

# Chuckey-Doak High School

## Home of the Black Knights

365 Ripley Island Road  
Afton, TN 37616  
Telephone: 423-798-2636  
Guidance: 423-639-1322 Athletic: 423-639-1983  
Cafeteria: 639-0681  
Fax: 423-639-5761

School Colors: Black and Gold Mascot: Black Knight

### **ALMA MATER**

Hail to thee dear CDHS  
Let your banners sway  
Loyal are your sons and daughters  
Near and far away

Knights of courage bold and gallant,  
Honor shall prevail  
Hail to thee our Alma Mater  
"Black and Gold, all Hail"

Cherished friendships long will linger  
As the years unfold  
Truths you've taught us guide us onward  
Through our paths untold

Knights of courage bold and gallant,  
Honor shall prevail  
Hail to thee our Alma Mater  
"Black and Gold, all Hail"

### **This agenda belongs to:**

**Name** \_\_\_\_\_

## **2016-2017 Dates of Interest**

First Full Day – August 5, 2016  
Homecoming – October 7, 2016  
Graduation Day – May 12, 2016  
Final School Day – May 19, 2016

### **Interim Report and Grade Card Schedule**

Interim Reports – September 14, 2016  
1<sup>st</sup> 9 Weeks Ends – October 7, 2016  
Grade Cards – October 20, 2016

Interim Reports – November 22, 2016  
2<sup>nd</sup> 9 Weeks Ends – December 16, 2016  
Grade Cards – January 6, 2017

Interim Reports – February 13, 2017  
3<sup>rd</sup> 9 Weeks Ends – March 10, 2017  
Grade Cards – March 15, 2017

Interim Reports – April 28, 2017  
4<sup>th</sup> 9 Weeks Ends – May 24, 2017  
Grade Cards – May 24, 2017

**School rules published in this handbook are subject to change as may be needed to ensure continued compliance with local, state, and federal regulations. Not all rules can be written in the handbook; however, we expect all students to follow reasonable rules and the school will abide by current Greene County School Board policies.**

**School Board policies and changes may be found at:**  
<http://www.boardpolicy.net/documents/default.asp?iBoard=11>

### **Absentee Reporting System for Students**

Each day of a student's absence from school, parents or guardians are requested to contact the school at 798-2636 ext.101 prior to 8:30 a.m. School personnel will attempt to contact the homes of students who are not accounted for.

We realize that there are times when it is necessary for a student to be taken out of school due to family activities. In order for the student to keep up with work, we request that you schedule a planned absence with teachers and the administration at least one week prior to the planned absence. It is the student's responsibility to obtain assignments and to complete them within the time allocated by teachers.

The law requires that school officials report to the court any parent, guardian, or other person in a parental relationship with a child who is unlawfully absent from school for five days during the school year (this means aggregate of five days) without adequate excuse.

### **Alcohol and Drug Use**

It shall be a violation of Board Policy for any student to possess, use, sell, distribute or to be under the influence of alcohol, drugs or other controlled substances. This includes unlawful possession or use of alcohol or controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the board policy and regulations on administering medicines to students.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school-sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

This is a zero tolerance offense and will result in a one (1) year expulsion which can only be modified by the Director of Schools.

### **Announcements and Beginning of the Day**

Announcements will occur during the morning. Students are responsible for knowing the content of daily announcements. All students should sit quietly to allow the opportunity for everyone to hear what is being said. Announcements should also be posted on teacher's individual computers in their classrooms.

### **Attendance**

Regular attendance is an important ingredient for a successful education. Students need to be in classes every day to benefit from the instructional programs.

**Religious Holiday** - Students shall be excused on recognized religious holidays regularly observed by the student's faith.

**School Sponsored Activities** - Students shall be excused when participating in a school-sponsored activity away from the school building.

### **Attendance and Tardy Policy (Board Policy 6.200)**

1. All absences must be accompanied by a physician's statement, other documentation such as an obituary, or be prearranged with the principal to be classified excused.
2. Documentation must be presented to the office the day the student returns to school. The student's absence will be classified unexcused without a note.
3. A student who comes to class late (after the late bell) or leaves early (prior to the dismissal bell) will be considered tardy. Three **unexcused** tardies in a 9 weeks will be considered an unexcused absence. The same rules for classifying absences excused or unexcused will apply to tardiness. All tardies over 3 will be reported to the office.
4. Any class periods that are missed more than 3 times during a 9 weeks (whether excused or unexcused) are to be made up time for time in one of the make-up sessions or the student will not receive passing grades for that class. Make up sessions will be scheduled by the principal of each school.
5. Any class periods that are missed more than 7 times during a semester (whether excused or unexcused) must be made up to receive credit for that class.

6. Students will have the opportunity to make up any work during the make-up sessions. All time-for-time for a class must be made up before the end of the 9 weeks.
7. In the event of special circumstances, students who have missed more than 3 days may appeal to a review board in writing with appropriate documents. The review board will meet at the end of each 9 weeks or as needed and will notify the student of the results of the review. The review board will consist of the guidance counselor, teachers of that student, and an administrator.
8. Excessive absence, even when accompanied by a physician's statement, may result in truancy charges.
9. Students who are absent 5 days without adequate excuse will be reported to the Director of Schools or his designee who will, in turn, provide written notice to the parents/guardians of the student's absence.

**When a student has 5 unexcused absences over the course of the school year, they will be referred to the truancy officer and may have to appear in front of the truancy board. Doing time-for-time will not make up for unexcused absences in regard to truancy.**

**Tardy Policy at Chuckey-Doak High School:**

1<sup>st</sup> & 2<sup>nd</sup> Unexcused Tardy – Warning from teacher

3<sup>rd</sup> Unexcused Tardy – equal to one absence and warning from teacher

4<sup>th</sup> and 5<sup>th</sup> Unexcused Tardy – teacher will contact parent or guardian and can assign after-school detention

6<sup>th</sup> or more Unexcused Tardy – referred to the office after the previous steps have been followed

If detention is not effective at stopping the tardies, in-school suspension, out of school suspension, and/or referral to the truancy board will be the next steps. Driving privileges can be revoked if a student drives and is excessively tardy.

**Bus Transportation**

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 the bus, and all reasonable directions given by the driver 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 the behavior is such as to cause disruption on the bus, or if the student 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 and the principal of the school. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the administration.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. This type of surveillance is used only to promote the order, safety, and security of students, staff, and property. The following rules for bus behavior must be obeyed:

1. Once a student is seated on a bus, he/she will not change seats without permission of the driver.
2. Drivers may assign any or all students permanent seats on the bus if they wish to do so.
3. Students will not be permitted to possess dangerous toys or other items on the bus. Science specimens, which are to be taken to school in glass jars, will also be enclosed in cardboard or wooden boxes. No drink containers will be permitted on the bus.
4. Tobacco in any form will not be used on the bus.
5. Noise will be kept to a moderate level while on the bus.
6. Students will be let off a bus only at their designated destination unless written permission from their parent's gives authority for the driver to do otherwise. The principal of the school the child attends will check out such requests.
7. If a student misbehaves and refuses to obey the driver, when the student is delivered home, the driver may refuse to pick the student up again until a conference is held between the parents and the principal. The driver should talk with the parents if at all possible.
8. Objects will not be thrown while on the bus.
9. The student will pay for any damage done on the bus.

10. Students will obey the driver.
11. Vulgar or profane language will not be used.

### **Cafeteria**

The Greene County Schools participate in the National School Lunch and Breakfast Programs and offer free and reduced-price meals based on a student's financial need. Information can be obtained from the front office.

Students are to be in the cafeteria when the tardy bell rings and remain there until the dismissal bell rings to return to class. Students must have permission to leave the cafeteria for any reason.

A computerized payment system also allows for prepayment by parents to be drawn against daily.

Students who bring lunch from home are to eat in the cafeteria area. **Foods may not be brought in from outside eating establishments for students to eat.**

### **Care of School Property**

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. Students are expected to assist in keeping our school clean by proper disposal of waste paper, wrappings, and other debris.

When a student is identified as causing damage to or loss of school property and when the costs of repair or replacement have been determined, steps will be taken to recover these costs. School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board of Education. Through cooperation from all students, our building can be kept free from damage and defacement. Chuckey-Doak High School will withhold the grades, diploma, and/or transcript of the student responsible for these acts or otherwise incurring any debt to the 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, a program of voluntary work for the minor will be provided. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released.

### **Greene Technology Center**

The Greene County Board of Education provides bus transportation for students going to and from the Greene Technology Center.

**According to Greene County School Board Policy, students are not allowed to drive to the Greene Technology Center.** However, the high school principal or assistant principal, upon written request from the parents and/or guardian, has the authority to permit an individual student to drive to the vocational school, if, in the opinion of the principal and/or assistant principal, a need exists. **Students that drive to the Greene Technology Center without permission from the school's administration will be suspended.** The principal or assistant principal of the home base high school will not give permission for a driving student to transport another student. A student that has proper permission to drive to the vocational school in the afternoon will not be permitted to return to the home base school in the afternoon unless the student has a scheduled school activity.

All matters of attendance, conduct, and grading for the Center for Technology classes will be the responsibility of the Center for Technology administration.

### **Cheating**

Cheating shall be defined as giving or receiving information or help on a test, possession of any unauthorized material prior to or during a test, copying another student's assignment, submitting duplicate work, or having someone else complete an assignment on behalf of the student. Plagiarism, the use of another person's ideas or products as his own, is also defined as cheating. Any student involved in instances of cheating will have his paper taken up immediately, have a zero recorded for the work, and may be sent for disciplinary action. Any further incidents will be reported to office.

### **Checks**

Checks should be written out to Chuckey-Doak High School and not to individuals. A receipt should always be given to students.

### **Classroom Behavior**

Appropriate classroom behavior is very important. If educational goals are to be met, teamwork and cooperation are

essential. It is the teacher's job to establish and enforce rules in the classroom. It is the student's responsibility to follow those rules without disruption. Remember that every disruption concerning rules takes away from the education of everyone in the class. Disruptions will not be tolerated. To insure productive learning, come to class on time, be prepared to work, and pay attention in class. Be respectful and courteous to everyone in all classes. When the teacher is talking or someone in class is giving an oral presentation, students should show a sense of courtesy and respect by staying in their seats and giving the speaker their full attention.

### **Clubs**

Chuckey-Doak High School offers to students an opportunity to become involved in school clubs and organizations. Active participation in extra curricular activities is encouraged and is highly valued for college applications and scholarships. Announcements will be made when each particular club will schedule organizational meetings. A partial list of clubs includes:

1. DECA: Students must have been enrolled or are now enrolled in Marketing I or II
2. FBLA: Open to all students.
3. FCA: Students should regularly attend meetings.
4. FCCLA: Students must have been enrolled or are now enrolled in any Family and Consumer Science class.
5. FFA: Students must have been enrolled or are now enrolled in an Agriculture class.
6. Spanish Club: Students must have been enrolled or are now enrolled in Spanish I or II.
7. Mock Trial: All grades are eligible. Students should have an interest in courtroom procedures, public speaking, and dramatic portrayal. Regular participation and outside preparation are necessary. A speech credit may be earned for each two years of Mock Trial.
8. National Honor Society: Students must be a junior or senior with a 3.5 GPA and have been at Chuckey-Doak one semester to be eligible for consideration.
9. Student Leadership: Students are elected or teacher appointed.
10. TSA: Students must have been enrolled or are now enrolled in Diversified Technology II.

11. Black Knight Nation: Students show school spirit at ball games by cheering together and wearing a Black Knight Nation t-shirt or other coordinated attire.

### **Discipline**

All students of Chuckey-Doak High School shall be required to conduct themselves in a manner consistent with school policy. Student conduct, which in any manner, disrupts class work, creates disorder, threatens the safety, or invades the rights of others, shall be a basis for disciplinary action and possible suspension.

School personnel will file a Student Disciplinary Referral Form with the administration when a student initiates or participates in willful and overt disruptive behavior in the classroom, on school grounds, on school vehicles or at a school activity or event.

Student language or action that expresses willful disobedience and defiance of authority and is directed toward any school employee will lead to disciplinary action. **The use of obscenities will result in a suspension. Any student behavior which interferes with the educational process will not be condoned.**

### **Dress Code (School Board Policy 6.310)**

In keeping with the educational purpose of this school district, students are expected to dress and groom themselves as individuals with a sense of responsibility. The district's dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards and provide a positive learning environment. Each student is expected to keep his/her person and his/her clothing clean and neat. It is expected that each student, while exercising the right to dress and groom himself/herself in an individual way, will also show, through his appearance, a high degree of respect for the standards of decency, cleanliness and style acceptable to the school. **The administration has discretion in determining the appropriateness of dress and will have the final determination with regard to the dress code.** If it is determined that the dress or grooming of a student is inappropriate, the student will be sent home or removed to an alternate setting. Any class time missed during the time the student has gone home to change will be unexcused.

A partial list of guidelines includes:

1. Shirts, blouses or sweaters, pants/dresses and shoes must be worn at all times.

2. The practice of "sagging" is considered to be gang-related symbolism and will not be tolerated.
3. No head apparel, including caps, hats, headbands, bandannas, toboggans, or hair stockings will be worn in the building.
4. Clothing shall fit properly and shall not be unreasonably tight or unreasonably baggy.
5. Pants must be worn at the waist. No sagging allowed.
6. Shorts must be below the extended fingertips when standing.
7. Skirts and dresses cannot be any shorter than two inches above the knee. Dresses must completely cover the shoulders.
8. No spaghetti straps, tank tops or muscle shirts, are permitted. Bare midriffs, bare shoulders or backs, and excessively low cut clothing, along with clothing made of see-through material is prohibited. The midriff area must be fully covered at all times.
9. Hairstyles, sideburns, and mustaches must be in good taste, clean, and well groomed. No unusual hair color will be permitted.
10. Clothing that exhibits written, pictorial, or implied references to illegal substances, drugs, or alcohol, negative slogans, vulgarities, or that which attracts undue attention is prohibited.
11. Prohibited items include (1) long, large and/or heavy chains (2) studded or chained accessories and (3) sunglasses, except for health purposes.
12. Leotards, pajamas, body suits, biking or jogging shorts and skintight outer materials such as spandex are not appropriate.
13. For the safety of the school population, trench coats and dusters will not be allowed.
14. Facial jewelry shall be limited to the **ears** only.

**At CDHS, you cannot have holes in your jeans, pants, shorts, etc. Students can be suspended for violating dress code.**

#### **Driver's License**

- If you have 10 unexcused absences in a row or 15 or more unexcused absences in a semester, CDHS will not issue an SF 1010 Form to you

- If you fail 3 or more classes in a semester, you will not receive an SF 1010 Form
- If you already have your permit or license and violate one of the above, your permit or license can be suspended
- To reinstate your license, you must correct the problem that caused the suspension

### **Early Dismissal**

A student needing to leave early should bring a note to the office before the first class begins.

The note must state:

1. full name of the student
2. specific reason for requesting dismissal
3. time student is to be dismissed
4. signature and phone number of parent/guardian

At that time, the student will be issued a permit to leave class. At the specified time, the student will show the permit to the teacher, exit class and report to the office to sign out of school. Students are counted absent from those classes missed. Office personnel may verify requests.

**Students leaving school for any reason other than a school-sponsored activity without office personnel having prior permission and signing out through the office will be subject to disciplinary action.** This procedure must be followed whether or not the parent/guardian is aware of the student's leaving. **Even after a student turns 18, they still need permission from a parent/guardian to leave school.**

### **Educational Trips**

In certain classes, educational trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school. If a trip is planned for a course, students are expected to attend. Absences in other classes or school activities due to attendance on educational trips are considered excused. Class work that is missed must be turned in, but absences of this nature are not considered for "time-for-time purposes". Prior to attending an educational trip, students must return a permission form signed by their parent/guardian.

## **Use of personal Communication Devices in Schools**

With the exception of the alternative school, students in grades 9-12 may possess personal communication devices, such as cell phones, while on school property; however, the personal communication device must be in the off mode and must be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. The principal or his designee may grant a student permission to use a personal communication device at the principal/designee's discretion for educational purposes. Use of a device outside of these parameters shall result in confiscation of the device. A student in violation of this policy is subject to disciplinary action. The use of cell phones for the purpose of cheating is strictly prohibited. As a means of protecting instructional time and/or providing test security, teachers may elect to collect students' cell phones during class and return them at the end of the period. The unauthorized use of taking photos or recording of videos, whether by cell phone or any other device on school grounds or at school events is strictly prohibited. The use of cell phone cameras to record altercations on school grounds or at school events is prohibited. In such cases, phones may be confiscated as evidence.

Consequences: 1) Violation of the above policy will result in the cell phone being confiscated for seven days. 2) Students may choose to have their phone returned before the end of the seventh day by paying a twenty dollar fine at the end of the school day in the main office. 3) An administrator will be contacted if the student refuses to give up the phone for a violation, or if the student turns in a "dummy phone." The student's insubordination will result in a level 2 offense and disorderly conduct charges may be filed.

Greene County Schools will not be responsible for any damage (including theft) of personally-owned devices.

## **Electronic Media - Internet**

The Greene County Board of Education supports the right of students to have reasonable access to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner. A written parental request shall be required prior to the student being granted independent access to electronic media involving district technological resources. The required permission / agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural

violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. **Any student who violates this permission/agreement will be denied further computer and/or internet usage for a period to be determined by the administration that may range anywhere from nine weeks to permanent revocation depending upon the severity of the violation and the number of times a student has violated policies.**

### **Fees/Financial Obligations**

Each school has received from the Board of Education the authority to collect a \$10.00 fee per student per year. This fee will be paid directly to the office and a receipt will be issued. In addition to Science and Technology classes, additional fees may be approved during the year as needed.

Students are required to meet all financial obligations (cost of lost or damaged books, materials, equipment, library fines, or any other financial obligations) before grades, grade cards, diploma, or transcript will be released

### **Personal Arguments, Confrontations, and Fights**

If a student has a problem with another student, he/ she should report the difficulty to a teacher, administrator, or staff member immediately. At this point, mediation will be implemented. If the confrontation or argument escalates into shoving, pushing, or throwing punches, disciplinary action will be taken. If the altercation is deemed as a fight, the punishment will be an out of school suspension and charges may be filed.

If a student is involved in more than one fight, the length of the suspension will be increased accordingly.

If the fight is deemed severe enough by the principal, then the student (s) involved may be recommended for expulsion. Legal action may also be taken if necessary.

### **Graduation Requirements**

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record, which cover a planned program of education, and this record shall be kept on file at Chuckey-Doak High School. The pattern of courses, which shall be required of all students in grades nine (9) through twelve (12), shall be in accordance with

the Rules and Regulations of the State Board of Education and the Greene County Board of Education.

**Course Requirements for students**

English	4	Personal Finance	1
Math	4	Health, Phy. Fitness & Wellness	1.5
Science	3	Foreign Language	2
Social Studies	3	Focus Electives	3
Fine Arts	1	Electives	6

High School Diploma: 28 credits    Honors Diploma: 30 credits

At CDHS, it is recommended to freshmen that they also take Computer Applications.

**TENNESSEE SCHOLARS**

Tennessee Scholars are students enrolled in the university, technical, or dual path that have completed a specific curriculum that provides a high level of skills and readiness for the job market and/or higher education. Students can become a Tennessee Scholar by completing the application available from the guidance counselor, and completing the Tennessee Scholar curriculum as follows:

<b>Subject Area</b>	<b>Specific Requirements</b>	<b>Credits</b>
English		4
Mathematics	Algebra I, Algebra II, Geometry and one (1) higher level math (Bridge Math does not count)	4
Science	Biology, Chemistry, & Physics strongly preferred	3
Social Studies	U.S. History, Geography, Gov. /Econ. , Personal Finance	3.5
P.E.		1.5
Foreign Language	Two credits of same foreign language	2
Fine Arts		1
Technical / Vocational Courses	Two credits of vocational classes in the same track	2

Additional Expectations:

- Overall "C" Average in all Tennessee Scholars Courses
- 40 hours of Community Service
- 95% attendance
- No Out of School Suspensions
- Successfully passed all exit exams

**Honor Graduate Requirements**

Students who are honor graduates must maintain a minimum grade point average of 3.500 throughout the first semester of his/her senior year and meet the ACT benchmarks. Students can achieve **Graduation With Distinction** by having a 3.0 GPA and completing one of the following:

- Earn a national recognized industry certificate
- Participate in one of the state's All State musical organizations
- Participate in one of the Governor's Schools
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a composite score of 31 on the ACT
- Earn 12 or more semester hours of Dual Enrollment credit

Honors graduates will be ranked first, followed by "Graduation with Distinction" students, and then other students.

**Grading System**

A	93-100
B	85-92
C	75-84
D	70-74
F	Below 70

**Hall Passes**

All students must have a written or official pass from a teacher or administrator to be in the halls. Students must also sign out/in of the class

**Harassment/Bullying**

The Greene County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying,

discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. For more information, see Board Policy 6.304.

### **Homework**

The amount and type of homework assigned by teachers will vary by class. Homework is assigned with a definite reason and purpose. When a student is absent from school for an extended period of time, parents are encouraged to call the school for homework assignments. Please give school personnel adequate time to gather assignments.

### **Illness during School**

Students who become ill during the school day may report to the main office. Arrangements will be made for the student to go home if it is determined to be necessary. Students should try to notify their classroom teacher of an illness as soon as possible.

### **Insurance**

Insurance is available to all students during the early part of the fall term. Purchase of this program is optional. Students who participate in inter-scholastic athletics are required to carry this insurance or the equivalent. All students taking shop or laboratory courses (Agriculture, Industrial Arts, Family and Consumer Sciences, and Science classes) are strongly encouraged to have accident insurance.

### **LOCKDOWN PLAN**

#### **MODIFIED LOCKDOWN**

No one is permitted to go outside the building. Students are allowed to travel within the school. Teachers occupying rooms

that are adjacent to an outside entrance should check them to make sure they are locked. The only entrance and exit to the building will be the main office doors. If anyone must leave the building, they will be escorted by the resource officer.

#### INTERNAL LOCKDOWN

(IF) The principal, assistant principal, or secretary announces over the intercom:

**"We are in a lockdown."**

- A. Teachers will clear the halls immediately.
- B. Students report to the closest classroom.
- C. Lock the classroom door and secure the windows.
- D. Students will place all backpacks and bags in a place designated by the teacher.
- E. Keep teaching.
- F. Keep all students in their seats until told otherwise by administration.
- G. Students should **NOT** be allowed to leave the classroom.
- H. **NO** students will be permitted to leave school during a lockdown.
- I. Teachers on planning report to your assigned Crisis Team member's classroom.
- J. Students who must go to the bathroom (emergency only) will be escorted by a Crisis Team member.

(IF) The principal, assistant principal, or secretary announces over the intercom:

**"We are in a lockdown "CODE RED."**

- A. Teachers will clear the halls immediately.
- B. Teachers on planning will report to their assigned Crisis Team Member's classroom immediately.
- C. Students report to the closest classroom.
- D. Lock the classroom door and secure the windows.
- E. Move students to a secure location within the classroom away from windows and view of doors.
- F. Do not allow students to leave classroom until the "all clear" is given.
- G. Do not open door for anyone other than an administrator or crisis team member.
- H. Free up the classroom phone.
- I. Ignore all bells. Keep students in the classroom.
- J. Every effort should be made to help keep the students calm.

- K. Take attendance immediately and keep your attendance book with you as you may be asked to leave the classroom.

### **Lockers**

Lockers will be available for the purpose of storing books, school materials, and supplies. Lockers are subject to search and may be opened by school personnel at any time. Students, having items in their locker in violation of school board policy, will be subject to disciplinary action. Having a locker is optional. **However, if a student gets a locker, they must purchase a lock from the school that they may use as long as they are a student at CDHS.** This is a precaution against loss of materials from lockers as well as to prevent contraband from being put in lockers by other students. For security reasons, if the lock is not purchased through the school, school officials will remove it from the locker. The student assigned the locker will pay for any interior damage to lockers. Lockers are to be kept clean and free of stickers and graffiti at all times.

### **Make-up Work**

Students who miss work in a class are permitted to make up work. Prior to the absence or upon returning to class, it is the student's responsibility to make arrangements with the teacher for make-up work and the scheduling of tests.

When classes are missed due to attendance at school functions, it is the responsibility of the involved student to pick up assignments prior to the absence and be prepared to turn in work or take exams the day of return for the missed class or at a time agreed upon by the student and teacher.

**Medications - Prescription** - All prescription and non-prescription medication brought to school must be checked in at the front office to be dispensed. It must be in the original container and must be provided by a physician, dentist or nurse practitioner (health care provider), that has the legal right to write a prescription, detailing the name of the drug, dosage, and time interval medication is to be given. The student is to take the medicine in the presence of the person administering the medication. A written record will be kept on each student receiving medication. Parents of any student requiring long-term medication should have a conference with the administration at the beginning of each school year or when there is a change of medication.

Non-prescription medicine must be brought to school in a labeled bottle with the student's name, dosage, and time (or stating it is to be taken as needed).

Note: Student possession of any form of medication or substance not prescribed specifically for them will be subject to disciplinary action.

### **Messages (Student)**

Emergency calls from parents to their child will be accepted and should be directed through the office.

### **Military Notification**

Parents have the right to request that their child's name, address and telephone number **not** be released to a military recruiter. A written request **not** to release your child's information must be on file in the guidance department.

### **Non-Discrimination Policy**

It is the policy of the Greene County School System not to discriminate on the basis of color, race, national origin, sex, age, or disability in its educational program, activities or employment policies as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Federal Rehabilitation Act of 1973, and Title II of the Americans With Disabilities Act.

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

### **Grievance Procedures**

In general, any student or employee of this system who believes he or she has been discriminated against, denied a benefit, harassed, or excluded from participation in any system education program or activity on the basis of sex, race, color,

age, national origin, religion, or disability, in violation of this policy, may file an oral or written complaint with the compliance administrator. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within thirty (30) working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided to the complainant/s, principal, the Federal Rights Coordinator and the Director of Schools. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Director of Schools, within five (5) working days, indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement.

The Director of Schools shall consider the appeal and provide a written response. If the complainant disagrees with the Director of Schools, appeal may be made to the Board of Education within five (5) working days. The board shall render a written decision within thirty (30) days. (Ref: GCBE Policy 6.305, issued 9/1/01)

Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; and the Americans With Disabilities Act, may be directed to: Dr. Melinda Pruitt, Supervisor of Special Programs, 910 West Summer Street, Greeneville, TN 37743 - Telephone 423-639-4194.

### **Prohibited Items**

Some objects that parents may allow students to possess off campus have no place on a school campus.

Students may not possess any firearm, explosive or other dangerous object. Daggers, knives of any type, stars or razors, ice picks, slingshots, blackjacks, knuckles, and replicas of a firearm, that would lead a reasonable person to believe it was real, are strictly prohibited. Pagers, cellular phones, IPODS, MP3 players other electronic signaling devices are not allowed. Drug paraphernalia are also banned. Other objects, which students may not bring to school, include the following:

1. Tobacco in any form including e-cigarettes
2. Matches or lighters of any kind
3. Spray paint or any aerosol containers (pepper spray, mace, tear gas, etc.)
4. Chains attached to pants or wallet
5. Squirt guns/water toys
6. Tape players/earphones/radios/CD players/MP3 players

7. Firecrackers, etc.
8. Computer duster/compressed air
9. Vaporizers

Any item that is not necessary for instructional purposes and/or may cause a disruption to the learning process or endanger others is prohibited. These items can be confiscated and students can be suspended for having them at school.

### **Public Displays of Affection**

A part of the purpose of school life is to encourage wholesome relationships between students of all ages and sexes. Students are expected to behave like young ladies and gentlemen. Kissing, making out, "visiting" in secluded areas, standing in close proximity, hugging, and walking with arms around each other are not acceptable. **Handholding is permissible.**

### **Public Transportation**

Students transported to school by private vehicle should be aware of the driveway around the school building. Care must also be taken to not block the way of school buses when being dropped off or picked up from school.

### **Racial or Religious Comments**

Anyone making racial or religious comments of a derogatory nature will subject himself or herself to disciplinary action. Each student should respect others, as he / she would wish to be respected.

### **Restrooms**

Students may use the rest rooms before and after school, between class periods, and during lunch periods. Students are expected to help keep rest rooms clean and not loiter, smoke, write on walls, or damage the facilities in any way.

Students who, for medical reasons, find it necessary to visit rest rooms excessively must bring a statement from their medical provider. This statement will be filed in the front office and teachers will be notified.

### **Reward Trips**

Students may participate in reward trips when scheduled; there will be criteria that has to be met to qualify for such trips.

### **Right to Confiscate**

Stolen items, contraband, items not needed for instructional courses, items that are specifically forbidden by the school district policy or law, and other dangerous materials may be impounded. These items may be used as evidence in school disciplinary proceedings against the student.

### **Safety Drills**

The following are the emergency safety drills. There should be no difference in approach to a safety drill and an actual emergency. Both should be accomplished rapidly, seriously, and orderly. Drills will be conducted at intervals during the school year.

#### **General Rules for Fire Drill**

1. Close windows
2. Students will follow designated exit instructions as posted in each room; walk in single file; refrain from talking; and proceed to a safe distance from school.
3. The teacher, who will be the last one out, should take grade book, close the door and stay with their group.
4. Teachers will take attendance once the group has reached a safe distance from the building.
5. When the all clear is sounded, students will return to their class in an orderly fashion.

#### **General Rules for Severe Weather**

1. Students will follow designated exit instructions as posted in each room; walk in single file; refrain from talking; and proceed to the nearest designated safety area.
2. Upon arrival at the safety area, students should sit on the floor at least five feet from doors and windows.
3. Teachers will take attendance once the group has reached the safety area.
4. When the all clear is sounded, students will return to their class in an orderly fashion.

### **Search and Seizure**

Students possess the right to privacy as well as freedom from unreasonable search and seizure of property. Student's rights,

however, are balanced by the school's responsibility to protect the health, safety, and welfare of all its students.

The administration has a right to search students' property when in the interest of the overall welfare of other students or when necessary to preserve the good order and discipline of the school. Officials may ask students to reveal the contents of their pockets, lockers, back packs or book bags, or to reveal items carried elsewhere on their person where there is reasonable cause to believe that the student has on his person items that are prohibited by law and Board policy. Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from the student's possession.

### **Stealing**

Stealing may result in possible legal action as well as disciplinary action. Students who steal are considered to be involved in misconduct and must make restitution. Having possession of another student's property without permission is suspicious behavior; therefore, lost articles should be taken to teachers, administrators, or to the front office.

### **Student Conduct**

The staff of Chuckey-Doak High School is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school. The authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction. Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles, or at any school-sponsored activity whether on or off campus. Neither shall one student urge others to engage in such conduct.

Students found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

### **Student Parking**

Reserved student parking is located in the lot near the gymnasium. Reserved parking spaces are sold at the beginning of the school year and throughout the school year for **\$20.00**. To reserve a space it is necessary to fill out a car registration form, pay the fee, and display a parking permit on the vehicle being driven. Driving on campus without a parking permit will result in a ticket and the car may be towed at the student's expense.

Driving on school campus is a privilege. This privilege will be denied if a driver does not operate the vehicle in a responsible and mature manner. Violation of any of the following rules could result in driving privileges revoked.

1. All vehicles will be registered in the office and a parking permit will be displayed at all times the vehicle is on campus.
2. Park in a designated parking space upon arrival at school and report directly to the building. Students are not permitted to sit in or on cars, before or after school, during lunch, school programs or any time during the school day.
3. Observe the 5-MPH speed limit on entering and leaving the lot. The operator is subject to having driving privileges revoked if this regulation is not strictly adhered to.
4. Cars should be locked at all times. The school assumes no responsibility for loss, theft, or damage.
5. School authorities can search student vehicles parked on campus at any time.
6. Students leaving campus for any reason during the school day must be properly signed out in the office.
7. Students are not to go to the parking lot at any time during the school day without permission from the administration.
8. Do not take unauthorized students off the campus.
9. Do not be involved in vandalism or pranks on other student's vehicles.

### **Student Rights and Responsibilities**

The Greene County Board of Education expects all school staff, students, and parents to assume the responsibility for appropriate behaviors in the school.

**Each student has the right to the following:**

1. Have the opportunity for a free education in the most appropriate learning environment.
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure.
3. Expect that the school will be a safe place.
4. Have an appropriate environment conducive to learning.
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities.
6. Be fully informed of school rules and regulations.

**Each student has the responsibility to do the following:**

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

**Substitute Teachers**

The responsibility is on the student to treat a substitute with respect and courtesy due all persons at school.

### Telephone

The school office phones are business phones and are not for student use unless it is in emergency situations.

### Tennessee Department of Education Contact Information

Answer to many questions and much helpful information may be obtained from the State Department of education by calling 1-888-212-3162 or visiting

<http://www.state.tn.us/education/speced/index.htm>

Legal Services Division Division of Special Education, Tennessee Department of Education 710 James Robertson Parkway Andrew Johnson Tower, 5 <sup>th</sup> Floor Nashville, Tennessee 37243-0380 Phone: 731-421-5074 Fax: 731-421-5077	East Tennessee Regional Resource Center 2763 Island Home Blvd. Knoxville, TN 37290 Phone: 865-594-5691 Fax: 865-594-8909
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### Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help, in advocating for persons with disabilities in Tennessee.

<b>The ARC of Tennessee</b> is on the internet at <a href="http://www.thearctn.org/">http://www.thearctn.org/</a> 44 Vantage Way, Suite 550 Nashville, TN 37228 Phone: 615.284.5878 Toll-free: 1.800.835.7077 Fax: 615.284.5879 Email: <a href="mailto:pcooper@thearc.org">pcooper@thearc.org</a>	<b>Support and Training for Exceptional Parents (STEP)</b> is on the internet at <a href="http://www.tnstep.org/">http://www.tnstep.org/</a> 712 Professional Plaza Greeneville, TN 37745 <table border="1"><tr><td>East Tennessee: (423) 639-2464 <a href="mailto:karen.harrison@tnstep.org">karen.harrison@tnstep.org</a></td></tr></table>	East Tennessee: (423) 639-2464 <a href="mailto:karen.harrison@tnstep.org">karen.harrison@tnstep.org</a>
East Tennessee: (423) 639-2464 <a href="mailto:karen.harrison@tnstep.org">karen.harrison@tnstep.org</a>		

<p><b>Tennessee Protection Advocacy (TP&amp;A)</b>  is on the internet at  <a href="http://www.tpainc.org/">http://www.tpainc.org/</a>  416 21<sup>st</sup> Avenue South  Nashville, Tennessee  37212  1-800-287-9636 (Toll-free) or 615-298-1080  615-298-2471 (TTY)  615-298-2046 (FAX)</p>	<p><b>Tennessee Voices for Children</b>  is on the internet at  <a href="http://www.tnvoices.org/main.htm/">http://www.tnvoices.org/main.htm/</a></p> <p>East Tennessee:  (Knoxville Area)  Telephone: 865-609-2490  Fax: 865-609-2534</p>
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**These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database:**  
<http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

**Textbooks**

The act of the General Assembly setting up the free textbook system provides that these books shall be the property of the Board of Education. Parents or guardians will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to students. Books will be issued to students by the classroom teacher and according to an inventory number. The condition of each book shall also be recorded. Books should not be exchanged with other students nor should inventory numbers be changed.

**Tobacco**

Students in Greene County Schools will not use or possess tobacco products on school property during the school day or while participating in school-sponsored events and can be suspended for violating this policy. This applies to any sport practices, on buses transporting students to and from school, while waiting for a bus transfer at any school, or to and from school or school board sponsored events. **The student tobacco bill requires law enforcement or principal/assistant principal to issue a juvenile court citation for any student who unlawfully possesses tobacco products.** Each citation requires the student and a parent to appear in juvenile court and pay a fine plus court costs.

**Unauthorized Persons**

Unauthorized persons shall not be permitted on the school campus at any time. All staff members and students are requested to report any such person to the office. Persons who are not authorized to be on the school campus will be subject to having trespass charges filed with the legal authorities.

**Vandalism**

Vandalism is the defacing or destruction of any public or private property. It may range from minor acts such as writing on desks or walls to more flagrant acts such as defacing school buildings or destroying private property. In cases of vandalism, involved students (or their parents) must pay the damages assessed.

**Visitors**

All visitors must report to the front office and sign in upon arrival.

**Weapons**

The Board of Education recognized that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board to forbid the possession, custody, and use or attempted use, of weapons by unauthorized persons in or around school property, in school vehicles and/or buses, or off the school grounds at a school sponsored activity, function, or event.

Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors, or compasses when they are used or attempted to be used in a manner, which renders the item dangerous, or with the intent to do harm. When it is determined that a student has violated this policy, the principal of the school shall notify the student's parents or guardian and law enforcement officers. Students who are found to have violated this policy shall be subject to expulsion for a period of not less than one (1) year.

**Weather Emergencies**

School closing, delayed starting time or early dismissal will be announced over the following radio and television stations: WGRV (am 1340), WXBQ (96.9), WJHL-TV (channel 11), WCYB-TV (channel 5) and WBIR-TV (channel 10).

**Wellness Attire and Excuses**

All students are expected to have appropriate attire for the physical education portion of the wellness or PE class. Attire must meet the school dress code. Students will be required to wear clothes that meet the instructor's approval. Any student not properly attired for class will be given a zero for that day.

Excuses from the physical education portion of this class are granted upon written recommendation from a physician.

**Withdrawal from School**

Parents withdrawing students from school must initiate the withdrawal procedure in the counselor's office. Before a student's records may be sent to another school, books, library books, fees and obligations must be cleared.

**The Old Code of Knighthood**

A Knight is sworn to valor  
His heart knows only virtue  
His blade defends the helpless  
His might upholds the weak  
His words speaks only truth  
His wrath undoes the wicked

## 2016 Football Schedule

August 26	North Greene	(Home)
September 2	Claiborne	(Away)
September 9	South Greene	(Away)
September 16	Johnson County	(Home)
September 23	Sullivan North	(Home)
September 30	Unicoi	(Away)
October 7	Northview	(Home)*
October 14	Pigeon Forge	(Away)
October 21	Elizabethton	(Away)
October 28	West Greene	(Home)

All games begin at 7:30

**\*Homecoming**

## Chuckey-Doak Partners in Education

Superior Metal Products  
Lynn Hope Towing  
Terry, Terry, and Stapleton  
Tusculum College  
Tusculum Police  
Walters State Community College