
Cumberland County High School

660 Stanley Street • Crossville, Tennessee 38555

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cchsjets.weebly.com

STUDENT HANDBOOK 2018 • 2019

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: _____

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.

It is the policy of Cumberland County Schools to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability or any other category protected by state and/or federal law. The Cumberland County Schools appeals process is referenced in BOE Policy 5.5011. The Cumberland County Schools contact person is Federal Programs Director Dan Schlafer @ 368 Fourth Street, Crossville, TN 38555. Phone 931-484-6135.

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

It's time to start a brand new year. As we reflect and celebrate the great accomplishments of Cumberland County High School over the past few years we can clearly show that our school's academic performance continues to rise. The academic successes of our students with the support of our teachers and parents have put the school on a path toward greatness, culminating with making the U.S. News and World Report's list of Best Schools in America for a fourth straight year. We strive to provide the best educational experience possible. Our teachers will teach to the best of their ability every day; guiding you on a path that will give you the skills necessary for a productive future in college or career after high school. The curriculum will be rigorous and the standards will remain high. We cannot afford to lower the bar. Our students must be able to compete not just with students in Crossville or in Tennessee. Our students must be able to compete with students across the globe. Our students deserve a world class education, and at CCHS you will get it.

Please take some time to look through this handbook. It contains a plethora of information about the many facets of high school life and what our expectations are of you. We want all of you to be successful and we are willing to do whatever it takes to make that happen. Always know that we are here to help in any situation, and that we hope you will not hesitate to come to us with questions or concerns. Our goal is to help everyone that walks through the doors develop a strong sense of "Jet Pride!"

Sincerely ~ Jon Hall, Principal

Mrs. Kathy Hassler, Assistant Principal

Mr. Mitch Lowe, 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	Dr. Pat Teeples
Checking In or Out of School	Attendance Office
Class Activities Information	
Darcy Patton	Seniors
Kiley Allen	Juniors
Emmy McCoy	Sophomores
Anna Pickard	Freshmen
College or Career Planning .	Guidance
Discipline	Administration
Driver's License Info	Mrs. Hassler
Freshman Academy	Mrs. Pickard
Illness at School	Nurse Jimmie Brass
Lockers	Dr. Teeples
Lost and Found	Mrs. Way
Media Services	Mrs. Atkinson
Parking	Mr. Lowe
School Yearbook	Mr. Rickman
Security	Officer Jonathan Tollett
Student Council	Mrs. Hall
Transcripts	Mrs. Young
Transportation	Administration

2018 - 2019 School Calendar

August 6 . . .	Teacher Inservice 1*
August 7 .	Administrative Day 1*
August 8 . . .	First Day for students (10 am dismissal) (full day for all personnel)
August 9. .	Administrative Day 2*
August 10	First Full Day
September 3	Labor Day*
September 21 .	Tchr Inservice 2*
Oct 8 - 12	Fall Break*
November 21 - 23.	Thanksgiving Break*
December 21 . .	Last Day before Holidays (11 am dismissal)
December 24 - January 4	Christmas Break*
January 4 . .	Administrative Day 3*
January 5	Return to School
January 21	MLK, Jr. Day*
February 18	Presidents' Day*
March 25 - 29	Spring Break*
April 19	Good Friday*
April 22	Teacher Inservice 3*
May 24 - 27	Memorial Day Break*
May 30 . .	Administrative Day 4*
May 31	Last Day (10 am dismissal)

* *No School for Students*

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 or be approved by the Superintendent to attend CCHS, 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.

Students in grades 7-12 who participate in any extracurricular activity (basketball, football, soccer, cheer leading, band, chess, etc.) may be asked to undergo a random Urine Drug Screen. Tests will be administered at least once each semester. Students wishing to participate in any extracurricular sport or club must sign a drug screening consent form, along with their parents, outlining the procedures of the drug testing. Forms must be turned in prior to participation in the extracurricular activity.

Fall Sports and Coaches

Practice begins the first week of August.

Cheerleading • Coach Bekki Atkinson

Cross Country • Coach Darcy Patton

Football • Coach Ken Johnson

Golf • Coach Randy Herring

Soccer (Girls) • Coach Cub Whitson

Volleyball (Girls)•Coach Kiley Allen

Winter Sports and Coaches

Practice begins the first week of November.

Basketball (Girls - 9th grade) • Coach Andrew Miller

Basketball (Girls - Varsity) • Coach Radhika Miller

Basketball (Boys - 9th grade) • Coach Taylor Denney

Basketball (Boys - Varsity) • Coach Will Foster

Bowling • Coach Daniel Rickman

Wrestling •

Spring Sports and Coaches

Practice begins the second week of February

Baseball • Coach Dave Prichard

Soccer (Boys) • Coach Cub Whitson

Softball (Girls) • Coaches Bryan Guy and Jillian Guy

Tennis • Coach Kenneth Cope

Track • Coach Stuart Bowen

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 and on the school website

NCAA Eligibility Requirements

The NCAA Eligibility Center verifies the academic and amateur status of all student-athletes who wish to compete in Division I or II athletics. College-bound student-athletes who want to practice, compete and receive athletically related financial aid during their first year at a Division I or II school must meet the following requirements:

- Graduate from high school.
- Complete a minimum of 16 core courses (see naac.org for specifics)
- Earn a minimum required grade-point average in core courses.
- Earn a qualifying test score on either the SAT or ACT.
- Request final amateur certification from the NCAA Eligibility Center.

It is the student athlete's responsibility to complete all requirements.

For Division I student-athletes who will enroll in August 2016 and later, the requirements to compete in the first year will change.

For more information go to: naac.org

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; funeral notice
4. Extreme weather conditions;
5. Recognized religious observances;
6. College visits;
7. Pregnancy;
8. School Sponsored or school endorsed activities;
9. Summons, subpoena, or court order;
10. Circumstances, which in the judgment of the principal create emergencies over which the student has no control.
11. Other absences as pre-approved by the principal, based on appropriate documentation at least ten (10) school days prior to day(s) to be missed.
12. If a student is exempt from final exams per Board policy, the absence on the day of the exam is excused.
13. Drivers License/Permit appointment with proof of appointment
14. Appointments with doctor or dentist; all doctor notes will be accepted and considered excused. If the doctor note states the student may return to school on the day of the office visit, and the student does not return that day, the absence will be considered unexcused. If the student returns within the same day the "tardy" will be excused.
15. A one day absence is provided for students when their parent or custodian is deployed into active military service;

16. A one day absence is provided for students when their parent or custodian returns from active military service;

17. A maximum of three (3) days per semester will be recognized as excused absence with parent notes. The note must contain an excusable reason for the absence.

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 five (5) 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

If you have five (5) unexcused absences for the school year, the school is required to turn your name in to the Attendance Office, who may refer you to Truancy Court or Juvenile Court for action.

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. **The test grade will be a 0 unless the absences is excused.**

Attendance Hearing

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to verify that the student has met attendance requirements that will allow him/her to pass the course or be promoted. The principal shall be responsible for notifying, in writing, the director of schools and the parents of the student of any action taken by the school. Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board.

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 - 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.

Credit/Promotion Denial

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism. Written notification will be sent to parents of any student accruing five (5) unexcused absences and again at ten (10) unexcused absences. Students who are absent from school run a risk of failure and must make up all work promptly and satisfactorily. Any decision regarding attendance, grades and make-up work may be appealed initially to the principal, director of schools and ultimately to the Board. An appeal shall be made in writing to the director of schools within five (5) days following the action or the report of the action, whichever is later.

Driver's License Revocation

More than ten (10) consecutive or fifteen (15) reported absences (excused or unexcused) by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

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.

Make-Up Work

All missed class work or tests for excused absences **ONLY** 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. It is **YOUR** responsibility to arrange for make-up work. You have three (3) **SCHOOL DAYS** following an absence to schedule 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.

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 during graduation or class night ceremonies; this will include early graduates.

School Nurse Dismissal

If a school nurse calls a student's parent/guardian to come pick up their child for an illness, that day will be considered an excused absence/tardy. (The school nurse or principal should call the parent/guardian, not a teacher or the student. A parent or doctor note is not required for that day but is required for subsequent days. **DO NOT CALL PARENTS FIRST** or it will be unexcused.

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.

Unexcused Tardies - Late arrivals and/or early dismissal for any reason other than previously stated excused absences.

- Students are allowed three (3) unexcused tardies per nine weeks period, without a penalty;
- Students will receive an after-school detention for each unexcused tardy occurring from #4 through #6;
- 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;
- In-school suspension shall be assigned for unexcused tardies #10 through #12;

- Truancy Court will be automatically assigned on tardy #13

- 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.

Five (5) unexcused tardies will equal one day of unexcused absence for the purpose of Truancy Court Referral Tardiness between class - Tardiness that occurs between classes during the regular school day will be a student disciplinary matter and handled by the individual schools at the building level. (Between classes tardiness will not be counted toward truancy court referrals)

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. Students who are absent five (5) days without adequate excuse shall be reported to the Truancy Board and a written notice will be provided to the parents or guardians of the student's absence. The schools shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student is required to participate in a remedial instruction program outside of the regular day where there is no cost to the parents and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner. The Board shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures for making up missed instructional days.

Students participating in school-sanctioned/sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.

Regular

First Period	7:45 - 9:05
Walking Time	9:05 - 9:11
Second Period	9:12 - 10:32
Walking Time	10:32 - 10:38
Third Period	10:39 - 11:24
Fourth Period	11:30 - 1:17
Walking Time	1:17 - 1:23
Fifth Period	1:24 - 2:45

Lunch Schedule

11:24 - 11:50	First Lunch
11:53 - 12:19	Second Lunch
12:22 - 12:48	Third Lunch
12:51 - 1:17	Fourth Lunch

Assembly/Club

First Period	7:45 - 8:56
Second Period	9:02 - 10:13
Third Period	10:19 - 10:49
Fourth Period	10:55 - 12:42
Fifth Period	12:48 - 1:59
Assembly	2:05 - 2:45

Lunch Schedule

10:49 - 11:15	First Lunch
11:18 - 11:44	Second Lunch
11:47 - 12:13	Third Lunch
12:16 - 12:42	Fourth Lunch

2 Hr Delay

First Period	9:45 - 10:31
Third Period	10:37 - 11:07
Second Period	11:13 - 1:00
Fourth Period	1:06 - 1:52
Fifth Period	1:58 - 2:45

Lunch Schedule

11:07 - 11:33	First Lunch
11:36 - 12:02	Second Lunch
12:05 - 12:31	Third Lunch
12:34 - 1:00	Fourth Lunch

Advisory - Beginning of the Day

Advisory	7:45 - 8:05
First Period	8:11 - 9:28
Second Period	9:34 - 10:52
Third Period	10:58 - 11:28
Fourth Period	11:34 - 1:21
Fifth Period	1:27 - 2:45

Lunch Schedule

11:28 - 11:54	First Lunch
11:57 - 12:23	Second Lunch
12:26 - 12:52	Third Lunch
12:55 - 1:21	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 and Gold clubs will meet monthly during the school day. White clubs meet outside the regular school day.

Academic Team - (white)

Sponsor: Ms. Nelson

The Academic Team competes in Quiz Bowl competitions within the Eastern-Middle Tennessee area. The team also hosts the Cumberland County Middle School Quiz Bowl once each semester. 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. Akin

Anime is a new age form of entertainment that gets 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
& Mrs. Allen

The BETA Club is an organization that emphasizes academic achievement, leadership development, character, and service to others. Membership is open to students who have a 93 average or above. Freshmen may join in the fall semester on a probationary period; their averages will be checked again in the spring semester. Mrs. Filler will announce when students may apply for BETA at the beginning of the year.

Students go through a selection process before inducted into the club, which is an affiliate of the National BETA Club. Membership is an honor and requires accountability, as well as a \$25 due. To remain a member in good standing, you must maintain your GPA, contribute ten hours of service to the community and BETA sponsored services, and attend monthly meetings. The club meets monthly.

Bible - (blue)

Sponsor: Mr. Wright

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

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 \$20.00.

Fellowship of Christian Athletes - (gold)

Sponsor: Mrs. Hurley

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 - (white)

Sponsor: Mrs. Robbins

Calling all Francophiles! French club exists to celebrate and explore cultural topics in French, and is open to anyone interested in all things French. Activities are meant to advocate the francophone world, and may include parties, movies, and crafts. Meetings take place outside of the regular school hours, usually once or twice per month. Meeting times and additional information may be found outside of H110. Required dues of \$10 per member help to defray the cost of club activities and food at regular meetings.

FFA: The National FFA Organization - (blue)

Sponsors: Mr. Atkinson,
Mr. Wilson, & Mrs. Davis

While FFA still serves students with an interest in farming, it also provides opportunities in science, medicine, research, technology, the environment, business, communications, and leadership. Members participate in a variety of activities ranging from the traditional county fair to more contemporary activities such as science fairs, judging competitions, state and national conventions.

Future Business Leaders of America - (blue)

Sponsor: Mrs. York & Mrs. Guy

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 - (blue)

Sponsor: Mrs. Shoemaker

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.

Graphic Art and Design - (blue)

Sponsor: Mr. Rickman

GAD Club will focus on but not limited to 2D design. We cover commercial art, logo design, graphic novel art, and many other categories. GAD club will limit its membership to no more than 40 members, so only interested members should apply.

Health Occupation Students of America - (gold/white)

Sponsor: Mrs. Gilpin &
Mrs. Parham

HOSA is a service organization related to health care in our community. Anyone interested in health care is welcome. Our goal is to increase awareness of health issues and improve our communities wellbeing. There is opportunity for travel and interaction with many healthcare careers through a variety of activities in HOSA. Dues are 20\$

History and Government - (blue)

Sponsor: Mr. DiBiccaro

Youth in Government is a state-wide association whose main focus is teaching students how the government functions and the importance of being an informed voter. Throughout the year the group will be part of several activities at both the local and state level.

Interact - (gold)

Sponsor: Mrs. Burgess

Interact is a service club sponsored by Rotary International. All members are expected to complete at least nine volunteer hours per school year, participate in monthly meetings, and attend one lunch hosted by the local Rotary club.

Jet Theatrix - (white)

Sponsor: Mrs. Robbins

The drama club offers on and offstage opportunities to work on student productions and theatrical outreach, as well as competitive events, such as the Roane State Festival and Poetry Out Loud. All members must be available on a regular basis after school for rehearsals and technical meetings. Members must also have transportation to and from rehearsals and performances. Required dues are \$20.00 per member and participation in the annual fundraiser is expected.

Leo Club -

Sponsor: Mr. McInerney

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. Required dues are \$10.00 per year.

Mathematics - (blue)

Sponsor: Mrs. Buck

Media - (white)

Sponsor: Mr. Brown

The Media Club will collaborate and create new ideas and materials for the CCHS announcements. All members must have taken or be enrolled in the media class.

Reader Volunteer - (blue)

Sponsor: Mrs. Atkinson

Reader Volunteer is open to all students. As a club member we read to Martin Elementary Kindergarten students.

Renaissance - (white)

Sponsors: Ms. D. Patton

The CCHS Renaissance committee is dedicated to recognizing positive student achievement. This committee is student led with active teacher participation and we work in close conjunction with the School Wide Positive Behavior Support program. As an organization, we sponsor many programs such as Straight A rewards, A/B Honor Roll rewards, Early Lunch Passes, the Senior Honors Banquet and other various academic recognitions throughout the school year. 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: CTE Teachers

This club will meet after school as needed. All students enrolled in T & I class 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. Walker

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 \$10.00, 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.

Blue Club

Membership Authorization

Club Name _____

Student Name _____

Sponsor Name _____

Meeting Location _____

Gold Club

Membership Authorization

Club Name _____

Student Name _____

Sponsor Name _____

Meeting Location _____

**Other Student Meetings
(BOE Policy 4.802)**

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date. full BOE Policy available at ccschools.k12tn.net

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 an extra three points on your total average, and AP courses will receive five extra points on the total average.

Anatomy & Physiology
AP Art
AP Biology
AP Chemistry
AP Computer Science Principles
AP English 11
AP US History
College Algebra
Dual Credit Accounting
Dual Credit Calculus 1 & 2
Dual Credit English 12
Dual Forestry
Dual Credit Teaching as Profession
French 3 & 4
Honors Agriscience
Honors Algebra 1 & 2
Honors Biology 1 & 2
Honors Chemistry 1 & 2
Honors Criminal Justice 2
Honors Econ./Personal Finance
Honors Engineering 2
Honors English (9, 10, 11, 12)
Honors Forensic Science
Honors Geometry
Honors US History
Honors Physical Science
Honors World History & Geography
Honors Veterinary Science
Honors Visual Communication
Physics
Pre-Calculus
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 can 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. Contact your school counselor 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. Please see the Counseling office for more information.

Determining Class Rank

This policy is currently under revision for the Class of 2020 and beyond

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.

Transfer students must have been in attendance four of the seven semesters preceding the final semester to become valedictorian or salutatorian. 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 through Roane State Community College.

The Dual Enrollment Grant will pay up to \$500 for the first and second course and \$200 toward the third course. 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 grant 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 19 for Statistics, 21 for College Algebra, and 23 for Precalculus.

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 pts • B = 3 pts • C = 2 pts

D = 1 pt • F = 0 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 number of points based on its classification as a regular, honors, dual, or AP class.

For the Class of 2019

Regular Courses receive 4 pts. for an A

Honors Courses receive 5 pts. for an A

Dual Enrollment and AP Courses receive 6 pts. for an A

For the Class of 2020 and beyond

Honors Classes receive 4.5 pts. for an A

Dual Enrollment receive 4.75 pts. for an A

AP Classes receive 5 pts. for an A

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

• Grades 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.

• Grades for Dual Enrollment and Dual Credit courses shall include the addition of 4 percentage points to the grade used to calculate semester average if the student is enrolled in the course at the college and at the high school.

• Grades for Advanced Placement Courses shall include the addition of 5 percentage points to the grades used to calculate the semester average only when the student sits for the AP exam.

- 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.
- For courses with an End of Course Exam, the score for the End of Course Exam will count as 15% of the final grade.
- 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.

Please complete change forms available in the Guidance office.

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.

Requests for changes need to be submitted by August 17th for the 1st semester and January 11th for 2nd semester.

Senior Tips

- 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

- Apply online for college
- 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

<i>ACT</i>	Test Date	Register by
	Sept 8	Aug 10
	Oct 27	Sept 28
	Dec 8	Nov 2
	Feb 9	Jan 11
	Apr 13	Mar 8
	June 8	May 3
	July 13	June 14

*All Juniors will take the ACT in April
TN Ready - Dates provided when available

PSAT - October (10th & 11th grade)

<i>SAT</i>	Test Date	Register by
	Aug 25	July 27
	Oct 6	Sept 7
	Nov 3	Oct 5
	Dec 1	Nov 2
	Mar 9	Feb 8
	May 4	Apr 5

- Registration for the ACT should be done online.
- 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.

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

Testing Programs(BOE Policy 4.700)

TNReady examinations will be given in English 1, English 2, Algebra 1, Geometry, Algebra 2, US History, and Biology 1. Further, the results of these examinations will be factored into the student's grade at a percentage determined by the Board of Education.

For the 2018-19 school year, the end-of-course test grade will count 15% of the final grade.

Students will not be required to pass any one examination, but instead students must achieve a passing score for the course in accordance with the State Board of Education's uniform grading policy.

Other tests may be given as requested by student, teachers or parents when approved by the principal.

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.

- 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.
 - Pajama type clothing.
 - Clothing with holes above the knees.
 - 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.
 - Spandex, form fitting or body fitting clothes.
 - Clothing with revealing necklines.
 - Nonnatural hair color, style or makeup.

• The following rules will be enforced:

- Any color or style of shoes, with the exception of “Heely” or bedroom slipper type shoes, may be worn to school.

- Tops worn with leggings should be no higher than 5 inches from the middle of the knee.

- Without leggings, shorts/skirts/dress length will be no higher than five inches from the middle of the knee.

- Slits in skirts/dresses will be no higher than five 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 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.

- 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

Policy #6.313

• 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 Rules and Regulations

- Students must have all textbooks, paper, pen/pencil with them. None supplied.
- Work will be gathered by ISS teacher. All work is due at the end of the day (complete or incomplete). It will be placed in the teacher's mailbox.
- ALL CELL PHONES AND ANY OTHER ELECTRONIC DEVICES WILL BE TAKEN UP AND RETURNED AT THE END OF THE DAY. (They will be locked in a cabinet.
- Students will be assigned a seat in ISS.
- Restroom breaks and lunch will be taken care of by the ISS teacher.
- No food, drink, gum, or candy is allowed in ISS.
- No talking or sleeping is allowed in ISS. (All students will work)

Due to In-School Suspension being a last attempt to keep a student in school, any violation of the above rules will result in parents being called to come and get their student. At that point, the student will be suspended to a Parent Conference. Parents will have to meet with the Administration to determine follow up discipline the next day.

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, 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 (short or long term), 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	Out-of School Suspension, Sign Probation Agreement, and Cited to Juvenile Court	Long Term Suspension and Cited to Juvenile Court
Gambling	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, Saturday School, 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 Conference
Violation of any discipline issue	In-School Suspension, Detention, Saturday School, Out-of-School Suspension, Work Detail	Longer In-School Suspension, Saturday School or Out-of-School Suspension, Work Detail
Use/Possession of Tobacco or Related Products (i.e, lighters, rolling papers, e-cigarettes, etc.) TCA 39-17-1505;	2 Detentions or 1 day of Saturday School, Parent Conference, and Sign Probation Agreement - Cited to Juvenile Court per Tennessee Law	4 Detentions or 2 days of Saturday School, 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 and Saturday School	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	Detention, Saturday School, In- School or Out-of School Suspension, Parent Conference

Violation	1st Offense	2nd Offense
Cell Phones and Personal Communication Devices	Taken and held for Parent Pickup after school and 1 Detention	Taken and held for Parent Pickup after school and 2 Detentions
Public Displays of Affection	Warning and Parent Notification depending on Violation	Detention and/or Saturday School
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

- Work Detail 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 Assistant Principal's 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 3 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. Fees are decreased to \$15.00 after the start of 2nd Semester. 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

Extracurricular Activity Drug Testing

Board Policy 6.3071

... All students who participate in extracurricular activities shall be subject to random drug testing. All parents/guardians of students who participate in extracurricular activities and the student who voluntarily participates in extracurricular activities

shall be required to sign a written consent for random drug testing prior to participation. All signatures must be witnessed by a designated school official and must comply with consent requirements as stated on the consent form. A student who participates in extracurricular activities will not be allowed to participate in any extracurricular activity until the Random Drug Testing Consent Form is signed. The principal may allow a custodial parent/guardian to give permission for testing, if after reasonable attempts, the other parent/guardian is verified to be unavailable to sign the permission form. If a student who participates in extracurricular activities refuses to be tested anytime, he/she will be suspended from extracurricular activities for one calendar year.

Random tests shall be unannounced. The cost of the random screening shall be the responsibility of the Board. Full policy may be found at the cc-schools.net website. Consent forms will be given prior to any formal

Faculty Members

Administrative Assistants

Jane Way - Administrative Secretary
Cheryl Threet - Asst. Prin. Secretary
Angie Margrave - Attendance Clerk
Deborah Elliott - Attendance Clerk

Bookkeeper

Aretha Hitch

Guidance

Barbara Bridges - 9th(A-H)&12th
Robin Hull - 9th (I-R) & 10th
Dawn Shaw - 9th (S-Z) & 11th
Fran Young - Secretary

Library - Media Specialist

Bekki Atkinson - Librarian
Karen DeBruyn - Library Asst.

School Nurse

Jimmie Mae Brass

School Resource Officer

Officer Jon Tollett

Department Chairperson

CTE - *Jason Atkinson*
Fine Arts - *Angela Robbins*
English - *Anna Pickard*
Foreign Lang - *Angela Robbins*
Library - *Bekki Atkinson*
Math - *Velma Buck*
Physical Ed - *Dave Prichard*
Science - *Dean Patton*
Social Studies - *Will Foster*
Special Ed - *Peggy Paquette/Pat Nelson*

Classroom Teachers

Robert Akin - Math
Blake Allen - Math
Kiley Allen - English
Charlie Alva - Foreign Lang
Jason Atkinson - Agriculture
Michael Boyd - Math
Laura Brady - Special Ed
Laura Brewer - Science
Rick Brown - CTE Technology
Velma Buck - Math
Leigh Ann Burgess - Math
Bruce Cook - Band/Music
Kim Cram - English
Marty Davis - Physical Ed
Terra Davis - Agriscience
Michael DiBiccaro - History
Daisy Filler - English
Will Foster - History
Laura Gilpin - Health Science
Gretchen Grenz - English SL
Bryan Guy - Math
Jillian Guy - Business/Technology
Brenda Hall - Foreign Language
Lindsey Harper - Music

Alec Haston - Physical Ed
Kim Herring - Math
Kayla Horton - Math
Vanessa Hurley - Math
Kristen Jennings - Special Ed
Ken Johnson - Social Studies
Allie Keyes - Special Ed
William Margrave - Trans Core
Emmy McCoy - Math
Linda McDuffee - Science
Daniel McInerney - English
Andrew Miller - Construction
Radhika Miller - Physical Ed
Pat Nelson - English & Reading
Peggy Paquette - LRE
Darcy Patton - English
Dean Patton - Science
Carrie Pennington - Special Ed, RTI
Andrew Phipps - Social Studies
Anna Pickard - English
Dave Prichard - Physical Ed
Daniel Rickman - Digital Arts
Tracy Sands - English
Angela Robbins - Foreign Lang
Rachel Shoemaker - Human Services
Ginger Slate - Art
Donald Smith - Science
Staci Smith - Science
Brittney Tays - Health Science
Michael Tumulty - Culinary Arts
David Walker - Foreign Language
Teddy Wanamaker - Engineering
Cub Whitson - History
Danny Wilson - Agriculture
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 and parent notification. Any subsequent incidents will result in more stringent punishment.

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

Bags are subject to search at any time. String bags are recommended due to size constraints in hallways and classrooms.

Cafeteria

Breakfast is served every day beginning at 7:00 am until 7:35 am. There is no cost for students. Lunch is served for all students at a charge of \$2.70. Free and reduced lunch applications are available from the Advisory 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. 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 lunch. 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 7:45 until the bell rings at 2:45 pm) and while on a school bus route, the personal communication device will remain off and concealed from view unless authorized by school administration.**

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

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
Computer Applications	\$ 10.00
Construction	\$ 15.00
Culinary Arts 1, 2, 3	\$ 15.00
Family & Con. Science/Foods	\$ 15.00
Foreign Language	\$ 10.00
Jazz/Concert Band	\$ 30.00
Marching Band	\$ 125.00
Marching Band/Color Guard	\$ 155.00
Physical Science	\$ 5.00
Physical Education/Wellness	\$ 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
Vocal Music	\$ 10.00

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

Once students arrive on campus, they 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.

Drug-Free Schools

Board Policy 6.307 Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

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. Freshmen 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.

Homebound Instruction

Homebound instruction is one of the most restrictive educational placements for school-age children and is only appropriate when a disabled student's physical or mental condition makes placement with other students prohibitive. Homebound instruction is not to be confused with home schooling. A homebound student is a child who has a medically diagnosed physical or mental disabling condition or health impairment that confines the child to a home or hospital and whose activities are restricted for a minimum of ten (10) consecutive school days. Any student or parent who believes they will qualify for homebound instruction may contact guidance or Vickie Presson at the Central Office at 931-484-3301

Homeroom

Students are assigned to a homeroom teacher. The goal is for students to remain with their Advisory teacher for the duration of their time at CCHS. Information is disseminated to students during this time.

Library

The CCHS library is open for students' use most school days from 7:30 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.

If a student transfers to another school during the school year, all library materials on loan to that student, including fines accessed, 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 tnelc.org

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 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 front 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.

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."

Response to Intervention Services

Response to Intervention (RTI) services are available for students identified as needing additional academic support. RTI is designed to meet the needs of students struggling in English Language Arts and/or Math. Students performing at or above grade level will be given the opportunity to attend enrichment classes. Parents of students assigned to an intervention class will be notified at the beginning of the school year.

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.

Jet Pride Program

The Jet Pride Program is a program used to reward students for positive behaviors while at school or representing CCHS. Our motto is "We are Caring, Courteous, Honest, and Safe." All members of our staff will teach our expectations to the students and reward them frequently with "Jet Bucks" and the opportunity to cash in their Bucks for rewards for their great behavior. Just remember that someone is always watching and appreciating students doing the right thing.

Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination against persons with a disability in any program or activity receiving federal financial assistance. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met. Any student or parent who believes they will qualify for 504 services may contact guidance or Keena Inman at the Central Office at 931-484-3301

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 .

Special Education Services

Special Education Services are provided to students with physical disabilities, emotional problems, learning disorders and speech, hearing and visual impairments. A screening process is required to receive services. Any student or parent who believes they will qualify for SPED services may contact guidance or Keena Inman at the Central Office at 931-484-3301

Student Identification Badges

Student identification badges are issued to all students at CCHS free of charge. ID's are school property and are "on loan." The ID should not be altered nor defaced in any way. The ID must be worn 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. CCHS students may 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 2018 and beyond

Classes required for students graduating from CCHS:

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 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)
- 1 unit of Lifetime Wellness
- 1 unit of Physical Education or qualifying activity as substitute
- Remaining units in Electives (3 in a recognized focus of study)

A minimum of 27 units are required to graduate from CCHS.

Diplomas for the graduating

Class of 2018 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 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

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.

Early Graduation

Students who have met all Tennessee and Cumberland County Board of Education requirements for graduation will be permitted to graduate early.

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
- 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 TCAT and/or Roane State Community College

Internet & Technology Acceptable Use Policy

Introduction- Cumberland County Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Cumberland County Schools network is intended for educational purposes. All activity over the network or using district technologies will be monitored and retained.
- Access to online content via the network will be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources will result in disciplinary action.

- Cumberland County Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the district network or other technologies shall alert IT staff immediately of any concerns for safety or security.

Usage Policies - All technologies provided by the district are intended for education purposes. All users shall use good judgment and follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access - Cumberland County Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email - Cumberland County Schools may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

Social/Web 2.0 / Collaborative Content - Recognizing the benefits that collaboration brings to education, Cumberland County Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users will communicate with the same appropriate,

safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy - Cumberland County Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users will abide by the same acceptable use policies when using school devices off the school network as on the school network. Users will treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users will report any loss, damage, or malfunction to IT staff immediately. Users will be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network will be monitored.

Personally-Owned Devices Policy - In accordance with all district policies and procedures, students may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Security - Users are expected to follow standard safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads - Users should not download or attempt to download or run programs or applications over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images

or videos. For the security of our network, such files will be downloaded only from reputable sites, and only for education purposes.

Netiquette - Users should always use the Internet, network resources, and online sites in a courteous and respectful manner insuring that content is appropriate. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there-and can sometimes be shared and spread in ways you never intended.

Plagiarism - Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety - Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying - Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying

can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use - I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.

- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

Examples of Unacceptable Use - I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.

- Use school technologies for illegal activities or to pursue information on such activities.

- Attempt to hack or access sites, servers, or content that isn't intended for my use.

- Attempt to hack or access sites, servers, or content that isn't intended for my use.

Limitation of Liability - Cumberland County Schools will not be responsible for damage or harm to persons, files, data, or hardware. While Cumberland County Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Cumberland County Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy - Violations of this policy may have disciplinary repercussions, including

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

I have read and understood this Acceptable Use Policy and agree to abide by it:

Signature of Student / Date

I have read and discussed this Acceptable Use Policy with my child:

Signature of Parent or Guardian /
Date

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 a 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
Mrs. Janet Graham
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 be kept in the Front Lobby. Students involved in a teacher sponsored extracurricular activity should remain in that area until they are picked up. The sponsoring teacher must stay until all students have been picked up.

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) 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), 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) 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:
Dan Schlafer 931-484-6135

Migrant/Home Language Surveys

Upon initial enrollment in all Cumberland County Schools, each family will be asked to complete the required Migrant Occupational Survey and Home Language Survey. This documentation should be returned to school to help us determine if your child qualifies for additional Federal education programs.

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.

Management Plan - Asbestos

A copy of the Asbestos Management Plan is on file at each school, at the office of the Director of Schools and the office of Maintenance Director. This plan can be viewed during normal school hours by inquiring with the office personnel at the individual school. You can also view this plan at the Maintenance office of the Cumberland County Board of Education during business hours 7am until 3pm working week days. For further information, please call Maintenance Office, Mary King-ton at 931-484-5763.

Student Health Screening **Passive Permission 2017**

Parent or Guardian - Throughout the school year we will be providing FREE health screenings for the Cumberland County students in grades Pre-K, K, 2, 4, 6, 8, 9th - 12th, and Lifetime Wellness. We conduct these FREE screenings in order to identify students who may have a health risk in order to bring awareness to the student and parent/guardian. The data only (not the student name) is sent to the TN State Department of Education. The Cumberland County Health Department, Lion's Club, community health care providers, and trained school personnel will be assisting with these screenings with strict adherence to the confidentiality of each child and adolescent screened. We may screen children for one or more of the following:

BMI

Vision

Height/Weight

Hearing

Blood Pressure

Asthma

Scoliosis

If we screen your child and find an alteration from a normal screening, as defined by Center of Disease and Control, we will contact the parent/guardian concerning this matter. there are No CHARGES for these services.

Please feel free to contact your school nurse or the CSH Coordinator should you have any questions. Thank you for allowing your child to participate as we promote a healthy lifestyle to our students in Cumberland County.

Marsha Polson,

RN Coordinator for School Health

mpolson@ccschools.k12tn.net

If you do not want your child to receive a FREE health screening, please write a note stating you do NOT want your child screened for the specific test, sign, date, and return to the school nurse.

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.k12tn.net 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 (615) 741-5158 or <http://www.tn.gov/education/> visiting:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, Tennessee 37243-0380
Phone 615-741-5158

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

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.

