

# Central High School of McMinn County



## Student/Parent Handbook 2018-2019

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Englewood, Tennessee 37329

[www.mcminncentral.com](http://www.mcminncentral.com)

(423) 263-5541 (phone) / (423) 263-0399(fax)

This handbook belongs to

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

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## CENTRAL HIGH SCHOOL OF MCMINN COUNTY

### Purpose:

The purpose of Central High School of McMinn County is to graduate students with the skills necessary to meet the challenges of the future.

### Direction:

The direction of Central High School of McMinn County is to develop lifelong learners through challenging expectations that emphasize Common Core Standards and address the diverse needs of all students while promoting civic and social responsibility.

### Beliefs:

#### We believe that:

- Challenging expectations increase individual student performances in learning, achieving, and succeeding.
- Each student is a unique and valued individual; consequently, instructional practices should be diversified to allow for differences in learning styles.
- Students learn to make appropriate decisions when given a supportive and challenging learning environment.
- Student learning and school policy making is promoted by positive relationships, intrinsic motivation, and mutual respect among and between students and staff.
- Assessments can indicate that students are effectively meeting or exceeding Common Core Standards.
- Collaborative efforts of the school, home, and community provide the strongest foundation for the total education of each student and promote civic and social responsibility.
- Learning never ceases; skills should be consistently enhanced and reinforced to develop lifelong learners so students become productive citizens.
- Teamwork plays a vital role in today's workforce; therefore, cooperative learning activities are encouraged.
- Special needs of all students can be met by differentiating instruction.

## ALMA MATER

Look up, look up, it's Central High  
Where the mountains touch the sky,  
Where knowledge abounds and  
Friendships are found and  
The Spirit never dies.

Under the blue and white  
We charge with our might;  
We labor for thee with loyalty  
It's Central High—Look up!

John Rainwater, Mary Feezell Starnes

*Do all the good you can, By all the means you can, In all the ways you can, In all the places you can, At all the times you can,  
To all the people you can, As long as you ever can."*  
— John Wesley, evangelist and founder of Methodism (1703-1791)

## CENTRAL HIGH SCHOOL FACULTY AND STAFF

Lori Hutchinson, Principal [lhutchinson@mcmminnschools.com](mailto:lhutchinson@mcmminnschools.com)

Jeff Gilbert, Assistant Principal [jgilbert@mcmminnschools.com](mailto:jgilbert@mcmminnschools.com)

Doug Armstrong, Assistant Principal and Athletic Director [darmstrong@mcmminnschools.com](mailto:darmstrong@mcmminnschools.com)

### FACULTY

@mcmminnschools.com

Amanda Bartel	abartel	Amber Moore	amoore
Teri Blair	tblair	Johnny Morgan	jmorgan
Monica Brown	mbrown	Shelby Pankey	shelby.pankey
Terry Brown	Terry.Brown	Barbara Quintard	BQuintard
Annette Bryant	abryant	Katy Rose	kröse
Cody Bull	jbull	Tristen Rowland	trowland
Kimberly Cantley	kcantley	Anita Scruggs	jscruggs
Mindy Casteel	mcasteel	Britt Shaw	bshaw
Sherry Chalkley	schalkley	Joyce Simpson	jsimpson
Jennifer Estes	jestes	Angel Sliger	asliger
Christal Eddington	ceddington	Stephanie Smith	ssmith
Josh Felker	jfelker	Dakota Stone	dstone
Allan Gentry	agentry	Steven Stone	sstone
Josh Goodin	jgoodin	Melanie Taylor	mtaylor
Shannon Goodin-Beaty	sbeaty	Matthew Traylor	mtraylor
Beverly Jackson	bjackson	Debbie Trotter	dtrotter
Katrina Kilby	kkilby	Travis Tuggle	ttuggle
Robbie King	rking	Vicki Vest	vvest
Luther Knight	lknight	Melanie Walker	mwalker
Charles Lewand	clewand	Cindy Watson	cjenkins
Amy Masengil	amasengil	Andrew Whitehead	awhitehead
Brent Masingale	bmasingale	Katelyn Whitener	kwhitener
Ashley McDonald	amcdonald	Ken Williams	kwilliams
Laura Medina-Mendoza	lmendoza	Timothy Womac	twomac
Lisa Miller	lmiller	Candace Yates	Candace.Yates
Mark Mobley	mmobley		

### OFFICE/OTHER STAFF

Tanya Davis: Front Office	tdavis
Pam Aderhold: Attendance/Guidance	paderhold
Cindy Cockrell: Bookkeeper	ccockrell
Jenny Saylor: Attendance/Entry Off.	jsaylor
Diane Martin, Aide	dmartin
Destiny Wilcox, Adie	dwilcox
Officer Josh Haire, SRO	jhaire & <a href="mailto:Mco432@gmail.com">Mco432@gmail.com</a>
Fannessa Fisher, Juvenile Services	<a href="mailto:ffishermjs@outlook.com">ffishermjs@outlook.com</a>

**CENTRAL HIGH SCHOOL COACHING STAFF, BAND, AND CLUB SPONSORS**

Anchor Club: Shannon Goodin

Athletic Director: Doug Armstrong

Band Director: Ashley McDonald

Baseball: Head Coach-Mathew Traylor; Assistant Coach- Donnie Cowart

Basketball-Boys: Head Coach-Doug Armstrong; Assistant Coach- Mark Mobley

Basketball-Girls: Head Coach-Johnny Morgan; Assistant Coaches- Kristy Buckner, Todd Loveday, Mike Hodge

Beta Club: Katrina Kilby, Katy Rose

Cheerleading: Head Coach—Tanya Davis

Cross Country: Boys/Girls Head Coach— Brent Masingale

Dance Team: Sponsor- Diane Martin, Coach-Kelly Newman

Distributive Education Clubs of America (DECA): Beverly Jackson

Family, Career, and Community Leaders of America (FCCLA): Michelle Parrott, Robbie King

Fellowship of Christian Athletes (FCA):

Fly Fishing:

Football: Head Coach-Josh Goodin; Assistant Coaches-Brent Masingale, Steven Stone, Austin Masingale, Kim Gossett, Ben Stiles

Future Business Leaders of America (FBLA): Angel Sliger

Future Farmers of America (FFA): Annette Bryant

Golf: Boys/Girls Head Coach-Doug Armstrong; Assistant Coach-Bob Lambert

Health Occupations Students of America (HOSA): Jennifer Estes

Interact: Amanda Bartel

Math Club: Debbie Trotter

National English Honor Society: Andrew Whitehead

National Technical Honor Society: Terry Brown

Pep Club: Cody Bull

Skills USA: Melanie Walker

Soccer Boys: Head Coach - Cody Bull; Assistant Coach - Travis Tuggle

Soccer Girls: Head Coach -Travis Tuggle; Assistant Coach - Cody Bull

Softball: Head Coach-Britt Shaw; Assistant Coach-Steven Stone

Student Council: Teri Blair, Travis Tuggle

Tennis: Boys/Girls Head Coach-Katelyn Whitener

Track: Boys/Girls Head Coach-Brent Masingale; Assistant Coaches-Josh Goodin

Volleyball: Head Coach- Andrew Whitehead; Assistant Coach-

## Helpful Websites

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### **Hope Scholarship Info:**

[http://www.tn.gov/collegepays/mon\\_college/hope\\_scholar.htm](http://www.tn.gov/collegepays/mon_college/hope_scholar.htm)

### **Studying and Test Taking Skills:**

<http://www.studygs.net/>

<http://www.howtostudy.org/>

<http://www.how-to-study.com/>

<http://www.testtakingtips.com/>

<http://www.infoplease.com/homework/studyskills1.html/>

### **Note Taking Skills:**

<http://www.west.net/~ger/notetaking.html>

[http://teachingtoday.glencoe.com/userfiles/file/note-taking\\_download.pdf](http://teachingtoday.glencoe.com/userfiles/file/note-taking_download.pdf)

### **ACT/SAT Info:**

<http://www.actstudent.org/>

<http://www.collegeboard.org/>

<http://www.petersons.com/college-search/test-prep-act-sat.aspx>

<http://www.princetonreview.com/sat-act.aspx>

### ABSENTEES PROCEDURES

1. Absentee Admits to Class: The day following an absence, the student must present a doctor's note or a note signed by his/her parent or guardian to Mrs. Aderhold **before 8:15 a.m.** in the Entry Office. The student will take the issued admit to each teacher throughout the day to have it signed. In the event that the student does not have a note, the admit will be unexcused. Students who receive an unexcused absence and feel they have a valid reason, according the attendance policies, to receive an excused absence, have three (3) days to obtain proper verification, otherwise it will remain unexcused. Late arrivals to school must get an admit from the office and keep it until the following day in order to get it signed.
2. Signing Out: When a student is requested to be signed out early from school by a parent/guardian this does not mean it is automatically an excused absence. The student must bring a note from the doctor or parent/guardian to the Entry Office and get a blue note upon their return, **even if he/she is 18 years old or older.**

**\*\*\*Note: The only person(s) who may request a student be signed out from school is the Parent/Guardian. Being on the pick-up list means that with parent permission for each occurrence that person may retrieve the student from school.**

### ALCOHOL AND DRUG POLICY

Students will not possess, use, sell, purchase, barter, distribute, or be under the influence of illegal or unauthorized drugs or alcoholic beverages in school buildings or on school grounds, or in school vehicles or buses, or to any school sponsored activity, function or event, whether on or off the school grounds.

Students who violate this policy shall be suspended by the Principal, and be recommended for alternative placement by the McMinn County Board of Education. Principals shall notify parents or guardians and the appropriate law enforcement officials as required by law.

Anyone in possession of alcohol/illegal or unauthorized drugs or under its influence on school campus or at any school sponsored event will be subject to a petition filed in Juvenile Court. This action will be in addition to any other action allowed by board policy.

Athletes in possession/under the influence of alcohol/illegal or unauthorized drugs off campus will result in a suspension from all athletic participation.

### ANNOUNCEMENTS

All announcements made on the P.A. system must be approved by the office. Such announcements should be made at 8:15 a.m. and 2:10 p.m. No others will be made except in case of an emergency.

Bulletin Board: All announcements of information to be placed on the bulletin board must be approved by the Principal.

Posters: No posters are to be placed in the building without approval from the Office. After the event they are to be removed by the person or groups having placed them. All items should be placed on the hanger systems and no tape should be placed on painted surfaces in the building.

### ASSEMBLY PROGRAMS

All students are required to attend all student body assemblies unless excused by the office. All students should go directly to their seats as soon as the bell rings. There should be no excessive noise before, during, or after an assembly. All speakers for any program must be approved by the Principal before their services are secured.

### ATHLETIC PARTICIPATION

- A) Must pass at least five (5) full unit subjects the preceding school year.
- B) A student who drops out of school before the end of a semester shall be ineligible until he/she has been in school a semester and passed at least five (5) full unit subjects.
- C) A student shall be ineligible after he/she has attended high school for eight (8) semesters.
- D) A student cannot participate in athletics if he/she becomes nineteen years of age on or before September 1.
- E) All athletes must live at home with their parent(s) or legal guardian(s).
- F) All other regulations as set forth by the TSSAA.



## ATTENDANCE

The McMinn County School Board has set forth the following attendance policy. Absences will be divided into the following two (2) categories:

### 1. EXCUSED ABSENCES

- A. Student personal illness. The Principal may require a note from the doctor.
- B. Death in family.
- C. Illness in immediate family requiring child to give temporary help. Immediate family is identified as parent, guardian, grandparent, brother, sister, or child.
- D. Special, recognized religious holidays regularly attended by a particular faith.
- E. Severe weather as determined by the Administration.
- F. Advanced parental request approved at least three (3) days prior by the office. Vacations need to be scheduled during the summer. No request will be approved during the last two (2) weeks of a semester.

The excused absences enumerated above will grant the student permission to make up all work missed without penalty. To receive an excused absence, the student will have three (3) days to obtain proper verification, otherwise it will be unexcused. **After missing five (5) of the above-mentioned days in a school year, a Doctor's excuse is required for the absence to be excused.**

\*Note: "Parental Permission" is not sufficient reason for an absence to be excused.

### 2. UNEXCUSED ABSENCES

If the student's reason for an absence is not within the excused category and/or they fail to obtain a blue slip and to have it signed by their teachers, he/she will be given an unexcused absence and will not be allowed to make up any work missed.

## AUTOMOBILE REGULATIONS

The following regulations are necessary for efficient and safe traffic. Any student violating the regulations will not be allowed to drive to school.

- (1) All student cars are to be parked in the far side of the parking area adjacent to the baseball field. All sections nearest the school are reserved for the faculty.
- (2) Cars are to be registered at the office. A permit at a cost of \$10.00 will be issued. This permit must be properly displayed in the automobile.
- (3) No student's or teacher's car is to be parked in the drive way.
- (4) Students are not to sit in parked cars once they come on campus.
- (5) Cars are not to be moved from the parking area during school hours without permission from the Principal.
- (6) Speed limit on campus is 10 m.p.h.
- (7) Any motor vehicle driven to school by a student must meet all state regulations.
- (8) Students who drive should not arrive before 8:00 a.m.
- (9) Students are to obey all traffic laws driving to and from school.
- (10) All student vehicles parked on school property are subject to search for dangerous weapons or drugs if the student is otherwise found to be in possession of same and/or there is reasonable cause to believe that dangerous weapons or drugs may be in the vehicle owned or operated by that student or in which that student is carried as a passenger. The involvement of law enforcement officials is likely under these circumstances. (TCA 49-9-401)

### BEFORE SCHOOL REGULATIONS

Students arriving at school **before 8:15 a.m. are to go to and remain in the cafeteria, entering through the front doors only.** At the 8:15 bell students report to 1st period. Students arriving after 8:20 must go directly to the office for a tardy slip.

### BELL SCHEDULE

#### Period Bell Schedule

- 1 8:20-9:10
- 2 9:15-10:05
- 3 10:10-11:00
- 4 11:00-12:30
- Lunch: 1st 11:00-11:30  
2nd 11:30-12:00  
3rd 12:00-12:30
- 5 12:35-1:25
- 6 1:30-2:20
- 7 2:25-3:15

#### Club Day Schedule

- 1 8:20-9:05
- 2 9:10-9:55
- Homeroom 10:00-10:30
- 3 10:35-11:20
- 4 11:20-12:50
- Lunch: 1st 11:20-11:50  
2nd 11:50-12:20  
3rd 12:20-12:50
- 5 12:55-1:40
- 6 1:45-2:30
- 7 2:35-3:15

### **Bullying/Intimidation/Harassment Policies and Reporting Procedures**

The McMinn 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 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.

#### **DEFINITIONS**

**Bullying/Intimidation/Harassment** - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

**Cyber-bullying** - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

**Hazing** - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

**Racial discrimination** - Conduct, advances, gestures or words either written or spoken of a racial nature which unusually interferes with the student's work or educational opportunities or creates an intimidating, hostile or offensive learning environment. Examples include: racial slurs, remarks of an offensive racial nature, racial jokes or non-verbal actions with implied threats.

**Sexual harassment** - Unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature.

**Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.**

## BUS RULES

Bus transportation is a privilege provided to the students in our zone. Should a student compromise the safety of bus riders in any way or not follow the Bus Rules they will have disciplinary consequences that may include having their bus privileges suspended or revoked. School policies contained in your Student Handbook pertaining to conduct and behavior will be enforced on busses.

- (1) Students are under the supervision and control of bus drivers. All directions given by the driver shall be followed.
- (2) Students must be seated, facing front of bus, and quiet while the bus is in motion. They are not allowed to change seats, climb over or around seats, or put their feet on the seats.
- (3) Keep the aisle clear at all times.
- (4) Keep hands head, hair, and other objects inside the bus at all times.
- (5) Throwing objects at, on, or out of the windows of the bus is prohibited.
- (6) Students may not eat or drink on the bus.
- (7) Cross the road in front of the bus at least 10 feet away, only after looking in both directions to make sure oncoming vehicles are stopped.
- (8) You may exit your bus at your designated stop area only unless you have an authorized note from the parent, stamped by the Office. Any student wishing to deviate from their established way home must turn a parent note in to the Office with the date, destination, and their parent's phone number for confirmation of the request. If approved, the note will be stamped and returned to the student. The student must then turn the stamped note in to the Bus Driver when boarding the bus. \* If the Office is unable get the permission from the parent the student must go home by their regular method or face disciplinary consequences.
- (11) Complaints should be addressed to the Transportation Supervisor.

## BUS SAFETY OFFENSES PROTOCOL

**1<sup>st</sup> Notice:** Warning, student conference, & parent notification

**2<sup>nd</sup> Notice:** Parent/ Student conference w/ administrator & subject to 3 school days bus suspensions of bus privileges

**3<sup>rd</sup> Notice:** Student is subject to up to 5 school days suspension of bus privileges & contact parents

**4<sup>th</sup> Notice:** Contact parents & student may be denied riding privileges for 10 school days. Suspension of bus privileges

**5<sup>th</sup> Notice:** Student denied riding privilege for remainder of the year w/ parent & school notification

## CELL PHONES AND ELECTRONIC DEVICES

A "personal communication device" (PCD) such as a cell phone, is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. A personal electronic device is a device that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message. Students may possess personal communication devices, while on school property or while attending a school-sponsored activity on or off school property during school hours.

**However, these devices may not be used before school, during lunch periods, or during change of classes.**

**PCDs and personal electronic devices including but not limited to CD players, iPods, MP3 players, netbooks, laptop or notebook computers or iPads must be properly stored, turned off, and not visible.** The use of the devices during class-time is forbidden unless approved for an academic activity by the principal or the principal's designee. This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. **Improper use or storage of PCDs and electronic devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians.** A student in violation of this policy is subject to related disciplinary action. The principal or the principal's designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

In addition to the parameters established on page 10, **A PCD used outside these parameters may result in confiscation of the PCD until it can be released directly to the student's parent or guardian.** A student who possesses a PCD, in violation of this policy, is subject to related disciplinary action. Continued or flagrant violations of this policy may result in loss of PCD privileges as well as related disciplinary action. Use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other under age individual at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

**Neither the McMinn County Board of Education nor its employees shall be responsible for the loss, theft, or damage of a personal communication or electronic device.**

## CHAPTER 636, PUBLIC ACTS OF 1994

It is required by law that we inform you that where there is a reasonable suspicion that a student or visitor on any public school campus in the state of Tennessee may be in possession of drugs, drug paraphernalia, dangerous weapons, and other property not properly in their possession, the principal and/or his designee may search the person involved, their possessions, and their vehicle.

### CHEATING AND PLAGIARISM

Plagiarism is defined by Webster as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Students are expected to do their own school work. Repeated or flagrant offenses, particularly those involving theft, illegal entry or conspiracy, will be reported to the office for disciplinary action, including suspension.

\*Note: All materials turned into a classroom teacher become school property and may be retained at the teacher's discretion.

### CHEERLEADERS, MAJORETTES, and BAND MEMBERS

Any cheerleader, majorette, or band member must meet the following eligibility requirements:

- A) Must pass at least five (5) full subjects the preceding semester.
- B) Must not have attended high school for more than eight (8) semesters.
- C) Must be cooperative and dedicated to the task.
- D) Must be a loyal Charger or Chargerette with minimum office referrals.
- E) Must not have excessive absences or tardies.
- F) Must be enrolled in CHS in order to try out for varsity cheerleading.

### CLASS DROP AND ADD POLICY

Dropping or adding classes will be considered in the event of the following:

The Counseling Office made a mistake, such as the wrong course number was put in the computer, the student passed the course in Summer School/Credit Recovery, the student needs to make up a course required for graduation, or there were scheduling conflicts such as two requested courses are offered at the same time and/or because of lack of demand a course has been eliminated from the course offerings for that year.

The Process for requesting a schedule change is as follows: Within two weeks prior to the first day of school the student and parent schedules a conference with their student's School Counselor or Administration. A schedule change request form is completed and submitted to the School Counseling Office. The student will be notified by their School Counselor of the outcome.

After the third day of school, the following parameters will be enforced for dropping and adding classes: Teacher recommendation, Graduation requirement, and/or State mandate of a certain class size.

After this time, a course can only be dropped at the end of the 1st nine weeks. The following parameters will be used: The student is failing the course. Another course cannot be added unless this course meets that student's path of study. The policy at CHS is that a student can drop a course after the first nine weeks but he or she will receive an F on the permanent record for that class.

### CLASS RANK FOR GRADUATING SENIORS

**Valedictorian and Salutatorian:** The person with the highest GPA and an Honors Diploma or a Diploma of Distinction will be the Valedictorian and the second highest will be the Salutatorian. In the event of a tie for either position, more than one will be chosen.

**Diploma of Distinction and Honors Diploma** Students with a Diploma of Distinction or an Honors Diploma, as defined by the TN Department of Education, will be ranked first, by GPA. Students with a "regular diploma" will then be ranked by GPA after all Diplomas of Distinction and Honors Diploma students are ranked. The result will be such that a student with a Diploma of Distinction or an Honors Diploma would be ranked in front of a student with a regular diploma even though a student with a regular diploma might have a higher GPA than a student with a Diploma of Distinction or an Honors Diploma. It shall be the responsibility of the students and parents to understand the requirements of the Diploma of Distinction and the Honors Diploma. School personnel will be available to explain these diplomas or visit: <http://www.tn.gov/education/TDP/MoreonReadyCore.shtml>.

**Class Rank**

Class Rank shall be determined by accumulated grade-point averages from grades 9-12 through the conclusion of the senior year. All grades in all subjects will be included in the computations with the exception of any course taken in the middle grades for which those grades will be assigned a Pass/Fail. All courses are assigned the same quality point value except those courses designated as Advanced Placement and Dual Enrollment courses in the core areas. Advanced Placement and Dual Enrollment core courses will receive an additional Quality Pride point value (.025) for a passing grade per semester. The number of AP/DE courses that receive the additional Quality Pride point (.025) will be limited to the number of AP offerings plus four Dual Enrollment classes (12 semester hours) in the core areas that are in place when a student enters the ninth grade of high school. With the permission of the principal, students are encouraged to take additional AP/DE courses but the Quality Pride points will only be added to the original number of allocated courses. Equivalent classes offered in both Dual Enrollment and AP could only be given a Quality Pride point in one of the classes. An example of this is Dual Enrollment Senior English and AP Senior English. A student may only take one of these offerings. Students who take an "equivalent class" as described before may substitute an AP/DE core class and receive the Quality Pride point, if they have not surpassed the original number of allocated Pride point classes. McMinn County's official grade point average (GPA) is un-weighted for the purpose of the Hope Scholarship reporting. The calculation of the GPA is determined by dividing the sum of the quality points by the total courses attempted. Grade point averages (GPA) are calculated on the following graduated 4-point scale. After the calculation of the GPA is done, any Quality Pride points that have been accumulated will be added onto the final GPA. Each semester grade (one/half of course) stands on its own for calculation of the course's GPA. For example, a "B" in the first semester and an "A" in the second semester would receive a 3.5 GPA. However, a course receiving a full Carnegie unit offered in a block setting would be calculated using only one grade for the entire course. Credit given to all courses taken in high school is counted.

**Implementation**

Beginning in school year 2012-13, this policy will be implemented in the following way. Seniors (class of 2013) may receive Quality Pride points in two (2) AP/DE core classes. Juniors (Class of 2014) may receive Quality Pride points in four (4) AP/DE core classes. Sophomores (Class of 2015) may receive Quality Pride points in six (6) AP/DE core classes. Freshmen (Class of 2016 and beyond) may receive additional Quality Pride points for the number of AP offerings plus four Dual Enrollment classes (12 semester hours) in the core areas that are in place at their school when a student enters the ninth grade of high school.

**Grade Point Average and Class Rank**

The cumulative grade point average includes grades earned in all courses taken from ninth grade through twelfth grade. The grade point average is based on a fixed quality point system with additional Quality Pride points added to the final GPA for core courses designated as Advanced Placement or Dual Enrollment.

**QUALITY POINTS:** A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

**GRADING SCALE:** A = 93-100 B = 85-92 C = 75-84 D = 70-74 F = Below 70

**Cherokee/Charger Pride point:**

Advanced Placement and Dual Enrollment core courses will receive an additional (.025) per semester. These points will be added on after the calculation of the final GPA is done.

**Transfer Students**

A student who transfers into a McMinn County School must complete the final two semesters at that school in order to be considered for valedictorian/salutatorian honors. Quality Pride points will only be added to core area Advanced Placement and Dual Enrollment courses. The number of courses receiving Quality Pride points cannot exceed the number available to students in that graduating class at the receiving school.

**CLASS RINGS**

Orders for class rings will be placed during the spring of the sophomore year for delivery the following fall. Only sophomores who will have enough credits by fall to be classified as a junior will be allowed to order. Orders will be canceled for any student who does not qualify or drops out of school. The deposit will not be refunded since it goes directly to the company.

**CLASSIFICATION**

Sophomores— 5 units

Juniors— 9 units

Seniors— 15 units

**CODE OF BEHAVIOR AND DISCIPLINE**

In compliance with the enactment of Public Chapter 162 by the 92nd General assembly of the state of Tennessee, the McMinn County Board of Education has adopted a Code of Behavior and Discipline, applicable to all students in the McMinn County System. The code is divided into three major areas: students' rights and responsibilities, student conduct, and disciplinary procedures. This code contains regulations applicable to all students, teachers, and administrative staff as to their duties and responsibilities. A copy of this code is available in the library, office, and in various departments throughout the school. All students are urged to familiarize themselves with it since they are responsible for abiding by the regulations contained therein.

## CONDUCT

As a Charger, you should conduct yourselves as a lady or gentleman at all times. It is important that your conduct is such that it always reflects well on your school, your family, and yourself. When you apply for admission to college or for a job, the school or employer will contact us not only for grades, but for an evaluation of your honesty, dependability, cooperativeness, courtesy, influence and other character traits. Do not take a chance with your future.

A student who, for any reason, neglects or refuses to abide by the educational standards of this school, or whose conduct is detrimental to the school, may expect to receive such treatment as set forth in the McMinn County Code of Behavior and Discipline.

Rules concerning student behavior cover all school activities, whether the activity is at Central High or another school.

Personal Relationships:

- (a) Toward Fellow Students-Each student is expected to show respect for the rights and feelings of his fellow students and to behave in such a way as to draw the respect of others toward himself.
- (b) Toward the Opposite Sex-Displays of affection between boys and girls are unacceptable. Public displays of affection tend to destroy reputations and embarrass others and, therefore, will not be condoned. This also includes holding hands, hugging, kissing, etc.
- (c) Toward School Staff-Students are expected to obey instruction from any school employee who is in the performance of his/her duty. Students are responsible to all teachers/staff at all times.
- (d) Toward Official Visitors-Any official visitor, whether it be a speaker, observer, parent, etc., are our honored guests and are to be treated with all due courtesy and respect.

## DETENTION POLICY

STUDENTS MAY BE DETAINED BEFORE OR AFTER THE SCHOOL DAY AS A MEANS OF DISCIPLINARY ACTION.

The following guidelines shall be followed:

- (1) The student will be given at least one day of notice before detention.
- (2) Parent or guardian will be notified.
- (3) Students in detention will be under the supervision of professional staff members.
- (4) Detention will not exceed one hour before the school day begins, or one hour after the closing of school, but may be assigned several days in succession.
- (5) Transportation to and from detention is the responsibility of the student and/or parent or guardian.
- (6) Students assigned detention must serve the detention or be suspended for refusing punishment assigned by school authorities. If a student does not serve detention when assigned he/she will be suspended.
- (7) All students assigned detention must be in the assigned area before the 7:45 a.m. or 3:20 p.m. bell rings. Failure to do so, or to follow the directions of the teacher in charge, can result in immediate dismissal for the day with additional time added.

NOTE: Detention will be assigned by the Principal, Assistant Principal, or Classroom Teacher.

## DIPLOMA TYPES

### **TRADITIONAL HIGH SCHOOL DIPLOMA**

To earn a regular high school diploma, students must meet the minimum standards established by the State Board of Education and earn the specified 22 units of credit.

### **TENNESSEE DIPLOMA WITH HONORS OR DISTINCTION**

**State Honors:** Students who score at or above all of the subject readiness benchmarks on the ACT or equivalent score on the SAT will graduate with Honors. ACT Readiness Benchmark scores are: English 18, Mathematics 22, Reading 22, Science

23.

**State Distinction:** Students will be recognized as graduating with Distinction by attaining a 3.0 GPA and completing at least one of the following:

- 1) Earn a nationally recognized industry certification
- 2) Participate in at least one of the Governor's Schools
- 3) Participate in one of the state's All State musical organizations
- 4) Be selected as a National Merit Finalist or Semi-Finalist
- 5) Attain a score of 31 or higher composite score on the ACT
- 6) Attain a score of 3 or higher on at least two Advanced Placement exams
- 7) Successfully complete the International Baccalaureate Diploma Programme
- 8) Earn 12 or more semester hours of transcribed college credit

#### **SPECIAL EDUCATION DIPLOMA**

A special education diploma may be awarded at the end of their fourth year of high school to students with disabilities who

- (1) have not met the requirements for a high school diploma,
- (2) have satisfactorily completed an individualized education program, and
- (3) have satisfactory records of attendance and conduct. Students who obtain the special education diploma may continue to work toward the regular high school diploma or the occupational diploma, to increase the student's likelihood of securing employment following school, through the end of the school year in which they turn twenty-two years old.

#### **OCCUPATIONAL DIPLOMA**

An occupational diploma may be awarded at the end of their fourth year of high school to students with disabilities who

- (1) have not met the requirements for a high school diploma,
- (2) have satisfactorily completed an individualized education program,
- (3) have satisfactory records of attendance and conduct, and
- (4) have completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA) created by the department and have completed two (2) years of paid or non-paid work experience. The determination that an occupational diploma is the goal for a student with a disability will be made at the conclusion of the student's tenth (10th) grade year or two (2) academic years prior to the expected graduation date. Students who obtain the occupational diploma may continue to work toward the high school diploma through the end of the school year in which they turn twenty-two (22) years old.  
(<http://www.tennessee.gov/education/article/special-education-secondary-transition>)



## DISCRIMINATION/HARASSMENT/BULLYING

**Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)** - 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** - 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 expulsion.

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. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

This policy shall be published in the parent/student handbook distributed annually to every student.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

## **DRESS CODE**

Students shall dress and groom in a clean, neat, and modest manner so as not to distract from student learning or interfere with the operation of school. Failure to comply with the dress code of the McMinn County School system will result in disciplinary consequences.

Large chains, spiked jewelry, or other jewelry that may be dangerous is prohibited. No article of clothing, apparel, jewelry, or tattoos may be worn which implies or otherwise mentions alcohol, tobacco, drugs, sex, gangs, offensive language, harming of others, hatred or any prejudice. Only the American flag may be worn and shall be worn in an appropriate manner. All apparel must be appropriately sized with no holes. Clothing must not be see-through or revealing. Undergarments shall not be visible at any time.

Certain coursework in high school requires coinciding appropriate attire (i.e. shorts for gym class or marching band, lab coats for science, pants and closed-toed shoes for shop classes). For the safety of our students, these requirements shall be insisted upon.

We encourage parents to communicate with administration if there is a question about the appropriateness of any particular item of clothing before the clothing is worn to school.

### **SHIRTS:**

Shirts, blouses, and dresses shall have sleeves and shirttails should be appropriate length. Shirts, blouses, dresses, and outerwear should not expose the shoulders, midriff, or cleavage.

### **PANTS/SHORTS/DRESSES:**

Shorts must reach at least the mid-thigh and fit appropriately. Pants, shorts, dresses, skirts, and sweatpants should not be sagging or baggy and undergarments should never be exposed. Skirts and dresses must be worn to the mid-thigh. Ankle-length, opaque leggings may be worn under tunics or blouses that are mid-thigh length. Pajamas are not allowed.

### **SCHOOL SANCTIONED:**

School sanctioned organization wear (spirit wear) may be worn at any time but must be approved by principal. No homemade/hand written spirit wear will be allowed.

### **COATS:**

Coats and hoodies must fit criteria of shirts. Trench coats or long coats may not be worn in the school building during school hours.

### **SHOES:**

Shoes are to be worn at all times.

### **ACCESSORIES:**

Head coverings (hoods, hats, bandanas or sweatbands) and sunglasses are not to be worn in the school. Jewelry that may be dangerous is prohibited.

### **ADMINISTRATIVE DECISIONS:**

**The items specifically cited in this dress code should not be viewed as "all inclusive." The administration may make decisions about items that are disruptive to the educational process and deal with those items accordingly.**

### **APPEALS COMMITTEE:**

All appeals concerning dress code violations will take place at the school level. Each principal will appoint an appeals committee consisting of four (4) staff members. A fifth staff member will be appointed an alternate to the committee. An appeal for dress code violation will be made in writing by a parent or legal guardian to the principal or his/her designee within three (3) days of receipt of notice of the violation. The principal (or designee) will arrange for a hearing as soon as practical, but no later than ten (10) days after receipt of the appeal. After hearing the appeal and reviewing the dress code, the committee shall decide:

- (1) To uphold the action of the principal.
- (2) To uphold the position of the student/parent that no infraction of the dress code occurred.

The decision shall be made in writing to the parent(s) making the appeal and to the principal of the school. The decision of the Appeals Committee will be final.

## **DRIVER'S LICENSE**

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if she/he has not received passing grades in at least four (4) full unit subjects or their equivalency at the end of semester grading. A student shall be deemed deficient in attendance when she/he has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions shall be considered unexcused absences. To reinstate driver's license, the student must attend thirty (30) consecutive days of school without an unexcused absence or tardy, and must pass 4 full unit subjects.

### **FIELD TRIP ACTIVITIES**

In order to participate in a field trip, the student must be present the preceding school day or have a Doctor's excuse for being absent. Student should be in good academic standing in all courses, with no missing work. Field trip permission forms must be signed by **all** of the students' teachers in order for the student to participate in a field trip. Students who have been placed in ISS or have been suspended cannot participate in any field trips until after 30 school days from the date of the infraction.

**Students are expected to follow the dress code when on Field Trips. Shorts at least to mid-thigh in length may be worn if deemed appropriate for the activity by the Teacher sponsoring the trip.**

### **FLAGS**

Flags, other than the American flag or a Central Charger flag, are prohibited. This includes representations of flags displayed on clothing and jewelry, tags or bumper stickers on vehicles or stickers and drawings on school supplies.

### **FLOWERS**

Periodically, students and teachers will be given an opportunity to contribute to the flower fund. Flowers are sent from C.H.S. students and faculty on the occasion of the death of a parent or sibling living in the same household. In the event of a death in your immediate family, you should notify the Principal immediately whether school is in session or not. Students may not receive flowers at school.

### **FREE, APPROPRIATE PUBLIC EDUCATION**

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the District's Section 504 Coordinator Roger Freeman at 423-745-1612 or by email at [rffreeman@mcmminnschools.com](mailto:rffreeman@mcmminnschools.com).

### **FUND RAISING ACTIVITIES**

All fund raising activities must be approved by the group sponsor and submitted for approval to the Principal (and School Board). All projects should give fair return in service or products for money received. An activity form is to be submitted for each project. Fund raising for organizations from outside the school is not permitted.

### **GAME DAY ATTENDANCE**

It is a policy of this school that all athletes, managers, scorekeepers, cheerleaders, band members, dance team, and anyone else connected with an athletic team must attend school **all day** on the day of a game in order to attend the game. The only exception is a doctor or dental appointment that was made in advance and could not be changed. A note from the doctor or dentist will be required to verify this. Anyone who is too sick or too busy to attend class is too sick or busy to participate on that particular day or night.

### **GAMES AND CARDS**

Only games and cards used for educational purposes, requested by the teacher and specific to class, are allowed in school.

### **GRADING (SEMESTER)**

Semester tests will be given in all classes. There will be no exemptions from semester tests. Your nine-weeks grades will be determined by your daily work/class grades and any exams given during that particular period. Your semester grades will be a percentage calculation of your two nine-weeks grades and your semester examinations, represented by the following:

40% for each nine weeks and 20% for the semester tests. In EOC Classes in the semester the EOC is given the percentages will be: 37.5% for each nine weeks and 25% for the EOC. EOC courses will not have semester tests in the semester the EOC test is given.

First semester grades stand alone. They will not average to pass with second semester grades. However, the second semester grade can average to pass with the first semester grade.

## Graduation Requirements

Credit requirements to graduate: 22

### English - 4 Credits:

English I	1 Credit (Honors)
English II	1 Credit (Honors)
English III	1 Credit (Honors, AP-English Language & Composition)
English IV	1 Credit (Honors, AP-English Literature & Composition, Dual Enrollment)

### Math - 4 Credits including Algebra I, II, Geometry, and a fourth higher level math course:

Algebra I	1Credit (Honors, Algebra AB, Dual Enrollment)
Geometry I	1Credit (Honors)
Algebra II	1Credit (Honors)
Pre-Calculus	1 Credit
SAILS Math	1 Credit
AP Calculus AB	1 Credit
Statistics	1 Credit Dual Enrollment

### Science - 3 Credits including Biology, Chemistry or Physics, and a third lab course:

Physical Science	1 Credit (Honors)
Agriscience	1 Credit
Biology I	1 Credit (Honors)
Biology II	1 Credit (Honors, AP)
Chemistry I	1 Credit (Honors)
Chemistry II	1 Credit
Ecology	1 Credit
Physics	1 Credit
Anatomy & Physiology	1 Credit

### Social Studies - 3 Credits including World Geography or World History,

#### U. S. History, Economics, and Government:

W. History & Geography	1 Credit
AP European History	1 Credit
U.S. History	1 Credit (AP, Dual Enrollment)
Economics	½ Credit
Government	½ Credit

### P.E. and Wellness - 1 ½ Credits:

Wellness	1 Credit
Physical Education	½ Credit (The physical education requirement may be met by substituting an equivalent time of physical activity in other areas including but not limited to marching band, cheerleading, interscholastic athletics, and school sponsored intramural athletics.)

### Personal Finance – ½ Credit

### Fine Art, Foreign Language, and Elective Focus - 6 Credits:

Fine Art	1 Credit
Foreign Language	2 Credits (2 Consecutive years of the same foreign language)
Elective Focus	3 Credits

#### **What is an Elective Focus?**

An Elective Focus\* is a focused program of study. Three (3) credits must be earned in one of the programs of study listed below. These 3 credits are in addition to the required classes for graduation.

**(Continued onto the next page)**

**The Elective Focus areas are:**

1. **Math / Science:** This includes any Math or Science class above and beyond the seven (7) required Math and Science courses for graduation. A student must earn a minimum of 10 (ten credits in Math / Science to have a Math / Science Elective Focus.
2. **Humanities:** This includes any Social Studies, English, or Foreign Language class above and beyond the ten (10) required course for graduation. A student must earn a minimum of twelve (12 credits in Humanities to have a Humanities Elective Focus.
3. **Fine Arts:** This includes any music, band, chorus, theatre, or art class above and beyond the one (1) credit required for graduation. A student must earn a minimum of four (4) credits in Fine Arts to have a Fine Arts Elective Focus.
4. **CTE:** This includes three credits in the same CTE Focus Area.
  - Agriculture, Food, & Natural Resources
  - Architecture & Construction
  - Business Management & Administration, Finance, Marketing
  - Health Science
  - Human Services
  - Transportation
5. **Advanced Placement:** Students must take at least three Advanced Placement courses and complete the three Advanced Placement Tests.

### GUIDANCE/SCHOOL COUNSELING SERVICES

The Counseling Office is located in the administrative office area. You are encouraged to consult with your School Counselor about your high school program, vocational plans, or college entrance requirements. There is a sizable collection of information in regard to colleges, scholarships, and vocational programs available both in the Counseling Department and in the Career Education Center located in the library.

Students are assigned a School Counselor based on the first initial of their last name. It is assigned as follows:

Ms. Moore A-L

Ms. Scruggs (Department Head) M-Z

### WHAT HOMELESS FAMILIES NEED TO KNOW

- (1) Homeless children have the right to attend school.
- (2) You do not need a permanent address to enroll your child in school.
- (3) Homeless children have the right to stay in their home school if the parents choose.
- (4) Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available
- (5) Your child has the right to transportation services to and from the school of your assigned area.

### INCOMPLETES

In the event an incomplete is recorded on your grade card at the end of any report period, the deficiency must be removed by the time designated by your teacher. If incompletes are not removed in the time allotted, the grade will be figures with a zero for work not completed.

### LIBRARY REGULATIONS

In general, books may be borrowed from the library for a period of two (2) weeks. A fine will be charged for overdue books. Lost or excessively damaged books must be paid for. All students are to follow general rules made by the librarian.

### LOCKERS

Approximately 850 lockers are available for student use. These are assigned at the beginning of each year. Students are responsible for any undue damage to lockers. Periodic locker checks are conducted. Everyone is urged to put a lock on their locker for the safekeeping of their books and other property. An extra key or the combination should be left in the office. Students are responsible for all textbooks issued, even if they are left in the lockers. **DO NOT LEAVE YOUR LUNCH OR VALUABLES IN YOUR LOCKER UNLESS IT IS LOCKED.** All lockers are the property of the McMinn County Board of Education and, according to State law, may be searched by school officials at their discretion.

### LUNCH TICKETS & CAFETERIA/MEALS

Students' weekly lunch payments may be made from 8:00 until 8:15 a.m. on Monday only in the cafeteria area for those who have a computer card. Those who pay on a daily basis will pay cash as they go through the line. **THEY MUST HAVE THE CORRECT CHANGE.** The cost of lunches are as follows: Students-\$2.75, Reduced -\$.40, Staff-\$3.50, Visitors-\$4.00 (Holidays - \$5.00). Only one carton of milk or juice will be served with the lunch. Additional cartons will cost extra.

Because of new state and federal regulations, students will be able to get only one (1) plate as they come through the line. They will also only be able to get one (1) for the student price. The regulations state that any second student plate must be sold at the same price as an adult plate. Therefore, any student who wants to eat a second plate must pay for it in cash and come through the line a second time to get it.

**All students must remain in the cafeteria area during their lunch time, whether they eat or not. All students eating breakfast or lunch, MUST eat in the Cafeteria at a table. No one is allowed in other parts of the building or halls during their lunch time. Being AWOL from the cafeteria is considered equal to leaving class without permission and students will be disciplined accordingly. No one is allowed to leave the campus to eat. Food may NOT be brought to the campus during lunch periods. (continued onto next page)**

**Students may deposit money in advance in their cafeteria accounts. A request for reimbursement of monies not spent must be made in writing by the parent/guardian prior to the last week of school. Monies may not be withdrawn by the student to be used for non-cafeteria purchases.**

Students may begin getting breakfast at 7:45 a.m. in the cafeteria. Prices are: Students Free, School Staff \$1.75

#### **MAKE-UP TESTS (INCLUDING SEMESTER EXAMS)**

Regular School Year: Except in extreme emergencies, you should not be absent on days for which tests have been assigned. If you have an excused absence, arrangements should be made to make up tests within one (1) week after the scheduled date and at the teacher's convenience. If this is not done, no credit will be given for the test. It is your responsibility to contact the teacher about the make-up work.

Semester Exams: McMinn County Board of Education schedules specific dates for semester exams and students will not be allowed to take exams early. Any missed semester exams will be collected and held in the Office for the student to take upon their return. If you must miss any semester exams please make the Office aware so the necessary arrangements can be made.

#### **MAKE-UP WORK**

Those students who have excused absences may make up work missed. Students returning to school after absences must check with their teachers on the day they return regarding any work missed. Scheduling make-up work is the total responsibility of the student and failure to fulfill this obligation will result in a loss of credit for the work missed. Students have 1 day for every day absent to turn in make-up work. For example, if a student misses 3 days and receives a blue note for those days, that student has 3 days to complete and turn in any work missed during that absence.

#### **McMinn County Schools Asbestos Plan Available for Public Review**

The local management plan for dealing with asbestos in the McMinn County School System is located in the Director of Schools' Office at the Department of Education, 216 N. Jackson St., Athens, TN. 37303.

Reviewing the local management plan is also available by request from the school principals' office during normal business hours. Jonathan pierce, the system's vocational supervisor, is the person responsible for the asbestos plan.

#### **McMinn County Board of Education Non-Discriminatory Policy**

It is the Policy of the McMinn County School System not to discriminate on the basis of race, color, national origin, sex, creed, religion, age, marital status or disability in its educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1984, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973.

The following person(s) have been designated to handle inquiries regarding nondiscrimination policies:

Rebecca Morgan has been appointed as the Title VI and IX Coordinator for the McMinn County School System. Any inquiry regarding compliance with Title IX or Title VI may be directed to Rebecca Morgan at the McMinn County Board of Education, 3 South Hill St., Athens, TN 37303, telephone (423) 745-1612. Email: [rmorgan@mcminnschools.com](mailto:rmorgan@mcminnschools.com).

Roger Freeman has been appointed as the Section 504 Coordinator for the McMinn County School System. Any inquiry regarding compliance with Section 504 may be directed to him at the McMinn County Board of Education, 3 South Hill St., Athens, TN 37303, telephone number (423) 745-1612. Email: [rfreeman@mcminnschools.com](mailto:rfreeman@mcminnschools.com).

## McMinn County Board of Education Complaints

### STUDENT CONCERNS AND COMPLAINTS

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. Each principal needs a complaint committee comprised of both male and female. 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 four (4) school days.

However, if the principal does not make a decision within ten (10) 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 the principal.

### DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

*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 the building level administrator. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform the building level administrator 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 incident; 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. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint (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 (18th) 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. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. (*see note*) This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

*(Note: Title IX regulations require districts to identify the name, address and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary)*

## NO CHILD LEFT BEHIND ACT of 2001 INFORMATION

This is to inform you that under the provisions of the No Child Left Behind Act, you have a right to request information regarding the professional qualification of your child's classroom teacher. This provision also applies to the qualification of any instructional aide, who may be working with your child. Any requests should be made to the Principal of the school. The school system will respond to any request in a timely manner. Pursuant to the "No Child Left Behind Act" you as a parent or guardian have the right to refuse the release of directory information of your child to the military. Your child will be given a release form for you to sign during the first week of school.

### PASSES

**To Leave Class:** Any student being temporarily excused from a class or homeroom period by the teacher must have in possession the hall pass issued by the teacher. **No student is to be excused from a class to go to another teacher's class without written permission from BOTH teachers.** Restroom excuses will not be granted during class periods EXCEPT on rare occasions. Plans are made for restroom breaks between classes. Only one (1) person will be excused for this purpose from any class at one time. Passes are to be held to a minimum, normally no passes at all should be issued during a period. **To Leave Campus:** No student is to leave the campus for any reason without first securing permission from the Principal's office. Permission will not be granted unless a parent/guardian either calls or comes to the office.



## **PUBLIC CHAPTER 585**

The Tennessee Legislature recently enacted Public Chapter 585 which requires school districts to include in student handbooks information on contacting child advocacy groups and information on how to contact the Tennessee Department of Education for information on student rights and services. If you require additional assistance or information please contact the division at 615-741-2851.

Contact Information:

### ***Legal Services Division***

Division of Special Education, TN Dept. of Ed.

710 James Robertson Parkway

Andrew Johnson Tower, 5th Floor

Nashville, TN 37243-0380

Phone 615-741-2851 Fax: 615-253-5567 or 615-532-9412

### ***East Tennessee Regional Resource Center***

2763 Island Home Blvd.

Knoxville, TN 37290

Phone: 865-594-5691 Fax: 865-594-8909

### ***The ARC of Tennessee***

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: 615-248-5878

### ***Support and Training for Exceptional Parents***

712 Professional Plaza

Greenville, TN 37745

## **QUALIFICATIONS FOR HOMECOMING CANDIDATES, CLASS FAVORITES, SUPERLATIVES, & OTHER ELECTED POSITIONS**

It is an honor to be nominated for participation in elected activities, however, candidates will be disqualified from participating in these events if they meet the following:

1. Failing any classes during any grading period of the school year
2. Have more than 5 unexcused absences or tardies
3. Have been in in-school or out-of-school suspension during the school year

## **REPORT CARDS**

Grade cards will be distributed five (5) school days after the close of a nine weeks period. They will be distributed during the school day. These cards do not require a signature and do not have to be returned. However, they are official school records and any student found to be altering the grades in any manner will be subject to severe disciplinary action. Students who owe fines will not receive reports cards until the debt is paid.

A mid-term report will be distributed at the midway point of each nine-week period.

### **REQUIREMENTS FOR HOLDING OFFICE**

In order for a person to hold office in any club or class, he/she must meet the following requirements:

- (1) Have a 3.0 or above GPA the preceding year and passing all attempted classes.
- (2) If the student fails any class during a nine weeks period, he/she will be placed on academic probation for the next nine weeks. If he/she fails the class again or any other class, he/she will be removed from office.
- (3) If the student has been suspended from school in any previous or current year, he/she may not run for office. If the student is suspended while holding office, he/she will be removed from that position. This applies to being sent to the alternative school also.
- (4) The student must be enrolled at Central High School one full year before running for office, except for 9th graders.
- (5) The student cannot be president of more than 2 clubs or class offices.
- (6) The student may be removed from office if he/she is failing to perform job duties. This will be at the discretion of the class sponsors, club sponsors, or administration.
- (7) Actions such as cheating, stealing, lying, or other serious disciplinary actions may result in the removal from office.
- (8) Serious unlawful offices or actions which would bring about embarrassment to the school outside of the school setting may result in the removal from office.

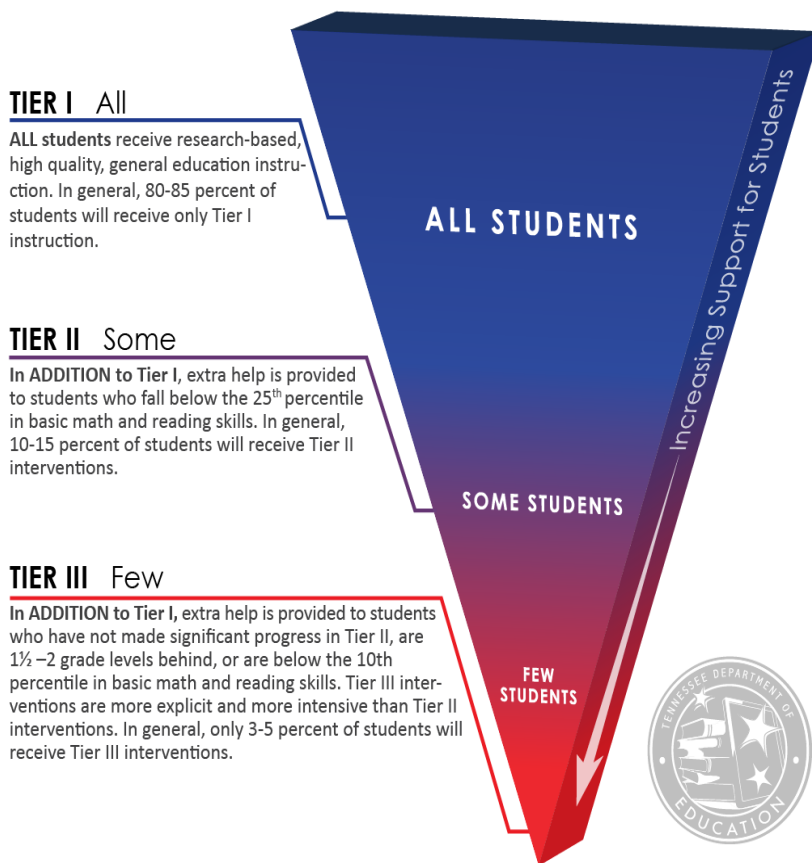
## RTI

Response to Instruction & Intervention (RTI<sup>2</sup>) is a three tier framework that promotes recommended practices for an integrated system connecting General and Special Education by the use of high-quality, scientifically research-based instruction and intervention. The chart below provides an overview of these three tiers.

From: <http://www.tennessee.gov/education/instruction/rti2.shtml>

# Response to Instruction and Intervention RTI<sup>2</sup>

GUIDING PRINCIPLES: ▶ Leadership ▶ Culture of Collaboration ▶ Prevention & Early Intervention



### SCHOOL ACTIVITIES

Any activity involving Central High School or Central High School groups must be approved by the Principal prior to making definite plans for the event. It is the intent of this school to sponsor events which are wholesome in every way to our students and which will build only a good reputation for our students and our school. When our student body ceases to cooperate to this end, then for the sake of all concerned, our activities must be curtailed. Please cooperate and let's enjoy all events together.

### STUDENT COUNCIL

The Student Council is a representative body with one member from each Homeroom. This group works toward school improvement and student welfare. Meetings are held periodically. Suggestions which you feel should be considered by this group should be made to your homeroom representative.

The President and Vice-President are elected by the student body. Seniors and juniors with averages of "B" or above and good attendance and conduct records may be qualified to run for these offices by filing a petition with twenty-five (25) or more signatures. The President presides at all student assemblies.

### STUDENT INSURANCE

Students are offered an opportunity to purchase a school accident policy. This insurance covers the student to and from school, as well as during regular school activities. We have insurance that covers all athletes in all sports at no cost to them. Those students who are involved in vocational programs, band, or any other activity where a student could be injured will be required to either carry regular student insurance, or have adequate coverage through a family or individual policy to cover any injury incurred.

### STUDENT SUSPENSION

Acceptable student behavior is a necessity in the orderly operation of an environment conducive to learning. The authority to control student behavior extends to all activities of the school, whether on the Central High campus **or at another school**.

Any Principal is authorized to suspend a pupil, after due process, from **attendance** of school, **including school sponsored activities**, or from **riding a bus** for good and sufficient reasons. Good and sufficient reasons for suspension shall include, but is not limited to:

- (1) Willful and persistent violation of the rules of the school. These rules must be published and made available to students prior to enforcement.
- (2) Truancy—the Principal is required to notify the attendance teacher and an in depth study be made.
- (3) Immoral or disreputable conduct or vulgar or profane language.
- (4) Violence or threatened violence against the person or any personnel attending or assigned to any public school.
- (5) Willful or malicious damage to real or personal property of said school or the property of any person attending or assigned to said school.
- (6) Inciting, advising, or counseling of others to engage in any of the acts herein before enumerated.
- (7) Marking, defacing, or destroying school property.
- (8) Possession of a pistol, gun, or firearm on the school property. (This now constitutes a felony in the State of Tennessee.)
- (9) Possession of a knife or other dangerous weapons defined by State law on school property. (Felony)
- (10) Assaulting a principal or teacher with vulgar, obscene, or threatening language.
- (11) Unlawful use or possession, or sale of any illegal or unauthorized drugs, or any other substance so defined under State law and any item which Federal law prohibits dispensing without a prescription from a licensed doctor, dentist, or veterinarian.
- (12) Consumption or possession of alcoholic beverage on campus or on a school bus or at any school sponsored event.
- (13) Any other conduct prejudicial to good order or discipline in any public school.

There are also other things that, according to the policies of this school and/or the policies of the McMinn County Board of Education, may result in suspension. They are as follows:

1. Fighting
2. Leaving school without permission of school authorities and parents.
3. Unexcused absence from assigned class or room.
4. Violation of student dress and hair code.
5. Gambling
6. Use or possession of tobacco in any form on the campus or on a bus.
7. Any other major misbehavior that is unbecoming of a student.

**ZERO TOLERANCE OFFENCES:** The following offences are considered zero tolerance which means the student will be suspended/expelled for one calendar year.

1. Assault on a teacher, staff, or school resource officer.
2. Possession or use of illegal drugs.
3. Possession of a weapon.

Students who have had multiple disciplinary events may be prohibited from activities including but not limited to; driving privileges, attending extracurricular events, field trips, dances and other school functions. After multiple disciplinary events, students may be suspended or required to attend the alternative school.

**AFTER ANY OUT-OF-SCHOOL SUSPENSION, PARENTS MUST ACCOMPANY STUDENTS BACK TO SCHOOL FOR A MEETING WITH ADMINISTRATION.**

#### **SUMMER SCHOOL/SUMMER CREDIT RECOVERY**

Seniors who must sign up for summer school/credit recovery in order to participate in graduation must pay a \$25.00 deposit before being allowed to participate in graduation ceremonies. The student will not receive his/her diploma until all graduation requirements are met.

#### **TARDINESS**

Five (5) minutes are allowed for change of classes. You should be in your room and **seated** by the time the tardy bell rings. If you are detained by another teacher, secure a written note from that teacher and go directly to your next class. Tardiness due to over-sleeping, etc. will not be excused.

Tardiness will be dealt with by each classroom teacher.

1st tardy—verbal warning

2nd tardy—assigned one day detention, parent contacted.

3rd tardy—two days detention or one day ISS, parent contacted

4th tardy—three days ISS, parent contacted

5th tardy—four days ISS, parent contacted

6<sup>th</sup> tardy- two days OSS, parent contacted

#### **THE TELEPHONE IN THE OFFICE**

The telephone in the Office is available for student use. Students should not be late to class and may not leave class to use the phone unless it is an emergency. Students will not be called to the phone except for important messages. For other calls the message or number will be delivered by an office assistant and the call may be returned between classes, at lunch, or after school.

### TEXTBOOKS

Textbooks used in the school are provided by the State and are the property of McMinn County Board of Education. The following rules apply.

(a) The following charges shall be made to students for lost or damaged textbooks:

1st year—100% of cost	5th year—60% of cost
2nd year—90% of cost	6th year—50% of cost
3rd year—80% of cost	Each year thereafter—25% of cost
4th year—70% of cost	

(b) All books are identified by an inventory number. You must not exchange books with other pupils or change inventory numbers.

(c) Classroom teachers will conduct book checks prior to semester tests. Any lost books must be paid for prior to the time of the examination. In some cases, permission may be obtained from the Principal to take the test. However, the grade card for a student on the debt list will not be given to that student until their debt has been erased.

### THREATS

Threats made against school personnel and/or students will be taken very seriously. They will be investigated and consequences will be administered in all cases as necessary.

### TOBACCO/ELECTRONIC CIGARETTE POLICY

Student shall not possess or use any tobacco or electronic cigarette products in any form on school premises or school buses during school hours.

DEFINITION OF TERMS:

Possession - Shall mean to have tobacco/electronic cigarette products on the person or in the vehicle or other areas in control of the individual, including one's personal effects.

Use - Shall mean the holding of any type of a lighted cigarette, cigar, or pipe, and inhaling the smoke, or any chewing or dipping of any tobacco products.

School Hours - Shall include the period of time beginning with the first bus pick-up in the morning and ending with the last bus drop in the afternoon. Additionally, students arriving by other forms of transportation, or walking shall adhere to this policy upon entering and leaving school grounds.

PENALTIES:

Tobacco & Electronic Cigarette:

Under 18 years of age: The student will be turned over to juvenile authorities which will result in a citation to juvenile court. Other disciplinary measures may accompany additional offences.

-

18 years old or older: 4 days ISS.

### TRAFFIC IN HALLS

At best, our halls and stairways are quite crowded. In order to have the best possible hall traffic, the following suggestions are to be observed:

- (1) Traffic movement should be to the right as much as possible.
- (2) There should be no running, pushing, or excessive noise during the change of classes.
- (3) Students are to walk ALONE without having arms around each other or holding hands.

## TRUANCY VIOLATIONS

### Tier 1

Violation: 5 unexcused absences

Consequences:

1. Letter sent to parents notifying of absences and to schedule meeting.
2. Tier 1 - Attendance Contract signed by Student, Parent, and School Official outlining attendance expectations for student.
3. Case will be reviewed by School Officials periodically throughout the school year. Contract will expire at end of school year if conditions are met.
4. If further unexcused absences occur family will move to Tier 2.

### Tier 2:

Violation: Further unexcused absences after Tier 1 contract is signed.

Consequences:

1. Letter sent/telephone call made notifying parents of absences and to schedule meeting.
2. School official conducts individual assessment of student's absence to determine reason for absence. Possible referral to counseling or other services as deemed necessary after assessment.
3. Tier 2 - Attendance Contract signed by Student, Parent, and School Official outlining attendance expectations for student.
4. Case will be reviewed by School Officials periodically throughout the school year. Contract will expire at the end of school year if conditions are met.
5. If further unexcused absences occur family will move to Tier 3

### Tier 3:

Violation: Further unexcused absences after Tier 2 contract is signed.

Consequences:

1. Citation issued to the student and parents to appear before the McMinn County Truancy Board.

**Note: Failure for student or parents to cooperate with this process will result in a referral directly to Juvenile Court of McMinn County Tennessee.**

## VIRTUAL (On-line) CLASSES

For students interested in taking courses on-line to supplement course work at CHS, McMinn County Board of Education is now offering Virtual High School. These classes must be registered for through our School Counseling Department only. A list of offered classes is available in the Counseling Office. Students interested in taking these classes should be self-motivated and have time for these rigorous courses.

## VISITORS

Students will not be permitted to bring friends or relatives to visit with them during school hours. Visitors in classrooms always results in some disruptions and disturbance of class procedure.

Any visitor must first secure a pass from the office. No visitor will be permitted to remain in the building or on campus unless they are here on school business.

## WITHDRAWING OF SCHOOL

If you should withdraw from school (must be 18 years of age to drop out) it is your responsibility to notify your School Counselor, in order to obtain a withdrawal form that you must have signed by each of your teachers, the Librarian, the Cafeteria Manager, and Administration. In order to have your record cleared or sent elsewhere, it is necessary that all textbooks and library books be returned and any debts or fines owed be paid. Your records will not be released and your transcript will not be issued unless this is done.

*Excellence is not a singular act, but a habit. You are what you repeatedly do.*  
— Shaquille O'Neal

*"Don't follow where the path may lead. Go instead where there is no path and leave a trail."*  
— Ralph Waldo Emerson

*"I've missed 3,000 shots. Twenty-six times the game-winning shot has been trusted to me, and I've missed. I've lost over 300 games. I've failed over and over and over again, and that is why I've succeeded."*  
- Michael Jordan



**McMinn County Schools**  
**Technology Acceptable Use**  
**Procedure (AUP)**

**Introduction**

McMinn 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 McMinn County Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may 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 can result in disciplinary action.
- Intentional destruction or vandalism of district computers may result in disciplinary action. This includes, but is not limited to: (a) removing any sticker(s) affixed to the machine such as manufacturers name plate and the district applied asset tag, (b) rearranging keys on keyboards, removing keys, removal of case components, etc.
- McMinn 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 use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

**Technologies Covered**

McMinn County Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Students who attend the McMinn County Schools will be educated about the appropriate use of technology. Teachers and administrators strive to incorporate Internet safety lessons including safe and effective utilization of social networking tools and resources into our daily curriculum. Professional development opportunities on this important subject are offered to teachers sometimes in the form of on-line lessons and information. In addition, family and community outreach programs are offered annually. As new technologies emerge, McMinn County Schools will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

## **Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to 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**

McMinn 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**

McMinn 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 may be monitored and archived.

### **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, McMinn County Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Mobile Devices Policy**

McMinn County Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

### **Personally-Owned Devices Policy**

Students should use personally-owned devices (including laptops, tablets, smart phones, and cell phones) only as instructed and allowed by teachers. McMinn County Schools will not be responsible for any damage (including theft) of personally-owned devices.

### **Security**

Users are expected to take reasonable 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.

## **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 cyberstalking 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.

## **District provided email accounts and online storage**

The McMinn County Schools has partnered with Microsoft to start providing email accounts and online file storage for all students as needed for instruction. A requirement for obtaining access to the online storage is an acknowledgement of the privacy policies relating to the storage. The Children's Online Privacy Protection Act applies to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. For a child under the age of thirteen (13) to obtain access to online file storage, a parent or guardian must sign the section below indicating their consent for their child to have access to online file storage. Please understand that the online file storage is provided by Microsoft and is governed by their privacy policies. The McMinn County Schools acts only as a conduit to provide access to the online storage and has no control over the contents or policies. Email provided to students by the McMinn County Schools is filtered, monitored, and archived. District personnel are able to see all messages sent to or from any student account, but will not examine messages unless directed to by a competent authority (Principal, Director of Schools, or Law Enforcement with proper documentation).

## **Limitation of Liability**

McMinn County Schools will not be responsible for damage or harm to persons, files, data, or hardware. While McMinn 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.

McMinn 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

### **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.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **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.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Ref: Child Internet Protection Act (CIPA) 2000, 2008

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

**Please note:** There are three (3) lines below a parent/guardian must sign below. Failure to sign any of the line will result in your child NOT being able to use, or participate in, the appropriate activity.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Employee/Student Printed Name)

\_\_\_\_\_  
(Employee/Student Signature)

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

\_\_\_\_\_  
(Parent/Guardian Printed Name)

\_\_\_\_\_  
(Parent/Guardian Signature)

I have read and discussed this online file storage with my child. By signing below, I give my child permission to utilize the free online file storage provided by Microsoft and acknowledge the privacy policies of this resource are governed by the privacy policies set forth by Microsoft:

\_\_\_\_\_  
(Parent/Guardian Printed Name)

\_\_\_\_\_  
(Parent/Guardian Signature)

If you do not want your child's image to be used in broadcast or print media, please provide written notification to your student's principal, otherwise please give your consent below.

The school or school district may feature my child in the local broadcast and print media, on the school or school district web site, and in district publications and programs.

\_\_\_\_\_  
(Parent/Guardian Printed Name)

\_\_\_\_\_  
(Parent/Guardian Signature)

Ref: Child Internet Protection Act (CIPA) 2000, 2008

# McMinn County School District

## Meal Charge Administrative Procedure

**Effective Date:** *July 1, 2017 Revised: July 6, 2018*

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis.

Families will have access to the meal charge administrative procedure via website and a copy is included in the student handbook that is given to students at the start of each school year. Families of transfer students during the year will receive a written copy of the district-wide charge administrative procedure in the student handbook.

### **Local Charge Administrative Procedure Considerations**

#### **General**

McMinn County Students receive Universal Free Breakfast at all schools. There are currently no charges at Breakfast.

McMinn County Elementary Schools are part of the Community Eligibility Program (CEP) that provides meals to all Elementary Students at No Charge.

No Charges are allowed at any school for a la carte items.

This procedure currently applies to High School Students.

Students who are unable to pay for their meals at the time of the meal service are allowed to charge a meal. If the Universal Free Breakfast program changes and students must pay for breakfast, they will be allowed to charge a breakfast meal.

Any student charging a meal will receive reimbursable meal according to USDA guidelines.

#### **Charge limits**

Students may charge up to \$14.00 as stated in the School Board Policy 3.5 Food Service Management. An alternate reimbursable meal may be given to the student after they reach the charge limit.

## **Alternate meals**

Alternate meals are provided immediately in lieu of charging after the student's balance has reached -\$14.00. Alternate meals will be provided until the balance due is collected.

A typical alternate meal will include the following:

Lunch: Sandwich, Fruit or Vegetable, and Milk

## **Household Notification**

Low balance notification: The school will notify students of their balance daily. Parents will be able to see student balances on the online system "School Café" website.

Negative balance notification: The school will notify the households monthly by letter of the negative balances that have reached the \$14.00 charge limit.

## **Delinquent Debt**

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The debt may be carried over at the end of the school year.

The household's debt will be delinquent for 30 days before the SFA requests payment. The cafeteria manager will send a note home with the student as the initial contact. If the charge is not paid, the manager will notify the school nutrition supervisor who will then send a registered letter to the home address.

## **Repayment plans**

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact the School Nutrition Supervisor, 423-745-1612 x 1317 for establishing a repayment plan.

## **Bad Debt**

Bad debt is determined to be uncollectable, with that further collection efforts for delinquent debt deemed useless or too costly. Delinquent debt will be considered as bad debt after the end of the school year.

- Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable (section 200.426 of subpart E).
- Bad debt must be written off as an operating loss at the end of the school year. The nonprofit school food service account (NSFSA) resources may not be used to cover the costs related to the bad debt. McMinn County School Nutrition sends a letter to the Director of Schools at the end of each school year to request the Board of Education supply a reimbursement to School Nutrition for unpaid charges.

- Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

## **Additional Resources**

Families may find assistance with applying for free or reduced price schools meals by contacting the Cafeteria Manager at their school or the School Nutrition Supervisor at 423-745-1312 x 1317 or sprince@mcmminnschools.com.

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*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- 1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- 2) fax: (202) 690-7442; or
- 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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