



COFFEE COUNTY CENTRAL HIGH SCHOOL  
2022-2023

STUDENT & PARENT HANDBOOK

COFFEE COUNTY CENTRAL HIGH SCHOOL  
100 RED RAIDER DRIVE  
Manchester, Tennessee 37355  
(931) 723-5159  
[www.coffeecountyschools.com/chs](http://www.coffeecountyschools.com/chs)

**DEAR CCCHS PARENTS/GUARDIANS AND STUDENTS:**

Welcome to Coffee County Central High School for the 2022-23 school year. The primary goal of this handbook is to help parents and students understand the policies, regulations, and rules of CCCHS. Most of the information that parents and students need can be found within the following pages. However, this handbook is not intended to be an exhaustive list of every rule and regulation, but rather a general guideline. The administration, faculty, and staff of CCCHS are excited about the beginning of another school year. If I can be of any assistance throughout the year, please do not hesitate to contact me at the school. Go Red Raiders!

Sincerely,  
Paul Parsley, Principal

**SCHOOL MASCOT:** Red Raider

**SCHOOL COLORS:** Red and Black

**ALMA MATER:** On the City's eastern border,  
Reared against the sky,  
Proudly stands our Alma Mater  
As the years go by.  
Forward, ever be our watchword,  
Conquer and prevail,  
Hail to thee our Alma Mater--  
Central High--All Hail!

**SCHOOL SPIRIT:**

School spirit may be divided into four categories:

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

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

**ADMINISTRATION:**

Paul Parsley	Principal	931-723-5159
Jason Creek	Curriculum / Testing Coordinator	931-723-5159
Tim Knox	Assistant Principal – Class of 2023	931-222-2221
Katrina Wright	Assistant Principal – Class of 2024	931-222-1211
Megan Hardy	Assistant Principal – Class of 2025	931-222-1208
Richard Skipper	CTE Director	931-222-1228
Brad Costello/Brandon McWhorter	Co-Athletic Directors	931-723-5159

**STUDENT COUNSELING CENTER (SCC):**

Donna Jones	Counselor	Last Names A - G	931-222-1217
Michelle Sheible	Counselor	Last Names H - O	931-222-1219
Lacy Cote	Counselor	Last Names P - Z	931-222-1216
Nicole Carney	Student Support Services Coordinator		931-222-2109
Arlana Hendricks	Student Enrollment and Records		931-723-5163

**ADDITIONAL IMPORTANT NUMBERS:**

High School Main Office	931-723-5159
Main Office Fax	931-723-5161
Student Counseling Center	931-723-5163
Student Counseling Center Fax	931-723-8782
Special Services Office	931-723-5165
Special Services Fax	931-723-8277
Central Office	931-723-5150
Central Office Fax	931-723-5153
School Resource Officer	931-723-8275

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## Coffee County Schools 2022-2023 Calendar

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

July 27, 28, 29 / Teacher Inservice

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

Aug 1 / Abbreviated Day

Aug 2 / Administrative Day

Aug 3 / First Full Day of School

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

Jan 2 / Christmas Break

Jan 3 / Teacher Inservice

Jan 4 / Students Return

Jan 16 / MLK, Jr. Day

February				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

Feb 17 / Staff Development

Feb 20 / President's Day

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

Sept 2 / Staff Development

Sept 5 / Labor Day

Sept 8 / Parent - Teacher Conf.

Sept 9 / Fair Day

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

Mar 27 - 31 / Spring Break

October				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Oct 3 - 7 / Fall Break

April				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Apr 7 / Good Friday

November				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Nov 8 / Teacher Inservice

Nov 21 - 25 / Thanksgiving Break

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

May 25 / Administrative Day

May 26 / Last Day - Graduation

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

Dec 16 / Abbreviated Day

Dec 19 - Jan 2 / Christmas Break

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

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

Parent Teacher Conference  
Sept. 8 - Parent/Teacher Conference:  
**STUDENTS DISMISS AT 2:00 p.m.**

Q1 ends 9/30, Q2 ends 12/16, Q3 ends 3/10, Q4 ends 5/26

Approved by the Board of Education: 04/11/2022

1st Semester Total Days 85  
2nd Semester Total Days 93  
Total Instructional Days 178



## I.DAILY SCHEDULE

### CCCHS - All Versions of Bell Schedules: 2022-2023

**First Bell: 7:42**

#### Homeroom

7:55 - 8:42	1st Period	47
8:47 - 9:36	2nd Period	49
9:41 - 10:28	3rd Period	47
10:33 - 11:20	4th Period	47
11:25 - 11:49	HR	24
11:54 - 1:06	5th Period	72
11:54 - 12:17	1st Lunch	23
12:19 - 12:42	2nd Lunch	23
12:43 - 1:06	3rd Lunch	23
1:11 - 1:58	6th Period	47
2:03 - 2:50	7th Period	47

#### Extended HR Schedule

7:55 - 8:41	1st Period	46
8:46 - 9:34	2nd Period	48
9:39 - 10:25	3rd Period	46
10:30 - 11:16	4th Period	46
11:21 - 12:01	Extended HR	40
12:06 - 1:18	5th Period	72
12:06 - 12:29	1st Lunch	23
12:30 - 12:53	2nd Lunch	23
12:55 - 1:18	3rd Lunch	23
1:23 - 2:04	6th Period	41
2:09 - 2:50	7th Period	41

#### 1:00 Dismissal

7:55 - 8:27	1st Period	32
8:32 - 9:06	2nd Period	34
9:11 - 9:43	3rd Period	32
9:48 - 10:20	4th Period	32
10:25 - 10:57	6th Period	32
11:02 - 11:34	7th Period	32
11:39 - 12:50	5th Period	71
11:39 - 12:02	1st Lunch	23
12:03 - 12:26	2nd Lunch	23
12:27 - 12:50	3rd Lunch	23

#### 2:00 Schedule

7:55 - 8:37	1st Period	42
8:42 - 9:26	2nd Period	44
9:31 - 10:13	3rd Period	42
10:18 - 11:00	4th Period	42
11:05 - 12:16	5th Period	71
11:05 - 11:28	1st Lunch	23
11:29 - 11:52	2nd Lunch	23
11:53 - 12:16	3rd Lunch	23
12:21 - 1:03	6th Period	42
1:08 - 1:50	7th Period	42

#### 10:00 Schedule

10:00 - 10:31	1st Period	31
10:36 - 11:09	2nd Period	33
11:14 - 11:45	3rd Period	31
11:50 - 1:02	5th Period	72
11:50 - 12:13	1st Lunch	23
12:15 - 12:38	2nd Lunch	23
12:39 - 1:02	3rd Lunch	23
1:07 - 1:38	4th Period	31
1:43 - 2:14	6th Period	31
2:19 - 2:50	7th Period	31

#### Homeroom First

7:55 - 8:21	HR	26
8:26 - 9:13	1st Period	47
9:18 - 10:05	2nd Period	47
10:10 - 10:57	3rd Period	47
11:02 - 11:49	4th Period	47
11:54 - 1:06	5th Period	72
11:54 - 12:17	1st Lunch	23
12:19 - 12:42	2nd Lunch	23
12:43 - 1:06	3rd Lunch	23
1:11 - 1:58	6th Period	47
2:03 - 2:50	7th Period	47

\* Announcements - 2nd Period

Updated: 12.6.21

## CCCHS IMPORTANT DATES FOR 2022-2023

Academic Report Dates		
	Progress Reports	Report Cards
Quarter 1	September 1, 2022	October 20, 2022
Quarter 2 / Semester 1	November 3, 2022	January 19, 2023
Quarter 3	February 2, 2023	March 23, 2023
Quarter 4 / Semester 2 / Year	April 20, 2023	May 26, 2023

Parent Teacher Conference Date
September 8, 2022

Student Early Dismissal Dates	
10:00 AM Dismissal	2:00 PM Dismissal
August 1, 2022	September 8, 2022
December 16, 2022	
May 26, 2022	

Holidays & Breaks	
Dates	Holiday or Break
August 2, 2022	Administrative Day
September 2, 2022	Staff Development
September 5, 2022	Labor Day
September 9, 2022	Fair Day
October 3-7, 2022	Fall Break
November 8, 2022	In-service
November 21-25, 2022	Thanksgiving Break
December 19, 2022 – January 2, 2023	Christmas Break
January 3, 2023	In-service
January 16, 2023	Martin Luther King, Jr. Day
February 17, 2023	Staff Development
February 20, 2023	President's Day
March 27 – 31, 2023	Spring Break
April 7, 2023	Good Friday
May 25, 2023	Administrative Day

## II. ATTENDANCE

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

#### **Student Responsibilities in Regards to Attendance**

- Attend school in compliance with the Tennessee Compulsory Attendance Laws
- Be on time to school and each class
- Know and follow the school's policies and procedures concerning attendance
- Make up any assigned work due to an absence
- Check Synergy for attendance accuracy

#### **Parent Responsibilities in Regards to Attendance**

- Require that their child attends school in accordance with the Tennessee Compulsory Attendance Laws
- Know and adhere to the school's policies and procedures concerning attendance
- Provide their child and the school with the proper documentation when their child is absent from school
- Work collaboratively with the school to help solve any attendance problems
- Check Synergy for attendance accuracy

#### **A. TENNESSEE ATTENDANCE LAW**

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

Local Action: Once a student has missed five (5) days of school without a proper excuse, under Tennessee Law (TCA§ 49-6-3007) a written notice will be sent to the parent or guardian of the student. If attendance does not improve after the written notice, the parent and/or student may be required to appear before an attendance committee, truancy board, or juvenile court. If a parent fails to report or to appear before a scheduled attendance committee or truancy board meeting, the administration may deem it necessary to petition the juvenile court. In cases of students with prior attendance problems or a prior juvenile court record, the administration may take immediate court action against the student and/or parent. If the student is found to be guilty of truancy, the judge may assess a fine of fifty dollars (\$50.00) or five (5) hours of community service against the student/parents or legal guardian of children in grades K-12. A court cost will also be assessed in each case.

#### **B. SCHOOL BOARD POLICY**

Under the State of Tennessee Compulsory Attendance Law, students must attend school daily unless there are valid reasons for absences. The following shall constitute valid reasons for excusable absences:

- Illness of student
- Serious illness of an immediate family member
- Death of an immediate family member
- Extreme weather conditions
- Medical appointments
- Legal/court appointments
- Other valid reasons approved by school administration



### C. TARDIES—STUDENTS MUST BE IN CLASS AT 7:55 A.M.

Tardy to School-- All students who are not in class by 7:55 a.m. must report to the main office. Students who arrive after 7:55 AM are required to enter the building through the secure front entrance. A student who has accumulated more than three (3) unexcused tardies during each semester will be subject to disciplinary actions. **Only three (3) parent notes per semester will be allowed to excuse tardiness to school.** Continual tardiness may result in social probation, summons to truancy board, and a petition to court. Excessive tardies to school may result in senior students not being allowed to participate in commencement exercises.

Tardy to Class-- Students who are late to class, unexcused, will receive disciplinary action by the classroom teacher. **Three (3) or more unexcused tardies to class will constitute an absence in that class, which will affect semester exemptions.** Further disciplinary action will be taken for continued tardiness.

Checking out of School-- The school strongly discourages students from checking out of school. The office will only check students out of school if someone listed on the student online registration is present at school with photo ID or if an assistant principal has spoken with a parent/legal guardian on the phone and received written permission via email. Perfect attendance certificates are earned when the student is present each day without missing any portion of the school day.

- Three (3) or more unexcused check-outs will constitute an absence in that class, which will affect semester exemptions.
- Only three (3) parent notes per semester will be allowed for checking out of school early. A student who has accumulated three (3) or more unexcused checkouts during each semester will be subject to further disciplinary such as social probation, summons to truancy board, and a petition to court.

### D. EXCUSES

- All absences, tardies, and checkouts must be covered with a doctor's note, parent note, or legal note in order to be excused.
- **Only five (5) parent notes per year** will be accepted to excuse a student's absence from school.
- Students may be excused for bereavement days without using one of their 5 parent notes if the death is an immediate family member. Students are to provide the school with a death notice or funeral pamphlet to be excused. Administration will determine how many bereavement days will be excused on a case-by-case basis.
- All students are expected to turn in excuse notes for absences within three (3) days of returning to school.
- Failure to turn in a parent note(s) before the monthly deadline will result in the loss of that parent note(s) and the absence automatically becomes unexcused.
- All excuse notes are to be turned into the black box beside the Check In/Check Out Desk.
- All parent notes must include name of student, date of absence, date of excuse note, reason for the absence, parent signature, and phone number.
- Students who take an Independent Study Day using their Renaissance Card must have administrative approval **prior** to taking the day. Approval forms may be picked up in the main office. (Students who reach 10 or more absences during the current year will not be permitted to take an Independent Study Day.)
- Students are allowed three (3) college visit / technical school / career / job shadowing days per school year. Students must have administrative approval **prior** to taking the day. Approval forms may be picked up in the Student Counseling Center. Students must turn in the proper documentation along with a parent note to excuse the absence.
- Students will be given three (3) days to make up missing work upon return from an excused absence. For students missing three (3) or more consecutive days, make up time will be at the discretion of the teacher.
- Students with five (5) unexcused absences are considered truant.
- Students who accumulate ten (10) unexcused absences will be placed on social probation suspending them from all extracurricular activities with the school. Students must meet with their administrator for instructions that may lead to release from social probation.

- Students who accumulate fifteen (15) or more unexcused absences in any semester will be reported to the Department of Safety for driver's license suspension.
- Continued unexcused absences will result in a mandatory meeting with the Coffee County Schools Truancy Board and receive a petition to court.
- Senior students who have accumulated twenty (20) or more unexcused absences in an academic year will not be allowed to participate in commencement exercises (graduation) although they will be eligible to earn their diploma.

If you have any attendance questions, please contact:

Arlana Hendricks (Student Counseling Center)	931-723-5163	hendricksa@k12coffee.net
Gina Craig (Main Office Secretary)	931-723-5159	craigg@k12coffee.net
Tim Knox (Assistant Principal)	931-222-1221	knoxt@k12coffee.net

#### **E. MAKEUP WORK REQUEST**

Makeup work can be requested through the Student Counseling Center (931-723-5163) when a student is absent three (3) or more consecutive days. When a student misses one (1) or two (2) days, the student should contact his/her teacher for missing work.

#### **F. HOMEBOUND**

In cases where a student has a medical condition that may result in an absence of more than ten (10) consecutive instructional days, a parent may request homebound instruction. A written order from the treating physician will be required. Once the order is filed the case will be reviewed for eligibility. Homebound students are not classified as regular students. Homebound students cannot participate in extra-curricular activities until they are readmitted. A senior on homebound may participate in the graduation exercise if approved by his/her physician.

#### **G. FIELD TRIPS**

In order for students to participate in field trips, the student must have a passing average in the classes that will be missed at the time of the field trip. Students on social probation are not permitted on field trips.

### **III. ACADEMICS**

#### **A. HONOR CODE**

##### **WHY HAVE AN HONOR CODE?**

Coffee County Central High School is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process which a student goes through to learn is an honest process that reflects that student's true abilities as measured by his/her own efforts. Plagiarism, which is based on unsound learning, as is the case with cheating, is not a genuine process. It is a process that prepares a student for failure, not for success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. By establishing this honor code, the faculty and administration of Coffee County Central High School indicate their commitment to work to eliminate such acts of dishonesty and to deal with offenses in a firm and decisive manner.

##### **WHAT ACTS VIOLATE THE HONOR CODE?**

Cheating – Plagiarism – Dishonesty

## HOW ARE THESE VIOLATIONS DEFINED AT COFFEE COUNTY CENTRAL HIGH SCHOOL?

Honor Code violations involve one or more of the following acts:

- Using the work of another person as one's own
- Copying information from another student's work OR supplying another student with information that he/she intends to submit as his/her own
- Plagiarizing (use another person's idea, expression or words without giving the original author credit)
- Preparing for cheating in advance - Such action might involve having in one's possession a copy of a test to be given or a test that has already been given by a teacher, using the test or notes during a test, talking while quizzes or tests are taking place.
- Failing to follow test procedures or instructions announced by the teacher (such as no talking, no turning around in your seat, raising your hand to ask questions, etc.)
- Knowingly offering information verbally or written that is either partially or completely inaccurate

## WHAT HAPPENS TO A STUDENT WHO VIOLATES THE HONOR CODE?

When a teacher determines to his/her satisfaction that a violation has occurred, he/she will take the appropriate action.

**First Offense:** Teacher consequence    **Second Offense:** Office referral

Potential disciplinary actions could include, but are not limited to, any of the following:

- Parent contact
- Resubmit assignment for partial credit
- Loss of privileges
- Loss of letters of recommendation
- Zero (0) on the assignment
- Other actions as determined by the administration

**Each student is expected to understand and adhere to the Honor Code as stated above.**

### B. GRADING SCALE

Grading Scale		
100-105	A	Advanced Placement/CLEP Courses Only
100-104	A	State/Local Dual Credit Courses
100-104	A	Dual Enrollment Courses
100-103	A	Honors Courses Only
100 – 90	A	All Classes
89-80	B	All Classes
79-70	C	All Classes
69-60	D	All Classes
59-0	F	All Classes

**Student GPA (Grade Point Average)** is calculated by dividing the total amount of grade points earned by the total number of courses attempted. Convert all semester averages to grade points, add together, and divide by the number of semester averages on the transcript. High school credits earned while at a middle school or junior high school that have been transferred to Coffee County Central High as part of the student's high school record are entered as part of the high school transcript and are included in the calculation of the cumulative GPA.

Grade Point averages range from 0.00 to 4.00

A: 4    B: 3    C: 2    D: 1    F: 0

#### C. REMEDIATION OPPORTUNITIES

1. Tier III Response to Intervention courses are assigned based on student need.
2. Summer Institute is a program for students who have failed a class. Students will complete required work on Raider Virtual Academy to recover the credit. Students may only earn two (2) credits through the Summer Institute per Coffee County School Board policy. Students and parents must complete an application form in order to be considered for the Summer Institute and are required to pay a fee.
3. Learning Labs will be available to students. This time will allow students to participate in Credit Recovery during the school day. (Students are assigned based on credit deficiencies.)
4. AP/DC/DE students are not eligible for Credit Recovery in that specific course.

### IV. STUDENT BEHAVIOR

#### A. PROHIBITED BEHAVIORS

All teachers have been requested to be on alert for any student behavior that is in violation of school regulations. Students should behave in a manner that will be a credit to our school.

STUDENTS ARE PROHIBITED FROM THE FOLLOWING:

1. Use of or possession of tobacco, tobacco replacement products, e-cigarettes, vapes, etc. in buildings or on campus - In addition to the system policy, state law requires that a court citation be issued to anyone under age 21 who unlawfully possess tobacco products. Confiscated items will not be returned to students or parents.
2. Possession or use of alcoholic beverages, drugs, synthetic drugs, drug paraphernalia, fake drugs, or legend drugs on school property or any school related activity.
3. Glass bottles of any kind or having commercial/restaurant food delivered by a delivery service or by any individuals (parent/guardian, friend, etc.). Each teacher has the authority to develop his/her own policy in regards to food/drink.
4. Possession or use of anything that might be considered or used as a weapon (See System Policy)
5. Victimization of any student including intimidation, bullying, cyber-bullying, hazing, and/or harassment (could include sexual, racial, ethnic, religious harassment). State law makes bullying or harassment illegal, regardless of the circumstances. See system policy- Student Conduct.
6. Damage which causes disruption of technical infrastructure, destroying, defacing, or misuse of property belonging to the school, a teacher, or another student.
7. Verbal or physical confrontations on school grounds and/or contributing to or inciting such behavior
8. Showing disrespect for school personnel.
9. Obscene language, written or spoken, obscene literature, signs, gestures, videos or pictures.

10. Cell Phones/Personal Electronic Devices: Students may possess cell phones/personal electronic devices while on school property; however, individual classroom teacher procedures and rules will dictate appropriate use. Students will be expected to use these devices in a respectful and non-disruptive manner. On a first offense, the device will be confiscated by the teacher, and the student may pick up his/her device at the end of the class period. All subsequent referrals will result in immediate confiscation and the phone brought to the office with student pick-up at the end of the school day. Lunch detention and ISD may also be administered to repeat offenders. Students who refuse to turn over their device to teachers/administrators will be subject to in-school detention. Excessive policy abuse will result in further disciplinary actions.
11. Photographing/recording during the school day or on the school bus without permission.
12. Gambling of any type.
13. Public display of affection- Only handholding is allowed.
14. Skipping school, skipping class, or leaving campus without being checked out.
15. Sexual Harassment-- any unwelcome sexual behavior that may cause any person to feel uncomfortable or unsafe (Federal and State Laws make sexual harassment illegal, regardless of circumstances).
16. Parking on campus without permit- Vehicles parked without a permit are subject to fines and/or being towed.
17. Contributing to or inciting a discipline issue involving another student(s).
18. Forgery, cheating, lying, or other forms of dishonest behavior.

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

#### **B. POTENTIAL FORMS OF DISCIPLINE**

1. Warning
2. Student conference
3. Teacher consequence
4. Parent conference
5. Administrative referral
6. Restricted privileges
7. Social Probation
8. Student behavior contract
9. In-School Detention (ISD)
10. After-School Detention
11. Lunch Detention
12. Suspension
13. Alternative school
14. Expulsion
15. Confiscation of prohibited items
16. School Community Service (before, during, or after school)

#### **C. SOCIAL PROBATION**

Students may be placed on social probation for poor attendance or behavior. These students will not be allowed to participate in extracurricular activities including athletics, club events, field trips, school dances, or other activities not directly related to an academic class. Students are placed on social probation for attendance when they accumulate their tenth (10<sup>th</sup>) unexcused absence, tardy, or check-out. Any student involved in fighting or assault will automatically be placed on social probation. Students must see their grade-level administrator to be removed from social probation.

#### D. SUSPENSION

The state law provides that any principal of a public school is authorized to suspend a pupil from school, any school-sponsored activities, or from riding a school bus for good and sufficient reasons. A suspended student cannot attend school events or be involved in any extracurricular activity.

#### E. ISD (IN-SCHOOL DETENTION)

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

#### F. ZERO TOLERANCE

In order to ensure a safe, secure learning environment free of drugs, violence, or dangerous weapons, any student who engages in the following behaviors shall be expelled for a period of not less than one (1) calendar year. The Director of Schools may modify this expulsion on a case-by-case basis. Parents and police will be notified for all zero tolerance acts.

Zero tolerance acts are as follows:

1. Any student determined to have brought to school or to be in unauthorized possession on school property of a firearm, as defined by Federal Law 18 U.S.C. 921
2. Any student committing battery upon any teacher, principal, administrator, school resource officer, or any other employee of the Coffee County Board of Education
3. Any student unlawfully possessing any drug including any controlled substance as defined in TCA 39-17-403 through TCA 39-17-415, or legend drug as defined in TCA 53-10-101.

#### G. SUBSTANCES USED AS A DRUG

Students shall not possess, use, sell, purchase, barter, distribute, **or be under the influence of any substance used as a drug, including over-the-counter medicine,** in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off the school grounds. Possible consequences include: parent and police notification, alternative school assignment, suspension, or expulsion.

#### H. ALTERNATIVE SCHOOL

Any student who does not abide by the Coffee County Board of Education policies or Coffee County Central High School policies may be assigned to the alternative school. Some courses cannot be taught at the alternative school because of special requirements. Examples: science labs, CTE classes, AFJROTC, driver's education, or other areas as determined by the administration. A student assigned to the alternative school cannot attend school events, be involved in any extracurricular activities, or be on any Coffee County Board of Education property other than the alternative school campus. Students assigned to alternative school will not be eligible for Renaissance reward cards or prom.

#### I. DRIVER'S LICENSE REVOCATION

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects at the end of each grading period. A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions count as unexcused absences (TN State Law).



## J. DRESS CODE

Student's dress and grooming shall be appropriate, clean, and neat. Dress and grooming that is disturbing or distracting in school is inappropriate.

### Students may not wear:

1. Shorts (including biker shorts), skirts, and/or skorts that come above four (4) inches from the middle of the knee and/or torn or cut clothing revealing skin more than four (4) inches above the middle of the knee
2. Leggings/Sliders/Jeggings/Yoga pants/Biker shorts can be worn only if clothing worn over them meets the longest fingertip when arms are extended. These items cannot be worn as pants only.
3. Head coverings such as hoods, bandanas, caps, toboggans, or "do-rags" - Hats or caps may be worn for special events upon approval of the principal.
4. Items of clothing, apparel or jewelry displaying or suggesting (innuendo) any logos or prints that discriminate against any group, promotes violation of school rules, depicts the use of drugs, tobacco, or alcohol, encourages violence, gang/cult affiliations, and the use of intimidation/violence with a weapon - Clothing cannot contain inappropriate language or graphics or be sexually suggestive.
5. Items of clothing that could be considered costume-wear including but not limited to ears, tails, masks, capes, etc.
6. Chains or spikes
7. Tank tops or spaghetti straps - Sleeveless shirts will be permitted so long as armholes are not revealing.
8. Shirts, dresses, or blouses that excessively expose the shoulders, backs, chests, and/or midriffs - Clothing must be sized appropriately. No skin should be visible between shirts and pants/skirts while sitting or extending arms overhead.
9. Sagging or low-riding pants
10. Sunglasses inside the school building
11. Clothing made of open weave, mesh, or other see-through material, or clothing with revealing openings
12. Pajamas/loungewear
13. House shoes or bare feet - Safety mandates appropriate footwear must be worn at all times.
14. Visible tattoos that display drugs, sex, alcohol, tobacco products, or gang affiliation
15. Visible undergarments
16. Topcoats, trench coats, or bulky coats - No more than one light-weight outer garment with pockets may be worn in the classroom.

## V. SCHEDULING & GRADUATION INFORMATION

### A. SENIOR YEAR INFORMATION

#### 1. COMMENCEMENT EXERCISES (GRADUATION)

Students enrolled for the current school year who have met all minimum requirements for graduation shall be allowed to participate in commencement exercises UNLESS the student is suspended or expelled. In the event that commencement exercises have to be held in the gymnasium, students may be allotted a set number of guests that can attend due to limited space. In the event that the ceremony at the football stadium has to be stopped (ex. inclement weather), students will be able to pick up their graduation packages the following week at the high school's main office. The ceremony will not be rescheduled.

#### 2. SENIOR CLASS RANK

Seniors will be ranked based on the numeric cumulative average of all semester averages of courses attempted for high school credit. Seniors are ranked at the end of the first semester of the senior year.

#### 3. VALEDICTORIAN/SALUTATORIAN & TOP TEN PERCENT

The Valedictorian and Salutatorian and Top Ten Percent are selected on the basis of the highest scholastic average from all high school credit bearing courses through the end of the first semester of the 12<sup>th</sup> grade year. In order to qualify for Valedictorian/Salutatorian, students must also be enrolled as a CCCHS student for six (6) consecutive semesters beginning with the first semester of the sophomore year (Board Policy 4.602). In order to qualify for the Valedictorian and Salutatorian and the Top Ten Percent, students must have taken or be currently enrolled in a minimum of one (1) honors course and/or one (1) AP/DE/SDC course in each core subject (Mathematics, English, Science, and Social Studies).

## B. CLASS CHANGES

Students are required to complete the "Schedule Change Request: 22-23" Google Form by the designated deadline in order to request a class change.

## C. GRADUATION REQUIREMENTS

All students who meet the minimum requirements for a diploma which are listed in Rules, Regulations, and Minimum Standards of the Tennessee State Board of Education will be granted a high school diploma. **A minimum of 23 credits is required.** Senior students who accumulate twenty (20) or more unexcused absences or an excessive number of tardies in the school year will not be allowed to participate in commencement exercises.

Name: \_\_\_\_\_ ID# \_\_\_\_\_ **Coffee County Central High**  
**Graduation Checklist**  
School Graduation Year: 2023 2024 2025 2026

**NOTE: A MINIMUM OF 23 CREDITS IS REQUIRED FOR GRADUATION**

<b>English</b> (4 credits) English I S1 _____ S2 _____ English II S1 _____ S2 _____ English III S1 _____ S2 _____ English IV S1 _____ S2 _____		<b>English III/IV Options:</b> AP English Language AP English Literature DE Composition I (ACT Exemption 27-30) DE Composition II (ACT Exemption 31+) DE American Literature DE British Literature	<b>Program of Study / CTE Pathway</b> (3 credits) (Minimum of (3) credits in SAME Program of Study) Program Title: _____ _____ _____ _____
<b>Math</b> (4 credits) Note: Must take <b>at least one</b> math class <b>each year</b> of high school. Algebra I S1 _____ S2 _____ Geometry S1 _____ S2 _____ Algebra II S1 _____ S2 _____ Upper Level Math S1 _____ S2 _____ <u>Upper Level Math Substitutions:</u> AP Computer Science A AP Computer Science Principles AP Physics I Physics *must already have 3 credits in Math to substitute		<b>Upper Level Math Options:</b> AP Statistics AP Calculus AB Bridge Math Bridge SAIL DE College Algebra DE Probability & Stats Pre-Calculus SDC Pre-Calculus SDC Statistics Statistics	<b>Elective/Other</b> (1 credit) Any additional credit to complete 23 required for graduation. S1 _____ S2 _____
<b>Science</b> (3 credits) Lab Science S1 _____ S2 _____ Biology S1 _____ S2 _____ Chemistry or Physics S1 _____ S2 _____		<b>Lab Science Options:</b> AAP HS Environmental Science AAP (Human) Natural Res Mgmt Agriscience Physical Science AP Biology Physical World Con AP Chemistry Prin of Engineering AP Physics I SDC Int to Plant Sci DE Vet Science Veterinary Sci	<b>Fine Art</b> (1 credit) _____ Waived _____ S1 _____ S2 _____
<b>Social Studies</b> (3 credits) World History, World Geo, AP Human Geo, S1 _____ S2 _____ AP Euro, or SDC World History SDC US History S1 _____ S2 _____ Economics, Bus Econ, or Marketing I _____ (½ credit) US Government, ABLIS, or Bus Econ* (JROTC III) _____ (½ credit)		<b>US History Options:</b> AP US History DE US History I DE US History II *Bus Econ can't count for both Econ and US Gov graduation requirement.	<b>Fine Art Options:</b> AP Art History AP Music Theory Band Chorus Color Guard Concert Choir DE Art Appreciation DE Music Appreciation DE Speech/Com Digital Arts & Design I General Music Guitar I/II/III Music History Percussion Shoe Choir Theatre I/II/III/IV Visual Arts VII Web Design Women's Chorus
<b>Personal Finance</b> (½ credit) Personal Finance _____ (½ credit) <b>OR</b> JROTC III S1 _____ S2 _____ (1 credit)		<b>Wellness &amp; Physical Activity</b> (1 ½ credits) Lifetime Wellness PE _____ (½ credit) Lifetime Wellness Health _____ (½ credit) Physical Activity _____ (½ credit) Physical Activity may include any <b>one</b> of the following semester courses: Band (S1), Baseball, Basketball, Color Guard, Football, PE, Physical Training, Softball, Volleyball, or Wellness PE	
<b>Foreign Language</b> (2 credits) _____ Waived Must be the same language S1 _____ S2 _____ _____ S1 _____ S2 _____		<b>Additional Graduation Requirements</b> Civics Test (Passed) _____ ACT or SAT (Taken) _____	
		<b>Replacement Credits using JROTC</b> JROTC I S1 _____ S2 _____ (1 credit) JROTC II S1 _____ S2 _____ (1 credit) JROTC III S1 _____ S2 _____ (1 credit)	

**Additional Information:**  
Equivalent courses such as Marketing Ed I for Economics may be counted for the required class and for the Program of Study if applicable. Additional courses may be needed in the Program of Study to complete the 23 credits for graduation.  
  
The (3) required foreign language and fine art credits may NOT be used in either the Humanities or the Fine Art Programs of Study.  
  
JROTC I & II replace the Wellness and Physical Activity requirements. JROTC III replaces the Personal Finance & US Government requirements.  
  
*Dual Enrollment Courses are semester only and a full credit.*

## 2022-2023 Programs of Study

No Longer Offered

Career & Technical Education	Pathway	Program of Study	Courses			
	Advanced Manufacturing	Machining Technology	Machining I	Machining II	Manufacturing Practicum	
		Welding	Welding I	Welding IIA	Welding IIB	Dual Enrollment Welding I (TCAT)
	Agriculture	Veterinary and Animal	Agriscience	Small Animal	Large Animal	Veterinary Science
		Environmental and Natural Resource	Agriscience	Principles of Plant Science and Hydroculture	SDC Plant and Soil Science	Natural Resource Management
	Architecture and Construction	Architectural & Engineering Design (Drafting)	Architectural & Engineering Design I	Architectural & Engineering Design II	Architectural & Engineering Design III A & B	
		Residential & Commercial Construction	Residential & Commercial Construction I			
	Arts, Audio, Visual Technology & Communications	Audio / Video Production	A/V Production I	A/V Production II	A/V Production III	Yearbook Work Based-Learning
		Digital Arts & Design	Digital Arts & Design I	Digital Arts & Design II	Digital Arts & Design III	
	Business Management & Administration	Business Management	Intro to Business & Marketing (formerly – Computer Applications)	Business Communications	Accounting I	SDC Introduction to Business
		Office Management	Computer Applications	Business Communications	SDC Introduction to Business	Advanced Computer Applications
	Education & Training	Teaching as a Profession	Teaching as a Profession I	Teaching as a Profession II*	Teaching as a Profession Practicum	
	Finance	Accounting	Intro to Business & Marketing	Accounting I	Accounting II	Statistics or AP Statistics
	Health Science	Therapeutic Services	Health Science	Anatomy and Physiology	Medical Therapeutics	
		Nursing Services	Health Science	Anatomy and Physiology	Medical Therapeutics	Nursing Education (CNA)
		Sport & Human Performance	Health Science	Anatomy and Physiology	Rehabilitation Careers	Exercise Science
	Hospitality and Tourism	Culinary Arts	Culinary Arts I	Culinary Arts II	Culinary Arts III	Culinary Arts Work-Based Learning
	Human Services	Cosmetology	Cosmetology I	Cosmetology II	Cosmetology III	Cosmetology VI Work-Based Learning
		Social Health Services	Intro to	Lifespan	Family Studies	Human Services Practicum

Alternative Programs of Study			Human Studies	Development		
	Information Technology	Coding	Computer Science Foundations	Cybersecurity I	AP Computer Science Principles	
	Law, Public Safety, Corrections, & Security	Law Enforcement Services	Criminal Justice I	Criminal Justice II	Criminal Justice III <u>or</u> Criminal Justice Practicum	Criminal Justice Work-Based Learning
	Marketing	Marketing Management	Intro to Business & Marketing	Marketing and Management I	Marketing and Management II	Marketing Work-Based Learning (Retail Operations)
	STEM	Technology	Principles of Engineering & Technology	Digital Electronics	Robotics & Automated Systems	
	Transportation, Distribution, & Logistics	Automotive Maintenance and Light Repair	Maintenance and Light Repair I	Maintenance and Light Repair II	Maintenance and Light Repair III	Maintenance and Light Repair IV
		Automotive Collision Repair	Intro to Collision Repair	Collision Repair Non-structural	Collision Repair: Painting and Refinishing I	Collision Repair: Painting & Refinishing II
	Pathway	Program of Study	Courses			
	Advanced Placement	Advanced Placement  Any 3 AP courses <b>not</b> used toward graduation requirements	Art History	English Language	Macroeconomics	Spanish Language
			Biology	English Literature	Microeconomics	Statistics
			Calculus	Environmental Science	Music Theory	US History
			Chemistry	European History	Physics I	US Government & Politics
			Computer Science A	French Language	Physics II	
			Computer Science Principles	Human Geography	Psychology	
	Fine Arts	Fine Arts	AP Art History	DE Art Appreciation	Percussion	Women's Chorale
			AP Music Theory	DE Music Appreciation	Show Choir	
			Band	General Music	Visual Art I	
			Color Guard (Band Auxiliary)	Guitar	Visual Arts II	
			Concert Choir	Music History	Visual Art III	
			Theater Arts I	Theater Arts II	Theater Arts III	Theater Arts IV (formerly Theater Production)
	Humanities	Humanities	AP Psychology	Bible as Literature	DE Psychology 1030	Journalism I/II/III
			AP Human Geography	Contemporary Issues	English Language Development (ELD)	Psychology
			AP Macroeconomics	Creative Writing	English as a Second Language (ESL)	Speech and Communication
			AP Microeconomics	DE Sociology 1010	Honors Physical Geography	Sociology
	Math & Science	Math & Science	Any 3 Math/Science courses not used towards graduation requirements			

revised 3.22.2022

## EARLY GRADUATION GUIDELINES

### MOVE ON WHEN READY ACT

The Move on When Ready Act (T.C.A. § 49-6-8303 ) provides public high school students the opportunity to complete an early high school graduation program and be eligible for unconditional entry into a public two (2)- year institution of higher education or conditional entry into a public four (4)-year institution of higher education. Students who wish to pursue early graduation through the Move on When Ready program must meet the State Board of Education requirements for the program.

[https://www.tn.gov/content/dam/tn/education/ccte/ccte\\_move\\_on\\_when\\_ready\\_intent.pdf](https://www.tn.gov/content/dam/tn/education/ccte/ccte_move_on_when_ready_intent.pdf)

### GRADUATION – 1 SEMESTER EARLY – DECEMBER GRADUATE

- Students must declare Early Graduate status by October 15th of Junior year. Students that would like to be evaluated for Early Graduation after October 15th must meet at least one qualifier and eligibility will be determined on a case-by-case basis.
- No new credit may be earned through Raider Virtual Academy (RVA).
- Credits can be earned through accredited, online schools and transferred back to CCCHS.

Any student seeking early graduation must contact Dr. Carney to discuss eligibility.

All students who meet eligibility must then be approved by the Principal, Mr. Paul Parsley.

## VI. TESTING

### A. SEMESTER EXAMS

During the second and fourth quarter grading periods, teachers will give a comprehensive semester exam that will count 15% of the semester in which the exam is given. Tennessee requires End-of-Course or TNReady tests in certain subjects. Students who miss their semester exam must have a valid written excuse to make-up the test.

### B. SEMESTER EXAM EXEMPTIONS

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

Semester Exam Exemption Chart	
Minimum Semester Average	Maximum # of Absences (in that class)
90-100	2
80-89	1
70-79	0
<b>Note: Exam exemption is a reward for those who meet the criteria, not a punishment for those who don't.</b>	



Days missed do not include school sponsored activities or bereavement days that were approved by administration. In addition, if state scores are available and a student scores proficient or advanced on any TNReady or End-of-Course test, he/she will be exempt from the second semester exam in that course. If a student takes an AP Exam or Dual Credit Exam, he/she may be exempt from the second semester exam for that course. Students who transfer in mid-semester may be exempt only if attendance records and grades from the previous school can be verified.

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

**C. END-OF-COURSE AND TNREADY TEST REQUIREMENTS**

End of Course Tests are given in Biology, English I, English II, Algebra I, Algebra II, and Geometry. All students enrolled in a TNReady/EOC course second semester must take the appropriate state test(s). There are no exemptions from state tests. Students who are absent from any EOC test will receive a zero (0) for 15% of the second semester grade in that course.

**D. RIGOR POINTS FOR AP, CLEP, AND DUAL CREDIT (LDC AND SDC)**

According to board policy 4.600, students must take the exam in order for the additional rigor points to be awarded to the student's semester averages. If these additional points are added before the test date, the district will remove those points if the student does not participate in the culminating exam by the end of the school year.

**E. ACT TEST REQUIREMENT (11<sup>TH</sup> GRADE STUDENTS)**

All students in the 11<sup>th</sup> grade are required to take the ACT test during the junior year on the state test date. State legislation requires the ACT test to provide educators with diagnostic information to assist in developing interventions for the purpose of increasing high school graduation rates and roving student preparation for postsecondary achievement (TCA 49-6-6001).

**2022-2023 Tennessee State ACT Test Dates:**

October 18, 2022- Seniors  
November 1, 2022—Senior Makeup Date  
March 21, 2023—Juniors  
April 4, 2023—Junior Makeup Date

<b>2022-2023 National ACT Test Dates</b>		
<b>Test Date</b>	<b>Registration Deadline</b>	<b>Late Registration (Fee Required)</b>
September 10, 2022	August 5, 2022	August 19, 2022
October 22, 2022	September 16, 2022	September 30, 2022
December 10, 2022	November 4, 2022	November 11, 2022
February 11, 2023	January 6, 2023	January 20, 2023
April 15, 2023	March 10, 2023	March 24, 2023
June 10, 2023	May 5, 2023	May 19, 2023
July 15, 2023	June 16, 2023	June 23, 2023

## VII. TRANSPORTATION

### A. BUS POLICY AND RULES

Student conduct is of utmost importance to the transportation system. A student shall not exhibit behavior that would interfere with the rights of another student or the driver or exhibit behavior that would endanger the lives of others in transport.

The following shall be observed at all times:

#### **BUS EXPECTATIONS**

1. Be on time to the bus stop.
2. Practice safety on the bus to and from the school bus.
3. Share a seat with any other two students.
4. Bus seats are to sit on and not for reclining.
5. Face the front.
6. Keep books and other articles off the aisle floor.
7. Use the front door to enter and leave the bus. The rear door is for emergencies only.
8. Respect the rights of your fellow students.
9. Talk to the driver as little as possible.
10. The bus driver is in command; respect and obey the driver.
11. Enjoy your ride. Be reasonably quiet.
12. You will be considered in school if you are riding the bus.
13. A student shall become ineligible for public school transportation after refusing to follow state and local rules and regulations pertaining to pupil transportation.
14. Bus service will be provided for senior high school students residing within the city limits of Manchester and living 1 ½ miles or more from the school. Students riding will be expected to exit at the same stop in the afternoon.
15. Any student disrespectful to the driver is subject to school and bus suspension.
16. Students will not be allowed to exit the bus anywhere other than home or original pickup point unless by note signed by parent and school official.
17. Students are not allowed to exit the bus to walk or enter a vehicle unless by permission of school official. A violation will be reported to the school official.
18. Student projects, etc. may be allowed provided the student can keep them in his/her possession. No glass items will be allowed. Animals, pets, etc., are prohibited.

#### **BUS RULES**

1. Take your seat and remain there. Do not move around.
2. Refrain from throwing any object on the floor or at others.
3. Throwing objects out of the window is not allowed.
4. Violations of safety procedures such as opening emergency doors or windows, pushing while exiting, etc., are strictly prohibited.
5. Possession and use of tobacco, e-cigarettes, or vapes are illegal.
6. No drinks, food, or chewing gum will be allowed on the bus.
7. Anything considered a weapon or used as a weapon will not be allowed on the bus.
8. Leaning out of windows is prohibited (arms, hands, legs, etc.).
9. Gestures or shouting at pedestrians or vehicles is prohibited.



10. A continuous violation of the expectations will result in an office conference, parent contact, and suspension from riding the bus.
11. The riding of a school bus is a privilege. That privilege may be taken away when a student demonstrates unacceptable behavior. Students that have been suspended from the bus cannot ride the bus that evening unless authorized by the presiding principal. Suspension from the bus means all bus services.
12. Any criminal activity committed by a student or adult will result in an arrest.

#### **B. PARKING LOT PROCEDURES**

Student parking is provided at CCCHS in a specific area with the purchase of a parking permit. Driving and operating an automobile, bicycle, or motorcycle on school property is a privilege, not a right. All rules and regulations must be observed, or driving/parking privileges will be revoked. Safe driving habits shall be observed at all times. Motorcycles are to be parked in a parking space. Bicycles should be secured on the bike rack by the gym or the main school entrance. Students shall park on the gymnasium side of the building, facing Highway 55 and vacate vehicles immediately upon arrival at school. Students shall not be in the parking lot during the day without administrative approval. Permission will only be granted in emergency situations. Students will not be allowed to loiter in the parking lot before or after school. Campus speed limit is 10 mph. The school system is not responsible for vehicles or contents.

**ANY VEHICLE IS SUBJECT TO SEARCH.**

#### **C. CAMPUS PARKING PERMITS**

All students parking on campus must purchase a campus parking permit from the main office. Cost of permits is twenty dollars (\$20). Permits must be visible through the front windshield at all times. **Students parking on campus without a parking permit or in unauthorized areas may receive a fine, have cars towed at student's expense, and/or receive disciplinary action.**

#### **D. CAR RIDER PROCEDURE/ STUDENTS WHO WALK**

**Arrival - CCCHS doors open at 7:00 a.m.**

Students should be dropped off in the circular driveway in front of the main entrance.

##### **Departure**

Vehicles should line up in the circular drive in front of the main entrance. Vehicles picking up students should not block parked cars or traffic flow. Students who walk to school and cross Highway 55 should use the designated crosswalk area.

### **VIII. STUDENT ATHLETICS & ACTIVITIES**

#### **A. SUMMER ACTIVITY POLICY**

All school-related summer activities must have prior administrative approval.

#### **B. SCHOOL-SPONSORED EVENTS**

All school rules apply at school- sponsored events including, but not limited to, dances, athletic events, performances, etc. Any student exhibiting inappropriate behavior will be dismissed from the event and subject to further school disciplinary consequences.

### C. ATHLETIC EVENTS

Article IV, Section 7. (Tennessee Secondary School Athletic Association Official Handbook) All games shall be properly supervised and policed to ensure sportsmanlike contests. The host school shall be responsible for providing orderly conduct on the part of all spectators. Member schools are responsible for the conduct of their own fans and students at every athletic contest. All CCCHS rules and Board of Education Policies are in effect at athletic contests, both home and away. All athletes must earn five (5) full credits the preceding year and be enrolled in six (6) classes the current semester to be eligible to participate in any athletic contest. To be eligible for spring sports, athletes must complete five (5) half credits in the fall semester. Athletes assigned to ISD (Short or Long Term) are not allowed to participate in any athletic contests during their assignment. Athletes missing half or more of the school day on game day must be school excused in order to participate.

### D. CCCHS ATHLETICS

Coffee County Central High School Athletics			
Fall 2022	Winter 2022	Spring 2023	Year-Round
Cross Country	JV/Varsity Women's Basketball	JV/Varsity Men's Soccer	JV/Varsity Cheerleading
Golf	JV/Varsity Men's Basketball	JV/Varsity Baseball	JV/Varsity Dance Team
JV/Varsity Football	Swimming	JV/Varsity Softball	Claybusters
JV/Varsity Women's Soccer	Wrestling	Track	
Volleyball		Varsity Tennis	

### NCAA CLEARINGHOUSE REQUIREMENTS

**Division I** – Any student who plans to enroll in a Division I college in 2008 or later and wants to participate in athletics or receive an athletic scholarship during his/her first year must meet the following requirements:

- Graduate from high school;
- Complete these 16 core courses:
  - 4 years of English
  - 3 years of math (Algebra I, Algebra II, and Geometry)
  - 2 years of natural or physical science  
(Including one (1) year of lab science if offered by your high school)
  - 1 extra year of English, math, or natural or physical science
  - 2 years of social science
  - 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- Earn a minimum required GPA in your required courses; and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale found on page nine (9) of NCAA's Guidelines for the College-Bound Student Athlete.

**Division II** – Any student who plans to enroll in a Division II college in 2005 or later and wants to participate in athletics or receive an athletics scholarship during his/her first year must complete the following requirements:

- Graduate from high school;
- Complete these 14 core courses:
  - 3 years of English
  - 2 years of math (Algebra I, Algebra II, and Geometry)
  - 2 years of natural or physical science (including one year of lab science if offered by your high school)
  - 2 extra years of English, math, or natural or physical science (3 years required for graduating class of 2013 and beyond)
  - 2 years of social science
  - 3 years of extra core courses from any category above, or foreign language, non-doctrinal religion or philosophy (4 years required for graduating class of 2013 and beyond)
- Earn a 2.0 GPA or better in your core courses; and
- Earn a combined SAT score of 820 or an ACT sum score of 68.

If you have any questions concerning Clearinghouse Requirements, see Ms. Cote in the Student Counseling Center.

## IX. STUDENT SERVICES

### A. STUDENT COUNSELING CENTER (SCC)

School counselors provide a comprehensive counseling model to all students, focusing on the needs of the students in three (3) areas of development: academic, career, and personal/social. School counselors work collaboratively with administrators, teachers, parents, and students to maximize student achievement.

### B. LIBRARY

The CCCHS library is open from 7:30 a.m. until 3:10 p.m. each day. Books may be checked out for two (2) weeks and renewed, if necessary. Reference books and periodicals may be checked out overnight subject to approval by the librarian. Books should be returned to the library on or before the date due. A student is responsible for all materials checked out by him/her; therefore, he/she should return them on time and in good condition. Overdue fines of five (5) cents a day are charged for late materials.

Library materials should not be taken from the library until they are properly checked out. Any materials found in a student's possession that have not been checked out will be treated as stolen property.

Students may use the library before school, during homeroom, and during lunch. An atmosphere conducive to study is maintained at all times in the library. Any student who disrupts this atmosphere will be restricted from using the library. No food or drink is permitted in the library at any time.

### C. CAFETERIA & FREE OR REDUCED LUNCH

Prices: Breakfast \$1.25 Lunch \$2.50 All students are responsible for disposing of their own trash and cleaning up their area. Students must remain in their designated location during lunch—either in the cafeteria for inside lunch or at the picnic tables for outside lunch.

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

#### D. RAIDER RENAISSANCE

The Renaissance Program at Coffee County Central High School is nationally recognized. We feel that the staff of Coffee County Central High School has offered students a package of incentives to achieve better grades, to improve attendance, and to assist the school to become a better learning institution. Listed below are some of the benefits offered to the participants in the program during the semester in which the card is held.

##### Red Card (All grades of "A" on the semester report card)

1. One (1) day independent study (upon approval)
2. Free admission to all regular-season after school home sporting events
3. 50% off parking permit
4. Free admission to Homecoming Dance
5. 10% discount at the Raider Bookstore
6. Renaissance T-Shirt
7. Classroom teacher incentives

##### Black Card (All grades "A" or "B" on the semester report card)

1. 50% off admission to all regular-season after school home sporting events
2. 25% off parking permit
3. 50% off admission to Homecoming Dance
4. Renaissance T-Shirt
5. Classroom teacher incentives

##### Silver Card (Semester GPA improves .5 or more from previous semester or maintains 4.0 for consecutive semesters)

1. Discounts at area businesses\*
2. Renaissance T-Shirt
3. Classroom teacher incentives

##### White Card (No absences, tardies, and discipline referrals for the semester)

1. 25% off parking permit
2. White Card T-Shirt
3. Free admission to all regular season after school home sporting events
4. Free admission to Homecoming Dance
5. One (1) Independent Study Day (upon approval)
6. Classroom teacher incentives

Red, Black, Silver, and White Cards are updated and issued at the beginning of each semester based on grades, attendance, and discipline the previous semester. An independent study day can only be used in the semester issued, and students must have 5 or less absences to be approved for use of an independent study day. Students who qualify for a red and a white card will only be able to utilize one (1) independent study day.

Qualifying grades must be made at Coffee County Central High School or Coffee County Raider Academy.

### E. RED RAIDER BANK

Students may use the Red Raider Bank located in room 2 during homeroom. Savings accounts and lunch loans are available. Eligible savings accounts earn compounded interest, and lunch loans are due with a fee the next business day. Parent prior approval is required to take out a lunch loan. All loan accounts are expected to be paid in full. Failure to pay loans may result in disciplinary action. Savings account balances are returned to the student at least two weeks prior to graduation each year.

### F. LOST & FOUND

The lost and found department is located in the main office. Lost items will be held for three (3) days. If unclaimed, the item will be donated to a charitable organization or discarded.

### G. TEXTBOOKS

Textbooks are loaned to students and should be treated with care. Students must return all textbooks when withdrawing from school or at the end of the course taken. If a textbook is lost, damaged, or destroyed, students must pay for the book before receiving another textbook.

### H. LOCKERS

Each student is responsible for the contents and condition of his/her assigned locker. School officials may inspect the contents of any locker at any time. LOCKS ARE RECOMMENDED. Lockers must be cleaned out by the last full day of school.

### I. FEE WAIVERS

Any student who wishes to complete a fee waiver application may pick up the form in the Student Counseling Center (SCC). Completed applications should be returned to the Student Counseling Center for approval.

### J. VISITOR PASSES

Our campus is a "**CLOSED CAMPUS.**" All visitors must report to the main school office immediately upon entering the building.

### K. STUDENT INFORMATION

Parents/Guardians are responsible for notifying the main office of any changes in name, address, phone number, parent/guardian or any other contact information. All students and parents have access to the online gradebook and attendance in Synergy. Lost login and/or password information can be retrieved in the SCC.

## X. SCHOOL HEALTH

### A. STUDENT MEDICATIONS - ADMINISTRATION OF MEDICATION – TCA 49-50-1602

1. Medication should be brought to the school by the parent in a container appropriately labeled by pharmacy or physician with the date, child's name, dosage, and time intervals.
2. Prescribing physicians and parents/guardians must sign a form pertaining to medications being administered at school.
3. Non-prescription or over-the-counter medicine will only be administered if students have their health forms turned in including permission to administer over-the-counter medicine or if a parent/guardian provides written permission.

## B. HEALTH CARDS

Every student is required to complete and turn in a health services card.

## C. IMMUNIZATIONS TCA 49-6-5001 AND TCA 49-6-5002

No child shall be permitted to attend any Coffee County School until proof of immunization is given to the Student Counseling Center (SCC) unless exempted as provided by law.

## D. PHYSICAL ACTIVITY PERIOD

As required by the Tennessee Department of Education, all students at CCCHS will be given the opportunity to participate in ninety (90) minutes of physical activity each week.

# XI. DISTRICT POLICIES/NOTIFICATIONS

## A. COFFEE COUNTY SCHOOL SYSTEM STUDENT ACCEPTABLE USE POLICY (AUP) AND INTERNET SAFETY POLICY (REVISED 2013)

The Coffee County School System (CCSS) provides students with access to computers, network systems, and other technology equipment so that teachers may use these tools as part of the instructional process. Teachers or approved CCSS representatives are responsible for providing educationally relevant lessons, supervision, and instruction to help students get the most benefit from available technology resources. Students are responsible for using the systems in a manner consistent with the goals of the school system and to be respectful of other Users as well as adhere to the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)] and Tennessee Department of Education requirements as stated in Tennessee Code Annotated 49-1-221. In general, students are permitted to use technology resources for educational purposes with the permission and guidance of a supervising CCSS staff member or approved CCSS representative provided the guidelines and restrictions herein set forth are followed.

**TECHNOLOGY RESOURCES** Technology equipment provided by the schools are the property of CCSS and are intended to be used by teachers, staff and students for educational purposes consistent with the goals of the school district. To maintain efficient functionality of the equipment and to ensure its appropriate use, the district reserves the right to monitor all network traffic, search all files stored on district-owned systems and to take such action as necessary to assure that system resources are available for their intended purposes. Therefore, students should have no expectation of privacy when using school networks or technology equipment. Additionally, students may not store personal files or data, install or remove software, modify system settings, or otherwise alter existing systems without the express approval of a supervising CCSS teacher or approved CCSS representative.

**NETWORK SYSTEMS** School computer systems exist in a networked environment that is designed with safeguards to ensure its dependability but which also relies on the goodwill of its users. Students who disrupt or compromise system resources by altering the network infrastructure or settings, attempting to acquire or use the login credentials of other users, introducing resource training applications, monitoring the network traffic of other Users, bypassing existing security restrictions, or otherwise compromise the integrity of the network will be subject to disciplinary action up to and including suspension, expulsion, and when applicable the involvement of appropriate law enforcement.



**INTERNET ACCESS** The CCSS provides Internet access to every school and should only be used for instructional and administrative purposes. In providing this access, the CCSS attempts to limit the availability of web content that is inappropriate for students in the school environment. While these restrictions are typically sufficient to protect the innocent, it is impossible to completely prevent students from accessing inappropriate material. Therefore, all students are responsible for using the Internet in an appropriate manner and are permitted access only through the school's filtered Internet service. Students are permitted to access the Internet only with a signed technology use agreement form and the permission of a supervising CCSS staff member or approved CCSS representative. Students who attempt to circumvent the filter system by either software or use of websites, access inappropriate Internet services or publish inappropriate content, or assist others in accessing or publishing such content or services, are subject to disciplinary action and when applicable the involvement of appropriate law enforcement. Inappropriate uses of the CCSS network include, but are not limited to:

- Pornography
- Gambling
- Use of network for commercial purposes (Buying and selling for personal gain)
- Harassment, insulting, defaming or attacking others (Cyber Bullying)
- Violating Copyright Laws
- Illegal Activities
- Hacking or obtaining access to unauthorized systems
- Obscene Language
- Trespassing in other's files or folders
- Using another person's identity or password to access the network
- Damaging or modifying computer systems without permission from CCSS Tech Department
- Use of VPNs, Proxies, or other Remote Access Programs

Even though CCSS blocks certain sites, the faculty and staff are expected to diligently monitor students' computer and Internet usage. CCSS runs filtering software as required by CIPA (Childhood Internet Protection Act) and TN Senate Bill No. 3702 (49-1-221). I also understand that CCSS provides robust digital resources for classroom instruction that have been found to meet the Federal Trade Commission's (FTC) regulations in regard to the Child Online Privacy Protection Act (COPPA). Some of these resources may require student login credentials. At no time should a student log in and use an account other than the one that has been assigned for any particular service. The District technology staff has the right to remove any unauthorized or unlicensed software, restrict the use/listening /watching of streaming media to preserve District bandwidth and the district will restrict the use of games for staff and students with the exception of educational software that has been approved by the district.

**STUDENT EMAIL AND DOCUMENT ACCOUNTS** Students may be issued a student email account. All student email accounts are accessible at any time by approved CCSS staff. Any abuse of the service (bullying, profanity and other violations of stated by this AUP) may result in the student's access of the service removed and are subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

**CHAT ROOMS, NEWSGROUPS, SOCIAL NETWORKS, E-MAIL** Students are not allowed to participate in chat rooms, newsgroups, social networks or e-mail using the CCSS network that are not provided by CCSS. Any circumvention or violation of this policy may result in disciplinary action up to and including suspension, expulsion, and when applicable the involvement of appropriate law enforcement. Teachers may request that students be allowed access to these technologies, but the request must be made to the teacher's principal and then the principal request sent to the Director of Technology. Students that violate this policy may be subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

**DOCUMENTS, FILES and SOFTWARE** Students should not alter copy, move or delete any files that belong to other people. Game, media or other files shall not be downloaded and installed on any CCSS computer system without the supervision and permission of CCSS staff.

**PERSONAL DEVICES** While personal computers, electronic devices and digital storage media can be beneficial to the educational process, such items also have the capacity to become distractions and to convey material that is unsuitable for the school environment. Therefore, students may use personal computers, electronic devices and digital storage media only with the permission of a supervising CCSS staff member or approved CCSS representative for the duration of the project. A student may NOT use previously mentioned equipment on campus on their own accord. When brought onto school property, these devices are subject to search and may be confiscated pending review and students may be subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

**WARRANTY** Coffee County School District makes no warranties of any kind, whether expressed or implied, for the technology resources it provides. The district will not be responsible for damages suffered by students in the use of technology resources including loss of data, interruption of services, and access to inappropriate content online.  
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**INTERNET SAFETY** It is the policy of Coffee County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and Tennessee Department of Education requirements. Coffee County Schools recognizes the importance of keeping children safe online. To address this issue, the district will provide the following:

#### **Internet Training to Students**

Internet safety training to students in K-12 is a part of their regular instruction. Resources will be provided to classroom teachers and instruction time will be allotted. Education about safe and appropriate online behavior will be integrated into the K-12 curriculum and instruction. Students need to learn how to avoid inappropriate content and unwanted contacts from strangers while online as well as appropriate behavior on social-networking and chat-room web sites and the dangers of cyberbullying and to learn about protecting personal information.

#### **Supervision and Monitoring**

It shall be the responsibility of all members of the Coffee County School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

#### **Evaluation and Review**

The district will annually review its Internet safety program to make such adjustments as necessary. The Technology and Planning Committee will review and evaluate all aspects of the Internet Safety Policy and program annually and will recommend revisions as needed.

#### **Professional Development Opportunities for Teachers and Staff in District**

(1) Professional staff development will be provided in the following areas: Internet Safety in the Classroom, Curriculum Design, Internet Usage for Lesson Planning and Content, Usage of Digital Media and other appropriate technologies that will enhance or secure the learning environment of Coffee County Schools.. (2) Opportunities for faculty and staff to attend technology professional development workshops, conferences or other appropriate venues will be offered. Our system will provide on-site, ongoing professional development for all faculty and staff, throughout the school year. This will be accomplished by scheduling in-service opportunities and after-school training to promote effective integration of technology in the classroom and library which will lead to student improvement and network security.

Assessment of the effectiveness of professional development will be measured by analyzing student achievement scores, classroom grades, teacher observations, and by sending periodic surveys to faculty and parents. A needs assessment will be conducted to sustain professional development activities that integrate technology effectively for the next school year.

**Parental Involvement:**

Student learning is maximized through familial or parental involvement in their schooling. However, family members may have very different levels of knowledge about instructional technology, and therefore varying capacity to become involved in a technology integrated learning process. Some parents do not understand the impact technology will have on their child's education as well as their child's post-high school employment prospects. In fact, many parents have a greater fear and misunderstanding of technology than do their daughters and sons. It is imperative to involve family members in the development of a school's technology plan and establish partnerships and include them in discussions and decisions. If parents are not involved, they may well oppose the plan based on fear rather than informed opinion. The following are strategies that will be used in gaining parental involvement:

- Provide programs and/or speakers who can help parents, grandparents, caregivers, and community stakeholders understand how important it will be in the future for their children to be competent in safe technology use.
- Focus efforts to diminish parents' misconceptions, strengthen their technological awareness, and at the same time allow them to discover the potential of safe technology resources for their own uses.
- E-mail addresses of staff will be made available to parents and internet school sites will encourage communication between parents and teachers as well.
- Parents, grandparents, caregivers, and community stakeholders will be invited to attend the same meetings and training on safe technology usage that are held for the staff. As all participants are empowered with knowledge, they become more committed. As parents, grandparents, caregivers, and community stakeholders become better acquainted with teachers, they become more supportive.

**B. NONDISCRIMINATION POLICY FOR ALL COFFEE COUNTY SCHOOLS**

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

"It is the policy of the Coffee County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

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

Inquiries regarding compliance with Title VI, Title IX and Section 504 may be directed to Mr. Kelvin Shores, Deputy Director of Schools, at 931-723-5150.

### C. ASBESTOS NOTIFICATION

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

### D. FREE APPROPRIATE EDUCATION POLICY

Homeless children and youth have the right to a free, appropriate, public education. Homeless children and youth are those who, due to a lack of housing, live

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

Homeless children and youth may attend school at

- the school the children attended before becoming homeless or was last enrolled in (school of origin); or
- the school in the attendance area where the child or youth is temporarily living.

Additional notes regarding the enrollment of homeless children and youth in school:

- Homeless children must be enrolled immediately.
- If school records are unavailable, ask that the records be sent electronically or shared over the phone.
- Ask that a student's immunization record be transferred over the phone from the sending school to the receiving school.

Contact your school district, principal, counselor, or local homeless education liaison with any concerns.

### E. ADDITIONAL CONTACT INFORMATION:

Tennessee Department of Education:

Phone: 615-741-2731

[www.state.tn.us/education](http://www.state.tn.us/education)

Division of Special Education, Tennessee Department of Education:

Phone: 615-741-2851

[www.tn.gov/education/speced](http://www.tn.gov/education/speced)

Organizations available to help with information, training, and advocacy for students with disabilities may be found by visiting the Tennessee Disability Services-Disability Pathfinder Database at [kc.vanderbilt.edu/pathfinder](http://kc.vanderbilt.edu/pathfinder).

### F. FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) gives parents of minor children certain rights with respect to the student's educational records. These rights transfer to the student when he or she reaches the age of eighteen (18). Students to whom rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records without consent to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conduct certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and/or
- State and local authorities, within a juvenile justice system.

In addition, pursuant to the "No Child Left Behind Act," military recruiters have the right to access "directory information" without consent from the parent or eligible student. Directory information includes, but is not limited to: name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

If you as the parent or eligible student do not want the school to disclose the student's directory information, you must come to the Student Counseling Center and sign a form prohibiting disclosure of the information within fifteen (15) days of the first day in attendance at Coffee County Central High School.

#### **G. PARENT NOTIFICATIONS**

- Any parent may request professional qualifications of classroom teacher(s) and paraprofessionals.
- If Coffee County Central High School should ever be identified as unsafe, parents will receive written notification of their rights.
- Parents will receive notification if their child has a teacher who does not meet state licensing and certification requirements for the grade and subject area assigned.
- Parents have the right to access statewide curriculum standards. The state standards can be accessed at <https://www.tn.gov/education/instruction/academic-standards.html>.
- Family Life Curriculum: As a component of health/wellness classes at CCCHS, and as mandated by state law, students will participate in the family life curriculum. A parent or guardian who wishes to excuse a student from any or all portions of the family life curriculum must submit a request in writing to the school.
- Any parent who wishes to have a conference with a teacher(s) may contact him/her through email, Synergy app, or by contacting the school directly at 931-723-5163. The Special Services Office may be contacted at 931-723-5165.

#### **H. MILITARY RECRUITER ACCESS TO STUDENT INFORMATION**

Parents of secondary school students have a right to request their child's name, address, and telephone number not be released to a military recruiter without their prior written consent.