



**2024-2025**  
***Student***  
***Handbook***

**865 McMinnville Highway**

**Manchester, Tennessee**

**[www.ccra.coffeecountyschools.com](http://www.ccra.coffeecountyschools.com)**

# Coffee County Raider Academy

865 McMinnville Highway

Manchester, Tennessee 37355

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[www.ccra.coffeecountyschools.com](http://www.ccra.coffeecountyschools.com)

Twitter: @RaiderAcademy

Facebook: Coffee County Raider Academy

## 2024-2025 Student Handbook

### Introduction

We welcome you as new members of the Coffee County Raider Academy. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school. Take care of it, and feel free to make suggestions for its improvement. As a school citizen, you are expected to act appropriately as high school students. At any time during the school year, the administration may make any changes to the student handbook as deemed necessary to maintain a safe and productive school environment.

**School Mascot-** Red Raider

**School Colors-** Red and Black

**Alma Mater-** On the City's eastern border, reared against the sky, Proudly stands our Alma Mater as the years go by. Forward, ever be our watchword, conquer and prevail, hail to thee our Alma Mater—Central High—All Hail!

### School Spirit

School spirit may be divided into four categories:

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

## **Mission Statement**

CCRA strives to be a community of learners in which all members Collaborate together to Create success, Radiate positivity and Accelerate greatness in a safe learning environment that provides challenging academics and allows our members to become active citizens and responsible stewards of our world.

## **Vision Statement**

It is the vision of CCRA to provide a place of excellence where students can achieve full potential in their academic and social development.

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

## **Administration**

Angela Mankin Sellars	Principal	(931) 723-3309
Susan Ferrell	Assistant Principal	(931) 723-3309

## **Support Services**

Marisa Judkins	School Counselor	(931) 570-2985
Cindy Nowlin	Special Services Coordinator	(931) 570-4039
Kelly Smith	School Resource Officer (SRO)	(931) 570-4425

## **Other Important Contact Information**

Brandon McWhorter & Brad Costello	Directors of Athletics	(931) 723-5173
Richard Skipper	Director of CTE	(931) 222-1228
Dr. Keith Cornelius	Director of Attendance	(931) 222-1203
Paul Parsley	CCCHS Principal	(931) 723-5159
Coffee County Board of Education		(931) 723-5150

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## I. General Information

### Coffee County Schools 2024-2025 Calendar

<b>July</b>					
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
					July 25, 26, 29 / Teacher Inservice
					July 30 / Abbreviated Day
					July 31 / Administrative Day
<b>August</b>					
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
					Aug 1 / First Full Day of School
					Aug 30 / Staff Development
<b>September</b>					
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					
					Sept 2 / Labor Day
					Sept 5 / Parent - Teacher Conf.
					Sept 6 / Fair Day
<b>October</b>					
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
					Oct 7 - 11 / Fall Break
<b>November</b>					
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					Nov 5 / Teacher Inservice
					Nov 25 - 29 / Thanksgiving Break
<b>December</b>					
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
					Dec 20 / Abbreviated Day
					Dec 23 - 31 / Christmas Break
<b>January</b>					
M	T	W	T	F	
		1	2	3	Jan 1 - 3 / Christmas Break
6	7	8	9	10	Jan 6 / Teacher Inservice
13	14	15	16	17	Jan 7 / Students Return
20	21	22	23	24	Jan 20 / MLK, Jr. Day
27	28	29	30	31	
<b>February</b>					
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	Feb 14 / Staff Development
17	18	19	20	21	Feb 17 / President's Day
24	25	26	27	28	
<b>March</b>					
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	Mar 24 - 28 / Spring Break
31					
<b>April</b>					
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	Apr 18 / Good Friday
21	22	23	24	25	
28	29	30			
<b>May</b>					
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	May 22 / Administrative Day
26	27	28	29	30	May 23 / Last Day - Graduation
<b>June</b>					
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

	First and Last Day of School / Abbreviated Days (Dismiss at 10:00am)
	Administrative Days (No School for Students)
	Teacher In-Service (No School for Students)
	Staff Development (No School for Students)
	Out of School
	First full day / Students return

Parent Teacher Conference  
Sept. 5 - Parent/Teacher Conference:  
STUDENTS DISMISS AT 2:00 p.m.

Q1 ends 10/4/24, Q2 ends 12/20/24, Q3 ends 3/14/25, Q4 ends 5/23/25  
Approved by the Board of Education: 12-12-2022

1st Semester Total Days 0  
2nd Semester Total Days 0  
Total Instructional Days 178

## CCRA Bell Schedules

<b>Arrival &amp; Departure Times</b>
CCRA doors open at 7:00 a.m.
Students shall report to the cafeteria until 7:45 a.m. each day.
After final dismissal each day, students must leave the building by 3:00 p.m. unless under the supervision of a teacher.
Students not riding a school bus home must be picked up no later than 3:30 p.m.

### REGULAR DAY

1st:	7:55 – 8:50
2nd:	8:55 – 9:50
3rd:	9:55 – 10:50
4th:	10:55 – 11:50
RR/Lunch:	11:55 – 12:50 (11:55-12:20, 12:25-12:50)
5th:	12:55 – 1:50
6th:	1:55 – 2:50
Bus Dismissal	2:50
Car Rider Dismissal	2:55
Building Clear	3:00

### ACTIVITY SCHEDULE

1st:	7:55 – 8:45
2nd:	8:50 – 9:40
3rd:	9:45 – 10:35
4th:	10:40 – 11:30
RR/Lunch:	11:35 – 12:30 (11:35-12:00, 12:05-12:30)
5th:	12:35 – 1:25
6th:	1:30 – 2:20
Activity Period:	2:25 – 2:50
Bus Dismissal	2:50
Car Rider Dismissal	2:55
Building Clear	3:00

### ABBREVIATED DAY (1:00 Dismissal)

1st:	7:55 – 8:30
2nd:	8:35 – 9:10
3rd:	9:15 – 9:50
4th:	9:55 – 10:30
5th:	10:35 – 11:10
6th:	11:15 – 11:50
RR/Lunch:	11:55 – 12:50 (11:55-12:20, 12:25-12:50)
Bus Dismissal	12:50
Car Rider Dismissal	12:55
Building Clear	1:00

### TWO HOUR DELAY

1st:	9:55 – 10:30
2nd:	10:35 – 11:10
3rd:	11:15 – 11:50
RR/Lunch:	11:55 – 12:50 (11:55-12:20, 12:25-12:50)
4th:	12:55 – 1:30
5th:	1:35 – 2:10
6th:	2:15 – 2:50
Bus Dismissal	2:50
Car Rider Dismissal	2:55
Building Clear	3:00

### BLOCK SCHEDULE

1st/2nd:	7:55 – 9:50
3rd /4th:	9:55 – 11:50
RR/Lunch:	11:55 – 12:50 (11:55-12:20, 12:25-12:50)
5th/6th:	12:55 – 2:50
Bus Dismissal	2:50
Car Rider Dismissal	2:55
Building Clear	3:00

<b>CCRA Dates for 2024-2025</b>		
<b>Academic Report Dates</b>		
	<b>Progress Reports</b>	<b>Report Cards</b>
Quarter 1	August 29	October 17
Quarter 2	November 8	January 16
Quarter 3	February 6	March 20
Quarter 4	April 17	May 23
<b>Parent Teacher Conference Date</b>		
September 5, 2024	3:00 p.m. - 9:00 p.m.	
<b>Student Early Dismissal Dates</b>		
<b>9:50 a.m. Dismissal</b>	<b>No School for Students Inservice / Administrative</b>	
July 30, 2024	July 30, 2024	January 6, 2025
December 20, 2025	August 30, 2024	February 14, 2025
May 23, 2025	November 5, 2024	May 22, 2025

<b>Holidays and Breaks</b>	
<b>Date</b>	<b>Holiday or Break</b>
July 31, 2024	Administrative Day - No school for students
August 30, 2024	Staff Development - Teachers Only
September 2, 2024	Labor Day - No School
September 6, 2024	Fair Day
October 7-11, 2024	Fall Break
November 5, 2024	In-Service Day - Teachers Only
November 25-29, 2024	Thanksgiving Break
December 17-19, 2024	Semester Exams
December 23 - January 3, 2025	Christmas Break
January 6, 2025	In-Service Day - Teachers Only
January 20, 2025	Martin Luther King, Jr. Day
February 14, 2025	Staff Development - Teachers Only
February 17, 2025	President's Day
March 24 - 28, 2025	Spring Break
April 18, 2025	Good Friday
May 19-21, 2025	Semester Exams
May 22, 2025	Administrative Day - No School for Students
May 23, 2025	Last Day of School



## **II. Attendance**

### **Tennessee Attendance Law**

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

Once a student has missed five (5) days of school without a proper excuse, under Tennessee Law (TCA§ 49-6-3007) a written notice will be sent to the parent or guardian of the student. After receipt of the notice, the student and the parent must comply within a three (3) day period. The student must report to school (be in attendance) and the parent/guardian must contact the school. If the student is found to be guilty of truancy the judge may assess a fine of fifty dollars (\$ 50.00) or five (5) hours of community service against the student/parents or legal guardian of children in grades kindergarten through twelve (K-12). A court cost will also be assessed in each case.

### **State Truancy Definition**

**Once a student has missed five (5) days of school without a proper excuse a student is considered to be truant.**

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

### **School Board Policy**

The Coffee County School System believes attendance is essential for student achievement and success; therefore, students are expected and encouraged to be present each day school is in session.

**Coffee County Schools' Board Policy 6.200 Attendance is in compliance with Tennessee Law.**

### **Local Action**

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

## **Tardies/Excuses/Makeup Work**

### **1. Tardiness/Check-outs**

- **Tardy to School-** Students are expected to be in their first period by 7:55 a.m. (unless on a late bus). Car riders who arrive at school after 7:55 a.m. ***must sign in at the front desk.*** A student who has accumulated more than 4 (four) unexcused tardies in a semester may be subject to disciplinary action by administration.
- **Tardy to class-** Students who are late to class, without an acceptable excuse, will receive disciplinary action by the classroom teacher. On the 4th Tardy to Class, the classroom teacher will submit a Discipline Referral to Administration.
- **Check in and Check out -** Students who need to leave school during the school day must be signed out through the front desk. If a student checks out, he/she is to leave school at that time. If the student returns to school, he/she must sign back in. Students cannot be released by telephone or notes without special permission from the administration. Students will be released only to those who are listed on the **Emergency Contact List in Parentvue and with a valid photo ID.** Parents must complete online registration of current student information each school year, including a list of people authorized to check out the student.
- If a student checks in or checks out during a class, and they are absent from that class for more than half of the class period, it **will count as an absence toward semester exam exemptions.**

### **2. Excuses**

- **All absences must be covered with a parent, doctor or legal note.** Excuses for absences are to be placed in the black mailbox outside of the school cafeteria.
- Only 5 (five) days annually may be excused by a parent note(s).
- All other excuses will be approved at the discretion of the administration.
- Students may be excused for bereavement days without using one of their 5 parent notes if the death is an immediate family member. Students are to provide the school with a death notice or funeral pamphlet to be excused. Bereavement notes should include the following: name of the student and relationship to the deceased. Administration will determine how many bereavement days will be excused on a case-by-case (travel, relationship to deceased, etc.) basis.
- The student must produce a written excuse stating the date(s) of absence, reason for being absent and signature of parent/guardian, physician, or court official upon returning to school. A parent note must also include a phone number at which the parent can be reached. Even though a parent may phone the school to explain an absence, ***a written excuse must be sent to the school.***

- **No excuse will be accepted without the student's first and last legal name.**
- If your child has an appointment during a school day, he/she will be expected to attend school until he/she must be checked out for the appointment and then return to school after the appointment. Students will not be excused for a full day unless the appointment necessitates a full day's absence.
- **Tardy to School-- All students who are not in class by 7:55 a.m. must report to the main office. A student who has accumulated more than four (4) unexcused tardies during each semester will be subject to disciplinary actions. Only three (3) parent notes per semester will be allowed to excuse tardiness to school.**
- **Checking out of School-- Three (3) or more unexcused check-outs will constitute an absence in that class, which will affect semester exemptions. Only three (3) parent notes per semester will be allowed for checking out of school early.**
- **A student will have 3 (three) days to do makeup work for an excused absence.** For absences of 3 (three) or more consecutive days' makeup time will be at the discretion of the teacher.

**\*\*Excessive absences or failing grades could result in mandatory summer school\*\***

### 3. Makeup work

Students who are absent have the responsibility to request makeup work. Students may access Google Classroom and/or Synergy or directly email their teachers for assignments they missed. Students are also encouraged to ask a friend about what was missed in class. Parents of students who have been absent **three or more consecutive days** may request to pick up missed assignments. This request **must** be made before 8:30 a.m. if assignments are to be picked up that afternoon by 2:45 p.m. Those assignments may be picked up from the front desk.

***\*\*Primarily, it is the responsibility of students and parents to check with teachers for assignments and missed work. Please do not wait for teachers to bring up the subject. \*\****

### 4. Perfect Attendance

***Perfect attendance certificates are earned when the student is present each day without missing any portion of any school day.***

### **Homebound**

Parents may request homebound instruction (contact CCBOE at 723-5150) in cases where a student has a medical condition that may result in an absence of more than ten (10) consecutive days. A written order from the treating physician will be required and once the order is filed with the case

will be reviewed for eligibility. Homebound students will receive three (3) hours of academic instruction per week. **During the period of homebound the student is required to remain at home unless he/she is visiting their doctor.** Students are not allowed to maintain jobs, participate in extracurricular activities or be away from their home during or after school hours (Sunday-Saturday). Before the student will be allowed to return to school a release from the treating physician will be required.

### **Field Trips**

In order for students to participate in field trips, the student must have a passing average in the classes that will be missed at the time of the field trip unless other provisions are given. In addition, any student suspended from a school bus at the time of the trip will not be allowed to ride a bus on a field trip.

**\*\*School administration has the right to revoke the privilege of attending a field trip for those students who have recurring disciplinary infractions.**

**\*\* Eligibility requirements for field trips will apply to all students. These requirements are academic and discipline related.**

## **III. Academics**

### **CCRA Honor Code**

The purpose of this Honor Code is to communicate the meaning and importance of academic integrity to all members of the school community and to articulate and support the interest of the community in maintaining the highest standards of conduct in student learning. Coffee County Raider Academy embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of learning, and represents the highest possible expression of shared values among the members of the school community.

The core values underlying and reflected in the Honor Code are:

- **Academic honesty** is demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately,
- **Respect** for others and the learning process to demonstrate academic honesty,
- **Trust** in others to act with academic honesty as a positive community-building force in the school,
- **Responsibility** is recognized by all to demonstrate their best effort to prepare and complete academic tasks,
- **Fairness and equity** are demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of intellectual dishonesty, and

- **Integrity** of all members of the school community as demonstrated by a commitment to academic honesty and support of our quest for authentic learning.

This Honor Code defines the expected standards of conduct in academic affairs at Coffee County Raider Academy. The student body and faculty at Coffee County Raider Academy will not tolerate any violation of the Honor Code.

### **Grading Scale**

100-90=A

89-80=B

79-70=C

69-60=D

59-0=F

### **Report Cards and Progress Reports**

Progress Reports are issued in the middle of each nine weeks. Report cards are issued approximately eight school days after the end of each nine week grading period. Report cards and Progress reports are expected to be signed by a parent and returned within three school days of being issued. Grades can be viewed any time through StudentVue or ParentVue accounts in Synergy.

### **Honors Classes Grading Scale**

The grades of all classes taken at the honors level will be awarded an extra three rigor points.

## **IV. Student Behavior**

### **A. Before and After School**

#### **Before School**

Bus riders will be dropped off at the cafeteria entrance and report to the cafeteria and remain there until the first morning bell rings at 7:45 am.

Students who do not ride a bus are to be dropped off at the cafeteria entrance. Students can be dropped off as early as 7:00 am. Students who arrive at school prior to 7:45 a.m. will report to the cafeteria and remain there until the first morning bell. Students who arrive at school after 7:55 am must enter through the main entrance and report to the front desk to sign in as Tardy.

#### **After School**

Students who ride the bus will be dismissed at 2:50. Bus riders will exit the building at the entrance closest to their 6th period class and go immediately to the bus. Car riders will remain in 6<sup>th</sup> period until the car rider dismissal bell at 2:55, at which time they will dismiss through the nearest entrance. All students should leave campus immediately after dismissal unless other arrangements have been previously approved by administration. The expectation is that all students will be picked up by 3:15 pm. All students should be picked up no later than 3:30 pm. **NO EXCEPTIONS!**

### **B. Prohibited Behaviors**

A safe environment for staff, students, and parents is a priority at CCRA. Consequences are not primarily punitive in nature; they are an opportunity for the student to learn from his or her mistakes and to accept responsibility for the choices that he or she made. The consequences are provided on a continuum matched to the intensity of the misbehavior.

The following are behaviors that are prohibited at CCRA:

1. Use of or possession of tobacco, tobacco replacement products, e-cigarettes, etc. in the building or on campus. In addition to the system policy, state law requires that a juvenile court citation be issued to minors who unlawfully possess tobacco products. Confiscated items will not be returned to students or parents.
2. Possession or use of alcoholic beverages, drugs, synthetic drugs, drug paraphernalia, fake drugs, or legend drugs on school property or any school related activity.
3. Possession or use of anything that might be considered or used as a weapon (See System Policy).
4. Intimidation, bullying or harassment of students. State law makes bullying or harassment illegal, regardless of the circumstances. (See System Policy).

5. Damage which causes disruption of technical infrastructure, destroying, defacing, or misuse of property belonging to the school, a teacher, or another student.
6. Verbal or physical confrontations on school grounds and/or contributing to or inciting such behavior.
7. Showing disrespect for school personnel.
8. Obscene language, written or spoken, obscene literature, signs, gestures, videos or pictures.
9. **Cell Phones/AirPods/Earbuds/Headphones/Smartwatches** - Students may only use cell phones/ other devices while in the cafeteria and during class change. Individual classroom teachers will provide pouches for cell phones to be placed in during class time. If it is determined that an office referral is required for misuse, the device will be confiscated, and the student will be assigned to 3 days of lunch detention for the first offense. Subsequent misuse of devices will result in further disciplinary action. Devices may not be used in the hallways or restrooms during class times – only during class changes.
10. Photographing and/or recording on school district property people or events without permission.
11. Gambling of any type.
12. Public display of affection – only handholding is allowed.
13. Skipping school, skipping class, or leaving campus without being checked out.
14. Sexual Harassment – any unwelcome sexual behavior that may cause any person to feel uncomfortable or unsafe (Federal and State Laws make sexual harassment illegal, regardless of circumstances).
15. Parking on campus without permit – Vehicles parked without a permit are subject to fines and/or being towed.
16. Contributing to or inciting a discipline issue involving another student(s).
17. Theft of property.
18. Having commercial/restaurant food dropped off or delivered.

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

## **C. Forms of Discipline**

When a student chooses to violate the rules and policies under which CCRA operates, the consequences may include, but are not limited to:

1. Warning
2. Student conference
3. Teacher consequence
4. Parent conference
5. Referral to school counselor
6. Discipline referral
7. Restricted privileges
8. Confiscation of prohibited items
9. Student behavior contract
10. Lunch Detention
11. In-School Detention (ISD)
12. Suspension from school
13. Alternative school (Koss)
14. Expulsion

### **1. ISD (In-School Detention)**

Students assigned to ISD are not allowed to participate in any activity during the school day. Restricted activities include, but are not limited to pep rallies, homecoming activities, athletic trips, club activities, etc. Students who are in ISD will not be allowed to leave until the regular dismissal time without serving an additional day of ISD. Students reporting late for ISD may also be assigned an additional day. Students assigned to ISD will not be allowed to participate in any athletic contests during the assigned time.

### **2. Suspension**

The state law provides that any administrator of a public school in this state is authorized to suspend a pupil from attendance at such school, from any school-sponsored activities, or from riding a school bus for good and sufficient reasons. A copy of the suspension report will be placed in the permanent record and a possible court petition will be filed. A suspended student cannot attend school events or be involved in any extra-curricular activity.



### 3. Koss Center Placement

The Koss Center administrator and CCRA administration will decide if the student should be readmitted. Readmitted students from the Koss Center will have an exit interview with an administrator. Students assigned to the Koss center cannot attend school events, be involved in any extracurricular activities, or be on any CCBOE property other than Alternative school campus.

### 4. Zero Tolerance

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to expulsion for a period of not less than one (1) calendar year. The Director shall have the authority to modify this expulsion requirement on a case-by-case basis. Zero tolerance acts are as follows:

1. A student determined to have brought to school or to be in unauthorized possession on school property of a firearm, as defined in 18 V.S.C. 921.
2. A student committing battery upon any teacher, principal, administrator, and other employee of the Coffee County Schools, or school resource officer.
3. Any student unlawfully possessing any drug including any controlled substance as defined in TCA 39-17-403 through 39-19-415, or legend drug as defined in TCA 53-10-101.
4. Transmit by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee.

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

## **D. Dress Code Policies**

The CCRA dress code policies are designed to give clear guidelines due to increasing concerns of staff, parents, and students. Current fashions are at times very revealing and can be inappropriate to be worn at school. Students' dress and grooming shall be appropriate, clean, and neat. It is expected that a student's appearance and personal hygiene will not be a distraction to others nor interfere with learning. School clothing standards apply to ALL school events. The administration and teachers have the right to determine if attire or appearance is inappropriate for school. In matters of opinion, the judgment of building administration has the authority to take appropriate action when violations of these dress standards occur. **Students who violate the dress code policy will not be allowed back to class until they are in compliance.** Repeated violation of the dress code policy will require more severe action. The actions include, but not limited to:

- \*School provided clothing

- \*Calling parents to bring appropriate clothing

- \*Lunch Detention

- \*In school detention (ISD)

- \*Any other action deemed appropriate

1. Skirts, Dresses, Shorts, or Skorts (a skirt-shorts combination) must meet fingertip length.
2. Leggings, Yoga Pants, Jeggings, Tights, etc. can be worn if the shirt or covering worn meets fingertip length.
3. Holes in jeans are allowed if the holes are below fingertip length. Temporary coverings such as tape or leggings underneath are not allowed.
4. Clothing that advertises substances that are illegal for teens (drugs, alcohol, tobacco products, etc.) or that is otherwise inappropriate (sex, profanity, weapons, etc.) is not allowed.
5. Tops must meet modesty standards.
6. No sunglasses or head coverings inside the building unless ordered by a doctor.

**\*\*School dress code policies are subject to modification at any time. School administration reserves the right to ban or not allow any attire or grooming that might be disruptive.**

## V. Testing

### Semester Exams

During the second and fourth quarter grading periods, teachers will give a comprehensive semester exam which will count 15% of the semester in which the exam is given. Tennessee requires End-of-Course or TNReady tests in certain subjects.

### Semester Exam Exemptions

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

<u>Minimum Semester Average:</u>	and	<u>Maximum absences (in that class)</u>
90-100 (A)		3
80-89 (B)		2
70-79 (C)		1

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

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

**Exempted students maintain the option to take the semester exam.**

### End-of-Course and TNReady Test Requirements

End of Course Tests are given in English I, Algebra I, and Geometry. All students enrolled in a TNReady/EOC course must take the appropriate state test(s). There are no exemptions from state tests.

## **VI. Transportation**

### **Bus Policy and Rules**

#### **Expectations**

1. Be on time at the bus stop.
2. Practice safety on the way to and from the school bus.
3. Share a seat with any other two students.
4. Bus seats are to sit on and not for reclining.
5. Face the front.
6. Keep books and other items off the floor.
7. The rear door is for emergencies only. Use the front door to enter and exit the bus.
8. Respect the rights of your fellow students.
9. The bus driver is in command; respect and obey the driver.
10. Be reasonably quiet. Talk to the driver as little as possible.
11. Any student disrespectful to the driver is subject to school suspension and/or bus suspension.
12. You are considered in school when riding the bus.
13. Student projects, etc. may be allowed provided the student can keep them in their possession.  
No glass items will be allowed. Animals, pets, etc. are prohibited.

#### **Rules**

\*\*\*Violation of these rules could result in a bus report and/or bus suspension according to the approved discipline procedures.\*\*\*

1. Take your seat and remain there. No moving around.
2. Throwing any object on the floor, at others, or out the windows is prohibited. (Automatic suspension)
3. Violation of safety procedures such as opening emergency doors or windows, pushing while exiting, etc. are strictly prohibited.
4. No drinks, eating or chewing gum will be allowed on the bus.
5. Possession of tobacco, drugs, or alcohol is illegal. (Automatic suspension and court action)
6. Anything considered a weapon or used as a weapon will not be allowed on the bus.
7. Leaning out of windows is prohibited (arms, hands, legs, etc.)
8. Gestures or shouting at pedestrians or vehicles is prohibited.
9. Students will not be allowed to exit the bus anywhere other than home or original pick-up point unless by note signed by the parent/guardian and administration.
10. Students are not allowed to exit the bus to walk or enter another vehicle unless by note signed by a parent/guardian and administration. Violation will be reported to the administration.
11. A continuous violation of these rules will result in an office conference, parent contact, and suspension from riding school buses.
12. A student shall become ineligible for public school transportation after refusing to follow state and local rules and regulations pertaining to student transportation.

**\*\*\*In order to ride a different bus other than the assigned bus, you must have a note signed by parent/guardian and administration with an available contact number for parent/guardian. The note shall be turned into the front office before 3rd period for**

**verification. Any note that can not be verified with the parent/guardian will not be approved. Approved notes will be signed by the principal and can be picked up in the front office in the afternoon on the way to the bus. This note must be presented to the bus driver upon entering the bus.\*\*\***

### **Bus Discipline Procedures**

The following are bus discipline procedures, which will be used when a student does not behave properly on the bus. Students that have been suspended from the bus cannot ride the bus that evening unless authorized by administration. Suspension from the bus means all bus services. Any criminal activity committed by students or adults will result in an arrest.

Riding a school bus is a privilege. That privilege may be taken away when a student demonstrates unacceptable behavior. When students must be disciplined for offenses occurring while waiting for, boarding, riding, or exiting a school bus, the following procedures shall occur:

A. First offense: The driver will talk with the student. A report will be turned in to the administrator and sent home. Severe bus reports will be automatic suspensions.

B. Second offense: bus report to administrator. Administrator may use discretion as to disposition of report, which may include up to three (3) days suspension from the bus. Drivers must talk with administration before bus suspension. The report will be sent home.

C. Third Offense: Bus report to administrator-automatic suspension for five (5) days. Driver must talk with the administrator. The report will be sent home.

D. Fourth offense: Bus report to administrator. Automatic suspension ten (10) days. Driver must talk with the administrator. The report will be sent home.

E. Fifth offense: Bus report to administrator. Automatic suspension six (6) weeks. Driver must talk with the administrator. The report will be sent home.

F. Severe Penalty: Bodily harm, profanity, destroying property, throwing objects or other serious violations will result in a minimum of five (5) days bus suspension and may result in suspension for the entire year. The student may be suspended from school as well. **If the first offense is a “severe penalty”, each additional bus report will begin with section “D”- ten (10) day bus suspension, etc.**

**\*\*\*Restitution resulting from destruction of property must be paid prior to the student being allowed back on all school buses.\*\*\***

### **General Information**

Suspension is for bus riding privilege and is not a suspension from school. Each report will be sent home. Verbal or physical abuse to a system employee will fall under the “severe penalty” and will result in a petition being filed and the student suspended from the bus. The administrator may use his/her best judgment if he/she feels a particular offense does not warrant the specific penalty called for above. A report form must be completed by the driver for EACH incident and turned in to the administrator. The administrator shall report to the bus supervisor what action was taken on the report.

## **Student Parking on Campus**

Student parking is provided at CCRA in a specific area with the attainment of a school parking permit. Driving and operating an automobile, bicycle, or motorcycle on school property is a privilege, not a right. All rules and regulations must be observed, or driving/parking privileges will be revoked. Safe driving habits shall be observed at all times. Motorcycles are to be parked in a parking space. Students shall park in the designated student parking area and vacate vehicles immediately upon arrival at school. Students shall not be in the parking lot during the day without administrative approval. Permission will only be granted in emergency situations. Students will not be allowed to loiter in the parking lot after school. Campus speed limit is 10 mph. The school system is not responsible for vehicles or contents. **Any vehicle is subject to search.**

## **VII. Athletics/Clubs**

### **Athletic Eligibility**

To be eligible to participate in athletic contests during any semester:

1. All students must have a passing grade for each subject every grading period.
2. Students who have been assigned to the Koss Center at any time during the year are not eligible to participate in any sport for that school year. Students who have been suspended or placed in In-School detention (ISD) are not eligible during that time.
3. Students who have been suspended from the bus cannot ride the team bus to away events.
4. All students must pass to the next highest grade to be eligible.
5. All athletes must have insurance to cover them in case of injury.
6. All athletes must have passed a physical examination. Physicals must have been taken on or after April 15. No students are allowed to participate in practice, scrimmage, or game until their physical is on file with the coach and/or Athletic Director.
7. All athletes must have a signed parent consent form on file with their respective coach.

**\*\*Negative parent behavior may result in parent suspension from events and/or the player being removed from the team.**

**\*\*As representatives of CCRA, our athletes are expected to set and achieve high academic and behavioral standards. If a student does not meet the discipline and academic standards set by the school, he/she may be suspended or removed from the team.**

Coffee County Raider Academy offers students many opportunities to participate in athletics. The following athletic teams are offered:

Football (Fall)	Boys/Girls Basketball (Winter)
Baseball (Spring)	Boys/Girls Track (Spring)
Softball (Spring)	Girls Volleyball (Fall)
Boys/Girls Golf (Fall)	Dance (Fall and Winter)
Boys/Girls Tennis (Winter)	Boys/Girls Cross-country (Fall)
Boys/Girls Swim (Winter)*Not TSSAA	Boys/Girls Wrestling (Winter)
Cheer (Fall and Winter)	Girls Soccer (Fall)
Boys Soccer (Spring)	

### **Clubs and Extracurricular Activities**

Coffee County Raider Academy offers many opportunities to participate in clubs and extracurricular activities, including the following:

Band	FBLA	Student Government
Beta Club	FFA	Theater
Chorus	Science Club	Yearbook

## VIII. Student Services

### School Counseling Center (SCC)

Ninth grade students have a counselor to work with them, parents, and teachers to promote school success for every student. ***The counselor is available to all students, not just those in a crisis situation.*** Students are encouraged to make an appointment to speak with the counselor regarding issues with grades, family problems, bullying, personal problems, conflicts with friends, etc. Parents are also encouraged to contact the counselor to discuss concerns involving their children.

**Marisa Judkins, School Counselor, (931) 570-2985      email: judkinsm@k12coffee.net**

### Library Media Center

Coffee County Raider Academy students are fortunate to have an established library of books and reference materials. The library receives subscriptions to magazines as well as newspapers.

Students may check out books according to the following rules:

- a. Books are due one week from the day they are checked out. Books may be renewed.
- b. Students are charged five cents for each day they fail to return the book after the date due.
- c. If a student has lost a book, he/she should report it to the librarian and the overdue fine will stop. If the book is not found by the end of the semester, payment for the book is required.
- d. Reference materials may be checked out with special permission. Please be considerate of others and return materials on time so that others may use them.

\*Students who wish to use the computers in the library for research will need to provide their own storage drive.

### Cafeteria

Students must place their backpacks at a table before entering the serving line. **No backpacks are allowed in the serving line of the cafeteria.**

**Breakfast:** CCRA begins serving Breakfast at 7:15 a.m. Car riders who wish to eat a school breakfast must arrive prior to 7:45 a.m.

\*Regular Breakfast Price: \$1.25 \* Reduced Breakfast Price: \$0.30

**Lunch:** All students are assigned to a lunch period in the cafeteria. If a student brings his/her lunch from home, he/she will eat at their assigned time in the cafeteria. ***Delivering food to students during lunch time is prohibited.***

\*Regular Lunch Price: \$2.50 \*Reduced Lunch Price: \$0.40



## **Coffee County Schools Nutrition Charge Policy**

### **Lunch:**

- Up to five days of lunch may be charged.
- No a la carte items, such as cookies or ice cream, may be charged at any time.
- No a la carte items can be purchased until the student has paid off the meal charges on their account.
- When five (5) charges have been made, the cafeteria manager will contact the parent by phone or letter to request payment.
- Alternative meals will be provided to students with excess charges. No child will be denied a meal.

### **Breakfast:**

\*\*\*Up to five days of breakfast may be charged.

Students are encouraged to complete a free or reduced lunch application. Completed applications need to be returned to the cafeteria manager for approval.

## **Contacting the School**

When a parent calls the school and wishes to speak to a teacher, someone will take the message and send an email to that teacher. Parents requesting a conference may contact the counselor to set a time for a conference. The administrators will speak to a parent who calls if they are available, if not, a message can be left and the administrator will return the call as soon as available.

If a parent needs to give a student a message, it will be sent to the student via note (unless it's an emergency).

\*\*Phone calls made to the school after 3:15 will go directly to an automated voicemail system. Messages will be checked the following day and calls will be returned as quickly as possible.

\*\*Parents are encouraged to contact their child's teachers via email any time additional information is desired or concerns arise. Staff email addresses are located on the school's website and on ParentVue.

## **Crisis Management**

Coffee County Raider Academy has a detailed Crisis Management Plan to follow in case of an emergency. Drills are conducted throughout the school year to handle various types of emergencies. There are also procedures in place to handle intruders and medical emergencies. All visitors are required to sign in through our main office and wear visitor badges. All staff are required to wear ID badges daily as well.

## **Lost and Found**

All items found should be turned in to the front desk. You may check for lost items with the receptionist. At the end of each quarter, unclaimed items will be donated.

## **Lockers and Locks**

**All lockers are subject to search.** Lockers should be kept neat and free from accumulated trash. They are the property of Coffee County Raider Academy and may be checked periodically by teachers, principals, and/or law enforcement officials. Failure to maintain the locker properly will result in the loss of locker privileges. **Items are not to be placed on top of lockers or left on the floor around the locker.**

**Students are advised to keep locks on lockers.** Locks can and will be cut off, if the need arises.

## **Fees**

**Lost or Damaged Books:** Students who lose or damage textbooks, library books, or paperback reading books will be responsible for paying for them. Grades will not be issued until the books are paid for in full.

**Money owed:** When a student owes money at the end of the school year (cafeteria, library, fundraiser, etc.) the student's grades and report card will be held until the debt is paid.

## **Visitor Passes**

Visitors are welcome to visit our school. To ensure the safety of our students, all visitors must use the main school entrance and sign in at the front desk immediately upon entering.

## **Student Information**

Any changes to a student's information must be made by the parent/guardian on Synergy. This would include any changes in address, phone number, name changes, legal information, etc. **This information cannot be changed verbally over the phone or by a note.**

Any person needing a document copied from a permanent record or for proof of attendance (birth certificate, social security card, immunization records, etc.) must give the office a 24 hour notice.

## **IX. School Health**

### **Medication and School Nurse**

School Nurse: Belinda Nicholson, RN, 931-570-2589, nicholsonb@k12coffee.net

No school official shall dispense medication of any kind to students except in an emergency. All students who take medication during the school day must have appropriate documentation on file with the school nurse. This includes all prescription medications and all over-the-counter medications (such as aspirin, cough drops, eye drops, and nasal spray). At no time will the Coffee County School System administer any prescription or over-the-counter medication without appropriate documentation. This is for the safety of the student.

Medications are to be brought to school, stored in a locked cabinet in the nurse's clinic, and picked up in their original container provided by the pharmacy and by the student's parent or guardian. It is the parent's responsibility to bring their child's medication to school. Failure to do so is a violation of the system-wide drug policy. Under no circumstance will medications be transported on the school bus. The school nurse is available to assist students with medical issues. Students must obtain permission from the teacher whose class they will be missing before going to the nurse.

### **Immunizations**

Exemptions will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization.

## **Miscellaneous Information**

### **Nondiscrimination Policy for all Coffee County Schools**

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

“It is the policy of the Coffee County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, religion or disability in its educational programs, extra-curricular activities or employment as prohibited by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation act, Rights Act and any other Federal and/or State Civil Rights laws.

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

Inquiries regarding compliance with Title VI, Title IX and Section 504 may be directed to:

**Deputy Director of Schools**

**Coffee County Board of Education**

**1343 McArthur Street**

**Manchester, TN 37355**

**Phone: 723-5150**

### **Asbestos Notification**

In accordance with Federal Regulation 40 CFR 736, the Asbestos Hazard Emergency Response Act, (AHERA), Coffee County Schools have undergone a thorough inspection of asbestos containing building materials (ACBM) within our schools. The results have been compiled in a series of documents referred to as our Management Plan. The results of the inspections and Management Plan have been submitted to the Governor’s appointed representative as required by law and prior to the designated deadline. The Management Plan is available for review, upon request, at each school and the Director of Schools Administrative Office during regular office hours. The management plan includes information about previous asbestos abatement projects, ACBM, and the response action chosen for each. Address any questions concerning asbestos in the Coffee County Schools to the Deputy Director of Schools at 931-723-5150.

## **Free Appropriate Education Policy**

### **Homeless Children & Youth have the right to a free, appropriate public education**

Homeless is defined as anyone who, due to a lack of housing, lives:

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

Where can homeless children and youth attend school?

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

How can delays be avoided when enrolling a homeless child or youth in school?

- Homeless children must be enrolled immediately.
- If school records are unavailable, ask that the records be sent electronically or shared over the phone.
- Ask that a student's immunization record be transferred over the phone from the sending school to the receiving school.
- Contact your school district, principal, counselor, or local homeless education liaison with any concerns.

**\*\*For additional information, contact Dr. Keith Cornelius, Director of Attendance, 931-222-1204 at the Coffee County Board of Education.**

## **Harassment/Intimidation/Bullying**

**\*\*As Defined by State Law § 49-6-1015**

Any act that substantially and measurably interferes with a student's educational benefits, opportunities or performance, that takes place on school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to student's property; or
3. Creating a hostile educational environment

### **\*\*See CCBOE policy 6.304**

If the investigation determines that harassment, intimidation, or bullying has occurred, the administration shall take reasonable, timely, and effective corrective action. Any student(s) who violate(s) this may be subject to the following consequences, but are not limited to, the following:

- Counseling (Training/Intervention)
- Report to parents
- Lunch Detention
- In-School Detention
- Alternative School Assignment
- Out of School Suspension
- Expulsion
- Court Action

## **Personal Communication/Electronic Devices**

According to CCBOE policy 6.312, students may possess personal communication/electronic devices, such as cell phones, smart watches, and AirPods while on school property. However, the personal communication/electronic device must be in the off mode and must be stored away. The principal or his/her designee may grant permission to use a personal communication/electronic device at the principal's or his/her designee's discretion. A device used outside these parameters shall result in confiscation of the device until such times as it may be released. A student in violation of this policy is subject to disciplinary action. Personal communication devices may be used before and after school, during lunch, and during class change. This privilege may be revoked at any time if students cannot behave in a responsible manner.

### **Consequences for violation of use of electronic devices:**

1<sup>st</sup> Offense: Device is confiscated till the end of the school day / 3 day Lunch Detention placement. Parent is notified. Student picks up device from the front desk at the end of the day.

All other offenses: Device is confiscated till the end of the school day / ISD Placement. Parent is notified.

### **School Resource Officer (SRO)**

The SRO is available to assist students with problems or questions pertaining to both school and personal life. Students must obtain permission from the teacher whose class they will be missing before going to the SRO. Parents are encouraged to contact the school with any concerns they may have.

**School Resource Officer: Kelly Smith, [smithkelly@k12coffee.net](mailto:smithkelly@k12coffee.net)**

### **Student Rights and Services**

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

Legal Services Division  
Division of Special Education, TN Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, TN 37243-0380  
1-615-741-2851

### **Telephone Use**

Classroom instruction time at CCRA is very valuable. Phone call messages from parents, unless urgent, will be relayed to the student through their teachers. Students are not permitted to use the phone to ask their parents to come and pick them up. Any call to parents to pick up a student because of sickness or any other reason must be made through the Nurse's office before 2:30.

### **Updates**

All policies and procedures cannot adequately be set down in writing. The school administration, therefore, reserves the right to eliminate, change, or add to these policies as the need arises.

**Coffee County Raider Academy**  
**865 McMinnville Highway**  
**Manchester, Tennessee 37355**  
**P: (931) 723-3309 F: (931) 723-8273**  
**[www.ccra.coffeecountyschools.com](http://www.ccra.coffeecountyschools.com)**  
**Facebook: Coffee County Raider Academy**