



COFFEE COUNTY CENTRAL HIGH SCHOOL
2025-2026

STUDENT & PARENT HANDBOOK

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

CCCHS STUDENTS AND PARENTS/GUARDIANS:

Welcome to Coffee County Central High School for the 2025-26 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 students and parents 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. Changes are sometimes implemented during the school year in order to maintain a safe and productive learning environment.

If I can be of any assistance, 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!

Hail to thee our Alma Mater,
As the years go by,
We will ever love thee nobly,
Till the day we die.
And when death shall overtake us,
May our memory be,
True to those who us shall follow
Central High --to thee

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 - 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 both phone calls and emails in a timely manner.

ADMINISTRATION:

Paul Parsley	Principal	931-723-5159
Jason Creek	Curriculum / Testing Coordinator	931-723-5159
Katrina Wright	Assistant Principal – Class of 2027	931-222-1211
Brad Sanders	Assistant Principal – Class of 2026	931-222-1208
Tim Knox	Assistant Principal – Class of 2028	931-222-2221
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-F	931-222-1217
Michelle Sheible	Counselor	Last Names G-O	931-222-1219
Emily Haston	Counselor	Last Names P-Z (Soph/Jr)	931-222-4109
Lacy Cote	Counselor	Last Names P-Z (Seniors)	931-222-1216
Maddison Taylor	Student Support Services Coordinator		931-222-1218
Arlana Hendricks	Student Enrollment and Records		931-222-2018
Angela Saner	Student Records/Scholarship Coord		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 2025-2026 Calendar

July					January				
M	T	W	T	F	M	T	W	T	F
	1	2	3	4				1	2
7	8	9	10	11	5	6	7	8	9
14	15	16	17	18	12	13	14	15	16
21	22	23	24	25	19	20	21	22	23
28	29	30	31		26	27	28	29	30
August					February				
M	T	W	T	F	M	T	W	T	F
				1					
4	5	6	7	8	2	3	4	5	6
11	12	13	14	15	9	10	11	12	13
18	19	20	21	22	16	17	18	19	20
25	26	27	28	29	23	24	25	26	27
September					March				
M	T	W	T	F	M	T	W	T	F
1	2	3	4	5	2	3	4	5	6
8	9	10	11	12	9	10	11	12	13
15	16	17	18	19	16	17	18	19	20
22	23	24	25	26	23	24	25	26	27
29	30				30	31			
October					April				
M	T	W	T	F	M	T	W	T	F
		1	2	3			1	2	3
6	7	8	9	10	6	7	8	9	10
13	14	15	16	17	13	14	15	16	17
20	21	22	23	24	20	21	22	23	24
27	28	29	30	31	27	28	29	30	
November					May				
M	T	W	T	F	M	T	W	T	F
3	4	5	6	7					1
10	11	12	13	14	4	5	6	7	8
17	18	19	20	21	11	12	13	14	15
24	25	26	27	28	18	19	20	21	22
					25	26	27	28	29
December					June				
M	T	W	T	F	M	T	W	T	F
1	2	3	4	5	1	2	3	4	5
8	9	10	11	12	8	9	10	11	12
15	16	17	18	19	15	16	17	18	19
22	23	24	25	26	22	23	24	25	26
29	30	31			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. 4 - Parent/Teacher Conference:
	STUDENTS DISMISS AT 2:00 p.m.

Q1 ends Oct. 3 (45 days), Q2 ends Dec. 18 (44 days),
Q3 ends Mar. 13 (46 days), Q4 ends May 22 (43 days)
Approved by the Board of Education: 12-11-23
Edited - 12-12-24

1st Semester Total Days 89
2nd Semester Total Days 89
Total Instructional Days 178

DAILY SCHEDULE

CCCHS - All Versions of Bell Schedules: 2025-2026			
First Bell: 7:42			
Homeroom			
7:55 - 8:42	1st Period		47
8:47 - 9:34	2nd Period		47
9:39 - 10:05	HR		26
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
Extended HR Schedule			
7:55 - 8:40	1st Period		45
8:45 - 9:30	2nd Period		45
9:35 - 10:15	Extended HR		40
10:20 - 11:05	3rd Period		45
11:10 - 11:55	4th Period		45
12:00 - 1:10	5th Period		70
12:00 - 12:23	1st Lunch		23
12:24 - 12:47	2nd Lunch		23
12:47 - 1:10	3rd Lunch		23
1:15 - 2:00	6th Period		45
2:05 - 2:50	7th Period		45
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 - Homeroom			
Updated: 6.6.25			

CCCHS IMPORTANT DATES FOR 2025-2026

Academic Report Dates		
	Progress Reports	Report Cards
Quarter 1	August 28, 2025	October 17, 2025
Quarter 2 / Semester 1	November 6, 2025	January 9, 2026
Quarter 3	February 5, 2026	March 20, 2026
Quarter 4 / Semester 2 / Year	April 16, 2026	May 22, 2026

Parent Teacher Conference Date
September 4, 2025

Student Early Dismissal Dates	
10:00 AM Dismissal	2:00 PM Dismissal
July 29, 2025	September 4, 2025
December 19, 2025	
May 22, 2026	

Holidays & Breaks	
Dates	Holiday or Break
July 30, 2025	Administrative Day
August 29, 2025	Staff Development
September 1, 2025	Labor Day
September 5, 2025	Fair Day
October 6-10, 2025	Fall Break
October 31, 2025	In-service
November 24-28, 2025	Thanksgiving Break
December 22-January 2, 2026	Christmas Break
January 5, 2026	In-service
January 19, 2026	Martin Luther King, Jr. Day
February 13, 2026	Staff Development
February 16, 2026	President's Day
March 23-27, 2026	Spring Break
May 21, 2026	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
- Inform the school main office if child will be absent for an extended period of time
- 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, or 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.** Additional disciplinary action will be taken for continued tardiness.

Checking out of School-- The school discourages students from checking out of school unless necessary. 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. Note: 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. Bereavement notes should include the following: name of the student and relationship to the deceased. Administration will determine how many bereavement days will be excused on a case-by-case (travel, relationship to deceased, etc.) basis.
- Only ten (10) excuse notes per school year will be accepted from walk-in clinics and telehealth providers.
- All students are required 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 required 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. College day visit forms must be picked up in the SCC or the main office. The form must be returned to have the absence excused by the school.
- Students will be given three (3) days to make up missing work upon return from an 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 by law.

- Students who accumulate ten (10) unexcused absences will be placed on social probation, meaning the student is suspended from participation in 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 or ten (10) consecutive unexcused absences will be reported to the Department of Safety for driver's license suspension or denial of one.
- Continued unexcused absences may result in a mandatory meeting with the Coffee County Schools Truancy Board and/or receive a petition to court.
- Senior students who have accumulated sixteen (16) or more unexcused absences in an academic year will not be allowed to participate in commencement exercises (graduation ceremonies) although they will be eligible to earn their diploma.

If you have any attendance questions, please contact:

Gina Craig (Main Office Secretary)
Tim Knox (Assistant Principal)

931-723-5159 craigg@k12coffee.net
931-222-1221 knoxt@k12coffee.net

E. STUDENT WORK DURING ABSENCES

When absent from school, students may find their missing assignments in Google Classrooms. Students/parents may contact teachers via e-mail with any questions about student 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)
- Using computer-generated content as one's own
- 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 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 Courses Only
100-105	A	Dual Enrollment Courses
100-104	A	State/Local Dual Credit 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: According to CCBOE policy 6.312, students may possess personal communication devices/personal electronic devices, such as cell phones, smart watches, and AirPods while on school property. However, such devices must be in the off mode and stored away in backpacks, purses or personal carry-alls unless the principal or his designee grants permission for the use of these devices to assist with instruction. In addition to class time, the policy shall be interpreted to include the time periods from entry into the building leading up to first period, hall changes, and lunch time. Violation of the policy will result in confiscation of the item until the end of the school day. Additional consequences for violation of the policy include lunch detention, in-school detention, social probation, and eventual prohibition of electronic devices inside the building. See CCBOE policy 6.312 for additional information.

Consequences for violation of personal electronic device policy:

- 1st Offense: Device is confiscated / 1 day lunch detention placement. A parent is notified. Student must pick up the device from the front desk at the end of the school day.
- 2nd Offense: Device is confiscated / 3 days lunch detention placement. A parent is notified and must pick up the device from the front desk at the end of the school day.
- 3rd offense: Device is confiscated / 3 day ISD placement. A parent is notified and must pick up the device from the front desk at the end of the school day
- 4th and additional offenses: Device is confiscated /5 days ISD w/5 additional days in ISD for each offense above the 4th. (10 days ISD/15 days ISD). No electronic devices shall be permitted inside the school building for the remainder of the year. A parent is notified and must pick up the device from the front desk.

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.
19. Possession/use of portable/Bluetooth type speakers.
20. Loitering (hanging-out) in hallways, common areas, and restrooms. It is never permissible for more than one student to enter the same restroom stall.

NOTE: The prohibited behaviors listed in the student handbook are not an exhaustive list. At any time during the school year, the administration may also 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
17. Social Probation

C. Social Probation

Students may be placed on social probation for poor attendance, extreme misbehavior, or ongoing misbehavior. 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 (10th) 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. After-School Detention

Students assigned to After-School Detention will report to a designated staff member by 3 PM on any days assigned and remain under the direction of the assigned staff member until 4 PM. Students may be assigned one or multiple days. Students will perform various school service tasks (cleaning windows, sweeping floors, trash pickup, etc.) while in After-School Detention.

G. 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.

H. 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.

I. ALTERNATIVE SCHOOL – KOSS CENTER

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 CCHS 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 attendance at dances including prom.

J. DRIVER'S LICENSE REVOCATION

Any student fifteen (15) years of age or older who becomes deficient in attendance shall be reported to the Department of Safety for driver's license revocation/denial. 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).

K. 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. If a student is referred for a dress-code violation, the student must come into compliance with school dress-code to return to class. Repeated dress code infractions will result in behavioral consequences.

Students may not wear:

1. Shorts, skirts, and/or skorts that come above the longest fingertip when arms are extended and/or torn or cut clothing revealing skin above the longest fingertip when arms are extended.
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", etc. Exception- Caps may be worn in shop classes as directed by staff.
4. Items of clothing, apparel or jewelry displaying or suggesting (innuendo) any logos or prints that discriminate against any group, promote violation of school rules, depicts the use of drugs, tobacco, or alcohol, encourages violence, gang/cult affiliations, encourage the use of intimidation/violence with a weapon, or participation in other unlawful actions. Clothing cannot contain inappropriate language or graphics or be sexually suggestive.
5. Costume makeup or items of clothing that could be considered costume-wear including but not limited to ears, tails, masks, capes, etc.
6. Chains or spiked accessories
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.

* Students may not bring blankets or throws to school.

* On special dress days, students will adhere to guidelines specified by the administration.

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, expelled, or has accumulated 16 or more unexcused absences. In the event that commencement exercises have to be held in the gymnasium, students will 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 after 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 12th 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: 25-26" 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 sixteen (16) or more unexcused absences or an excessive number of unexcused tardies or checkouts in the school year will not be allowed to participate in commencement exercises. In addition, students who have an excessive number of extreme misbehavior referrals during the senior year may not be able to participate in commencement exercises.

Coffee County Central HS

2025-2026 Programs of Study

Career & Technical Education (CTE)	Pathway	Program of Study	Courses			
Advanced Manufacturing		Industrial Maintenance	Principles of Manufacturing	Introduction to Industrial Maintenance	Advanced Industrial Maintenance II	Dual Enrollment Industrial Maintenance Technology I-V
		Machining Technology	Principles of Manufacturing	Machining I	Machining II	Manufacturing Practicum
		Robotics & Technology	Principles of Engineering & Technology	Digital Electronics	Robotics & Automated Systems	Engineering Practicum
		Welding	Principles of Manufacturing	Welding I	Welding IIA/B	Dual Enrollment Welding I-V
Agriculture		Agricultural Engineering, Industrial, and Mechanical Systems	Agriscience	Principles of Agricultural Mechanics	Agricultural Power & Equipment	Capstone Supervised Agriculture Experience
		Veterinary and Animal	Agriscience	Small Animal	Large Animal	Veterinary Science
Arts, Entertainment & Design		Audio / Video Production	A/V Production I	A/V Production II	A/V Production III	Applied Arts Practicum
		Digital Arts & Design	Digital Arts & Design I	Digital Arts & Design II	Digital Arts & Design III	Applied Arts Practicum
Civics, Public Service & Safety		Criminal Justice	Criminal Justice I	Criminal Justice II or SDC Criminal Justice	Criminal Justice III or Criminal Justice Practicum	Criminal Justice Work-Based Learning
Construction		Architectural & Engineering	Architectural & Engineering Design I	Architectural & Engineering Design II	Architectural & Engineering Design III A & B	Engineering Practicum
		Residential & Commercial Construction	Residential & Commercial Construction I	Residential & Commercial Construction II	Construction Practicum III	Dual Enrollment Building Construction I-V
Digital Technology		Coding	Computer Science Foundations	Coding I	Coding II	
		Cybersecurity	Computer Science Foundations	Cybersecurity I	Cybersecurity II	
Education		Teaching as a Profession	Teaching as a Profession I	Teaching as a Profession II	Teaching as a Profession Practicum III	
Healthcare & Human Services		Cosmetology	Cosmetology I	Cosmetology II	Cosmetology III	Dual Enrollment Cosmetology I-IV
		Human & Social Services	Intro to Human Studies	Lifespan Development	Family Studies	Human Services Practicum
		Nursing Services	Health Science	Anatomy & Physiology HS	Medical Therapeutics	Nursing Education (CNA)
		Therapeutic Services	Health Science	Anatomy & Physiology HS	Medical Therapeutics	
Hospitality & Events		Culinary Arts	Culinary Arts I	Culinary Arts II	Culinary Arts III	
Management & Entrepreneurship		Accounting	Intro to Business & Marketing (CCRA)	Accounting I	Accounting II	
		Business Management & Administration	Intro to Business & Marketing (CCRA)	Business Communications	SDC Introduction to Business	Advanced Office Applications
Marketing & Sales		Marketing Management	Marketing & Management I	Marketing & Management II	Marketing Practicum	
Supply Chain & Transportation		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
Alternative Programs of Study	Advanced Placement	Advanced Placement Any 3 AP courses not used toward graduation requirements	Art History	English Language	Macroeconomics	Pre-Calculus
			Biology	English Literature	Microeconomics	Spanish Language
			Calculus AB	Environmental Science	Music Theory	Statistics
			Chemistry	European History	Physics I	US History
			Computer Science A	French Language	Physics II	US Government & Politics
			Computer Science Principles	Human Geography	Psychology	
			AP Art History	Concert Choir	Guitar I/II/III	Visual Art I/II/III/IV
			AP Music Theory	DE Art Appreciation	Music History	Web Design
	Fine Arts	Fine Arts	Band I/II/III/IV	DE Music Appreciation	Music Theory	Women's Chorale
			Chorus	DE Speech & Communications	Percussion	
			Color Guard (Band Auxiliary)	Digital Arts & Design	Show Choir	
			Theater	Theater Arts I	Theater Arts II	Theater Arts III
	Humanities	Humanities	Ancient History	AP Microeconomics	DE Sociology 1010	Journalism I/II/III
			AP Psychology	Bible as Literature	DE Psychology 1030	Psychology
			AP Human Geography	Contemporary Issues	English Language Development (ELD)	Speech and Communication
			AP Macroeconomics	Creative Writing	English as a Second Language (ESL)	Sociology
	Math & Science	Math & Science	Any 3 Math/Science courses not used towards graduation requirements			

8.17.25

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

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 with pre-approval.

Any student seeking early graduation must contact his/her assigned school counselor 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. Students who are not exempt from semester exams will be counted absent from school if not present for semester exam periods.

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	3
80-89	2
70-79	1
Note: Exam exemption is a reward for those who meet the criteria, not a punishment for those who don't.	

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 (11TH GRADE STUDENTS)

All students in the 11th grade are required to take the ACT (or SAT) 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).

2025-26 Tennessee State ACT Test Dates (Online):

Senior Retake		Spring Testing (Juniors)	
9/30, 10/1-3, 6-10	Window 1	3/10-13, 16-20	Window 1
10/14-17, 20-24	Window 2	3/24-27, 30-31, 4/1-3	Window 2
10/28-31, 11/3-7	Window 3	4/7-10, 13-17	Window 3

2025-2026 National ACT Test Dates		
Test Date	Registration Deadline	Late Registration (Fee Required)
September 6, 2025	August 1, 2025	August 19, 2025
October 18, 2025	September 12, 2025	September 30, 2025
December 13, 2025	November 7, 2025	November 24, 2025
February 14, 2026	January 7, 2026	January 21, 2026
April 11, 2026	March 6, 2026	March 24, 2026
June 13, 2026	May 8, 2026	May 27, 2026
July 11, 2026	June 5, 2026	June 24, 2026

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 who ride 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.

Afternoon buses leave the bus zone five minutes after seventh period dismissal. Bus riders must promptly go to their assigned bus upon dismissal.

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. Safe driving habits shall be observed at all times. Students shall park on the gymnasium side of the building, facing Highway 55 and enter through the music department entrance/exit immediately upon arrival. All rules and regulations must be observed, or driving/parking privileges will be revoked, and students must follow the instructions of the parking lot supervisors at all times. Motorcycles are to be parked in a parking space. The school system is not responsible for vehicles or contents. **ANY VEHICLE IS SUBJECT TO SEARCH.**

Students shall not be in the parking lot during the day without administrative approval. Permission will only be granted in emergency situations. In addition, students will not be allowed to loiter in the parking lot before or after school.

Any bicycles should be secured on the bike rack at the main school entrance.

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 other 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. Students who are dropped off or walk to school may enter at the music department doors or at the main entrance in front of the main school office. Students must enter the building immediately upon arrival.

Departure

Vehicles used to pick up students 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. Students are not to be on campus unless under the direction of a school staff member.

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 are not allowed to participate in any athletic contests during their assignment. Athletes missing half or more of the school day on an athletic event day must be school excused in order to participate.

D. CCCHS ATHLETICS

Coffee County Central High School Athletics			
Fall 2025	Winter 2025	Spring 2026	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 Dr. Donna Jones in the Student Counseling Center.

E. Clubs and Career and Technical Support Organizations

Future Business Leaders of America (FBLA)

Mission & Purpose: FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

Financial Requirements: Dues \$35; *Additional fees are optional based on participation in competitions and/or various field trips.

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Teaching as a Profession

Mission & Purpose: The purpose of the Teaching as a Profession Club is to promote and facilitate the sharing of educational ideas, strategies and resources among members and to create an environment that encourages students to pursue a career in teaching

Financial Requirements: None

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

HOSA - Future Health Professionals

Mission & Purpose: The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science technology education students, therefore, helping students to meet the needs of the health care community.

Financial Requirements: Club dues - \$20.00; Out of pocket expenses may include club shirts, competitive events, and travel.

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

DECA (an association of marketing students)

Mission & Purpose: DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe.

Financial Requirements: Dues - \$35; Additional fees are required based on optional participation in competitions, conferences, and field trips.

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Inklings

Mission & Purpose: To provide a means for students to congregate in club meetings to better understand and get along with their peers; encourage student participation and interest in creative writing and poetry; engage students in activities revolving around creative writing/poetry to enhance their understanding and increase their knowledge of English literature, and allow students to freely express their opinions without negative judgment.

Financial Requirements: None

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

The As-Yet-Unnamed Theatre Troupe

Mission & Purpose: To provide a means for students to congregate to better their collaboration, communication, and cooperation with their peers; encourage participation in theatre opportunities, both at the school and community levels; engage students in activities revolving around theatre skills and creative thinking; and allow students to engage in areas of theatre that may not be addressed in classes or rehearsals.

Financial Requirements: None

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Coffee Co. Young Democrats

Mission & Purpose: The Coffee County Young Democrats organizes nonpartisan voter registration drives, volunteers within our local community, supports local and national candidates running for office, and helps the Coffee Co. Democratic Party as needed. This organization will not be in conflict with the authority and responsibility of the public school officials.

Financial Requirements: None

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Coffee County Project LIT Book Club

Mission & Purpose: Project LIT will enrich students' literacy by fostering an appreciation of literature. Through discussion and by reading the books on the Project LIT YA List, students will practice reasoning and empathy. Ultimately, students will broaden their life experiences through their experience in this club.

Financial Requirements: None

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

SkillsUSA

Mission & Purpose: SkillsUSA mission is to empower students to become skilled professionals, career-ready leaders and responsible community members.

Financial Requirements: Dues \$30; Additional fees are optional based on participation in competitions and/or various field trips.

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Chess Club

Mission and Purpose: The Chess Club aims to provide a place for students that share a common interest in chess to play chess games and/or tournaments and teach others the rules and strategies of the game.

Financial Requirements: None

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Unscripted

Mission and Purpose: To provide a space where words come alive and every voice matters. In this club, students dive into powerful spoken word performances, exploring the art of storytelling through rhythm, emotion, and creativity. Members will analyze inspiring examples, learn new techniques, and develop their own unique pieces. Whether you're new to spoken word or ready to take the mic, this is your stage to grow, share, and be heard.

Financial Requirements: None

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Chic-Fil-A Leader Academy

Mission & Purpose: Chick-fil-A Leader Academy provides a unique opportunity for schools to partner with local Chick-fil-A Owner-Operators, fostering leadership development and creating a positive impact on students and the surrounding community.

Financial Requirements: No Club Dues. Out of pocket expenses may include club shirts and travel.

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Refuge 305

Mission & Purpose: Refuge 305 seeks to provide a refuge for all CCCHS students by having gospel-centered teaching, an inviting attitude, and a community based on Christian fellowship and disciple-making.

Financial Requirements: None

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Interact

Mission & Purpose: The purposes of this club are to sponsor club members to recognize the positive change implemented by youth and young adults as the fifth Avenue of Service, Youth Service, through an active and personal commitment to empower young people to take action through community and international service, develop leadership skills, and gain a global perspective that fosters world peace and cultural understanding; and for students and youth to take action through community and international service, discover new cultures and promote international understanding as global citizens, develop skills to become school and community leaders, make friends locally and globally, and have fun while recognizing the importance of Service Above Self.

Financial Requirements: Fees, dues or assessments on the membership of this club may be levied for the purpose of meeting the administrative costs of the club. Funds for activities and projects undertaken by this club shall be raised apart from such fees, dues or assessments.

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Manchester Machining

Mission & Purpose: Manchester machining club is for helping students to better understand what job possibilities are available in the area as a group. The club plans to visit machining facilities in the area. The club will also participate in competitions and events furthering the machining field of opportunities.

Financial Requirements: None

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Beta Club

Mission & Purpose: The purpose of this organization shall be the promotion of scholarship, leadership, and good citizenship at Coffee County Central High School (CCCHS & CCRA).

Financial Requirements: Dues - \$35 (new members); \$30 (returning members)

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Coffee County Criminal Justice (CCCJ) Club

Mission & Purpose: The purpose of this organization shall be the promotion of participation in criminal justice and criminal justice events and competitions at Coffee County Central High School and Coffee County Raider Academy.

Financial Requirements: The local dues of the chapter of the Coffee County Mock Trial Club \$15

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Coffee County Mock Trial Club

Mission & Purpose: The purpose of this organization shall be the promotion of participation in criminal justice, criminal justice events, and mock trial competitions at Coffee County Central High School and Coffee County Raider Academy, as well as, those sponsored by the Tennessee Bar Association.

Financial Requirements: The local dues of the chapter of the Coffee County Mock Trial Club are \$15.00. Each member will be given a club shirt with their dues.

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Tennessee Association Future Farmers of America (FFA)

Mission & Purpose: The purposes for which this Association was formed are to promote agriculture education in the high schools of Tennessee; to create more interest in intelligent agricultural pursuits in the various counties of the state; to create a love of country life; to provide recreation and educational entertainment for students in agriculture education; to promote thrift; to afford a medium for cooperative marketing and buying; to establish the confidence of the agriculture education student in him/herself and his/her work; to promote scholarship and rural leadership; and to foster an appreciative attitude toward cooperative through participation in its work.

Financial Requirements: purchase of official club attire including jacket, black dress shoes, white button-down collar dress shirt, tie or scarf, black pants for males or black skirt for females.

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Family and Consumer Sciences Education (FCCLA)

Mission & Purpose: To promote personal growth and leadership development through family and consumer sciences education.

Financial Requirements: Membership dues of \$25 which include a t-shirt.

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Art Club

Mission & Purpose: A positive environment of like-minded individuals to create a safe place for artistic expression.

Financial Requirements: \$5 for each member to cover the cost of supplies. T-shirts will be paid individually by those members wishing to purchase one.

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation

International Club

Mission & Purpose: The ultimate mission and vision of the Exchange Student group is to promote exposure and understanding of American culture, enrich the school environment with foreign perspectives, and to foster connections and international understanding among the student body. The group also seeks to provide opportunities for foreign exchange students to form connections with the American student body, allow for exchange students to be able to express features of their culture in a supportive environment, provide opportunities to get involved in/know the school they will be attending for their stay in the USA, enrich students and school activities with the unique perspectives of foreign cultures, provide exchange students the opportunity to foster a sense of community with one another and provide them with a support group they can rely on as a resource of school information. American students may also join as ambassadors on behalf of the exchange students to provide support in advancing understanding of national and school culture.

Financial Requirements: None

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

Raider Creators

Mission and Purpose: Planning, designing, building, and prop making all elements of theater performances

Financial requirements: No membership dues

Participation Notification: When under the age of 18, a student is allowed to participate provided a parent/guardian gives dated, written consent for membership and/or participation.

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. Our school counselors and our student support services coordinator 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. 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.

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. Students may renew books via email by contacting Ms. Gilley at gilleyk@k12coffee.net.

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 print black and white documents for the cost of 20 cents per page. Students may print color documents for 50 cents per page. Renaissance rewards may be used for free printing.

C. CAFETERIA

A standard breakfast and lunch are free for students each regular school day. Additional a la carte items are available for student purchase. 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.

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. \$1 off theater performances
4. 50% off parking permit
5. Free admission to Homecoming Dance
6. 10% discount at the Raider Bookstore
7. Renaissance T-Shirt or School Lanyard
8. 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. \$1 off theater performances
3. 25% off parking permit
4. 50% off admission to Homecoming Dance
5. Renaissance T-Shirt or School Lanyard
6. Classroom teacher incentives

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

1. Renaissance T-Shirt or School Lanyard
2. Classroom teacher incentives

White Card (No absences, tardies, checkouts 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. \$1 off theater performances
5. Free admission to Homecoming Dance
6. One (1) Independent Study Day (upon approval)
7. 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. Students who earn a red card cannot earn a black card as well. 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. DECA Mart

DECA Mart is located near the front office, and open before school and during 5th period. School supplies, spirit wear, snacks, and drinks are available to purchase. Students are not allowed to shop at DECA Mart between classes and during homeroom.

G. 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.

H. 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.

I. 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.

J. FEE WAIVERS

Any student who wishes to complete a fee waiver application may have one completed by the parent/guardian and return it to the homeroom teacher.

K. VISITOR PASSES

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

L. 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. Contact Ms. Angela Saner in the SCC for lost login and/or password information.

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

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. The gymnasium is open from 7:20 – 7:42 AM each morning for students to walk.

E. School Nurse

When necessary, students may request that the classroom teacher allow them to see the school nurse. The school nurse will contact parents as needed. The main clinic located on Commerce St. past the main office is open throughout each school day. An additional clinic located on Pi Way is open when possible.

XI. DISTRICT POLICIES/NOTIFICATIONS

A. COFFEE COUNTY SCHOOL SYSTEM STUDENT RESPONSIBLE USE POLICY (RUP) AND INTERNET SAFETY POLICY

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 various guidelines and restrictions are followed. Use guidelines and restrictions are detailed in the Coffee County School System Online Registration for students. Parents and students must acknowledge the Responsible Use Policy during online registration and follow all board policies concerning the use of technology.

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

Division of Special Education, Tennessee Department of Education:

Phone: 615-741-2851

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.

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 any 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/districts/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.

7.15.25