
Stone Memorial High School

SACS Accredited

2800 Cook Road Crossville, Tennessee 38571

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www.smhspanthers.k12tn.net

STUDENT HANDBOOK 2012  - 2013

Student Information

Name: _____ Grade: _____

Address: _____

City, State, Zip: _____

Phones: _____

1 st Semester Schedule		Locker #	
	Class	Teacher	Room #
Homeroom			
1 st Block			
2 nd Block			
3 rd Block			
4 th Block			

2 nd Semester Schedule		Locker #	
	Class	Teacher	Room #
Homeroom			
1 st Block			
2 nd Block			
3 rd Block			
4 th Block			

Welcome to Stone Memorial High School

Stone Memorial High School is located in Crossville, TN and was first opened in 2006. SMHS is a four year comprehensive high school with an enrollment of approximately 1,000.

For updated information, please visit our website at:

<http://smhs Panthers.k12tn.net/>

Links include:

- Lesson Plans
- Tutoring Calendars
- Athletic Schedules
- Faculty Information
- Daily News
- School Marquee scrolling upcoming events
- Library Information

SMHS Goes Green

SMHS has been named a TP3 school by the state which means we are a Pollution Prevention Partner for making a commitment to positive environmental action through pollution prevention activities. Our school’s environmental policy states that we pledge to promote environmental awareness by recycling materials, reducing waste, conserving energy, preserving our campus’ natural areas, and promoting energy efficiency at school and in our homes. SMHS has been recognized for our waste reduction recycling program, and this year we will be focusing on recycling plastics as well as auditing and conserving energy in our building.

SMHS Agenda











The 2012-2013 SMHS Agenda emphasizes our responsibility and commitment to the environment. Our eco-friendly agenda is created with recyclable materials and encourages responsible environmental stewardship. We also encourage the students to carry their agenda with them every day and use it as a tool to help them stay organized and develop strong planning habits for academic achievement.

Motto

Where today’s success
meets tomorrow’s dreams

Beliefs

Stone Memorial High School believes that:

-  Providing meaningful educational programs that address the intellectual, vocational, creative, social, physical and emotional development of students is vital
-  Learning is an important, beneficial, worthwhile experience and is a life-long process
-  A safe, clean environment is essential to learning
-  Everyone will accept and acknowledge the individual’s diversity and create an environment of mutual respect and tolerance
-  Learning and student achievement can best take place when students, teachers, parents, and the community work together
-  Character education is an important part of student growth
-  Students should exhibit self-discipline, accept accountability in all areas of their lives, and be responsible for their educational achievements
-  Students need training in life skills to prepare them for a variety of post-secondary opportunities
-  High expectations are key to student achievement
-  All students will have a challenging curriculum that meets their individual needs and highly qualified teachers that use a variety of instructional practices and assessments.

SMHS Mission

The mission of Stone Memorial High School is to provide every student the opportunity to acquire the knowledge, skills, and experience necessary to be a contributing member of society.

SMHS Vision

Stone Memorial High School envisions a school of distinction characterized by success in preparing students for the future. Educational planning and building design foster an open climate for learning that emphasizes respect, cooperation, moral integrity, creative, academic and extracurricular programs. We encourage student leadership, use of technology and critical thinking. The promotion of lifelong learning extends beyond the physical walls of the school by engaging students, staff and community in a mutual collaboration.

The SMHS Seal

Our seal represents who we are and for what we stand at Stone Memorial High School. The seal references the four areas in which we strive for excellence: scholarship, student involvement, vocational education, and fine arts.

Scholarship is represented through a quill and scroll. The basic function of SMHS is to provide the necessary academic skills for our students to be contributors at the next level of their life.

The grasping of hands reflects the sharing of partnerships with all stakeholders in our community. We are a school whose heritage is and will always be based in the values of our community. Educating our students is a mutual responsibility we willingly share with Cumberland County.

Cumberland County has long been known for the diverse talent in the area of fine arts. We live in a truly unique community that has seen the fine arts grow and flourish. Our goal is to always carry that standard at SMHS.

The stalk of wheat and the gears of technology represent the diversity of types of employment and job opportunities offered not only in our community, but also across the state of Tennessee. Our goal is not only to prepare our students academically, but also to prepare them to enter today's modern work force.

The oak limbs on each side of our crest are a symbol of strength and unity, derived from the strength and unity of the population of Cumberland County.

Our Panther represents the pride and honor we carry wherever we go through our school days and the remainder of our lives. We will always be SMHS Panthers, with a

remembrance of who we are and a desire to reflect only the best wherever our paths may lead us.

Panther Fight Song

Here's to our Panther Pride

Never surrender

We pledge our loyalty

Forever and ever

Backing our Panther team

Go black and Gold, Go

Cheer and fight with all of your might

For S-M-H-S!!!

Disclaimer:

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

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

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2012-2013 School Calendar

August 6 Teacher Inservice #1*
 August 7 Administrative Day #1*
 August 8 First Day for Students
 (10 a.m. dismissal, full day for all personnel)
 August 9 Administrative Day #2*
 August 10. First Full Day
 September 3 Labor Day*
 October 15-19 Fall Break*
 November 8 Explore/Plan Test (8th & 10th)
 Nov. 21–23 Thanksgiving Break*
 December 21 Last Day before
 Holidays (10 a.m. dismissal)
 Dec. 24 – Jan. 2 Winter Break*
 January 3 Return to School
 January 21 MLK, Jr. Day *
 February 5 Writing Test (5th, 8th, & 11th)
 February 15 Staff Development++
 February 18 Presidents Day*
 March 15 Staff Development++
 March 19 ACT Test (11th)
 March 29-April 5 Spring Break*
 April 26-May 3 TCAP/EOC Dates
 May 14 SMHS Class Night
 May 17. SMHS Graduation
 May 21 Staff Development++
 May 22 Administrative Day #3*
 May 23 Last Day
 (10 a.m. dismissal)

* No School for Students

++ No School for Students PROVIDED we have missed 10 or fewer days due to weather

Athletics Eligibility Requirements

To be eligible to participate in athletics at Stone Memorial High School:

1. During any semester, a student must be enrolled in four (4) classes, and
2. Must have passed six (6) classes the preceding year or three (3) classes in the Fall Semester to be eligible in the Spring, and

3. Must be less than 19 years of age on August 1st, and
4. Must live with his/her parent(s) or legal guardian(s) in a residence zoned to SMHS by the Cumberland County Board of Education, and
5. Have no “athletic record” established at another school in any sport, unless the student qualifies as a “transfer student” as defined in the TSSAA Handbook. Any further question of eligibility should be directed to the Athletic Director and/or the team Coach.

A student MUST provide proof of insurance and pass a physical before being allowed to participate. Students may not participate in any athletic event, practice, or game if not counted present for ½ of that school day.

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

NCAA Eligibility Requirements

See Athletic Director for the current NCAA Guide for the College Bound Student-Athlete. NCAA Divisions I, II, and III are included in the guide.

Anyone interested in registering with the NCAA Clearinghouse should pick up the material from the athletic director.

Fall Sports

Practice begins the week of July 30, and Seasons begin August 20.

- Cheerleading
- Cross Country (Ladies & Men)
- Football (Freshman)
- Football (Varsity)
- Golf (Ladies & Men) practice July 9, season July 23
- Soccer (Ladies)
- Volleyball (Ladies)

Winter Sports

Practice begins October 29, Seasons begin November 19.

- Basketball (Ladies – 9th grade)
- Basketball (Men – 9th grade)
- Basketball (Ladies – Varsity)
- Basketball (Men – Varsity)
- Bowling (Ladies & Men)
- Wrestling

Spring Sports

Practice begins February 11, and Seasons begin March 11.

- Baseball (Men)
- Soccer (Men)
- Softball (Ladies)
- Tennis (Ladies & Men)
- Track (Ladies & Men)

Attendance

Attendance Policy


Board Policy 6.200

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

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Recognize religious observances;
6. Failure of school bus to make scheduled/snow routines;
7. Appointments with doctor or dentist;
8. A one-day absence is provided for students when their parent or custodian is deployed into active military service;
9. One day absence is provided for students when their parent or custodian returns from active military service;
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control or which involve an educational opportunity not otherwise available to the child. Absences in excess of 3 days shall require the approval of the principal or his/her designee. The principal may clarify doubtful absences with the attendance teacher.
11. A maximum of five (5) per semester will be recognized as excused absence with parent notes*.
12. Up to two (2) days for exam exemptions.

(If a student is exempt from final exams according to Board Policy, the absence on the day of the exam will be excused.)

***Reason given must be within guidelines of school board policy as stated above.**


 Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without consent of the student or parent/guardian.


Request for student to attend school in adjoining counties shall be considered on a case-by-case basis.

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled and early check-out from school.

Students participating in school-sanctioned/sponsored activities whether on or off campus shall not be counted absent. Mass exodus or early dismissal or late arrival of all students will not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations.

All missed class work or tests (whether from excused or unexcused absences) may be made up if the student makes the request immediately upon returning to school and if class time is not taken from other students.

 We cannot excuse a full day of attendance for an appointment at the dentist unless a note from the dentist or parent is received indicating why the student was out all day.





 Credit/Promotional Denial: Credit/promotional denial determinations may include student attendance, however student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism. Written notification will be sent to parents of any student accruing five (5) absences and again at ten (10) absences. **Students who are absent from school run a risk of failure and must make up all work promptly and satisfactorily.**

Any decision regarding attendance, grades and make-up work may be appealed initially to the principal, director of schools and ultimately the Board. The appeal shall be made in writing to the director of schools within five (5) days following the action or the report of the action, whichever is later.

Absentee Procedures


Every time you are absent, you should bring an excuse to the attendance office within ten (10) school days. The note should include:

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





If you have five (5) unexcused absences, the school is required to turn your name in to the Attendance Office, who may refer you to the Truancy Board and juvenile court for action.

If, for medical reasons, you must be absent ten (10) days or more at a time, it is advisable that you consider temporary Homebound assignment. Contact the Attendance Office for information on Homebound Assignment.


Check Out Policy


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


- 1 – Be signed out at the Attendance Office by a parent or legal guardian in person (PHONE CHECKOUTS WILL NOT BE PERMITTED)
- 2 – OR, bring a note, * signed by the parent or legal guardian, that has

-  Your full name
-  The reason you need to check out
-  The date and time you need to check out
-  A phone number where your parent/legal guardian can be reached for confirmation (All notes must be verifiable)

***All notes must be turned in by the end of first period on the day you plan to check out. Only doctor or dentist notes will be excused for early checkouts – No parent notes.**

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


 If you become sick at school and need to go home, report to the school nurse. Your parents will be called to pick you up.


 Students cannot check out to go to lunch or to work.


Exam Exemptions

An attendance incentive program that recognizes both academic performance and attendance will be administered as outlined below. **The exam exemption DOES NOT mean you are exempt from school – only from taking your exams:**


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


 A average* and a maximum of 3 excused absences the entire semester


 B average* and a maximum of 2 excused absences the entire semester

 C average* and a maximum of 1 excused absence the entire semester

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

 **All students who obtain 4 or more unexcused tardies in any class will be required to take the semester exam in that class regardless of grade average or days absent.**

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

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

Forged Notes or Official Documents

Stone Memorial High School considers any note that has not been signed by the parent or legal guardian as an illegal document. Students need to be aware that forging a signature or altering a note for oneself or for anyone else is a serious offense and will result in a detention or suspension. Any student who is in possession of official school documents without permission will be subject to suspension.

Make-Up Work



It is YOUR responsibility to arrange for make-up work. The day you return to school following an absence for any reason, sickness, extra-curricular, etc., YOU should check the Assignment Board/ Notebook in each teacher's classroom to see what work you need to do. YOU must then see your teacher to set up a time to complete the assignment(s) you missed. If your absence is due to a pre-approved trip, you must arrange for make-up work before the absence.



Lesson plans and assignments are posted on the SMHS website: <http://smhspanthers.k12.net>



YOU have five (5) SCHOOL DAYS following an absence to schedule and complete make-up work. If you miss several consecutive days and are within the five-day period, you may request an extension of make-up time. The Attendance Office will review these on a case-by-case basis.

Perfect Attendance

If you are present at least half of every day (including final exam days), your permanent record will reflect perfect attendance. You will receive a certificate and be recognized for perfect attendance at the end of the year during the awards ceremony. If you are a senior and have perfect attendance, you will be recognized and receive a plaque (for 4 years perfect attendance) or certificate (for 1, 2, or 3 years perfect attendance) during graduation or class night ceremonies.

Junior/Senior College Visit

Students will be allowed a total of two college visits beginning in the Spring Semester of their Junior year through the end of their Senior year. Attendance will be excused with proper documentation provided by the college. Check with attendance office for procedures.

Tardy Policy

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

Unexcused Tardies - Late arrivals and/or early dismissal for any reason other than the previously stated excused absences.

1. Students are allowed three (3) unexcused tardies per 9 weeks period;
2. Students will receive an after-school detention for each unexcused tardy occurring from #4 through #6;
3. On unexcused tardy #7 through #9 the result will be a suspension for a parent conference with punishment to be determined at the parent conference;
4. In-school suspension shall be assigned for unexcused tardies #10 through #12;
5. Truancy Court will be automatically assigned on tardy #13;
6. Five unexcused tardies will equal one day of unexcused absence for the purpose of truancy court referral.
7. **Only doctor or dentist notes for tardies will be excused, no parent notes.**

Truancy (skipping class)

Truancy (skipping class) is defined to be all or any part of any class

1st Offense



Parent/guardian will be notified



Three Detentions or One Saturday School must be served.

2nd Offense



Parent/guardian will be notified



Six Detentions or Two Saturday Schools must be served, other punishment may be determined by the Administration

Unauthorized Leaving Campus



Automatic Suspension for a Parent Conference



Punishment determined by the Administration
Additional Truancy: Will be dealt with on a case-by-case basis. Punishment will be determined by the Administration.

Important Note: If it is determined at any time that parking privileges contributed to discipline issues, those parking privileges will be suspended.

Bell Schedules

<u>Regular Schedule</u>		<u>Lunch Schedule</u>
First Block	7:45 – 9:18	11:03 – 11:30
Second Block	9:24 – 10:57	11:35 – 12:02
Third Block	11:03 – 1:06	12:07 – 12:34
Fourth Block	1:12 – 2:45	12:39 – 1:06
<u>1 Hour Snow Delay Schedule</u>		<u>Lunch Schedule</u>
First Block	8:45 – 9:58	11:23 – 11:50
Second Block	10:04 – 11:17	11:55 – 12:22
Third Block	11:23 – 1:26	12:27 – 12:54
Fourth Block	1:32 – 2:45	12:59 – 1:26
<u>2 Hour Snow Delay Schedule</u>		<u>Lunch Schedule</u>
First Block	9:45 – 10:28	11:23 – 11:50
Second Block	10:34 – 11:17	11:55 – 12:22
Third Block	11:23 – 1:26	12:27 – 12:54
Fourth Block	1:32 – 2:45	12:59 – 1:26
<u>Homeroom Schedule (Regular)</u>		<u>Lunch Schedule</u>
First Block	7:45 – 9:09	11:12 – 11:39
Second Block	9:15 – 10:39	11:44 – 12:11
Homeroom	10:45 – 11:06	12:16 – 12:43
Third Block	11:12 – 1:15	12:48 – 1:15
Fourth Block	1:21 – 2:45	
<u>Homeroom Schedule (Beginning of Day)</u>		<u>Lunch Schedule</u>
Homeroom	7:45 – 8:06	11:12 – 11:39
First Block	8:12 – 9:36	11:44 – 12:11
Second Block	9:42 – 11:06	12:16 – 12:43
Third Block	11:12 – 1:15	12:48 – 1:15
Fourth Block	1:21 – 2:45	
<u>Activity Schedule (Middle of Day)</u>		<u>Lunch Schedule</u>
First Block	7:45 – 9:02	11:19 – 11:46
Second Block	9:08 – 10:25	11:51 – 12:18
Activity Period	10:31 – 11:13	12:23 – 12:50
Third Block	11:19 – 1:22	12:55 – 1:22
Fourth Block	1:28 – 2:45	
<u>Activity Schedule (End of Day)</u>		<u>Lunch Schedule</u>
First Block	7:45 – 9:02	10:31 – 10:58
Second Block	9:08 – 10:25	11:03 – 11:30
Third Block	10:31 – 12:34	11:35 – 12:02
Fourth Block	12:40 – 1:57	12:07 – 12:34
Activity Period	2:03 – 2:45	

Clubs and Organizations

Clubs are an important way for students to get involved in school and meet new people with common interests. Students may sign up for one "panther" club and one "gold" club that meet during the school day on a special club schedule.

Students may participate in as many clubs as they would like if the clubs meet after school.

In August, students will meet with homeroom and go to the gym to sign up for clubs. Club sponsors will be in the gym at tables marked with the club name. You should go to the appropriate club and have the sponsor authorize your club membership.

BLACK CLUBS

- Aviation
- Bass Fishing Club
- BETA (before school)
- Chess
- Future Business Leaders of America (FBLA)
- Fellowship of Christian Athletes (FCA)
- Future Farmers of America (FFA)
- Leo Club
- Mathematics
- National Honor Society
- Panthers Tales Players
- Student Council

GOLD CLUBS

- Art
- Environmental
- Family Career & Community Leaders of America (FCCLA)
- Future Teachers of America (FTA)
- Health Occupation Students of America (HOSA)
- Interact
- Multimedia
- Renaissance
- Sci-Fiction
- Spanish
- Tech Student Assn./Rocket Club

Black Club

Membership Authorization

Club Name _____

Student Name _____

Sponsor Name _____

Meeting Location _____

Gold Club

Membership Authorization

Club Name _____

Student Name _____

Sponsor Name _____

Meeting Location _____

Counseling & Guidance Department

Counseling Services

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

Students may use the Tennessee College and Career Planning System powered by Kuder to assess their interests, skills, and work values. Sponsored by Edsouth, every student in Tennessee is able to access this planning system free of charge. This program has comprehensive, Internet-based educational and career development planning tools and resources for students. To create your roadmap to success, go to: www.planningyourdreams.org.

User Name _____

Password _____

Mental Health

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

Classification of Students

Freshman: 0 credits

Sophomore: 3 credits


Junior: 11 credits


Senior: 19 credits


These classifications are determined at the beginning of each school year.


College Admissions Requirements


Public colleges and universities in Tennessee (University of Tennessee and the Board of Regents schools) have a standard set of admission requirements. These requirements are as follows:


 English – 4 units.

 Math – Algebra 1, Algebra 2, 1 unit of geometry or an advanced course with geometry as a major component.

 Science – 2 units of a natural or physical science. 1 course must be Biology 1 or 2, Chemistry 1 or 2, or Physics.

 Social Studies – 2 units. 1 must be US History and 1 must be World Geography or World History.

 Foreign Language – 2 units in the same language.


 Visual/Performing Art – 1 unit.


College Entrance Exams


Most colleges require entrance exams. The American College Testing Program (ACT) is required by the University of Tennessee and all other state colleges in Tennessee. They are required by many private schools and state colleges in the Southeast and Western regions. The Scholastic Aptitude Test (SAT) is required by many colleges, particularly in the Midwest and East. Each student is responsible for determining which test he/she should take and registering for it as required. It is recommended that students begin taking the test in the spring of their junior year and more than once.


Core Curriculum


**Classes required for students graduating from SMHS
Class of 2013 & beyond:**

 4 units of English


 4 units of Math (must include passing Algebra 1, Algebra 2, Geometry, & one Upper Level Math)


 3 units of Science

 4 units of Social Studies (US History, Economics, Government, World History or World Geography)

 1.5 units of Physical Education & Lifetime Wellness

 .5 unit of Personal Finance

 1 unit Fine Art

 2 units Foreign Language (must be same language)

 3 units of Elective Focus

 4 units of General Electives

A minimum of 27 units is required to graduate SMHS.

Advanced Level Courses

Honors English (9, 10, 11, 12)

Honors/AP English 11

Honors/Dual/AP English 12

Honors Algebra 1, Honors Algebra 2

Honors Geometry

Advanced Algebra & Trigonometry
 Pre Calculus, Dual Calculus 1 & 2
 Statistics
 Dual College Algebra
 Honors Biology 1 & Biology 2, Dual Biology
 Honors Physical Science
 Chemistry 1 & 2
 Honors Chemistry 1
 AP Chemistry
 Anatomy & Physiology
 Physics
 Spanish 3, 4, & 5
 AP Spanish 6
 German 3 & 4
 Honors US History
 Honors/AP US History
 Honors Economics
 Honors American Business and Legal Systems
 AP Psychology

Other classes may be added as approved by the school board.

Elective Focus

The State Board of Education’s “High School Policy” requires that all students beginning with the 9th grade class of 2009-2010, complete an approved academic elective focus or a CTE program of study. The elective focus may be CTE, science and math, humanities, fine arts, AP/IB, or other areas approved by the local board of education. Students completing a CTE elective focus must complete three units in the same CTE program area.

Crossing the Stage at Graduation

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

Graduation with Honors and Distinction

1. Students who score at or above on all the subject readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.
2. Students will be recognized as graduating with distinction by attaining a B average and completing at least one of the following:
 - (i). earn a nationally recognized industry certification
 - (ii). participate in at least one of the Governor’s Schools

- (iii). participate in one of the state’s All State musical organizations
- (iv). be selected as a National Merit Finalist or Semi-Finalist
- (v). attain a score of 31 or higher composite score on the ACT
- (vi). attain a score of 3 or higher on at least two advanced placement exams
- (vii). successfully complete the International Baccalaureate Diploma Program
- (vii). earn 12 or more semester hours of transcribed postsecondary credit

Each local school board shall develop a policy prescribing how students graduating with distinction will be noted and recognized

Determining Class Rank

Board Policy 4.602

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

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

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

Students who are able to register for enough credits to meet graduation requirements are classified as seniors. The valedictorian and salutatorian will be selected from the ten students in physical attendance, who have the 10 highest Quality Point Average (QPA).


From these ten, the valedictorian and the salutatorian will be determined by numerical averages of final course grades. This method provides the least amount of discrimination to determine the two highest averages. Ranking for the remaining class members will be determined by Quality Point Average (QPA).




All grades earned in grades 9, 10, 11 and the first semester of grade 12 are used in determining final class standing. This standing is based on a combination of Grade Point Average (GPA) and the weighted point average (QPA). This formula must be approved by the Board.

To become valedictorian or salutatorian, a student must be enrolled in physical attendance in the high school during the entire first semester of their senior year. The student must also have been enrolled and in physical attendance 2 of the 4 semesters immediately preceding their senior year. The grades from the final semester of their senior year will not be used in determining class rank.


GPA/QPA Calculations




Grade Point Average (GPA) and Quality Point Average (QPA) are used in determining class ranking. Colleges will also look at your overall GPA when transcripts are submitted.

 To determine your GPA each course is given a number based on your grade:




A = 4 pts  B = 3 pts  C = 2 pts
D = 1 pt  F = 0 pts

Add your total and divide by the number of classes. This number will be between 0.0 and 4.0.




 To determine your QPA each course is given a point based on its classification as a regular or advanced class. Regular classes receive:

A = 4 pts  B = 3 pts  C = 2 pts
D = 1 pt  F = 0 pts

Honors courses receive:

A = 5 pts  B = 4 pts  C = 3 pts
D = 2 pts  F = 0 pts


AP/Dual courses receive:

A = 6 pts  B = 5 pts  C = 4 pts
D = 3 pts  F = 0 pts


Extra Grade Cards


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


Grading


 The grading scale at Stone Memorial High School is as follows:


A: 93 – 100 B: 85 – 92
C: 75 – 84 D: 70 – 74
F: below 70


 Weighting for Honors Courses that meet all appropriate content standards, learning expectations, and performance indicators as approved by the State Board of Education shall include the addition of 3 percentage points to the grades used to calculate the semester average.

 Weighting for Advanced Placement Courses shall include the addition of 5 percentage points to the grades used to calculate the semester average provided that the student completes the corresponding AP test for each subject. Otherwise, the student will receive only 3 additional points if they do not complete the corresponding AP exam.

 Grades will be reported each nine- week period. Nine week grades will be computed as follows: test average – entered twice, daily grades average – entered twice, nine weeks test - entered once. Average equals the total divided by five. All teachers must give a nine weeks test. Teachers will send out a progress report during the 5th week of each grading period. A full credit will be awarded when the average of Terms 1 and 2 or Terms 3 and 4 is 70 or above.

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

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


 Grade cards will be given out on scheduled days following the end of the nine week period.


Pre-Registration and Registration


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


Schedule Change Guidelines


Students wishing to request course changes must contact the counseling office. Students MUST fill out a schedule change form. Upon completion of new student enrollment, a counselor will evaluate each student's request. If possible, changes will be made accordingly. Requests should meet one of the following guidelines to be considered:


 A class on the schedule was taken and passed in summer school.


 A class was failed in the second term of the previous year or in Summer school that is a prerequisite for a course appearing on the schedule.


 No English or math course appears on the schedule.


 A senior who is not registered for a required course for graduation.

 Fewer than eight classes appear on the schedule.






 Courses are not sequenced in prerequisite order on the schedule.

 Student wishes to try a more challenging course.

 Changing diploma type.

 Same teacher in a failed course.


Unacceptable Reasons for Changes


-  Teacher preference.
-  Fear of a low grade
-  Course not required for graduation.
-  New employment (Co-Op)
-  Changing class to be with friends.

NO SCHEDULE CHANGES WILL BE MADE AFTER THE FIRST 10 DAYS OF THE SEMESTER.

Six-Year Plan

Prior to entering ninth grade, all students will develop a six-year plan of focused and purposeful study, centered around one of the programs of study.

 This plan will be prepared jointly by student, parent, and the guidance team as prescribed by law. Failure of parents and/or students to prepare this plan requires that the guidance staff prepare the plan for the student.

 An annual review will be provided for each student with the guidance staff.

Special Education

Cumberland County Schools offer special education services to students with physical disabilities, emotional problems, learning disorders and speech, hearing, and visual impairments. Services are also provided for students in need of homebound.

As defined by the Tennessee State department of Education “Intellectually Gifted means a child whose intellectual abilities and potential for achievement are so outstanding the child’s educational performance is adversely affected, which means the general curriculum alone is inadequate to appropriately meet the student’s educational needs. Eligibility for services as a gifted student is based on evaluation in each of the following component areas: educational performance, creativity/characteristics of intellectual giftedness, and cognition/intelligence.

504 – The Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. An eligible student under Section 504 is a student who (a)has, (b)has a record of having, (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks. If you believe your child qualifies for this program through any

disability which interferes with their learning, please contact the guidance office to speak with our 504 Coordinator.

Testing Schedule

<i>ACT</i>	Test Date	Register by
	* Sept. 8	Aug. 17
	* Oct. 27	Sept. 21
	* Dec. 8	Nov. 2
	* Feb. 9	Jan. 11
	* Apr. 4	Mar. 8
	* June 8	May 3

Inschool ACT Mar. 19 for all 11th graders

AYP – End of Course – Dec. 4-6, May 7-9, July 9-11

for: Alg. I & II, Eng. I & II

U.S. History, Biology


Plan Test window– Sept. 17-Nov. 9 (10th grade)


PSAT – October 26 (10th & 11th grade)

<i>SAT</i>	Test Date	Register by
	* Oct. 6	Sept. 10
	* May 4	Apr. 8

Writing Assessment (11th grade) Feb. 6

* **Denotes Saturday testing on-site at SMHS**

 We recommend you register for the ACT online at www.act.org, but registration materials may be picked up in the Guidance Office. These materials are to be filled out completely and mailed by the students.


 Registration for the SAT is to be done online at www.collegeboard.com


** SMHS School Code for SAT/ACT and all financial aid applications is 430-506.

Transcripts

Students needing a transcript should go to the Guidance office to fill out a request form. All transcripts are \$1.00 each and must be paid in advance.

Transfer Students

 Transfer students entering SMHS must provide a Tennessee certificate of immunization and proof of residence before registration can occur. Also, the student who does not reside in Cumberland County with his/her parents or court appointed guardian must present a current power of attorney and must prove the extenuating circumstances per state law.

 Upon registration, a transfer student may be required to present an official letter from the previous school stating any

attendance or disciplinary problems encountered at the last school attended.

Department of Education Contact Information

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

Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 6th Floor
Nashville, TN 37243-0380

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


The ARC of Tennessee
151 Athens Way, Suite 100
Nashville, TN 37228
Phone 615-248-5878
Toll Free 800-835-7077
Fax 615-248-5879
www.thearctn.org


Dress Code (County-Wide)


Board Policy 6.310

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

Violations may result in the following consequences:


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

 **Second violation:** Parent will be called, violation must be corrected, and a detention will be assigned.

 **Third violation:** Students will be suspended until parent conference.

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

All Students K – 12

 The following shall NOT be worn at school or school sponsored events during regular school hours:


- Clothing or accessories that denote affiliation with any gang associated with criminal activity, or safety hazard or security risk.
- Ill-fitting clothing such as saggy/baggy pants or oversized coats, sweaters, sweatshirts, etc.
- Spandex clothing or pajama type clothing
- Clothing with holes, ragged edges, or with patches of different colors or fabric.
- Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol or drug products.
- Caps, hats or headscarves, for boys or girls, will not be worn inside the building.
- Form fitting or body fitting clothes.
- Clothing with revealing necklines.
- Extreme hair color or style, makeup, and/or nail color.


The following rules will be enforced for ALL students:

- Any color or style of shoes, with the exception of "Heely" or bedroom slipper type shoes, may be worn to school.
- Leggings will be worn only with approved length dresses and skirts.
- Shorts/skirts/dress length will be no higher than four inches from the middle of the knee.
- Slits in skirts/dresses will be no higher than four inches from the middle of the knee.
- Pant legs must not drag flagrantly on the floor.
- No tinted glasses/sunglasses are permitted unless prescribed by a doctor.
- No body piercing jewelry, including spacers, except for earrings in the ear for boys and girls.
- Large heavy jewelry chains, and any jewelry that could be deemed dangerous, will not be permitted.
- Valuable clothing and jewelry are discouraged.
- Shirt and blouse length may not be longer than the bottom of the fingertips while standing, and

may not be so short that students raising their elbows to the height of his or her shoulder exposes midriff.


- Tops, blouses and shirts must fit and must cover the shoulder so as not to reveal the torso or undergarments.
- All trench/duster style coats that fall below the knee are prohibited.
- Cargo pants are permitted.
- Bib overalls may be worn as long as gulluses and side closures are fastened.


 Special dress days may be designated by the principal to include but not limited to the following examples: field days, picture days, school spirit days, etc.


 If a student cannot comply with this standardized dress code because of religious beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.


Discipline Policies


General


 Students should not prevent flow of traffic by congregating in the halls.


 No student will be permitted to leave campus without a pass from the Attendance Office.


 Once students arrive on school campus, they may not leave without official checkout.


 Students must return cafeteria trays to the appropriate tray return area. Any litter from the student lunch is to be taken to a trash container.


 Students should not enter the hall without a Hall Pass from the immediate supervising teacher.


 Student couples should conduct themselves in a manner that is respectable for the school and the students. No display of affection (such as embracing, kissing, or holding hands) will be permitted at school.


 Visitors are not allowed on campus unless they have been given permission from the front office. Students should not encourage visitors during any part of the school day.

 Students should be prepared for class each period with appropriate books and material. Students are to follow directions of the teacher the first time asked.

 Students in leadership positions or on athletic teams who exhibit any conduct that results in dishonor to a student of this school (such as but not limited to theft, vandalism, immorality, violation of the law) may result in the forfeiture of the student's leadership role or dismissal from a team.










 Students may be disciplined for gathering around any physical or verbal confrontation to watch or encourage.

 Students are to refrain from inappropriate language.

 Students are not allowed to have Heelys, skateboards, roller skates, or roller blades on the SMHS campus.

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


In-School Suspension/Saturday School/Detention/Lunch Detention


-  Report to class with all books and supplies.
-  No talking or sleeping.
-  Follow directions of instructor at all times.
-  Work may be assigned by the administration in ISS.
-  Any student misbehaving in ISS will be sent home immediately.
-  Any offense deemed by the Principal to be a severe violation or discredit to the school will warrant appropriate discipline.
-  Saturday School is scheduled for Saturday mornings from 7:30 to 10:30 am and detention is held Monday through Thursday from 2:50 to 4:00 pm.
-  Any student who fails to show up for Saturday School will be assigned two Saturday Schools.
-  If you miss one detention, your parent will be contacted and you will receive two detentions. If you miss any more detentions, you will receive disciplinary action as determined by the administration, and parents will be notified.


Violations and Disciplinary Actions

Violation	1st Offense	2nd Offense
Transferring, Possession, use or under influence of drugs, intoxicants, and inhalants TCA 49-6-3401 <i>Zero Tolerance</i>	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion.	
Possession, use, or threatened use of a firearm TCA 39-17-1309 TCA 49-6-3401 <i>Zero Tolerance</i>	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion.	Long Term Suspension, May appeal through Disciplinary Hearing
Possession, use or threatened use of other weapons (not limited to): knives, guns, pellet guns, stun guns, brass knuckles, or any weapon not inherent to the educational process	Detention, In-School Suspension, Out-of School Suspension for Parent Conference or Long Term Suspension	Long Term suspension; May appeal through Disciplinary Hearing
Committing physical battery upon any teacher, principal, administrator, resource officer, or any employee of local education agency TCA 49-6-3401 <i>Zero Tolerance</i>	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion.	
Vandalism of Property	Detention, In-School Suspension, Detention, and/or Out-of School Suspension, Pay restitution & Sign Probation Agreement	Long Term Suspension, May appeal through Disciplinary Hearing
Possession or Use of Fireworks	In-School Suspension, and/or Out-of School Suspension or Saturday School	
Fighting or Physical Assault	In-School, Out-of-School Suspension, Community Service, Sign Probation Agreement, and Cited to Juvenile Court	Long Term Suspension and Cited to Juvenile Court
Gambling	In-School Suspension, Detention, Out-of School Suspension or Saturday School	Long Term Suspension and Cited to Juvenile Court, May appeal through Disciplinary Hearing
Abuse of Staff, Other Students and their Rights (verbal, physical, bullying, or harassment)	In-School Suspension, Detention, Out-of School Suspension or Saturday School	Added In-School Suspension, Detention, Out-of School Suspension or Saturday School, or Long Term Suspension
Stealing	Detention, Restitution, In-School Suspension, Out-of-School Suspension	Added Out-of School Suspension, Restitution, or Long Term Suspension
Skipping	Three detentions or one Saturday School, Parent notification	Six detentions or two Saturday Schools, Parent notification
Forged Notes or Official Documents	Detention or Suspension	Disciplinary action at the discretion of the Administration
Violation	1st Offense	2nd Offense

Cheating and Plagiarism	Zero on assignment and notify parent, possible suspension for Parent Conference with punishment to be determined	Zero on assignment, In-school Suspension, Saturday School, Suspensions, and Parent Conferences
Violation of any discipline issue	In-School Suspension, Detention, Saturday School, Out-of School Suspension	Longer In-School Suspension, Saturday School, or Out-of-School Suspension
Use/Possession of Tobacco or related products (i.e. lighters, rolling papers, etc.) TCA 39-17-1505	2 Days In-School Suspension, Parent Conference, and Sign Probation Agreement – Cited to Juvenile Court per Tennessee Law	4 Days In-School Suspension, Parent Conference, Cited to Juvenile Court per Tennessee Law
Vulgar or Profane Language	Detention, Saturday School, In-School or Out-of-School Suspension, Parent Conference	In-School or Out-of-School Suspension
Cell Phones and Personal Communication Devices – Must be out of sight and turned off from arrival until 3:00 bell	Taken and held for Parent Pickup after 7 days.	Taken and held for Parent Pickup after 7 days. Saturday School or 3 hours after school.
Radios, MP3's/Ipods/CD's – Must be turned off Must be out of sight and turned off from arrival until 3:00 bell	Taken and held for Parent Pickup after 7 days & a detention	Taken and held for Parent Pickup after 7 days & detention, In-School Suspension, Saturday School, Parent Conference and/or Suspension
Excessive Referrals	Once a student is referred to the office 6 times for disciplinary reasons, the student will be suspended for a parent conference	Once a student is referred to the office 12 times for disciplinary reasons, the student will have a Parent Conference where action will be determined
Public Displays of Affection	Warning and Parent Notification	Detention and /or Saturday School

 **Except for Zero Tolerance, 3rd and subsequent violations will result in disciplinary action at the discretion of the Administration**


 **Violations on buses will also result in a bus suspension at the discretion of the Administration (Guidelines on page 31 may be modified at any time by the administration depending upon the circumstances.)**

 **Community Service may be considered an option for any violation of school rules as deemed appropriate by the Administration**


Disciplinary Hearing Authority

Board Policy 6.317

A Disciplinary hearing Authority (DHA) will conduct hearings for students who appeal a suspension. The director shall appoint members of the DHA which shall consist of five (5) members, (maximum number must not exceed total membership of Board) at least (3) of which shall be licensed employees of the Board, appointed to one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.


 The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case.
2. Prepare and disseminate the minutes of each meeting;
3. Set the time, place and date for each hearing;
4. Notify appropriate persons of each meeting within forty-eight (48) hours of receiving notification of the suspension/expulsion; and
5. Sign and maintain a copy of minutes of meetings.

 Each hearing shall be conducted by at least three (3) members of the DHA, one of which must be licensed employee of the Board. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension/expulsion. Notification of the decision shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Board.

The DHA may take the following disciplinary actions:

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

 If a review of the hearing is requested by either the student, parent/guardian or principal, the director shall either review the record and shall:

1. Affirm the decision of the hearing authority; or
2. Modify the decision of the hearing authority; or
3. Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may:

1. Affirm the decision of the hearing authority; or
2. Modify the decision of the hearing authority; or
3. Impose a more severe penalty than that of the hearing authority.

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

Driver's License & Parking Permit To Obtain a License

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

- students cannot have 15 unexcused absences in a semester,
- or 10 consecutive unexcused absences in a semester
- student must have also passed at least 2 subjects the previous semester

If all above conditions are met, the student should go to the Attendance Office to fill out an application for the Compulsory Attendance Form. The form will then be available for the student to pick up the next day.



Reinstatement of Driver's License


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


- attend school for 30 consecutive days with no unexcused absences.
- make passing grades in at least 2 subjects during next semester grading period.
- show acceptable classroom behavior during this qualifying period.


Driving Policy


Students who wish to drive to school should first obtain a parking permit application from the Attendance Office. The student should then present a valid driver's license along with a **nonrefundable \$25.00 fee** to the Bookkeeping Office. Application and proof of payment should then be taken to the Assistant Principal's office for processing. These students will be expected to adhere to the following rules:


-  Must possess a valid driver's license
-  Must stay off and away from cars during school hours


 Students are not allowed to sit in cars after arriving at school. They must leave the car immediately upon arrival at school


 Must practice good driving habits at all times; reckless driving or disregard for safety regulations will result in loss of driving privilege


 Must allow school buses the right of way


 Must park in his/her assigned space that corresponds to the number on his/her parking permit and parking permit must be visible


 Must not lend, sell, or transfer their permit. Permits must be used on the registered vehicle only.

 All students should lock and secure their vehicles

 No student will be permitted to go to the parking lot without authorization from the office. Students in the parking lot without permission from the administration are subject to disciplinary action.

 Cars parked in an unauthorized area, with or without a valid parking permit, will result in a Saturday School, detention, loss of parking permit, and/or towed at owner's expense


 Vocational students are not permitted to drive to the Technology Center without permission from the Vocational Director and the Tennessee Technology Center Director


 Illegally tinted vehicle windows (under 35%) will not be allowed. TCA 55-9-107


Stone Memorial High School is not responsible for theft or damage to automobiles or possessions in automobiles that are parked on the campus.


Loss of Driving Privileges


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


 Speeding and/or reckless driving (including entering and exiting campus)


 Allowing students to ride on exterior of vehicle.


 Skipping in vehicle (1st offense)

 Multiple tardies

 Multiple infractions of parking regulations

 Refusal to follow school official's directions

 Allowing another student to borrow permit

 Other serious acts not mentioned


General Information


Academic Integrity


Students are expected to be honest in their work. Dishonesty in academic work, such as plagiarism and cheating, will result in a zero on the assignment. Any subsequent incidents will result in disciplinary action including possible detentions, suspensions, and parent conferences.


Areas Off Limits to Students


 Parking lots

 Automobiles or other vehicles parked on campus.

 Any rooms set aside for staff only (except by invitation)

 At lunchtime: all instructional areas

 Behind wings/buildings (no loitering)

 No students are to be in the building after 3:00 p.m. unless they are under the direct supervision of a faculty member.

Book Bags

Book bags must be left in lockers. No book bags, athletic bags, etc. should be carried in the halls or classrooms between 7:40 and 2:45, unless a student is on his/her way to check in or out of school. Bags are subject to search at any time. Students who violate this policy will be assigned detention.

Cafeteria

Breakfast is served in the cafeteria everyday from 7:00 a.m. to 7:40 a.m. The cost for students is \$0.75.

Lunch is served for all students at a charge of \$1.75. Free and reduced lunch applications are available from the homeroom teacher. Students may also bring their lunch if they choose, but they must eat in the cafeteria.

Out of consideration of others, please do not skip line and please leave the tables clean. Students are to return all dishes, trays, silverware, and trash to the cleaning room upon completion of their meal. Failure to do so will result in work detail or detention.

Students must stay in the cafeteria the entire lunch period. Drink machines are not to be used during the lunch period. Students are not to carry food or beverages from the cafeteria during breakfast or lunch.

Students are not to consume foods or beverages inside the building except in the cafeteria. Snacks and drinks in a classroom may be consumed at the discretion of the individual teachers. **Food cannot be delivered or brought in to the high school during school hours from local eating establishments.** Students are ONLY permitted to eat during their designated lunch periods.

Cell Phones and Personal Communication Devices

Board Policy 6.312

A student may possess a personal communication device such as a pager, cellular telephone, personal digital assistant (PDA), or any similar type device, in school, on school property, at after school activities and at school-related functions. **During school hours* and while on a school bus route, the personal communication device will remain off and concealed from view unless authorized by school personnel.**

Use of a personal communication device in an attempt to undermine instructional practices or violate an individual's privacy **will result in suspension.**

A personal communication device shall not be used in any instructional setting as a calculator.

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

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


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

***School hours for purposes of no cell phone use are from arrival until 3:00 bell.**


Checks


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


Conduct


 **Toward School Staff:** Students are expected to cooperate fully with and to obey all instruction from

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

 **Toward Official Visitors:** Official visitors, whether observers, speakers, or entertainers, are considered to be honored guests and will be treated with courtesy and respect.

 **Toward Fellow Students:** Each student is expected to show respect for the rights and feelings of his/her fellow students and to behave in such a way to draw the respect of others toward himself/herself. Courteous treatment is encouraged. Tolerance of differing beliefs and appearances is essential. Dangerous practices such as pushing, scuffling and "horse-playing" are forbidden.

 Students in leadership positions who exhibit any conduct that results in dishonor to a student or this school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, or violation of the law will result in the forfeiture of the student's leadership role.

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

Harassment/Discrimination

Board Policy 6.304

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination or harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature.

The following guidelines are set forth to protect students from discrimination or harassment. Student discrimination or harassment will not be tolerated.

Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Bullying/Intimidation

Board Policy 6.304

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following debarking.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305)

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student

may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the director of schools through the director of human resources. Any student disciplined for violation of the policy may appeal the decision in accordance with disciplinary policies and procedures.

Donations/Fees

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

Science Classes	\$10.00
Physical Science	\$5.00
Foreign Language	\$10.00
Wellness (Materials/Equip.)	\$5.00
Wellness (Weekly Bowling Charge)	
Fine Arts/Music	\$5.00
Fine Arts/Visual Arts	\$10.00
Theatre Arts/Public Speaking	\$10.00
Visual Comm./Digital Design	\$10.00
Jazz/Concert Band	\$30.00
Marching Band	\$125.00
Accounting	\$15.00
Keyboarding	\$10.00
Math	\$

Donations/Fees - Continued

Construction/Carpentry	\$15.00
FACS/Culinary Arts, Fashion	\$15.00
Parking	\$25.00
Trans Core/Brakes	\$10.00

Tennessee Technology Center courses also have fees associated with many of them. That information will be given by the appropriate teacher.

Drills

Tornado Drills

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

Fire Drills

The signal for fire drills is a continuous blast of the alarm or notification over the public address system. Walk quietly and quickly upon the direction of the teacher in charge. Instructions for such procedures will depend upon the circumstances at the time. Follow the instructions of your teacher or those on the public address system. Students are to remain at least fifty (50) feet from the building until the signal is given to re-enter. No one is to return to the building until the all-clear signal is given by the principal or his authorized representative. Roadways are to be kept clear at all times.

Early Arrivals

No matter what time students arrive they are required to remain on campus unless they check out through the attendance office. Students should stay in the halls, cafeteria, or the front lobby. Only those students eating breakfast should enter the cafeteria. There should be no loitering in the restrooms. Upstairs is off limits until 7:30. Drop-off in the mornings and pick-up in the afternoon should be made at the west entrance.

Extra Curricular Activities

The coach/sponsor shall supply the teacher with advanced written notification of the student(s) missing class time. Students must be in attendance at school at least one-half day in order to be eligible to participate in extracurricular activities that day, including

practice. Any student involved in extracurricular activities and/or in a leadership position who is found using or in possession of alcohol or drugs will be suspended a minimum of 20% of time from that activity or leadership position.

9th Grade Academy

The 9th Grade Academy, which began with the 07-08 school year, is a small learning community within the high school framework. It has been designed primarily to provide a smooth transition from the elementary school program into the high school setting. Beginning 9th graders will be divided into teams that will be guided by a group of teachers dedicated to providing a learning environment that fosters success.

Hallways

Students must have a hall pass while in the halls during class time. Students should stay to the right side of the hall when changing classes. Students are not to stop and block intersections in the halls between class changes. Do not loiter in the restrooms.

Library

The SMHS library is open for students' use most school days from 7:00 a.m. until 4:00 p.m. All students must have their school-issued photo I.D. with them to check out books. Unless in special collection, all books are checked out for 10 school days. (A date due card will be placed in the book at the time of checkout.) To renew a book, the book must be brought in to the library and re-scanned. Students may check out up to 3 books at a time. If the books are not returned by the due date, a late fee of 10 cents per day will be charged for each item overdue (with a maximum fine of \$5.00 per item after 20 days late.) Students are responsible for the cost of any books checked out to them that are damaged or not returned. The library also provides magazines, newspapers, and reference materials, however these cannot be checked out. Students may have b/w photocopies made for 10 cents per page. To use the Internet, students must have their signed Internet Agreement with them. Students may print using the printers in the library at a cost per page of 10 cents b/w or 25 cents color. Students should exit the library single file and return to have their books checked if the alarm sounds. If space is available, students may come to the library (with a teacher pass) to read, study, do research, or type a paper for class. The computers are to be used only for schoolwork. Students are not permitted to

come to the library to “play” on the computers, socialize with friends, or eat. **No food or drinks are to be brought into the library.** Disruptive students will be suspended from the library for two weeks. The second offense will result in suspension from the library for the remainder of the semester, unless accompanied by a teacher or other adult.

Lockers

School lockers may be used free of charge. Locks are required and provided by SMHS. Any locks lost or damaged at the end of the semester or withdrawal will result in a \$5.00 replacement charge. The right is reserved to search a school locker when there is a reason to believe a violation of school regulations is involved or to determine locker condition. Students should not tell any other students the combination to the lock. Students should not share a locker nor use a locker not assigned to him/her.

Lost and Found


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

Medication

Board Policy 6.405

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

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

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

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

EQUIPMENT: 1. Medication in bottle with proper label. (May be pill/tablets, inhalers or nebulizers, eye drops, or liquids)

2. Locked storage area. In certain situations a student may be allowed to retain possession of medications.

3. Medication administration form required per school year.

4. Medication log.

Cumberland County Board of Education

Coordinated School Health

NOTIFICATION OF SERVICES

The Coordinated School Health program conducts health screenings throughout the school year in order to identify students who may have a health risk. The Health Department, Lion’s club, community health care providers, and trained school personnel assist with the free, confidential screenings. CSH checks for variations from normal levels in Body Mass Index, vision, height & weight, hearing & speech, dental, and blood pressure. You will be contacted if your child’s screening differs significantly from the normal standards. **You may choose for your child not to participate in the free health screenings by contacting your school nurse.** Contact your CSH Coordinator, Tammy Lane, at 931-484-6135 should you have any question about this free health service for your child.

Posters

No posters, stickers, place cards, or notices are to be posted anywhere in the building with out the approval of the principal, and then only on glass surfaces. Under no circumstances should any poster be taped or glued to the buildings walls. Bulletin boards and hangers are provided for approved posters and notices.

Prom

The SMHS Prom is held each spring for all Juniors and Seniors. Any non-SMHS student must receive administration approval to attend and must be under 21 years of age.

Report Card Hold

Report cards, diplomas, transcripts, etc. may be held by Stone Memorial High School for those students who owe debts to the school. TRR/MS 0520-1-3.03 prescribes that "local schools may withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has incurred a debt to the school or a student who has taken property which belongs to a local school or any agency thereof until the student makes restitution."

Bus Notes








Please turn in bus notes (requesting to ride a different bus) to the VP office **before 7:45 am**. We will verify the notes and have them ready for student pick up 4th period.

School Resource Officer

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

Sickness at School

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

-  Report the problem to the nearest teacher.
-  Go directly to the school nurse.
-  **DO NOT use your cell phone to call anyone.**
-  **DO NOT** go to a restroom and stay if you are ill or injured.
-  **DO NOT** leave the school grounds or go to the parking lot without approval from one of the principals.
-  **DO NOT** take medication from anyone. Teachers cannot give aspirin or any other type of medication. Please do not ask them.
-  **DO NOT** bring prescription drugs or other over the counter medication to school. Medication must be brought with proper documentation by parent or guardian.








Telephones

A telephone for emergency use only will be available in the administration offices.

Textbooks

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

Visitors

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

Cumberland County Schools
Acceptable Use Policy August 2012

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

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

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

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

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

Email - Cumberland County Schools may provide users with email accounts for the purpose of school-related

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

Social/Web 2.0 / Collaborative Content - Recognizing the benefits that collaboration brings to education, Cumberland County Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users will communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored. Users should be careful not to share personally-identifying information online.

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

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

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

Downloads- Users should not download or attempt to download or run programs or applications over the

school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, such files will be downloaded only from reputable sites, and only for education purposes.

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

Plagiarism - Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety - Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying— Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

***Use school technologies for school-related activities.**

***Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.**

***Treat school resources carefully, and alert staff if there is any problem with their operation.**

***Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.**

***Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.**

*** Use school technologies at appropriate times, in approved places, for educational pursuits.**

***Cite sources when using online sites and resources for research.**

***Recognize that use of school technologies is a privilege and treat it as such.**

***Be cautious to protect the safety of myself and others.**

***Help to protect the security of school resources.**

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

Examples of Unacceptable Use

I will not:

*** Use school technologies in a way that could be personally or physically harmful.**

*** Attempt to find inappropriate images or content.**

***Engage in cyberbullying, harassment, or disrespectful conduct toward others.**

***Try to find ways to circumvent the school's safety measures and filtering tools.**

***Use school technologies to send spam or chain mail.**

***Plagiarize content I find online.**

***Post personally-identifying information, about myself or others.**

***Agree to meet someone I meet online in real life.**

***Use language online that would be unacceptable in the classroom.**

*** Use school technologies for illegal activities or to pursue information on such activities.**

*** Attempt to hack or access sites, servers, or content that isn't intended for my use.**

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

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

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

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

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

(Student Printed Name)

(Student Signature)

(Date)

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

(Parent Printed Name)

(Parent Signature)

(Date)

Parent – Teacher – Student Organization

To Parents and Students

The purpose and nature of the Stone Memorial High School Parent-Teacher-Student Organization is to promote communication, involvement, cooperation and enthusiasm among the parents, teachers and students in the community of the School in the development and educational process of the children attending the school.

Searches and Interrogations

Interrogation by School Personnel

Board Policy 6.303

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned.

Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

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

Interrogations by Police

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

The use of policewomen, if at all possible, or female staff members will be used for interrogations of a female student.

Police Initiated Interrogations

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

Searches by School Personnel

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

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

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search.

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

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

Use of Animals

Board Policy 6.303

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

Searches by Police

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

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school

property of members of the school staff or student body is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

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

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

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

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

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

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

Cumberland County Board of Education

368 Fourth Street
Crossville TN 38555
Telephone: (931) 484-6135
FAX: (931) 484-6491

Aarona VanWinkle, Director of Schools
Dan Schlafer, Chairman of the Board

**CONSENT/RELEASE FORM URINE DRUG SCREEN
FOR MINORS ENROLLED IN THE
CUMBERLAND COUNTY SCHOOL SYSTEM (CCSS)
EXTRACURRICULAR ACTIVITIES FULL**

NAME: _____

DATE: _____ SEX: _____

DATE of BIRTH: _____

I understand that my child may be asked to undergo a random Urine Drug Screen to be eligible to participate in extracurricular activities in the Cumberland County School System. By signing this consent/release form I am authorizing _____ to conduct the Urine Drug Screen and release the results, whether positive or negative, to the Cumberland County Board of Education school officials as outlined in the Cumberland County Board of Education's Policy (6.3071).

* Who is subject to this random Drug-Testing?
Students in grades 7-12 who participate in any extracurricular activity (basketball, football, soccer, cheer leading, band, chess, etc.).

1. Tests will be administered at least twice each semester.
2. Ten percent of students involved in each activity may be tested.
3. Athletic teams will use the TSSAA eligibility list to determine eligible test subjects, out of season sports will use previous seasons eligibility.
4. Other extra-curricular groups must submit a roster with all members listed before the group begins activities.
5. Each student will be given an identification number to maintain confidentiality.
6. The ID numbers for each activity will be placed in

separate jars and 10% will be drawn from each jar.

7. Students drawn will be brought to the testing area and will be required to give a urine sample. Students will be sent for individually to maintain confidentiality.
8. Students will be brought to the office to receive the results of the test, and parents will be notified of the results.
9. Once a student is selected, his/her ID number will be returned to the appropriate jar before the next selection day.
10. This test will be completed at no cost to students if negative.
11. If positive the sample will be sent to an outside lab for more testing and this will be at the parents' expense. Students with a positive test will be subject to further testing at the school's discretion.
12. Parents must sign a permission slip for drug testing before students can participate in any extracurricular activity.
13. My daughter/son _____ may be tested for drugs in compliance with the local Board of Education Policy # 6.3071

Parent/Guardian signature _____

Date _____

" To empower each student with the skills to be a productive citizen "

Student Concerns, Complaints, and Grievances

Student Concerns & Complaints

Board Policy 6.305


Decisions made by school personnel – such as aides, teachers, or assistant principals – which students believe are unfair or in violation of pertinent policies of the Board of individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within three (3) days.

However, if the principal does not make a decision within three (3) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.


An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and principal.


Discrimination/Harassment Grievance Procedures

Board Policy 6.305

 Filing a Complaint – Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

 Investigation – Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are sustained, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18) birthday. The director of schools shall keep the Board informed of all complaints.

 Decision and Appeal – If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director of schools' findings of fact, appeal may be made to the Board of Education within five (5) workdays. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

Supervision

School personnel will be on site for supervision purposes from 7:00 a.m. to 3:15 p.m. Students left after that time will

not be the responsibility of the school unless involved in a teacher sponsored extracurricular activity.

Transportation Notice to Parents

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

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

Bus Discipline Guidelines

1st Incident: Warning & parent phone call

2nd Incident: 3 days & phone call

3rd Incident: 5 days & phone call

4th Incident: 10 days & phone call

5th Incident: rest of semester

ALL infractions may ride home that day.

Modifications may occur due to the circumstances of the infraction as determined by the administration.

Price of a bus seat due to vandalism is \$50.00

Bus Conduct

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

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

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

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

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends. This note will have to be verified by the VP office at the school. Someone will phone the parent/guardian to confirm and sign the note. Students should bring these to the VP office immediately in the morning to get approval and give time for the school to call. It is the student's responsibility to pick these up from the VP office before loading the bus in the afternoon.

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

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

When a student's conduct is such that it endangers the safety of other students, himself, or the driver can stop the bus, notify the Supervisor of Transportation and/or the Sheriff's Department, and refuse to transport the student until the situation is resolved. The driver will fill out a Bus Conduct report stating the details of the student's misconduct and take it to the Principal the following morning.

We want to encourage you to impress upon your children that the bus must be taken care of in every way. It belongs to all of us – bought with tax money of Cumberland County and it must last for a period of at least fifteen years.


The School Board furnishes transportation as a service; it is not a requirement. We hope no transportation problems of any kind occur, and this can be a very good and safe school year. If we can be of assistance to you in any way, please, call 484-6762 and ask for the Transportation Supervisor.


Parental Notification


Mission Statement


The mission statement for the Cumberland County School System is to empower each student with the skills to be a productive citizen. Parents play a vital role in this mission. The Board encourages parental involvement and strives to keep parents informed of their rights.


Notifications


 The Cumberland County School System does not discriminate on the basis of race, sex, color, religion, national origin, age or handicap in the provision of educational opportunities, activities, or other administered programs.


 Parents have the right to request information pertaining to the professional qualifications of their child's teacher(s). Teaching certifications can be found by accessing the Tennessee Department of Education Teacher Licensing web site (www.state.tn.us/education/llchome.htm) or by contacting the Central Office at 931-456-8347. Parents may also request the qualifications of a paraprofessional that provides educational assistance to their child.


 Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher that is not highly qualified.


 Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through the state department web site (www.state.tn.us/educ), at the school and/or the Central Office.

 Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. An explanation of what this means, reasons for the identification, academic comparisons with other schools in the district and state, steps being taken to improve achievement, and how the parents can become involved will be addressed.


 Parents will be given the option to transfer their child to another public school or to obtain supplemental educational services if the school fails to meet adequate yearly progress.


 Parents will receive academic results for mid-reporting periods, end of reporting periods, TCAP Achievement results in grades 3-8, Writing Assessments in grades 5, 8, and 11, End-of-Course and Gateway Exams in a timely manner as required by local Board Policy and the Tennessee Department of Education.


 Parents can visit the state's web site (www.state.tn.us) to access a description of the Tennessee Curriculum Standards assessment, and proficiency levels students are expected to meet.


 Parents of secondary school students have the right to request that their child's name, address, and telephone


number not be released to military recruiter without their prior written consent.


 Parents of a student identified as limited English proficient (ELL – English Language Learner) will be notified in a timely manner of their child's level of English proficiency, their child's opportunity to participate in an ELL program, details of the program, and the right to waive participation.


 Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participation in Title I programs. The parental involvement policy is printed in the school's handbook or a copy is available at the school's office. An annual meeting will be held to inform parents of the school's participation and status in programs funded under the No Child Left Behind Act.


 A school – parent compact that outlines the responsibilities of each party for improved student academic achievement will be distributed and agreed upon annually.


 Federal law affords parents and students, over 18 years of age, certain rights regarding educational records. The school board policy relating to student privacy and parental access to information is available in the school board policy manual located at each school and the Central Office.


 Students and parents are encouraged to participate in safe and drug free school programs/activities. If parents object to these programs/activities, they may submit a written request to the principal that their child does not participate.

 Information pertaining to the rights granted by federal law to students with disabilities may be obtained by contacting the Special Education Department of the Cumberland County School System at 931-484-3301.

 The Cumberland County School System has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years that are suspected of having a disability. If you have any questions or concerns please contact the Special Education Director at 931-484-3301.

 School health requirements, policies and procedures can be obtained from the Cumberland County Health Department, the school principal, or the school nurse.

 Students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, are provided the opportunity to transfer to a safe public school within the local education agency.

 A program or activity funded as part of a 21st Century Community Learning Center that provides before or after school activities must be evaluated to assess its effectiveness. The results of the evaluation(s) are available upon request at the Federal Programs Department at 931-456-8347.

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the school system receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect.

The principal will make arrangements for access and notify the parents or eligible student the time and place where the records may be inspected. Parents may request a copy of records for a fee of 25 cents per page.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents of eligible students may ask the Cumberland County School System to amend their record. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school system decides not to amend the record as requested by the parent or eligible student, the school system will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent or not to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to the school officials with legitimate educational interests.

A school official is a person employed by the school system as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school system has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Cumberland County School System will disclose education records without parental consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the school system to comply with requirement of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC 20202-4605

Required Federal Notices

Under No Child Left Behind (NCLB)

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

If a child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district if the applicable offense is identified and defined in T.C.A. 40-38-111(g).

**Family Education Rights and Privacy Act
(FERPA)**

Notice of Directory Information

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1956 (ESEA) to provide military recruiters, upon request, with three directory information categories -name, addresses and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the Cumberland County School System to disclose information from your child's education records without your prior written consent, you must notify the District in writing as soon as possible. The Cumberland County School System has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

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

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

Person to notify if you have a complaint:

Rickie Harris 931-484-6135

Military Recruitment

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

Statement of Non-Discrimination

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

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

Cumberland County Schools

Code of Conduct

The Code of Conduct can be found at the website: <http://ccschools.k12tn.net/codes.html>

or a copy can be obtained at the front office at school.

To Students:

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parent's best example and your teacher's best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity. In this document, we are attempting to communicate clearly to all concerned what the policies on conduct are and to stipulate due process procedures, which may be used by the students and/or parent or guardian to appeal administrative decision or to express grievances.

Student Expectations

Attend school and be on time
Take advantage of the opportunity to learn
Assume responsibility for personal growth and self-discipline
Take care of both personal and school property
Respect the rights and property of others
Work cooperatively with school personnel and other students
Know and follow school rules
Respect school staff and the reasonable exercises of authority by school staff
Maintain appropriate classroom conduct
Display good sportsmanship and school spirit at all times.
Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety

Range of Authority

Behavior problems are dealt with using procedures and consequences that vary based on the age of the student, severity of the offense, and the frequency of the offenses. Disciplinary procedures are not limited to those occurring on school campuses, but include all school-related activities, and even non-school-related activities if the student's behavior is directly linked to school events. The Tennessee State Law recognizes the right of school personnel to act in the place of

the parent in situations where school personnel are responsible for the students.

Rights of the Student

The principal or principal's designee at the building level administers disciplinary actions. Students referred for a disciplinary violation are entitled to explain their side of the story and to place their conduct in what they consider to be the proper context. This is done in an informal administrative conference prior to administering any disciplinary action (except in an emergency situation).

Tennessee Code Annotated (TCA 49-6-4301) gives a school principal or his designee the authority to suspend a student for various rule violations. When out of school suspension is used, the principal/designee will generally meet with the parent to develop a plan of improvement upon re-entry of the student. A written plan of improvement will always be developed if the suspension exceeds five school days. Students and parents may from time to time disagree with the action taken by the principal.

Cumberland County Board of Education Expectations

The Cumberland County Board of Education expects parents and school staff will work in close cooperation to ensure student success, both academically and behaviorally. In order to achieve this goal, it is anticipated that staff and parents will communicate routinely, and definitely, whenever there is a concern regarding student progress. By establishing and maintaining close contact, parents and teachers can prevent or minimize discipline problems as well as maximize student growth.

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

If a student is subject to the provision of IDEA, 504, and/or ADA, discipline not involving a change of placement for a period longer than ten (10) days may be imposed without regard to whether the behavior requiring discipline is a manifestation of the handicapping condition. Thus, in such cases, the principal may impose appropriate discipline no to exceed a ten (10) day suspension. It is recommended that appropriate disciplinary measures for such students be agreed upon and included in the student's individual education program or educational plan so that all concerned parties

will be aware of what discipline will be imposed and that the most effective means of discipline can be chosen.

A proposed exclusion of a handicapped student for more than ten (10) consecutive school days constitutes a change of placement. A series of suspensions that are each ten (10) days or fewer in duration may constitute a "change in placement". The determination of whether a series of suspensions constitutes a change in placement must be made on a case by case basis. To implement a change in placement based on discipline, it must be determined if the behavior is a manifestation of a handicap or not. If the behavior is a manifestation of a handicap, the school must address the behaviors through the IEP or Individual Education Plan.

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

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

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

System either proposes or refuses to change identification, assessment, or educational placement.

7. Receive a response from the School District to a reasonable request for explanation and interpretations of your child's records.

8. Request medication or an impartial due-process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made in writing to:

Mrs. Keena Inman

Cumberland County Schools

368 Fourth Street

Crossville, TN 38555

Further explanation of student rights and child advocacy group contact information may be obtained by contacting the Cumberland County School System or the Tennessee Department of Education

8th Floor, Gateway Plaza

Nashville, TN 37243-0390

615-741-2851

Explanation of Staff Roles as Related to Discipline

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

Teacher

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

Counselor

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

School Resource Officer

A SRO is a police officer assigned by Crossville City Police Department or the Cumberland County Sheriff's Department to the Cumberland County Schools. These uniformed

officers visit schools and interact with students in order to develop positive relationships, teach drug resistance and other similar pro-social programs. They help to establish a safe school tone by their visibility and presence. They are available to assist staff with emergency situations or investigate criminal activity.

Assistant Principal or Administrative Assistant

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

Principal

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

Student Services: Director, Supervisors/Coordinators

Assumes system wide responsibility for such areas as attendance, student discipline, student health services, and alternative school placement.

Director of Schools

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

Board of Education

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

RESPONSIBILITIES OF MEMBERS OF A SCHOOL COMMUNITY

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

Teachers, Counselors, and Support Staff are expected to:

Work collaboratively with each other, parents, and students to improve student behavior and to maintain a positive learning environment.

Be knowledgeable of instructional techniques, which enhance and improve student behavior.

Teach and model desired behaviors. Provide appropriate consequences and reinforce appropriate behavior.

Confront any student misbehavior whenever observed in all school settings.

Use interpersonal skills, which permits the de-escalation of student-staff conflict.

Contact and involve parents in dealing with disciplinary matters.

Provide a flexible curriculum to meet individual needs.

Maintain a safe and orderly school environment.

Inform the community, students, and school staff of policies relating to pupil conduct.

Administrators are expected to:

Protect the due process rights of teachers, students, and parents.

Support other school personnel in the fulfillment of their disciplinary responsibilities.

Contact and involve parents in dealing with disciplinary matters.

Maintain a safe and orderly school environment.

Inform the community, students, and school staff of policies relating to pupil conduct.

Parents are expected to:

Ensure that the child attends school and is on time.

Communicate with school personnel about their child and be readily and easily accessible when the school needs to make contact.

Realize the extent of responsibility for the behavior of their child.

Prepare their child to assume responsibility for his/her own behavior.

Foster positive attitudes in their child toward self, others, school, and community.

Know and follow school regulations.

Suspension/Expulsion/Remand (CCBP 6.316)

DEFINITIONS:

Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days.

Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

Expulsion: removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a semester of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: assignment to an alternative school.

REASONS FOR SUSPENSION/EXPULSION:

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school, any school-related activity on or off campus, from attendance at a specific class or classes, or from riding a school bus, for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or firearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
8. Assaulting a principal or teacher with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
12. Any other conduct prejudicial to good order or discipline in any school.

IN-SCHOOL SUSPENSION:

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

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised

of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

3. The principal shall notify the parent or guardian and the director of schools or designee in writing:

a. Of the suspension/expulsion and the cause for it; and

b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.

4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.

5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, or fifteen (15) accumulative days in a semester, he/she may suspend/expel the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.

6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days or fifteen (15) days of accumulative days in a semester. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

7. The appeal from this decision shall be to a disciplinary hearing authority appointed by the director of schools and consisting of at least three (3) certificated employees. The hearing shall be held no later than the ten (10) school days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent of guardian and student by the principal.

8. After the hearing, the disciplinary hearing authority may:

- Order removal of the suspension unconditionally;
- Order removal of the suspension upon such terms and conditions as it deems reasonable;
- Assign the student to an alternative program; or
- Suspend the student for a specified period of time.

9. A written record of the proceedings, including summary of the facts and the reasons supporting the decisions, shall be made by the disciplinary hearing authority. The student or principal may within five (5) days of the decision request review by the director of schools.

10. After review of the record, the director of schools may affirm the decision of the hearing authority, modify the decision to a lesser penalty, or grant a hearing before the Board.

11. After the hearing, the Board may affirm the decision of the director of schools or modify the decision in any manner, including imposing a more severe penalty than that of the hearing authority, or director of schools.

12. If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete course of instruction for that semester, subject to conditions prescribed by the principal.

13. Students under suspension from one (1) school in the school system cannot enter another school in the system.

Care of School Property

Board Policy 6.311

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the director of schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages. When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Weapons and Dangerous Instruments

Board Policy 6.3091

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

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

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

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