

# 2023-2024

## CCHS Student Handbook

Cumberland County High School

660 Stanley Street • Crossville, TN 38555

931-484-6194 or 931-456-6872 fax



[CCHS.CCSCHOOLS.K12TN.NET](https://cchs.ccschools.k12tn.net)



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



# Welcome

Welcome to Cumberland County High School, home of the Jets and JET PRIDE! We are thankful you are part of this family and want to help support you throughout this important season of your life. Our primary goal is provide a safe and supportive environment focused on academic excellence. To help us with this goal, we ask that each student and family commit to same philosophy. If you see/hear something that might create an unsafe environment, say something to an administrator or other adult in the building. Also, come to school every day with a desire and willingness to challenge yourself to be the best version of you. Come ready to learn and engage with your teachers and classmates in challenging academic opportunities. You will have the best teachers in the state and they will work to help you master the content, but your hard work and dedication to academic excellence will make the difference!

Please take some time to look through this handbook. It contains information about the many facets of high school life and a blueprint for your success as member of the JET Family. We want you all to be successful and will work to support you to that end. The faculty and staff of Cumberland County High School are dedicated to making your high school experience amazing. Allow us to help you along this journey by asking questions, seeking opportunities to be involved in school life, and most importantly, believe in yourself and your future. Our goal is to help everyone that walks through the doors live “JET PRIDE!” (High Class, High Character, and Academic Excellence)

I look forward to seeing each of grow throughout this journey as you pursuit your dreams. We want to help become TNReady graduates who are college and career ready, but more importantly we want to help you make a difference in our world. Strap in, throttle forward, and get ready for an amazing ride as we journey together! GO JETS!!!

Sincerely ~ Dr. Scott Calaha, Principal

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

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

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

# Our Faculty

## Administration

Dr. Scott Calahan- Principal

Mary Jane Allen- Asst. Principal

Steve Miller- Asst. Princ/ AD

Justin Nivens- Asst. Principal

## Administrative

### Assistants

Laura Patton- Admin. Secretary

Karen Debruyne -Asst. Prin. Secretary

Angie Margrave – Attendance Clerk

Deborah Elliott – Attendance Clerk

Linda Bennett- Bookkeeper

## Guidance

Kalli Buck – 9<sup>th</sup> (A-G) & 10<sup>th</sup>

Robin Hull – 9<sup>th</sup> (H-P) & 12<sup>th</sup>

Wendy Talkington 9<sup>th</sup> (Q-Z) & 11<sup>th</sup>

Fran Young - Secretary

## Library – Media

### Specialist

Bekki Atkinson – Librarian

Laci Cope- Library Assistant

## School Nurse

Amy Sisco

## School Resource Officer

Officer Scott VanRuden

## Department

### Chairpersons

CTE – Jason Atkinson

Fine Arts – Angela Robbins

English – Anna Pickard

Foreign Language – David Walker

Library – Bekki Atkinson

Math – Emmy McCoy

Physical Education – Brad Eich

Science – Connie Lustig

Social Studies – Will Foster

Special Education – Pat Nelson

## Classroom Teachers

Lindsey Akin – Music

Robert Akin – Math

Kiley Allen – English

Charlie Alva – Foreign Language

Jason Atkinson – Agriculture

Melissa Beaty – Math

Stuart Bowen - English

Michael Boyd – Math

Laura Brady – Special Education

Laura Brewer – Science

Aaron Daenall – Computer  
Education

Meghan Carvell – Special Ed

Craig Cook – SPED / RTI

Sean Eckert- Science

Clay Copass – Science

Kim Cram – English

– Human Services

MarySelle Lea- Agriscience

Taylor Denney – Social Studies

Michael DiBiccaro – History

Roger Dixon – English ESL

Brad Eich – Physical Education

Daisy Filler – English

Ben Sitton- Construction

Will Foster – Social Studies

Laura Gilpin – Health Science

Brenda Hall – Foreign Language

Jon Hall - Aviation

Jesse Hardt – Engineering

Kaytlin Hobbs - Math

## Classroom Teachers

Bruce Johnson – Band/Music

Jake Johnson– Physical Education

Jolene Fields – Special Education

Collin Keith– Math

William Margrave – Automotive

Sistina Martin - Science

Emmy McCoy – Math

Teresa Butson– Math

Daniel McInerney – English

Pat Nelson – English & Reading

Bill Pardue – Math

Skye Thomason – Health Science

Gretchen Daenell – English

Jenna Baker– Special Education

Andrew Phipps – Social Studies

Darcy Phipps – English

Anna Pickard – English

Carla Pratt - Business

Noah Repasky – Social Studies

Daniel Rickman – Digital Arts

Angela Robbins – Foreign  
Language / Theater

Staci Smith – Work Based  
Coordinator

Michael Tumulty – Culinary Arts

Kim Varner – Fine Arts

David Walker – Foreign Language

Cub Whitson – History

Danny Wilson – Agriculture

Jeffrey Wright – Criminal Justice

– Physical Educ

# Beliefs



01

CCHS provides students with a safe, clean, and challenging environment in which they are encouraged to oversee their own education, from individual core/pathway and elective selection to monitoring their individual progressions toward graduation.

02

CCHS provides an effective educational program; and its success is due to a broad consortium of students, educators, parents, and local business partners

03

School policies are practical, are fair, are primarily based on the best interests of both the students and the school community, and adhere to district and state guidelines.

04

The curriculum is structured in a way that is relevant to students; and it encourages them to become self-motivated, lifelong learners.

05

All students, though they are physically emotional, and intellectually unique, can learn.

06

Instructional strategies are designed to challenge students as individuals, to maximize learning for each student at his/her achievement level and to offer a variety of relevant assessment tools through which students can demonstrate knowledge, skill, and mastery.

07

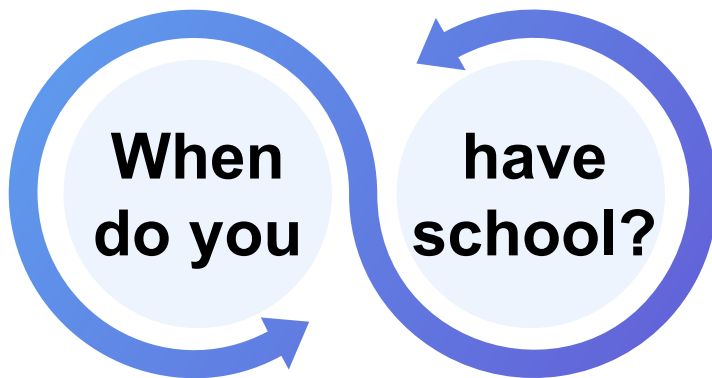
Continuous self-assessment is critical to success, and monitoring all aspects of the educational program makes it possible to target areas of need and to improve annually, making instruction more effective and relevant to students.

08

Character education (citizenship, responsibility, respect, et al.) and social development are integral parts of the school experience, and principles of character, as well as positive social dynamics, are incorporated across the curriculum.

09

All school and community stakeholders are part of an active-collaboration to improve the quality of our school through shared policy, evaluation, and decision-making strategies.



## Cumberland County Schools 2023-2024

Board Approved 3/17/22

### Traditional Calendar



July 2023				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	
31				

September 2023				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

August 2023				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

December 2023				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2024				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2024				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March 2024				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2024				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

July 2024				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2024				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### Events

8/1	Convocation Day (No Students)
8/2	Administrative Day (No Students)
8/3	Students First Day 10:00 Release
8/4	Administrative Day (No Students)
8/7	First Full Day of School
9/4	Labor Day - No School
9/22	Teacher In-Service (No Students)
10/9-13	Fall Break - No School
11/22-24	Thanksgiving Break-No School
12/15	Abbreviated Day-10:00 Release
12/18-1/1	Winter Break - No School
1/2	Administrative Day (No Students)
1/3	School Resumes
1/15	MLK Holiday-No School
2/19	Teacher In-Service (No Students)
3/22-28	Spring Break - No School
3/29	Good Friday - No School
5/23	Administrative Day (No Students)
5/24	Students Last Day-10:00 Release
	Regular School Day
	No School-Holiday
	No School-F/S Breaks
	Admin Day-No Students
	Teacher In-Service-No Students
	Abbreviated Day-Early Release
Teacher Days	
Paid Vacation-F/S Breaks 10 days	
In-Service- 8/1,9/22,2/19	
Admin- 8/2,8/4,1/2,5/23	
P/T Conf 1 day Unscheduled In-Service 2 days	

\*No holiday parties prior to 12/15

Please note: In the event school is cancelled in excess of the 13 day maximum, additional days and/or hours will be added at the Cumberland County Board of Education's discretion

Check for calendar updates  
[here](#)



# The 411

...

# Who Can Help With That?



Athletics – Mr. Miller

Checking In or Out of School – Attendance  
Office

Class Activities Information

Seniors – Mrs. Allen

Juniors – Mrs. McCoy

Sophomores – Mrs. Phipps

Freshmen – Mrs. Pickard

College or Career Planning – Guidance

Discipline – Administration

Driver's License Info –

Freshman Academy – Mrs. Pickard

Illness at School – Nurse Sisco

Lockers – Mr. Miller

Lost and Found – Front Office

Media Services – Mrs. Atkinson

Parking – Mrs. Bennett

School Yearbook – Mr. Rickman

Security – Officer Van Ruden

Student Council – Mrs. Hall

Transcripts – Mrs. Young

Transportation - Administration

# Athletics

CCHS WILL NOT PERMIT, ENCOURAGE, CONDONE OR TOLERATE HAZING ACTIVITIES AS PART OF THE ATHLETIC PROGRAM OR ANY OTHER SCHOOL SPONSORED ACTIVITY PER [BOARD POLICY 4.301](#)

## Eligibility

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

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

**Want to play NCAA sports?  
Check out their eligibility  
requirements [here](#)**

## Other Info

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

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

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

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

## The Coaches

### FALL SPORTS

Cheerleading – Coach Daisy Filler and Kaytlin Hobbs

Cross Country – Coach Drew DeLorenzo

Football – Coach Noah Repasky

Golf – Coach Randy Herring

Soccer (Girls) – Coach Cub Whitson

Volleyball (Girls) – Coach Roger Dixon

### WINTER SPORTS

Basketball (Girls – 9<sup>th</sup> grade) – Coach Randy Herring

Basketball (Girls Varsity) – Coach Kim Cram

Basketball (Boys – 9<sup>th</sup> grade) – Coach Jon Torres

Basketball (Boys Varsity) – Coach Taylor Denney

Bowling – Coach Daniel Rickman

Wrestling – Coach Brad Eich

### SPRING SPORTS

Baseball – Coach Joey Burnett

Soccer (Boys) – Coach Cub Whitson

Softball (Girls) – Coach Maddie Bernabei

Tennis – Coach David Walker

Track – Coach Stuart Bowen

**For sports  
schedules -  
Check with  
the Coach or  
Front Office**

# Attendance Related Items →

Cumberland County High School attendance policies are developed from the policies approved by the Cumberland County Board of Education. The full policy ([Board Policy 6.200](#)) can be found [here](#).

On the following pages, you will find the most important information needed to be successful at CCHS.

ATTENDANCE

100%







## Attendance Policy

[Board Policy 6.200](#)

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

Excused absences shall include:

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family; funeral notice
4. Extreme weather conditions;
5. Religious observance;
6. Pregnancy;
7. Summons, subpoena, or court order; or
8. Circumstances which in the judgement of the principal create emergencies over which the student has no control.
9. Other absences as pre-approved by the principal, based on appropriate documentation at least 10 school days prior to day(s) to be missed. **This does not include personal family vacations.**
10. If a student is exempt from final exams per Board Policy, the absence on the day of the exam is excused.
11. Driver's license/permit appointments will be excused with proof of appointment.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without consent of the student or parent/guardian. Request for student to attend school in adjoining counties shall be considered on a case-by-case basis.



## Attendance Procedures

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

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

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

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

## Absence during Midterm or Final Exam

Midterm and Final Exams are not to be taken before the scheduled exam time for that class unless there is prior Administrative approval. If a student is absent, whether it is an anticipated absence or sickness, the exam may be made up with the teacher after the scheduled test date. **We will follow the guidelines for make-up work concerning excused and unexcused absences.**

## Check Out Policy

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

1. Be signed-out at the Attendance Office by a parent or legal guardian in person (**Phone checkouts will not be permitted**).
2. Bring a note, signed by the parent or legal guardian, that has:
  - o Your full name
  - o The reason you need to check out
  - o The date and time your need to check out
  - o A phone number where your parent/legal guardian can be reached for confirmation (all notes must be verifiable)

**All notes must be turned in before first period on the day your plan to check out.**

*Remember ... you must be in class at least 1 hour to be counted present for that class.*

## Driver's License Revocation

More than 10 consecutive or 15 reported absences (excused or unexcused) by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least 2 full unit subjects or their equivalency at the conclusion of a subsequent grading period.

## Exam Exemptions

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

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

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

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

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

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

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

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

## Forged Notes or Forged Official Documents

Cumberland County High School considers any note that has not been signed by the parent or legal guardian as an illegal document. Students need to be aware that forging a signature or altering a note for oneself or for anyone else is a serious offense and will result in a disciplinary action.

## Make-Up Work

### [Board Policy 6.200](#)

High school students will be allowed to make-up work from all excused absences..

The following guidelines will be used to submit all make-up work:

1. One day absent, students will have 3 school days to make up work;
2. Two consecutive days absent, students will have 4 days to make up work;
3. Three consecutive days absent, students will have 5 school days to make up work

(The number of consecutive days missed +2 will equal the total number of days students are allowed to submit make-up work.)

Extenuating circumstances may be appealed to the building principal.

## Perfect Attendance

If you are present at least half of every day (including final exam days), your permanent record will reflect perfect attendance. You will receive a certificate and be recognized for perfect attendance at the end of the year. If you are a senior and have perfect attendance, you will be recognized during graduation or class night ceremonies; this will include early graduates.

## School Nurse Dismissal

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

## Tardy Policy

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

- Students are allowed 3 unexcused tardies per nine weeks period, without a penalty;
- Students will receive an after-school detention for each unexcused tardy occurring from #4 through #6;
- On unexcused tardy #7 through #9 the result will be a suspension for a parent conference with punishment to be determined at the parent conference;
- In-school suspension shall be assigned for unexcused tardies #10 through #12;
- Truancy Court will be automatically assigned on tardy #13
- **All students who obtain four or more unexcused tardies in any class will be required to take the semester exam regardless of grade average or days absent.**

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

# Truancy

## [Board Policy 6.200](#)

Students who are absent five days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parents/guardians of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan prior to referral to juvenile court. If a student accumulates a total of five unexcused absences, then he/she is subject to referral to juvenile court.

Progressive Truancy Intervention Plan – Students with three unexcused absences shall be subject to the progressive truancy intervention framework outlined below:

### Tier I

1. After three unexcused absences a student and parent will be required to meet with a school attendance representative to discuss reasons for student absences.
2. Set up an attendance contract with student and parents to be signed by all including the attendance representative.
3. Contract must include: Attendance policy, and penalties for additional absences.
4. Regularly scheduled follow-up meetings, with the student to discuss his/her progress. If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to the additional intervention tiers.

### Tier II

1. After the 4<sup>th</sup> unexcused absence, an individualized assessment by a school counselor will be conducted to determine why the student has been absent from school. This may result in referral to counseling, community-based services, or other services to address the student's attendance problems
2. Parents will be required to have a meeting with the school counselor, teachers, and attendance representative.

### Tier III

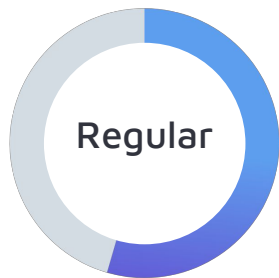
1. After the 5<sup>th</sup> unexcused absence, the student will be referred to Truancy Court.
2. Failure to attend Truancy Court and/or additional absences, the student will be cited to Juvenile Court.
3. The Court will be provided a report of all interventions that have been provided to support this student. **Upon completion of Tiers I, II, and III, the student will be cited to Juvenile Court.**

## Non-School Sponsored Extracurricular Activity

The principal may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse not more than ten absences each school year. No later than seven business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. Include the following

1. Student's name and personal identification number
2. Student's grade
3. The dates of the student's absence
4. The reason for the student's absence, and
5. The signature of the student and parent/guardian

# Bell Schedules

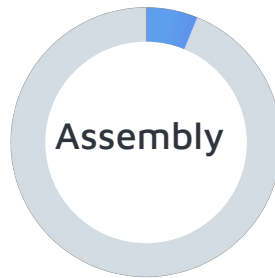


**Regular**

1<sup>st</sup> BLOCK: 7:45 – 9:05  
 walking time: 9:05 – 9:13  
 2nd BLOCK: 9:14 – 10:34  
 walking time: 10:34 – 10:39  
 3<sup>rd</sup> Block: 10:40 – 11:25  
 4<sup>th</sup> BLOCK: 11:31 – 1:18  
 walking time: 1:18 – 1:23  
 5th BLOCK: 1:24 – 2:45

**LUNCH**

11:25 – 11:51  
 11:54 – 12:20  
 12:23 – 12:49  
 12:52 – 1:18

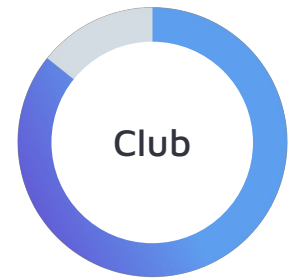


**Assembly**

FIRST BLOCK: 7:45 – 8:56  
 SECOND BLOCK: 9:05 – 10:16  
 SKINNY THIRD: 10:21 – 10:51  
 FOURTH BLOCK: 10:56 – 12:43  
 FIFTH BLOCK: 12:48 – 1:59  
 ASSEMBLY: 2:05 – 2:45

**LUNCH**

10:51 – 11:14  
 11:17 – 11:45  
 11:48 – 12:14  
 12:17 – 12:43

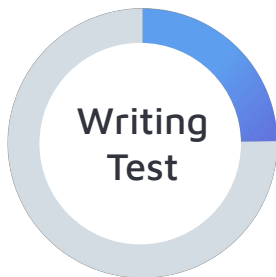


**Club**

HOMEROOM / CLUBS: 7:45 – 8:25  
 FIRST BLOCK: 8:34 – 9:45  
 SECOND BLOCK: 9:50 – 11:01  
 SKINNY THIRD: 11:06 – 11:36  
 FOURTH BLOCK: 11:40 – 1:29  
 FIFTH BLOCK: 1:34 – 2:45

**LUNCH**

11:36 – 12:02  
 12:05 – 12:31  
 12:34 – 1:00  
 1:03 – 1:29



**Writing  
Test**

FIRST BLOCK: 7:45 – 9:21  
 SECOND BLOCK: 9:26 – 11:02  
 FOURTH BLOCK: 11:07 – 1:05  
 FIFTH BLOCK: 1:10 – 2:45

**LUNCH**

11:28 – 11:54  
 11:57 – 12:23  
 12:26 – 12:52  
 12:55 – 1:21 A, C,

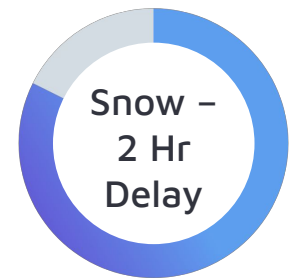


**Homeroom**

HOMEROOM: 7:45 – 8:03  
 FIRST BLOCK: 8:11 – 9:28  
 SECOND BLOCK: 9:34 – 10:52  
 SKINNY THIRD: 10:58 – 11:28  
 FOURTH BLOCK: 11:34 – 1:21  
 FIFTH BLOCK: 1:27 – 2:45

**LUNCH**

11:28 – 11:54  
 11:57 – 12:23  
 12:26 – 12:52  
 12:55 – 1:21



**Snow –  
2 Hr  
Delay**

FIRST BLOCK: 9:45 – 10:31  
 SKINNY THIRD : 10:37 – 11:07  
 SECOND BLOCK: 11:13 – 1:00  
 FOURTH BLOCK: 1:06 – 1:52  
 FIFTH BLOCK: 1:58 – 2:45

**LUNCH**

11:07 – 11:33  
 11:36 – 12:02  
 12:05 – 12:31  
 12:34 – 1:00

# Clubs and Organizations

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

## Blue

### Anime Fan Club

Sponsor: Mr. Akin

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

### FFA – The National FFA Organization

Sponsors: Mr. Atkinson, Mr. Wilson, & Ms. Lea

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

### Future Business Leaders of America

Sponsor: Mrs. Pratt

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

### Aviation

Sponsor: Mr. Hall

We will explore everything related to the world of aviation. Planes, drones, careers, etc.

### Project 7

Sponsor: Mr. Alva

## Gold

### FCCLA

Sponsor: Mr. Tumulty & Mrs. Rachel Davis

The purpose of FCCLA is to encourage students to gain individual leadership skills, group involvement, and promote family and community relations. This is accomplished by members planning and carrying out activities that are beneficial to others and the FCCLA club. Members participate in a number of activities and competitions throughout the year. Dues are \$20.

### Fellowship of Christian Athletes

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

### Health Occupation Students of America

Sponsors: Mrs. Gilpin

HOSA is a service organization related to health care in our community. Any interested in health care is welcome. Our goal is to increase awareness of health issues and improve our communities well being. There is opportunity for travel and interaction with many healthcare careers through a variety of activities in HOSA. Dues are \$20.00.

### Art Club

Sponsor: Varner

## White

### Academic Team

Sponsor: Ms. Nelson

The Academic Team competes in Quiz Bowl competitions within the Eastern-Middle Tennessee area. The team also hosts the Cumberland County Middle School Quiz Bowl once each semester. The team practices weekly, and team members study to increase their knowledge in all academic areas and current events.

### BETA

Sponsor: Mrs. Filler, Ms. Nelson, & Mrs. Allen

The BETA Club is an organization that emphasizes academic achievement, leadership development, character, and service to others. Membership is open to students who have a 93 average or above. Freshmen may join in the fall semester on a probationary period.

### Chess

Sponsor: Mr. Akin

### Student Government Association

Sponsor: Mrs. Hall

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

### Chick Fil A Leadership Academy

Sponsor: Kiley Allen



# Clubs and Organizations

– continued

## Blue

### Mathematics

Sponsor:

### The League (Fantasy Sports)

Sponsor: Mr. Phipps

### Teens For Christ

Sponsor: Mrs. Buck

### Bible

Sponsor: Mr. Wright

### Animation

Sponsor: Mr. Rickman

## Gold

### Interact

Sponsors: Mr. Boyd

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

### Leo Club

Sponsor: Mr. McInerney

Leo clubs are sponsored by Lions clubs to inspire volunteerism and leadership in young people ages 12 and up. There are more than 5,700 Leo clubs worldwide. Required dues are \$10.00 per year.

### Media

Sponsor:

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

### Role Playing Games

Sponsor: Mr. Rickman/Wright

### Spanish

Sponsor: Mr. Walker

The sole purpose of the club is to introduce its members to avenues of Hispanic culture such as cuisine, theater, and arts, which are not accessible in the regular classroom setting. Membership in Spanish Club is open to anyone who is currently enrolled or has been enrolled in a Spanish class. Membership dues are \$10.00, and this money goes toward a scholarship given to a senior member.

### Reader Volunteer

Sponsor: Mrs. Atkinson

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

## White

### French

Sponsor: Mrs. Robbins

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

### Jet Theatrics

Sponsor: Mrs. Robbins

The drama club offers on and off stage opportunities to work on student productions and theatrical outreach, as well as competitive events, such as the Roane State Festival and Poetry Out Loud. All members must be available on a regular basis after school for rehearsals and technical meetings. Members must also have transportation to and from rehearsals and performances. Required dues are \$20 per member and participation in the annual fundraiser is expected.

### Skills USA

Sponsor: CTE Teachers

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

### Graphic Art and Design

Sponsor: Mr. Rickman

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

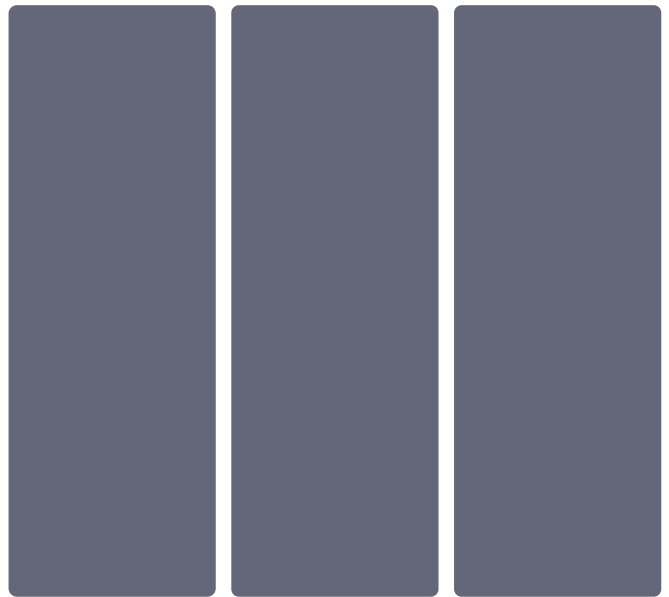
**Want to have a new club or have some other student meetings?**

**The CCBOE has policies regarding new clubs and meetings, [BOE Policy 4.802](#). For more information click [here](#).**

# Counseling, Academics, Guidance



The following pages contain information regarding academics and the guidance department at CCHS. When you have questions that can't be answered here, you should contact your School Counselor.



WE NEED!!!!  
CCHS JETS at 100% TNReady Graduates

TNReady  
Graduate  
Criteria



1. ACT composite of 21 or higher **or;**
2. 4 EPSO's (Early Post Secondary Opportunities): Dual Enrollment, Advanced Placement, Statewide Dual Credit. **or;**
3. 2 EPSO's + 31 or higher on the ASVAB **or;**
4. 2 EPSO's + earn an industry certification.

# Counseling

## **Advanced Level Courses**

The following courses are recognized as advanced courses at CCHS and will receive extra half or whole points when figuring grade point average. Extra points will also be added to a student's average for these courses with honors courses receiving three points, dual enrollment courses receiving four points, and advanced placement courses receiving five points. Check the course catalog for more information.

Honors Anatomy and Physiology

AP Art

AP Biology

AP Chemistry

AP Computer Science Principles

AP English 11

AP US History

Dual Credit Teaching as a Profession

Dual Enrollment College Algebra

Dual Enrollment Accounting

Dual Enrollment Calculus 1

Dual Enrollment English 12

Dual Forestry

Dual Enrollment Precalculus

Dual Enrollment Statistics

French 3 & 4

Honors Agriscience

Honors Algebra 1 & 2

Honors Biology 1 & 2

Honors Chemistry 1 & 2

Honors Criminal Justice 2

Honors Economics and Personal Finance

Honors Engineering 2

Honors English 9, 10, 11, and 12

Honors Forensic Science

Honors Geometry

Honors US History

Honors Physical Science

Honors World History and Geography

Honors Veterinary Science

Honors Visual Communication

Physics

Spanish 3 & 4

## **Advanced Placement Courses**

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

## **Career Planning**

Use Naviance to assess your interests, skills, and work values. All Cumberland County students have a login for the program. It has educational and career development planning tools and resources for students. Students may also use the program to apply to colleges and determine schools that align to the student's possible career choices.

## **Counseling Services**

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

## **College Admissions Requirements**

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

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

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

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

# Counseling – continued

## Credit Recovery

Students who fail a core academic course with a grade of 60 or above may enroll in credit recovery. Please see the Counseling office for more information.

## Determining Class Rank

### [Board Policy 4.602](#)

Students must be enrolled full time at the home base school to be eligible for ranking among the top high school seniors.

Final grade earned in each class grades 9, 10, 11, and the first semester of grade 12 are used in determining final class standing. This standing is based on a combination of Grade Point Average (GPA) and the Quality Point Average (QPA).

To **determine your Quality Point Average (QPA)** each course is given a point based on its classification as regular, honors, AP, dual credit, or dual enrollment class. Add your total and divide by the number of classes taken. This calculation will be between 0.0 and 6.0

Regular classes receive:

A – 4 points  
B – 3 points  
C – 2 points  
D – 1 point  
F – 0 points

Regular half credit classes receive:

A – 2 points  
B – 1.5 points  
C – 1 point  
D – 0.5 points  
F – 0 points

## ... Class Rank – cont.

Honors classes receive:

A – 4.5 points  
B – 3.5 points  
C – 2.5 point  
D – 1.5 points  
F – 0 points

Half credit honors classes receive:

A – 2.25 points  
B – 1.75 points  
C – 1.25 points  
D – 0.75 point  
F – 0 points

AP, Dual Credit, Dual Enrollment, Statewide Dual Credit, and Industry Certification classes receive:

A – 5 points  
B – 4 points  
C – 3 point  
D – 2 points  
F – 0 points

AP and Dual half credit classes receive:

A – 2.5 points  
B – 2 points  
C – 1.5 point  
D – 1 points  
F – 0 points

GPA calculations will be called Lottery GPA and local weighted GPA. The Lottery GPA will be based on a 4.0 scale. The local weighted GPA will be based on a 5.0 scale. Upon request by the student, that student's class rank will be released for the purpose of scholarships and/or extended education.

## ... Class Rank – cont.

**For academic recognition,** Cumberland County Schools will utilize the following Latin system based on local weighted GPA:

- Summa Cum Laude - 4.25 and above
- Magna Cum Laude – 4.00 to 4.24
- Cum Laude – 3.75 to 3.99

**Valedictorian and Salutatorian will be chosen using the following criteria:**

- Must be a graduating senior enrolled full time at CCHS in physical attendance
- Must qualify for Summa Cum Laude
- Must meet the benchmarks on the ACT
- Will have the two highest numerical averages of the final course grades in the top half of the Summa Cum Laude graduating class
- Ties for all above criteria will be broken by ACT composite
- Must be in attendance first semester of senior year and 2 of the four semesters prior to senior year.
- Middle College students do not qualify for Val or Sal
- Middle College students will have all college coursework transcribed into their official course record. These students will receive a CCHS Middle College class rank separate from high school students not classified as Middle College students.

# Counseling - continued

## **Dual Enrollment Courses**

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

The Dual Enrollment Grant will pay for the first (three hour) five courses and the student pays for all further courses. Students must have a GPA of 3.0 for enrollment and then maintain a GPA of 2.75 or better in all college level courses in order to continue to receive the grant for dual enrollment courses. Students desiring to enroll in academic core courses, such as Comp I or Comp II must have an ACT English score of 19. Students desiring to enroll in a math course must have an ACT Math score of 19 for Statistics, 21 for College Algebra, and 23 for Precalculus.

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

## **Extra Grade Cards**

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

## **Grading**

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

A – 90 and above

B – 80-89

C – 70-79

D – 61-69

F – below 60

Final grade notification

- Honors courses that meet all appropriate content standards will receive three points added to their numeric final grade
- Dual enrollment courses - student must be enrolled in a post-secondary institution to receive four additional points to their final numeric grade
- Statewide dual credit courses – students enrolled in a SDC course must sit for the dual credit exam in order to receive four additional points on their final numeric grade
- AP courses receive five additional points on their numeric final grade, students are required to take the AP exam
- Industry Certifications courses will receive an additional four points if the student sits for the industry certification exam
- if the additional weighting is awarded prior to participation in the culminating exam and the student does not participate in the culminating exam, the additional points will be removed

## **Grading – cont.**

Grades will be reported each nine-week period. Nine-week grades will be computed as follows:

Test Average 40%

Daily Average 40%

Nine Weeks Exam 20%

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

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

A student may receive an incomplete grade on his/her grade card for various reasons. These open or incomplete grades must be completed within 10 school days after grade cards have been issued or students will receive no credit.

A final term test schedule will be provided for each testing period. Teachers will give tests only as they are scheduled. No unit test, chapter test, etc. will be given on those days.

Grade cards are given out by the homeroom teacher on scheduled days following the end of the nine-week period.



# Counseling - continued

## Pre-Registration and Registration

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

## Schedule Change Guidelines

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

Please complete change forms available in the Guidance office.

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

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

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

Requests for changes need to be submitted by August 14<sup>th</sup> for the 1<sup>st</sup> semester and January 11<sup>th</sup> for 2<sup>nd</sup> semester.

## Senior Tips

- Compile a personal fact sheet (resume)
- Attend available College and/or Career Fairs
- Narrow college choices. Choices to consider: Admission Requirements, Academic Life, Student Body, Campus Life, Cost
- Apply online for college
- After you have sent your college applications, notify the Guidance Secretary to send transcripts to the colleges of your choice. Colleges will not accept transcripts unless they are mailed from the high school.
- Students applying for athletic scholarships must submit an application to the NCAA Clearinghouse.
- If you need recommendations from the faculty, please notify them well in advance. Make sure you have a resume to hand each teacher when you ask him/her to write a recommendation.
- A student applying for any type of scholarship must fill out a financial aid form. Financial aid forms should be filled out as early as possible after January 1.
- Report final college choice and scholarships you have to your counselor.
- Please remember after all high school work has been completed, a final transcript must be sent to the college/technical institution you have chosen to attend. Request this before graduation or before your last day of school.

# Counseling - continued

## Testing Schedule

- **ACT** – check for further information and register online [here](#)

September 9th register by August 4, 2023

October 28th register by September 2, 2023

December 9th register by November 3, 2023

February 10th register by January 5, 2024

April 13th register by March 8, 2024

June 8th register by May 3, 2024

July 13th register by June 7, 2024

- **ACT** Senior Retake October 17th

- **TNReady** – end of course exams given in November/December and April/May

- **PSAT** – TBA

- **SAT** – check for further information and register online [here](#)

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

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

## Transcripts

Students requesting a transcript should go to the CCHS website and fill out the request form.

## Transfer Students

- Transfer students entering CCHS must provide a Tennessee certificate of immunization and proof of residence before registration can occur. The student who does not reside in Cumberland County with his/her parents or court appointed guardian will make appointment with the CCHS Registrar.
- Upon registration, a transfer student may be required to present an official letter from the previous school stating any attendance or disciplinary problems encountered at the last school attended.

# Graduation Requirements

## Classification of Students

Freshman: 0 credits

Sophomore: 3 credits

Junior: 11 credits

Senior: 19 credits

## Core Curriculum

Classes required for students graduating from CCHS:

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

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

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

## Diplomas

### [Board Policy 4.605](#)

Regular High School Diploma

Special Education Diploma

Alternate Academic Diploma

*Specific requirements for each diploma are included in the board policy*

## Early Graduation

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

## Six Year Plan

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

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

## University Concentration

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

2 units of the same Foreign Language

1 unit of Fine Arts (Performing or Visual)

# Graduation Accolades

## **Crossing the Stage at Graduation**

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

## **Graduating with State Honors**

Students who score at or above all the subject area benchmarks on the ACT or equivalent with graduate with honors. ACT Benchmarks:

English 18, Math 22, Reading 22, Science 23

## **Graduating with State Distinction**

Students will be recognized as graduating with state distinction by attaining a B (3.0) or better average and completing at least one of the following:

- Earn a national and/or state recognized industry certification
- Participate in at least one of the Governor's Schools
- Participate in at least one of the state's All State music organization
- Earn statewide recognition or award at a skill- or knowledge-based state tournament, convention, or competition hosted by a statewide student organization, and/or qualify for national recognition by a national student organization
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of 31 or higher composite score on the ACT or SAT equivalent
- Attain a score of 3 or higher on at least two advanced placement exams
- Earn 12 or more semester hours of transcribed postsecondary credit

## **Graduating with District Distinction**

Students shall be recognized as graduating with district distinction if they have met all graduation requirements, have obtained an overall grade point average of at least a 3.0 or higher on a 4.0 scale, and have earned an industry certification in his or her career interest category or a regionally-recognized industry certification.

## **Graduating as a Tri-Star Scholar**

A student who earns a composite score of 19 or higher on the ACT, or an equivalent score on the SAT, and earns a capstone industry certification as promoted by the TN Department of Education, shall be recognized as a Tennessee Tri-Star Scholar upon graduation.

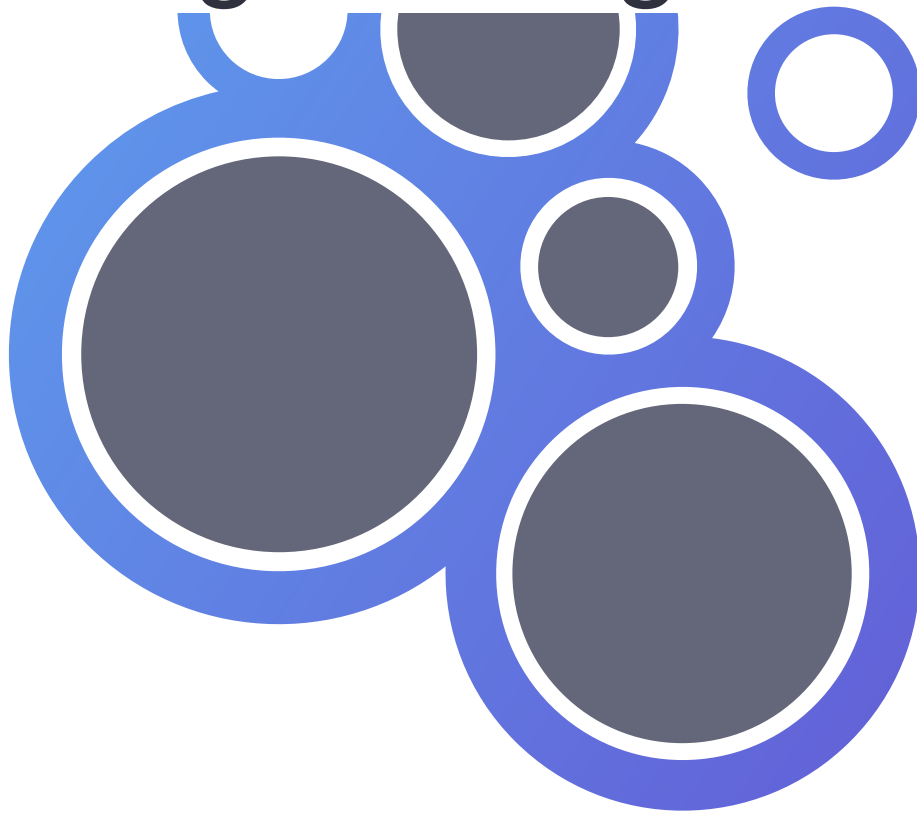
## **Graduating as a Tennessee Scholar**

You will have the opportunity to graduate as a Tennessee Scholar if you meet all graduation requirements, have 95% attendance, maintain at least a C average (2.0), and complete 80 hours of volunteer service during your high school career.

## **Other Graduation Recognitions**

- Students receiving a TN Seal of Bi-literacy
- Students receiving a gold or platinum medal on National Career Readiness Certificate
- Students graduating with a district-developed work ethic distinction
- Middle College

# Knowing What to Do & Doing the Right Thing



## Jet Pride

CHS JETS work for a greater good.

Everything we do is to make our world better, starting with the world we touch! GO JETS!!!

Find the  
Student  
Code of  
Conduct  
[here](#)

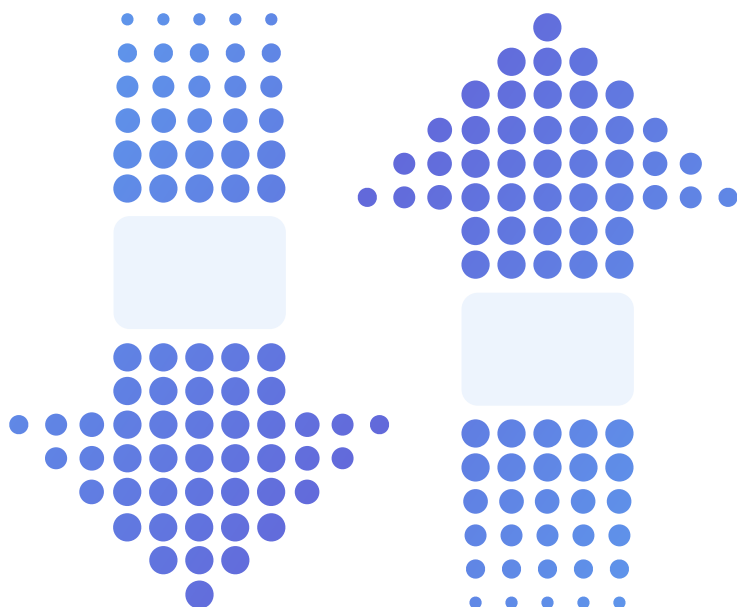
JET PRIDE = CLASS, CHARACTER, ACADEMIC  
EXCELLENCE

# Code of Conduct

## Board Policy 6.3

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

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





# Violations and Disciplinary Actions



Below is the expected disciplinary action for specific actions.

<u>Violation</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>
Possession, use or threatened use of a firearm TCA 39-17-1309, TCA 49-6-3401 (Zero Tolerance)	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion	Expelled for a calendar year; May appeal through Disciplinary Hearing
Transferring, Possession, use or under influence of drugs, intoxicants, and inhalants TCA 49-6-3401 (Zero Tolerance)	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion	Long Term Suspension; May appeal through Disciplinary Hearing
Committing physical battery upon any teacher, principal, administrator, resource officer, or any employee of local education agency TCA 49-6-3401 (Zero Tolerance)	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion	Long Term Suspension; May appeal through Disciplinary Hearing
Possession, use or threatened use of other weapons (not limited to): knives, guns, pellet guns, stun guns, brass knuckles or any weapon not inherent to the educational process	Out of School Suspension for Parent Conference or Long-Term Suspension	Long Term Suspension; May appeal through Disciplinary Hearing
Vandalism of Property	Detention, In-School Suspension and/or Out-of-School Suspension (short or long term), Work Detail, Pay Restitution, Sign Probation Agreement	Long Term Suspension; Work Detail, May appeal through Disciplinary Hearing
Possession or Use of Fireworks	In-School and/or Out-of-School Suspension, or Saturday School	Long Term Suspension, Disciplinary action at the discretion of the Administration; May appeal through Disciplinary Hearing
Fighting or Physical Assault	Out-of-School Suspension, Remanded to Alternative School, Sign Probation Agreement, and Cited to Juvenile Court	Long Term Suspension and Cited to Juvenile Court
Gambling	Detention, In-School and/or Out-of-School Suspension, or Saturday School	Long Term Suspension and Cited to Juvenile Court, May appeal through Disciplinary Hearing
Abuse of Staff, Other Students and their Rights (verbal, physical, bullying, or harassment)	Detention, In-School and/or Out-of-School Suspension, or Saturday School	In-School and/or Out-of-School Suspension, or Saturday School, Disciplinary action at the discretion of the Administration
Stealing	Detention, Pay Restitution, In-School and/or Out-of-School Suspension, or Saturday School	Disciplinary action at the discretion of the Administration
Truancy/Skipping Class	Parent Notification AND Two Detentions or One Saturday School	Parent Notification and Four Detentions or Two Saturday Schools
Unauthorized Leaving Campus	Notify Parent; Parking Privileges may be Suspended, Disciplinary action at the discretion of the Administration	Notify Parent; Parking Privileges may be Suspended, Disciplinary action at the discretion of the Administration
Cheating and Plagiarism	Zero on Assignment and Notify Parent, Possible Suspension for Parent Conference, Disciplinary action at the discretion of the Administration	Zero on Assignment and Notify Parent, Possible Suspension for Parent Conference, Disciplinary action at the discretion of the Administration
Violation of any Discipline Issue	Detention, In-School and/or Out-of-School Suspension, or Saturday School, Work Detail, Remanded to Alternative School	In-School and/or Out-of-School Suspension, or Saturday School, Work Detail, Remanded to Alternative School

# Violations and Disciplinary Actions

continued



Below is the expected disciplinary action for specific actions.

<u>Violation</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>
Use/Possession of Tobacco or Related Products (i.e., lighters, rolling papers, e-cigarettes, etc.) TCA 39-17-1505	One Day of In-School Suspension and Parent Notification, Conference with SRO (three page report concerning the dangers of use)	Two Days of In-School Suspension and Parent Notification, Cited to Juvenile Court per Tennessee Law
Tardy to School/Class	Tardy #4 through #6 – One Lunch Detention each Tardy #7 through #9 – One Detention each	Tardy #10 through #12 – One In-School Suspension each Out-of School Suspension for Parent Conference
Vulgar or Profane Language	Detention, In-School Suspension and/or Out-of-School Suspension or Saturday School, Parent Conference	In-School Suspension and/or Out-of-School Suspension or Saturday School, Parent Conference, Disciplinary action at the discretion of the Administration
Cell Phones and Personal Communication Devices	Taken and held for Parent Pick-up after 2:45 p.m. and One Detention	Taken and held for Parent Pick-up after 2:45 p.m. and Two Detentions
Public Displays of Affection	Warning and Possible Parent Notification depending on Violation	Parent Notification and One Detention
Bus Discipline	Warning and Parent Notification	Parent Notification and 3 Day Bus Suspension 3 <sup>rd</sup> Bus Offense – Parent Notification and 5 Day Bus Suspension 4 <sup>th</sup> Bus Offense – Parent Notification and 10 Day Bus Suspension 5 <sup>th</sup> Bus Offense – Bus Suspension for Remainder of Semester

- Except for Zero Tolerance, 3<sup>rd</sup> and subsequent violations will result in disciplinary action at the discretion of the Administration.
- Important Note: if it is determined at any time that parking privileges contributed to truancy, or other disciplinary issues those parking privileges will be suspended.

# Suspensions

## [Board Policy 6.316](#)



### Procedures for In-School Suspension, Out-of-School Suspension, and Expulsion

#### ✓ In-School Suspension

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

#### ✓ In-School Suspension Rules and Regulations

- Students must have all textbooks, paper, pen/pencil, chromebook, etc....in assigned seat in ISS.
- ALL CELL PHONES AND ANY OTHER PERSONAL ELECTRONIC DEVICES WILL BE TAKEN UP AND RETURNED AT THE END OF ISS.
- Restroom breaks and lunch will be taken care of by the ISS teacher.
- No food, drink, gum, or candy is allowed in ISS except during lunch.
- No talking or sleeping is allowed in ISS. (All students will work.)

***Due to In-School Suspension being a last attempt to keep a student in school, any violation of the above rules may result in parents being called to come and get their student and the student being suspended pending a Parent Conference.***

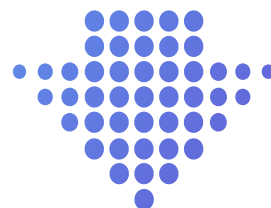
#### ✓ Out of-School Suspensions

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned and/or allowed to give an explanation.
2. Upon suspension/expulsion of any student (ISS in excess of one day), the principal shall make an attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing: a) Of the suspension/expulsion and the cause for it; and b) A request for a meeting with the parent or guardian, students and principal, to be held as soon as possible, but no later than five days following the suspension/expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six and the maximum of ten days, the principal shall develop and implement a plan for correcting the behavior.
5. If at the time of the suspension, the principal determines that an offense has been committed which, in the judgement of the principal would justify a suspension/expulsion for more than ten days, or 15 accumulative days in a semester, he/she may suspend/expel the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten days or fifteen days of accumulative days in a semester. All appeals must be filed, orally or in writing, within five days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

**Remand:** Assignment to an alternative school

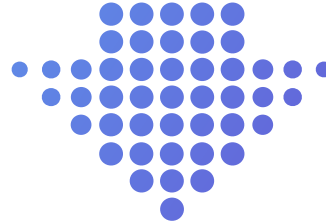
**Suspension:** Dismissed from attendance at CCHS for any reason not more than ten consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

**Expulsion:** Removal from attendance at CCHS for more than ten consecutive days or more than fifteen days in a semester



# Suspensions (Continued)

## [Board Policy 6.316](#)



### Procedures for In-School Suspension, Out-of-School Suspension and Expulsion (Continued)

#### ✓ Out of-School Suspensions

7. The appeal from this decision shall be to a disciplinary hearing authority appointed by the director of schools and consisting of at least three certificated employees. The hearing shall be held no later than the ten school days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent or guardian and student by the principal.
8. After the hearing, disciplinary action outlined below may be taken.
9. A written record of the proceedings, including summary of the facts and the reasons supporting the decisions, shall be made by the disciplinary hearing authority. The student or principal may within five days of the decision request review by the director of schools
10. After review of the record, the director of schools may affirm the decision of the hearing authority, modify the decision to a lesser penalty, or grant a hearing before the Board.
11. After the hearing, the Board may affirm the decision of the director of schools or modify the decision in any manner, including imposing a more severe penalty than that of the hearing authority, or director of schools.
12. If the suspension occurs during the last ten days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete course of instruction for that semester, subject to conditions prescribed by the principal.
13. Students under suspension from one school in the school system cannot enter another school in the system.

#### ✓ Disciplinary Hearing Authority

##### [Board Policy 6.317](#)

The Disciplinary Hearing Authority (DHA) will conduct hearings for students who appeal a suspension. The Board shall appoint a DHS committee comprised of Central Services personnel.

The director of schools shall appoint a chairman of the DHA who will perform the following duties:

1. Set the time, place and date for each hearing; then provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place, and date of the hearing.
2. Notify appropriate persons of each meeting within 48 hours of receiving notification of the suspension/expulsion. The hearing must be held no later than ten days after the beginning of the suspension;

The DHA may take the following disciplinary actions:

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

After review of the record, the director of schools may affirm the decision of the DHA or modify the decision in any manner, including imposing a more severe penalty than that of DHA hearing, or grant a hearing before the Board. If a hearing is referred to the Board, the Board may affirm the decision of the director of schools or modify the decision in any manner, including imposing a more severe penalty than that of the DHA hearing.

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

# Dress Code

[Board Policy 6.310](#)

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

## **Violations may result in the following consequences:**

**First Violation:** The student will receive a written warning and the violation must be corrected.

**Second Violation:** Parents will be notified; the violation must be corrected, and a detention will be assigned.

**Third Violation & Subsequent Violations:** **Disciplinary action at the discretion of the administration.**

## **Student Dress Code Procedures/Expectations**

**(The principal's judgment shall prevail in all matters regarding the application of these rules.)**

### **The following shall NOT be worn at school or school sponsored events during regular school hours for ALL students:**

- Clothing or accessories that denote affiliation with any gang associated with criminal activity or a safety hazard or security risk
- Ill-fitting clothing such as saggy/baggy pants or pants dragging the floor.
- Excessively oversized clothing including but not limited to coats and/or trench/duster style.
- From a relaxed standing posture, clothing exposing skin mid-thigh or higher (no skin showing).
- Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol, or drug products
- Caps, hats, or headscarves, for boys or girls, will not be worn inside.
- Form-fitting/body-fitting clothes or clothes with revealing necklines.
- No pajamas.

### **The following rules shall be enforced for all students:**

- Any color or style of shoes may be worn, with the exception of "heely" or bedroom slipper type of shoes.
- Shirts or tops with leggings shall be worn so that its length appropriately covers front and behind.
- From a relaxed standing posture, without leggings, shorts/skirts/dresses will be no higher than mid-thigh. Slits in skirts/dresses will be no higher than mid-thigh.
- No tinted glasses/sunglasses are permitted to be worn inside the building unless prescribed by a doctor.
- Large heavy jewelry chains, and any jewelry, that could be deemed harmful or dangerous, will not be permitted.
- Valuable clothing and jewelry are discouraged.
- Shirt and blouse length may not be so short that students raising their elbows to the height of his or her shoulder exposes midriff and must cover at least 3" of the shoulder so as not to reveal the torso or undergarments. Halter tops, tank tops, cropped tops, or muscle shirts that reveal a bare midriff or lower back are not allowed; no midriff bare skin should be visible while standing, sitting, or raising one's hand in class, or walking in the hallways.
- No costume attire or distracting clothing except on special dress days.

### **NOTES:**

1. Special dress days may be designated by the principal to include but not limited to the following examples: field days, picture days, school spirit days, etc.
2. If a student cannot comply with the standardized dress code because of religious beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

# Driver's License and Parking Permit

Students who wish to drive to and park at school should first obtain a parking permit application from the BookKeeper's Office. Then the student should then present to the Bookkeeper's Office:

- Signed Parking Permit Application
- A valid driver's license
- A non-refundable \$25 fee (Fees are decreased to \$15 after the start of 2<sup>nd</sup> Semester)

These students will be expected to adhere to the following rules:


- Maintain and possess a valid driver's license
- Stay off and away from cars during school hours
- Practice good driving habits at all times; reckless driving or disregard for safety regulations will result in loss of parking privilege
- Allow school buses the right of way
- Park in his/her assigned space that corresponds to the number of his/her parking permit with permit visible
- Never leave the campus (unless appropriately checked out from the Attendance Office) at the end of the day until the first wave of buses has departed at 2:45 pm
- Must not lend, sell, or transfer their permit. Permits must be used on the registered vehicle only
- Cars parked in an unauthorized area, with or without a valid parking permit, may result in a parking violation notification, detention, Saturday School, loss of parking permit, and/or towed at owner's expense.
- Students may not park at an elementary school, and then board a bus to the high school. Vehicles will be towed at the owner's expense
- Vocational students are not permitted to drive to the Technology Center without permission from the Vocational Director and the Tennessee Technology Center Director
- Illegally tinted vehicle windows (under 35%) will not be allowed. TCA 55-9-107
- All students should lock and secure their vehicles.

## To Obtain a TN Learner's Permit

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

- **Students cannot have 15 total unexcused absences in a semester OR**
- **10 consecutive unexcused absences in a semester AND**
- **Students must have passed at least 2 subjects the previous semester**

If all above conditions are met, students should go to the Assistant Principal's Office to fill out a Compulsory Attendance Form. The form will then be available for the student to pick up the next day.



## **Driver's License and Parking Permit**

## Loss of Parking Driving Privileges

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

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

## Reinstatement of Driver's License

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

- Attend school for 30 consecutive days with no unexcused absences.
- Make passing grades in at least 3 subjects during next semester grading period.
- Show acceptable classroom behavior during this qualifying period.

**Students who lost their license a 2<sup>nd</sup> time will not be able to reinstate them until the age of 18.**



# General Information



## Cell Phones

For specific information reference [CCBOE Policy 6.312](#)

A student may possess a personal communication device such as a cell phone, tablet, iPad, or any similar type device, in school, on school property, at after school activities and at school-related functions, provided that during school hours and on a school bus the personal communication device remains off and concealed from view.

High School students are permitted to use personal communication devices during class change and lunch.

At no time will any student utilize a personal communication device in an attempt to undermine instructional practices or violate an individual's privacy, doing so will result in suspension.

This does not restrict the use of communication devices as an instructional tool to be used at the discretion of the teacher.

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

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

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

## Academic Integrity

Students are expected to be honest in their work. Dishonesty in academic work, such as plagiarism and cheating, will result in a zero on the assignment and parent notification. Any subsequent incidents will result in more stringent punishment.

## Areas off Limits to Students

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

## Book Bags

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

## Cafeteria

Breakfast is served every day beginning at 7:00 am until 7:35 am. There is no cost for students. Lunch is served for students at a charge of \$2.70. Free and reduced lunch applications are available from the Advisory teacher. Students may also bring their lunch if they choose, but they must eat in the cafeteria. Out of consideration of others, please do not skip line, Students are to return all dishes, trays, silverware, and trash to the cleaning room upon completion of their meal. Failure to do so will result in work detail or detention.

Students must stay in the cafeteria the entire lunch period. Drink machines and snack machines are not to be used during lunch. Snacks and drinks in a classroom may be consumed at the discretion of the individual teachers.

**Food cannot be delivered to the high school from local eating**

**establishments during school hours.** Students are ONLY permitted to eat during their designated lunch period.

# General Info - continued

## Checks

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

## Conduct

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

## Conduct – cont.

- Toward Official Visitors: Official visitors, whether observers, speakers, or entertainers, are considered to be honored guests and will be treated with courtesy and respect.
- Toward Fellow Students: Each student is expected to show respect for the rights and feels of his/her fellow students and to behave in such a way to draw the respect of others toward himself/herself. Courteous treatment is encouraged. Tolerance of differing beliefs and appearances is essential. Dangerous practices such as pushing or scuffling and “horse-playing” are forbidden.
- Students in leadership positions who exhibit any conduct that results in dishonor to a student or this school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, or violation of the law will result in the forfeiture of the student’s leadership role.

## Conduct – cont.

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

- Harassment/Discrimination/Bullying/Intimidation  
[Board Policy 6.304](#)  
... 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.

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 as 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.

Students and parents should reference the full policy [here](#) for definitions of bullying, cyber-bullying, hazing, and punishments.

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

# General Info -

## continued

### Donations

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

Accounting - \$15

Computer Applications - \$10

Construction - \$15

Culinary Arts 1, 2, 3 - \$15

Family & Consumer Sci - \$15

Foreign Language - \$10

Jazz/Concert Band - \$30

Marching Band - \$125

Physical Science - \$5

Science Classes - \$10

Theatre Arts - \$10

MLR - \$10

Visual Arts 1 through 4 - \$10

Vocal Music - \$10

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

### Drills

#### • Tornado Drills

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

#### • Fire Drills

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

### Drug-Free Schools

#### Board Policy 6.307

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

### Early Arrivals

Once students arrive on campus, they are required to remain on campus unless they check out through the attendance office. Students should stay in the breezeway, halls, cafeteria, or the front lobby. Drop-off in the mornings and pick-up in the afternoon should be made in the parking lot by the Dollar General side. Students eating breakfast should stay in the cafeteria. There should be no loitering in the restrooms.

# General Info

- continued

## Extra Curricular Activities

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

## Freshman Academy

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

## Hallways

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

## Homebound Instruction

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

## Homeroom

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

## Library

The CCHS library is open for students' use most school days from 7:30 am until 3:30 pm. All students are issued an official school identification badge that doubles as their library card. Students must have his/her student ID to check out materials. Materials are loaned for ten school days. If a student transfers to another school during the school year, all library materials on loan to that student, including fines accessed, must be returned and/or paid before leaving CCHS. Report cards will be withheld for active students who have outstanding books and/or fines. Use of computers in the library is for school work only. The card catalog and other resources, such as the Tennessee Electronic Library may be accessed from home using [tnelc.org](http://tnelc.org)

# General Info

## - continued

### Locks & Lockers

School lockers may be used free of charge. Locks will be provided by CCHS if a student requests one. No personal locks are allowed. Any locks lost or damaged at the end of the semester or withdrawal will result in a \$10 replacement charge. The right is reserved to search a school locker when there is a reason to believe a violation of school regulations is involved or to determine locker condition. Students should not tell any other students the combination to the lock. Students should not share a locker nor use a locker not assigned to him/her.

### Lost and Found

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

### Medication

#### [Board Policy 6.405](#)

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

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

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

### Medication – cont.

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

1. Medication in bottle with proper label.
2. Locked storage area. In certain situations a student may be allowed to retain possession of medications.
3. Medication administration form required per school year.

### Mental Health Needs

#### [Board Policy 6.406](#)

#### [Board Policy 6.407](#)

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

### Posters

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



# General Info

## - continued

### Prom Attendees

The principal is authorized to deny admittance of non-Cumberland County students and individuals 20 years of age or older to proms, dances and other activities under school sponsorship and direction. Students who owe the school items will not be permitted to attend the prom unless their hold is resolved.

### Report Card Hold

Report cards, diplomas, transcripts, etc. may be held by Cumberland County High School for those students who owe debts to the school. TRR/MS 0520-1-3,03 prescribes that "local schools may withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has incurred a debt to the school or a student who has taken property which belongs to a local school or any agency thereof until the student makes restitution."

### Response to Intervention Services

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

### School Resource Officer

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

### Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination against persons with a disability in any program or activity receiving deferral financial assistance. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met. Any student or parent who believes they will qualify for 504 services may contact guidance or Marlene Holton at Central Office at 931-484-6135.

### Sickness at School

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

- Report the problem to the nearest teacher
- Go directly to the school nurse
- DO NOT go to a restroom and stay if you are ill or injured
- DO NOT take medication from anyone. Teachers cannot give aspirin or any other type of medication. Please do not ask them
- DO NOT bring prescription drugs or other over the counter medication to school. Medication must be brought with proper documentation by parent or guardian.

# General Info

- continued

## Special Education Services

Special Education Services are provided to students with physical disabilities, emotional problems, learning disorders and speech, hearing, and visual impairments. A screening process is required to receive services. Any student or parent who believes they will qualify for SPED services may contact guidance or Marlene Holton at the Central Office at 931-484-6135.

## Student I.D. Badges

Student identification badges are issued to all students at CCHS free of charge. ID's are school property and are "on loan." The ID should not be altered nor defaced in any way. ID's will be required for use in the library, cafeteria, clubs or official school business. Lost ID's are to be replaced at student expense. The first replacement card will cost \$10, second and subsequent cards will cost \$15. CCHS students may receive a reduced ticket price at home athletic events when they present ID's at the time of ticket purchase.

## Supervision

School personnel will be on site for supervision purposes from 7:00 am to 3:05 pm. Students left after that time will be kept in the Front Lobby. Students involved in a teacher sponsored extracurricular activity should remain in that area until they are picked up. The sponsoring teacher must stay until all students have been picked up.

## Telephones

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

## Textbooks

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

## Visitors

- Students are NOT to have visitors at school, including lunch time.
- Students are responsible for notifying their friends that they are not to be visited either in the building or anywhere on the school grounds.
- Parents are always welcome at CCHS. We ask that an appointment be made ahead of time to see a teacher, counselor, or administration.
- The school policy is to accept only those visitors who have legitimate business at school.
- ALL visitors must report to the front office first to receive a visitor's pass that should be worn the entire time the visitor is in the building.
- An administrator may refuse to issue a visitor's pass anytime he or she feels it is in the best interest of the school to do so.
- Any person found on the school grounds without permission from the administration is trespassing and is subject to arrest by police authorities.



# Internet & Technology Acceptable Use Policy

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

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

- The Cumberland County Schools network is intended for educational purposes. All activity over the network or using district technologies will be monitored and retained
- Access to online content via the network will be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources will result in disciplinary action.
- Cumberland County Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the district network or other technologies shall alert IT staff immediately of any concerns for safety or security

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

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

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

Social/Web2.0/Collaborative Content – Recognizing the benefits that collaboration brings to education, Cumberland County Schools may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users will communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored. Users should be careful not to share personally identifying information online.

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

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

# Internet & Technology Acceptable Use Policy



continued

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

**Downloads** – Users should not download or attempt to download or run programs or applications over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, such files will be downloaded only from reputable sites, and only for educational purposes.

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

**Plagiarism** – Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, for 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, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use – I will:

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

# Internet & Technology Acceptable Use Policy



continued

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.

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

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

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

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

---

Student Signature/Date

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

---

Parent Signature/Date

# Searches & Interrogations



## Interrogations by School Personnel

### [Board Policy 6.303](#)

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

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

## Animal Use in Searches

### [Board Policy 6.303](#)

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

## Interrogations by Police

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

## Police Initiated Interrogations

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

# Searches & Interrogations



continued

## Searches by School Personnel

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

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

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

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

## Searches by Police

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

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

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

1. Seized and admitted as evidence in any hearing, trial suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4204 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

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

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

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

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

# Transportation

## Notice to Parents

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

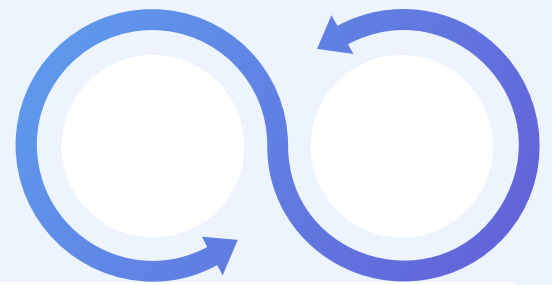
1. The bus driver may assign seats
2. Be courteous
3. No profanity
4. Do not eat or drink on the bus. Keep the bus clean.
5. Violence is prohibited
6. Remain seated
7. No Smoking
8. Keep your hands and head inside bus
9. Do not destroy property
10. For your own safety do not distract the driver through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

Penalty at discretion of principal depending on circumstances (may include temporary or permanent removal from bus)

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

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

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



## Bus Conduct

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

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

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

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

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

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

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

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

## Use of Video Cameras

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

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

# Parental Notifications



## **Mission Statement**

The mission statement for the Cumberland County School System is to inspire every student, every day towards academic achievements and excellence in life skills so they may reach their full potential.





# Parental Notification



- The Cumberland County School System does not discriminate on the basis of race, sex, color, religion, national origin, age or handicap in the provision of educational opportunities, activities, or other administered programs.
- Parents have the right to request information pertaining to the professional qualifications of their child's teacher(s). Teaching certifications can be found by accessing the Tennessee Department of Education Teacher Licensing website or by contacting the Central Office at 831-484-6135. Parents may also request the qualifications of a paraprofessional that provides educational assistance to their child.
- Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher that is not highly qualified.
- Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through the state department website or at the Central Office.
- Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. An explanation of what means, reasons for the identification, academic comparisons with other schools in the district and state, steps being taken to improve achievement, and how the parents can become involved will be addressed.
- Parents will be given the option to transfer their child to another public school or to obtain supplemental educational services if the school fails to meet adequate yearly progress.
- Parents will receive academic results for mid-reporting periods, end of reporting periods, TCAP Achievement results in grades 3-8, Writing Assessments in grades 5, 8, and 11, and End-of-Course exams in a timely manner as required by local Board Policy and the Tennessee Department of Education.
- Parents can visit the state's website to access a description of the Tennessee Curriculum Standards, assessment, and proficiency levels students are expected to meet.
- Parents of secondary school students have the right to request that their child's name, address, and telephone number not be released to a military recruiter without their prior written consent.
- Parents of a student identified as limited English proficient (ELL- English Language Learner) will be notified in a timely manner of their child's level of English proficiency, their child's opportunity to participate in an ELL program, details of the program, and the right to waive participation.
- Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I programs. The parental involvement policy is printed in the school's handbook or a copy is available at the school's office. An annual meeting will be held to inform parents of the school's participation and status in programs funded under the No Child Left Behind Act.
- A school – parent – student compact that outlines the responsibilities of each party for improved student academic achievement will be distributed and agreed upon annually.
- Federal law affords parents and students, over 18 years of age, certain rights regarding educational records. The school board policy relating to student privacy and parental access to information is available in the school board policy manual located at each school and the Central Office.
- Students and parents are encouraged to participate in safe and drug free school programs/activities. If parents object to these programs/activities, they may submit a written request to the principal that their child does not participate.
- Information pertaining to the rights granted by federal law to students with disabilities may be obtained by contacting the Special Education Department of the Cumberland County School System at 931-484-6135.
- The Cumberland County School System has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years that are suspected of having a disability. If you have any questions or concerns please contact the Special Education Director at 931-484-6135.
- School health requirements, policies and procedures can be obtained from the Cumberland County Health Department, the school principal, or the school nurse.
- Students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, are provided the opportunity to transfer to a safe public school within the local education agency.
- A program or activity funded as part of a 21<sup>st</sup> Century Community Learning Center that provides before or after school activities must be evaluated to assess its effectiveness. The results of the evaluation(s) are available upon request at the Federal Programs Department at 931-456-8347.

# Parental Notification – cont.

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

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

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

1. The right to inspect and review the student’s education records within 45 days of the day the school system receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student the time and place where the records may be inspected. Parents may request a copy of records for a fee of 25 cents per page.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents of eligible students may ask the Cumberland County School System to amend their record. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school system decides not to amend the record as requested by the parent or eligible student, the school system will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.
3. The right to consent or not to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to the school officials with legitimate educational interests. A school official is a person employed by the school systems as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school system has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Cumberland County school System will disclose education records without parental consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the school system to comply with requirement of FERPA. The name and address of the Office that administers FERPA are:

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



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

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

If a child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district if the applicable offense is identified and defined in TCA 40-38-1119(g).

# Parental Notification – cont.

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

### Notice of Directory Information

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

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

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

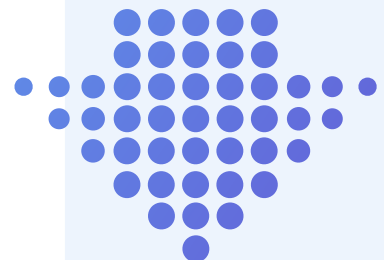
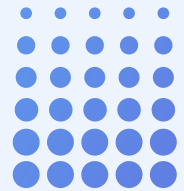
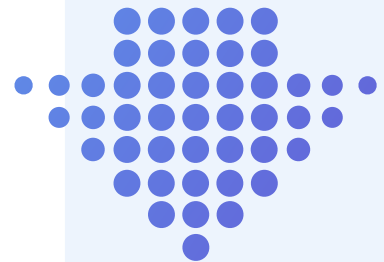
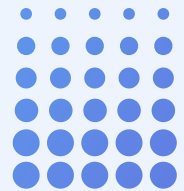
Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class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

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

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

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

Person to notify if you have a complaint: Angela Randolph 931-484-6135



# Parental Notification – cont.

## Migrant Home Language Surveys

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

## Military Recruitments

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

## Management Plan - Asbestos

A copy of the Cumberland County Schools Asbestos Management Plan is on file at the Cumberland County Maintenance Department located at 736 Old Mail Road, Crossville, TN. This plan can be viewed Monday through Friday during normal business hours 8AM to 4 PM CST. The plan is also available during normal business hours at each Cumberland County School. For further information please call: CCBOE Maintenance Office at 931-484-5763 or Cumberland County Board of Education Central Services at 931-484-6135

## Student Health Screening – Passive Permission

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

BMI • Vision • Height/Weight • Hearing • Blood Pressure • Asthma • Scoliosis

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

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

Marsha Polson, RN Coordinator for School Health • [mpolson@ccschools.k12tn.net](mailto:mpolson@ccschools.k12tn.net)

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

# Parental Notification – cont.

## Statement of Non-Discrimination

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

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

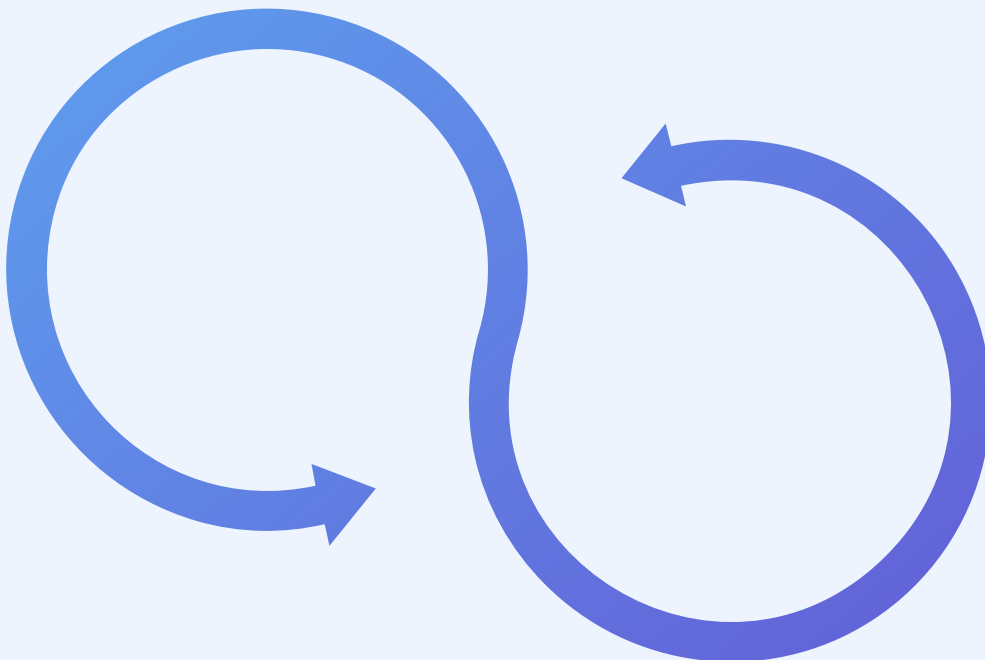
## Department of Education Contact Information

Answers to many questions and helpful information may be obtained from the State Department of Education by calling (615)741-5158 or visiting their site [here](#)

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

East Tennessee Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, TN 37290  
Phone 865-594-5691  
Fax 965-594-8909

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





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

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

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

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

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

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

Marlene Holton • Cumberland County Schools • 368 Fourth Street • Crossville, TN 38555

# Parental Notification – cont.



## Explanation of Staff Roles as Related to Discipline

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

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

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

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

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

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

**Student Services: Director, Supervisors/Coordinators** – Assumes system wide responsibility for such areas as attendance, student discipline, student health services, and alternative school placement.

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

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





# Parental Notification – cont.

## Responsibilities of Each Member of the School Community

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

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

- Work collaboratively with each other, parents, and students to improve student behavior and to maintain a positive learning environment.
- Be knowledgeable of instructional techniques, which enhance and improve student behavior.
- Teach and model desired behaviors. Provide appropriate consequences and reinforce appropriate behavior.
- Confront any student misbehavior whenever observed in all school settings.
- Use interpersonal skills, which permits the de-escalation of student-staff conflict.
- Contact and involve parents in dealing with disciplinary matters
- Provide a flexible curriculum to meet individual needs.
- Maintain a safe and orderly school environment.
- Inform the community, students, and school staff of policies relating to pupil conduct.

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

- Protect the due process rights of teachers, students, and parents.
- Support other school personnel in the fulfillment of their disciplinary responsibilities.
- Contact and involve parents in dealing with disciplinary matters
- Maintain a safe and orderly school environment.
- Inform the community students, and school staff of policies relating to pupil conduct.

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

- Ensure that the child attends school and is on time.
- Communicate with school personnel about their child and be readily and easily accessible when the school needs to make contact.
- Realize the extent of responsibility for the behavior of their child.
- Prepare their child to assume responsibility for his/her own behavior.
- Foster positive attitudes in their child toward self, others, school, and community.
- Know and follow school regulations.

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

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

- Possession of a firearm on school property/ activity
- Possession/use/sale of drugs on school property/activity
- Battery of staff member

## **Weapons and Dangerous Instruments**

### [Board Policy 6.309](#)

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

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

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

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

# Parental Notification – cont.

## Right to Review Administrative Decision

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

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

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

## Right to Appeal Administrative Decision

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

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

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

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

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

