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# Stone Memorial High School

SACS Accredited

2800 Cook Road Crossville, Tennessee 38571

931-484-5767

Fax: 931-484-4801

[www.smhspanthers.k12tn.net](http://www.smhspanthers.k12tn.net)

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STUDENT HANDBOOK 2017 -  - 2018

## Student Information

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phones: \_\_\_\_\_

1 <sup>st</sup> Semester Schedule		Locker #	
	Class	Teacher	Room #
Homeroom			
1 <sup>st</sup> Block			
2 <sup>nd</sup> Block			
3 <sup>rd</sup> Block			
4 <sup>th</sup> Block			
5 <sup>th</sup> Block			

2 <sup>nd</sup> Semester Schedule		Locker #	
	Class	Teacher	Room #
Homeroom			
1 <sup>st</sup> Block			
2 <sup>nd</sup> Block			
3 <sup>rd</sup> Block			
4 <sup>th</sup> Block			
5 <sup>th</sup> 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 1,100.

For updated information, please visit our website at:

<http://smhspanthers.k12tn.net/>

Links include:

Lesson Plans

Tutoring Calendars

Athletic Schedules

Faculty Information

Daily News

School Marquee scrolling upcoming events

Library Information

### SMHS Motto

Where today's success  
meets tomorrow's dreams

### SMHS Mission


The mission of Stone Memorial High School is to successfully prepare accountable, reliable, creative-thinking, work-ready problem solvers who confidently aspire to meet the focused challenges of an ever-changing society.

### SMHS Vision


Stone Memorial High School will continually endeavor to achieve an all-inclusive learning community that, equipped with the latest technology and sound instructional practices, will maintain a focus on the highest levels of achievement and growth for every student in order to prepare them for further education and employment.


### Beliefs


Stone Memorial High School believes shall:


 Provide meaningful educational programs that address the intellectual,


vocational, creative, social, physical and emotional development of students.


 Provide a curriculum that meets the needs of all students.


 Set high expectations for all stakeholders.


 Provide a safe, clean environment that is conducive to learning.


 Encourage students to accept primary responsibility for their educational achievement, with support and guidance provided by their teachers and parents.


 Accept and acknowledge the students' diversity and create an environment of mutual respect and tolerance.


 Create a personalized curriculum in order to respond to the different learning styles, abilities and interests of their students.


 Provide training in practical life skills.

 Expect students to exhibit self-discipline and accept accountability for actions viewed as inappropriate by the school community.

 View communication and parental involvement as essential to the success of the education process.

 Emphasize the importance and development of good character through character education.

 Provide all students with highly qualified teachers who use varied instructional practices and assessments.

 Prepare all students for a variety of post-secondary opportunities.

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

### **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 on 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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**2017-2018 School Calendar**

August 1 . . . . . Teacher Inservice #1\*  
August 2. . . . . Administrative Day #1\*  
August 3 . . . . . First Day for Students  
(10 a.m. dismissal, full day for all personnel)  
August 4 . . . . . Administrative Day #2\*  
August 7 . . . . . First Full Day  
September 4 . . . . . Labor Day\*  
October 9-13 . . . . . Fall Break\*  
October 16.....Teacher Inservice #2  
Nov. 22–24 . . . . . Thanksgiving Break\*  
December 19 . . . . . Last Day before winter break  
End of 1<sup>st</sup> Semester (10 a.m. dismissal)  
Dec. 20 – Jan. 3 . . . . . Winter Break\*  
January....Administrative Day #3 – No Students  
January 4.....Students return to School  
January 15 . . . . . MLK, Jr. Day No School\*  
February 19.....Presidents Day – No School  
March 23.....Staff Development #1 No Students  
March 26 – March 30 . . . . . Spring Break\*  
April 2.....Staff Development #2 – No Students  
May 22 . . . . . Staff Development #3 – No Students  
May 23 . . . . . Administrative Day #4 No Students  
May 24 . . . . . Last Day of School (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 1<sup>st</sup>, 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**

Cheerleading  
Cross Country (Ladies & Men) Practice July 25, season begins August 15.  
Football (Freshman) Practice July 25, season begins August 18.  
Football (Varsity) Practice July 25, season begins August 18.  
Golf (Ladies & Men) practice July 11, season begins July 25.  
Soccer (Ladies) Practice July 25, season begins August 15.  
Volleyball (Ladies) Practice July 25, season begins August 15.

**Winter Sports**

Basketball (Ladies – 9<sup>th</sup> grade) Practice October 31, season begins November 1.  
Basketball (Men – 9<sup>th</sup> grade) Practice October 31, season begins November 21.  
Bowling (Ladies & Men) season begins September 26.  
Wrestling Practice October 3, season begins November 23.

**Spring Sports**

Baseball (Men) Practice February 13, season begins March 13.  
Soccer (Men) Practice February 13, season begins March 13.  
Softball (Ladies) Practice February 13, season begins March 13.  
Tennis (Ladies & Men) Practice February 13, season begins March 13.  
Track (Ladies & Men) Practice February 13, season begins March 13.

**DATES ARE SUBJECT TO CHANGE.**

## Attendance

### Absentee Procedures

**Written excuses must be submitted for absences and tardiness within five (5) school days after the student returns to school. Failure to submit an excuse will result in the absence or tardy being classified as unexcused. Notes are applied to each daily occurrence. (Maximum 5 notes per semester).**

The note should include:



Your name



Date and reason for absence – **Reason must be within school board policy. (see below)**



Phone number where your parent/guardian may be reached



Your parent/guardian's signature

If you have five (5) unexcused absences for the school year, the school attendance office 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.**

### 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. Religious observances; or
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control.
7. Other absences as pre-approved by the principal, based on appropriate documentation at least 10 (ten) school days prior to day(s) to be missed.
8. If a student is exempt from final exams per Board policy, the absence on the day of the exam is excused.

### Doctor note procedure

All doctor notes will be accepted and considered excused. (Back dated notes from a doctor are considered an excused absence). If the doctor note states the student may return to school on the day of the office visit, and the student does not return that day, the absence will be considered **unexcused**. If the student returns within the same day the “tardy” will be **excused**.

**\*\*\*Notes must be submitted within 5 (five) days after the student returns to school.**

### TRUANCY

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.

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools who will, in turn, provide written notice to the parents/guardians of the student's absence. The director of schools shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner. The Board shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures for making up missed instructional days. In addition, the Board shall determine annually whether to use flexible scheduling for kindergarten students. Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as “school-sponsored,” the activity must be school-planned, school-directed, and teacher-supervised.

### MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

### TARDIES

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

**Tardiness between classes** – tardiness that occurs between classes during the regular school day will be a student disciplinary matter and handled by the individual schools at the building level. (Between classes tardiness **will not be counted toward truancy court referrals.**)

### CUMBERLAND COUNTY HIGH SCHOOLS

#### TARDY POLICY

1. Students are allowed three (3) free 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 results 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 (13<sup>th</sup> tardy to school)\*;
6. Five unexcused tardies (to school)\* will equal one day of unexcused absence for the purpose of Truancy Court referral; and
7. All students who obtain four (4) or more unexcused tardies in any class will be required to take the semester exam regardless of grade average or days absent.

### Tardy to School

If you are late to school, you must go to the Attendance Office for a tardy slip before you report to class. Teachers will not admit you without this tardy slip. After 1<sup>st</sup> period, tardies are recorded by the teacher.

**NOTE: There is a minimum amount of time that you must be in class in order to be counted present. That time is calculated according to the schedule for that day.**

### **EXAM EXEMPTIONS – BLOCK 1, 2, 4, 5**

 Students will be excused from semester tests when they meet the following semester grade and semester absence criteria:

- “A” average and a maximum of 3 days excused absence
- “B” average and a maximum of 2 days excused absence
- “C” average and a maximum of 1 day excused absence

**All students who obtain four (4) or more unexcused tardies in any class will be required to take the semester exam regardless of grade average or days absent.** Students who are suspended from school or who are remanded to the Alternative School for cause shall forfeit all exam exemptions.

### **EXAM EXEMPTIONS – 3<sup>RD</sup> BLOCK**

- “A” average and a maximum of 6 days excused absence
- “B” average and a maximum of 4 days excused absence
- “C” average and a maximum of 2 day excused absence

**NOTE: These numbers apply to the entire school year. Finals days in December and the 2 hour day do not count towards exemptions for the 3<sup>rd</sup> block final.**

### **STATE –MANDATED TESTS/END OF COURSE EXAMS**

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor’s excuse or must have been given an excused release by the principal prior to testing to receive an excused

absence. Students who have excused absences will be allowed to take the make-up exam developed by the teacher that will count 25% of their grade [or] Excused students will receive an incomplete in the course until they have taken the End of Course Exam. Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade at 25%.

### **DRIVER'S LICENSE REVOCATION**

More than ten (10) consecutive or fifteen (15) reported absences (excused or unexcused) by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

### **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.

### **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)

**NOTE: 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.**

**\*Parent notes can be used if the reason complies with board policy.**

 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.

### School Nurse Dismissal

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

### 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

All missed class work or tests for **excused 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. (**Board Policy 6.200**)



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.

### Participation in 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.

### HALF-DAY: if leaving early, you must leave after 11:15 a.m. If arriving late, you must check in by 11:15 a.m.

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.

### Skipping Class

Skipping class is defined to be all or any part of any class

1<sup>st</sup> Offense



Parent/guardian will be notified



Three Detentions or One Saturday School must be served.

2<sup>nd</sup> 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



Once students arrive on campus, they are not permitted to leave unless proper check-out procedures have been followed.



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.**



<u>Regular</u>	<u>Lunches</u>	<u>Activity (Beg. of Day)</u>	<u>Lunches</u>
1 <sup>st</sup> Block 7:45 – 9:06	1 <sup>st</sup> 11:22 – 11:48	Activity 7:45 – 8:19	1 <sup>st</sup> 11:38 – 12:02
2 <sup>nd</sup> Block 9:12 – 10:33	2 <sup>nd</sup> 11:52 – 12:18	1 <sup>st</sup> Block 8:25 – 9:38	2 <sup>nd</sup> 12:06 – 12:30
3 <sup>rd</sup> Block 10:39 – 11:22	3 <sup>rd</sup> 12:22 – 12:48	2 <sup>nd</sup> Block 9:44 – 10:57	3 <sup>rd</sup> 12:34 – 12:58
4 <sup>th</sup> Block 11:28 – 1:18	4 <sup>th</sup> 12:52 – 1:18	3 <sup>rd</sup> Block 11:03 – 11:38	4 <sup>th</sup> 1:02 – 1:26
5 <sup>th</sup> Block 1:24 – 2:45		4 <sup>th</sup> Block 11:44 – 1:26	
<b>1 Hour Weather Delay</b>	<b>Lunches</b>	5 <sup>th</sup> Block 1:32 – 2:45	
1 <sup>st</sup> Block 8:45 – 9:53	1 <sup>st</sup> 11:47 – 12:10		
2 <sup>nd</sup> Block 9:59 – 11:07	2 <sup>nd</sup> 12:14 – 12:37	<u>Activity (Mid of Day)</u>	<u>Lunches</u>
3 <sup>rd</sup> Block 11:13 – 11:47	3 <sup>rd</sup> 12:41 – 1:04	1 <sup>st</sup> Block 7:45 – 8:58	1 <sup>st</sup> 11:38 – 12:02
4 <sup>th</sup> Block 11:53 – 1:31	4 <sup>th</sup> 1:08 – 1:31	2 <sup>nd</sup> Block 9:04 – 10:17	2 <sup>nd</sup> 12:06 – 12:30
5 <sup>th</sup> Block 1:37 – 2:45		3 <sup>rd</sup> Block 10:23 – 10:58	3 <sup>rd</sup> 12:34 – 12:58
<b>2 Hour Weather Delay</b>	<b>Lunches</b>	Activity 11:04 – 11:38	4 <sup>th</sup> 1:02 – 1:26
1 <sup>st</sup> Block 9:45 – 10:36	1 <sup>st</sup> 12:04 – 12:27	4 <sup>th</sup> Block 11:44 – 1:26	
2 <sup>nd</sup> Block 10:42 – 11:33	2 <sup>nd</sup> 12:31 – 12:54	5 <sup>th</sup> Block 1:32 – 2:45	
3 <sup>rd</sup> Block 11:39 – 12:04	3 <sup>rd</sup> 12:58 – 1:21		
4 <sup>th</sup> Block 12:10 – 1:48	4 <sup>th</sup> 1:25 – 1:48	<u>Activity (End of Day)</u>	<u>Lunches</u>
5 <sup>th</sup> Block 1:54 – 2:45		1 <sup>st</sup> Block 7:45 – 8:58	1 <sup>st</sup> 10:58 – 11:22
<b>Homeroom (Beginning of Day)</b>	<b>Lunches</b>	2 <sup>nd</sup> Block 9:04 – 10:17	2 <sup>nd</sup> 11:26 – 11:50
Homeroom: 7:45 – 8:00	1 <sup>st</sup> 11:30 – 11:55	3 <sup>rd</sup> Block 10:23 – 10:58	3 <sup>rd</sup> 11:54 – 12:18
1 <sup>st</sup> Block 8:06 – 9:23	2 <sup>nd</sup> 11:59 – 12:24	4 <sup>th</sup> Block 11:04 – 12:46	4 <sup>th</sup> 12:22 – 12:46
2 <sup>nd</sup> Block 9:29 – 10:46	3 <sup>rd</sup> 12:28 – 12:53	5 <sup>th</sup> Block 12:52 – 2:05	
3 <sup>rd</sup> Block 10:52 – 11:30	4 <sup>th</sup> 12:57 – 1:22	Activity 2:11 – 2:45	
4 <sup>th</sup> Block 11:36 – 1:22			
5 <sup>th</sup> Block 1:28 – 2:45			
<b>Homeroom (Mid-day)</b>	<b>Lunches</b>		
1 <sup>st</sup> Block 7:45 – 9:02	1 <sup>st</sup> 11:30 – 11:55		
2 <sup>nd</sup> Block 9:08 – 10:25	2 <sup>nd</sup> 11:59 – 12:24		
3 <sup>rd</sup> Block 10:31 – 11:09	3 <sup>rd</sup> 12:28 – 12:53		
Homeroom: 11:15 – 11:30	4 <sup>th</sup> 12:57 – 1:22		
4 <sup>th</sup> Block 11:36 – 1:22			
5 <sup>th</sup> Block 1:28 – 2:45			
<b>Homeroom (End of day)</b>	<b>Lunches</b>		
1 <sup>st</sup> Block 7:45 – 9:02	1 <sup>st</sup> 11:09 – 11:34		
2 <sup>nd</sup> Block 9:08 – 10:25	2 <sup>nd</sup> 11:38 – 12:03		
3 <sup>rd</sup> Block 10:31 – 11:09	3 <sup>rd</sup> 12:07 – 12:32		
4 <sup>th</sup> Block 11:15 – 1:01	4 <sup>th</sup> 12:36 – 1:01		
5 <sup>th</sup> Block 1:07 – 2:24			
Homeroom 2:30 – 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 club that meets 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.

### CLUBS

- Anime
- Art/Photo
- Automotive
- Aviation
- Band
- BETA (before school)
- Bullying
- Chess
- Choir
- College Sports
- Computer Tech.
- Conquerors through Christ
- Construction
- Criminal Justice
- DECA
- Family Career & Community  
Leaders of America (FCCLA)
- Future Business Leaders of America (FBLA)
- Fellowship of Christian Athletes (FCA)
- Future Farmers of America (FFA)
- Gaming
- Guitar
- Health Occupation Students of  
America (HOSA)
- Interact
- Make it Count
- Mathematics
- Oasis
- Panthers Tales Players

- Politiclub
- Renaissance
- Rocket/TSA
- Science Fiction
- Student Council
- Travel & Foreign Culture
- Yearbook
- Yoga

**NOTE: THIS LIST IS SUBJECT TO CHANGE**

### Club

#### Membership Authorization

Club Name \_\_\_\_\_

Student Name \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Meeting Location \_\_\_\_\_

### Club

#### Membership Authorization

Club Name \_\_\_\_\_

Student Name \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Meeting Location \_\_\_\_\_

## Counseling & Guidance Department

### Counselors:

Lisa Dillard – 10<sup>th</sup> Grade, 9<sup>th</sup> Grade, Last Names A-L  
Missy Miller – 11<sup>th</sup> Grade, 9<sup>th</sup> Grade, Last names M-Z  
Andrea Simmons – 12<sup>th</sup> Grade

### 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](http://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  
 Dual Accounting  
 Dual EMS  
 Dual Medical Terminology  
 Honors Biology 1 & Biology 2  
 Honors Physical Science  
 Chemistry 1 & 2  
 Honors Chemistry 1  
 AP Chemistry  
 Anatomy & Physiology  
 Physics  
 Spanish 3  
 Honors US History  
 Honors/AP US History  
 Honors Economics  
 Honors American Business and Legal Systems  
 Nursing Education

**Elective Focus**

The State Board of Education’s “High School Policy” requires that all students beginning with the 9<sup>th</sup> 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. 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.

Credit Recovery – students must have a certain average to take credit recovery. See guidance for more information.

 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 5<sup>th</sup> week of each grading period. A full credit will be awarded when the average of Terms 1 and 2 or Terms 3 and 4 is 70 or above.

 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.


### Homebound Instruction Procedures


 Homebound placement is instruction provided at home,


hospital, or related site to children with disabilities. The purpose of homebound instruction is to provide medically involved students, both long-term and short-term, with a program of academic instruction. Such instruction is provided so that the student’s time of confinement need not be a loss of educational experience, nor academic credit. For long-term illnesses, such instruction is made available so that the student may participate in a planned, sequential, educational program designed to meet his/her individual needs at home or in the hospital. The result should be an educational program parallel to the one provided in the school setting.


 Eligible students are provided instruction parallel to the instructional program currently offered in the typical classroom situation for his/her age and/or grade level as determined by the homebound teacher, parent, and school personnel. Adjustment in such curriculum and instruction will be made upon the recommendations of the homebound teacher in accordance with the individualized needs of each student.


 Homebound instruction is one of the most restrictive educational placements for school-age children and is only appropriate when a disabled student’s physical or mental condition makes placement with other students prohibitive. Homebound instruction is not to be confused with home schooling. A homebound student is a child who has a medically diagnosed physical or mental disabling condition or health impairment that confines the child to a home or hospital and whose activities are restricted for a minimum of ten (10) consecutive school days.

 The following procedures will be followed for Homebound Services for Cumberland County School students: Homebound forms requesting homebound services for a student must be received from a doctor. Date of services can begin no earlier than date of doctor’s signature on form. Any homebound forms received to schools should be faxed or sent to the Homebound/SPED office the day they are received. All forms must be complete and approved by Homebound Director, including parent signatures on the homebound application procedures form, prior to services being provided. A copy of all homebound forms will be sent back to the school attendance clerk. For students on an IEP, a copy of the homebound form will be sent back to the student’s special education case manager to place with the current IEP.

 For Special Education Students, an IEP Team at the school will meet on an individual basis to determine what services a student needs after the following are met: only upon certification by a licensed doctor of medicine or osteopathy that a child with a disability needs a homebound placement, the child is expected to be absent from school due to a physical or mental condition for at least ten (10) consecutive school days, and the child can receive homebound instruction in a homebound placement without endangering the health of personnel providing it.

 For students suspected of having a disability, the District will conduct an evaluation prior to determining eligibility for a 504 plan. If a student is determined eligible for a 504 plan while on homebound, a 504 plan will be developed by the homebound instructor, classroom teacher, parent, and school 504 coordinator. A copy of the 504 plan will be sent back to the home school Section 504 Coordinator.

 Homebound services must be reviewed every thirty days and a new doctor's note received. Special Education students placed on homebound for behavior may only receive homebound services for one thirty day period in a school year.

 Prior to the student returning to school, another IEP meeting or 504 meeting will be held to transition the student back to school and determine if services or accommodations will be needed. 504 plans may be terminated at that time if no additional accommodations or services are needed. If the student continues to need a 504 plan, then it will be turned over to the school level 504 Coordinator. The school 504 Coordinator will be responsible for distributing the plan to teachers and scheduling an annual review of the 504 plan, or more frequent as needed.

### **RTI (Response To Intervention)**

RTI services are available for students identified as needing additional academic support. If students are identified as needing assistance, the RTI team will meet to develop a plan to provide academic intervention in specific areas of need. If students do not make appropriate gains even with targeted assistance and weeks of intervention, the student may be eligible for evaluation through special education services. For more information on RTI services contact the guidance office.

### **Response to Instruction and Intervention (RTI<sup>2</sup>)**


"To empower each student with the skills to be a productive citizen" is the mission statement of Cumberland County Schools. It is our goal for all students to have the resources and instruction necessary to reach their full potential while receiving a free appropriate education. In compliance with No Child Left Behind, and the Individuals with Disabilities Education Improvement Act, Cumberland County schools are dedicated to meeting the needs and services for all students to receive the best quality education through programming for the individual student. The school system adheres to a policy of non-discrimination in educational programs and activities while striving to provide equal educational opportunity for all students as required by Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability. The school system embraces the Response to Instruction and Intervention Framework (RTI<sup>2</sup>) model, now part of educational law for the state of Tennessee, as a system of service delivery that uses evidence-based interventions, monitoring and evaluation for on-going tracking of individual students in making informed decisions about the student's educational and behavioral programming needs. This framework provides students who do not respond to


instruction with increasingly intensive levels of intervention. Each school is dedicated to meeting the requirements of the Response to Intervention Framework Model through the School Intervention Team's oversight of procedures and fidelity of implementation. If you feel your child is in need of additional intervention, please contact the school office to speak with our school RTI<sup>2</sup> Coordinator.

### **ACT Testing Schedule – (Subject to Change)**

<i>ACT</i>	Test Date
	* Sept. 9, 2017
	* Oct. 28, 2017
	* Dec. 9, 2017
	* Feb. 10, 2018
	* Apr. 14, 2018
	* June 9, 2018

\* Denotes Saturday testing on-site at SMHS

 Students must register for the ACT online at [www.act.org](http://www.act.org)


 Registration for the SAT is to be done online at [www.collegeboard.com](http://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, 6<sup>th</sup> 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.thearcn.org](http://www.thearcn.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.

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


- Clothing or accessories that denote affiliation with any gang associated with criminal activity, or safety hazard or security risk.
- Ill-fitting clothing such as saggy/baggy pants or oversized coats, sweaters, sweatshirts, etc.
- Pajama type clothing
- Clothing with holes above the knees.
- 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.
- Spandex, form fitting or body fitting clothes.
- Clothing with revealing necklines.
- Extreme hair color or style, makeup.

The following rules will be enforced for ALL students:








- Any color or style of shoes **must** be worn to school. No “Heely” or bedroom slipper type shoes are permitted.
- Tops worn with leggings should be no higher than five (5) inches from the middle of the knee.
- Without leggings, shorts/skirts/dresses will be no higher than five (5) inches from the middle of the knee.
- Slits in skirts/dresses will be no higher than five (5) 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, 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.
- 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.





## SMHS Code of Conduct


-  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/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.
-   If you miss one detention, 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	1 <sup>st</sup> Offense	2 <sup>nd</sup> 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	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.	Long Term suspension; May appeal through Disciplinary Hearing
Vandalism of Property	Detention, In-School Suspension, 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	Disciplinary action at the discretion of the Administration
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	Disciplinary action at the discretion of the Administration
Stealing	Detention, Restitution, In-School Suspension, Out-of-School Suspension	Disciplinary action at the discretion of the Administration
Skiping	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

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
<b>Cheating and Plagiarism</b>	<b>Zero on assignment and teacher notifies parent. 1 hour after-school detention</b>	<b>Zero on assignment and teacher notifies parent. Disciplinary action at the discretion of the Administration</b>
<b>Violation of any discipline issue</b>	<b>In-School Suspension, Detention, Saturday School, Out-of-School Suspension</b>	<b>Disciplinary action at the discretion of the Administration</b>
<b>Use/Possession of Tobacco or related products (i.e. E-cigarettes, vapor cigarettes, lighters, rolling papers, etc.)</b> TCA 39-17-1505	<b>1 Day In-School Suspension, parent notification, and Sign Probation Agreement – Cited to Juvenile Court per Tennessee Law</b>	<b>2 Days In-School Suspension, Parent notification, Cited to Juvenile Court per Tennessee Law</b>
<b>Vulgar or Profane Language</b>	<b>Detention, Saturday School, In-School or Out-of-School Suspension, Parent Conference</b>	<b>Disciplinary action at the discretion of the Administration</b>
<b>Misuse of cell phones and personal communication devices</b>	<b>Taken and held for Parent Pickup after 2:45 p.m.</b> <b>1 hour of after-school detention</b>	<b>Taken and held for Parent Pickup after 2:45 p.m.</b> <b>2 hours of after-school detentions</b>
<b>Excessive Referrals</b>	<b>Once a student is referred to the office 6 times for disciplinary reasons, the student can be suspended for a parent conference</b>	<b>Once a student is referred to the office 12 times for disciplinary reasons, the student will be suspended for Parent Conference where disciplinary action will be determined.</b>
<b>Public Displays of Affection</b>	<b>Warning and possible Parent notification</b>	<b>Detention and Parent notification</b>

 **Except for Zero Tolerance, 3<sup>rd</sup> 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**

# Cumberland County

## Code of Conduct

### 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 not 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 plans on 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:

Dr. 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

8<sup>th</sup> 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

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 or 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, 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, hawkbill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles . . ."


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

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


### **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.

## **Driving to School**

### **To Obtain a Learner's Permit (Attendance Office)**

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.

### **Driving/Parking Policy (Vice-Principal's Office)**









Students who wish to drive to school should first obtain a parking permit application from the **Vice-Principal's 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:

- \*Only one permit per student may be purchased.
- \*Possess a valid driver's license.
- \*Park facing the school building. (The 600s & 800s may park in either direction.)
- \*Allow school buses the right of way.
- \*Leave the vehicle immediately upon arrival at school.
- \*Practice good driving habits at all times.
- \*Park in his/her assigned space that corresponds to the number on his/her parking permit, and permit must be displayed on the rear view mirror. Cars parked in unauthorized areas, with or without a valid parking permit, will result in disciplinary action of the student.
- \*Stay off and away from vehicles during school hours. Authorization must be granted from the VP office to retrieve items from a vehicle during the school day. Students in the parking lot without permission are subject to disciplinary action.
- \*Lock and secure vehicle at all times. *Stone Memorial High School is not responsible for theft or damage to automobiles or possessions in automobiles that are parked on campus.*
- \*Students are not permitted to ride in the back of pick-up trucks or *ON* vehicles while on school campus.
- \*Permits may be revoked as part of a disciplinary action when a student drives recklessly or disobeys safety regulations.
- \*Vocational students are not permitted to drive to TCAT without prior permission from administration at both TCAT and SMHS.
- \*Once students arrive on campus, they are not permitted to leave unless proper checkout procedures have been followed.
- \*Replacement permits are available for a cost of \$3 in the VP office.
- \*Permits may not be lent, sold or transferred to another student.
- \*Permits are not pro-rated.
- \*Notify the VP office of any issues concerning parking and/or driving.

### 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.

### Cafeteria

Breakfast is served in the cafeteria everyday from 7:00 a.m. to 7:40 a.m. The cost for students is \$1.00.

Lunch is served for all students at a charge of \$2.60. 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

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. **Cell phones may be used only before school, in the hallway during class change, and in the cafeteria during breakfast and designated lunch.**

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

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.

### 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 de-boarding.

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
Fine Arts/Music	\$10.00
Fine Arts/Visual Arts	\$10.00
Theatre Arts/Public Speaking	\$10.00
Visual Comm./Digital Design	\$10.00
Jazz/Concert Band	\$130.00
Marching Band	\$180.00
Color Guard	\$240.00
Accounting	\$15.00

Keyboarding	\$10.00
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.

### 9<sup>th</sup> 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 9<sup>th</sup> 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 Vice Principals' 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, Marsha Polson, 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 4<sup>th</sup> period. **Bus notes must include: Student Name, Grade, Date, Parent/Guardian signature, who the student is going home with.**

**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 and given to the school nurse.


**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.

**Network and Internet Use Agreement**

Cumberland County Schools

Technology Department

Revised March 7<sup>th</sup>, 2014

Student

Cumberland County Schools has access to computers, networks, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information. It allows users to find, synthesize and share information in a variety of unique ways.

A small minority of Internet users has made objectionable materials available over the Internet. Cumberland County Schools will take every precaution to restrict access to this information. However, an industrious user may discover information not acceptable for school use. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet or developing objectionable material on school equipment.

Please remember the following:

- Never tamper with technology equipment that does not belong to you.
- All network communication must be polite, kind, and free from inappropriate language.
- Electronic mail is not guaranteed to be private.
- Personal addresses, phone numbers, and financial information shall not be included in network communication.
- No attempt to tamper with other people’s data or to gain unauthorized access to accounts or files on the networks, including the Internet, is permitted.
- Cumberland County Schools does not own the copyright on any of its software and, except for a single copy for backup purposes or unless expressly authorized by the copyright owner(s), does not have the right to reproduce it.
- If you are unsure about any use of the networks or Internet, ask a faculty member.
- Cumberland County Schools does not condone and specifically forbids the unauthorized duplication of software.

•I will abide by copyright law.

Revised March 7th, 2014

I understand that computer, network and Internet use at Cumberland County Schools is a privilege and not a right and that my use of this privilege may be revoked at any time for any reason.

As a condition of my use of the computers, networks and Internet, I will abide by the above Terms and Conditions for Technology/Internet Use at Cumberland County Schools, and by any future terms or conditions that may be developed. I understand disciplinary action will be taken if I am found abusing my computer, network, or Internet privileges.

According to U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied, and criminal penalties, including fines up to \$250,000 per work copied, and imprisonment up to 5 years per title copied.

Reference:

Use of the Internet Board Policy 4.406

Cross Reference:

Use of Electronic Mail (e-mail) 1.805

Web Pages 4.407

User Name (please print)

\_\_\_\_\_

User Signature

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

(If you are under the age of 18, a parent or guardian must also read and sign this agreement)

\_\_\_\_\_ As the parent or guardian of this student, I have read the Terms and Conditions of this agreement. I hereby give my permission to issue a network and/or Internet account for my child.

Parent or Guardian

\_\_\_\_\_ 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

Janet Graham, Director of Schools  
Don Hassler, Board of Education Chairperson

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

FULL NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

Last four digits of SS #: \_\_\_\_\_ Male or Female

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 the Cumberland County School System designee to conduct the Urine Drug Screen and release the results, whether positive or negative, to the Cumberland County Board of Education school officials, as designated by the director of schools, and 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 twice each school year.
2. Ten percent of students involved in each activity may be tested.
3. All extra-curricular groups must submit a roster to the school administrator with all members listed before the group begins activities.
4. Each student will be given an identification number to maintain confidentiality, beginning with the number one (1).
5. The ID numbers for each activity will be placed in separate containers and 10% may be drawn from the pool.
6. Students drawn will be brought to the testing area and will be required to give a split (two) urine samples. Administration will seek the randomly selected students in person, in an effort to maintain confidentiality to the best of their ability.
7. Students will be notified of test results by a school administrator.
8. Once a student is selected, he/she will remain in a waiting area until that student is screened.

9. The initial drug screening test will be completed at no cost to students or parents if negative.
10. Students with positive test results from the first screening may provide a physicians notation of prescription medication, may submit to drug counseling/treatment as outlined in the MOU with the TAD center, or may have the split sample sent to a pre-determined independent drug screening lab at the parent's expense.
11. Should the results be challenged by the parent/guardian, any further testing will be the responsibility of the parent/guardian.
12. Parents must sign a permission slip for drug testing before students can participate in any extracurricular activity.

My daughter/son \_\_\_\_\_ may be tested for drugs in compliance with the local Board of Education Policy # 6.3071

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date: \_\_\_\_\_

DATE of Screening: \_\_\_\_\_

*Revised June, 2014*

## **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

1<sup>st</sup> Incident: Warning & parent phone call

2<sup>nd</sup> Incident: 3 days & phone call

3<sup>rd</sup> Incident: 5 days & phone call

4<sup>th</sup> Incident: 10 days & phone call

5<sup>th</sup> 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 \$75.00**

### 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.

## Assessment Calendar

**Disclaimer:** Test dates are subject to change based on adjustments mandated by the Tennessee Department of Education.

Additional information related to state testing can be found at [www.tn.gov/education/assessment](http://www.tn.gov/education/assessment).

### **WIDA Screener for ELL status - August-May**

These assessments do not reflect on your child's grades. However, the results of these tests will be sent home upon completion of the testing window. This assessment is an English language proficiency "screener" test given to incoming students who may be designated as English language learners. It assists educators with programmatic placement decisions such as identification and placement of ELLs.

### **ASVAB August-May (High School Discretion)**

The Armed Services Vocational Aptitude Battery (ASVAB) is an assessment designed to measure "developed abilities and helps predict future academic and occupational success in the military." This assessment is given to every 10th graders. ASVAB will distribute the results of this assessment to students and parents.

### **Civics Exam August - May**

Per Tennessee Code Annotated, students in high school will take the U.S. Civics Exam prior to graduation. This assessment is designed to both promote and document basic U.S. Citizenship knowledge and skills. The results of this assessment will be returned to individual students.

### **STAR Screening 1 - August 21 - September 12**

STAR Early Literacy assessment is a computer based test that measures your child's proficiency in up to nine areas that are important in reading development. STAR Reading is a computer-adaptive reading test that summarizes your child's reading ability. STAR Math is a computer adaptive assessment that gauges student proficiency in mathematics. These assessments do not reflect on your child's grades. However, the results of these tests will be sent home upon completion of the testing window.

### **EasyCBM - Screening September 5 - 22**

EasyCBM is a screening tool utilized for students who score below the 25th percentile on the STAR assessments to help determine which interventions will be used to assist the student and monitor progress. Your student's school Response To Intervention Coordinator will send the results of this assessment home upon completion of the testing window. Results from this assessment will not reflect in their grade marks.

### **Mid-Terms - October 5 – 6**

These assessments provide a mid-term snapshot on how students are progressing in full term courses. Results from

these tests will be averaged into your student's overall grade and reflect on their grade card.

### **EOC Course** November 27-December 15 Grades 9-12 s Fall Block

The End of Course category of the state's overall TCAP system, provides information regarding the knowledge and skills related to English language arts, math, science and social studies high school courses. Also known as TNReady assessments, these tests are designed to assess true student understanding and not just basic memorization and test-taking skills. Results from this test will be included in the TCAP portion of the student's overall grade on their report card. Parents will receive a collective TCAP report that includes the results from each part of the assessment.

### **STAR Screening 2** December 1-15

STAR Early Literacy assessment is a computer based test that measures your child's proficiency in up to nine areas that are important in reading development. STAR Reading is a computer-adaptive reading test that summarizes your child's reading ability. STAR Math is a computer adaptive assessment that gauges student proficiency in mathematics. These assessments do not reflect on your child's grades. However, the results of these tests will be sent home upon completion of the testing window.

### **1st Semester Finals** - December 15 & 18

This assessment covers end of the semester courses that are not covered by State mandated End of Course examinations. Results from these tests will be averaged into your student's overall grade and reflect on their grade card.

### **NAEP** January 29-March 9, 2018

The National Assessment of Educational Progress, or NAEP, is the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas. Assessments are conducted periodically in mathematics, reading, science, writing, the arts, civics, economics, geography, U.S. history. Individual student results are not reported to families or districts. Scores are only reported to the Tennessee Department of Education.

### **WIDA ACCESS for ELLS** March 5 - April 20 ELL students

The WIDA ACCESS for ELLs 2.0 is a secure large-scale English language proficiency assessment administered to Kindergarten through 12th grade students who have been identified as English language learners (ELLs). It is given annually in WIDA Consortium member states to monitor students' progress in acquiring academic English. These assessments do not reflect on your child's grades. However, the results of these tests will be sent home when results are received from WIDA.

**MSAA March 19 - May 11 Grade 11**

The Multi-State Alternative Assessment (MSAA) applies the lessons learned from the past decade of research on alternate assessments based on alternate achievement standards (AA-AAS) to develop a multi-state comprehensive assessment system for students with significant cognitive disabilities. The project draws on a strong research base to develop an AA-AAS that is built from the ground up on powerful validity arguments linked to clear learning outcomes and defensible assessment results. Results from this assessment will be reported to parents in the fall grade cards.

**TCAP – ALT March 19 - May 11 Grade 10 (biology)**

This alternate TCAP test is designed for our students with the most significant cognitive disabilities for both science and social studies in grades 3-8 and biology in grade 10. Parents will receive a collective TCAP report that includes the results from each part of this assessment.

**Mid-Terms March 15 - 16**

These assessments provide a mid-term snapshot on how student are progressing in full term courses. Results from these tests will be averaged into your student's overall grade and reflect on their grade card.

**ACT March 20 Grades 9 & 10**

This assessment gives educators, students, and families early insight into a student's level of preparedness for college and career by high school graduation. Results from this assessment will be distributed to individual students and parents by SMHS.

**ACT March 20 (March 20-April 3 with Accommodations) - Grade 11**

This assessment gives educators, students, and families early insight into a student's level of preparedness for college and career by high school graduation. Results from this assessment will be distributed to individual students and parents by ACT.

**Make Up ACT Dates April 3 and April 24 Grade 11**

This assessment gives educators, students, and families early insight into a student's level of preparedness for college and career by high school graduation. Results from this assessment will be distributed to individual students and parents by ACT.

**STAR Screening 3 April 3-27**

STAR Early Literacy assessment is a computer based test that measures your child's proficiency in up to nine areas that are important in reading development. STAR Reading is a computer-adaptive reading test that summarizes your child's reading ability. STAR Math is a computer adaptive assessment that gauges student proficiency in mathematics

These assessments do not reflect on your child's grades. However, the results of these tests will be sent home upon completion of the testing window

**EOC Courses April 16 - May 4 Grades 9-12 Spring Block and Year Long Courses Offered in the Skinny Block**

This section of the state's overall TCAP system, provides information regarding the knowledge and skills related to English language arts, math, science and social studies. Also known as TNReady assessments, these tests are designed to assess true student understanding and not just basic memorization and test-taking skills. Results from this test will be included in the TCAP portion of the student's overall grade on their report card. Parents will receive a collective TCAP report that includes the results from each part of the assessment.

**AP Exams May 7-18 Grades 9-12**

AP Exams are assessments that measure student comprehension of Advanced Placement material. Results from these tests will be averaged into your student's overall grade and reflect on their grade card.

**Senior Finals May 11-14**

This assessment covers end of the semester courses that are not covered by State mandated End of Course examinations. This assessment covers end of the semester courses that are not covered by State mandated End of Course examinations.

Results from these tests will be averaged into your student's overall grade and reflect on their grade card.


**Finals (Underclass-men) May 18 and 21**


## **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](http://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](http://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](http://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 21<sup>st</sup> Century Community Learning Center that provides before or after school activities must be evaluated to assess its effectiveness. The results of the evaluation(s) are available upon request at the Federal Programs Department at 931-456-8347.



**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' 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.