

RAIDERS

s t u d e n t h a n d b o o k

Coffee
County
Central
High
School

Manchester, Tennessee
www.coffeecountyschools.com/chs
931.723.5159



Coffee County Central High School

100 Red Raider Drive
Manchester, TN 37355
(931) 723-5159

2009-2010 Student Handbook

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Introduction

We welcome you as new and old members to Coffee County Central High School. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body.

Be proud of your school. Take care of it, and feel free to make suggestions for its improvement. As a school citizen, you are expected to act appropriately as high school students.

The Coffee County Central High School web site may be found at www.coffeecountyschool.com/chs. To review the calendar of events at CHS, click on calendar, and then click on any event for additional information. The calendar may also be accessed at www.localendar.com/public/chs.

School Mascot - Red Raider

School Colors - Red and Black

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



School Spirit

School spirit may be divided into four categories:

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

School spirit means loyalty to all functions of the school.

Mission Statement

"Learning Today for Brighter Tomorrows"

Vision Statement

"Aiming for Excellence"

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

Administration

Mary B. Duvall	Principal		931-222-1209
Linda Johnson	Assistant Principal	Freshmen	931-222-1222
John Bush	Assistant Principal	A – G Grades 10 – 12	931-222-1208
Paul Parsley	Assistant Principal	H – O Grades 10 – 12	931-222-1212
Katrina Wright	Assistant Principal	P – Z Grades 10 – 12	931-222-1211
Dale Alsup	Athletic Director		931-222-1228
Rita Young	Career and Technical Director		931-723-5164

Student Counseling Center (SCC)

Angela Hale	Counselor	Freshmen	931-723-8781
Dawn Kronenes	Counselor	A – D Grades 10 – 12	931-222-1217
TBA	Counselor	E – K Grades 10 – 12	931-222-1220
Michelle Smith	Counselor	L – R Grades 10 – 12	931-222-1219
Jerry Tackett	Counselor	S – Z Grades 10 – 12	931-222-1216
Nicole Carney	SCC Administrative Assistant		931-723-5163
Scott Price	SCC Director & Testing Coordinator		931-222-1218

Important Numbers

High School Main Office	931-723-5159	Main Office Fax	931-723-5161
Ninth Grade Office	931-723-3309	Ninth Grade Fax	931-723-8273
Student Counseling Center	931-723-5163	SCC Fax	931-723- 8782
Special Services Office	931-723-5165		
Central Office	931-723-5150		

COFFEE COUNTY CENTRAL HIGH SCHOOL HONOR CODE

WHY HAVE AN HONOR CODE?

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

WHAT ACTS VIOLATE THE HONOR CODE?

1. Cheating
2. Plagiarism
3. Misrepresentation of the Truth

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

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

1. Using the work of another person as one's own.
2. Copying information from another student's test, examination, theme, book report, term paper or any other teacher assigned project.
3. Plagiarizing (use another person's idea, expression or words without giving the original author credit).
4. Preparing for cheating in advance. Such action might involve having in one's possession a copy of a test to be given or a test that has already been given by a teacher, using the test or notes during a test or examination, or talking while quizzes, tests, or examinations are taking place.
5. Failing to follow test procedures or instructions announced by the teacher (such as no talking, no turning around in your seat, raise your hand to ask questions, etc.).
6. Knowingly offering information verbally or written that is either partially or completely inaccurate.

HOW WILL ACTS THAT VIOLATE THE HONOR CODE BE PROVEN?

Honor Code violations may be proven by one of the following conditions:

1. A teacher or administrator is knowledgeable of the act as defined above.
2. A student admits to a teacher or administrator that he/she committed the act.

WHAT HAPPENS TO A STUDENT WHO VIOLATES THE HONOR CODE?

When a teacher determines to his/her satisfaction that a violation has occurred, he/she will take the appropriate action. First Offense: Teacher consequence Second Offense: Office referral

Potential disciplinary actions for office referrals could include, but not limited to, any of the following:

1. Parent contact
2. Zero (0) on the assignment
3. Loss of privileges
4. Loss of letters of recommendation
5. Other actions as determined by the administration

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

Coffee County Central High School Calendar 2009 – 2010

August 5	Registration (Students dismissed @ 10:00)
August 7	First Full Day of School
September 3	Staff Development (Students Dismissed @ 1:00)
September 6	Fall Renaissance Ceremony 2:00
September 7	Labor Day (No School)
September 8	1ST Quarter Mid-Term Reports
September 24	Parent Teacher Conferences 2:00 – 9:00 (Students Dismissed at 2:00)
September 25	Fair Day (No School)
October 9	End of First Quarter
October 12-16	Fall Break
October 27	1st Quarter Report Cards
October 29	Staff Development (Students Dismissed @ 1:00)
November 17	2nd Quarter Mid-Term Reports
November 20	Staff Development (Students Dismissed @ 1:00)
Nov. 23 - 27	Thanksgiving Holiday
December 18	End of Second Quarter & First Semester
Dec. 18 – Jan. 4	Christmas Break
January 4	In-Service Day (No School for Students)
January 12	2nd Quarter Report Cards
January 18	MLK Day (No School)
January 24	Spring Renaissance Ceremony 2:00
February 9	3rd Quarter Mid-Term Reports
February 12	Staff Development (Students Dismissed @ 1:00)
February 15	President's Day (No School)
March 12	End of Third Quarter
March 19	Staff Development (Students Dismissed @ 1:00)
March 23	3rd Quarter Report Cards
April 12-16	Spring Break
April 20	4th Quarter Mid-Term Reports
May 26	Staff Development (Students Dismissed @ 1:00)
May 27	Administrative Day (No School for Students)
May 28	4th Quarter Report Cards
	Last Day of School (Students Dismissed @ 9:00)
	End of Fourth Quarter & Second Semester
	Graduation (7:00 PM)

Bell Schedules 2009-2010

REGULAR SCHEDULE

7:50 First Bell
 8:00 - 8:50 First Period
 8:55 - 10:00 Announcements & Second Period
 10:05 - 10:55 Third Period

ALTERNATE SCHEDULE

7:50 First Bell
 8:00 - 8:45 First Period
 8:50 - 9:45 Announcements & Second Period
 9:50 - 10:35 Third Period

11:00 - 12:55	Fourth Period	10:40 - 12:35	Fourth Period
First Lunch		First Lunch	
11:00 - 11:25	Lunch	10:40 - 11:05	Lunch
11:30 - 12:25	Fourth Period	11:10 - 11:05	Fourth Period
12:30 - 12:55	Supervised Study	11:10 - 12:35	Supervised Study
Second Lunch		Second Lunch	
11:00 - 11:25	Supervised Study	10:40 - 11:05	Supervised Study
11:30 - 11:55	Lunch	11:10 - 11:35	Lunch
12:00 - 12:55	Fourth Period	11:40 - 12:35	Fourth Period
Third Lunch		Third Lunch	
11:00 - 11:55	Fourth Period	10:40 - 11:35	Fourth Period
12:00 - 12:25	Lunch	11:40 - 12:05	Lunch
12:30 - 12:55	Supervised Study	12:10 - 12:35	Supervised Study
Fourth Lunch		Fourth Lunch	
11:00 - 11:55	Fourth Period	10:40 - 11:35	Fourth Period
11:55 - 12:25	Supervised Study	11:35 - 12:05	Supervised Study
12:30 - 12:55	Lunch	12:10 - 12:35	Lunch

1:00 - 1:50 Fifth Period
 1:55 - 2:45 Sixth Period
 2:50 Buses Leave

12:40 - 1:25 Fifth Period
 1:30 - 2:15 Sixth Period
 2:20 - 2:45 Activity
 2:50 Buses Leave

ABBREVIATED DAY SCHEDULE

7:50 First Bell
 8:00 - 8:30 First Period
 8:35 - 9:10 Announcements & Second Period
 9:15 - 9:45 Third Period
 9:50 - 10:20 Fifth Period
 10:25 - 10:55 Sixth Period
 11:00 - 12:50 Fourth Period (Regular Schedule)
 12:55 Buses Leave

I. Renaissance Program

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

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

1. One day independent study (upon approval)
2. Free admission to all CCCHS sporting events
3. Free parking permit
4. Free admission to one (1) dance (Including Prom)
5. 10% discount at the Raider Bookstore
6. Discounts at area businesses (list will be provided)
7. Red Card T-Shirt
8. Classroom teacher incentives

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

1. 50% off admission to all CCCHS sporting events
2. 50% off parking permit
3. 50% off admission to one (1) dance (Including Prom)
4. Discounts at area businesses (list will be provided)
5. Black Card T-Shirt
6. Classroom teacher incentives

Silver Card (Semester GPA improves .5 or more from the previous semester)

1. Discounts at area businesses (list will be provided)
2. Silver Card T-Shirt
3. Classroom teacher incentives

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

1. Free parking permit
2. Discounts at area businesses
3. White Card T-Shirt
4. Free admission to all CCHS sporting events
5. Free admission to one (1) dance (Including Prom)
6. Classroom teacher incentives

Red, Black, Silver, and White Cards are updated and revised at the end of each semester.

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

II. Attendance

A. School Board Policy

The Coffee County School System believes attendance is essential for student achievement and success; therefore, students are expected and encouraged to be present each day school is in session. Also, under the federal guidelines of "No Child Left Behind," attendance is considered a key accountability factor.

B. Excuses

1. **All absences, tardies, and/or checkouts must be covered with a doctor's note, legal note, or a parent note.**
2. A doctor's excuse will be required after five (5) days or thirty-five (35) hours of absence each semester (fall or spring semester).
3. All other excuses will be approved at the discretion of the administration.
4. Any time away from the instructional day each semester will count toward the total five (5) days of absence per class period; therefore, checking out early and/or signing in late will count against the five days per class period.
5. Upon returning to school, the student must submit a written excuse stating the first period teacher, grade level, date of absence, reason for being absent, and signature of parent/guardian, physician, or court official. A parent note must also include a phone number at which the parent can be reached.
6. Seniors are allowed one (1) excused college day visit per year. Upon returning to school, the student must present a written excuse from his/her parent and official documentation from the school attended.
7. Even if a parent calls the school about the absence, a written excuse must be sent to the school.
8. All students should submit a written excuse to the attendance office by the third day back to school. Notes beyond three (3) days must have administrative approval.
9. Written excuses should be submitted for 9th grade students from 7:30 – 7:50 in room 126 and grades 10 – 12 in the Student Counseling Center (SCC) from 7:30 to 7:50 or during all lunch periods.
10. Independent Study Day Excuse Forms may be picked up in the main office. Students must have prior administrative approval before taking an independent study day. When the student returns from the independent study day, the form should be submitted to the attendance office.

Students may be excused for the day or days of absences, but not from the material covered in class during the absence. Therefore, it is the student's responsibility, not the teacher's, for make-up work in all subject matter covered during his/her absence.

Students will have three (3) days to make up work for an excused absence for 100% credit. If a student is absent for three (3) or more consecutive days, the teacher will determine the time allotted for work to be completed.

Students will have three (3) days to make up work for an unexcused absence for 70% credit. If a student is absent for three (3) or more consecutive days, the teacher will determine the time allotted for work to be completed.

To be counted present, a student must be present a majority of the class period.

C. Homebound

In cases where a student has a medical condition that may result in an absence of more than ten (10) consecutive days, a parent may request homebound instruction (contact Janet Thornton, Director Health Services 723-3309). A written order from the treating physician will be required. Once the order is filed with Ms. Thornton, the case will be reviewed for eligibility.

Homebound students are not classified as regular students. Homebound students cannot participate in extra-curricular activities until they are re-admitted. A senior on homebound may participate in the graduation exercise if approved by his/her physician.

D. Tennessee Attendance Law

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

Once a student has missed five (5) days of school without a proper excuse, under Tennessee Law (TCA§ 49-6-3007) a written notice will be sent to the parent or guardian of the student. After receipt of the notice, the student and parent must comply within a three (3) day period. The student must report to school (be in attendance), and the parent/guardian must contact the school.

If the student is found to be guilty of truancy, the judge may assess a fine of fifty dollars (\$50.00) or five (5) hours of community service against the student/parents or legal guardian of children in grades kindergarten through twelve (K-12). A court cost will also be assessed in each case.

Local Action: If attendance does not improve after the written notice, the parent and/or student may be required to appear before an attendance committee, truancy board, or juvenile court. If a parent fails to report or to appear before a scheduled attendance committee or truancy board meeting, the administration may deem it necessary to petition the juvenile court. In cases of students with prior attendance problems or a prior juvenile court record, the administration may take immediate court action against the student and/or parent.

E. Tardies

Tardy to School-- All students who arrive to school after 8:00 a.m. must report to the main office. A student who has accumulated more than 3 unexcused tardies during each quarter will be subject to in-school detention, alternative school, and suspension of driving privileges on campus. Continual tardiness may result in summons to truancy board and a petition to court.

Tardy to Class--Students who are late to class, with an unexcused tardy, will receive disciplinary action by the classroom teacher. Further disciplinary action (detention, alternative school, etc.) may be taken for continued tardiness.

Checking Out of School--The school strongly discourages students from checking out of school. The office will not excuse anyone by telephone or note except in case of EMERGENCY. Only parents or guardians may check a student out of school and must present photo ID when the student is checked out. Perfect attendance certificates are earned when the student is present each day without missing any portion of the school day.

NOTE: A STUDENT SHOULD NOT EXPECT TO PASS WITHOUT REGULAR ATTENDANCE.

F. Arrival & Departure

The school doors open at 6:50 a.m. Upon arrival, students in grades 10 – 12 shall report to the main commons area; 9th grade students shall report to the 9th grade commons area. At 7:50 a bell will ring to dismiss students to first period. After the final dismissal each day, students must leave the school building within 10 minutes unless under the supervision of a teacher. The official student entrance from the student parking lot is the doorway opening into the band hallway leading to the main commons area.

G. Field Trips

In order for students to participate in field trips, the student must have a passing average in the classes that will be missed at the time of the field trip.

III. Student Behavior

A. Prohibited Behaviors

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

STUDENTS ARE PROHIBITED FROM THE FOLLOWING:

1. Use of or possession of tobacco products in building or on campus (In addition to the system policy, state law requires that a juvenile court citation be issued to students who unlawfully possess tobacco products. First offense will result in five (5) days LSD, court citation, and parent notification. Second offense will result in further disciplinary action.)
2. Possession or use of alcoholic beverages, drugs, drug paraphernalia, fake drugs, or legend drugs on school property or any school related activity (The state legislature has made it mandatory that the police be notified if a drug is found in a student's possession. See system policy for details.)
3. Possession or use of anything that might be considered or used as a weapon (See System Policy)
4. Intimidation, bullying, and harassment of students
5. Damage which causes disruption of technical infrastructure, destroying, defacing, or misuse of property belonging to the school, a teacher, or another student (Anyone destroying, defacing, stealing, or misusing property shall receive five (5) days detention, court petition, and parent notification upon first offense. Second offense will result in an alternative school assignment, court petition, and parent notification. The student shall pay for full replacement before readmission.)

6. Fighting on school property (If anyone is involved in a fight, the police will be contacted. Students will receive three (3) days suspension, court petition, and parent notification upon first offense. A second offense will result in a Long Term ISD assignment, court petition, and parent notification.)
7. Showing disrespect for school personnel (Consequences may include parent notification, ISD, alternative school, court petition, suspension, or expulsion.)
8. Obscene language, written or spoken, obscene literature, signs, gestures, videos or pictures
9. Bringing breakfast or lunch items in any area other than the cafeteria (During lunch periods, students may not leave the cafeteria during lunch without permission and may only be in one of the following areas: (1) Commons area, (2) Library, (3) Bookstore, (4) Student Counseling Center. During fourth period, all students must have written hall passes.)
10. Bringing **outside drinks** in a re-sealable container onto the school campus
11. Leaving trays on tables or disruptive behavior in the cafeteria (First offense will result in fifteen (15) days cafeteria duty. Further disciplinary action will be taken for repeated offenses.)
12. Use of electronics during school hours including, but not limited to: radios, CD players, digital audio players such as MP3 players or iPods, portable video games, beepers, or cell phones (These types of electronics are **not to be seen, heard, or used during school hours**. Laptop computers are permissible if the student has parent permission and an academic purpose approved by an administrator. Without parent and school permission or if the privilege is being abused, laptop computers will be treated as all other electronic devices. School hours are defined as the period of time between the time students arrive on campus in the morning to the last dismissal bell in the afternoon.) The administration/school is not responsible for items after confiscation.

Consequences for use of electronics violations:

- 1st Offense –Confiscated till end of day
- 2nd Offense –Confiscated for 3 weeks (15 school days)
- 3rd Offense –Confiscated for 6 weeks (30 school days)
- 4th Offense –Confiscated for 9 weeks (45 school days)
- 5th Offense –Confiscated for 12 weeks (60 school days)

13. Gambling of any type
14. Public display of affection (This is not proper school conduct. **Only handholding is allowed.**)
15. Sitting in cars after arriving on campus
16. Leaving campus without checking out, skipping school, or skipping class (Consequences include: 1st offense – 3 days ISD, 2nd offense – 5 days ISD, 3rd offense – Long Term ISD.)
17. Using the office phone for any reason other than an emergency (Only emergency phone calls should be made in the Principal's Office. The office phone is a business phone.)
18. Running in the corridors
19. Being in halls during class periods without a hall pass or out of assigned area
20. Sexual Harassment-- any unwelcome sexual behavior that may cause any person to feel uncomfortable or unsafe (**Federal and State Laws make sexual harassment illegal, regardless of circumstances.**)
21. Parking on campus without permit (Consequences include: 1st offense – warning, 2nd offense – loss of parking privilege, 3rd offense – more severe consequences at discretion of the administration.)
22. Leaving class without permission (Consequences include: 1st offense – 3 days ISD, 2nd Offense – 5 days ISD, 3rd Offense – 10 days ISD.)
23. Contributing to or inciting a discipline issue involving another student(s)

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

B. Forms of Discipline

Forms of discipline may include, but not be limited to:

1. Warning
2. Student conference
3. Teacher consequence
4. Parent conference
5. Administrative referral
6. Restricted privileges
7. Probation
8. Student behavior contract
9. In-School Detention (ISD)
10. Suspension
11. Alternative school
12. Expulsion
13. Confiscation of prohibited items
14. Call list
15. School service
16. Corporal Punishment (Administrative Approval Only)

C. Suspension

The state law provides that any principal of a public school in this state is authorized to suspend a pupil from attendance at such school, from any school-sponsored activities, or from riding a school bus for good and sufficient reasons. Seventy percent (70%) credit will be given to work made up during a suspension. After any such suspension by the principal of a student, said student may make application for re-admission to such public school as provided by Tennessee State School Law. A suspended student cannot attend school events or be involved in any extracurricular activity.

D. ISD (In-School Detention)

Students assigned to ISD (Short or Long Term) are not allowed to participate in any activity during the school day. Restricted activities include, but are not limited to: participation in any athletic contests (during the assigned time in ISD), pep rallies, homecoming activities. Also, students who are in a CO-OP class will not be allowed to leave until 2:45 while assigned to ISD.

E. Verbal Abuse

Obscene gestures or any sort of profanity or vulgarity directed toward any member of the school community is prohibited. Possible consequences include: parent and police notification, alternative school assignment, suspension, ISD, or expulsion.

F. Zero Tolerance

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

Zero tolerance acts are as follows:

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

Parents and police will be notified for all zero tolerance acts.

G. Substances Used as a Drug

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

H. Alternative School

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

I. Driver's License Revocation

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

J. Dress Code

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

Students may not wear:

1. Shorts, skirts, and/or skorts that come above four (4) inches from the middle of the knee. **This regulation still applies even if the student is wearing leggings, tights, etc. underneath the garment.**
2. Head coverings such as caps, bandanas, scarves, sweatbands, toboggans, or "do-rags." Hats or caps may be worn for special events upon approval of the principal.
3. Items of clothing, apparel or jewelry displaying any logos or prints that discriminate against any group; promotes violation of school rules; depicts the use of drugs, tobacco, or alcohol; encourages violence, gang/cult affiliations, and the use of weapons or intimidation. Clothing cannot contain inappropriate language or graphics, or be sexually suggestive.
4. Chains.
5. Clothing with torn, cut, or revealing openings. This regulation still applies even if the student is wearing leggings, tights, etc. underneath the garment.
6. Shirts, dresses, or blouses that excessively expose the shoulders, backs, chests, and midriffs. Clothing must be sized appropriately. No skin should be visible between shirts and pants/skirts while sitting or extending arms overhead.
7. Sagging or low-riding pants.
8. Sunglasses inside the school building.
9. Clothing made of open weave, mesh, or other see-through material.
10. Pajamas.
11. House shoes or bare feet. Safety mandates that appropriate footwear must be worn at all times.
12. Visible body piercing jewelry except for earrings and studs. No adhesive bandages will be allowed to cover any prohibited piercing.
13. Visible tattoos that display drugs, sex, alcohol, tobacco products or gang affiliation.
14. Visible undergarments.
15. Topcoats, trench coats, and bulky coats. No more than one light-weight outer garment with pockets may be worn in the classroom.
16. Extreme hair color or styling.
17. Hair in student's eyes.

No apparel or grooming will be permitted that is or may potentially be disruptive to the learning environment of the school. Throughout the school year, the administration reserves the right to ban or not allow any attire or grooming that might be disruptive.

IV. Academic Guidelines

A. Grading Policies

1. Grading Scale:

A	100 – 93
B	92 – 85
C	84 – 75
D	74 – 70
F	69 – 0

Grade Point Average (GPA)

Student GPA is calculated by dividing the total amount of grade points earned by the total number of courses attempted. Grade point averages range from 0.0 to a 4.0.

A = 4 grade points
B = 3 grade points
C = 2 grade points
D = 1 grade point
F = 0 grade points

All grades shall be numeric from zero (0) to one hundred (100). **Exceptions:** All honors courses will have a possible 103 points. All AP courses will have a possible 105 points. ALL other courses shall be based on a maximum numerical grade of one hundred (100).

A grade of **70** is the lowest passing score. **All** grades on all records will be numbers. For purposes of classification, freshmen are assigned after completion of 8th grade, sophomores are required to have 4 credits, juniors are required to have 8 credits, and seniors are required to have a minimum of 14 credits and must be registered for the necessary courses to meet all graduation requirements. Beginning with the freshmen entering high school 2009-2010, sophomores will be required to have 5 credits, juniors will be required to have 11 credits, and seniors will be required to have 17 credits and registered for the necessary courses to meet all graduation requirements.

2. Grading System

a. **Mid-Term Progress Reports** will be sent home during the 5th week of each quarter. All progress reports must be signed by a parent/guardian and returned to second period teachers.

b. **Report Cards** will be computer generated each quarter. All report cards must be signed by a parent/guardian and returned to second period teachers. Duplicate report cards may be issued to a student at a cost of \$1 each and may be requested in the Student Counseling Center. Anyone who alters a report card in any way will be dealt with very severely. All subjects for which a student receives high school credit will be counted for ranking purposes. Failure to return a progress report or report card, signed by a parent or guardian, will result in disciplinary action.

Report cards will note student conduct (Citizenship Grade) in each class as follows:

S – Satisfactory

N – Needs Improvement

U - Unsatisfactory

<u>Report cards</u> will go out on the following dates:
1 st Quarter October 27, 2009
2 nd Quarter January 12, 2010
3 rd Quarter March 23, 2010
4 th Quarter May 28, 2010

<u>Mid-term progress reports</u> will go out on the following dates:
1 st Quarter September 8, 2009
2 nd Quarter November 17, 2009
3 rd Quarter February 9, 2010
4 th Quarter April 20, 2010

3. Senior Class Rank

Seniors will be ranked based on the numeric cumulative average of all semester averages of courses attempted for high school credit. Seniors are ranked at the end of the first semester of the senior year. No other grade levels will be ranked.

4. Valedictorian & Salutatorian

The valedictorian and salutatorian are selected on basis of the highest scholastic averages. The cumulative grade point average (GPA) at Coffee County Central High School is calculated based on the semester average of each credit-earning high school course accumulated during a student's educational career. High school credits earned while at a middle school or junior high school that have been transferred to Coffee County Central High as part of the student's high school record are entered as part of the high school transcript and are included in the calculation of the cumulative GPA. To be eligible to be the valedictorian or salutatorian, a student shall be enrolled as a CHS student for six (6) consecutive semesters, beginning with the first semester of the sophomore year. Qualifying students must have taken or be currently enrolled in a minimum of one honors course and one AP course.

5. Top Ten Percent

Seniors are ranked according to academic averages only in order to qualify for recognition as a member in the Top Ten Percent of the senior class. To qualify for the Top Ten Percent of the senior class, students must have taken or be currently enrolled in a minimum of one honors course and one AP course.

B. Scheduling & Graduation Information

1. Student Counseling Center (SCC)

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

2. Class Changes

One subject may **NOT** be exchanged for another after the first week of that subject unless special permission is given by the principal after consultation of principal, teacher, counselor, and student involved.

3A. Graduation Requirements (Students Entering 9th Grade BEFORE 2009-2010)

All students who meet the minimum requirements for graduation which are listed in Rules, Regulations, and Minimum Standards of the Tennessee State Board of Education will be granted a high school diploma. Twenty (20) credits are required for graduation. Students must choose either the University, Technical, or Dual path.

University Path

English I, II, III, & IV	4 credits
Mathematics (3 credits: Alg. I, Geometry, and Alg. II)	3 credits
Science (Physical Science, Biology, and one science elective)	3 credits
Social Studies	3 credits
1 credit of World Geography, World History, or AP Human Geography	
1 credit of American History	
½ credit of Economics, Business Economics, or Marketing Education	
½ credit of U.S. Government or American Business/Legal Systems*	
Lifetime Wellness**	1 credit
Foreign Language (Levels I and II of the same language)	2 credits
Fine Arts	1 credit
Keyboarding	½ credit
CMS (Career Management Success)	½ credit
Electives	2 ½ credits or more

* 3 credits of ROTC replace ½ credit of U.S. Government, American Bus. Legal Systems requirement

** 2 credits of ROTC replace 1 credit of Lifetime Wellness requirement

Technical Path

English I, II, III, & IV	4 credits
Mathematics (3 credits: Foundations II, Alg. I Tech, Tech Geometry)	3 credits
Science (Physical Science, Biology, and one science elective)	3 credits
Social Studies 3 credits	
1 credit of World Geography, World History, or AP Human Geography	
1 credit of American History	
½ credit of Economics, Business Economics, or Marketing Education	
½ credit of U.S. Government or American Business/Legal Systems*	
Lifetime Wellness**	1 credit
Keyboarding	½ credit
CMS (Career Management Success)	½ credit
Technical (CTE) Cluster 4 related credits Electives	1 ½ credits or more

* 3 credits of ROTC replace ½ credit of U.S. Government, American Bus. Legal Systems requirement

** 2 credits of ROTC replace 1 credit of Wellness requirement

Dual Path

Many students select a Dual path program which meets both the University and the Technical path requirements for graduation. Dual path insures that if for some reason the University path requirements cannot be met by the end of the senior year, the Technical path requirements have already been met under the Dual path program.

3B. Graduation Requirements (Students Entering 9th Grade 2009-2010)

All students who meet the minimum requirements for graduation which are listed in Rules, Regulations, and Minimum Standards of the Tennessee State Board of Education will be granted a high school diploma. Twenty-three (23) credits are required for graduation. Students must complete a Program of Study for graduation.

English I, II, III, & IV	4 credits
Mathematics	4 credits
Credits must include: Alg. I, Geometry, Alg. II, & one other upper level math course.	
Students must be enrolled in a math class each year of high school.	
Science (A lab science, Biology, and Chemistry or Physics)	3 credits
Social Studies	3 credits
1 credit of World Geography, World History, AP Human Geography, or AP World History	
1 credit of American History or AP American History	
½ credit of Economics or Business Economics, or 1 credit of Marketing Education I	
½ credit of U.S. Government, AP US Government or American Bus. Legal Systems	
Wellness* (½ credit of Health AND ½ credit of either PE or Physical Training)	1 credit
Physical Activity* (½ credit of either PE, Physical Training, S1 of Band, or Band Aux.)	½ credit
Personal Finance*	½ credit
Foreign Language** (Levels I and II of the same language)	2 credits

Fine Arts**	1 credit
Keyboarding & CMS	1 credit
Program of Study (3 credits must be attained from the same Program of Study)	3 credits

* Two (2) credits of JROTC replace 1 credit of Wellness requirement

ALSO Three (3) credits of JROTC replace ½ credit for Physical Activity and ½ credit of Personal Finance

**Students who are NOT planning to attend college may replace the Foreign Language and Fine Art requirements with 3 additional credits that either expand the selected Program of Study or complete an additional Program of Study.

4. Early Graduation

Students who wish to graduate early must discuss this with their counselor. The student is responsible for speaking with the yearbook advisor about senior pictures and with Ms. Giel about ordering graduation materials. Students graduating early will not be classified as a senior until they are currently enrolled in English IV.

5. Commencement Exercises (Graduation)

All students enrolled in the current school year and have met all minimum requirements for graduation shall be allowed to participate in commencement exercises. Any student under suspension, expulsion, or assignment to the alternative school may not be permitted to participate in commencement exercises. (SCHOOL BOARD POLICY) In the event that commencement exercises have to be held in the gymnasium, students may be allotted a set amount of guests that can attend due to limited space. In the event that the ceremony at the football stadium had to be stopped (ex. inclement weather), students will be able to pick up their graduation packages the following week at the high school's main office. The ceremony will not be rescheduled.

6. Testing

a. Quarter & Semester Exams

Quarter and semester exams count 20% of the quarter in which they are given, and daily grades count 80%. During the second and fourth quarter grading periods, teachers will give a comprehensive semester exam instead of a quarter test and will count 20% of the quarter in which the semester exam is given. Tennessee requires End-of-Course tests in certain subjects. The state End-of-Course/Gateway tests are given in early May and will count 20% of the yearly average.

Semester Exam Exemptions

No student will be exempt from quarter tests and/or End-of-Course/Gateway tests. However, students may be exempt from semester exams if: (1) the student has two or fewer excused absences in that class per semester, AND (2) the student has at least a 78 average in that class for the semester. Days missed do not include school sponsored activities. In addition, if a student scores proficient or advanced on any End-of-Course/Gateway test, he/she will be exempt from the second semester exam in that course. If a student scores a four (4) or higher on the TCAP Writing Assessment, he/she will be exempt from the English III second semester exam. If a student takes an AP Exam, he/she will be exempt from the second semester exam for that course.

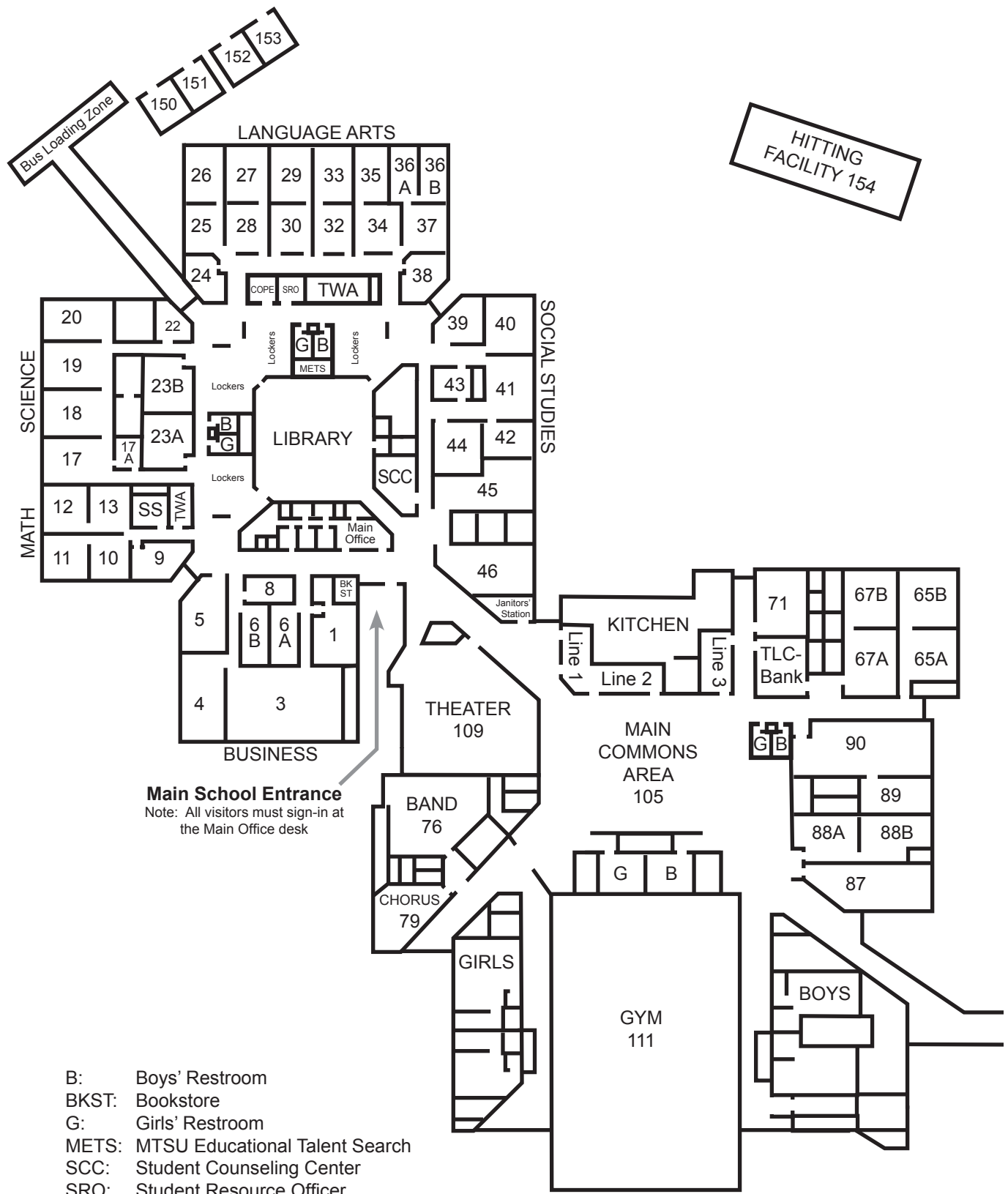
Exempted students maintain the option to take the semester exam.

b. End-of-Course/Gateway Test Requirements

Students who entered 9th grade before 2009-2010 must pass Gateway tests in Mathematics (Algebra I), Language Arts (English II), and Science (Biology) to receive a high school diploma in Tennessee. End-of-Course tests are given in English I and American History. State Gateway and End-of-Course tests must count 20% of a student's yearly grade in that course. If a student does not pass a Gateway test, remediation is required. Students who entered 9th grade before 2009-2010 who have not passed any of the three (3) required Gateway tests, but met all other requirements for graduation, will be awarded a Certificate of Attendance. To meet the graduation requirement, student who scored below proficient may retake Gateway tests on any of the official dates. Beginning 2009-2010, Gateway tests will become End-of-Course/Gateway tests.

2009-2010 State Gateway & End-of-Course Testing Schedule

Fall EOC/Gateway Algebra I (limited participation)	December 1, 2009
Fall EOC/Gateway English II (limited participation)	December 2, 2009
Fall EOC/Gateway Biology (limited participation)	December 3, 2009
TCAP Writing Assessment (all 11 th grade students)	February 2, 2010
Spring EOC/Gateway Algebra I	May 4, 2010
Spring EOC/Gateway English II	May 5, 2010
Spring EOC/Gateway Biology	May 6, 2010
End-of-Course American History & English I	May 13, 2010

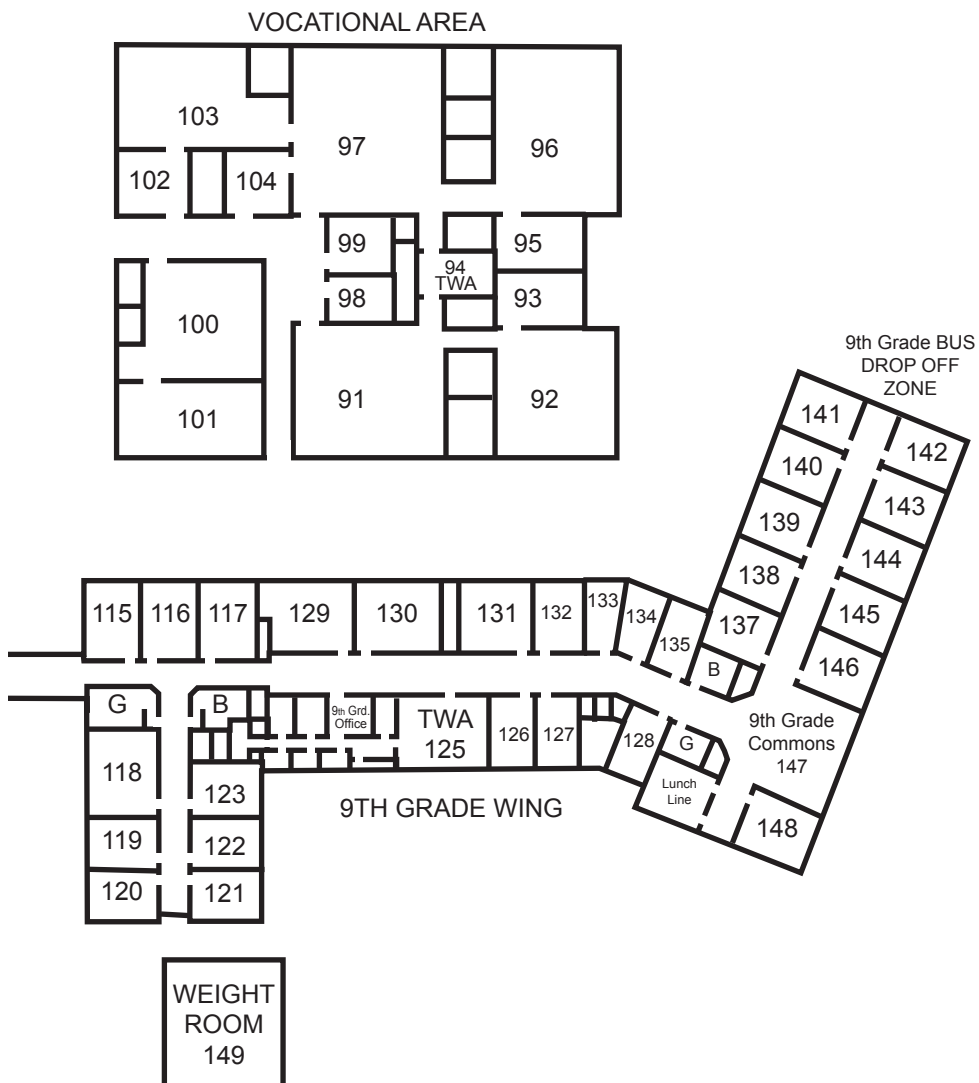


Main School Entrance
 Note: All visitors must sign-in at the Main Office desk

- B: Boys' Restroom
- BKST: Bookstore
- G: Girls' Restroom
- METS: MTSU Educational Talent Search
- SCC: Student Counseling Center
- SRO: Student Resource Officer
- SS: Special Services Office
- TLC: Technology Learning Center
- TWA: Teacher Work Area

Coffee County Central High School

100 Red Raider Dr. Manchester, TN



c. TCAP Writing Assessment Test Requirement (11th grade students)

All students in the 11th grade are required to take the TCAP Writing Assessment on **Tuesday, February 2, 2010**. The State of Tennessee requires that all juniors participate in this assessment; therefore, all students who are classified as 11th grade on the February test date, must take the TCAP Writing Assessment.

d. PLAN Test Requirement (10th grade students)

All students in the 10th grade are required to take the PLAN test on **Tuesday, November 10, 2009**. State legislation requires the PLAN test to provide educators with diagnostic information to assist in developing interventions for the purpose of increasing high school graduation rates and improving student preparation for postsecondary achievement (TCA 49-6-6001). A limited number of students may be exempted from this requirement based on state law regulations.

e. ACT Test Requirement (11th grade students)

All students in the 11th grade are required to take the ACT test during the junior year on either a national test date or the state test date. State legislation requires the ACT test to provide educators with diagnostic information to assist in developing interventions for the purpose of increasing high school graduation rates and improving student preparation for postsecondary achievement (TCA 49-6-6001). Juniors will only be given one voucher to cover the cost of the ACT test during the junior year either for one of the national dates or the state date. A limited number of students may be exempted from this requirement based on state law regulations.

2010 Tennessee State ACT Test Date: Tuesday, March 9, 2010

2009-2010 National ACT Test Dates

Test Date:	Registration (regular fee):	Late Registration (late fee required):
September 12, 2009	August 7, 2009	August 8 – 21, 2009
October 24, 2009	September 18, 2009	September 19 – October 2, 2009
December 12, 2009	November 6, 2009	November 7 – 20, 2009
February 6, 2010	January 5, 2010	January 6 – 15, 2010
April 10, 2010	March 5, 2010	March 6 – 19, 2010
June 12, 2010	May 7, 2010	May 8 – 21, 2010

f. PSAT/NMSQT (Students in grades 9, 10, or 11)

Students are also encouraged to take the PSAT on **Wednesday, October 14, 2009 or Saturday, October 17, 2009**. The Preliminary SAT[®]/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a standardized test that provides firsthand practice for the SAT Reasoning Test[™] and gives juniors a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs. For more information come by the SCC.

g. ASVAB (Students in grades 11 or 12)

The Armed Services Vocational Aptitude Battery (ASVAB) is made up of verbal, math, and technical tests. The ASVAB Career Exploration Program is designed to help students learn more about themselves and the world of work, identify and explore potentially satisfying occupations, and develop an effective strategy to realize their goals. All juniors will take the ASVAB free of charge on **Tuesday, November 10, 2009**. If a parent does not want his/her child to take the ASVAB, written notice must be given 2 weeks prior to the scheduled test date. Seniors may take or retake the ASVAB and must sign up in the SCC 2 weeks prior to the test date.

7. NCAA Clearinghouse Requirements

a. Division I – Any student planning to enroll in a Division I college in 2008 or later and want to participate in athletics or receive an athletic scholarship during their first year must meet the following requirements:

- Graduate from high school;
- Complete these 16 core courses:
 - 4 years of English
 - 3 years of Math (Algebra I or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 1 extra year of English, Math or Natural or Physical Science
 - 2 years of Social Science

- 4 years of extra core courses (from any category above, or foreign language, nondoctrinal religion or philosophy);
- Earn a minimum required GPA in your required courses; and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale found on page 9 of NCAA's Guidelines for the College-Bound Student Athlete.

b. Division II – Any student planning to enroll in a Division II college in 2005 or later and wants to participate in athletics or receive an athletics scholarship during their first year must complete the following requirements:

- Graduate from high school;
- Complete these 14 core courses:
 - 3 years of English
 - 2 years of Math (Algebra I or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 2 extra years of English, Math or Natural or Physical Science
 - 2 years of Social Science
 - 3 years of extra core courses (from any category above, or foreign language, nondoctrinal religion or philosophy);
- Earn a 2.0 GPA or better in your core courses; and
- Earn a combined SAT score of 820 or an ACT sum score of 68.

If you have any question concerning Clearinghouse Requirements, see your counselor in the Student Counseling Center.

C. Remediation & New Credit Opportunities

1. **End-of-Course/Gateway Remediation** courses are assigned based on teacher and/or administrative recommendation.
2. **Second Chance** is a remediation opportunity for students who did not pass a class in a given grading period. In order to participate, students must be recommended by the classroom teacher and have a minimum grade of 55 for that quarter. Students may only participate in second chance one time for any one course during the school year.
3. **Credit Recovery** is a remediation opportunity for students who have failed a class. Students will complete required work and submit a class folder in order to recover the credit. Students and parents must complete an application form in order to be considered for credit recovery.
4. **E-Learning** is an opportunity for students to take a class for new credit. Students will complete required work and submit a class folder in order to receive the credit. Students and parents must complete an application form in order to be considered for E-Learning.
5. **Summer Institute** is a program for students who have failed a class or want to earn new credit. Students will complete required work and/or submit a class folder in order to receive/recover the credit. Students and parents must complete an application form in order to be considered for the Summer Institute.
6. **After School Tutoring** is offered from 3:00-4:00 Monday thru Thursday. A different subject is offered each day.
7. **Learning Labs** will be available during students' fourth period study periods. This time will allow students to participate in Credit Recovery during the school day. (Students are assigned based on teacher recommendation.)
8. **Peer Tutoring** is available for students in grades 10 – 12 in room 9 and in room 135 for 9th grade students.

V. School Health Policy

A. Health Cards

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

B. Administration of Medication (School Board Policy) TCA 49-5-415

1. Medication should be brought to the school by the parent in a container appropriately labeled by pharmacy or physician with the date, child's name, dosage, and time intervals.
2. Parents should submit a written request for medication to be administered by school personnel.
3. Non-prescription or over-the-counter medicine should not be administered by the school personnel unless it is ordered in writing by a physician and the parent/guardian sends a written request.

C. Immunizations TCA 49-6-5001 and TCA 49-6-5002

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

D. Physical Activity Period

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

IV. Bus Policy & Rules

Student conduct is of utmost importance to the transportation system.

A student shall not exhibit behavior(s) that would interfere with the rights of another student or the driver, or exhibit behavior that would endanger the lives of others in transport.

The following shall be observed at all times:

BUS EXPECTATIONS

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

BUS RULES

1. Take your seat and remain there. No moving around.
2. Refrain from throwing any object on the floor or at others.
3. Throwing objects out of the window is not allowed.
4. Violations of safety procedures such as opening emergency doors or windows, pushing while exiting, etc., are strictly prohibited.
5. Possession and use of tobacco is illegal.
6. No drinks, eating or chewing gum will be allowed on the bus.
7. Anything considered a weapon or used as a weapon will not be allowed on the bus.
8. Leaning out of windows is prohibited (arms, hands, legs, etc.).
9. Gestures or shouting at pedestrians or vehicles is prohibited.
10. A continuous violation of the expectations will result in an office conference, parent contact and suspension from riding the bus.
11. The riding of a school bus is a privilege. That privilege may be taken away when a student demonstrates unacceptable behavior. Students that have been suspended from the bus cannot ride the bus that evening unless authorized by the presiding principal. Suspension from the bus means all bus services.
12. Any criminal activity committed by a student or adult will result in an arrest.

VII. Student Activities

A. Summer Activity Policy

All school related summer activities must be approved in advance by the principal.

B. Athletic Contests

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

C. Dances

Central High School may sponsor a maximum of three school dances: Homecoming Dance, Winterfest, and Junior-Senior Prom. Any student exhibiting inappropriate dancing will be asked to refrain from such inappropriate behavior or leave.

VIII. Miscellaneous

A. Fourth Period Supervised Study

During fourth period, each student will be given a 30 minute supervised study period. Study periods shall be a place of quiet and a place of study, reading, and tutoring. During supervised study periods, teachers may request for students to come for additional instruction and tutoring.

B. Visitor Passes

Our campus is a "CLOSED CAMPUS." All visitors must report to the Principal's Office immediately upon entering the building.

C. Parking Lot

Student parking is provided at CHS in a specific area with the purchase of a parking permit. Driving and operating an automobile on school property is a privilege, not a right. All rules and regulations must be observed, or driving/parking privileges will be revoked. Safe driving habits shall be observed at all times.

Students shall park in the designated area only, and vacate cars immediately upon arrival at school. Students shall not be in the parking lot during the day without administrative approval. Permission will only be granted in emergency situations. **Campus speed limit is 10 MPH.** The school system is not responsible for vehicles or contents. **CARS ARE SUBJECT TO SEARCH.** **Students parking in unauthorized areas or on campus without a parking permit, may have cars towed at student's expense.**

D. Lockers

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

E. Textbooks

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

F. Lost & Found

The lost and found department is located in the main office and 9th grade office. Lost items will be held for three days. If unclaimed, the item will be donated to a charitable organization or discarded.

G. Library Use

The CHS Library is open from 7:30 a.m. until 3:15 p.m. each day. Books normally may be checked out for two weeks and renewed if necessary. Reference books and periodicals may be checked out overnight subject to approval by the librarian. Books should be returned to the library on or before the date due. A student is responsible for all materials checked out by him/her; therefore, he/she should return them on time and in good condition. Overdue fines of five cents a day are charged for late materials.

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

Students may use the library before school, during supervised study periods, and during lunch. An atmosphere conducive to study is maintained at all times in the library. Any student who disrupts this atmosphere will be restricted from using the library.

H. Red Raider Bank

Students may use the Red Raider Bank located in the back of the TLC during that student's lunch. All accounts are expected to be paid in full. Interest will be charged for all student accounts. Failure to pay loans will result in disciplinary action.

I. Fee Waiver

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

J. Free or Reduced Lunch

Any student who wishes to complete a free or reduced lunch application may pick up the form in the cafeteria from the cafeteria manager. Completed applications need to be returned to the cafeteria manager for approval.

K. Cafeteria Prices

Breakfast \$1.25 Lunch \$2.25

L. Student Information

Parents/Guardians are responsible for notifying the appropriate school office (9th Grade Office or Main Office) for any changes of name, address, phone number, parent/guardian or any other contact information.

IX. Other Policies

A. Nondiscrimination Policy

NONDISCRIMINATION POLICY FOR ALL COFFEE COUNTY SCHOOLS

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

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

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

Inquiries regarding compliance with Title VI, Title IX and Section 504 may be directed to:

**Deputy Director of Schools
Coffee County Board of Education
1343 McArthur St.
Manchester, TN 37355
Phone: 723-5150**

B. Asbestos Notification

An environmental engineering firm has completed a study to determine the presence and location of friable and non-friable asbestos materials in all buildings of the Coffee County Board of Education. All buildings were inspected in accordance with Environmental Protection Agency guidelines for asbestos-containing materials.

You are to be advised that specific locations of asbestos-containing materials are located within the school buildings. A list of areas in your building that have asbestos-containing building materials (ACBM) is located in the Principal's Office. There is also a drawing of your building, which designates ACBM locations. Procedures have been taken to help control the potential risk that may be associated with airborne asbestos fibers.

Custodians and maintenance personnel have been trained to deal with the ACBM locations; therefore, it will be necessary that all work orders dealing with any structure changes such as drilling, nailing, hanging objects, and cleaning be closely monitored. It is also advisable to not disturb any material found to contain asbestos as doing so will cause asbestos contamination of the air.

Warning posters and labels have been placed at all locations where asbestos have been found to notify workers or occupants of the situation and its potential hazards.

For additional information, contact Deputy Director of Schools at the Director of School's Office (931) 723-5150.

C. Free Appropriate Education Policy

Homeless Children & Youth Have the Right to a Free, Appropriate Public Education

Who is homeless?

Anyone who, due to a lack of housing, lives

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

Where can homeless children and youth attend school?

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

How can delays be avoided when enrolling a homeless child or youth in school?

- Homeless children must be enrolled immediately.
- If school records are unavailable, ask that the records be sent electronically or shared over the phone.
- Ask that a student's immunization record be transferred over the phone from the sending school to the receiving school.
- Contact your school district, principal, counselor, or local homeless education liaison with any concerns.

D. Tennessee Contact Information

Tennessee Department of Education Contact Information:

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

**Legal Services Division
Division of Special Education, Tennessee Department of Education**

710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at <http://www.thearctn.org/>

44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615-248-5878 Toll free: 1-800-835-7077
Fax: 615-248-5879 Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza
Greenville, TN 37745

Tennessee Voices for Tennessee Protection and Advocacy

(TP&A) is on the Internet at
<http://www.tpainc.org/>
416 21st Avenue South
Nashville, TN 37212
1-800-287-9636(toll free) or 615-298-1080
615-298-2471(TTY)615-298-2046(fax)

Children is on the Internet at
<http://www.tnvoices.org/main.htm>

1315 8th Avenue South
Nashville, TN 37203
Telephone: 615-269-7751
Fax: 615-269-8914
TN Toll Free: 800-670-9882
E-mail: TVC@tnvoices.org

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database:

http://mingus.kc.Vanderbilt.edu/t_dir/dbsearch.asp

On the web page, select the desired "county" and "service" from the drop-down lists.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

E. Family Rights and Privacy Act

FAMILY RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

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

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

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

X. Parent Information

A. Parental Academic Assistance

Things Parents Can Do to Encourage Achievement

- Make clear that school is the number one priority for young people.
- Encourage and supervise your child's studies at home.
- Encourage your child to take challenging courses in high school.
- Become involved with your child's school activities.
- Keep in touch with your student's teachers and counselor.
- Monitor system-wide progress reports and report cards.
- Help teenagers plan and prepare for future goals.
- Stay informed of college and scholarship deadlines.
- Stress the importance of regular attendance by scheduling appointments early in the morning or late in the afternoon so students miss very little school.
- Help to create a society that values academic achievement.

B. Parent Notification

Please be advised of the following:

- Coffee County Central High School is eligible for Title I, Part A and Title III service during the 2009-2010 school year. Coffee County Central High School will be a Title I school-wide school during 2009-2010.
- Any parent may request professional qualifications of classroom teacher(s) and paraprofessionals at Coffee County Central High School.
- If Coffee County Central High School should ever be identified as unsafe, parents will receive written notification of their rights.
- Parents will receive written notification of their child's right to transfer to another school within the district if he/she is a victim of a violent crime at Coffee County Central High School.
- Parents of students at Coffee County Central High School will receive notification if their child has a teacher for four or more weeks who does not meet the highly qualified requirement.
- Parents have the right to access statewide curriculum standards. The state standards and the Blueprint for Learning, which guides Gateway subject areas, can be accessed at www.coffeecountyschools.com or by visiting the Coffee County Schools district office.
- Parents of students at Coffee County Central High School have the right to request their child's name, address, and telephone number not be released to a military recruiter without prior written consent.
- Parents have the right to access their children's official records. (FERPA)
- If a parent does not wish for his/her child to be recognized in the local media or to have their image printed in publications of Coffee County Central High School or on the school and/or system websites, a letter indicating his/her wishes must be submitted to the Principal's office within the first three (3) weeks of school.
- Any parent who wishes to have a conference with a teacher(s) may schedule an appointment through the Student Counseling Center (SCC). The SCC may be reached at (931) 723-5163 or Special Services Office at (931) 723-5165. Conferences may be scheduled on any school day from 2:45 – 3:15 PM.

If you have any questions or need additional information, please feel free to call:

Mary B. Duvall, Principal at (931) 723-5159.

This handbook belongs to:
