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# Cumberland County High School

660 Stanley Street • Crossville, Tennessee 38555

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[ccschools.k12tn.net/CCHighSchool.cfm](http://ccschools.k12tn.net/CCHighSchool.cfm)

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## STUDENT HANDBOOK 2011 • 2012

### *Student Information*

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Homeroom Teacher & Room: \_\_\_\_\_

Locker Number: \_\_\_\_\_

Parent or Legal Guardian: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (work): \_\_\_\_\_

Other Important Medical Information: \_\_\_\_\_

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***The mission of Cumberland County High School is to challenge, to empower, and to inspire students to become not only lifelong learners, but also successful and productive citizens.***

This student handbook is a compilation of the policies, procedures, and behavioral expectations that are intended to guide and assist students during the school term. Complete accuracy of information is the intended goal of this handbook. This handbook however, because of limited space does not precisely mimic the printed page of board policy. The school administration will defer to board policy in all questions arising concerning policies or procedures contained in this handbook.

Please be aware that as a living document board policy is subject to change. Please know that your school administration will make every effort to make students aware of changes if and when they occur.

## Welcome

To our Cumberland County High School Families - WELCOME! We encourage you to take part in the tradition long since started at CCHS. We offer many extra curricular activities to support our core curriculum offerings. Take advantage of each and every learning opportunity to make your total educational experience all that it can be. Students that are actively involved in school generally perform better in the academic arena.

The following pages of this handbook will explain many things you will need to know to help make your time with us successful. The opportunity to work with you is important to us at Cumberland County High School. As you have questions or concerns feel free to share them with us. Our doors are open to you. Our goal is to help you develop a sense of belonging and accomplishment each and every day.

Sincerely,

Janet C. Graham

## Administration

*Mrs. Janet C. Graham*  
Principal

*Mr. Jon Hall*  
Assistant Principal

*Mrs. Kathy Hassler*  
Assistant Principal

*Dr. Pat Teeples*  
Assistant Principal

## Beliefs

- CCHS provides an effective educational program; and its success is due to a broad consortium of students, educators, parents, and local business partners.
- CCHS provides students with a safe, clean, and challenging environment in which they are encouraged to oversee their own education, from individual core/pathway and elective selection to monitoring their individual progressions toward graduation.
- School policies are practical, are fair, are primarily based on the best interests of both the students and the school community, and adhere to district and state guidelines.
- The curriculum is structured in a way that is relevant to students; and it encourages them to become self-motivated, lifelong learners.
- All students, though they are physically, emotionally, and intellectually unique, can learn.
- Instructional strategies are designed to challenge students as individuals, to maximize learning for each student at his/her achievement level and to offer a variety of relevant assessment tools through which students can demonstrate knowledge, skill, and mastery.
- Continuous self-assessment is critical to success, and monitoring all aspects of the educational program makes it possible to target areas of need and to improve annually, making instruction more effective and relevant to students.
- Character education (citizenship, responsibility, respect, et al.) and social development are integral parts of the school experience, and principles of character, as well as positive social dynamics, are incorporated across the curriculum.
- All school and community stakeholders are part of an active collaboration to improve the quality of our school through shared policy, evaluation, and decision-making strategies.

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## Information Sources

*This handbook is meant to give you information on a variety of subjects; however, it may not answer all of your questions. For further information, please see the person or department listed.*

Athletics . . . . . Mr. Jon Hall

Checking In or Out of School . .  
. . . . . Attendance

Class Activities Information

Staci Smith . . . . . Seniors

Laura Brewer. . . . . Juniors

Jeffrey Wright . Sophomores

Anna Pickard . . . . Freshmen

College or Career Planning . Guidance

Discipline . . . . . Assistant Principal

Driver's License Info . . . . Attendance

Freshman Academy . . . . Mrs. Pickard

Illness at School . . Nurse Jimmie Brass

Lockers . . . . . Assistant Principal

Lost and Found . . . . . Mrs. Way

Media Services . . . . . Mrs. Atkinson

Parking . . . . . Assistant Principal

School Yearbook . . . . Mr. Sanderson

Security . . . . . CCHS SRO Officer

Student Council . . . . . Mrs. Hall

Transcripts . . . . . Mrs. Young

Transportation . . . . Assistant Principal

## 2011 - 2012 School Calendar

August 8 . . . Teacher Inservice 1\*

August 9 . Administrative Day 1\*

August 10. . . First Day for students  
(10 am dismissal)  
(full day for all personnel)

August 11 . Administrative Day 2\*

August 12 . . . . . First Full Day

September 5 . . . . . Labor Day\*

Oct 10 - 14. . . . . Fall Break\*

November 23 - 25. . . . .  
. . . Thanksgiving Break\*

December 16 . . Last Day before  
. . . . . Holidays(10 am dismissal)

December 19 - January 2 . . . . .  
. . . . . Christmas Break\*

January 3 . . . . . Return to School

January 16 . . . . . MLK, Jr. Day\*

February 17 . Staff Development\*\*

February 20 . . . Presidents' Day\*

March 16 . Staff Development\*\*

April 6 - 9 . . . . . Spring Break\*

May 21 . . . . Staff Development\*\*

May 22 . . Administrative Day 3\*

May 23 . . . . . Last Day  
(10 am dismissal)

*\* No School for Students*

*\*\* Students will miss these days  
only if we have missed 10 or fewer  
days due to weather*

## Six Basic Rules

*These rules apply during school hours and school related activities.*

- Do not disturb the instructional process.
- Do not be absent from school or a class for an inexcusable reason.
- Do not endanger others.
- Do not possess a weapon.
- Do not possess or use alcohol, tobacco, or any other controlled substances.
- Do not spread rumors or accusations.

## **Athletics**

*Cumberland County High School will not permit, encourage, condone or tolerate hazing activities as part of the athletic program or any other school sponsored activity. per board policy 4.301.*

### Eligibility Requirements

To be eligible to participate in athletics at Cumberland County High School:

1. During any semester, a student must be enrolled in four (4) classes, and
2. Must have passed six (6) classes the preceding year or three (3) classes in the Fall Semester to be eligible in the Spring, and
3. Must be less than 19 years of age on August 1st, and
4. Must live with his/her parent(s) or legal guardian(s) in a residence zoned to CCHS by the Cumberland County Board of Education, and
5. Have no "athletic record" established at another school in any sport, unless the student qualifies as a "transfer student" as defined in the TSSAA Handbook. Any further question of eligibility should be directed to the Athletic Director and/or the team Coach.

A student **MUST** provide proof of insurance and pass a physical before being allowed to participate. Students may not participate in any athletic event, practice, or game if not counted present for that school day.

Any student involved in any sport or extracurricular activity found in possession of alcohol or drugs on or off campus will be suspended a minimum of 20% of the games or activities.

As per TSSAA - If a student-athlete provides false information to a member school and is erroneously determined to be eligible and allowed to participate on the basis of that false information, the student shall be ineligible in all sports at any member school for twelve months from his or her last participation date.

### Fall Sports and Coaches

*Practice begins the week of August 1, and Seasons begin the Week of August 18.*

*Cheerleading* • Coach Emmy McCoy

*Cross Country (Ladies & Men)*  
Coach Pat Koehl

*Football (Freshman)* •  
Coach

*Football (Varsity)* •  
Coach Russ Partin

*Golf (Ladies)* • Coach Randy Herring

*Golf (Men)* • Coach Randy Herring

*Soccer (Ladies)* • Coach Cub Whitson

*Volleyball (Ladies)* •  
Coach Donald Smith

## Winter Sports and Coaches

*Practice begins the week of November 1, and Seasons begin the week of November 17.*

*Basketball (Ladies - 9th grade) •*  
Coach Leslie McCoy

*Basketball (Ladies - Varsity) •*  
Coach Radhika Miller

*Basketball (Mens - 9th grade) •*  
Coach Blaine Moore

*Basketball (Mens - Varsity) •*  
Coach Will Foster

*Bowling (Ladies & Men) •*  
Coach Craig Taylor

*Wrestling •* Coach Jim Brady

## Spring Sports and Coaches

*Practice begins the week of February 15, and Seasons begin the week of March 11.*

*Baseball (Mens) •*  
Coach Dave Prichard

*Soccer (Mens) •*  
Coach Cub Whitson

*Softball (Ladies) •*  
Coach Darrell Brown

*Tennis (Ladies & Men) •*  
Coach Terry Jacobs

*Track (Ladies & Men) •*  
Coach Ted McCaslin

## Sports Schedules

Some sports events are listed in the calendar section of this book. Other schedules were not available by the deadline of the handbook publication. Coaches will determine a schedule and it will be available in the Front Office.

### Basketball Schedule

11-15	Cannon Co (H)	6:00
11-19	Sunbright (Fentress)	3:30
11-19	Livingston (Clkrnge)	6:30
11-22	Upperman (H)	6:00
11-29	Smith Co (A)	6:00
12-2	Chattanooga (A)	5:00
12-6	York (A)	6:00
12-9	Stone Mem (A)	6:00
12-13	Upperman (A)	6:00
12-17	Clarkrange(A)	6:00
12-28 to 30	Christmas Tournaments	
1-3	Smith Co (H)	6:00
1-10	Clarkrange (H)	6:00
1-13	Coffee Co (H)	6:00
1-17	White Co (A)	6:00
1-20	Warren Co (H)	6:00
1-21	Stone Mem (H)	6:00
1-24	York (H)	6:00
1-27	Cookeville (H)	6:00
1-31	Coffee Co (A)	6:00
2-3	White Co (H)	6:00
2-7	Warren Co (A)	6:00
2-10	Chattanooga (H)	6:00

## Football Schedule

8-19	Bledsoe Co (H)	7:00
8-26	Campbell Co (A)	6:30
9-2	Warren Co (H)	7:00
9-9	Livingston (A)	7:00
9-16	Sequoyah (H) Homecoming	7:00
9-23	York (A)	7:00
9-30	Cookeville (H)	7:00
10-7	Stone Mem (H)	7:00
10-14	Coffee Co (A)	7:00
10-28	White Co (A)	7:00

\* All times are Central Standard Time

## NCAA Eligibility Requirements

Ask your high school guidance counselor for the current NCAA Guide for the College-Bound Student - Athlete. Eligibility Requirements for NCAA Divisions I, II and III are included in the guide. Below is a list of the requirements for Division I and II.

### **Class of 2008 and beyond**

#### Division I

- Graduate from high school.
- Successfully complete a core curriculum of at least 16 academic courses as follows:
  - English . . . . . 4 years
  - Mathematics (three years of mathematics courses at the level of Algebra I or above) . . . . . 3 years
  - Natural or physical science (including at least one laboratory course, if offered by the high school) . . . . . 2 years
  - Additional courses in English, mathematics, or natural or physical science . . . . . 1 year
  - Social Science . . . . . 2 years
  - Additional academic courses [in any of the above areas or foreign language, philosophy or non-doctrinal religion] . . . . . 4 years

- Have a core-course grade-point average (based on a maximum of 4.00) and a combined score on the SAT verbal and math sections or a sum score on the ACT based on the Qualifier Index Scale (upper and lower limits of scale listed below).

#### *Division I Qualifier Index Scale*

Core GPA	ACT	SAT
sum of scores		
3.550 & above	37	400
(see guide for remainder of scale)		
2.00	86	1010

#### Division II

- Graduate from high school.
- Have a GPA of 2.00 (based on a maximum of 4.00) in a successfully completed core curriculum of at least 14 academic courses as follows:
  - English . . . . . 3 years
  - Mathematics . . . . . 2 years
  - Natural or physical science (including at least one laboratory course, if offered by the high school) . . . . . 2 years
  - Additional courses in English, mathematics, or natural or physical science . . . . . 3 years
  - Social science . . . . . 2 years
  - Additional academic courses [in any of the above areas or foreign language, philosophy or non-doctrinal religion (e.g., comparative religion)] . . . . . 2 years
- Have a combined score on the SAT verbal and math sections of 820 or a 68 sum score on the ACT.

# Attendance

## Attendance Policy

### *Board Policy 6.200*

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Recognized religious observances;
6. Failure of school bus to make scheduled/snow routes;
7. Appointments with doctor or dentist;
8. A one day absence is provided for students when their parent or custodian is deployed into active military service;
9. A one day absence is provided for students when their parent or custodian returns from active military service;
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control or which involve an educational opportunity not otherwise available to the child. Absences in excess of 3 days shall require the approval of the principal or his/her designee. The principal may clarify doubtful absences with the attendance teacher.
11. A maximum of five (5) days per semester will be recognized as excused absence with parent notes. The note must contain an excusable reason for the absence.

12. If a student is exempt from final exams per Board policy, the absence on the day of the exam is excused.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without consent of the student or parent/guardian.

Request for student to attend school in adjoining counties shall be considered on a case-by-case basis.

## Absentee Procedures

Written excuses are submitted for absences and tardiness within ten (10) school days after student returns to school. Failure to submit an excuse will result in the absence or tardy being classified as unexcused. All student absences are verified. The note should include:

- Your name
- Date and reason for absence
- Phone number where your parent/legal guardian may be reached
- Your parent/guardian's signature

The Juvenile Court and parents are notified when any student accrues five (5) unexcused absences and a Truancy Board hearing is arranged.

If, for medical reasons, you must be absent ten (10) days or more at a time, it is advisable that you consider temporary Homebound assignment. Contact the Attendance Office for information on Homebound Assignment.



## Absence during Midterm or Final Exams

Midterm and Final Exams are not to be taken before the scheduled exam time for that class unless there is prior Administrative approval. If a student is absent, whether it is an anticipated absence or sickness, the exam may be made up with the teacher after the scheduled test date.

### Check Out Policy

- The only way to leave campus during the school day without disciplinary action is by following the check-out procedures set by the Attendance Office. Check out procedures:

1 - be signed-out at the Attendance Office by a parent or legal guardian in person (PHONE CHECKOUTS WILL NOT BE PERMITTED)

2 - OR, bring a note, signed by the parent or legal guardian, that has

- your full name
- the reason you need to check out
- the date and time you need to check out
- a phone number where your parent/legal guardian can be reached for confirmation (All notes must be verifiable)
- All notes must be turned in before first period on the day you plan to check out.
- Remember . . . you must be in class at least 1 hour to be counted present for that class.
- If you become sick at school and need to go home, report to the school nurse. Your parents will be called to pick you up.
- Students can not check out to go to lunch or to work.

## Exam Exemptions

An attendance incentive program that recognizes both academic performance and attendance will be administered as outlined below. **If a student is exempt from final exams, according to Board Policy, the absence on the days of the exam will be excused.**

You will be exempt from taking your final exams at the end of each semester (December and May) for each class according to the following guidelines

- A average\* and a maximum of 3 **excused** absences the entire semester
- B average\* and a maximum of 2 **excused** absences the entire semester
- C average\* and a maximum of 1 **excused** absence the entire semester

\* Your qualifying average for exam exemptions includes both terms of the semester averaged together.

- School - sponsored activities and religious holidays do not count as absences.

- **All students who obtain four or more unexcused tardies in any class will be required to take the semester exam regardless of grade average or days absent**

- If a student is exempt and chooses to take the exam, the exam grade must be averaged in the final grade.

- Students who are suspended from school or who are remanded to the Alternative School for cause shall forfeit all exam exemptions.

## **Forged Notes or Forged Official Documents**

Cumberland County High School considers any note that has not been signed by the parent or legal guardian as an illegal document. Students need to be aware that forging a signature or altering a note for oneself or for anyone else is a serious offense and will result in a detention or suspension. Any student who is in possession of official school documents without permission will be subject to disciplinary action.

### **Junior/Senior College Visit**

Each Junior or Senior may have one college day visit in the spring semester of the Junior year and the fall semester of the Senior year to visit a post secondary school. The visit must meet the following guidelines:

1. Must be a Junior or Senior and on track to graduate (passing current classes).
2. Visit may be to a four year college, two year junior college, or technical school that is at least one hour drive time from Crossville. The one exception will be TTU.
3. The visit must be arranged and approved in advance. A letter from the school and a letter from parent/guardian must be on file in the attendance office. In addition, parents/guardian must call, in advance, and verify the note.
4. Upon return to CCHS, **proof** must be presented to the attendance office of visit.

5. Students are **accountable** for all class work missed and will have **two school days** to complete all make-up work. Assignments should be picked up prior to the day of visit.

6. No post secondary visit will be approved ten days prior to the end of the semester.

7. By following proper procedure, your visit will count as a field trip.

### **Make-Up Work**

- It is YOUR responsibility to arrange for make-up work. The day you return to school following an absence for any reason, sickness, extra-curricular, etc., YOU should check the Assignment Board/Notebook in each teacher's classroom to see what work you need to do. YOU must then see your teacher to set up a time to complete the assignment(s) you missed. If your absence is due to a preapproved trip, you must arrange for make up work before the absence

- YOU have three (3) SCHOOL DAYS following an absence to schedule and complete make-up work. If you miss several consecutive days and are unable to complete your assignments within the three-day period, you may request an extension of make-up time. Teachers will assign Instructional Lab on the 4th day until all work is complete.

## **Perfect Attendance**

If you are present at least half of every day (including final exam days), your permanent record will reflect perfect attendance. You will receive a certificate and be recognized for perfect attendance at the end of the year during the awards ceremony. If you are a senior and have perfect attendance, you will be recognized and receive a plaque (for 4 years perfect attendance) or certificate (for 1, 2, or 3 years perfect attendance) during graduation or class night ceremonies.

## **Tardy Policy**

If you are late to school, you must go to the Attendance Office for a tardy slip before you report to class. Teachers will not admit you without this tardy slip. After 1st period, tardies are recorded by the teacher. REMEMBER ... you must be in class at least 1 hour to be counted present. The Attendance Office will keep a total of your tardies.

1. Students are allowed three (3) unexcused tardies per 9 weeks period, without a penalty;
2. Students will receive an after-school detention for each unexcused tardy occurring from #4 through #6;
3. On unexcused tardy #7 through #9 the results will be a suspension for a parent conference with punishment to be determined at the parent conference;
4. In-school suspension shall be assigned for unexcused tardies #10 through #12;
5. Truancy Court will be automatically assigned on tardy #13;

6. Five unexcused tardies will equal one day of unexcused absence for the purpose of truancy.

7. All students who obtain four or more unexcused tardies in any class will be required to take the semester exam regardless of grade average or days absent.

## **Truancy**

- Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled and early check-out from school.

Students participating in school-sanctioned/sponsored activities whether on-or off-campus shall not be counted absent. Mass exodus or early dismissal or late arrival of all students or any segment of students will not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations.

All missed class work or tests (whether from excused or unexcused absences) may be made up if the student makes the request immediately upon returning to school and if class time is not taken from other students.

## Bell Schedules

### **Regular**

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First Block	7:40 - 9:09	<i>Lunch Schedule</i>
Second Block	9:15 - 10:44	11:16 - 11:41 First Lunch
Advisory Period	10:50 - 11:10	11:46 - 12:11 Second Lunch
Third Block	11:16 - 1:11	12:16 - 12:41 Third Lunch
Fourth Block	1:17 - 2:45	12:46 - 1:11 Fourth Lunch

### **Activity/Club**

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First Block	7:40 - 9:04	<i>Lunch Schedule</i>
Second Block	9:10 - 10:34	11:26 - 11:51 First Lunch
Activity Period	10:40 - 11:20	11:54 - 12:16 Second Lunch
Third Block	11:26 - 1:15	12:22 - 12:47 Third Lunch
Fourth Block	1:21 - 2:45	12:50 - 1:15 Fourth Lunch

### **Assembly**

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First Block	7:40 - 8:59	<i>Lunch Schedule</i>
Second Block	9:05 - 10:24	10:30 - 10:55 First Lunch
Third Block	10:30 - 12:19	10:58 - 11:23 Second Lunch
Fourth Block	12:25 - 1:45	11:26 - 11:51 Third Lunch
Assembly	1:50 - 2:45	11:54 - 12:19 Fourth Lunch

### **1 Hr Delay**

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First Block	8:40 - 9:59	<i>Lunch Schedule</i>
Second Block	10:05 - 11:24	11:30 - 11:55 First Lunch
Third Block	11:30 - 1:19	11:58 - 12:23 Second Lunch
Fourth Block	1:25 - 2:45	12:26 - 12:51 Third Lunch
		12:54 - 1:19 Fourth Lunch

### **Snow - 2 Hr Delay**

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First Block	9:40 - 10:40	<i>Lunch Schedule</i>
Second Block	10:45 - 12:34	10:45 - 11:10 First Lunch
Third Block	12:40 - 1:40	11:13 - 11:38 Second Lunch
Fourth Block	1:45 - 2:45	11:41 - 12:06 Third Lunch
		12:03 - 12:34 Fourth Lunch

## Clubs and Organizations

*Clubs are an important way for students to get involved in school and meet new people with common interests. Students may sign up for one "gold" club, one "blue" club, and as many white clubs as they would like. Blue clubs meet the first Thursday of the month during school. Gold clubs meet the third Thursday of the month during school. White clubs meet outside the regular school day.*

### *Academic Team - (white)*

Sponsor: Mr. Alva

The Academic Team competes in eight to ten Quiz Bowl tournaments throughout the year, including the televised WCTE-TV Upper Cumberland Academic Tournament. The team practices weekly, and team members study to increase their knowledge in all academic areas and current events.

### *Anime Fan Club - (blue)*

Sponsor: Mr. Cook

Anime is a new age form of entertainment that get us closer to the Japanese culture. It teaches good morals and it provokes good reading. Club members should know a manga and an anime.

### *BETA - (white)*

Sponsor: Mrs. Filler &  
Ms. Nelson

The BETA Club is an organization that emphasizes academic achievement, leadership development, character, and service to others. Membership is open to sophomores, juniors, and seniors who have a 93 average or above. You must request a BETA application at the beginning of the year from Mrs. Filler and go through a selection process in order to be inducted into the club, which is an affiliate of the National Beta Club. Membership is an honor and requires accountability.

To remain a member in good standing, you must maintain your GPA, participate in four (two-hour) service projects, and attend monthly meetings. The club meets after school on the third Thursday of the month in September, October, November, January, February, March, and April.

### *Bible - (blue)*

Sponsor: Mr. Wright

The Bible Club is a student led organization in which the Bible is studied and discussed.

### *CCHS Culinary Club - (white)*

Sponsor: Mrs. Linda Kington

We will meet at least 1 time per month after school. The purpose of the club is to learn how to cook in a commercial environment. Students will practice skills learned in class and will also practice for State Culinary Competitions in Nashville to be held in April. Students must not have attendance problems and must be doing well in their classes. Proper clothing and shoes must be worn in the lab at all times. \$25.00 Fee required to cover the cost of food. Application required.

### *DECA - (white)*

Sponsor: Mrs. York

### *Family Career and Community Leaders of America - (gold)*

Sponsors: Mrs. Kington &  
Mrs. Shoemaker

The purpose of FCCLA is to encourage students to gain individual leadership skills, group involvement, and promote family and community relations. This is accomplished by members planning and carrying out activities that are beneficial to others and the FCCLA club. Members participate in a number of activities and competitions throughout the year. Dues are \$5.00 and \$12.00.

*Fellowship of Christian Athletes - (gold)*

Sponsor: Mrs. Brewer

Fellowship of Christian Athletes is open to anyone (not just athletes) who would like an environment to express his/her Christian faith at school. Every month FCA sponsors Bible studies, social events, recreation, service projects, concerts, etc. There are opportunities to serve others and develop leadership in a Christian context. Each member is asked to make a \$5.00 donation to the club.

*French - (gold)*

Sponsor: Mrs. Robbins

Calling all Francophiles! French club exists to celebrate and explore cultural topics in French, and is open to anyone interested in exposure to all things French. Activities are meant to advocate the francophone world, and may include parties, cinema club, food, and crafts. Community service includes pet supply drives for local shelters. Although it is a gold club, most meetings will take place after school, so students are welcome to join an additional gold club. Required dues of \$10 per year help to defray the cost of club activities and food at regular meetings.

*Future Farmers of America - (blue)*

Sponsors: Mr. Atkinson, Mr. Lowe

*Future Business Leaders of America - (blue)*

Sponsors: Mrs. Dickerson

FBLA is now open to all business/vocational students. The club's primary goal is to create more interest in and a better understanding of American business enterprise.

*Future Teachers of America - (gold)*

Sponsor:

FTA is open to all students with an interest in the teaching profession. By participating in the FTA convention, radio spots, and job shadowing, we learn everything possible about becoming a teacher.

*Garden Club - (blue)*

Sponsors: Mrs. Way &

Mrs. Burnett

The Garden Club is a service organization open to all students who want to help beautify our school by planting and maintaining flowers, shrubs, and trees on campus. Our club's goal is to promote the appreciation of our surroundings and to learn how to improve the environment by creating and caring for the landscape. We take yearly trips to Biltmore House and Gardens, present a senior scholarship, and participate in homecoming. We have regular club gatherings at local restaurants and parks.

*Health Occupation Students of America - (gold)*

Sponsor: Mrs. Gilpin

HOSA is a service organization. We have fundraisers and multiple events during the year. Students must be enrolled or have had a health science class to be an active member. Students can join as associate members if they plan to take a class at a later date.

*Interact - (gold)*

Sponsor: Ms. Phillips

Interact is a service club sponsored by Rotary International. A student must fill out an application and go through an interview process in order to become a member.

*Jet Theatrix - (blue)*

Sponsor: Mrs. Robbins

The drama club offers on and offstage opportunities to work on student productions and theatrical outreach, as well as competitive events. There is also the possibility of various field trips and workshops. Even though this is a blue club, most meetings will take place after school, so students may join an additional blue club. All members must be available on a regular basis after school, for rehearsals and technical meetings. Required dues are \$10.00 per year.

*Leo Club -*

Sponsor: Mr. Taylor

Leo clubs are sponsored by Lions clubs to inspire volunteerism and leadership in young people ages 12 and up. There are more than 5,700 Leo clubs worldwide.

*Mathematics - (blue)*

Sponsor: Mrs. Buck

*Pep Club - (blue)*

Sponsor: Ms. Gargac & Mr. Allen

This club will encourage CCHS students and teams by attending games, making signs, goody bags, banners and other inspirational paraphernalia. There will be a fee..

*Reader Volunteers - (blue)*

Sponsor:

The RV's club has a dual purpose of promoting reading for pleasure as a lifelong "hobby" for students, and having students do volunteer service projects related to promoting literacy. Annual dues will be \$5.00, and each member shall contribute at least one volunteer activity per semester.

*Renaissance - (white)*

Sponsors: Mrs. Atkinson & others

The CCHS Renaissance program is dedicated to recognizing positive student achievement. This organization is student led with active teacher participation. As an organization, we sponsor many programs such as Student of the Month, Character Counts Student of the Month, Perfect Attendance, Straight A rewards, A/B Honor Roll recognition, Lunch in the Garden, Early Lunch Passes and other various academic recognition. The Renaissance committee involves many local businesses who help us in supporting these various programs and rewards. There are no dues to join the club, however much work is done after school hours.

*Skills USA - (white)*

Sponsor: Mr. Freeman & others

This club will meet after school as needed. All students enrolled in T & I class as are members of SkillsUSA. Club information will be given at the beginning of each semester. Members participate in a wide variety of activities at the local, state, and national levels including attending regional and state skills & leadership conference. Educational field trips are taken each year. Annual dues are \$12.00.

*Spanish - (gold)*

Sponsor: Mr. Alva

The Spanish Club was established as an enrichment club to enhance the learning experience that takes place in Spanish classes. The sole purpose of the club is to introduce its members to avenues of Hispanic culture such as cuisine, theater, and arts, which are not accessible in the regular classroom

setting. Membership in Spanish Club is open to anyone who is currently enrolled or has been enrolled in a Spanish class. Membership dues are \$8.00, and this money goes toward a scholarship given to a senior member.

*Student Government Association - (white)*

Sponsor: Mrs. Hall

The mission of SGA is to facilitate improvements at CCHS which are beneficial to the student body, faculty, and administration. Membership in TASC will be representative of all students at CCHS and consist of members who may be elected or appointed. Students are encouraged to bring concerns to Student Council.

*Technology Student Association - (blue)*

Sponsor: Mr. Wanamaker

TSA will prepare students for the challenge of a dynamic world by promoting technological literacy, leadership, and problem solving. Members are required to be enrolled in either Technology Education, Innovations and Inventions, Diversified Technology I, or Diversified Technology 2. Students will be required to pay \$12.00 for dues.

*Young Democrats - (blue)*

Sponsor:

If you are a supporter of the Democratic Party and interested in learning more about the political system, join the Young Democrats! We meet monthly during Club Day in V101. This is a very important year for our local, state, and national government, so we need your help!

*Young Republicans - (blue)*

Sponsor:

The CCHS Young Republican Club will be open to any student who has the basic beliefs of the Republican Party. The members of the club will have the opportunity to participate in several different activities: campaign drives, political events, mock elections, voter registration, and community service. There are only two requirements for joining the Young Republicans. One: we want people who are willing to help and work. Two: we want people who want to have fun.

**Blue Club**

**Membership Authorization**

Club Name \_\_\_\_\_

Student Name \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Meeting Location \_\_\_\_\_

**Gold Club**

**Membership Authorization**

Club Name \_\_\_\_\_

Student Name \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Meeting Location \_\_\_\_\_



# Counseling Department

## Advanced Level Courses

The following courses are recognized as advanced courses at CCHS and will receive an extra point when figuring grade point average. These courses receive the extra three point on your total average, and AP courses will receive five extra points on the total average.

Advanced Algebra & Trigonometry

Anatomy & Physiology

AP Biology

AP Chemistry

AP English 11

AP US History

Dual Calculus 1 & 2

Dual English 12

French 3 & 4

Honors Agriscience

Honors Algebra 1

Honors Algebra 2

Honors American Business & Legal

Honors Aviation 2

Honors Biology 1 & 2

Honors Chemistry 1 & 2

Honors Child Development

Honors Criminal Justice 2

Honors Economics

Honors Engineering 2

Honors English (9, 10, 11, 12)

Honors Forensic Science

Honors Geometry

Honors US History

Honors Physical Science

Honors Visual Communication

Physics

Pre-Calculus

Programming 1 & 2

Spanish 3 & 4

Statistics

## Advanced Placement Courses

Before admittance into AP courses, students are selected based on satisfactory scores on the PSAT and PLAN tests, and teacher recommendation. Students enrolled in AP courses are required to take the Advanced Placement test given in May of each year in order to receive AP credit. Students who score a 3, 4, or 5 may be eligible to receive college credit or advanced placement in college. Please contact the individual college for more information about the acceptance of AP test scores.

## Career Planning

Use Tennessee College and Career Planning System powered by Kuder may assess your interests, skills, and work values. Sponsored by Edsouth, every student in Tennessee is able to access this planning system free of charge. This program has comprehensive, internet-based educational and career development planning tools and resources for students. To create your roadmap to success, go to: [www.planningyourdreams.org](http://www.planningyourdreams.org). Contact your school counselor or Josette Schlafer, CTE Technology Coordinator for more information.

## Counseling Services

Counselors welcome the opportunity to talk with students and their parents. Students and parents are encouraged to contact counselors and faculty members for conferences. Students should feel free to request time with the principal, assistant principals, or counselors for assistance in educational or vocational planning, personal problems, or any other matter important to the student.

## **College Admissions Requirements**

It is never too early to begin considering where you would like to attend college, or to begin evaluating college admission requirements. College admission is based primarily on how well a student performs in high school. This performance is evaluated by the class rank, GPA, the rigor of the courses taken, and the scores earned on tests such as the ACT and/or SAT.

Colleges vary widely in their entrance requirements. Therefore, all students should refer to college catalogues and college counselors for additional information on admissions requirements. All students should review college requirements early in their high school career, especially if considering a private or very selective college.

Students who are considering applying for admission to a selective college or university should take the most rigorous and challenging college preparatory curriculum possible while in high school. The more demanding the course work, the better the chance that the student has for admission to the college of his/her choice.

A student's high school record is the single most important factor in gaining admission into college. Slightly lower grades in more rigorous courses may be more important than higher grades in easier courses. Honors and Advanced Placement courses demonstrate the student's ability to handle the rigorous work required at the collegiate level. Selective colleges view the more rigorous work as an indication of the student's intellectual ability and desire to learn. College admissions officers take special note of Honors and Advanced Placement courses on a student's high school transcript.

## **Credit Recovery**

Students who fail a core academic course with a grade of 54 or above may enroll in credit recovery. Credit Recovery is offered several times throughout the year after school at the Phoenix School. Please see the Counseling office for more information.

## **Determining Class Rank**

Students who are able to register for enough credits to meet graduation requirements are classified as seniors. The valedictorian and the salutatorian will be selected from the ten students in physical attendance, who have the 10 highest Quality Point Averages (QPA). From these ten, the valedictorian and salutatorian will be determined by numerical average of the final course grades. This method provides the least amount of discrimination to determine the two highest averages. Ranking for remaining class members will be determined by Quality Point Averages (QPA). Ranking will be determined by adding the final average for each course and dividing by the number of courses. The valedictorian and salutatorian will be the two students with the highest numeric average. This method will accommodate the state requirement that all honors classes be awarded 3 additional points in determining the final grade. Transfer students must have been in attendance four of the seven semesters preceding the final semester to become valedictorian or salutatorian. Physical Education and Office Development are not included when figuring GPA. The first credit in music and art will be a numerical grade and count toward a GPA - subsequent credits in these courses will be pass/fail and not included in GPA calculation. The grades from the final semester of Senior year will not be used in determining class standing.

## Dual Enrollment Courses

Juniors and seniors have the opportunity to take Dual Enrollment classes at Roane State Community College.

Presently, the cost is \$378 for a 3 hour course plus the cost of books. The Lottery Scholarship will pay \$300 toward this cost. The Lottery Scholarship will pay for one class per semester starting in the junior year, totaling \$1,200 over a two year period. Students must have a GPA of 3.0 for enrollment and then maintain a GPA of 2.75 or better in all college level courses in order to continue to receive the Lottery Scholarship for dual enrollment courses. Students desiring to enroll in academic core courses, such as Comp I or Comp II must have an ACT English score of 19. Students desiring to enroll in a math course must have an ACT Math score of 22.

If you have any questions regarding dual enrollment, please speak with one of the guidance counselors and review dual enrollment requirements for the particular college or university.

## Extra Grade Cards

Students may request an extra grade card from the Guidance Office at a charge of \$1.00 per grade card paid in advance.

## GPA/QPA Calculations

Grade Point Average (GPA) and Quality Point Average (QPA) are used in determining class ranking. Colleges will also look at your overall GPA when transcripts are submitted

• To determine your GPA each course is given a number based on your grade:

$$A = 4 \text{ pts} \cdot B = 3 \text{ pts} \cdot C = 2 \text{ pts}$$

$$D = 1 \text{ pt} \cdot F = 0 \text{ pts}$$

Add your total and divide by the number of classes. This number will be between 0.0 and 4.0.

• To determine your QPA each course is given a point based on its classification as a regular or honors class. Regular classes receive:

$$A = 4 \text{ pts} \cdot B = 3 \text{ pts} \cdot C = 2 \text{ pts}$$

$$D = 1 \text{ pt} \cdot F = 0 \text{ pts}$$

Honors courses receive

$$A = 5 \text{ pts} \cdot B = 4 \text{ pts} \cdot C = 3 \text{ pts}$$

$$D = 2 \text{ pt} \cdot F = 0 \text{ pts}$$

Add your total and divide by the number of classes. This number will be between 0.0 and 5.0.

## Grading

• The grading scale at Cumberland County High School is as follows:

A: 93 - 100

B: 85 - 92

C: 75 - 84

D: 70 - 74

F: below 70

• Weighting for Honors Courses that meet all appropriate content standards, learning expectations, and performance indicators as approved by the State Board of Education shall include the addition of 3 percentage points to the grades used to calculate the semester average.

• Weighting for Advanced Placement Courses shall include the addition of 5 percentage points to the grades used to calculate the semester average.

• Grades will be reported each nine-week period. Nine week grades will be computed as follows: test average - entered twice, daily grades average - entered twice, nine weeks test entered once. Average equals the total divided by five. All teachers must give a nine-

weeks test. Teachers will send out a progress report during the 5th week of each grading period. A full credit will be awarded when the average of Terms 1 and 2 or Terms 3 and 4 is 70 or above.

- A student may receive an incomplete grade on his/her grade card for various reasons. These open or incomplete grades must be completed within 10 school days after grade cards have been issued or students will receive no credit.
- A final term test schedule will be provided for each testing period. Teachers will give tests only as they are scheduled. No unit test, chapter test, etc. will be given on those days.
- Grade cards are given out by the advisory teacher on scheduled days following the end of the nine-week period.

### **Pre-Registration and Registration**

Pre-registration and registration days will be set aside for the planning and selection of each student's classes. Final decisions for courses to be taken must be determined during the pre-registration days. Therefore, students should not plan to change their schedule after the school year begins unless unusual reasons exist.

### **Schedule Change Guidelines**

An extraordinary amount of time and effort is put into preparing the master schedule. Courses offered are determined by student interest and state curriculum requirements. Students should make their choices wisely as all schedule changes have a significant impact on class size, staffing requirements, and textbook availability.

Schedule changes may be made only on Tuesday and Thursday from June 1, 2010 until July 29, 2010. Please complete change forms available in the Guidance office. No schedule changes will be made after the first full day of school.

Schedule changes after the opening of school will only be made for the following reasons:

- The school has made a scheduling error.
- A class is needed in order to meet graduation requirements.
- A prerequisite has not been successfully met.
- The student completed the course during credit recovery or summer school.
- The student failed the course in the previous semester.
- The change is required based upon the student's IEP.

Schedule changes will not be made based upon a preference for a particular teacher or to be moved into a class with friends.

### **Senior Tips**

- Make certain you take the ACT or SAT.
- Compile a personal fact sheet (resume).
- Attend available College and/or Career Fairs.
- Narrow college choices. Choices to consider:
  - Admission Requirements
  - Academic Life
  - Student Body
  - Campus Life
  - Cost

- Mail college applications. Applications or addresses of colleges are available in guidance.
- After you have sent your college applications, notify the Guidance Secretary to send transcripts to the colleges of your choice. Colleges will not accept transcripts unless they are mailed from the high school
- Students applying for athletic scholarships must submit an application to NCAA Clearinghouse.
- If you need recommendations from the faculty, please notify them well in advance. Make sure you have a resume to hand each teacher when you ask him/her to write a recommendation.
- A student applying for any type of scholarship must fill out a financial aid form. Financial aid forms should be filled out as early as possible after January 1.
- Report final college choice and scholarships you have to your counselor.
- Please remember after all high school work has been completed, a final transcript must be sent to the college/technical institution you have chosen to attend. Request this before graduation or before your last day of school.

### Testing Schedule

ACT	Test Date	Register by
	Sept 10	Aug 12
	Oct 22	Sept 16
	Dec 10	Nov 4
	Feb 11	Jan 13
	Apr 14	Mar 9
	June 9	May 4

\*All Juniors will take the ACT on March 20th

*Gateway* - End of Course -

Dec 6-8, May 1-3

*Plan Test* - November (10th grade)

*PSAT* - October (10th & 11th grade)

SAT	Test Date	Register by
	Oct 1	Sept 9
	Nov 5	Oct 7
	Dec 3	Nov 8
	Jan 28	Dec 30
	Mar 10	Feb 10
	May 5	Apr 6
	June 2	May 8

*Writing Assessment* (11th grade) - Feb 1

- Registration materials for the ACT may be picked up in the Guidance Office. These materials are to be filled out completely and mailed by the students.

- Registration for the SAT is to be done online. SAT tests are not given at CCHS. Students will have to travel to take this test.

- Vouchers - Students may receive a one time voucher to use for the ACT. It is recommended that juniors and seniors use this for their 1st time taking the ACT. Vouchers are located in the guidance office.

\*\* CCHS School Code for SAT/ACT and all financial aid applications is 430-500.

### Transcripts

Students requesting a transcript should go to the office in Guidance to fill out a request form. All transcripts are \$1.00 each and must be paid in advance.

## Transfer Students

- Transfer students entering CCHS must provide a Tennessee certificate of immunization and proof of residence before registration can occur. Also, the student who does not reside in Cumberland County with his/her parents or court appointed guardian must present a current power of attorney and must prove the extenuating circumstances per state law. The necessary power of attorney forms can be picked up in the front office.
- Upon registration, a transfer student may be required to present an official letter from the previous school stating any attendance or disciplinary problems encountered at the last school attended.

## **Dress Code Policy #6.310**

Students shall dress and be groomed in a clean, neat and modest manner so as not to distract or interfere with the educational process or cause a safety hazard. Students are encouraged to adhere to the provisions of this code during school hours (whether on or off campus) and while in attendance at school sponsored events.

Violations may result in the following consequences:

- First violation: The student will receive a written warning and the violation must be corrected.
- Second violation: Parent will be called, violation must be corrected, and a detention will be assigned.
- Third violation: Student will be suspended until parent conference.

The principal's judgment will prevail in all matters regarding the application of these rules.

## All Students K - 12

- The following shall NOT be worn at school or school sponsored events during regular school hours:
  - Clothing or accessories that denote affiliation with any gang associated with criminal activity, or a safety hazard or security risk.
  - Ill fitting clothing such as saggy/baggy pants or oversized coats, sweaters, sweatshirts, etc.
  - Spandex clothing or pajama type clothing.
  - Clothing with holes, ragged edges, or with patches of different colors or fabric.
  - Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol or drug products.
  - Caps, hats or headscarves, for boys or girls, will not be worn inside the buildings.
  - Form fitting or body fitting clothes.
  - Clothing with revealing necklines.
  - Extreme hair color or style, makeup and/or nail color.
- The following rules will be enforced for All students:
  - Any color or style of shoes, with the exception of "Heely" or bedroom slipper type shoes, may be worn to school.
  - Leggings will be worn only with approved length dresses and skirts.
  - Shirts/skirts/dress length will be no higher than four inches from the middle of the knee.
  - Slits in skirts/dresses will be no higher than four inches from the middle of the knee.
  - Pant legs must not drag flagrantly on the floor.

- No tinted glasses/sunglasses are permitted unless prescribed by a doctor.
- No body piercing jewelry, including spacers, except for earrings in the ear for boys and girls.
- Large heavy jewelry chains, and any jewelry that could be deemed dangerous, will not be permitted.
- Valuable clothing and jewelry are discouraged.
- Shirt and blouse length may not be longer than the bottom of the fingertips while standing, and may not be so short that students raising their elbows to the height of his or her shoulder exposes midriff.
- Tops, blouses and shirts must fit and must cover the shoulder so as not to reveal the torso or undergarments.
- All trench/duster style coats that fall below the knee are prohibited.
- Cargo pants are permitted.
- Bib overalls may be worn as long as galluses and side closures are fastened.
- Special Dress Days may be designated by the principal to include but not limited to the following examples: field days, picture days, school spirit days, etc.
- If a student cannot comply with this standardized dress code because of religious beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

## **Discipline Policies**

### **General**

- Students should not prevent flow of traffic by congregating in the halls.

- Once students arrive on campus they may not leave without official check out through the Attendance Office.
- Students must return cafeteria trays to the appropriate tray return area. Any litter from the student lunch is to be taken to a trash container.
- No student will be permitted to go to the parking lot without authorization from the office. Students in the parking lot without permission from the administration are subject to disciplinary action.
- Students should not enter the hall without a Hall Pass or Student Handbook from the immediate supervising teacher.
- Student couples should conduct themselves in a manner that is respectable for the school and the students. No display of affection (such as embracing, kissing, or holding hands) will be permitted at school.
- Visitors are not allowed on campus unless they have been given permission from the front office. Students should not encourage visitors during any part of the school day.
- Students should be prepared for class each period with appropriate books and material. Students are to follow directions of the teacher the first time asked.
- Students are to refrain from inappropriate language.
- Students are not allowed to have Heelys, skateboards, rollerskates, or rollerblades on the CCHS campus.

*Violations of any of the above will result in disciplinary action not limited to a parent conference, detention, in-school suspension, or Saturday school.*

## **In School Suspension/Saturday School/Detention**

- Report to class with all books and supplies
- No talking or sleeping
- Follow directions of instructor at all times
- For any reason, after the third in-school suspension or out-of-school suspension or a combination thereof, the student will be suspended for a due process hearing.
- All students assigned to in-school suspension may be referred to guidance for counseling.
- Any student misbehaving in ISS will be sent home immediately.
- Any offense deemed by the Principal to be a severe violation or discredit to the school will warrant appropriate discipline.
- Saturday School is scheduled for Saturday mornings from 7:30 to 10:30 am and detention is held Monday through Thursday from 2:50 to 4:15 pm.
- Any student who fails to show up for Saturday School after being reassigned will be assigned detentions until Saturday School is served.

### **Violations and Disciplinary Actions**

Violation	1st Offense	2nd Offense
Transferring, Possession, use or under influence of drugs, intoxicants, and inhalants TCA 49-6-3401 <i>Zero Tolerance</i>	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion.	
Possession, use or threatened use of a firearm TCA 39-17-1309 TCA 49-6-3401 <i>Zero Tolerance</i>	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion.	
Possession, use or threatened use of other weapons (not limited to): knives, guns, pellet guns, stun guns, brass knuckles or any weapon not inherent to the educational process	Detention, In-School Suspension, Out of School Suspension, Suspension for Parent Conference or Long Term Suspension	Long Term Suspension; May appeal through Disciplinary Hearing



Violation	1st Offense	2nd Offense
Committing physical battery upon any teacher, principal, administrator, resource officer, or any employee of local education agency TCA 49-6-3401 <i>Zero Tolerance</i>	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion.	
Vandalism of Property	Detention, In-School Suspension and/or Out-of-School Suspension, Pay Restitution & Sign Probation Agreement	Long Term Suspension, May appeal through Disciplinary Hearing
Possession or Use of Fireworks	In-School and/or Out-of-School Suspension, or Saturday School	Long Term Suspension, May appeal through Disciplinary Hearing
Fighting or Physical Assault	In-School, Out-of-School Suspension, Community Service, Sign Probation Agreement, and Cited to Juvenile Court	Long Term Suspension and Cited to Juvenile Court
Gambling	In-School Suspension, Detention, Saturday School, Out-of-School Suspension	Long Term Suspension and Cited to Juvenile Court, May appeal through Disciplinary Hearing
Abuse of Staff, Other Students and their Rights (verbal, physical, bullying, or harassment)	In-School Suspension, Detention, Saturday School, Out-of-School Suspension, Expulsion	Added In-School Suspension, Saturday School, Out-of-School Suspension, or Long Term Suspension
Stealing	Detention, Restitution, In-School Suspension, Out-of-School Suspension	Added Out-of-School Suspension, Restitution, or Long Term Suspension
Truancy/Skipping Class	Parent Notification and 2 Detentions or 1 Saturday School	Parent Notification and 4 Detentions or 2 Saturday Schools (other punishment may be determined by the Administration)

Violation	1st Offense	2nd Offense
Unauthorized Leaving Campus	Suspension for a Parent Conference - Punishment determined by Administration	Punishment determined by Administration - Parking Privileges may be Suspended
Cheating and Plagiarism	Zero on Assignment and Notify Parent, Possible Suspension for Parent Conference with Punishment to be determined	Zero on Assignment, In-School Suspension, Saturday School, Suspensions, and Parent Conferences
Violation of any discipline issue	In-School Suspension, Detention, Saturday School, Out-of-School Suspension	Longer In-School Suspension, Saturday School or Out-of-School Suspension
Use/Possession of Tobacco or Related Products (i.e, lighters, rolling papers, etc.) TCA 39-17-1505;	2 Days In-School Suspension, Parent Conference, and Sign Probation Agreement - Cited to Juvenile Court per Tennessee Law	4 Days In-School Suspension, Parent Conference, Cited to Juvenile Court per Tennessee Law
Tardy to School/Class	Tardy #4 - #6 - 1 Detention Each Tardy #7 - #9 - Suspension for Parent Conference with Punishment to be determined	Tardy #10 - #12 - In-School Suspension Tardy #13 Truancy Court
<i>*Five unexcused tardies will equal one day of unexcused absence for the purpose of truancy</i>		
Vulgar or Profane Language	Detention, Saturday School, In- School or Out-of School Suspension, Parent Conference	In-School or Out-of School Suspension
Cell Phones and Personal Communication Devices	Taken and held for Parent Pickup after 7 days & 2 Days In-School Suspension	Taken and held for Parent Pickup after 7 days, 4 Days In-School Suspension, Phone privilege lost for remainder of year and Saturday School.

Violation	1st Offense	2nd Offense
Public Displays of Affection	Warning and Parent Notification	Detention and/or Saturday School
Failure to Display ID Properly	Warning	Detention and/or Saturday School for each subsequent offense
Excessive Referrals	Once a student is referred to the office 6 times for disciplinary reasons, the student will be suspended for a parent conference	Once a student is referred to the office 12 times for disciplinary reasons, the student will have a Parent Conference where action will be determined
Bus Discipline	Warning and Parent Notification	Parent Notification and 3 Day Bus Suspension

3rd Bus Offense - Parent Notification and 5 Day Bus Suspension  
4th Bus Offense - Parent Notification and 10 Day Bus Suspension  
5th Bus Offense - Bus Suspension for Remainder of Semester

- Community Service may be considered an option for any violation of school rules as deemed appropriate by the Administration.
- Except for Zero Tolerance, **3rd and subsequent violations will result in disciplinary action at the discretion of the Administration.**
- Important Note: If it is determined at any time that parking privileges contributed to truancy, or other disciplinary issues **those parking privileges will be suspended.**

## Suspension/Expulsion/ Remand (CCBP 6.316)

### DEFINITIONS:

- Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.
- Expulsion: removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a semester of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.
- Remand: assignment to an alternative school.

## In-School Suspension

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

**Procedures for In-School  
Suspension, Out-of-School  
Suspension and Expulsion:**

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing: a) Of the suspension/expulsion and the cause for it; and b) A request for a meeting with the parent or guardian, students and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, or fifteen (15) accumulative days in a semester, he/she may suspend/expel the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days or fifteen (15) days of accumulative days in a semester. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
7. The appeal from this decision shall be to a disciplinary hearing authority appointed by the director of schools and consisting of at least three (3) certificated employees. The hearing shall be held no later than the ten (10) school days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent or guardian and student by the principal.
8. After the hearing, the disciplinary hearing authority may: a) Order removal of the suspension unconditionally, b) Order removal of the suspension upon such terms and conditions as it deems reasonable; c) Assign the student to an alternative program; or d) Suspend the student for a specified period of time.
9. A written record of the proceedings, including summary of the facts and the reasons supporting the decisions, shall be made by the disciplinary hearing authority. The student or principal may within five (5) days of the decision request review by the director of schools.
10. After review of the record, the director of schools may affirm the decision of the hearing authority, modify the decision to a lesser penalty, or grant a hearing before the Board.
11. After the hearing, the Board may affirm the decision of the director of schools or modify the decision in any manner, including imposing a more severe penalty than that of the hearing authority, or director of schools.
12. If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete course of instruction for that semester, subject to conditions prescribed by the principal.
13. Students under suspension from one (1) school in the school system cannot enter another school in the system.

## Disciplinary Hearing Authority

### *Board Policy 6.317*

A Disciplinary Hearing Authority (DHA) will conduct hearings for students who appeal a suspension. The director shall appoint members of the DHA which shall consist of five (5) members, (maximum number must not exceed total membership of Board) at least three (3) of which shall be licensed employees of the Board, appointed to one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case;
2. Prepare and disseminate the minutes of each meeting;
3. Set the time, place and date for each hearing;
4. Notify appropriate persons of each meeting within forty-eight (48) hours of receiving notification of the suspension/expulsion; and
5. Sign and maintain a copy of minutes of meeting.

Each hearing shall be conducted by at least three (3) members of the DHA, one of which must be a licensed employee of the Board. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension/expulsion. Notification of the decision shall include a statement

of the right of either party within five (5) days after receiving the decision to request a review by the Board.

The DHA may take the following disciplinary actions:

1. Affirm the decision of the school principal;
2. Order removal of the suspension/expulsion unconditionally;
3. Order removal of the suspension/expulsion upon such terms and conditions as it deems reasonable;
4. Remand the student to alternative placement; or
5. Suspend/Expel/Remand the student for a specified period of time.\*

If a review of the hearing is requested by either the student, parent/guardian or principal, the director shall either review the record and shall:

1. Affirm the decision of the hearing authority; or
2. Modify the decision to a lesser penalty\*; or
3. Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may:

1. Affirm the decision of the hearing authority; or
2. Modify the decision in any manner\*; or
3. Impose a more severe penalty than that of the hearing authority.

\*Note: Zero-tolerance offenses set forth in statute (firearms, drug possession and battery upon a school employee) require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the director of schools.

# Driver's License and Parking Permit

## To Obtain a License

Tennessee requires that you show proof of acceptable attendance and grades before you can take your driver's test. Prior to going to the Driver's License Office, students are required to obtain a Compulsory School Attendance Form. To receive this form,

- students cannot have 15 total unexcused absences in a semester, or
- 10 consecutive unexcused absences in a semester
- student must have also passed at least 2 subjects the previous semester

If all above conditions are met, the student should go to the Attendance Office to fill out an application for the Compulsory Attendance Form. The form will then be available for the student to pick up the next day.

## Reinstatement of Driver's License

If your driver's license was lost due to attendance and/or grades, you must

- attend school for 30 consecutive days with no unexcused absences.
- make passing grades in at least 2 subjects during next semester grading period.
- show acceptable classroom behavior during this qualifying period.

**Students who lose their license a 2nd time will not be able to reinstate them until the age of 18.**

## Driving Policy

Students who wish to drive to school should first obtain a parking permit application from the Front Office. The student should then present a valid driver's license along with a non-refundable \$25.00 fee to the Bookkeeping Office. Application and proof of payment should then be taken to the Assistant Principal's office for processing. These students will be expected to adhere to the following rules:

- Must possess a valid driver's license
- Must stay off and away from cars during school hours
- Must leave the car immediately upon arrival at school
- Must practice good driving habits at all times; reckless driving or disregard for safety regulations will result in loss of driving privilege
- Must allow school buses the right of way
- Must park in his/her assigned space that corresponds to the number on his/her parking permit and permit must be visible
- Must never leave the campus at the end of the day until the first wave of buses has departed at 2:45 pm
- Must not lend, sell, or transfer their permit. Permits must be used on the registered vehicle only.
- All students should lock and secure their vehicles.

- Cars parked in an unauthorized area, with or without a valid parking permit, will result in a Saturday School, detention, loss of parking permit, and/or towed at owner's expense.

- Vocational students are not permitted to drive to the Technology Center without permission from the Vocational Director and the Tennessee Technology Center Director

- Illegally tinted vehicle windows (under 35%) will not be allowed.  
TCA 55-9-107

*Cumberland County High School is not responsible for theft or damage to automobiles or possessions in automobiles that are parked on the campus.*

### **Loss of Driving Privileges**

Driving privileges may be lost for any of the following violations:

- Speeding and/or reckless driving (including entering and exiting campus)
- Allowing students to ride on exterior of vehicle
- Skipping in vehicle (1st offense)
- Multiple tardies
- Multiple infractions of parking regulations
- Refusal to follow school official's directions
- Allowing another student to borrow permit
- Other serious acts not mentioned

## **Faculty Members, Room Numbers, & Departments**

### **Administrative Assistants**

*Jane Way* - Administrative Secretary

*Cheryl Threet* - Asst. Prin. Secretary

*Donna Testorff* - Attendance Clerk

*Rebecca Mathias* - Attendance Clerk

### **Bookkeeper**

*Jane Franklin*

### **Guidance**

*Robin Hull* - 9th & 12th

*Leslie McCoy* - 9th & 11th

*Missy Miller* - 9th & 10th

*Fran Young* - Secretary

### **Library - Media Specialist**

*Bekki Atkinson* - Librarian

*Kimberly Vincent* - Library Asst.

### **School Nurse**

*Jimmie Mae Brass*

### **School Resource Officer**

*Officer Jon Tollett*

### **Department Chairperson**

CTE - *Jason Atkinson*

Fine Arts - *Annette Saldana*

English - *Tiffany Phillips*

Foreign Lang - *Angela Robbins*

Library - *Bekki Atkinson*

Math - *Velma Buck/Janet Burnett*

Physical Ed - *Dave Prichard*

Science - *Jill Lay*

Social Studies - *Tony Brock*

Special Ed - *Tracy Sinclair*

## Classroom Teachers

*Robert Akin* - Math  
*Audrey Akins* - History  
*Blake Allen* - English  
*Charlie Alva* - Foreign Lang  
*Diane Atkins* - English  
*Jason Atkinson* - Agriculture  
*Jim Brady* - English  
*Laura Brewer* - Science  
*Tiffany Brewer* - Math  
*Tony Brock* - Social Studies  
*Velma Buck* - Math  
*Janet Burnett* - Math  
*Joel Chamness* - Math  
*Ron Cook* - Math  
*Marty Davis* - Physical Ed  
*Gloria Dickerson* - Business  
*Kim Eller* - Ag Science  
*Daisy Filler* - English  
*Will Foster* - History  
*Roscoe Freeman* - Construction  
*Kiley Gargac* - English  
*Laura Gilpin* - Health Science  
*Gretchen Grentz* - Foreign Lang  
*Brenda Hall* - Foreign Language  
*Kacee Harris* - Business  
*Aaron Hennen* - Music/Band  
*Kim Herring* - Math  
*George Kington* - Special Ed  
*Linda Kington* - Culinary Arts  
*Jill Lay* - Science  
*Amanda Lewis* - Vocal Music  
*Mitch Lowe* - Agriculture  
*William Margrave* - Trans Core  
*Ted McCaslin* - Social Studies  
*Emmy McCoy* - Math  
*Linda McDuffee* - Science

*Daniel McInerney* - English  
*Radhika Miller* - Physical Ed  
*Blaine Moore* - Math  
*Rene Morris* - English SL  
*Pat Nelson* - Special Ed  
*Peggy Paquette* - Special Ed  
*Russ Partin* - Special Ed  
*Dean Patton* - Science  
*Tiffany Phillips* - English  
*Anna Pickard* - English  
*Dave Prichard* - Physical Ed  
*Angela Robbins* - Foreign Lang  
*Annette Saldana* - Art  
*Art Sanderson* - Visual Arts  
*Josette Schlafer* - CTE  
*Rachel Shoemaker* - Family Science  
*Tracy Sinclair* - Science  
*Donald Smith* - Science  
*Staci Smith* - Science  
*Craig Taylor* - Social Studies  
*Dan Vanwinkle* - Physical Ed  
*Teddy Wanamaker* - Engineering  
*Sheryl Webb* - Math  
*Cub Whitson* - History  
*Jeffrey Wright* - Criminal Justice  
*Judy York* - Marketing/Business

## **General Information**

### Academic Integrity

Students are expected to be honest in their work. Dishonesty in academic work, such as plagiarism and cheating, will result in a zero on the assignment. Any subsequent incidents will result in disciplinary action including possible detentions, suspensions, and parent conferences.



## Areas Off Limits to Students

- Parking lots
- Automobiles or other vehicles parked on campus
- Any rooms set aside for staff only (except by invitation)
- At lunch time: all instructional areas
- Behind wings/buildings (no loitering)
- No students are to be in the building after 3:15 pm unless they are under the direct supervision of a faculty member.

## Book Bags

Book bags must be left in lockers. No book bags, athletic bags, etc. carried in the halls or classrooms between 7:45 and 2:45, unless a student is on his/her way to check in or out of school. Bags are subject to search at any time. Students who violate this policy will be assigned detention. **String bags are acceptable.**

## Cafeteria

Breakfast is served in the cafeteria every day beginning at 7:00 am until 7:35 am. The cost for students is \$1.00. Lunch is served for all students at a charge of \$2.00. Free and reduced lunch applications are available from the homeroom teacher. Students may also bring their lunch if they choose, but they must eat in the cafeteria.

Out of consideration of others, please do not skip line and leave the tables clean. Students are to return all dishes, trays, silverware, and trash to the cleaning room upon completion of their meal. Failure to do so will result in work detail or detention.

Students must stay in the cafeteria the entire lunch period. Drink machines and snack machines are not to be used during the lunch period. Students are not to carry food or beverages from the cafeteria during breakfast or lunch. Students are not to consume foods or beverages inside the building except in the cafeteria. Snacks and drinks in a classroom may be consumed at the discretion of the individual teachers. Food cannot be delivered nor brought in to the high school from local eating establishments during school hours. Students are **ONLY** permitted to eat during their designated lunch periods.

## Cell Phones and

### Personal Communication Devices

A student may possess a personal communication device such as a pager, cellular telephone, personal digital assistant (PDA), or any similar type device, in school, on school property, at after school activities and at school-related functions. **During school hours (from arrival until the bell rings at 3:05 pm) and while on a school bus route, the personal communication device will remain off and concealed from view unless authorized by school personnel.**

Use of a personal communication device in an attempt to undermine instructional practices or violate an individual's privacy **will result in suspension.**

A personal communication device shall not be used in any instructional setting as a calculator.

Possession of a personal communication device by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this policy.

Violations of this policy **will result in** the confiscation of the personal communication device **and possible disciplinary action.**

Any student possessing a personal communication device shall assume all responsibility for its care. At no time shall Cumberland County School System be responsible for preventing the theft, loss or damage to personal communication devices brought onto its property.

### Checks

All checks should have the name of the student on the check. There will be a return check charge on all returned checks equal to the amount charged the school by the individual banks.

### Conduct

• Toward School Staff: Students are expected to cooperate fully with and to obey all instruction from any personnel assigned to our school. The staff includes teachers, custodians, cafeteria workers, clerks, security officers, bus drivers, substitute teachers, student teachers, administrators, and other school support personnel. Students are to address all staff members with respectful words and tone. Students are responsible to all staff at all times while attending school activities or events. The school staff has supervisory responsibilities in all areas of the campus at all times and at school activities/events on other campuses.

• Toward Official Visitors: Official visitors, whether observers, speakers, or entertainers, are considered to be honored guests and will be treated with courtesy and respect.

• Toward Fellow Students: Each student is expected to show respect for the rights and feelings of his/her fellow students and to behave in such a way to draw the respect of others toward himself/herself. Courteous treatment is encouraged. Tolerance of differing beliefs and appearances is essential. Dangerous practices such as pushing or scuffling and “horse-playing” are forbidden.

• Students in leadership positions who exhibit any conduct that results in dishonor to a student or this school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, or violation of the law will result in the forfeiture of the student’s leadership role.

• Students are expected to complete all assignments and participate in all class work. Students will not be permitted to sleep in class or distract from the learning process.

### • Harassment/Discrimination

#### *Board Policy 6.304*

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination harassment.

Student discrimination/harassment will not be tolerated. Discrimination harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

- Bullying/Intimidation

*Board Policy 6.304*

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305)

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the director of schools through the director of human resources. Any student disciplined for violation of the policy may appeal the decision in accordance with disciplinary policies and procedures. . .

### **Donations**

In order to have the materials and supplies necessary to accomplish the course goals and objectives in specific areas, each student is asked to make certain donations. The money realized from these donations is to be used to purchase materials and supplies.

Accounting	\$ 15.00
Construction	\$ 15.00
Family & Con. Science/Foods	\$ 15.00
Foreign Language	\$ 10.00
Jazz/Concert Band	\$ 30.00
Keyboarding	\$ 10.00
Marching Band	\$ 125.00
Physical Science	\$ 5.00
Physical Education	\$ 5.00
Science Classes	\$ 10.00
Theatre Arts/Public Spking	\$ 10.00
Trans Core/Brakes	\$ 10.00
Visual Art 1, 2, 3, & 4	\$ 10.00
Visual Communications	\$ 10.00
Wellness	Bowling

Tennessee Technology Center courses also have fees associated with many of them, that information will be given by the appropriate teacher.

### **Drills**

#### **Tornado Drills**

The signals for this drill will be prolonged ringing of the alarm, three blasts of an air horn, and/or a public address announcement. Students will accompany their teachers to the designated shelter area. If outside, please report to designated areas or if a tornado is in sight, lie down in the nearest low area.

#### **Fire Drills**

The signal for fire drills is a continuous blast of the alarm or notification over the public address system. Walk quietly and quickly upon the direction of the teacher in charge. Instructions for such procedures will depend upon the circumstances at the time. Follow the instructions of your teacher or those on the public address system. Students are to remain at least fifty (50) feet from the building until the signal is given to re-enter. No one is to return to the building until the all-clear signal is given by the principal or his authorized representative. Roadways are to be kept clear at all times.

### **Early Arrivals**

Students who arrive at school prior to 7:35 am are required to remain on campus unless they check out through the attendance office. Students should stay in the breezeway, halls, cafeteria, or the front lobby. Drop-off in the mornings and pick-up in the afternoon should be made in the front drive. Students eating breakfast should stay in the cafeteria. There should be no loitering in the restrooms.

## Extra Curricular Activities

The coach/sponsor shall supply the teacher with advanced written notification of the student(s) missing class time. Students must be in attendance at school at least one-half day in order to be eligible to participate in extracurricular activities that day, including practice. Any student involved in extracurricular activities and/or in a leadership position who is found using or in possession of alcohol or drugs will be suspended a minimum of 20% of time from that activity or leadership position.

## Freshman Academy

The Freshman Academy is a small learning community within the high school framework. It has been designed primarily to provide a smooth transition from the elementary school program into the high school setting. Beginning freshmen will be divided into teams that will be guided by a group of teachers dedicated to providing a learning environment that breeds success.

## Hallways

**Students must have the hall pass located in the student handbook signed by their teacher while in the halls during class time.** Hall passes are not for vending machines. Students should stay to the right side of the hall when changing classes. Students are not to stop and block intersections in the halls between class changes. Do not loiter in the restrooms.

## Library

The CCHS library is open for students' use most school days from 7:15 am until 3:30 pm. All students are issued an official school identification badge that doubles as their library card. Students must have his/her student I.D. to check out materials. Materials are loaned for ten school days. Materials are not returned by the tenth day are assessed a fine of ten cents per day, with a maximum of \$5.00 per item. If a student transfers to another school during the school year, all library materials on loan to that student, including fines assessed, must be returned and/or paid before leaving CCHS. Report cards will be withheld for active students who have outstanding books and/or fines. Use of computers in the library is for school work only. To use the internet, students must have their signed Internet Agreement with them. The card catalog and other resources, such as the Tennessee Electronic Library may be accessed for home by using the following addresses: 96.4.24.36 or [www.cchsjets.com](http://www.cchsjets.com)

## Lockers

School lockers may be used free of charge. Locks are required and provided by CCHS. Any locks lost or damaged at the end of the semester or withdrawal will result in an assessed a \$10.00 replacement charge. The right is reserved to search a school locker when there is a reason to believe a violation of school regulations is involved or to determine locker condition. Students should not tell any other students the combination to the lock. Students should not share a locker nor use a locker not assigned to him/her.

## Lost and Found

The Lost and Found department is located in the bookkeepers office. All items that are found should be turned in to that office.

### Medication

#### *Board Policy 6.405*

Medications may be administered at school by school personnel when such long-term treatment is necessary for school attendance and cannot otherwise be accomplished.

DEFINITION: Prescribed medication may be administered by a school nurse or by a non-health professional designate of the principal or school nurse. The medication should be brought to school by the parent (not the student) in the original container appropriately labeled by the pharmacy or clinic.

\* We encourage over-the-counter medication/preparations (Tylenol, aspirin, benadryl, cough syrups or drops, lotions, or ointments) and short-term prescription antibiotics to be given at home. All medications must be supplied by the parent in original containers and also require written consent even for intermittent use.

PURPOSE: To provide safe, accurate medication administration in the school environment. Many drugs in our schools are considered Schedule II Narcotics (Ritalin)

1. Medication in bottle with proper label. (May be pill/tablets, inhalers or nebulizers, eye drops, or liquids)
2. Locked storage area. In certain situations a student may be allowed to retain possession of medications.
3. Medication administration form required per school year.
4. Medication log.

## Mental Health Needs

To address the mental health needs of our student, CCHS follows the mental health standards and guidelines adopted by the Cumberland County School System.

### Posters

No posters, stickers, placards, or notices are to be posted anywhere in the building without the approval of the principal. Under no circumstances should any poster be taped or glued to the building walls. Bulletin boards and hangers are provided for approved posters and notices.

### Prom Attendees

The principal is authorized to deny admittance of non-Cumberland County students and individuals 21 years of age or older to proms, dances and other activities under school sponsorship and direction.

### Radios/MP3's/Ipods/CDs

The use or possession of radios, MP3 players, Ipods, tape or cd players, walkman, etc. on the CCHS campus is prohibited. Violations regarding these devices will result in discipline as outlined for cell phones.

### Report Card Hold

Report cards, diplomas, transcripts, etc. may be held by Cumberland County High School for those students who owe debts to the school. TRR/MS 0520-1-3.03 prescribes that "local schools may withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has incurred a debt to the school or a student who has taken property which belongs to a local school or any agency thereof until the student makes restitution."

## **School Resource Officer**

The School Resource Officer is available to the students and faculty at any time for conflict resolution, law related classroom instruction, and confidential personal consultation. The SRO is a full-time law enforcement officer stationed in the high school to assist the students, parents, and faculty in any way possible.

## **Sickness at School**

What to do if you are injured or become very ill:

- Report the problem to the nearest teacher.
- Go directly to the school nurse.
- DO NOT go to a restroom and stay if you are ill or injured.
- DO NOT leave the school grounds or go to the parking lot without approval from one of the principals.
- DO NOT take medication from anyone. Teachers cannot give aspirin or any other type of medication. Please do not ask them.
- DO NOT bring prescription drugs or other over the counter medication to school. Medication must be brought with proper documentation by parent or guardian .

## **Student Identification Badges**

Student identification badges are issued to all students at CCHS free of charge. Lanyards or a clip will be given to students free of charge with the issuance of the original ID. ID's are school property and are "on loan." The ID should not be altered nor defaced in any way. We encourage students to wear ID's while in the building. The ID must be on their person at all times. ID's will be required for use in the library, cafeteria, clubs or official school business. Failure to present ID's when requested will result in disciplinary action. Lost ID's are to be

replaced at student expense. The first replacement card will cost \$10.00, second and subsequent replacement cards will cost \$15.00. Lanyard and clip replacement will be available at school cost.

CCHS students will receive a reduced ticket price at home athletic events when they present ID's at the time of ticket purchase.

## **Telephones**

A telephone for **emergency** use is available in the administration offices.

## **Textbooks**

The Cumberland County Board of Education supplies all textbooks for students. Each student is responsible for his/her textbooks. Any lost or damaged textbook must be paid for in the bookkeeper's office. Grades, report cards, transcripts and/or diplomas will be held until such payments are made. Students will also not be issued new textbooks until lost or damaged books are paid for.

## **Visitors**

- Students are NOT to have visitors at school, including lunch time.
- Students are responsible for notifying their friends that they are not to be visited either in the building or anywhere on the school grounds.
- Parents are always welcome at CCHS. We ask that an appointment be made ahead of time to see a teacher, counselor, or administrator.
- The school policy is to accept only those visitors who have legitimate business at school.
- ALL visitors must report to the front office first to receive a visitor's pass that should be worn the entire time the visitor is in the building.

- An administrator may refuse to issue a visitor's pass anytime he or she feels it is in the best interest of the school to do so.
- Any person found on the school grounds without permission from the administration is trespassing and is subject to arrest by police authorities.

## **Graduation Requirements**

### **Classification of Students**

Freshman: 0 credits

Sophomore: 3 credits

Junior: 11 credits

Senior: 19 credits

\*These classifications are determined at the beginning of each school year.

### **Core Curriculum**

#### **Class of 2012**

Classes required for students graduating from CCHS:

- 4 units of English
- 3 units of Math (must include passing Algebra 1, and Algebra 2 or Geometry)
- 3 units of Science
- 4 units of Social Studies (US History, Economics, Government, World History or World Geography)
- 1 unit of Lifetime Wellness
- 1 unit of Keyboarding
- 11 units of Electives

A minimum of 27 units is required to graduate CCHS.

### **Diplomas for the graduating**

#### **Class of 2012**

Regular High School Diploma: Students must pass all three parts of the

**Gateway Assessment (Algebra 1, Biology and English 10)** and follow the core curriculum.

Diploma of Specialized Education: Students must complete a written individualized education program.

Honors and High Honors: Seniors who have maintained a 4.0 QPA or higher will graduate with high honors. Those maintaining a 3.50 to 3.99 GPA will graduate with honors. Recognition for honors and high honors will be determined after the completion of the fall semester of the senior year. .

### **Core Curriculum**

#### **Class of 2013 and beyond**

Classes required for students graduating from CCHS in 2013 and beyond:

*There are a number of courses that are equivalents or may be substituted for others. For specific course information see your Guidance Counselor.*

- 4 units of English
- 4 units of Math (must include passing Algebra 1, Algebra 2, Geometry, and one course higher)
- 3 units of Science (must include Biology, Chemistry or Physics, and one more lab class)
- 4 units of Social Studies (US History, Economics / Personal Finance, Government, World History or World Geography)
- 1 unit of Lifetime Wellness
- 1 unit of Physical Education or qualifying activity as substitute
- 1 unit of Keyboarding (or passing score in 8th grade)
- Remaining units in Electives (3 in a recognized focus of study)

A minimum of 27 units is required to graduate CCHS.



## **Diplomas for the graduating Class of 2013 and beyond**

Regular High School Diploma: Students must follow the core curriculum.

Transition Certificate: available to students with disabilities.

IEP Certificate: available to students with disabilities.

Graduating with Distinction: all students who attain a "B" average and complete one of the following:

- Earn a nationally recognized industry certification
- Participate in at least one of the Governor's Schools
- Participate in one of the state's All State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a 31 or higher composite score on the ACT
- Attain a score of 3 or higher on at least two AP exams
- Earn 12 or more semester hours of transcribed postsecondary credit

Graduation with Honors: students who score at or above the all subject area readiness benchmarks on the ACT or equivalent score on the SAT.

- ACT English Benchmark Score of 18
- ACT Math Benchmark Score of 22
- ACT Reading Benchmark Score of 21
- ACT Science Benchmark Score of 24

### **Early Graduation**

Students meeting the following requirements will be permitted to graduate early:

1. Student has met all Tennessee and Cumberland County Board of Education requirements for graduation.
2. Student must show proof of fulltime enrollment in college, technical school or enlistment in the military. Student must have a reporting date no later than the end of the first reporting period after early graduation.
3. Extenuating circumstances can be appealed to the Director of Schools.

### **Crossing the Stage at Graduation**

Any students wishing to participate in Graduation exercises must have completed graduation requirements set forth by the State of Tennessee, the Cumberland County Board of Education and Cumberland County High School or completed their Individualized Education Program no later than June 30. Graduation requirements include both credits and Gateway exams.

### **Six Year Plan**

Prior to entering ninth grade, all students will develop a program of study centered around state career clusters.

- This plan will be prepared jointly by student, parent, and the guidance team as prescribed by law. Failure of parents and/or students to prepare this plan requires that the guidance staff prepare the plan for the student.
- Counselors are available for annual review of program of study in November and February. Students must meet with counselor to make changes to the program of study.

## **University Concentration**

In addition to the core curriculum students must complete the following:

- 2 units of the same Foreign Language
- 2 units of Math above Algebra 1
- 1 unit of Fine Arts (Performing or Visual)

## **Technical Concentration**

In addition to the core curriculum students must complete the following:

- 4 units of study in a vocational/technical area

\* Students may link their high school classes to Tennessee Technology Center and/or Roane State Community College

## **Dual Concentration**

In addition to the core curriculum students must complete the following

- 2 units of the same Foreign Language
- 2 units of Math above Algebra 1
- 1 unit of Fine Arts
- 4 units of study in a vocational/technical area

## **Internet & Technology Acceptable Use Policy**

Cumberland County Schools has access to computers, networks, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information. It allows users to find, synthesize and share information in a variety of unique ways.

The Internet has evolved because groups of individuals have chosen to network their computers in order to share information. A small minority has made objectionable materials available over the Internet. Cumberland County Schools will take

every precaution to restrict access to this information. However, an industrious user may discover information not acceptable for school use. We firmly believe that the valuable information and interaction available in the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet or developing objectionable material on school equipment.

At the present time, the Tennessee Department of Education will not allow a school system to issue individual student accounts.

Please remember the following:

- Never write or share your password!
- Never tamper with technology equipment that does not belong to you.
- All network communication must be polite, kind, and free from inappropriate language.
- Electronic mail is not guaranteed to be private.
- Personal work and electronic mail shall be deleted regularly. File server space is limited.
- Personal addresses, phone numbers, and financial information shall not be included in network communication.
- No attempt to tamper with other people's data or to gain unauthorized access to accounts or files on the networks, including the Internet, is permitted.
- Cumberland County Schools does not own the copyright on any of its software and, except for a single copy for backup purposes or unless expressly authorized by the copyright owner(s), does not have the right to reproduce it.

- If you are unsure about any use of the networks or Internet, ask the system administrator.
- Cumberland County Schools does not condone and specifically forbids the unauthorized duplication of software.
- I will abide by copyright law.

I understand that computer, network and Internet use at Cumberland County Schools is a privilege and not a right and that my use of this privilege may be revoked at any time for any reason.

As a condition of my use of the computers, networks and Internet, I will abide by the above Terms and Conditions for Technology/Internet Use at Cumberland County Schools, and by any future terms or conditions that may be developed. I understand disciplinary action will be taken if I am found abusing my computer, network, or Internet privileges.

*According to U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied, and criminal penalties, including fines up to \$250,000 per work copied, and imprisonment up to 5 years per title copied.*

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User Name (please print)

---

Signature of Student

*(If you are under the age of 18, a parent or guardian must also read and sign this agreement)*

## Parental Responsibility

\_\_\_\_ As a parent or guardian of this student, I have read the Terms and Conditions of this agreement. I hereby give my permission to issue a network and/or Internet account for my child.

Often schools wish to showcase success by posting pictures of students on the Cumberland County School's web site. It is the policy of the district to never identify a student with his or her name listed below the picture. Your child's picture will NOT be posted without this written permission.

\_\_\_\_ I also give permission for my child's picture to be placed on the Cumberland County School's web site. I understand that my child's name will not be used with the picture so his/her written identity will not be given.

---

Signature of Parent or Guardian

## **Parent - Teacher - Student Association**

### To Parents and Students

The purpose of the Cumberland County High School Parent - Teacher - Student Association is to foster a dialogue among the students, parents, community, and administration at the High School. Your input is not only valued, but it is necessary to the success of our Association. To offer your ideas concerning ways in which our PTSA can work to improve our children's education contact the current President or attend a meeting. We encourage you to become involved.

# Searches and Interrogations

## Interrogations by School Personnel

### *Board Policy 6.303*

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warning.

## Interrogations by Police

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

The use of policewomen, if at all possible, or female staff members will be used for interrogations of a female student.

## Police Initiated Interrogations

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

## Searches by School Personnel

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors, and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

## Use of Animals

### *Board Policy 6.303*

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

## Searches by Police

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial suspension or dismissal proceeding. It should be

tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.

2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4204 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

If deemed necessary by the principal, and if requested by the principal, any law enforcement officers may include and be facilitated by the use of dogs trained to detect illegal drugs and drug paraphernalia by odor. However, such dogs shall not be used to sniff the person of any student. Any discovery of illegal drugs or drug paraphernalia will be handled by the principal as a school matter, and thereafter, turned over to law enforcement officer for proper disposal.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

## **Student Concerns, Complaints, and Grievances**

### **Student Concerns & Complaints**

#### *Board Policy 6.305*

Decisions made by school personnel - such as aides, teachers, or assistant principals - which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within three (3) days.

However, if the principal does not make a decision within three (3) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and principal.

## **Discrimination/Harassment Grievance Procedures**

### *Board Policy 6.305*

- Filing a Complaint - Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged victim;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

- Investigation - Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview,

another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18) birthday. The director of schools shall keep the Board informed of all complaints.

- Decision and Appeal - If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

### Appointing Complaint Managers

The director of schools shall appoint at least two complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager.

District Compliance Coordinator

Aarona Vanwinkle

368 Fourth Street

Crossville, TN 38555

931-484-6135

### **Supervision**

School personnel will be on site for supervision purposes from 7:00 am to 3:15 pm. Students left after that time will not be the responsibility of the school unless involved in a teacher sponsored extracurricular activity.

### **Transportation Notice to Parents**

The first and foremost concern of the Transportation Department is the safety of your children. At no time during a school day is your child's safety in jeopardy more than while on the school bus. It is very important we have your help and consideration in instructing your children to obey and to follow the School Board rules and state law:

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus. Keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. No Smoking.
8. Keep your hands and head inside bus.
9. Do not destroy property.
10. For your own safety do not distract the driver through misbehavior.
11. Cross road in front of bus and never behind bus - make sure all traffic stops.
12. Do not ask driver to let you off the bus at stops other than your own.
13. Go directly to your home.
14. Absolutely NO FIREARMS.

*Penalty at discretion of Principal depending on circumstances (May include temporary or permanent removal from bus.)*



When a student's conduct is such that it endangers the safety of other students, himself, or the driver, the driver has the authority to refuse to transport the student until the principal has been notified and action has been taken.

The driver can also, under the above conditions, stop the bus, notify the Supervisor of Transportation and/or the Sheriff's Department and refuse to transport the student until the situation is resolved. Driver will fill out a Bus Conduct report stating the details of the student's misconduct and take it to the Principal the following morning.

We want to encourage you to impress upon your children that the bus must be taken care of in every way.

The Board of Education provides transportation as a service; it is not a requirement. We hope no transportation problems of any kind occur, and this can be a very good and safe school year. If we can be of assistance to you in any way, please, call 484-6762 and ask for the Transportation Supervisor.

## **Transportation/Bus Conduct**

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

### **Use of Video Cameras**

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

# **Parental Notification**

## **Mission Statement**

The mission statement for the Cumberland County School System is to empower each student with the skills to be a productive citizen. Parents play a vital role in this mission. The Board encourages parental involvement and strives to keep parents informed of their rights.

## **Notifications**

- The Cumberland County School System does not discriminate on the basis of race, sex, color, religion, national origin, age or handicap in the provision of educational opportunities, activities, or other administered programs.

- Parents have the right to request information pertaining to the professional qualifications of their child's teacher(s). Teaching certifications can be found by accessing the Tennessee Department of Education Teacher Licensing web site ([www.state.tn.us/education/llhome.htm](http://www.state.tn.us/education/llhome.htm)) or by contacting the Central Office at 931-456-8347. Parents may also request the qualifications of a paraprofessional that provides educational assistance to their child.

- Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher that is not highly qualified.

- Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through the state department web site ([www.state.tn.us/educ](http://www.state.tn.us/educ)), at the school and/or the Central Office.

- Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. An explanation of what this means, reasons for the identification, academic comparisons with other schools in the district and state, steps being taken to improve achievement, and how the parents can become involved will be addressed.

- Parents will be given the option to transfer their child to another public school or to obtain supplemental educational services if the school fails to meet adequate yearly progress.

- Parents will receive academic results for mid-reporting periods, end of reporting periods, TCAP Achievement results in grades 3-8, Writing Assessments in grades 5, 8, and 11, End-of-Course and Gateway Exams in a timely manner as required by local Board Policy and the Tennessee Department of Education.

- Parents can visit the state's web site ([www.state.tn.us](http://www.state.tn.us)) to access a description of the Tennessee Curriculum Standards, assessment, and proficiency levels students are expected to meet.

- Parents of secondary school students have the right to request that their child's name, address, and telephone number not be released to a military recruiter without their prior written consent.

- Parents of a student identified as limited English proficient (ELL - English Language Learner) will be notified in a timely manner of their child's level of English proficiency, their child's opportunity to participate in an ELL program, details of the program, and the right to waive participation.

- Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I programs. The parental involvement policy is printed in the schools's handbook or a copy is available at the school's office. An annual meeting will be held to inform parents of the school's participation and status in programs funded under the No Child Left Behind Act.

- A school - parent - student compact that outlines the responsibilities of each party for improved student academic achievement will be distributed and agreed upon annually.

- Federal law affords parents and students, over 18 years of age, certain rights regarding educational records. The school board policy relating to student privacy and parental access to information is available in the school board policy manual located at each school and the Central Office.

- Students and parents are encouraged to participate in safe and drug free school programs/activities. If parents object to these programs/ activities, they may submit a written request to the principal that their child does not participate.

- Information pertaining to the rights granted by federal law to students with disabilities may be obtained by contacting the Special Education Department of the Cumberland County School System at 931-484-3301.

- The Cumberland County School System has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years that are suspected of having a disability. If you have any questions or concerns please contact the Special Education Director at 931-484-3301.

- School health requirements, policies and procedures can be obtained from the Cumberland County Health Department, the school principal, or the school nurse.

- Students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, are provided the opportunity to transfer to a safe public school within the local education agency.

- A program or activity funded as part of a 21st Century Community Learning Center that provides before or after school activities must be evaluated to assess its effectiveness. The results of the evaluation(s) are available upon request at the Federal Programs Department at 931-456-8347.

### **Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g)**

As authorized by the Family Education Rights and Privacy Act (FERPA), the Cumberland County School System reserves the right to disclose information without parental consent about students to school officials with legitimate educational interests, including School Resource Officers.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school system receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect.

The principal will make arrangement for access and notify the parents or eligible student the time and place where the records may be inspected. Parents may request a copy of records for a fee of 25 cents per page.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents of eligible students may ask the Cumberland County School System to amend their record. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school system decides not to amend the record as requested by the parent or eligible student, the school system will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.

3. The right to consent or not to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to the school officials with legitimate educational interests.

A school official is a person employed by the school systems as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school system has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Cumberland County School System will disclose education records without parental consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the school system to comply with requirement of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### **Required Federal Notices Under No Child Left Behind (NCLB)**

Parents may request, in accordance with public records policy, information about the professional qualifications of their child's classroom teacher by contacting the Director of School office.

If a child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district if the applicable offense is identified and defined in T.C.A. 40-38-111(g).

## **Family Educational Rights and Privacy Act (FERPA) Notice of Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Cumberland County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow Cumberland County School System to include this type of information from your child's education records in certain school publication.

- A playbill, showing your student's role in a drama production
- The annual yearbook;
- Honor roll or other recognition lists; including the website and newspaper;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1956 (ESEA) to provide military recruiters, upon request, with three directory information categories - name, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Cumberland County School System to disclose information from your child's education records without your prior written consent, you must notify the District in writing as soon as possible. The Cumberland County School System has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

If parents want to opt out of the disclosure of Directory Information, please notify the building level principal in writing at the beginning of the school year and within two weeks after enrollment for late enrollees.

Person to notify if you have a complaint:  
Rickie Harris 931-484-6135

### **Military Recruitment**

Information will be provided to military recruiters, upon request, with three directory information categories (name, address, and telephone listing) unless parents have advised the Cumberland County School System that they do not want their student's information disclosed without their prior written consent. Contact Cumberland County High School for a form to complete to indicate that you do not want your child's information released to military recruiters.

## **Statement of Non-Discrimination**

The Cumberland County Board of Education prohibits discrimination against any student on the grounds of race, color, religion, national origin, sex, or disability. The Cumberland County School Systems seeks to fully comply with the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act. Further, the Board of Education forbids sexual harassment. No member of the Board, employee of the schools, agent of the schools, or student of the schools may harass any employee, person seeking employment or student on the basis of sex.

Students who believe they have been excluded from, or denied participation in, or refused the benefits of, or otherwise subjected to discrimination in school, should report all incidents to the principal immediately. Staff believing they have been subjected to discrimination should contact the Director of Schools without delay.

# Excerpts from the Cumberland County Schools Code of Conduct

*The full text may be found at [www.ccschools.com](http://www.ccschools.com) or a hard copy can be obtained in the school office.*

## **Student Expectations**

- Attend school and be on time.
- Take advantage of the opportunity to learn.
- Assume responsibility for personal growth and self-discipline.
- Take care of both personal and school property.
- Respect the rights and property of others.
- Work cooperatively with school personnel and other students.
- Know and follow school rules.
- Respect school staff and the reasonable exercises of authority by school staff.
- Maintain appropriate classroom conduct.
- Display good sportsmanship and school spirit at all times.
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modest, and safety.

## **To Students:**

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity. In this document, we are attempting to communicate clearly to all concerned what the policies on conduct are and to stipulate due process procedures, which may be used by the students and/or parent or guardian to appeal administrative decision or to express grievances.

## **Range of Authority**

Behavior problems are dealt with using procedures and consequences that vary based on the age of the student, severity of the offense, and the frequency of the offenses. Disciplinary procedures are not limited to those occurring on school campuses, but include all school-related activities, and even nonschool-related activities if the student's behavior is directly linked to school events. The Tennessee State Law recognizes the right of school personnel to act in the place of the parent in situations where school personnel are responsible for the students.

## **Rights of the Student**

The principal or principal's designee at the building level administers disciplinary actions. Students referred for a disciplinary violation are entitled to explain their side of the story and to place their conduct in what they consider to be the proper context. This is done in an informal administrative conference prior to administering any disciplinary action (except in an emergency situation).

Tennessee Code Annotated (TCA 49-6-4301) gives a school principal or his designee the authority to suspend a student for various rule violations. When out of school suspension is used the principal/designee will generally meet with the parent to develop a plan of improvement upon re-entry of the student. A written plan of improvement will always be developed if the suspension exceeds five school days. Students and parents may from time to time disagree with the action taken by the principal.

## **Board of Education Expectations**

The Cumberland County Board of Education expects that parents and school staff will work in close cooperation to ensure student success, both academically and behaviorally. In order to achieve this goal, it is anticipated that staff and parents will communicate routinely, and definitely, whenever there is a concern regarding student progress. By establishing and maintaining close contact, parents and teachers can prevent or minimize discipline problems as well as maximize student growth.

### **Care of School Property (CCBP 6.311)**

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the director of school shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school

until the student or the student's parent/guardian has paid for the damages. When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

## **Department of Education Contact Information**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting: <http://www.state.tn.us/education>

Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5th Floor  
Nashville, Tennessee 37243-0380  
Phone 615-741-2851  
Fax 615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, TN 37290  
Phone 865-594-5691  
Fax 865-594-8909 fax

The ARC of Tennessee  
151 Athens Way, Suite 100  
Nashville, TN 37228  
Phone 615-248-5878  
800-835-7077  
Fax 615-248-5879  
[www.thearctn.org](http://www.thearctn.org)

## **Discipline - Students with Disabilities under I.D.E.A. 504, and ADA**

If a student is subject to the provision of IDEA, 504, and/or ADA, discipline not involving a change of placement for a period longer than ten (10) days may be imposed without regard to whether the behavior requiring discipline is a manifestation of the handicapping condition. Thus, in such cases the principal may impose appropriate discipline not to exceed a ten (10) day suspension. It is recommended that appropriate disciplinary measures for such students be agreed upon and included in the student's individual education program or educational plan so that all concerned parties will be aware of what discipline will be imposed and that the most effective means of discipline can be chosen.

A proposed exclusion of a handicapped student for more than ten (10) consecutive school days constitutes a change of placement. A series of suspensions that are each ten (10) days or fewer in duration may constitute a "change in placement". The determination of whether a series of suspensions constitutes a change of placement must be made on a case by case basis. To implement a change in placement based on discipline, it must be determined if the behavior is a manifestation of a handicap or not. If the behavior is a manifestation of a handicap the school must address the behaviors through the IEP or Individual Educational Plan.

If the behaviors are not related to the handicap then the student may be disciplined in the same manner as non-handicapped students. When the placement of a handicapped child is changed for disciplinary reasons, the procedural protection of IDEA, 504, and ADA are required. When disciplining handicapped students please refer to special Education Administrative Policies and Procedures and Section 504 Policies and Procedures.

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have the School District advise you of your rights under federal law.
2. Have your child receive accommodations, special education, and/or related services if he/she is found to be eligible under the Individuals with Disabilities Education Act, Americans with Disabilities Act, or Section 504 of the Rehabilitation Act.
3. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodation to allow your child an equal opportunity to participate in school and school-related activities.
4. Have evaluation, education, and placement decision made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options. If you feel the school's evaluation is unfair or inaccurate, you may request an independent evaluation by an outside agency or professional.
5. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
6. Receive written notice within a reasonable time prior to any action requiring your consent, such as when the School System either proposes or refuses to change identification, assessment, or educational placement.
7. Receive a response from the School District to a reasonable request for explanation and interpretations of your child's records.
8. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made in writing to:

Keena Inman

Cumberland County Schools

368 Fourth Street

Crossville, TN 38555



## **Explanation of Staff Roles as Related to Discipline**

This section of the handbook attempts to clarify the roles of school staff related to the disciplining process. Key staffs in the discipline process are identified at both the building and system wide levels.

### **Teacher**

Plans and provides classroom activities and programs to develop each student's potential. Creates a positive learning atmosphere conducive to learning for all students. Manages the classroom environment so that the learning by all students is not disrupted by student misbehavior. Works closely with parents to prevent or minimize disruptive behavior. Employs positive consequences to reinforce appropriate behavior. Refers students for administrative discipline as appropriate.

### **Counselor**

Provides individual or group counseling, consults with parents about student's learning and social development and assists school personnel in planning programs to meet student needs. Assists students, parents, and staff in the development of behavior improvement plans.

### **School Resource Officer**

A SRO is a police officer assigned by Crossville City Police Department or the Cumberland County Sheriff's Department to the Cumberland County Schools. These uniformed officers visit schools and interact with students in order to develop positive relationships, teach drug resistance and other similar pro-social programs. They help to establish a safe school tone by their visibility and presence. They are available to assist staff with emergency situations or investigate criminal activity.

### **Assistant Principal/ Administrative Assistant**

Handles student discipline problems and mediates teacher-student conflict. She/He assists the principal in administering the school program including the discipline policy.

### **Principal**

Assumes responsibility for total school program, students, and staff. This position has a duty to develop and maintain a safe and orderly school environment.

### **Student Services: Director, Supervisors/Coordinators**

Assumes system wide responsibility for such areas as attendance, student discipline, student health services, and alternative school placement.

### **Director of Schools**

Is responsible for the total educational program, which includes the development of the discipline code. Has authority to modify zero tolerance consequences on a case-by-case basis.

### **Board of Education**

When acting at officially called meetings, the Board collectively determines school policy and provides overall direction for school programs. The Board may act on appeal of disciplinary actions taken by the Cumberland County Schools Discipline Hearing Authority. However, consequences administered for zero tolerance offenses may only be modified by the Director of Schools.

## **Responsibilities of Members of a School Community**

Each individual within the school community has rights and responsibilities related to enjoying the benefits of the learning environment. The expectations for each group are identified in this section.

### **Teachers, Counselors, and Support Staff are expected to:**

- Work collaboratively with each other, parents, and students to improve student behavior and to maintain a positive learning environment.

- Be knowledgeable of instructional techniques, which enhance and improve student behavior.

- Teach and model desired behaviors. Provide appropriate consequences and reinforce appropriate behavior.

- Confront any student misbehavior whenever observed in all school settings.

- Use interpersonal skills, which permits the de-escalation of student-staff conflict.

- Contact and involve parents in dealing with disciplinary matters.

- Provide a flexible curriculum to meet individual needs.

- Maintain a safe and orderly school environment.

- Inform the community, students, and school staff of policies relating to pupil conduct.

### **Administrators are expected to:**

- Protect the due process rights of teachers, students, and parents.

- Support other school personnel in the fulfillment of their disciplinary responsibilities.

- Contact and involve parents in dealing with disciplinary matters.

- Maintain a safe and orderly school environment.

- Inform the community, students, and school staff of policies relating to pupil conduct.

### **Parents are expected to:**

- Ensure that the child attends school and is on time.

- Communicate with school personnel about their child and be readily and easily accessible when the school needs to make contact.

- Realize the extent of responsibility for the behavior of their child.

- Prepare their child to assume responsibility for his/her own behavior.

- Foster positive attitudes in their child toward self, others, school, and community.

- Know and follow school regulations.

## **Weapons and Dangerous Instruments (CCBP 6.3091)**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school building or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

Dangerous weapons for the purposes of the policy shall include, but are not limited to “. . . any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles. . . “

Students who are found to have violated this policy shall be subject to suspension for a period of not less than one (1) year. The director of schools shall have the authority to modify this suspension requirement on a case-by-case basis.

When it is determined that a student has violated this policy, the principal of the school shall notify the student’s parent or guardian and the criminal justice or juvenile delinquency system as required by law.

## **Zero Tolerance (TCA 49-6-4018)**

Some school rule violations always require expulsion under state law. These violations are referred to as “zero tolerance” violations and are:

1. Possession of a firearm on school property/activity
2. Possession/use/sale of drugs on school property/ activity
3. Battery of staff member

## **Right to Review Administrative Decisions**

All administrative decisions made under this code are subject to review or appeal. The Tennessee State Law does not provide an appeals process for short-term suspension (10 days or less); however, a parent may request an external review of the disciplinary action. A review can only be conducted after the parent has attempted to resolve the concern with the principal. The purpose of a review is to confirm that the principal's action is consistent with this Discipline Code and consistent with the discipline administered to other students committing similar offenses (the principals disciplinary action will be implemented during a review). The Director of Student Services would conduct this review and report to the Director of Schools.

Any inconsistencies noted in the review will be addressed by the principal and the Director of Schools/Designee. If a student or parent disagrees with the findings of this level review, he/she may ask the Director of Schools to review the situation with the Board of Education. However, a principal acting with consistency to the discipline code may not be overruled on judgment calls related to administering discipline of less than ten (10) days suspension.

General concerns, grievances, and concerns related to discipline consequences of less than ten (10) days of suspension (includes short term suspension, detention, exclusion, etc.) would generally be reviewed in the following sequence: Principal - Student Services Director - Director of Schools - Board of Education

## **Right to Appeal Administrative Decisions**

Expulsion or suspension beyond 10 days is a legal action of the Board of Education, or their appointed designee (e.g. Disciplinary Hearing Authority or the principal, vice-principal, or teacher-principal). A formal appeals hearing may be conducted for any student suspended in excess of 10 days or expelled by a principal. Students appealing a long-term suspension and expulsion are entitled to:

- Consideration of placement in the alternative program
- Legal counsel and right to have witness testimony
- Timely written notice detailing the incident and written notice of all hearings
- A presentation of case and a presentation of the evidence against him/her
- A written summary of the findings

Appeals of discipline actions where the consequences exceed ten (10) school days will follow the following sequence:

Principal - DHA - Board of Education - Director of Schools (Zero Tolerance Offenses)

Additional safeguards are provided for students with disabilities. For additional information and procedures related to disciplining disabled students, please contact the Office of Student Services.

*Photocopies of the handbook are available at a cost of 25 cents per page.*

*Replacement handbooks may be purchased at a cost of \$10.00 per book.*

*Spanish translator available upon request.*