

# THIS HANDBOOK BELONGS TO

Name \_\_\_\_\_

Grade \_\_\_\_\_ Locker # \_\_\_\_\_

Advisor \_\_\_\_\_

## CLASS SCHEDULE

### Fall Semester 2017

#### CLASS

#### TEACHER

Block 1 \_\_\_\_\_

Block 2 \_\_\_\_\_

Block 3 \_\_\_\_\_

Block 4 \_\_\_\_\_

Block 5 \_\_\_\_\_

Range Time \_\_\_\_\_

### Spring Semester 2018

#### CLASS

#### TEACHER

Block 1 \_\_\_\_\_

Block 2 \_\_\_\_\_

Block 3 \_\_\_\_\_

Block 4 \_\_\_\_\_

Block 5 \_\_\_\_\_

Range Time \_\_\_\_\_

# FENTRESS COUNTY SCHOOL CALENDAR 2017-2018

## Fall Semester 2017

**July 31** -County Wide PD Day K-8 / Admin. Day for CHS

### **August** (19 days in school)

- Tue. Aug. 1 Registration/Short day (Buses will run.)
- Wed. Aug. 2 Administrative Day for K-8
- Thur.- Fri., Aug.3 & 4 Closed for the 127 yard sale
- Mon. Aug. 7 First full day of school
- Tue. Aug. 22 Fair day- School closed

### **September** (20 days in school)

- Mon. Sept. 4 Labor Day - No School
- Fri. Sept. 22 ½ day YAI Homecoming.

### **October** (17 days in school)

- Fri. Oct. 6 End of 1st 9 week
- Oct. 9- Fri. Oct. 13 Fall Break - No School
- Week of 16th - Parent teacher conferences will be held two afternoons from 3 to 6 p.m.

### **November** (19 days in school)

- Wed. Nov. 25 - Fri., Nov. 27 Thanksgiving break
- Nov 27 - Dec. 15 Fall Block EOC Testing Window

### **December** (11 days in school)

- Fri. Dec. 15 **Last full day** before Christmas break

**Semester 1 = 86 days of school completed**

## **Spring Semester 2018**

### **January** *(20 days in school)*

- Wed. Jan.3 First full day back from break
- Mon. Jan. 15 MLK Day - No School

### **February** *(19 days in school)*

- Mon. 19 Presidents Day: No School

### **March** *(16 days in school)*

- Fri. 9 End of 3rd 9 weeks
- Week of 12th Parent teacher conferences two afternoons from 3 to 5 pm
- Mon. 19 - Fri. 23 Spring Break
- Fri. 30 Good Friday, No School

### **April** *(21 days in school)*

- April 13 - ACT exam for all Jrs.
- April 16 - May 4 - EOC Testing Window

### **May** *(18 days in school)*

- Wed. May 23 Last Full Day of School
- Thurs. May 24 Administrative Day
- Fri. May 25 Last Day of School Short day

## **Semester 2 = 94 days in school**

**\*NOTE:** *The Fentress County Board of Education policy states that spring break days will be deleted before the school year will be extended in the event more school days are missed than the county has stockpiled for snow days.*

# TENTATIVE BELL SCHEDULE

<b>8:00-9:05 A.M.</b>	<b>1<sup>st</sup> Block</b>
<b>9:05 A.M. – 9:10 A.M.</b>	<b>Class Change Bell</b>
<b>9:10 A.M.-10:15 A.M.</b>	<b>2<sup>nd</sup> Block</b>
<b>10:15 A.M. – 10:20 A.M.</b>	<b>Class Change Bell</b>
<b>10:20 A.M. – 11:25 A.M.</b>	<b>3<sup>rd</sup> Block</b>
<b>11:25 A.M. – 11:30 A.M.</b>	<b>Class Change Bell</b>
<b>11:30 A.M. – 1:05 P.M.</b>	<b>4<sup>th</sup> Block (Includes 30 Min. Lunch)</b>
<b>1:05 P.M. – 1:10 P.M.</b>	<b>Class Change Bell</b>
<b>1:10 P.M. – 1:40 P.M.</b>	<b>Range Time</b>
<b>1:40 P.M. – 1:45 P.M.</b>	<b>Class Change Bell</b>
<b>1:45 P.M. – 3:00 P.M.</b>	<b>5<sup>th</sup> Block</b>

## **Delayed Start Schedules**

One hour delay- 9:00 a.m.

Two hour delay - 10:00 a.m.

\* Bells and class schedules will be adjusted and posted when school days are interrupted by late start.

# FENTRESS COUNTY SCHOOLS



## **Vision:**

Setting high expectations...achieving excellence.

## **Mission:**

Fentress County Schools will empower our students  
for THEIR tomorrow.

# **WELCOME TO CLARKRANGE HIGH SCHOOL**

Clarkrange, Tennessee

School Colors: Blue and Gold

School Mascot: Buffalo

## **STUDENT INVOLVEMENT**

Academic Team	(FFA) Forestry Conclave
Art Club	Horse Judging
Band	Soil Judging
Baseball (Spring)	Golf
Basketball	Interact
Beta Club	JROTC - Color Guard
Book Club	Raider Team
Bowling (With YAI)	Rifle Team
Cheerleading	Newspaper
Chess Club	Pep Club
Chorus	Renaissance
Christian Club	Science Club
Family, Career and Community Leaders of America (FCCLA)	Soccer (with YAI)
Football (with YAI)	Softball (Spring)
Future Business leaders of America (FBLA)	Spanish Club
Future Farmers of America (FFA)	Track and Field (Spring)
	Volleyball
	Yearbook

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## **INTRODUCTION**

The contents of this handbook are not meant to suppress the freedoms of the students who attend Clarkrange High School (CHS). However, when large groups of people come together, rules and regulations are necessary in order to maintain a harmonious working relationship.

This handbook is intended to serve as a guide for CHS students and their parents and guardians. It contains information concerning graduation requirements, the grading system, attendance, extra-curricular activities as well as other regulations intended for the most efficient operation of the school, so that the students will derive the greatest education benefits while attending CHS.

This handbook is NOT meant to be an all-inclusive reference. Situations may occur that were not anticipated when the handbook was developed and, thus, are not covered. Such situations will be dealt with on an individual basis.

The administration and faculty of CHS challenge students and their parents and guardians to become a part of the school organization and to make the most of the opportunities offered at CHS.

## **NON-DISCRIMINATION POLICY**

CHS does not discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment under Title VI of the Civil Rights Act of 1964, Title IX of the Federal Education Amendments of 1972 and section 504 of the Federal rehabilitation Act of 1973.

## **PROOF OF DISSEMINATION (Written and Taught)**

At the beginning of each academic school year, first-period teachers will distribute student/parent/guardian handbooks and explain the rules and policies to the students. Furthermore, students will sign that they have received a copy of the CHS handbook and that they fully understand it. If any students are absent on the day of handbook distribution or transfer to CHS during the school year, the guidance department will distribute and review handbooks with them. Student handbooks are available for students, parents, and guardians in the front office upon request.

## **ABSENTEEISM AND ADMISSION SLIPS**

Students enrolled at CHS are expected to attend classes regularly. Every effort will be made to inform parents and guardians by telephone whenever students are absent. In the event of absences, students are required to get admission slips from the front office before entering classes. These admission slips must be signed by teachers from whose classes they have been absent. Students who fail to enter class with an official admission slip will be given a detention by their classroom teacher.

## **ACT COLLEGE ENTRANCE EXAM**

Per the Tennessee Department of Education, all eleventh grade students are required to take the ACT college entrance exam. The ACT is given on campus in the spring; however, if a student is unable to attend this scheduled day, he/she may ask the guidance counselor for a voucher to take the exam at a future location.

## **ADVISORS AND ADVISEES**

Students entering CHS are assigned a faculty advisor. Their advisor will be with them for four years or until they graduate. The purpose of the advisor-advisee relationship is to help students plan to achieve appropriate educational, career, and personal goals. Advisors have small groups with appropriated time allotments to work with students. Individual contact between advisors and advisees may be made as needed.

## **ALTERNATIVE SCHOOL** (*Authority: TCA 49-6-3402*)

The Fentress County Board of Education provides short- and long-term alternative educational setting for students whose behavior is deemed undesirable. The appropriate school official, usually the principal or the vice principal, will refer students to Alternative School due to the severity of their behavior.

The appropriate official will give notice to students, parents or guardians, and teachers for preparation of Alternative School placement.

- Short term = minimum stay is 5 days
- Long term = maximum stay is more than 5 days, which may include assignments up to 90 or 180 days

After serving 15 days of Alternative School, students assigned to Alternative School again will be given long-term assignments of designated times appropriated by the appointed official.

### **Student Responsibility**

- Students are required to attend Alternative School each day they are assigned.
- Transportation is provided, and students are responsible to be in the designated area by 7:45 A.M.
- Students are responsible for obtaining and returning any work that is assigned to them.

Failure to do the aforementioned items will result in the following:

- First offense = 3 additional days
- Second offense = 5 additional days
- Third offense = 45 additional days

Students who do not satisfactorily complete their assignments will not be released from Alternative School until each assignment is satisfactorily completed.

Students who are assigned to Alternative School are not permitted to participate in or attend any school-sponsored activities.

Students who are assigned to Alternative School are not allowed on ANY school campus except their home school for the sole purpose of transportation during placement at Alternative School.

### **ARRIVAL**

Immediately after arriving on campus, drivers, bus riders, and car riders are required to enter the building and report to the cafeteria and remain there until the 7:50 A.M. bell rings.

### **ASSIGNMENT POLICY**

Teachers give assignments for the purpose of reinforcing learning skills, and such assignments are not to be taken lightly. Failure to complete assignments will result in the following order of actions:

1. In conference with students, teachers will re-explain the make-up policy and set deadlines for students to complete assignments.

2. If students fail to complete assignments by their deadlines, teachers will assign detention until work is satisfactorily completed.
3. If students verbally refuse to complete assigned work, teachers will report students to the principal, the vice principal, or an appropriate school official for insubordination. Refer to Level 1 of Code of Conduct  
PLEASE ADD THIS

## **ATTENDANCE**

The state of Tennessee requires that all students between the ages of six and 18 years of age will be in attendance 180 days per year.

Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session.

Students will attend school on a regular basis unless there is an illness or death in the immediate family, a school related function, or a court appearance. All other absences will be unexcused.

Students who miss three unexcused days of school shall be sent a notice from the school.. Upon missing five unexcused days, students will be petitioned into juvenile court.

### **Types of Excuses**

- **Parent or Guardian Excuses**
  - No parent or guardian excuses will be accepted.
- **Medical Excuses**
  - Medical excuses must be valid and signed by a doctor. Medical office staff signatures will not be accepted.
  - Students must provide a medical excuse on the day they return to school.
  - CHS will not accept medical excuses after three days.
  - Written notes or phone messages from parents or guardians will not be accepted as a medical excuse.
  - If parents or guardians anticipate that their child will have an extended absence because of a severe, prolonged, or chronic illness under a physician's care, parents or guardians shall notify the director of schools.
  - The director of schools shall make arrangements for homebound instruction. Students who complete their work

as indicated by the homebound teacher will not be penalized for the days missed.

- **Funeral Excuses**

- Funeral excuses will be granted for immediate family  
Parents or guardians must write notes stating the names of the deceased and their relationships to the students and the names and locations of the funeral homes.

- **School-sponsored Activity Excuses**

- Absences due to school-sponsored activities will not be counted against student attendance records. However, any work missed must be made up on a day-for-day basis. Students are responsible for contacting their teachers upon returning to school to get a list of any missed assignments.

## **BEHAVIOR CODE**

The following behaviors are prohibited at school, at any school-sponsored activities, or on school buses:

- Behavior that interferes with learning, including disrespect and failure to follow reasonable directions
- Damaging school property or the property of others
- Damaging or setting off fire alarms (except in case of a fire on school premises)
- Dishonesty
- Distribution, use, access, upload, or download of vulgar, obscene, or threatening materials and/or graphics
- Fighting
- Leaving a class or the school without permission
- Physical contact that is inappropriate
- Possessing or using tobacco or any smoking paraphernalia
- Possessing, using, selling, buying, giving away, bartering or exchanging any alcoholic beverage or illegal drug
- The misuse of technology
- The sale, give-away, barter, exchange or distribution of any food, non-prescriptive or prescriptive drugs, materials, substances, toys, or other personal belongings
- Theft
- Throwing objects on school property
- Using inappropriate language, whether written or spoken

- Verbally or physically abusing teachers, administrators, students, or any other persons, including but not limited to, acts of sexual harassment, threats or intimidation.
- Violating any school or school system rule.

### **Punishment**

Students who are guilty of any of the behaviors listed in this section will be punished. Some of the types of punishment that may be used include warnings and reprimands, isolation, Alternative School, short- and long-term suspensions, and expulsion. Student support services may be used in conjunction with these punishments.

Although generally progressive in nature, punishment must be appropriate for the misbehavior and must be age appropriate. The principal, the vice principal, or their designee has the latitude of assigning punishment in relation to the misbehavior. For example, students who engage in more serious acts of misbehavior such as fighting or committing an illegal act are not automatically entitled to a warning before any other disciplinary action is taken.

Students who deface or destroy school property willfully, maliciously, or carelessly will be charged with the full amount of damage in addition to the disciplinary procedures.

### **BULLYING AND INTIMIDATION** [*Authority: TCA 49-6-1014-1019, TCA 49-2-120, Title IX (20 U.S.C. 1681-1686)*]

Students shall be provided a safe learning environment. It shall be a violation of this policy for any students to bully, intimidate, or create a hostile educational environment for other students. Harassment, bullying, and intimidation occurs if the act either physically harms other students or damages their property, knowingly places other students in reasonable fear, or causes emotional distress or a hostile educational environment for others. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.

Per Fentress County Board of Education policy, the principal, the vice principal, or their designee may discipline students who engage in acts of bullying or intimidation that occur on school grounds, at any school-sponsored activities, at any official school bus stop, or on school-provided transportation. These students will also be disciplined for

behaviors that take place off school property, outside of school-sponsored activities, or through electronic means if their acts are directed specifically at other students and have the effect of creating a hostile educational environment or otherwise creating substantial disruptions to the learning process.

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.

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

There will be no retaliation against any persons who report harassment or participate in investigations. However, any employees who refuse to cooperate or give false information during the course of any investigations may be subject to disciplinary action. The willful filing of false reports will itself be considered harassment and be treated as such.

Any students disciplined for violation of this policy may appeal decisions in accordance with disciplinary policies and procedures.

## **BUS REGULATIONS**

Students are expected to follow specific state rules and regulations pertaining to pupil transportation and display appropriate behavior. Failure to do so could cause students to become ineligible for transportation. Students are under the supervision of the bus driver from the time they board the bus until they arrive at school and from the time they leave school until they exit the bus at home in the afternoon. The general progressive discipline plan that may be followed in dealing with bus misbehavior is as follows:

- First offense = assigned seat by bus driver
- Second offense = two-day suspension of bus privileges
- Third offense = 10-day suspension of bus privileges
- Fourth offense = semester suspension of bus privileges
- Fifth offense = one academic year suspension of bus privileges
- Severe clause = the director of schools may use any step in severe misbehavior situations

### **Bus Conduct**

Bus drivers have complete charge of students riding buses and will report misbehavior to the principal, the vice principal, or an appropriate designee. These administrators are responsible for disciplining students for bus misbehaviors. To help maintain order on buses, bus drivers have the authority to assign special seats to any students. For the safety of all, students are expected to obey the following rules:

- Students must use only the bus and the bus stop assigned to them.
- Students may not enter or leave the bus at any place except their regular bus stop or school unless they have a note from home that has been approved by the principal, the vice principal, or their designee.
- Students who must change buses at any school must follow the rules of that school.
- Students must stay in their seats while the bus is in motion.
- Students may not reserve seats.
- Students must keep the center aisle of the bus clear at all times. Items such as book bags must not block the center aisle.
- Students must obey all bus safety rules and the directions of their bus driver.
- Students are not allowed to transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus.
- Students are not allowed to consume food or drinks on the bus.
- Students must not litter the inside of the bus, throw anything out of the window, or cause damage to the bus.
- Students must obey all rules listed in the Code of Conduct section of this handbook while riding a school bus.

### **Offenses**

In addition to the rules listed above, Tennessee law prohibits students from committing the following acts while riding school buses:

- Acts of physical violence
- Bullying
- Physical assault of persons on the bus
- Verbal assault of persons on the bus
- Disrespectful conduct toward the bus driver or other persons on the bus
- Unruly behavior
- Using any electronic devices during the operation of a bus, including but not limited to, cell phones, pagers, radios, CD players, or iPods without headphones, or any other electronic device in a manner that may interfere with bus communications equipment or the driver's operation of the bus
- Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the bus

### **Punishments**

The Fentress County bus policy will be followed in all bus discipline problems.

If students violate any of these rules, the principal, the vice principal, or their designee may take disciplinary action, including suspension from riding the bus for as many as 10 days and suspension from school for as many as five days. If bus misbehavior is severe, a disciplinary hearing may be called and students may be suspended or expelled from the bus or from school.

If students are found to have engaged in bullying, physical assault or battery of other persons on the bus, Tennessee law requires the students' parents or guardians to meet with school officials to develop a school bus behavior contract for the students. If students cause damage to the bus, they will be suspended from the bus and/or from school and be required to repay the cost of any damage.

Students who fight endanger themselves and everyone riding the bus by causing the bus driver's attention to be diverted. Fighting on a school bus may result in immediate suspension from the bus and/or from school with no prior warning or prior disciplinary action being taken.

## **CAFETERIA (Breakfast and Lunch)**

Breakfast will be served from 7:15 to 7:45 A.M.

Students will not be allowed to charge any “extra” food items. Students may bring their own lunch, if desired, or for personal health reasons but are not allowed to leave campus for lunch or call in deliveries. Soft drinks are not allowed in the cafeteria.

Lunch period will be during 4<sup>th</sup> Block. Students may eat in the cafeteria or designated areas identified by the principal. Students are not allowed to loiter, socialize, or eat in teachers’ classrooms during lunch.

Students will deposit all garbage in the proper containers and return trays and eating utensils to the appropriate area. Students are expected to leave their eating areas clean and maintain good behavior. Talking and socializing are fine, but excessive noise and disruptive behavior will not be tolerated. Students caught for inappropriate behaviors will be sent to the principal, the vice principal, or their designee for disciplinary action.

## **CELL PHONES**

CHS recognizes the necessity of cell phones in our society. However, cell phones are a distraction and interfere with classroom instruction. Cell phones must be turned off and out of sight during school hours except for during their lunch time and on free range Fridays unless notified otherwise. If they are seen or heard, they will be taken and given to the principal, the vice principal, or their designee. Phones will be turned off and locked in the vault.

### **Board Policy:**

- 1st offense: Confiscate cell phone and lock in vault for 24 hrs. and 1 day in lunch detention.
- 2nd offense: Confiscate cell phone and lock in vault for 7 days and 3 days in lunch detention.
- 3rd offense: Confiscate cell phone and lock in vault for 14 days and 7 days in lunch detention.

CHS is NOT responsible for the theft or loss of cell phones.

## **CHEATING**

Cheating is academic dishonesty and is a serious offense that will be handled with strict guidelines.

## **CODE OF CONDUCT** (*Authority: TCA 49-6-4203*)

The Tennessee General Assembly Code of Conduct provides students at CHS an effective and safe learning environment centered on respect, high morals, and values conducive to producing literate, responsible, functional citizens of the community, state, nation, and world.

- It is the intent of the general assembly in enacting this part to secure a safe environment in which the education of the students may occur.
- The general assembly recognizes the position of the schools *in loco parentis* and the responsibility this places on principals and teachers within each school to secure order and to protect students from harm while in their custody.
- It is the intent of this part to extend further, rather than limit, the authority of principals and teachers to secure order and provide protection of students within each school.
- The general assembly further recognizes that a rising level of violent activity and use of drugs is occurring in some public schools, especially in urban areas, and that these activities threaten the wellbeing of all students in such schools.
- Any other areas as designated by the general assembly.

## **List of Expected Behaviors**

Students will:

- know and adhere to reasonable rules and regulations established by CHS.
- respect the human dignity and worth of every other individual.
- refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- maintain the best possible level of academic achievement.
- be punctual and present in the regular school program.
- dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities.

- refrain from behavior which would lead to physical or emotional harm or disrupts the educational process.
- respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school sponsored activities.
- obey local, state, and federal laws.
- obey school rules.

### **Acts in Violation of Laws and School Policy**

All violations of the Code of Conduct will be handled as expediently as the offense permits.

Since no students have the right to interfere in any way with their fellow classmates' right to learn, students will observe the Code of Conduct which will in no way interfere with the educational opportunities of their classmates. The administration and faculty of the school will make and enforce such rules as are necessary for the efficient operation of the learning process of CHS students. The principal, the vice principal, or their designee will classify any offense not listed below.

All discipline codes and options apply to all school-sponsored activities (e.g., field trips, home and away athletic events, dances).

### **Confiscation**

Items and devices that are inappropriate in school during school hours and that may interfere with the learning environment and/or the orderly operations of the school will be confiscated (e.g., caps, hats, iPods, mp3 players, trading cards, skateboards, rollerblades, lighters, matches or other incendiary devices)

### **Disciplinary Options**

- First offense = confiscation for one day
- Second offense = confiscation for one week
- Third offense = confiscation for remainder of school year

## **CONDUCT VIOLATIONS**

At the bare minimum, students may be placed in detention or in Alternative School for conduct violations. Detention will be assigned during the lunch period in a designated room.

**Level I** = misbehaviors which interfere with the learning climate of the educational environment and/or the orderly operations of the school

- Classroom disturbances
- Failure to complete assignments
- Tardiness
- No hall pass when out of classroom
- Open food or drinks without permission

**Disciplinary Options**

- First offense = handled by the teacher according to classroom/school rules
- Second offense = one day of detention
- Third offense = three days of detention
- Fourth offense = three days of Alternative School
- Fifth offense = five days of Alternative School or three days of suspension

**Level II** = misbehaviors which interfere with the learning climate of the educational environment and/or the orderly operations of the school

- Displays of affection
- Dress code violations

**Disciplinary Options**

- First offense = warning and conference with teacher, principal, the vice principal, or their designee
- Second offense = conference with or call to parents or guardians and one day of detention
- Third offense = five days of detention
- Fourth offense = three days of suspension or five days of Alternative School

**Level III** = misbehaviors which interfere with the learning climate of the educational environment and/or the orderly operations of the school

- Missing assigned detentions
- Roughhousing
- Violations of Fentress County Board of Education computer policy

**Disciplinary Options**

- First offense = three days of detention
- Second offense = five days of detention
- Third offense = five days of Alternative School

- Fourth offense = five days of Alternative School or ten days of suspension
- Severe violations of computer policy = may revert to Fentress County Board of Education Policy

**Level IV** = misbehaviors and acts of extreme conduct which are in violation with school policies

- Cutting class or Range Time Assignment
- Leaving school without permission
- Disrespect to teachers, staff, and peers
- Insubordination (not following a directive from a teacher, administrator, or other school system employee)
- Lying
- Verbal and written threats
- Use of verbal and written vulgar language and profane gestures
- Possession of pornographic materials

**Disciplinary Options**

- First offense = five days of Alternative School
- Second offense = 10 days of Alternative School
- Third offense = 45 days of Alternative School and referral to discipline committee

**Level V** = misbehaviors or acts that are in violations of local, state, or federal laws

- Fighting (All involved students will be disciplined unless clear proof shows that one student was attacked without provocation.)
- Verbal, physical, and sexual harassment
- Use or possession of tobacco in any form (Students must also appear in juvenile court.)
- Verbal and physical assault
- Extortion
- Receipt, sale, and possession of stolen property<sup>1</sup>
- Stealing
- Gambling
- Possession, use, and under the influence of alcohol
- Possession of illegal drugs and paraphernalia
- Possession of weapons
- Prescription drug policy violation
- Destruction or defacing of school property<sup>1</sup>

<sup>1</sup> (Students must also be reported to local law enforcement.)

### Disciplinary Options

- First offense = three days of suspension or five days of Alternative School and a court referral.
- Second offense = 10 days of Alternative School and a court referral.
- Third offense = 45 days of Alternative School, a court referral, and referral to the disciplinary committee for possible expulsion.

**Level VI** = acts which are violations of the Zero Tolerance Policy as required by state law. Any violation will result in expulsion for one calendar year and be reported to local law enforcement authorities; however, the director of schools may modify this expulsion on a case-by-case basis.

- Battery on school personnel and school resource officers
- Possession of firearms
- Possession of and being under the influence of illegal drugs

### **CONTACT INFORMATION (Changes to)**

Any change in students' addresses or phone numbers must be reported to the front office and to the guidance department as soon as possible.

### **CORPORAL PUNISHMENT** (*Authority: TCA 49-6-4103, 49-6-4402-4404*)

If necessary, corporal punishment will be administered by the principal, the vice principal, or their designee and witnessed by at least one other professional staff member (or will be administered by a teacher witnessed by at least one other professional staff member). All corporal punishment will be administered in the principal's or the assistant principal's office.

### **COURSE DESCRIPTIONS** (*Some courses may not be offered each semester or every year.*)

#### ~FINE ARTS~

#### **Instrumental Music** (*Prerequisite: None / Grades: 9 to 12*)

Because three levels of instruction are included in the framework of this course, students may take four years of music classes. Through the medium of band, this course is designed to develop proficiency in musical performance, an understanding of the art of music, and an appreciation of the creative and

intrinsic values of music, which can result in a life-long avocation.

**Vocal/Choral Music** (*Prerequisite: None / Grades: 9 to 12*)

Students will experience the study and performance of a diverse repertoire of vocal/choral music. Because three levels of instruction are included in the framework of this course, students may take four years of vocal/choral classes. The course will include instruction in proper vocal technique, musicianship skills, and the cultural and historical context of choral literature. The course will encourage self-expression through performance and creation of music.

**Visual Art I** (*Prerequisite: None / Grades: 9 to 12*)

This course is an introduction to drawing, painting, and principals of design. Color theory, perspective, painting, and drawing techniques are explored with various media. Art history is also covered. This course fulfills the fine arts credit required for graduation.

**Visual Art II** (*Prerequisite: Art I / Grades: 9 to 12*)

Art II is designed to perfect skills of drawing and painting used in Art I and to develop individual styles. Students explore printmaking, sculpture, and other media with emphasis on design. Art history is also covered.

**Visual Art III** (*Prerequisite: Art II and art teacher recommendation / Grades: 10 to 12*)

Students will apply and develop their art skills related to photography, photographic equipment, and development.

**Visual Art IV** (*Prerequisite: Art teacher recommendation / Grades: 11 and 12*)

Studio Art is intended for highly motivated students who are seriously interested in the study of art as a career. Students submit portfolios that reflect mastery of a wide range of media, techniques, conceptual maturity, and the ability to investigate and develop a personal theme or idea over a series of works

## ~PHYSICAL EDUCATION AND WELLNESS~

### **Physical Education** *(Prerequisite: None / Grades: 9 to 12)*

The numerous activities in the physical education program include daily warm-ups for students, followed by individual and team sports. These activities provide carry-over values for leisure time participation.

### **Lifetime Wellness** *(Prerequisite: None / Grades: 9 to 12)*

This course develops positive concepts toward an active, healthy lifestyle. The importance of cardiovascular exercise, proper diet, and preventive health measures will be presented. Units on CPR, STDs, nutrition, tobacco, alcohol, and drugs are included in this course.

### **PE II** *(Prerequisite: Coach recommendation / Grades: 9 to 12)*

This course is designed to physically prepare male and female students for their particular sport. The purpose of the class is to train athletes in ways to prevent and protect their bodies from injury by teaching them the proper techniques of weight training and exercise.

## ~LANGUAGE ARTS~

### **English I** *(Prerequisite: None / Grade 9)*

Students will perform close readings of various genre including poetry, short stories, drama, novels and informational text, studying the elements and structure of each. They will write essays of several types based on the readings.

### **English II** *(Prerequisite: English I / Grade: 10)*

English II is a comprehensive course of poetry, short stories, drama, essays, and novels written by world authors. Students work on vocabulary development, and the study of grammar focuses on run-on sentences, fragments, subject-verb agreement, and correct punctuation. Students write cause and-effect, compare-contrast, and problem-solution papers, and essays based on writing prompts.

**English III** (*Prerequisite: English II / Grade: 11*)

English III surveys American literature from the Colonial Period to the present. Students read various literary genres examining literary devices, narrative techniques, form, and structure. The study of literature is accompanied by an advanced study of vocabulary. Students refine their composition skills by writing persuasive essays and speeches, memoirs, and by practicing for the state-sponsored writing assessment which they take early during the second semester. Grammar is studied in conjunction with composition as students practice proofreading, editing, and revising their work. The research process focuses on persuasion and incorporates MLA documentation.

**English IV** (*Prerequisite: English III / Grade: 12*)

English IV is a survey of British literature that includes both classic and contemporary works. Vocabulary is studied in context with literature. Because composition skills are increasingly important as students prepare for college, renewed emphasis is placed on proofreading, editing, and revision as students write in all the structures covered in English I, II, and III. Students also prepare for college entrance essays by writing personal narratives. The research process culminates in a fully-developed literary analysis incorporating MLA documentation.

**Journalism I (Newspaper)** (*Prerequisite: Journalism teacher approval / Grades: 9 to 12*)

The Journalism I curriculum requires the production of the school newspaper. Computer skills are essential, although the students will learn Photoshop. Students must be highly motivated, creative, and have an interest in both the issues of school life and photography. These skills are then intended to be utilized in working toward development of the school newspaper, *The Voice of the Range*.

**Journalism I and II (Yearbook)** (*Prerequisite: Journalism teacher approval / Grades: 9 to 12*)

This journalism curriculum requires the production of the school yearbook. The class functions in a lab situation; emphasis is placed on reporting and writing, advanced layout design and photography, developing business techniques, and exploring

artistic endeavors through the development of the yearbook, *The Ranger*.

## ~FOREIGN LANGUAGE~

### **Spanish I** (*Prerequisite: None / Grades: 10 - 12*)

Through reading, writing, listening, and speaking activities, students will learn to express basic needs and preferences and ask and answer questions about the same in Spanish. In addition, students will develop basic conversational skills in Spanish and be exposed to the geography, history, arts, and present-day culture of Spain and Latin America.

### **Spanish II** (*Prerequisite: Spanish I / Grades: 10 - 12*)

In this course, students will reinforce and build on their acquisition of Spanish by participating in reading, writing, listening, and speaking activities. They will continue their learning of Hispanic and Latin American cultures and make presentations based on their research.

## ~MATHEMATICS~

### **Algebra I** (*Prerequisite: Eighth-grade mathematics / Grade: 9*)

Algebra I uses problem situations, physical models, and appropriate technology to extend algebraic thinking and engage student reasoning. This course is the foundation for high school mathematics courses and a bridge from the concrete to the abstract study of mathematics. Topics include simplifying expressions, evaluating and solving equations and inequalities, and graphing linear and quadratic functions and relations. Real-world applications are presented within the course content and a function's approach is emphasized.

### **Geometry** (*Prerequisite: Algebra I / Grades: 10 to 12*)

Geometry uses problem situations, physical models, and appropriate technology to investigate and justify geometric concepts and relationships. This course develops a structured mathematical system employing both deductive and inductive reasoning. It includes plane, spatial, coordinate, and transformational geometry. Algebraic methods are used to solve problems involving geometric principles, logic, and proof.

Students will use physical models to represent, explore, develop and apply abstract concepts. The use of appropriate technology will help students develop mathematics needed in an increasingly technological world

**Algebra II** (*Prerequisite: Algebra I / Grades: 10 to 12*)

Algebra II uses problem situations, physical models, and appropriate technology to extend algebraic thinking and engage student reasoning. This course extends the topics first seen in Algebra I and provides advanced skills in algebraic operations, linear and quadratic functions and relations, conic sections, exponential and logarithmic functions, graphing, sequences and series, analysis of “family of functions,” solving systems of equations, graphing, data analysis, and logarithmic and exponential functions. Students will use physical models to represent, explore and develop abstract concepts. The use of appropriate technology will help students apply mathematics in an increasingly technological world

**Pre-Calculus** (*Prerequisite: Algebra I, Algebra II, and Geometry / Grades: 11 and 12*)

Pre-calculus is an advanced mathematics course that uses meaningful problems and appropriate technologies to build upon previously learned mathematical concepts to develop the underpinnings of calculus. This course extends and integrates concepts from algebra and geometry. It includes a study of polynomial, rational, exponential, logarithmic, trigonometric functions, inverse and second-degree relations, and their graphs. Other topics include complex numbers, polar coordinates, vectors, sequences, and series.

**Applied Mathematical Concepts**

(*Prerequisites: 12th grade students only*)

This course is focused on application and modeling and has industry needs in mind. It is aligned to the ACT college- and career- readiness standards and contains content from Discrete and Finite Math. Topics include counting, combinatorics, probability, financial math, and linear programming.

## **Bridge SAILS Math (RSCC SAILS program)**

*(Prerequisites: 12th grade students only, scoring below 19 on the ACT Math)*

This course introduces the college developmental math curriculum with a foundation based in Algebra 1, Geometry, and Algebra 2 and what he/she will need in order to be considered college and/or career-ready. This course is provided through Roane State Community College. Successful completion of this course may eliminate the need for remedial math classes during the freshman year of college.

## **Probability & Statistics**

*(Prerequisites: Algebra 1, Geometry, Algebra 2)*

This course prepares students to apply statistics to real-life situations and to practice making decisions about statistics. The course includes data analysis, statistics, and probability. This includes collecting, displaying, representing, exploring, and interpreting data as well as probability models and applications.

## **~SCIENCE~**

### **Biology I** *(Prerequisite: None / Grade: 11)*

This course introduces students to the world of living things by exploring:

- basic life processes at the molecular, cellular, systemic, organism, and ecological levels of organization within the biosphere;
- interdependence and interactions within the environment to include relationships, behavior, and population dynamics;
- cultural and historical scientific contributions of men and women;
- evidence that supports biological evolution;
- current and emerging technology applications.

### **Physical Science** *(Prerequisite: None / Grades: 9 )*

This course explores the relationship between matter and energy. Students should learn physical science through the process of inquiry. Hands-on laboratory investigations, individual studies, and group activities will constitute a major portion of the learning experience. Using available technology,

students will investigate forces and motion, the chemical and physical properties of matter, the ways in which matter and energy interact within the natural world, and the forms and properties of energy. Conservation of matter and energy is an underlying theme throughout the entire course. Physical science provides the knowledge, prerequisite skills, and habits of mind needed for problem solving and ethical decision-making about matters of scientific and technological concern. Physical science offers a basic foundation for advanced studies in chemistry and physics.

**Anatomy and Physiology** (*Prerequisite: Biology and Chemistry / Grade: 12*)

Students will examine human anatomy and physical functions and analyze descriptive results of abnormal physiology and evaluate clinical consequences. They will complete the course with a workable knowledge of medical terminology.

**Chemistry I** (*Prerequisite: Physical science / Grade: 10*)

Students will explore the properties of substances and the changes that substances undergo by investigating atomic structure; matter and energy; interactions of matter; and properties of solutions, acids, and bases. Students should explore chemistry through inquiry, hands-on laboratory investigations, individual studies, and group activities. The students' experiences in chemistry should enable them to understand the role of chemistry in their lives by investigating substances that occur in nature, in living organisms, and those that are created by humans. Their study should include both qualitative and quantitative descriptions of matter and the changes that matter undergoes. Students must practice the necessary precautions for performing safe inquiries and activities and appreciate the risks and benefits of producing and using chemical substances.

**Earth Science** (*Prerequisite: 2 science credits / Grade: 11 and 12*)

This course explores the origins and the connections between the physical, chemical, and biological processes of the earth system. Students will investigate the energy of, cycles in, and geologic history of the earth system. Hands-on laboratory investigations, individual studies, and group activities will be a

major portion of the learning experience. Students focus on topics associated with matter, energy, crystal dynamics, cycles, geochemical processes, and the expanded time scales necessary to understand events in the earth system. Earth science will provide the knowledge, prerequisite skills, and habits of mind needed for problem solving and ethical decision-making about matters of scientific and technological concern, as well as, provide a basic foundation for advanced studies in biology, chemistry, physics, and personal career choices.

**Ecology** (*Prerequisite: Biology and Chemistry / Grades: 11 to 12*)

This course enables students to develop an understanding of the natural environment and the environmental problems the world faces. Students will investigate fundamental ecological principles, human population dynamics, natural resources, energy sources and their uses, human interaction with the environment, and personal and civic responsibilities. In this advanced science course, students will utilize group labs and field experiences and apply concepts from biology and chemistry to meet these expectations. Particular emphasis will be placed on local environments while developing a basic understanding of ecology as a basis for making ethical decisions and career choices.

**Physics #3231** (*Prerequisite: Physical Science, Physical World Concepts; Algebra II or Pre-Calculus*)

Physics is a *laboratory science course* that examines the relationship between matter and energy and how they interact. This course will have a strong emphasis in the mathematics of physics. Students explore physics concepts through an inquiry approach. Embedded standards for Inquiry, Technology & Engineering, and Mathematics are taught in the context of the content standards for Mechanics, Thermodynamics, Waves and Sound, Light and Optics, Electricity and Magnetism and Atomic & Nuclear Science.

## ~SOCIAL STUDIES~

### **Ancient History** (*Prerequisite: World History(prefered) Grades 10-12*)

Students will examine the major periods of Ancient History from prehistoric times to 1500 AD/CE. Major emphasis will be given to the Neolithic Revolution, the development of river valley civilizations, the rise of Greece and Rome, and the decline and fall of the Roman Empire.

### **Contemporary Issues** (*Prerequisite: None / Grades: 9 to 12*)

Students study various dynamic issues facing today's society enabling them to discover their values and responsibilities as citizens in that society. Students will utilize different learning methods to research, discuss, debate, and formulate opinions on those contemporary issues.

### **Economics** (*Prerequisite: None / Grades: 11 and 12*)

Students learn how people, businesses, and governments choose to use resources.

### **Personal Finance** (*Prerequisite: None / Grades: 11 and 12*)

This course is designed to inform students how individual choices directly influence occupational goals and future earnings potential. Real world topics include income and money management (i.e., spending, credit, saving, investing).

### **United States Government** (*Prerequisite: None / Grades: 11 and 12*)

This course focuses on the United States' founding principles and beliefs. Students will study the structure, functions, and powers of government at the national, state, and local levels.

**United States History** *(Prerequisite: None / Grade 11 or 12)*

Students study the history of the United States Reconstruction to the present. Students will utilize different methods that historians use to interpret the past, including points of view and historical context.

**World History & Geography** *(Prerequisite: None / Grades: 9 to 12)*

Students study the history of humankind with a more concentrated focus on the Renaissance to present day. Students will utilize different methods that historians use to interpret the past, including points of view and historical context as well as studying the people, places and environments at local, regional, national and international levels from the spatial and ecological perspectives.

**History of the Civil War** *(Prerequisite: None / Grades: 11 and 12)*

Students will discuss the causes of the Civil War, its battles and events, and Reconstruction.

**The Vietnam War: Home and Abroad** *(Prerequisite: None / Grades: 11 and 12)*

This course surveys the Vietnam conflict and its effects on political, social, and economic foundations in the U.S. The areas of study include the causes of the conflict, battles, political decisions, protests, and the counter-culture movement.

**~JUNIOR RESERVE OFFICER TRAINING CORPS~**

**JROTC** *(Prerequisite: None / Grades: 9 to 12)*

At CHS, under the block schedule, a student could potentially earn eight credits in JROTC over a four-year period. Each year of Leadership Education and Training (LET) level has two credits consisting of distinct semester core classes that are augmented with mandatory elective hours to meet the 180-hour requirement. LET classes are taught in sequence and would progress LET 1a, LET 1b, LET 2a, LET 2b, LET 3a, LET 3b, LET 4a, LET 4b.

**Summary of JROTC approved substitution credits**

- Two credits in JROTC will substitute for Lifetime Wellness

- Three credits in JROTC will substitute for Lifetime Wellness, Personal Finance, and PE.
- Three additional credits in JROTC will meet graduation requirements needed for the JROTC Focus Area for a student that progresses sequentially through JROTC. However, a student that earns the Lifetime Wellness, Personal Finance, and PE credit outside of JROTC may earn the JROTC Focus with three elective credits in JROTC.

## **CAREER AND TECHNICAL EDUCATION**

### **~AGRICULTURE~**

#### **Agriscience**

Agriscience is an introductory laboratory science course that prepares students for biology, subsequent science and agriculture courses, and postsecondary study. This course helps students understand the important role that agricultural science and technology serves in the 21<sup>st</sup> century. In addition, it serves as the first course for all programs of study in the Agriculture, Food and Natural Resources Cluster. Standards in this course are aligned with Tennessee Common Core State Standards for English Language Arts & Literacy in Technical Subjects, Tennessee Common Core State Standards in Mathematics, and Tennessee state standards in Anatomy and Physiology, Biology I, Biology II, Chemistry I, Chemistry II, Environmental Science, Physical Science, Physics, and Physical World Concepts, as well as the National Agriculture, Food and Natural Resources Career Cluster Content Standards. This course counts as a lab science credit toward graduation and college entrance requirements.\*

#### **Small Animal Science**

Small Animal Science is an applied course in animal science and care for students interested in learning more about becoming a veterinarian, vet tech, vet assistant, or pursuing a variety of scientific, health, or agriculture professions. This course covers anatomy and physiological systems of different groups of small animals, as well as careers, leadership, and history of the industry. Standards in this course are aligned with Tennessee Common Core State Standards for English Language Arts & Literacy in Technical Subjects, Tennessee Common Core State Standards in Mathematics, Tennessee state standards in Biology

I, Biology II, and Anatomy and Physiology, as well as National Agriculture, Food and Natural Resources Career Cluster Content Standards.\*

### **Large Animal Science**

Large Animal Science is an applied course in veterinary and animal science for students interested in learning more about becoming a veterinarian, vet tech, vet assistant, or pursuing a variety of scientific, health, or agriculture professions. This course covers anatomy and physiological systems of different groups large animals, as well as careers, leadership, and history of the industry. Standards in this course are aligned with Tennessee Common Core State Standards for English Language Arts & Literacy in Technical Subjects, as well as Tennessee state standards in Anatomy and Physiology and National Agriculture, Food and Natural Resources Career Cluster Content Standards.\*

### **Veterinary Science**

Veterinary Science is an advanced course in animal science and care for students interested in learning more about becoming a veterinarian, vet tech, vet assistant, or pursuing a variety of scientific, health, or agriculture professions. This course covers principles of health and disease, basic animal care and nursing, clinical and laboratory procedures, and additional industry-related career and leadership knowledge and skills. Standards in this course are aligned with Tennessee Common Core State Standards for English Language Arts & Literacy in Technical Subjects and Tennessee state standards in Anatomy and Physiology, Biology I, and Biology II, as well as National Agriculture, Food and Natural Resources Career Cluster Content Standards.\*

### **Principles of Agriculture Mechanics**

Principles of Agricultural Mechanics is a course introducing students to basic skills and knowledge in construction and land management for both rural urban environments. This course covers topics including project management, basic engine and motor mechanics, land surveying, irrigation and drainage, agricultural structures, and basic metalworking techniques. Standards in this course are aligned with Tennessee Common

Core State Standards for English Language Arts & Literacy in Technical Subjects, Tennessee Common Core State Standards for Mathematics, and National Agriculture, Food, and Natural Resources Career Cluster Content Standards.\*

### **Agriculture Power and Equipment**

Agricultural Power and Equipment is an applied-knowledge course in agricultural engineering with special emphasis on laboratory activities involving small engines, tractors, and agricultural equipment. The standards in this course address navigation, maintenance, repair, and overhaul of electrical motors, hydraulic systems, and fuel powered engines as well as exploration of a wide range of careers in agricultural mechanics. Standards in this course are aligned with Tennessee Common Core State Standards for English Language Arts & Literacy in Technical Subjects, Tennessee Common Core State Standards in Mathematics, and National Agriculture, Food and Natural Resources Career Cluster Content Standards.\*

### **Agricultural and Biosystems Engineering**

Agricultural and Biosystems Engineering is a capstone course that prepares students for further study or careers in engineering, environmental science, agricultural design and research, and agricultural mechanics. Special emphasis is given too many modern applications of geographic information systems (GIS) and global positioning systems (GPS) to achieve various agricultural goals. Standards in this course are aligned with Tennessee Common Core State Standards for Mathematics, and National Agriculture, Food and National Resources Career Cluster Content Standards.\*

## **~BUSINESS MANAGEMENT & ADMINISTRATION**

### **Introduction to Business Management**(Grades 9-10)

Introduction to Business Management is an introductory course designed to give students an overview of the Business Management and Administration, Marketing, and Finance career clusters. The course help students prepare for the growing complexities of the business world by examining basic principles of business, marketing, and finance addition to

exploring key aspects of leadership, ethical and social responsibilities, and careers.

**Accounting I** (*Prerequisite: Introduction to Business Management / Grades: 10 to 12*)

Accounting I is an essential course for students who wish to pursue careers in business and finance, or for those who wish to develop important skill sets related to financial literacy. In this course, students develop skills to analyze business transactions, journalize, post, and prepare worksheets, financial statements, and apply financial analysis to business processes. Additionally, students receive exposure to the ethical considerations that accounting professionals must face and the standards of practice governing their work, such as the GAAP standards. Upon completion of this course, proficient students will be prepared to apply their accounting skills in more advanced Business and Finance courses, and ultimately pursue postsecondary training.

**Accounting II** (*Prerequisite: Accounting I / Grades: 10 to 12*)

Accounting II is an study of concepts, principles, and techniques used by businesses to maintain electronic and manual financial records. This course expands on content explored in Accounting I to cover the accounting processes of a different firms, including merchandising, manufacturing, and service oriented businesses. Upon completion of this course, proficient students will gain in depth knowledge of business accounting procedures and their applications to operations.

**Business Management** (*Prerequisite :Introduction to Business Marketing / Grades: 11 and 12*)

Business Management focuses on the development of the planning, organizing, leading, and controlling functions required for the production and delivery of goods and services. This applied knowledge course addresses the management role of utilizing the businesses' resources of employees, equipment, and capital to achieve an organization's goals. Students will participate in a continuing project throughout the course in which, individually or in teams, they will present recommendations to improve an existing business. Upon completion of this course, proficient students will be able to complete a full review of an existing business and offer

recommendations for improvement as would a management consultant.

### **Computer Applications** (Grades: 9 to 12)

Computer Applications is a foundational course intended to teach students the computing fundamentals and concepts involved in the use of common software applications and basic keyboarding skills. Upon completion of this course, students will gain basic proficiency in word processing, spreadsheets, databases, and presentations. In addition, students will have engaged in key critical thinking skills and will have practiced ethical and appropriate behavior required for the responsible use of technology.

### **~DIETETICS AND NUTRITION PROGRAM OF STUDY~**

*Dietetics and Nutrition is designed to prepare students for occupations that focus on nutritional well-being, such as dietitian or nutritional counselor. The course content covers the foundations of human needs, nutritional requirements and issues, nutrients and their relation to disease, and disease prevention. Upon completion of this POS, students will graduate with a professional portfolio and will be prepared for further study of a variety of nutritional career opportunities.*

### **Introduction to Human Studies**

Introduction to Human Studies is a foundational course for students interested in becoming a public advocate, social worker, dietician, nutritionist, counselor, or community volunteer. This course covers the human needs, overview of social services, career investigation, mental health, and communication. Artifacts will be created for inclusion in a portfolio, which will continue to build throughout the program of study. Standards in this course are aligned with Tennessee Common Core State Standards for English Language & Literacy in Technical Subjects, as well as the Tennessee Psychology and Sociology standards, and the National Standards for Family and Consumer Sciences in Education, Second Edition.

### **Nutrition Across the Lifespan**

Nutrition Across the Lifespan is for students interested in learning more about becoming a dietitian, nutritionist, counselor,

or pursuing a variety of scientific, health, or culinary arts professions. This course covers human anatomy and physiological systems, nutrition requirements, as well as social, cultural, and other impacts on food preparation and integrity. Artifacts will be created for inclusion in a portfolio, which will continue to build throughout the program of study. Standards in this course are aligned with Tennessee Common Core State Standards for English Language Arts & Literacy in Technical Subjects, Tennessee Biology I, Chemistry I, Human Anatomy & Physiology (A&P), Scientific Research, and World Geography standards, and the National Standards for Family and Consumer Sciences Education, Second Edition. (Prerequisite – Introduction to Human Studies or FACS – Family and Consumer Sciences)

### **Nutrition Science Diet Therapy**

Nutrition Science and Diet Therapy is an applied knowledge course in nutrition in health and disease. The course covers the development of a nutrition care plan as part of the overall health care process. Methods for analyzing the nutritional health of a community are explored. Finally, the relationship of diet and nutrition to specific diseases will be researched, including the role of diet as a contributor to disease and its role in the prevention and treatment of disease. Artifacts will be created for inclusion in a portfolio, which will continue to build throughout the program of study. Standards in this course are aligned to Tennessee Common Core State Standards for English Language Arts & Literacy in Technical Subjects, Tennessee Common Core State Standards for Mathematics, and Tennessee Biology I, Chemistry I, Human Anatomy & Physiology (A&P), and Scientific Research standards, as well as the National Standards for Family and Consumer Science Education, Second Edition. (Prerequisite – Nutrition Across the Lifespan)

### **~FASHION DESIGN PROGRAM OF STUDY~**

*Fashion Design prepares students for further education and careers in the fashion industry. In addition to learning skills and knowledge related to the elements and principles of design, apparel manufacture and merchandising, basic marketing and product promotion, trend forecasting, and presentation, students complete a capstone project during which they design an original fashion line and create artifacts to include in a*

*professional portfolio. Upon completion of this POS, students will be prepared for postsecondary study and careers in fashion design and fashion merchandising.*

**Foundations of Fashion Design** *(Prerequisite: Visual Art 1)*

Foundations of Fashion Design introduces students to the rich history of the fashion industry and the basic design principles that are integral to its operation. This course studies the history of the fashion industry, elements and principles of design, textile history and composition, as well as basic construction principles. Artifacts will be created for inclusion in a portfolio, which will continue to build throughout the program of study. Standards in this course are aligned with Tennessee Common Core State Standards for English Language Arts & Literacy in Technical Subjects and National Standards for Family and Consumer Sciences Education, Second Edition.

**Fashion Design** *(Prerequisite: Foundations of Fashion Design)*

Fashion Design is an applied-knowledge course intended to prepare students to pursue careers in the fashion industry. Building on the knowledge acquired in Foundations of Fashion Design, this course places special emphasis on apparel manufacturing and merchandising, marketing applications, product and service management, and the creation of an original fashion collection. In addition, students will explore trends in fashion design and engage with industry-specific technologies used to produce a variety of fabrics, garments, and accessories. Standards in this course are aligned with Tennessee Common Core State Standards for English Language and Arts Literacy in Technical Subjects, Tennessee Common Core State Standards for Mathematics, and National Standards for Family and Consumer Sciences Education, Second Edition.

**~SPECIAL COURSES~**

**Driver's Education** *(Prerequisite: Students must be at least 15 years old and obtain a Tennessee learner's permit prior to the driving portion of the class / Grades: 10 to 12)*

This course is designed to help build student confidence in order to handle the unusual situations and pressures of driving in today's complex traffic environment and promote the safe and efficient use of an automobile. This course will cover the traffic

laws of Tennessee, basic car maneuvers, driving under adverse conditions, and preparation for driving in cities, country, urban, residential and freeway areas. The course consists of 30 hours of classroom work and six hours of behind-the-wheel training.

**Dual Enrollment (in cooperation with either Roane State Community College or The State Dept. of Educ. dual embedded courses)**

Students may have the opportunity to earn college credit while still enrolled at CHS. If students meet the ACT score requirements, they are eligible to apply for courses in the semester prior to their enrollment. Not all courses listed may be offered each year, and others may be added. Interactive courses are taught via satellite feeds from RSCC.

Probable courses include Art History, Biology for Technology, College Algebra (interactive), English Composition I and II, Introduction to Biology, Introduction to Business, Music Appreciation, Pre-calculus, Psychology (interactive), Sociology (interactive), Spanish I and II, United States History (interactive), and Western Civilization

**CUMULATIVE RECORDS** (*Authority: TCA 49-6-5001-5105*)

A cumulative record for each student is required in the counselor's office. This record includes such things as scholastic achievement, health attendance, and discipline data.

Students may request that their counselor or their advisor interpret their records. Tennessee law requires that this record be kept indefinitely so that any legitimate agency (e.g., colleges and universities, state and federal agencies) may be provided with information upon request.

**DAILY ANNOUNCEMENTS**

At the beginning of each school day, announcement requests will be sent to the front office. A daily absentee is created so that students and faculty are informed of upcoming and ongoing events. This form is sent through e-mail to all faculty, students, and staff members. Teachers will print and post daily.

Students are responsible for checking their school email to read the daily announcements.

## **DETENTION**

If students are assigned to in-school detention, they **MUST** take school work to their sessions and will not be allowed to leave detention to get items from their lockers or their teachers. If students fail to take assignments, work will be given by the detention designee and extra detention will be given. Magazines and newspapers are not allowed unless approved as school work.

Detention will be re-scheduled due to funeral or medical reasons. Absentee excuses must be given to the staff in the front office when the students return to school. If students are absent on assigned detention days, their detentions will be rescheduled. . In the event that school is cancelled, students are responsible to serve their detentions on the next day school is in session.

### **Failure to Attend Detention**

- First offense = three additional days of detention
- Second offense = five additional days of detention
- Third offense = five days of Alternative School or ISS (If available,
- Fourth offense = 10 days of Alternative School or five days of suspension
- More than five detention notices = five days of Alternative School

## **DIPLOMAS**

Diplomas will be awarded to students who earn the prescribed number of credits, completed the courses outlined by the state of Tennessee, and have satisfactory records of attendance and conduct. Permanent educational records shall be kept in the counselor's office. CHS does not keep copies of Diplomas.

**DIRECTORY INFORMATION** [*Authority: TCA 10-7-504, TCA 49-6-406, Section 9528 of ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation s armed forces, TCA 10-7-504, 49-6-406 ]*

Directory information, which is information not generally considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior parental

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 education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories (names, addresses, and telephone listings) unless parents or guardians have advised the LEA that they do not want their children's information disclosed without their prior written consent.

If parents or guardians do not want CHS to disclose directory information from their child's education records without prior written consent, they must notify CHS in writing when their children are enrolled. CHS includes the following information relating to student's: name, address, telephone number, date of birth, place of birth, focus of study, participation in officially recognized activities and sports, dates of attendance, attendance records, type of diploma received, and recognition on honor roll lists.

If parents or guardians do not contact the school in reference to directory information, school officials will assume that they do not mind if other agencies have directory information about their children.

Should students, parents, or guardians have questions, they may call the guidance department at (931) 863-3734. At times, college and military recruiters set up displays and talk to students during designated events or lunch. Parents or guardians should discuss this possibility with their children to know whether or not they should speak to recruiters.

## **DISCIPLINE HEARING APPEAL PROCEDURE**

### **Purpose**

This procedure is used to settle fairly, at the lowest possible administrative level, any appeals parents or guardians have with the discipline decisions made by the principal, the vice principal, or an appropriate school official. Appeals regarding suspensions can only be made on suspensions of more than 10 days.

### **Definition**

An appeal is a complaint filed by parents, guardians, students, or any persons holding a teaching license who is employed by

CHS. All appeals must be filed, orally or in writing, within five school days after receipt of the notice.

### **Informal Procedures**

Students, parents, or guardians, or persons holding a teaching license may first discuss problems with the principal, the vice principal, or an appropriate school official. At this initial meeting, aggrieved parties may appear alone or be accompanied by their children named in grievances, parents, guardians or persons holding a teaching license. The principal, the vice principal, or their designee may appear alone or with another person. This meeting shall occur on the day that the discipline matter occurs. If students, parents, guardians, or persons holding a teaching license still wish to proceed after this meeting, they will follow the next step.

### **Formal Procedures**

The appeal of this decision shall be to the Disciplinary Hearing Authority appointed by the director of schools and shall consist of at least four professional licensed employees of which three shall be required to be in attendance to conduct a hearing.

- The hearing shall be held no later than 10 school days after the beginning of the suspension. The Disciplinary Hearing Authority shall give written notice of the time and place of the hearing to parents, guardians, students, and the principal, the vice principal, or an appropriate school official who ordered the suspension. Notices shall also be given to the local education agency employee who requests a hearing on behalf of a suspended student.
- After the hearing, the Disciplinary Hearing Authority may affirm the decision of the principal, the vice principal, or an appropriate school official or order removal of the suspension or punishment unconditionally or upon such terms and conditions as it deems reasonable, assign students to an alternative program, or suspend students for specified periods of time.
- When decisions are determined by a Disciplinary Hearing Authority, written records of the proceedings, including

summaries of the facts and the reasons supporting the decisions, shall be filed with the director of schools.

**DISCRIMINATION AND HARASSMENT (Sexual, Racial, Ethnic, Religious)** (*Authority: TCA 49-6-3109, Title VII; 29 CFR 1604.11*)

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.

Student discrimination or harassment will not be tolerated. Discrimination or harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious nature which:

- unreasonably interfere with the student's work or educational opportunities.
- create an intimidating, hostile, or offensive learning environment.
- imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit
- imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participating in a student activity.

**DISCRIMINATION COMPLAINT PROCEDURE**

(*Authority: Tennessee Department of Personnel Chapter 1120-11 Grievance*)

Any persons who believe that they have been discriminated against by the Fentress County Board of Education concerning educational opportunities in regard to race, color, religion, sex, national origin, age, disability, political affiliation, or belief may file a complaint as follows:

- Submit complaint in writing within 180 days of the alleged incident.
- Complete appropriate form available in each facility operated by the Fentress County Board of Education.
- Submit or mail completed form to: Title IX Coordinator of Fentress County, P.O. Box 963, 1011 Old Highway 127S, Jamestown, TN 38556.

The Title IX Coordinator will investigate the complaint and give a written response of the decision within 60 calendar days from the receipt of the complaint. If the complainant is not satisfied with the initial resolution, complainants may appeal to the Board of Education.

Any appeal must be submitted in writing to: Director of Schools of Fentress County (P.O. Box 963, 1011 Old Highway 127S, Jamestown, TN 38556) within 15 school days from the receipt the Title IX Coordinator's decision. The Board of Education shall be the final authority in the process.

### **DISRUPTION OF PUBLIC SCHOOLS** (*Authority: O.C.G.A., 20-2-1181, 1976, 1989*)

It is unlawful for any persons to disrupt or interfere with the operation of a public school. Also, Tennessee law prohibits the upbraiding, insulting, or abusing of any public school teacher or public school bus driver upon the premises of any public school in the presence and hearing of a student. Violation of the law is a misdemeanor.

### **DRESS AND APPEARANCE**

In order that CHS maintains a desirable environment in which to promote learning and character development, students are expected to use taste in the selection and wearing of their clothes, makeup, and hair styles and maintain neatness, cleanliness, and self-respect. No apparel, dress, accessories, or grooming that is or may become potentially disruptive to the classroom atmosphere or educational process will be permitted. Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided.

#### **Acceptable Clothing**

***In matters of opinion, the judgment of the principal, the vice principal, or their designee shall prevail.***

- All clothing must be size-appropriate and properly hemmed (i.e., pants, blue jeans, slacks, shorts, skirts, and dresses).
- Shorts and skirts must reach the middle of the thigh. Leggings can be worn with mid thigh length shirts or dresses only.
- Athletic shorts which meet dress code standards are acceptable

- Sleeveless shirts must fit around the arm joint. No spaghetti straps will be worn.
- All undergarments must be covered.
- Shoes must be worn at all times per regulations from the Tennessee Department of Health.

### **Unacceptable Clothing**

While this list is NOT intended to be all-inclusive, examples of clothing and accessories which MAY NOT BE WORN by students include:

- Clothing and jewelry articles which advertise alcohol, drugs, gang activity, racial and ethnic slurs and symbols.
- Inappropriate and distractive pictures and obscene language.
- Tank tops (for both males and females), halter tops, off-shoulder blouses, and spaghetti-strap blouses or dresses.
- Muscles shirts and fish-net-type jerseys.
- Cut-out shirts.
- Shirts that do not completely cover midriffs or lower backs, whether arms are raised or lowered. (When in doubt, wear an undershirt!)
- Lounge pants, sleepwear, pajamas, and bedroom slippers.
- Pants that have holes above mid-thigh and clothing with any types inappropriate patches.
- Saggy and oversized pants that drag the floor and other baggy clothing (e.g., trench or duster-style coats that fall below the knee).
- Garments with revealing necklines.
- Tinted glasses unless doctor prescribed.
- Cleat shoes.
- Body markings, jewelry, backpacks, notebooks, and patches depicting gang membership, drugs, alcohol, racial and ethnic slurs and symbols.
- Excessive body piercings .(Nose rings, eyebrow, lip, and tongue rings are not permitted and are not allowed to be worn and covered with a bandage.)
- Any type of chains hooked to garments and worn in any manner. (Necklaces considered being chains will not be allowed. Studded or chain bracelets, necklaces, or dog collars are not allowed.)

All dress codes expectations apply to physical education and sports classes (i.e., no cut-out shirts, short shorts).

## **DRIVERS**

All students who operate any type of motor vehicle on school property will observe the following rules:

- All students driving to school must register with the front office within the first week of school by completing a driver registration form and submitting it to the principal.
- All student drivers must have and show proof of insurance.
- Students will be issued one parking tag at no cost which must hang from their rear view mirrors with the tag number facing forward. Students who forget their parking tags **MUST** report this to the front office upon arrival in order to receive temporary permits for that day only. Only two temporary permits per student per semester will be issued.
- Students will be assigned a parking lot number that will reserve them a parking space. Students are not allowed to trade parking spaces, park in faculty or staff spaces, visitor parking, or other students' designated spaces.
- Freshmen, sophomores, and juniors will park on the north side of the building behind the new addition. Seniors will park on the south side of the building in front of the gym.
- Students are responsible for their vehicles and the contents within. The administration of CHS strongly suggests that all vehicles be locked while parked on campus.
- Failure to observe the rules can or will result in the loss of driving privileges. Revoked driving privileges may be determined by principal, the vice principal, or an appropriate school official based on severity of violation.

### **Violations**

- Students who do not display their parking tag in their vehicles are subject a verbal warning with their first offense.
- Vehicles parked on school property by students or visitors are subject to searches for drugs, drug paraphernalia, school property, or dangerous weapons.
- Students are not allowed to sit in parked vehicles before or after school hours. Once you arrive at school, enter the building immediately.

- Students who leave school during regular school hours without permission can lose driving privileges.
- Inappropriate use of vehicles will result in warrants being issued and loss of driving privileges. All-terrain vehicles and dirt or mountain bikes are prohibited on school grounds or in the back of trucks.
- Firearms in vehicles on school property are strictly prohibited by state law.

**DUE PROCESS PROVISION** (*Authority: Ingraham v. Wright, 430 U.S. 651, TCA 49-6-3401, FBCE Policy Code 6.1316*)

In all cases, students shall be treated with fairness and shall be afforded due process.

For minor offenses, those typically administered by classroom teachers, only informal procedures need be used and shall include:

- an inquiry sufficient to ensure that offenders are correctly identified.
- an explanation sufficient to ensure that offenders understand the nature of their offenses.
- the fact that offenders were on notice as to the consequences of their behaviors (i.e., being told that the behaviors are prohibited).

For more serious offenses in which there is the possibility of short term suspension, the due process procedures, normally those administered by the principal or assistant principal, shall include:

- the students being advised of the nature of their misconduct and the basis of charges being brought.
- the students being given an opportunity to give their side of the story and to explain the reasons for their misconduct.
- the principal or assistant principal determining the appropriate punishment.

In cases that may result in the student being suspended for more than 10 days or in the student being expelled, more formal and extensive procedures are required as outlined in the Fentress County Board of Education’s policy on suspensions and expulsions.

**EARLY DISMISSALS**

Permission to leave early does NOT excuse students from any class work missed nor does it mean automatic re-admission to classes.

Parents or guardians must go to the front office to pick up non-driving students.

Student drivers, knowing in advance that they will be leaving early, are to bring a note from their parents or guardians. Their notes should include the reason for leaving, the time of leaving, and parent or guardian signatures and contact numbers. This note MUST be presented to the principal, the vice principal, or an appropriate school official before 7:55 A.M. Over-the-phone permission will not be accepted.

Once an early dismissal pass is issued, students are responsible for obtaining signatures of every teacher whose class will be affected by their absence and then return the pass to the front office. Students leaving early but returning to school during school hours must sign out and back in at the front office.

Failure to follow correct procedures will be cause for disciplinary action. Any student who leaves early without permission is subject to Code of Conduct violations.

WITHOUT EXCEPTION, students who are 18 years old and living with parents or guardians must have permission forms signed by their parents or guardians and on file in the front office in order to sign themselves out of school. If the permission form is not on file, students must follow standard procedures for leaving. The principal, the vice principal, or an appropriate school official will not grant permission to leave for students with attendance problems. In addition, they must have permission from the principal or the vice principal and a signed form from the teachers whose classes they will miss.

## **EMERGENCY PROCEDURES**

All teachers and staff members have copies of the CHS Safety Plan which includes procedures for bomb threats, fire drills, natural disasters, etc. Drills are held periodically to acquaint students and faculty with procedures in case of real emergencies.

### **Bomb Threats**

Instructions will be provided via the intercom concerning procedures to be followed in the event of a bomb threat. These

procedures will be followed promptly and in an organized fashion. Classes should resume as soon as possible at the location provided by the intercom announcement.

### **Fire Drills and Alarms**

Fire drills are necessary for the safety of students and faculty and are held periodically during the year for acquainting people in the school buildings with the proper exit procedures. All persons on campus are responsible to know the specific directions for reaching a point of safety from those areas of the building in which they may be located. Fire drill information and exit maps are posted in each room. The main building and the unattached buildings have doors that exit directly to the outside, and these exits should be used for all fire drills. After exiting the building, supervising teachers are responsible to move all students to a safe distance from the buildings.

### **Exit Procedures**

- Leave all materials in room. (Purses and other valuables may be taken.)
- Teachers will close windows and doors when all students are out of their rooms.
- Walk quickly, quietly, and orderly out of the building through the nearest exit. (The entire building should be evacuated within one minute.)
- Move far enough away from the building (at least 100 feet) to allow emergency equipment to operate.
- Remain outside the building until the all-clear signal is given.

### **Tornado Drills and Alarms**

The tornado signal will be given by intercom or word of mouth. When the administrative staff has received the warning, all students and faculty will be asked to move into the hallways, sit with their backs to the lockers, and cover their heads with a book.

### **EXPULSION**

Expulsion is defined as the permanent removal of students from school for behaviors that have violated the Code of Conduct. Expulsion can be for single offenses or for repeated occurrences of unacceptable behavior. Expulsions will be carried out by the

Fentress County Board of Education. Parents or guardians will have 10 days to appeal an expulsion.

### **FAILING AND/OR REPEATING COURSES**

Students who fail a course must retake it during the next available semester unless credit recovery is available. Credit recovery decisions are made in cooperation with teachers, administrators, and students on a per-student basis.

### **FAMILY RIGHTS AND PRIVACY ACT (FERPA)**

*(Authority TCA 49-6-40170)*

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

- The right to inspect and review the students' education records within 45 days that CHS receives a request for access.
  - Parents, guardians, or eligible students should submit to the principal, the vice principal, or an appropriate school official a written request that identifies the records they wish to inspect. The principal, the vice principal, or an appropriate school official will make arrangements for access and notify the parents, guardians, or eligible students of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parents, guardians, or eligible student believes is inaccurate or misleading.
  - Parents, guardians, or eligible students may ask officials of CHS to amend records that they believe are inaccurate or misleading. They should write the school principal, the vice principal, or an appropriate school official, clearly identify the parts of the records they want changed, and specify why they are inaccurate or misleading. If CHS decides not to amend the record as requested CHS will notify them 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 parents, guardians, or eligible students when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the students' education records, except to the extent that FERPA authorizes disclosure without consent.
  - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by CHS 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 CHS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parents, guardians, or students serving on official committees, such as a disciplinary or grievance committee, or assisting other school officials in performing their tasks. School officials have legitimate educational interests if officials need to review education records in order to fulfill their professional responsibilities.
  - Upon request, the district discloses educational records without consent to officials of other school districts in which students intend to enroll. [Note: FERPA requires school districts to make a reasonable attempt to notify students of the records requested unless it states in its annual notification that it intends to forward records on request.]
  - The right to file complaints with the U.S. Department of Education concerning alleged failures by CHS to comply with the requirements of FERPA. The office that administers FERPA is Family Policy Compliance Office; U.S. Department of Education; 600 Independence Avenue SW; Washington, DC 20202-4605.

## **FIELD TRIPS**

Students may participate in field trips, events, or competitions with any club or organization IF they are members in good standing. Field trip permission forms are required to be filled out and signed by parents and teachers.

Any students driving themselves for school-sponsored field trips rather than riding on buses must obtain special permission from the Fentress County Board of Education.

## **FOCUS OF STUDY**

All incoming freshmen (ninth graders), will develop a six-year plan of focused and purposeful study. This plan will be developed when the student is in the eighth grade by the student, parents or guardians, and faculty advisers, or the guidance counselor.

Students must choose a focus of study and earn three credits in the same program: Agriculture: Animal Science (Pre-Vet Concentration), Agriculture: Power, Structures, and Technical Systems, Business Applications, Dietetics and Nutrition, Fashion Design, Fine Arts, Humanities, JROTC, and Math and Science.

## **GRADE CARDS AND PROGRESS REPORTS**

Progress reports will be issued by teachers approximately four weeks into each grading period. Grade cards will be issued approximately one week after the end of each nine-week grading period.

Dates and times will be announced for Parent/Guardian/Teacher conferences to pick up grades.

Teachers are required to notify parents or guardians if students are failing their course.

## **GRADING POLICY**

<b><u>Grade</u></b>	<b><u>Scale</u></b>	<b><u>% Range</u></b>
A	4.0	93-100
B	3.0	85-92
C	2.0	75-84
D	1.0	70-74
F	0.0	0-69

Each school year consists of two 18-week semesters. Each semester consists of two nine-week periods. Each nine weeks, teachers will determine class averages based on daily grades and assessments.

Nine-weeks grades will be determined as follows: 37.5% for daily grade averages, 37.5% for assessment averages, and 25% for nine-weeks exams. In courses that require end-of-course (EOC) exams, the EOC exams will count a

percentage of the final grade of the course per Board Policy. Final semester grades are obtained by averaging two nine-weeks grades together. (Each nine-weeks grade carries a weight of 50% within a semester.)

Teachers will assign work for home study that is relevant to the objectives of their classes and graded for the purpose of determining the students' nine-weeks averages. The amount and frequency of homework will be determined by the teachers.

### **GRADUATE WITH HONORS**

Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.

### **GRADUATION CEREMONY (SENIORS ONLY)**

Seniors planning to participate in the graduation ceremony will need to purchase a graduation packet (cap, gown, and diploma cover). The cost of this package is approximately \$50.00 and is to be paid to the designated company's representative in November. (This date will be announced in advance.)

### **GRADUATION REQUIREMENTS**

Students must choose a focus of study and earn three credits in the same program above required courses: Agriculture: Animal Science, Agriculture: Power, Structures, and Technical Systems, Business Applications, Family and Consumer Science, Fine Arts, Humanities, JROTC, and Math and Science.

Students are required to complete 26 credits in order to graduate from CHS.

<b>CORE CURRICULUM</b>	<b>UNITS</b>	<b>CREDIT</b>
<b>English</b> <i>(Students must take an English course each year.)</i>	<b>4</b> English I; English II; English III; English IV (or) Adv. English IV	<b>1 per unit</b>
<b>Math</b> <i>(Students must take a math course each year.)</i>	<b>4</b> Algebra I, Algebra II,, Geometry, and 1 of the following: Probability and Statistics, Applied Mathematics,	<b>1 per unit</b>

	Bridge/SAILS Math,, STEM Math (Pre-calculus)	
<b>Science</b>	<b>3</b> Biology; Chemistry (or) Physics; Other Lab Sciences	<b>1 per unit</b>
<b>Social Studies</b>	<b>3</b> World History & Geography; U.S. History; Economics (0.5 credit); U.S. Government (0.5 credit)	<b>1 per unit</b> (unless specified)
<b>Physical Education and Wellness</b>	<b>1.5</b> Wellness; Physical Education (0.5 credit); Personal Finance (0.5 credit)	<b>1 per unit</b> (unless specified)
<b>Fine Art*</b>	<b>1</b> Art I, Art II, Art III, Art IV, Instrumental Music, Vocal Music	<b>1 per unit</b>
<b>Foreign Language*</b>	<b>2</b> Spanish I, Spanish II	<b>1 per unit</b>
<b>Elective Focus</b>	<b>3</b>	<b>1 per unit</b>

*\*The Fine Art and Foreign Language requirements may be waived for students who are sure they will not attend a university but must be replaced with courses in a second study of focus.*

## **GRIEVANCE PROCEDURES**

Any students or employees who believe that they have been victims of harassment should report the alleged acts to the guidance counselor and/or and administrator.

If any complaints involve one of the people identified above, students or employees should report the alleged incidents to the director of schools.

All complaints will be handled in a timely and confidential manner. Information concerning complaints will not be released to third parties, and no one involved will be permitted to discuss the subject of investigation. The purpose of this provision is to

protect the confidentiality of students or employees who file complaints, to encourage the reporting of any incidents of sexual harassment and to protect the reputation of any students or employees wrongfully charged with sexual harassment. Investigations of complaints will normally include conferring with the parties involved and any named or apparent witnesses. Students and employees shall be guaranteed an impartial and fair hearing. All students and employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint in an investigation. If investigations reveal that the complaints are valid, prompt attention and disciplinary action designed to stop the harassment immediately and to prevent its recurrence shall be taken. The form of disciplinary action shall be considered and decided upon by the harassment committee. Based on the seriousness of the offense, such action may include, but not be limited to verbal or written reprimand, suspension, demotion, or termination.

### **SCHOOL COUNSELING DEPARTMENT**

The purpose of the school counseling program is to help each individual student achieve the highest growth mentally, emotionally, and socially. Guidance services include personal and educational counseling, and information on careers, colleges, testing, etc., are coordinated by the school counselor.

### **HALL PASSES**

Hall passes may be used to leave classrooms only when given permission by teachers. Students who are issued hall passes must present them to any teacher upon request. Students are to take the most direct route to their destination. Hall passes are not a license to wander all over the building and can be denied if any teacher so chooses. Only one student at a time is to use a hall pass. Hall passes are not given to students for phone use or going to other teachers' rooms, the parking lot, the gym, or the vending machines.

### **INDIVIDUAL CLASSROOM POLICIES**

In addition to the general rules of the school, teachers may impose additional rules specifically for their classrooms. These rules are to be posted in the room and are to be followed by students while they are in class.

## **INTERNET ACCEPTABLE USE POLICY AND ELECTRONIC RESOURCES**

Student access to the Internet and computer resources is a privilege, not a right. Therefore, users violating Fentress County Schools Acceptable Use Policy shall be subject to revocation of these privileges and potential disciplinary action. The Acceptable Use Policy and school system measures are designed to address safety and security when using direct electronic communication. Electronic resources are defined as the following: Internet, World Wide Web, chat rooms, email, online resources, services, network information, licensed software, telecommunication resources, and all hardware on which it is being accessed. As needed, school officials can and will search data or email stored on all school-system-owned computers and networks. All users are expected to abide by the Acceptable Use Policy to include (but not limited to) the following:

- compliance with school system regulations which concern the use of electronic resources (e.g., not damaging computers, respecting the privacy of other users' files, following faculty directions, not being wasteful of resources)
- compliance with network policies (i.e., student and staff logins) including not circumventing desktop protection applications
- use of the Internet for appropriate educational resources as directed by faculty members
- use of electronic resources only with permission of faculty members
- respect and compliance of copyright laws (i.e., giving credit to the rightful authors, not distributing protected materials or software)
- immediate report of any security problems or violations of these conditions to appropriate faculty members
- no use of obscene, insulting, purposely inaccurate, or offensive language
- no access to inappropriate materials or demonstration to others of how to use them
- no dissemination of personal information regarding minors or school personnel
- no transmission of computer viruses or any other malicious programs

- no intentional damage or unlawful disruption of network or Internet services or hardware or software that provides delivery of electronic resources
- no installation or removal of software on any computer or server without permission
- no sharing of any electronic resources, user IDs, and passwords
- no posting of messages in others' names

Failure to abide by the Fentress County Schools Acceptable Use Policy and administrative procedures governing use of the school system's electronic resources may result in the suspension and/or revocation of system access. Additionally, student violations may result in discipline up to and including long-term suspension, expulsion and/or appropriate legal action. Fentress County Schools has taken precautions, which are limited, to restrict access to controversial materials; however, on a global network, it is impossible to control all. Users may accidentally or purposely discover controversial information. Use of any information obtained via electronic resources is at the risk of the users. Fentress County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Fentress County Schools will not be responsible for any damages users may suffer, including loss of data or cost incurred from a commercial service. Fentress County Schools will not be responsible for the accuracy or quality of information obtained through any telecommunication or electronic resource.

## **LIBRARY**

The library is available for all students to use. The library will be open from 7:45 A.M. to 3:15 P.M. daily. Procedures for checking out books are posted in the library. Students are held financially responsible for materials they check out from the library.

- All students are required to have a signed Acceptable Use Policy permission form on file for Internet usage. All school Internet rules apply to the computers in the library.
- No backpacks are allowed beyond the circulation desk.
- No food or drinks are allowed.

If teachers and students need assistance before or after hours, they need to make arrangements with the librarian.

## **LOCKERS** (*Authority: TEA 49-6-4204, 49-6-4208*)

Students are assigned a locker at the beginning of the school year by their homeroom teachers. This will be their locker for the year. Students are not allowed to trade or share lockers. Students are responsible for keeping their lockers clean inside and out. Locker malfunctions should be reported to advisors. Administrative personnel maintain the right to search or inspect lockers any time it is deemed necessary.

## **LOCKS**

Students may accept or decline a school-owned lock at the beginning of the school year provided by their advisors. Locks are to be kept on the lockers at all times. Personal locks are not acceptable and will be removed by the school. The school will not compensate persons for the destruction of unauthorized equipment.

Locks are to be turned in at the end of the school year to your advisor. Students who do not turn in their locks at the end of the school year will be charged \$10.00.

The school is not responsible for any lost or stolen items.

## **LOITERING**

Students will not loiter in halls, restrooms, corners; or around lockers, light switches, fire alarms, or heaters. After, 3:15 P.M., students are to remain in the front lobby and are not permitted in the halls. Students caught in halls after 3:15 P.M. will be assigned to detention.

## **LOST AND FOUND**

All losses should be reported to the front office, and all found articles are to be taken to the front office.

## **MAKE-UP WORK**

Any work assigned by teachers is considered required work and must be completed in order for students to receive grades. Excused absences WILL NOT be accepted as a reason for not turning in assignments or not making up other work, including tests. Students must provide teacher with excused absentee slip.

Any tests missed will be made up during remediation sessions, during in-school detention, or after school at the teacher's' discretion.

### **MEDICATION** (*Authority: TCA 49-5-415*)

By law, no one but a physician may prescribe or give medication. Any medication, which is to be taken while in school, must be taken to the school nurse. A form must be on file in the school nurse's office for any medication—prescribed or over-the-counter. Teachers or staff, with the exception of the school nurse or students' designees, cannot administer or make available any medication (including over-the-counter medication). Medical forms are available in the nurse's office.

### **MESSAGES FOR STUDENTS**

The office staff will be unable to deliver messages to students; or call them out of class for phone calls during class time—except in cases of an emergency. However, students can be notified during class change or breaks, if necessary. CHS understands that parents or guardians may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency.

### **NON-SCHOOL FUNCTIONS**

All non-school functions must be approved by the principal before any area of the building can be used. Any group not involved in CHS activities using school facilities are responsible for any damage and must follow the Fentress County Board of Education policies. All CHS students attending school or non-school functions after normal school hours must abide by the rules of the student handbook. Infractions and/or violations will be dealt with in accordance to the handbook.

### **PARENT AND GUARDIAN CONFERENCES WITH TEACHERS**

All persons entering CHS are to enter through the front entrance and sign in as a visitor in the front office.

Parents and guardians are welcome at CHS. However, for the safety of all persons on the CHS campus, parents and guardians must sign in at the front office and state their reasons for being

there. If parents or guardians have concerns about their child's academic progress and needs to conference with teachers, the parents or guardians need to set up an appointment time to meet with the teachers. Appointments may be scheduled during teacher planning periods or at a time that has been established by both parties. Teachers will not be pulled out during class instruction time to prevent interfering with the educational opportunities of other students.

## **PARKING LOT REGULATIONS**

Student drivers or any other students are not permitted in the parking lot during school hours, unless coming to or leaving school. Students who leave the building without permission will receive detention.

If parents, guardians, spouses, or friends trade vehicles with students during the school day, their exchanges should be reported to the office.

All vehicles on the CHS campus must have current parking tags displayed at all times, and all drivers are to abide by the following parking lot regulations:

- All 12th grade student drivers must enter the south end of campus from Highway 127. When leaving campus, students will move through the senior parking lot, around the back of the gymnasium and cafeteria and out the north entrance to Highway 127.
- All 9th - 11th grade student drivers must enter the north end of the campus on Clark Subdivision road to the parking lot located behind the new addition.
- Parking lot speed should not exceed 5 m.p.h.
- All drivers are to park in the designated areas.
- Students are not allowed to park in teacher parking or handicap spaces. (If you have a handicap, however, this rule does not apply to handicap spaces.)

## **PHYSICAL EDUCATION AND WELLNESS EXCUSES**

If you are enrolled in a physical education or wellness class, you are expected to participate in all activities. Refusing to participate in required activities for no valid reason is not acceptable and will be treated as insubordination and handled by the CHS Code of Conduct. However, students enrolled in these classes may be excused temporarily by a doctor's excuse.

Students must have a doctor's excuse stating the student's limitations.

No student will be excused permanently from earning the required 0.5 unit in physical education. If students cannot participate in the regular physical education or wellness programs, students must provide a statement outlining the physical education or wellness activities in which they may participate. The teachers responsible for these classes are required to modify the student's course of study to meet their individual tolerance as outlined by their doctors. This has to be a valid doctor's note (no parent or guardian notes) and will be placed in the student's cumulative record.

**PROHIBITED ARTICLES** (*Authority: TCA 39-17-1309, TCA 49-6-2008, TCA 49-6-4017, TCA 49-6-4204, TCA 49-6-4214*)

Problems arise each year because of articles brought to school. These articles may be hazardous to the health and safety of others and interfere with the safe operations of school procedures. The following items are prohibited and will be taken from students: recording or playing devices, electronic games, skateboards, inline skates, laser devices, playing or trading cards, firearms, toy guns, water pistols, small or large explosives (including firecrackers, stink bombs, or gunpowder), slingshots, leaded cane pipes, blackjack, brass knuckles, mace, pepper spray, chains determined to be threatening, knives of any type or size, or any other article that may be deemed threatening.

### **Signage**

Policies related to state and local laws created to ensure a safe learning environment on campus are posted on signs placed in appropriate locations to inform students and visitors.

- "State law prescribes a maximum penalty of six years of imprisonment and a fine not to exceed \$3,000 for carry weapons on school property."
- "Lockers and other storage areas, containers, and packages brought into or on school grounds by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons or stolen property."
- "Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons."

- “No person shall enter onto the grounds or into the building of any school during the hours of student instruction, except students assigned to the school, the staff of the school, parents or guardians of students and other persons with lawful and valid business on the school premises.”
- “Fentress County Schools have a zero tolerance for illegal drugs, weapons, and battery.”

### **SAFETY PLAN**

All teachers and staff members have a copy of the CHS School Safety Plan. In this plan is explained the procedures for fire drills, tornado procedures, etc.

### **SCHEDULE CHANGES (Adding and Dropping Classes)**

Students will be given the opportunity to make class schedule changes within the first three days of each semester. All changes must be requested on an official drop/add form and approved by the student’s advisor and the assistant principal.

### **SCHOOL ACCESS**

No students should arrive at school before 7:00 A.M. All students or other persons who are on the CHS campus are required to enter through the proper locations.

All persons entering CHS after 8:00 A.M. must enter through the front office. The building will be closed to students at 3:30 P.M. unless under the supervision of a teacher. Students waiting on a bus or a ride home must wait in the front lobby or outside under the awning.

No student shall have possession or use of school keys. Unauthorized possession of school keys is classified as a theft/stealing and is a misbehavior that violates local, state, and federal laws.

### **SCHOOL NURSE**

The school nurse’s responsibilities include supervising the administration of medication, monitoring chronic health problems and administering first aid. The nurse is also available to give first aid and/or isolation in the event of accidents or sudden serious illness. No student should leave the building because of an accident or illness without first receiving

permission from the nurse, principal, the vice principal, or an appropriate school official. Students may visit the nurse's office between classes for advice on minor ailments such as headaches, sore throats, etc. Students will not be permitted to leave class for treatment of these nonemergency conditions.

All medication, prescription and over-the-counter, is to be verified and administered by the school nurse. Parents or guardians must complete a permission form for this process before any medication can be given. Students who need to carry inhalers and EPI pens with them at all times must see the nurse on the first day of school for forms to be filled out by their doctors.

Parents or guardians of students who have been diagnosed with chronic or acute medical conditions must make an appointment with the school nurse to complete an individual Health Plan (IHP) for each diagnosis.

### **SCHOOL PROPERTY**

Students are responsible for all books, locks, equipment, etc. that are issued to or borrowed by them and will pay for any items that are lost, destroyed, or damaged.

Students causing physical damage to the school building, its contents, or grounds will be financially responsible and will be subject to disciplinary action.

Restrooms are for your convenience. **KEEP THEM CLEAN!**  
Students **MUST** not sit on heaters, tables, or desk tops.

### **SCHOOL SAFETY ZONE**

The school safety zone is identified with signs and flashing lights to indicate the time when school children are in route to or leaving school. This signals drivers to slow down and use caution while driving through this area. The school safety zone has an officer to direct traffic in the mornings and afternoons to assist drivers in entering and exiting the school safely. On occasions, there may not be an officer directing traffic.

Therefore, drive with caution and obey all driving rules that apply to the laws of Tennessee.

### **SEARCH DOGS** (*Authority: TCA 49-6-4209*)

When necessary, and at random, 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. The search with animals will not be conducted in close proximity of students and visitors.

### **SEARCHES** (*Authority: TCA 49-6-4202-4205*)

Students, lockers, containers, visitors, vehicles, and packages are subject to search by the principal, the vice principal, or an appropriate school official. The only requirement is that a reasonable cause be determined for the search.

### **SENIOR TRIP**

Any senior who receives more than 10 days of Alternative School is not eligible to participate in the senior trip. No refunds will be issued.

### **SPECIAL EDUCATION** (*Authority: TCA 49-6-3007-3012, 40-6-4101, 49-6-4201, 49-6-4215-4216, 49-6-3401, 49-6-4402-4404*)

Students that are in special education will be disciplined according to federal and state statutes.

### **STUDENT PERMANENT RECORDS (Release of)**

(*Authority: TCA-10-7-504*)

Permanent records include academic records, transcripts, and health information, which can be released under the following guidelines:

Information, which has personally identifiable information, is protected. Notice that disclosure of the records themselves is not prohibited, only the “Personally Identifiable Information” within them. Parents or guardians must state in writing which specific records are to be released, and they must be told to whom the records are being released and why and be given a copy of each disclosed record if they desire.

Information cannot be disclosed to comply with a judicial order or a lawfully issued subpoena, unless parents or guardians are notified in advance—presumably to give sufficient time to challenge the disclosure in court.

## **Exceptions**

- Other school officials who have legitimate educational interests
- Officials of other schools in which the student seeks to enroll
- Authorized representatives of the U.S. Secretary of Education
- Application for financial aid
- Testing organizations (if anonymous)
- Accrediting organizations
- Parents or guardians of dependent students
- An emergency for which the records ensure the health and safety of students or others
- State and local officials if required by state law prior to November 19, 1974

## **STUDENT SUPPLIES**

Students are responsible for supplies needed for class. Hall passes will not be given to return to lockers for forgotten items. The front office has paper and pencils for purchase in the event that students forget needed supplies at home.

## **STUDENT TRANSFERS**

All student transfers must be approved by the Director of Schools.

The discipline, attendance and absentee record of transferring students will travel with them and will become active upon their entering CHS. Health records and school records must be submitted to CHS when entering, if at all possible.

Any students transferring to or withdrawing from CHS must first be cleared (owe no money, materials, or disciplinary time) prior to records being released.

Any students wanting to enter CHS from homeschooling shall apply for admission three weeks before the beginning of a semester.

## **STUDENTS WITH DISABILITIES** (*Options being considered*)

Students, whose disability adversely affects performance on the end-of-course examinations, may be given alternative performance-based assessments of identified core academic skills. Additional points may be added to the end-of course

scores when the alternative performance-based assessments are positive.

Students are required to take a math class each year achieving, at least, Algebra I and Geometry. Students must earn three credits in science with Biology I and two additional lab science credits (e.g., Chemistry, Physics).

### **SURVEILLANCE EQUIPMENT**

Surveillance cameras are installed at various locations inside and outside of CHS. This equipment is used and monitored for the safety and protection of all persons that are on the campus of CHS.

Any offense recorded on tape will be dealt with accordingly.

### **SUSPENSION**

Suspension is defined as the temporary removal of students from school by the principal, the vice principal, or an appropriate school official for disciplinary reasons. After students have been suspended twice, a third suspension could result in a recommendation by the principal or the vice principal for expulsion.

Suspension from school may be appealed by parents or guardians by submitting a written letter to the principal of CHS within two school days of the incident and must state the grounds for the appeal. The appeal will be reviewed by the principal and forwarded to the supervisor of instruction. Fentress County Schools who will appoint a board to hear the appeal.

If students are suspended from Alternative School, they will be required to finish their Alternative School time following their return from the suspension.

Any senior receiving Alternative School and/or suspension two or more times will not be eligible for the senior trip.

### **TARDINESS**

Students are considered tardy when they are present at school but do not report to classes by the time the bell begins to ring. Students who are more than five minutes late to their classes are considered to be cutting class.

Teachers will assign detention to those students who are tardy to their class.

## **TECHNOLOGY VIOLATIONS**

Filming, recording or distributing any violations of school rules with technology

**1st offense:** 5 days of Alternative School and court referral. Device used will be confiscated and kept locked in vault until court date.

**2nd offense:** 10 days of Alternative School and court referral. Device used will be confiscated and locked in vault until court date.

**3rd offense:** Long- Term Alternative School placement.

## **TELEPHONES**

Office and room phones are for school business and staff use only. Students are not allowed to use these phones. In case of emergency, a school official will make any necessary calls. Students are not to use cell phones at school unless during a designated use time. (See Cell Phone Policy in handbook)

## **THREATS**

Threats can be made by verbal communication and in other forms with the intent to do harm on another person, self, or property. All threats in any form will be taken seriously by the faculty, staff, and administration of CHS. Whenever statements of this nature are made, it is very important that students let someone in authority know about the situation. Threats are not a joking matter.

## **TOBACCO**

CHS, in compliance with the Federal Environmental Tobacco Smoke/Pro-Children Act, strictly prohibits the use or possession of tobacco on school grounds. To meet federal and state guidelines, students caught smoking or in possession of tobacco products will be cited into court.

## **VENDING MACHINES**

Due to local board policy governing the lunchroom, vending machines are not to be used until students eat lunch.

Vending machine food and drinks are not to be taken into the classrooms unless otherwise stated.

## **VISITORS**

Students are not permitted to bring visitors to school with them. All visitors who have purposeful business at CHS are to register in the school office by entering through the “Main Office” door. Upon presenting valid photo identification, visitors will be given a visitor’s sticker which must be clearly displayed on their clothing while in the building.

## **WEAPONS** (*Authority: TCA 49-6-4202*)

State law makes it unlawful for any persons to carry, possess, or have under their control any weapon or explosive compound while in school buildings, on school property, at school-sponsored activities, or on buses or other transportation furnished by the school.

- Any person violating this statute will be reported to the appropriate authorities for prosecution.
- The term weapon as used in this handbook shall mean and include any pistol, revolver, rifle, shotgun or any weapon designed or intended to propel a missile of any kind, or a dirk, any knife regardless of length of the blade, straight edge razor, spring stick, metal or wooden chucks, blackjack or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as *nun chuck*, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or bat, club, or other bludgeon type weapon, chains, pipes, sticks or any weapon of any kind or any object that is used as a weapon.

## **ZERO TOLERANCE**

Per state law, acts which violate the zero tolerance policy include possession of firearms, battery on school personnel and school resource officers, and possession of or being under the influence of illegal drugs.

Any violation will result in expulsion for one calendar year and be reported to local law enforcement authorities. The director of schools may make modifications.

***US News and World Report***

***Bronze Award***

***2007, 2008, 2009, 2010, 2012, 2013, 2014, 2017***



