elective	1 credit
Program of Study (3 credits must be attained from the same Program of Study)	3 credits

* Two (2) credits of JROTC replace 1 credit of Wellness requirement

ALSO Three (3) credits of JROTC replace ½ credit for Physical Activity, ½ credit of Personal Finance, and ½ credit of US Government.

**Students who are NOT planning to attend college may replace the Foreign Language and Fine Art requirements with 3 additional credits that either expand the selected Program of Study or complete an additional Program of Study

***Computer Applications will be dropped as a graduation requirement.

4. Commencement Exercises (Graduation)

Students enrolled in the current school year and have met all minimum requirements for graduation shall be allowed to participate in commencement exercises UNLESS the student is under suspension, expulsion, or assignment to the alternative school. (SCHOOL BOARD POLICY) In the event that commencement exercises have to be held in the gymnasium, students may be allotted a set amount of guests that can attend due to limited space. In the event that the ceremony at the football stadium had to be stopped (ex. inclement weather), students will be able to pick up their graduation packages the following week at the high school's main office. The ceremony will not be rescheduled.

5. Testing

a. Semester Exams

During the second and fourth quarter grading periods, teachers will give a comprehensive semester exam which will count 20% of the quarter in which the semester exam is given. Tennessee requires End-of-Course or TNReady tests in certain subjects.

b. Semester Exam Exemptions

Students may be exempt from semester exams if they meet the following requirements per semester::

<u>Minimum Semester Average:</u>	and	<u>Maximum EXCUSED absences (in that class):</u>
93-100		4
85-92		3
75-84		2

Note: Bereavement days shall not count against semester exemption status with administrative approval and appropriate documentation (immediate family).

Days missed do not include school sponsored activities. In addition, if state scores are available and a student scores proficient or advanced on any TNReady or End-of-Course test, he/she will be exempt from the second semester exam in that course. If a student takes an AP Exam or Dual Credit Exam, he/she will be exempt from the second semester exam for that course.

Exempted students maintain the option to take the semester exam.

c. End-of-Course and TNReady Test Requirements

State End-of-Course (EOC) Tests are given in Biology and Chemistry. TNReady exams will be given in English I, English II, English III, Algebra I, Algebra II, Geometry, and US History. All students enrolled in a TNReady/EOC course second semester must take the state test(s). There are no exemptions from state tests. Students who are absent from any EOC test will receive a zero (0) for 25% of the second semester grade in that course.

d. ACT Test Requirement (11th grade students)

All students in the 11th grade are required to take the ACT test during the junior year on the state test date. State legislation requires the ACT test to provide educators with diagnostic information to assist in developing interventions for the purpose of increasing high school graduation rates and improving student preparation for postsecondary achievement (TCA 49-6-6001). A limited number of students may be exempted from this requirement based on state law regulations.

2016 Tennessee State ACT Test Date: Tuesday, April 19, 2016

2016 - 2017 National ACT Test Dates

Test Date:	Registration (regular fee):	Late Registration (late fee required):
September 10, 2016	August 5, 2016	August 6–19, 2016
October 22, 2016	September 16, 2016	September 17-30, 2016
December 10, 2016	November 4, 2016	November 5–18, 2016
February 11, 2017	January 6, 2017	January 7-20, 2017
April 9, 2017	March 4, 2017	March 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

6. NCAA Clearinghouse Requirements

a. Division I – Any student who plans to enroll in a Division I college in 2008 or later and wants to participate in athletics or receive an athletic scholarship during their first year must meet the following requirements:

- Graduate from high school;
- Complete these 16 core courses:
 - 4 years of English
 - 3 years of Math (Algebra I, Algebra II, and Geometry)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 1 extra year of English, Math or Natural or Physical Science
 - 2 years of Social Science
 - 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- Earn a minimum required GPA in your required courses; and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale found on page 9 of NCAA's Guidelines for the College-Bound Student Athlete.

b. Division II – Any student who plans to enroll in a Division II college in 2005 or later and wants to participate in athletics or receive an athletics scholarship during their first year must complete the following requirements:

- Graduate from high school;
- Complete these 14 core courses:
 - 3 years of English
 - 2 years of Math (Algebra I, Algebra II, and Geometry)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 2 extra years of English, Math or Natural or Physical Science (3 years required for graduating class of 2013 and beyond)
 - 2 years of Social Science
 - 3 years of extra core courses from any category above, or foreign language, non-doctrinal religion or philosophy (4 years required for graduating class of 2013 and beyond)
- Earn a 2.0 GPA or better in your core courses; and
- Earn a combined SAT score of 820 or an ACT sum score of 68.

If you have any question concerning Clearinghouse Requirements, see Ms. Fann in the Student Counseling Center.

C. Remediation & New Credit Opportunities

1. Tier III Response to Intervention courses are assigned based on teacher and/or administrative recommendation.
2. Summer Institute is a program for students who have failed a class. Students will complete required work and/or submit a class folder in order to receive/recover the credit. Students and parents must complete an application form in order to be considered for the Summer Institute.
3. Learning Labs will be available to students. This time will allow students to participate in Credit Recovery or grade recovery during the school day. (Students are assigned based on teacher recommendation and administrative approval.)
4. ACT Prep will be available to juniors and seniors. This time will be an intensive semester course aimed at better preparing students for the ACT college entrance exam.

IV. Renaissance Program

The Renaissance Program at Coffee County Central High School is nationally recognized. We feel that the staff of Coffee County Central High School has offered students a package of incentives to achieve better grades, to improve attendance, and to assist the school to become a better learning institution. Listed below are some of the benefits offered to the participants in the program during the semester in which the card is held.

Red Card (All grades of "A" on the semester report card)

1. One (1) day independent study (upon approval)
2. Free admission to all after school CCCHS sporting events
3. 50% off parking permit
4. Free admission to one (1) dance (Excluding Prom)
5. 10% discount at the Raider Bookstore
6. Discounts at area businesses*
7. Renaissance T-Shirt
8. Classroom teacher incentives

Black Card (All grades "A" or "B" on the semester report card)

1. 50% off admission to all after school CCCHS sporting events
2. 25% off parking permit
3. 50% off admission to one (1) dance (Excluding Prom)
4. Discounts at area businesses*
5. Renaissance T-Shirt
6. Classroom teacher incentives

Silver Card (Semester GPA improves .5 or more from the previous semester or maintain 4.0 for consecutive semesters)

1. Discounts at area businesses*
2. Renaissance T-Shirt
3. Classroom teacher incentives

White Card (No absences, tardies, and discipline referrals for the semester)

1. 25% off parking permit
2. Discounts at area businesses*
3. White Card T-Shirt
4. Free admission to all after school CCCHS sporting events
5. Free admission to one (1) dance (Excluding Prom)
6. Classroom teacher incentives

Red, Black, Silver, and White Cards are updated and revised at the end of each semester.

Qualifying grades must be made at Coffee County Central High School.

*List will be provided

V. School Health Policy

A. Health Cards

Every student is required to complete and turn in a health services card.

B. Administration of Medication (School Board Policy) TCA 49-5-415

1. Medication should be brought to the school by the parent in a container appropriately labeled by pharmacy or physician with the date, child's name, dosage, and time intervals.
2. Parents should submit a written request for medication to be administered by school personnel.
3. Non-prescription or over-the-counter medicine should not be administered by the school personnel unless it is ordered in writing by a physician and the parent/guardian sends a written request.

C. Immunizations TCA 49-6-5001 and TCA 49-6-5002

No child shall be permitted to attend any Coffee County School until proof of immunization is given to the Student Counseling Center unless exempted as provided by law.

D. Physical Activity Period

As required by the Tennessee Department of Education, all students at CCCHS will be given the opportunity to participate in ninety (90) minutes of physical activity each week.

VI. Student Behavior

A. Prohibited Behaviors

All teachers have been requested to be on alert for any student behavior that is in violation of school regulations. Students should behave in a manner that will be a credit to our school.

STUDENTS ARE PROHIBITED FROM THE FOLLOWING:

1. Use of or possession of tobacco, tobacco replacement products, e-cigarettes, etc. in building or on campus. (In addition to the system policy, state law requires that a juvenile court citation be issued to minors who unlawfully possess tobacco products).
2. Possession or use of alcoholic beverages, drugs, synthetic drugs, drug paraphernalia, fake drugs, or legend drugs on school property or any school related activity.
3. No outside drinks will be allowed in the building (i.e. Sonic, Starbucks, etc.). Sealed drinks may be allowed in lunchboxes.
4. Possession or use of anything that might be considered or used as a weapon. (See System Policy)
5. Intimidation, bullying, or harassment of students (State law makes bullying or harassment illegal, regardless of the circumstances. (See system policy- Student Conduct)
6. Damage which causes disruption of technical infrastructure, destroying, defacing, or misuse of property belonging to the school, a teacher, or another student.
7. Verbal or physical confrontations on school grounds and/or contributing to or inciting such behavior.
8. Showing disrespect for school personnel.
9. Obscene language, written or spoken, obscene literature, signs, gestures, videos or pictures.
10. Cell Phones: Students may possess cell phones while on school property; however, individual classroom teacher procedures and rules will dictate appropriate use. Students will be expected to use these devices in a respectful and non-disruptive manner. If it is determined that an office referral is required for misuse, the phone will be confiscated, and the student may pick up his/her cell phone at the end of the school day. All subsequent cell phone referrals will require a parent/guardian to pick up the cell phone from the school by 3:15 p.m. Students who refuse to turn over their cell phone to teachers/administrators will be subject to suspension. Excessive cell phone policy abuse will result in further disciplinary actions.
11. Personal Electronic Devices: Students may possess personal electronic devices, such as CD players, iPods, MP3 players, or earbuds/headphones while on school property. However, the personal electronic device must be in the off mode and may not be used, seen, or heard upon arrival on campus until school is dismissed. Use or improper storage of the personal electronic device will result

in confiscation of the device until such time as it may be released. A student in violation of this policy is subject to disciplinary action.

12. Gambling of any type
13. Public display of affection- Only handholding is allowed.
14. Leaving campus without checking out, skipping school, or skipping class.
15. Sexual Harassment-- any unwelcome sexual behavior that may cause any person to feel uncomfortable or unsafe (Federal and State Laws make sexual harassment illegal, regardless of circumstances.)
16. Parking on campus without permit- Vehicles parked without a permit are subject to fines and/or being towed.
17. Contributing to or inciting a discipline issue involving another student(s)
18. Forgery, cheating, lying, or other forms of dishonest behavior.

NOTE: At any time during the school year, the administration may prohibit additional student behaviors or other items as deemed necessary to maintain a safe and productive school environment.

B. Forms of Discipline

1. Warning
2. Student conference
3. Teacher consequence
4. Parent conference
5. Administrative referral
6. Restricted privileges
7. Social Probation
8. Student behavior contract
9. In-School Detention (ISD)
10. After-School Detention
11. Lunch Detention
12. Suspension
13. Alternative school
14. Expulsion
15. Confiscation of prohibited items
16. School Community Service (before, during, or after school)
17. Corporal Punishment (administrative approval only)

C. Suspension

The state law provides that any principal of a public school in this state is authorized to suspend a pupil from attendance at such school, from any school-sponsored activities, or from riding a school bus for good and sufficient reasons. After any such suspension by the principal of a student, said student may make application for re-admission to such public school as provided by Tennessee State School Law. A suspended student cannot attend school events or be involved in any extracurricular activity.

D. ISD (In-School Detention)

Students assigned to ISD are not allowed to participate in any activity during the school day. Restricted activities include, but are not limited to: pep rallies, homecoming activities, athletic trips, co-op, club activities, etc. Students who are in ISD will not be allowed to leave until the regular dismissal time. Students assigned to ISD will not be allowed to participate in any athletic contests during the assigned time.

E. Zero Tolerance

In order to ensure a safe, secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors shall be expelled for a period of not less than one (1) calendar year. The Director of Schools may modify this expulsion on a case-by-case basis.

Zero tolerance acts are as follows:

1. Any student determined to have brought to school or to be in unauthorized possession on school property of a firearm, as defined by Federal Law 18 U.S.C. 921.
2. Any student committing battery upon any teacher, principal, administrator, school resource officer, or any other employee of the Coffee County Board of Education.
3. Any student unlawfully possessing any drug including any controlled substance as defined in TCA 39-17-403 through TCA 39-17-415, or legend drug as defined in TCA 53-10-101.

Parents and police will be notified for all zero tolerance acts.

F. Substances Used as a Drug

Students shall not possess, use, sell, purchase, barter, distribute, **or be under the influence of any substance used as a drug, including over-the-counter medicine**, in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off the school grounds. Possible consequences include: parent and police notification, alternative school assignment, suspension, or expulsion.

G. Alternative School

Any student who does not abide by the Coffee County Board of Education policies or Coffee County Central High School policies may be assigned to the alternative school. Some courses cannot be taught at the alternative school because of special requirements. Examples: science labs, CTE classes, ROTC, driver's education, music, or other areas as determined by the administration. A student assigned to the alternative school cannot attend school events, be involved in any extracurricular activities, or be on any Coffee County Board of Education property other than the alternative school campus. Students assigned to alternative school will not be eligible for Renaissance reward cards that are based on academic averages.

H. Driver's License Revocation

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects at the end of each grading period. A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions count as unexcused absences (TN State Law).

I. Dress Code

Student's dress and grooming shall be appropriate, clean, and neat. Dress and grooming that is disturbing or distracting in school is inappropriate.

Students may not wear:

1. Shorts, skirts, and/or skorts that come above four (4) inches from the middle of the knee and/or torn or cut clothing revealing skin more than (4) inches above the middle of the knee. **This regulation still applies even if the student is wearing leggings, tights, etc. underneath the garment.**
2. Head coverings such as caps, bandanas, scarves, sweatbands, toboggans, or "do-rags." Hats or caps may be worn for special events upon approval of the principal.
3. Items of clothing, apparel or jewelry displaying or suggesting (innuendo) any logos or prints that discriminate against any group, promotes violation of school rules, depicts the use of drugs, tobacco, or alcohol, encourages violence, gang/cult affiliations, and the use of weapons or intimidation. Clothing cannot contain inappropriate language or graphics or be sexually suggestive.
4. Chains.
5. Tank tops or spaghetti straps (Sleeveless shirts will be permitted so long as armholes are not revealing.)
6. Shirts, dresses, or blouses that excessively expose the shoulders, backs, chests, and/or midriffs. Clothing must be sized appropriately. No skin should be visible between shirts and pants/skirts while sitting or extending arms overhead.
7. Sagging or low-riding pants.
8. Sunglasses inside the school building.
9. Clothing made of open weave, mesh, or other see-through material, or clothing with revealing openings.
10. Pajamas, loungewear, leggings, jeggings, or tight fitting athletic wear.
11. House shoes or bare feet. Safety mandates that appropriate footwear must be worn at all times.
12. Piercings that disrupt instruction.
13. Visible tattoos that display drugs, sex, alcohol, tobacco products, or gang affiliation.
14. Visible undergarments.
15. Topcoats, trench coats, or bulky coats. No more than one light-weight outer garment with pockets may be worn in the classroom.
16. Hair color or styling that disrupts instruction.
17. Hair in student's eyes.

NOTE: No apparel or grooming will be permitted that is or may potentially be disruptive to the learning environment of the school. Throughout the school year, the administration reserves the right to ban or not allow any attire or grooming that might be disruptive.

VI. Bus Policy and Rules

Student conduct is of utmost importance to the transportation system.

A student shall not exhibit behavior(s) that would interfere with the rights of another student or the driver or exhibit behavior that would endanger the lives of others in transport.

The following shall be observed at all times:

BUS EXPECTATIONS

1. Be on time at bus stop.
2. Practice safety on the bus to and from the school bus.
3. Share a seat with any other two students.
4. Bus seats are to sit on and not for reclining.
5. Face the front.
6. Keep books and other articles off the aisle floor.
7. The rear door is for emergencies only. Use the front door to enter and leave the bus.
8. Respect the rights of your fellow students.
9. Talk to the driver as little as possible.
10. The bus driver is in command; respect and obey the driver.
11. Enjoy your ride. Be reasonably quiet.
12. You will be considered in school if you are riding the bus.
13. A student shall become ineligible for public school transportation after refusing to follow state and local rules and regulations pertaining to pupil transportation.
14. Bus service will be provided for senior high school students residing within the city limits of Manchester and living 1 ½ miles or more from the school. Students riding will be expected to exit at the same stop in the afternoon.
15. Any student disrespectful to the driver is subject to school and bus suspension.
16. Students will not be allowed to exit the bus anywhere other than home or original pickup point unless by note signed by parent and school official.
17. Students are not allowed to exit the bus to walk or enter a vehicle unless by permission of school official. A violation will be reported to the school official.
18. Student projects, etc. may be allowed provided the student can keep them in their possession. No glass items will be allowed. Animals, pets, etc., are prohibited.

BUS RULES

1. Take your seat and remain there. No moving around.
2. Refrain from throwing any object on the floor or at others.
3. Throwing objects out of the window is not allowed.
4. Violations of safety procedures such as opening emergency doors or windows, pushing while exiting, etc., are strictly prohibited.
5. Possession and use of tobacco is illegal.
6. No drinks, food, or chewing gum will be allowed on the bus.
7. Anything considered a weapon or used as a weapon will not be allowed on the bus.
8. Leaning out of windows is prohibited (arms, hands, legs, etc.).
9. Gestures or shouting at pedestrians or vehicles is prohibited.
10. A continuous violation of the expectations will result in an office conference, parent contact, and suspension from riding the bus.
11. The riding of a school bus is a privilege. That privilege may be taken away when a student demonstrates unacceptable behavior. Students that have been suspended from the bus cannot ride the bus that evening unless authorized by the presiding principal. Suspension from the bus means all bus services.
12. Any criminal activity committed by a student or adult will result in an arrest.

VII. Student Activities

A. Summer Activity Policy

All school related summer activities must have prior administrative approval.

B. Athletic Contests

Article IV, Section 7. (Tennessee Secondary School Athletic Association Official Handbook) All games shall be properly supervised and policed to insure sportsmanlike contests. The host school shall be responsible for providing orderly conduct on the part of all spectators. Member schools are responsible for the conduct of their own fans and students at every athletic contest. All CCCHS rules and Board of Education Policies are in effect at athletic contests, both home and away. All athletes must earn six (6) full credits the preceding year and be enrolled in six (6) classes the current semester to be eligible to participate in any athletic contest. To be eligible for spring sports, students must complete six (6) half credits in the fall semester. Students assigned to ISD (Short or Long Term) are not allowed to participate in any athletic contests during their assignment.

C. School Sponsored Events

All school rules apply at school sponsored events including, but not limited to, dances, athletic events, performances, etc. Any student exhibiting inappropriate behavior will be dismissed from the event and subject to further school disciplinary consequences.

VIII. Miscellaneous

A. Visitor Passes

Our campus is a "**CLOSED CAMPUS.**" All visitors must report to the main school office immediately upon entering the building.

B. Parking Lot

Student parking is provided at CCCHS in a specific area with the purchase of a parking permit. Driving and operating an automobile, bicycle or motorcycle on school property is a privilege, not a right. All rules and regulations must be observed, or driving/parking privileges will be revoked. Safe driving habits shall be observed at all times. Motorcycles are to be parked in a parking space. Bicycles should be secured on the bike rack by the gym or the main school entrance. Students shall park in their assigned space only and vacate vehicles immediately upon arrival at school. Students shall not be in the parking lot during the day without administrative approval. Permission will only be granted in emergency situations. Students will not be allowed to loiter in the parking lot after school. **Campus speed limit is 10 mph.** The school system is not responsible for vehicles or contents. **ANY VEHICLE IS SUBJECT TO SEARCH.**

C. Campus Parking Permits

All students parking on campus must purchase a campus parking permit from the main office. Cost of permits is twenty dollars (\$20). Permits must be visible through the front windshield at all times and students must park in their assigned spaces. **Students parking on campus without a parking permit or in unauthorized areas may receive a fine and/or have cars towed at student's expense.**

D. Lockers

Each student is responsible for the contents and condition of his/her assigned locker. School officials may inspect the contents of any locker at any time. **LOCKS ARE RECOMMENDED.** Lockers must be cleaned out by the last full day of school.

E. Textbooks

Textbooks are loaned to students and should be treated with care. Students must return all textbooks when withdrawing from school or at the end of the course taken. If a textbook is lost, damaged, or destroyed, students must pay for the book before receiving another textbook.

F. Lost & Found

The lost and found department is located in the main office. Lost items will be held for three (3) days. If unclaimed, the item will be donated to a charitable organization or discarded.

G. Library Use

The CCCHS Library is open from 7:00 a.m. until 3:15 p.m. each day. Students should present their school issued photo identification in order to check out any library materials. Books normally may be checked out for two (2) weeks and renewed if necessary. Reference books and periodicals may be checked out overnight subject to approval by the librarian. Books should be returned to the library on or before the date due. A student is responsible for all materials checked out by him/her; therefore, he/she should return them on time and in good condition. Overdue fines of five (5) cents a day are charged for late materials.

Library materials should not be taken from the library until they are properly checked out. Any materials found in a student's possession that have not been checked out will be treated as stolen property.

Students may use the library before school, during supervised study periods, and during lunch. An atmosphere conducive to study is maintained at all times in the library. Any student who disrupts this atmosphere will be restricted from using the library. No food or drink is permitted in the library at any time.

H. Red Raider Bank

Students may use the Red Raider Bank located in the back of the Learning Lab during their lunch period. Savings accounts and lunch loans are available. Eligible savings accounts earn compounded interest, and lunch loans are due with a fee the next business day. Parent prior approval is required to take out a lunch loan. All loan accounts are expected to be paid in full. Failure to pay loans may result in disciplinary action. Savings account balances are returned to the student at least two weeks prior to graduation each year.

I. Fee Waiver

Any student who wishes to complete a fee waiver application may pick up the form in the Student Counseling Center (SCC). Completed applications should be returned to the Student Counseling Center for approval.

J. Free or Reduced Lunch

Any student who wishes to complete a free or reduced lunch application may pick up the form in the cafeteria from the cafeteria manager. Completed applications need to be returned to the cafeteria manager for approval.

K. Cafeteria

Prices: Breakfast \$1.25 Lunch \$2.50 All students are responsible for disposing of their own trash and returning their own trays.

L. Student Information

Parents/Guardians are responsible for notifying the school office (Main Office) for any changes of name, address, phone number, parent/guardian or any other contact information. **All students and parents have access to the online gradebook and attendance in iNow. Lost login and/or password information can be retrieved in the SCC.**

IX. Additional Policies and Contact Information

A. Coffee County School System Student Acceptable Use Policy and Internet Safety Policy (AUP)rev.2013

The Coffee County School System (CCSS) provides students with access to computers, network systems, and other technology equipment so that teachers may use these tools as part of the instructional process. Teachers or approved CCSS representatives are responsible for providing educationally relevant lessons, supervision, and instruction to help students get the most benefit from available technology resources. Students are responsible for using the systems in a manner consistent with the goals of the school system and to be respectful of other Users as well as adhere to the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)] and Tennessee Department of Education requirements as stated in Tennessee Code Annotated 49-1-221. In general, students are permitted to use technology resources for educational purposes with the permission and guidance of a supervising CCSS staff member or approved CCSS representative provided the guidelines and restrictions herein set forth are followed.

TECHNOLOGY RESOURCES

Technology equipment provided by the schools is the property of CCSS and is intended to be used by teachers, staff and students for educational purposes consistent with the goals of the school district. To maintain efficient functionality of the equipment and to ensure its appropriate use, the district reserves the right to monitor all network traffic, to search all files stored on district-owned systems, and to take such action as necessary to assure that system resources are available for their intended purposes. Therefore, students should have no expectation of privacy when using school networks or technology equipment. Additionally, students may not store personal files or data, install or remove software, modify

system settings, or otherwise alter existing systems without the express approval of a supervising CCSS teacher or approved CCSS representative.

NETWORK SYSTEMS

School computer systems exist in a networked environment that is designed with safeguards to ensure its dependability but which also rely on the goodwill of its users. Students who disrupt or compromise system resources by altering the network infrastructure or settings, attempting to acquire or use the login credentials of other users, introducing resource-draining applications, monitoring the network traffic of other Users, bypassing existing security restrictions, or otherwise compromise the integrity of the network will be subject to disciplinary action up to and including suspension, expulsion, and when applicable the involvement of appropriate law enforcement.

INTERNET ACCESS

The CCSS provides Internet access to every school and should only be used for instructional and administrative purposes.

In providing this access, the CCSS attempts to limit the availability of web content that is inappropriate for students in the school environment. While these restrictions are typically sufficient to protect the innocent, it is impossible to completely prevent students from accessing inappropriate material. Therefore, all students are responsible for using the Internet in an appropriate manner and are permitted access only through the school's filtered Internet service. Students are permitted to access the Internet only with a signed technology use agreement form and the permission of a supervising CCSS staff member or approved CCSS representative. Students who attempt to circumvent the filter system by either software or use of websites, access inappropriate Internet services or publish inappropriate content, or assist others in accessing or publishing such content or services are subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

Inappropriate uses of the CCSS network include, but are not limited to:

- Pornography
- Gambling
- Use of network for commercial purposes (buying and selling for personal gain)
- Harassment, insulting, defaming or attacking others (Cyber Bullying)
- Violating Copyright Laws
- Illegal Activities
- Hacking or obtaining access to unauthorized systems
- Obscene Language
- Trespassing in other's files or folders
- Using another person's identity or password to access the network
- Damaging or modifying computer systems without permission from CCSS Tech Department

Coffee County School System Student Acceptable Use Policy and Internet Safety Policy (AUP)rev.2009 (pg2)

Even though CCSS blocks certain sites, the faculty and staff are expected to diligently monitor students' computer and Internet usage. CCSS runs filtering software as required by CIPA(Childhood Internet Protection Act) and TN Senate Bill No. 3702 (49-1-221).The District technology staff has the right to remove any unauthorized or unlicensed software or to restrict the use/listening /watching of streaming media to preserve District bandwidth, and the district will restrict the use of games for staff and students with the exception of educational software that have been approved by the district.

STUDENT EMAIL AND DOCUMENT ACCOUNTS

Students may be issued a student email account. All student email accounts are accessible at any time by approved CCSS staff. Any abuse of the service (bullying, profanity and other violations of stated by this AUP) may result in the student's access of the service removed and are subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

CHAT ROOMS, NEWSGROUPS, SOCIAL NETWORKS, E-MAIL

Students are not allowed to participate in chat rooms, newsgroups, social networks, or e-mail using the CCSS network that are not provided by CCSS. Any circumvention or violation of this policy may result in disciplinary action up to and including suspension, expulsion, and when applicable the involvement of appropriate law enforcement. Teachers may request that students be allowed access to these technologies, but the request must be made to the teacher's principal and then the principal request sent to the Director of Technology. Students that violate this policy may be subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

DOCUMENTS, FILES and SOFTWARE

Students should not alter copy, move, or delete any files that belong to other people. Game, media, or other files shall not be downloaded and installed on any CCSS computer system without the supervision and permission of CCSS staff.

PERSONAL DEVICES

While personal computers, electronic devices, and digital storage media can be beneficial to the educational process, such items also have the capacity to become distractions and to convey material that is unsuitable for the school environment. Therefore, students may use personal computers, electronic devices and digital storage media only with the permission of a supervising CCSS staff member or approved CCSS representative for the duration of the project. A student may NOT use previously mentioned equipment on campus on his/her own accord. When brought onto school property, these devices are subject to search and may be confiscated pending review and students may be subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

WARRANTY

Coffee County School District makes no warranties of any kind, whether expressed or implied, for the technology resources it provides. The district will not be responsible for damages suffered by students in the use of technology resources including loss of data, interruption of services, and access to inappropriate content online.

Coffee County School System Student Acceptable Use Policy and Internet Safety Policy (AUP)rev.2013 (pg 3)

INTERNET SAFETY

It is the policy of Coffee County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and Tennessee Department of Education requirements.

Coffee County Schools recognizes the importance of keeping children safe online. To address this issue, the district will provide the following:

Internet Training to Students

Internet safety training to students in K-12 is a part of their regular instruction. Resources will be provided to classroom teachers and instruction time will be allotted. Education about safe and appropriate online behavior will be integrated into the K-12 curriculum and instruction. Students need to learn how to avoid inappropriate content and unwanted contacts from strangers while online as well as appropriate behavior on social-networking and chat-room web sites and the dangers of cyber bullying and to learn about protecting personal information.

Supervision and Monitoring

It shall be the responsibility of all members of the Coffee County School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Evaluation and Review

The district will annually review its Internet safety program to make such adjustments as necessary. The Technology and Planning Committee will review and evaluate all aspects of the Internet Safety Policy and program annually and will recommend revisions as needed.

Professional Development Opportunities for Teachers and Staff in District

(1)Professional staff development will be provided in the following areas: Internet Safety in the Classroom, Curriculum Design, Internet Usage for Lesson Planning and Content, Usage of Digital Media and other appropriate technologies that will enhance or secure the learning environment of Coffee County Schools..

(2)Opportunities for faculty and staff to attend technology professional development workshops, conferences, or other appropriate venues will be offered.

Our system will provide on-site, ongoing professional development for all faculty and staff throughout the school year. This will be accomplished by scheduling in-service opportunities and after-school training to promote effective integration of technology in the classroom and library which will lead to student improvement and network security.

Assessment of the effectiveness of professional development will be measured by analyzing student achievement scores, classroom grades, teacher observations, and by sending periodic surveys to faculty and parents. A needs assessment will be conducted to sustain professional development activities that integrate technology effectively for the next school year.

Parental Involvement:

Student learning is maximized through familial or parental involvement in his/her schooling. However, family members may have very different levels of knowledge about instructional technology and have a varying capacity to become involved in a technology integrated learning process. Some parents do not understand the impact technology will have on

their child's education as well as their child's post-high school employment prospects. In fact, many parents have a greater fear and misunderstanding of technology than do their daughters and sons. It is imperative to involve family members in the development of a school's technology plan and establish partnerships and include them in discussions and decisions. If parents are not involved, they may well oppose the plan based on fear rather than informed opinion. The following are strategies that will be used in gaining parental involvement:

- Provide programs and/or speakers who can help parents, grandparents, caregivers, and community stakeholders understand how important it will be in the future for their children to be competent in safe technology use.
- Focus efforts to diminish parents' misconceptions, strengthen their technological awareness, and at the same time allow them to discover the potential of safe technology resources for their own uses.
- E-mail addresses of staff will be made available to parents and internet school sites will encourage communication between parents and teachers as well.
- Parents, grandparents, caregivers, and community stakeholders will be invited to attend the same meetings and training on safe technology usage that are held for the staff. As all participants are empowered with knowledge, they become more committed. As parents, grandparents, caregivers, and community stakeholders become better acquainted with teachers, they become more supportive.

B. Nondiscrimination Policy for all Coffee County Schools

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, handicap, national origin, or race.

"It is the policy of the Coffee County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, or disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society."

Inquiries regarding compliance with Title VI, Title IX and Section 504 may be directed to Joe K. Pedigo, Deputy Director of Schools, at 931-723-5150.

C. Asbestos Notification

In accordance with Federal Regulation 40 CFR 736, the Asbestos Hazard Emergency Response Act, (AHERA), Coffee County Schools have undergone a thorough inspection of asbestos containing building materials (ACBM) within our schools. The results have been compiled in a series of documents referred to as our Management Plan. The results of the inspections and management plan have been submitted to the Governor's appointed representative as required by law and prior to the designated deadline. The Management Plan is available for review, upon request, at each school and the Director of Schools Administrative Office during regular office hours. The management plan includes information about previous asbestos abatement projects, ACBM, and the response action chosen for each.

Address any questions concerning asbestos in the Coffee County Schools to Joe K. Pedigo, Deputy Director of Schools, at 931-723-5150.

D. Free Appropriate Education Policy

Homeless children and youth have the right to a free, appropriate, public education. Homeless children and youth are those who, due to a lack of housing, live:

- in emergency or transitional shelters.
- in motels, hotels, trailer parks, campgrounds, abandoned in hospitals, or awaiting foster care.
- in cars, parks, public places, bus or train stations, or abandoned buildings.
- doubled up with relatives or friends.
- migratory children living in these conditions.

Homeless children and youth may attend school at:

- the school the children attended before becoming homeless or was last enrolled in (school of origin).
- the school in the attendance area where the child or youth is temporarily living.

Additional notes regarding the enrollment of homeless children and youth in school:

- Homeless children must be enrolled immediately.
- If school records are unavailable, ask that the records be sent electronically or shared over the phone.
- Ask that a student's immunization record be transferred over the phone from the sending school to the receiving school.

Contact your school district, principal, counselor, or local homeless education liaison with any concerns.

E. Additional Contact Information:

Tennessee Department of Education:

Phone: 615-741-2731

www.state.tn.us/education

Division of Special Education, Tennessee Department of Education:

Phone: 615-741-2851

www.tn.gov/education/speced

Organizations available to help with information, training, and advocacy for students with disabilities may be found by visiting the Tennessee Disability Services-Disability Pathfinder Database at kc.vanderbilt.edu/pathfinder

F. Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) gives parents of minor children certain rights with respect to the student's educational records. These rights transfer to the student when he or she reaches the age of 18. Students to whom rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records without consent to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conduct certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system.

In addition, pursuant to the "No Child Left Behind Act," military recruiters have the right to access "directory information" without consent from the parent or eligible student. Directory information includes, but is not limited to: name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

If you as the parent or eligible student do not want the school to disclose the student's directory information, you must come to the Student Counseling Center and sign a form prohibiting disclosure of the information within fifteen (15) days of the first day in attendance at Coffee County Central High School.

X. Notes to Parents/Guardians

A. Parental Academic Assistance

Things Parents Can Do to Encourage Achievement

- Make clear that school is the number one priority for young people.
- Encourage and supervise your child's studies at home.
- Encourage your child to take challenging courses in high school.
- Become involved with your child's school activities.
- Keep in touch with your student's teachers and counselor.
- Monitor system-wide progress reports and report cards.
- Help teenagers plan and prepare for future goals.
- Stay informed of college and scholarship deadlines.
- Stress the importance of regular attendance by scheduling appointments early in the morning or late in the afternoon so students miss very little school.
- Help to create a society that values academic achievement.
- Monitor your child's grades and attendance online using your parental account for iNow.

B. Parental Notifications

- Any parent may request professional qualifications of classroom teacher(s) and paraprofessionals.
- If Coffee County Central High School should ever be identified as unsafe, parents will receive written notification of their rights.
- Parents will receive notification if their child has a teacher for four or more weeks who does not meet the highly qualified requirement.
- Parents have the right to access statewide curriculum standards. The state standards can be accessed at <http://tn.gov/education/topic/academic-standards>.
- Family Life Curriculum: As a component of health/wellness classes at CCCHS, and as mandated by state law, students will participate in the family life curriculum. A parent or guardian who wishes to excuse a student from any or all portions of the family life curriculum must submit a request in writing to the school principal (TCA 49-6-1304).
- Parents have the right to request their child's name, address, and telephone number not be released to a military recruiter without prior written consent.
- Parents have the right to access their children's official records. (FERPA)
- If a parent does not wish for his/her child to be recognized in the local media or to have their image printed in publications of Coffee County Central High School or on the school and/or system websites, a letter indicating his/her wishes must be submitted to the main school office within the first three (3) weeks of school.
- Any parent who wishes to have a conference with a teacher(s) may schedule an appointment through the Student Counseling Center (SCC) at 931-723-5163. The Special Services Office may be contacted at 931-723-5165. Conferences may be scheduled on any school day from 2:55 – 3:15 p.m.

At any time during the school year, the administration may make any changes to the student handbook as deemed necessary to maintain a safe and productive school environment.

If you have any questions or need additional information, please feel free to call:
Dr. Joey Vaughn, CCCHS Principal, at 931-723-5159.