

COOKEVILLE HIGH SCHOOL

Parent / Guardian & Student Handbook



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Cookeville, TN 38501
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www.cookevillecavaliers.com



APPROVED FOR THE 2023-2024 SCHOOL YEAR

Every Cavalier - College or Career Ready

Our Mission

It is the mission of Cookeville High School to create life-long learners, positive self-concepts, and responsible citizens through genuine teaching and learning in a safe and supportive environment.

Our Beliefs

Cookeville High School should produce literate, cultured, confident, and responsible citizens.

An education should instill in children a positive attitude toward learning.

All students deserve the opportunity to gain knowledge needed to become productive members of society.

All students should have the opportunities for exposure to a diverse education.

All students should possess the ability to think critically and solve problems.



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Cookeville High School welcomes your involvement in Family Engagement Activities. For more information contact Amy Collins at collinsa4@pcsstn.com Our school family engagement plan is available for viewing and for comments on our school website and in the Commons Office. You are also invited to attend our quarterly meetings (check website for dates), and we welcome your feedback and ask that you please participate in our monthly online parent/student surveys that will be posted on the home page of our website.

PUTNAM COUNTY BOARD OF EDUCATION

1400 East Spring Street Cookeville, TN 38501
Work Phone: 526-9777

Corby King, Director of Schools

COOKEVILLE HIGH SCHOOL

Colors

Scarlet Red, Navy Blue, and White

Mascot

The Cavaliers

Alma Mater

*Out on Cookeville's northern border
Stands our Cookeville High
Loved and honored by her students
As the years go by*

*Cookeville! Cookeville! How we love thee
Tongues can never tell
Hail to thee our Alma Mater!
Cookeville High, all hail!*

*When in later years we stroll down
Memory's golden lane,
Proudly then our hearts re-echo
To that glad refrain*

*Cookeville! Cookeville! How we love thee
Tongues can never tell
Hail to thee our Alma Mater!
Cookeville High, all Hail!*

Fight Song – “Hail to the Cavaliers”

*Hail to the Cavaliers
Cheer them along the way
Onward to victory
May we win again today
We'll give three cheers for the Cavaliers
Long may they reign supreme
Shout til the echoes ring
For the glory of our team!*

ADMINISTRATIVE TEAM

EXECUTIVE PRINCIPAL

Mrs. Karen Trentham
Main Office
max.petett@pcsstn.com
931-520-2160

ASSISTANT PRINCIPALS

Ms. Claudia Zavala
Dean of Students & 11th Grade
Main Office
zavala@pcsstn.com
931-520-2162

Mrs. Amy Rouchon
12th Grade
Rm # 212
amy.rouchon@pcsstn.com
931-520-2118

Mr. Adam Kefauver
11th Grade & Athletic Director
Commons Office
adam.kefauver@pcsstn.com
931-520-2167

Mr. Cody Ashburn
9th & 10th Grade (Last Names A-G) / Special Populations
Rm # 216
cody.ashburn@pcsstn.com
931-520-2119

Mr. Lance Kennedy
9th & 10th Grades (Last Names H-O)
Rm # 301 (3rd Floor Counseling Center)
lance.kennedy@pcsstn.com
931-520-2122

Ms. Claudia Zavala
9th & 10th Grades (Last Names P-Z)
Rm # 301 (3rd Floor Counseling Center)
zavala@pcsstn.com
Phone: 931-520-2156

COUNSELING DEPARTMENT TEAM

DEPARTMENT HEAD

Mrs. Julie Smith
2nd Floor Counseling Center
smithj98@pcsstn.com
931-520-2135

9th & 10th Grades - 3rd Floor Counseling Center

(Last Names A-G)

Ms. Lindsay Spain
lspain@pcsstn.com
931-520-2163

(Last Names H-O)

Mrs. Judy Hadlock
jhadlock@pcsstn.com
931-520-2114

(Last Names P-Z)

Mrs. Leigh Miller
leigh.miller@pcsstn.com
931-520-2161

Mrs. Kelly Hoffmeyer
Administrative Assistant 9th & 10th Grades
khoffmeyer@pcsstn.com
931-520-2115

11th & 12th Grades - 2nd Floor Counseling Center

(Last Names A-L)

Ms. Lori Strode
strodel1@pcsstn.com
931-520-2120

(Last Names M-Z)

Mrs. Stephanie Hardin
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931-520-2292

Mrs. Tonya Bryant
Administrative Assistant 11th & 12th Grades
tonya.bryant@pcsstn.com
931-520-2127



COOKEVILLE HIGH SCHOOL

BELL SCHEDULE

Periods

| <u>Periods</u> | <u>Mon, Tues, Wed</u> | <u>Thur</u> | <u>Fri</u> |
|-----------------|-------------------------|-------------------------|-------------------------|
| <i>1</i> | 8:00 - 8:51 (51 mins) | 8:00 - 9:33 (93 mins) | |
| <i>2</i> | 8:58 - 9:46 (48 mins) | | 8:00 - 9:33 (93 mins) |
| <i>3</i> | 9:53 - 10:41 (48 mins) | 9:40 - 11:10 (90 mins) | |
| <i>CAV TIME</i> | | | 9:40 - 11:10 (90 mins) |
| <i>4</i> | 10:48 - 11:36 (48 mins) | | 11:17 - 1:22 (125 mins) |
| <i>5 / 6</i> | 11:43 - 1:09 (86 mins) | 11:17 - 1:22 (125 mins) | |
| <i>7</i> | 1:16 - 2:04 (48 mins) | 1:29 - 3:00 (91 mins) | |
| <i>8</i> | 2:11 - 3:00 (49 mins) | | 1:29 - 3:00 (91 mins) |

Lunches

| <u>Lunches</u> | <u>Mon, Tues, Wed (29 mins)</u> | <u>Thurs & Fri (30 mins)</u> |
|----------------|---------------------------------------|-------------------------------------|
| <i>1st</i> | 11:36 - 12:05 3rd Floor, Fine Arts | 11:10 - 11:40 3rd Floor |
| <i>2nd</i> | 12:08 - 12:37 2nd Floor | 11:44 - 12:14 2nd Floor |
| <i>3rd</i> | 12:40 - 1:09 1st Floor, CTE, Gym | 12:18 - 12:48 1st Floor |
| <i>4th</i> | | 12:52 - 1:22 CTE, Fine Arts, Gym |

Although the information presented in this handbook is not intended to be a complete compilation of all policies and procedures that govern Cookeville High School, it is intended to serve as a guide to school rules, policies, procedures, and other useful information.

In the event that the rules and policies in this handbook conflict with Putnam County Board of Education statements and policies or State Rules and Regulations, the county or state will prevail.

The Putnam County Board of Education Policy Manual can be found at <https://tsba.net/putnam-county-board-of-education-policy-manual/#board-operations>

A copy of the PCSS Parent Handbook is available at <https://www.pcssn.com/site/default.aspx?PageType=3&ModuleInstanceID=4732&ViewID=C9E0416E-F0E7-4626-AA7B-C14D59F72F85&RenderLoc=0&FlexDataID=7142&PageID=54&Comments=true>

SECTION 1: ACADEMICS

ACADEMIC HONESTY / CHEATING / PLAGIARISM

Students will complete all assignments (including, but not limited to, homework, quizzes, exams, projects, and various other assignments) in all classes. The completion of each assignment, regardless of its type, will be the sole work of the student so that teachers may assess each one to determine academic progress. All sources for completing schoolwork must be approved by the classroom teacher. Any work deemed by the classroom teacher to be in violation of this policy may be assigned the grade of zero.

Students in the IB program have a specific Academic Honesty policy which must be signed by parent and student to participate in the program.

ACCELERATED CLASSES (HONORS & EPSOs)

Cookeville High School offers many Honors and Early Postsecondary Opportunity (EPSO) courses, such as Advanced Placement (AP), Dual Enrollment (DE), Industry Certification (IC), International Baccalaureate (IB), Local Dual Credit (LDC), and Statewide Dual Credit (SDC).

Please see the Program of Studies for a complete listing of classes.

Honors Classes

All honors students are required to work with a computer, complete outside reading (including summer assignments), and take comprehensive exams at mid-term and end of term. The curriculum is challenging and demanding and is designed for the most serious student. Students may need to purchase several books. A detailed course syllabus may be obtained from the teacher.

Advanced Placement (AP)

The Advanced Placement Program is an academic program of college-level courses and examinations for secondary school students. The AP Program gives students the opportunity to pursue college-level studies while still in high school and receive possible college credit.

A typical AP course is a special learning experience that takes a full academic year. The curriculum of an AP course is challenging and requires more effort and homework on the part of the student than a regular or honors high school course. It gives greater opportunity for individual progress and accomplishment and goes into greater depth with the academic material of each individual course.

Perhaps the real educational value of this program is that students develop critical thinking skills,

fluid writing abilities, problem-solving skills, and expertise in absorbing masses of material. AP students learn to deal with strenuous traditional academic settings. These skills are transferable to all subject areas.

The AP exam in May is REQUIRED. The registration fee to take each exam is approximately \$96.00. All AP course and exam fees are at the student's expense, unless a Free and Reduced lunch form is approved prior to September 15th. A student may take one or more AP exams even if he/she is not enrolled in an AP class. All students enrolled in an AP course are required to take the comprehensive exam that accompanies the AP College Board course curriculum. Exam fees must be paid by a specific date during the 1st 9 weeks. A letter with all pertinent information will be sent home with each student each within the 1st 30 days of school. Students that do not pay the exam fee will be removed from the AP course and placed into another core academic course. Students will also lose the added weight for any grade already earned in the AP course. Payment plans are available. If you need any additional information please contact:

Karen Trentham at ktrentham@pcsstn.com, 931- 520-2162

or

Kelly Hoffmeyer at khoffmeyer@pcsstn.com, 931-520-2115.

Dual Enrollment (DE)

Early admission into college may be considered for a 11th/12th student who has at least a 3.0 grade-point average and qualifying ACT scores. A student must have written endorsement from the principal, counseling staff and the participating institution of higher learning. Written agreements completed by the student and the parents must be placed on file in the office of the principal. Additional details are addressed in the School Board Policy. The institution of higher learning also has entrance criteria. Interested students should contact their guidance counselor.

International Baccalaureate (IB)

The International Baccalaureate Diploma Programme (DP) for students aged 16-19 is a two-year course of study that prepares students for university. It is a broad and balanced curriculum in which all students study languages, a social science, an experimental science, mathematics, and, normally, an arts subject. Wherever possible, the subjects are approached from an international perspective. The IB diploma is recognized and accepted by 1,709 universities in 102 countries, including all of North America, Western Europe, and Australia. At the same time, the DP allows students to fulfill the requirements of their national education system.

Students compete and test in six subject areas: 3 at a standard level, or 150 hours of classroom instruction; and 3 at High Level, or 240 hours of classroom instruction

Language A (English)

Language B (Foreign Language)

Individuals and Societies (History, Sociology, Psychology)

Experimental Sciences (Biology, Chemistry, Physics)

Mathematics Arts and electives

There are three unique components to the curriculum:

- A 4,000 word essay on topic of choice fully researched and documented
- Theory of Knowledge - a critical thinking course where students learn how they learn across all subject areas
- Creativity, Action, and Service (CAS) -150 hours of school activities and community service

IB exams take place over a two-week time span in the month of May each school year. Results are posted in July. www.ibo.org

Local Dual Credit (LDC)

Local dual credit is a high school course aligned to a local post secondary institution's course and exam. Students who pass the exam earn credits that are accepted and/or recognized by the local postsecondary institution. Courses are taught by licensed high school teachers or certified college instructors approved by the school system and the postsecondary institution.

Statewide Dual Credit (SDC)

Statewide dual credit classes are college-level courses taught at the high-school level by trained high-school teachers. Course learning objectives are developed by Tennessee high school and college faculty in order to ensure alignment with post-secondary standards. All statewide dual credit courses are approved by the Consortium for Cooperative Innovative Education before they can be offered as a part of the state's current pilot program.

All students enrolled in a statewide dual credit course take the online challenge exam, which is used to assess mastery of the postsecondary-level learning objectives. Students who meet or exceed the exam 'cut score' receive college credit that can be applied to any Tennessee public postsecondary institution. Exam scores are reported on the high school transcript to ensure postsecondary credit is accurately awarded but are not used in any state accountability.

ACT & SAT

The ACT and SAT are college admissions tests which are required by most community colleges and universities. In addition, the ACT is a high school graduation requirement. Most public institutions require the ACT, while many private institutions require the SAT. Each student should determine what the college they plan to attend requires. Students are encouraged to take the test in the spring of their junior year. A student may take either test as many times as they like on any of the national test dates by visiting ACT.org or Collegeboard.org (SAT).

Each school year, all 11th and 12th grade students will take the ACT at no cost. The ACT will be administered at Cookeville High School. Dates will be announced at school and on the CHS website.

NCAA legislation provides for the acceptance of State-Administered ACT test results for use in determination of NCAA Initial-Eligibility for both Division I and Division II schools. Only College-Reportable scores, as determined by ACT, are eligible to be reported to the NCAA. Scores achieved under State-Allowed conditions are not eligible for reporting to colleges or the NCAA.

CLASS RANKING AND DIPLOMA TYPES

Traditional Diploma

To earn a Traditional High School Diploma, a student shall:

- (1) Earn the prescribed twenty-two (22) credit minimum;
- (2) Beginning with students who enroll in ninth (9th) grade in the 2024-25 school year or any subsequent school year, earn at least one (1) credit of computer science in high school;
 - (a) Students may fulfill this requirement by substituting computer science for the student's fourth credit of mathematics, third credit of science, or an elective focus credit. Students may only use computer science as a substitution to fulfill one (1) credit in mathematics, or one (1) credit in science, or one (1) or more elective focus credits required for a traditional high school diploma.
 - (b) Students who transfer from another state or country, or from a nonpublic school to a Tennessee high school during their 12th grade year are exempt from this requirement.
- (3) Participate in the ACT or SAT, or other eleventh (11th) grade postsecondary assessment as

- determined by the Commissioner of Education unless the student qualifies for a medical exemption as defined by the Department.; and
- (4) Have a satisfactory record of attendance and discipline.

Honors Diploma

An Honors High School Diploma will be awarded to students who meet the requirements of a Traditional High School Diploma and who:

- (1) score at or above all of the subject area readiness Benchmarks on the ACT, or
- (2) have an ACT Composite score of 21 or higher, or
- (3) have a combined total SAT score of 1550 or higher

The ACT Subject Area Benchmarks are as follows:

- English - 18
- Reading - 22
- Math - 22
- Science - 23

*Only students that meet benchmark scores in either ACT or SAT are eligible for ranking.

Distinction

Students will be recognized as graduating with “Distinction” by attaining a B average and completing at least one of the following:

- (1) Earn a nationally recognized industry certification
- (2) Participate in at least one of the Governor’s Schools
- (3) Participate in one of the state’s All State musical organizations
- (4) Be selected as a National Merit Finalist or Semifinalist
- (5) Attain a score of 31 or higher composite score on the ACT
- (6) Attain a score of 3 or higher on at least two advanced placement exams
- (7) Successfully completed the International Baccalaureate Diploma Programme
- (8) Earn 12 or more semester hours of transcribed postsecondary credit

Special Education Diploma Pathways

With any of these pathways the student may continue to receive services through the end of the year in which they turn 22 years old and can work towards a general education diploma or toward gaining an additional special education diploma during that time if they wish.

- Students that earn the occupational diploma can continue working toward earning the regular education diploma.
- Students that earn the alternate academic diploma can continue working toward earning the occupational diploma.
- Students that earn the special education diploma can continue working toward earning either the general education diploma or the occupational diploma.

Once a student earns a general education diploma, they are no longer eligible for special education services.

Special Education Diploma

The Special Education Diploma is a pathway for students who will not be earning a regular education diploma.

Requirements:

- (1) The student will not be able to meet the requirements of a regular high school diploma.

- (2) The student has received special education services and supports, and the student has made satisfactory progress on their IEP.
- (3) The student has exhibited satisfactory attendance and conduct.

Occupational Diploma

The occupational diploma emphasizes vocational and career outcomes. This diploma is for students who are on track to earn a special education diploma and will not earn a regular high school diploma. The student and IEP team can determine whether they want to pursue the occupational diploma at the end of the student's 10th grade year or 2 years prior to the student's expected graduation date.

Requirements:

- (1) The student has received special education services and supports, and the student has made satisfactory progress on their IEP.
- (2) The student has exhibited satisfactory attendance and conduct.
- (3) The student must complete at least 2 years of paid or non-paid work experience.
 - (a) The two years of work experience will look different from county to county. The IEP team can determine what level of work experience they require from that student.
 - (b) The student may participate in paid, unpaid, or a combination of work.
 - (c) The setting for work can be within the school, off-campus, or a combination as determined by the IEP team.
- (4) The student has completed the Skills, Knowledge, and Experience Mastery Assessment (SKEMA).

Alternate Academic Diploma

The alternate academic diploma (AAD) is a diploma option for students who are assessed on the state alternate assessments. It recognizes the academic learning and success of students with the most significant cognitive disabilities by counting toward the district graduation rate. It is recommended that the IEP team decides if the student will pursue the AAD before entering high school so that the student has time to earn all the required credits.

Requirements:

- (1) The student must have participated in the high school alternate assessments.
- (2) The student must earn the prescribed 22-credit minimum.
- (3) The student receives special education services or supports and has made satisfactory progress on an individualized education program (IEP).
- (4) The student has satisfactory records of attendance and conduct.
- (5) The student has completed transition assessments that measure, at a minimum, postsecondary education and training, employment, independent living, and community involvement.

COURSE REGISTRATION / CURRICULUM GUIDE

By the time the registration process for the next school year is to begin, a curriculum guide that contains detailed descriptions of the courses offered to the student and the registration process, as well as any additional pertinent academic information, will be available to each student online. Each student, along with his/her parent(s), with the assistance of a faculty advisor and/or a guidance counselor will develop a schedule of classes from the list of courses contained in the curriculum guide.

EARLY GRADUATION POLICY

Students who plan to graduate early (after fall term of senior year) from Putnam County Schools must confer with their school counselor. A student who has completed all state and local requirements for graduation is eligible for early graduation.

Each student applying for early graduation shall complete an Early Graduation Request Form. The student,

his/her parents, the school counselor and the building principal must sign the form. In case of a dispute, the director of schools shall have final authority.

Once graduation requirements are met and the student is granted early release, the student is considered an alumnus and shall not participate in further school activities or functions except the option of attending the prom and/or graduation exercises. Students choosing to attend these school-sponsored events must conform to the same rules and regulations required of regularly enrolled students of the district.

It is the responsibility of the early graduate to contact the senior counselor for information regarding prom, graduation cap/gown and other senior activities.

Students who choose early graduation will remain eligible for scholarships for which they qualify. The director of schools shall be responsible for developing the necessary administrative procedures required to implement this policy. (This policy will be reviewed annually in November).

FUTURE READY GRADUATES

PCSS recognizes the importance for all our students to be post-secondary ready whether they choose to enter the workforce, technical college, or a two or four-year college or university.

The exposure to various opportunities during the middle school and high school years is imperative for our students in order to have a high-quality education and be able to make the best decisions for their future.

The PCSS school board, leadership, department supervisors and district-wide specialists, are committed to supporting and engaging schools, educators, students, and parents to be Future Ready.

Be a Ready Graduate by completing one of the following:

1. Have a composite score of 21 or higher on the ACT
2. Complete four (4) Early PostSecondary Opportunities (EPSOs)
3. Complete two (2) Early Post Secondary Opportunities (EPSOs) and score 31+ on the ASVAB Test
4. Complete two (2) Early Post Secondary Opportunities (EPSOs) and Earn an Industry Credential (IC)

GRADING SYSTEM

In accordance with Tennessee State Law, Cookeville High School has the following 10-point grading scale system:

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - Below 60

Student progress may be monitored daily on Powerschool. Progress reports will be delivered electronically every 4 1/2 weeks. Report cards will be delivered electronically at the end of each 9 weeks.

For semester-long classes, midterm and final exams count 16% of each nine-weeks average and for year-long classes, midterm and final exams count 16% of each semester average.

Students who meet the exemption criteria may be exempt from both the midterm exam and final exam. Please refer to the Exam Exemption Policy below.

Any course with a final term grade of less than 60 must be repeated.

GRADUATION EXERCISES AND OTHER SENIOR ACTIVITIES

Cookeville High School honors the graduates and their parents with a formal graduation ceremony. This ceremony is conducted with dignity, and all involved are expected to show respect due to the occasion. A pre-graduation orientation will be held before graduation.

Taking part in the closing exercises is considered a privilege rather than a right. It is possible to be denied participation in these ceremonies in the event a student's behavior does not merit this privilege. Only those students who have met all graduation requirements on the day of graduation may participate in graduation activities (PCBE policy 4.606). A student may also be denied this right if he or she has any outstanding financial obligations or fails to turn in school property. Students who are suspended for disciplinary reasons will not be allowed to participate in any graduation activities (prom, project graduation, senior picnic, baccalaureate, or graduation).

The meeting of requirements for graduation is the responsibility of the students. According to State Board regulations and the Putnam County Board of Education, a student must have earned twenty-two (22) acceptable units of credit and must have successfully completed TN Ready testing, whichever is applicable to that graduating class. If a student/parent/guardian has any questions concerning requirements for graduation, he or she needs to consult the counseling center.

Only full time registered senior students or approved early graduation students at Cookeville High School (in good standing) may attend prom or project graduation. Any student taking the GED test and passing before the projected graduation date WILL NOT be permitted to attend prom or project graduation.

Graduation Cord Criteria:

1. The club MUST BE a CHS club sponsored by faculty/staff or authorized personnel.
2. The club MUST HAVE a national or international affiliation of which all participants are members.
3. The club MUST PARTICIPATE in a community service project(s) for the current school year.
4. All club members must be in good standing in regard to conduct.
5. All club members must meet the academic requirement of a 3.0 GPA or higher. Membership in a club/organization must have an academic requirement.
6. The club MUST have been established at CHS for a minimum of four years.

Sponsors must request cords to the Graduation Committee chair by Jan. 1 of the current academic year.

No un-approved cords will be allowed.

Graduation Fees

Graduation fees are requested to help assist with the costs incurred during the seniors graduation process. This fee helps cover the cost for graduation taking place at the Hooper Eblen, as well as CHS diplomas. Cap and Gowns are students' responsibility.

*If a fee is Non-Required (NR), all documentation sent home to parents must indicate to parents that these fees are "discretionary and not required"

*If a fee is required, Fee Waiver funds may be applicable according to Board policy.

Fee Waiver

School fees shall be waived for students who receive free or reduced-price school lunches. The application for determining eligibility for free or reduced-price lunches shall be used to verify student eligibility for fee waivers. Applications for Fee Waiver can be found in the CHS Main Office.

The school will still ask you/your student to pay for school fees or field trips. Just write your child's name and "fee waiver" on the paper and place it in an envelope and return it to the student's teacher.

HONOR ROLL

The honor roll is divided into three sections: All A's, A's and B's, and all B's.

MAKE-UP WORK

The opportunity to make up missed assignments, class work, and tests, resulting from an absence, is based upon EXCUSED absences. All missed work and tests from an EXCUSED absence should be completed within the maximum of 3 school days after the student's return to school, provided the student has satisfied all school board and school policies regarding attendance. If the make-up work is not completed within 3 days, the absence may be considered to be unexcused. If a student misses one day and that day was a scheduled test day, then the student should make up the work on the next day in school. If a student misses one day and returns on test day, then the student should take the test on the scheduled test day if the test was announced prior to the student's absence.

Missed class work or tests WILL NOT be made up if the absence is UNEXCUSED unless as defined specifically in page (3) of Board Policy 6.316, item # 13 which states as follows: "If the suspension (out of school) occurs during the last 10 days of any term/semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal."

Out-of-School suspensions, expulsions, and truancy are defined as unexcused absences. No make-up work is allowed.

PSAT/NMSQT (PRELIMINARY SAT-NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST)

The PSAT/NMSQT is offered in October each year. Juniors desiring to be considered for the National Merit Scholarship must take this test. Sophomores may take the test for practice only. The PSAT/NMSQT also gives students an idea of what the SAT is like and an estimation of their SAT scores. Students can discover areas of relative weakness and work to improve these areas before they take the SAT.

SEMESTER EXAM EXEMPTION POLICY

Semester-long courses will have a midterm exam (at the end of the first 9 weeks period) and a final exam (at the end of the semester). Students can be exempt from the final exam only if they meet the exemption criteria below.

Year-long courses will have a midterm exam and final exam (at the end of each semester). Students can be exempt from the midterm exam and final exam if they meet the exemption criteria below.

Average and Attendance Exemption Criteria

If by the class before the exam a student has:

- an A average and no more than 3 days absent
- a B average and no more than 2 days absent
- a C average and 1 day absent or
- a D with 0 absences

the student will be exempt from the semester exam.

Exam exemption is based on each semester's attendance and grade average.

On the 5th tardy to any class each semester, the student will be required to take the exam.

Excused absences DO count towards having to take semester exams.

Field Trips are counted as regular school days.

Students will have the option of taking the semester exam if they wish to improve their grade even if they meet the exemption criteria. If they choose to take the exam and it lowers their grade, it will not be counted against them.

Students in Honors and Early Postsecondary Opportunity (EPSO) classes (such as AP, DE, IB, LDC, and SDC) will continue to take comprehensive exams both semesters but will be exempt from attendance on scheduled exam days if they meet the exemption policy criteria.

TRANSCRIPTS

A transcript is the student's official high school academic record sent upon request to legitimate agencies. Students are required to fill out a transcript request form when they want a transcript sent to a college, university, technological school, for employment, or scholarships. The school charges \$1.00 for each transcript. Students must turn in a request to the counseling center for the final transcript to be sent.

SECTION II - ATHLETICS

Cookeville High School fields teams in the following sports: football, basketball, volleyball, tennis, track, soccer, baseball, softball, cross-country, swimming, wrestling, lacrosse, and golf. Most sports field a varsity, junior varsity, and freshmen team. Student athletes will have a code of conduct to follow which will be given to them by the coaches for their sport(s). Student athletes must follow all rules set forth by the school and TSSAA.

The **National Collegiate Athletic Association (NCAA)** is a voluntary organization through which the nation's colleges and universities govern their athletics programs. **It is the student and/or parent's responsibility to ascertain player eligibility for Division I, Division II, Division III, or NAIA colleges. Information regarding eligibility can be found by visiting https://web1.ncaa.org/eligibility_center/common/index.html**

ATTENDANCE FOR STUDENT ATHLETES

If a student athlete misses more than thirty minutes of class on game day, a doctor's note will be required before the student may participate in said activity. Students who are absent on game day **may not participate** in the extracurricular activities on that day. In the event a student is absent on Friday or any other day that begins a period of time when school is not in session and extra curricular events are scheduled, the student **must** present the coach/sponsor/director with a doctor's excuse before being able to participate. Court Appearance: No fault, may participate; at fault, can not participate.

Appeals to this policy may be made to the Administration/Athletic Director, and decisions will be made on a case-by-case basis depending upon the circumstances.

SECTION III - ATTENDANCE POLICIES & PROCEDURES

ATTENDANCE

(Pursuant to Putnam County Board of Education Policy 6.200)

By law the State of Tennessee requires regular attendance until the age of eighteen (18). Regular attendance is the responsibility of the student and the parent. School attendance and class attendance records are kept separately. The attendance clerk located in the Attendance Office adjacent to the main office keeps school attendance.

School attendance affects driver's license and court. The attendance clerk and/or administrators will determine if an absence is excused or unexcused. The classroom teacher keeps class attendance.

CLASS ATTENDANCE

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session. Maximum effort will be made to protect instructional time and to provide quality, learning experiences for each class.

All students should go immediately to class when the warning bell rings. Students should not be standing outside the classroom doors or the commons/lockers/restroom areas after the bell rings – each student should be moving directly to his/her assigned seat. This will eliminate excessive tardies. If a student is late to class, he or she should have either a tardy slip showing a late arrival to school or a note from an administrator/counselor/ teacher. If a student leaves class, he or she should have a check- out pass that allows her/him to report to the main office to sign the check-out list and leave or the teacher's hall pass with required information completed.

The following guidelines are aimed at helping students become more self-disciplined and responsible:

1. Students must attend 30 minutes of a period class and 40 minutes of a block class in order to be counted present. Any combination of 3 late check-in's/early dismissals in a class will be considered an absence in that class.
2. Upon the 4th unexcused absence in a class, the teacher may contact the parent/guardian or the students' counselor and attendance office to discuss attendance and student performance. Contacts will be made earlier if the teacher determines it to be beneficial to student attendance/performance.
3. Upon the 5th unexcused absence in a class, the teacher will submit a truancy notice to the appropriate administrator. Students with five (5) unexcused absences shall be subject to the progressive truancy intervention framework pursuant to Putnam County Board of Education Policy 6.200.

HALL PASSES

All students are expected to remain in class for the entire period. Students should be released only for emergencies and calls to the administrative office. If an emergency necessitates leaving the classroom or if a student is called to an administrative office, the teacher should give the student an official hall pass. A student out of class and/or in a restricted area without a hall pass will be subject to disciplinary action. An official hall pass is colored by floor and kept in all administrative offices. It is the responsibility of teachers to have appropriate hall passes for students to use.

TRUANCY

Truancy is defined as an **UNEXCUSED** absence for **an entire school day, a major portion of the school day, a major portion of any class, excessive tardies**, or any activity during the school day for which the student is scheduled. It also includes any after-school special help session or disciplinary session which the student has been directed to attend. **DISCIPLINARY ACTIONS WILL BE TAKEN IN ALL CASES OF TRUANCY. Students in violation may be cited to Juvenile Court.**

Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license or obtain such if of age. Upon the sixth (6th) unexcused absence, parents or guardians of a student with unexcused absences or tardies can by law be notified that they

and the student are to appear before the court.

VERIFICATION NOTES FOR ABSENCES

Students checking in late, students absent the previous day, or students who checked out early the previous day must present parent/guardian verification or physician verification (within 2 days) to the attendance office. The attendance office staff will properly document the absence in the computer as excused or unexcused. Faculty will check the status of the absence from the attendance module.

The necessary verification note from a parent/guardian (or physician when required) should contain the following:

- current date
- the date(s) of the absence
- the reason for the absence, tardy, dismissal
- a parent/guardian(s) signature and a phone number where the parent/ guardian can be reached

All absences, tardies, early dismissals are unexcused until appropriate verification is presented to the attendance office. **All verifications, or absences or tardies should be submitted to the attendance clerk located at the attendance window before 8:00am the 1st day following the absence.** A grace period of one day is allowed if verification is not submitted on the 1st day following the absence, tardy, early dismissal. Verification must be presented for every absence, either a parent note or doctor's note.

Five (5) days per semester (parent note)

After the fifth (5th) parent note, a statement from a certified medical care provider with **that provider's signature (not a stamped signature)** will be required stating that the student was too ill to attend school during that absence. The principal shall make provisions for students with chronic health problems or special health needs and circumstances if physician documentation is provided. **College visits** are included in the five parent note days. A student who needs additional college visit days because of distance may apply with **Assistant Principal, Amy Rouchon.**

Absences, tardies, early dismissals which may be excused with the (5) five parent notes/doctor's note where applicable are as follows:

- (1) Personal Illness
- (2) College visits
- (3) Illness of an Immediate Family Member---Parents or guardians should contact the principal or his designee before the absence if possible, to arrange a suitable time of absence as determined by the emergency circumstances. Written verification must be provided.
- (4) Death in Family or of a Close Friend— Parents should contact the principal or his designee before the absence, if possible, to arrange a suitable time of absence as determined by the emergency circumstances. Written verification in the form of an obituary notice or funeral program is required.
- (5) Hospitalization/doctor visit—an official, signed doctor's note with date(s) and time (s) is/are required.
- (6) Petitioned court appearance—provided that the student in question is not charged or found guilty of an illegal activity. Written verification of a court official or a copy of the petition is required.
- (7) Administrative waiver for religious observances or circumstances which in the judgment of the principal create emergencies over which the student has no control.

SCHOOL TRIP ABSENCES

At the time of a scheduled trip, any student not performing at his/her potential may not be allowed to make the class trip, pending sponsor/teacher collaboration.

Students going on a school sponsored trip must have the official Putnam County Board of Education

permission form signed by their parents. The teacher sponsor of the trip will provide the form. All school policies, rules, and regulations are to be enforced on all field trips. This includes the dress code. Students are responsible for securing their assignments from their teachers and for turning in the work according to the teacher's classroom policy.

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher supervised. Students participating in other activities which are a part of the curriculum shall not be counted absent from school provided they have prior approval for the trip from the principal, supervisor and director of schools.

CHECK-IN & CHECK-OUT PROCEDURES

Students will follow these steps checking in or out of CHS during a regular day.

Student Check-In:

Students should follow these instructions:

1. Students who arrive late to school at any time to the attendance office for an admit slip before reporting to class.
2. Students will sign the check-in log in the attendance office and submit verification for their late arrival (doctor's note/parent note if available.)
3. Attendance personnel will issue students a signed and timed check-in form to present to the teacher in the class to which they are arriving late.

Student Check-Out:

(Pursuant to Putnam County Board of Education Policy 6.208)

Any student wishing to check out early will be required to do the following:

1. Present a note from his/her parents to the attendance office before 8:00 a.m. with the following information:
 - Student name
 - Parent signature
 - Parent phone number to verify the check-out
2. Students should come to the attendance office to get the check-out pass at class change.
3. Students will come to the attendance office to check out and by will sign the check-out log before leaving campus. Check-out with the attendance clerk is always necessary. Failure to do so is considered leaving without permission and is a MAJOR VIOLATION resulting in 3 days of ISS. *Note: If the student returns to school on the same day after checking out, (s)he must sign the time returned on the check-out sheet when returning to school and have a documented verification note.

NO Call-in check-out's: We will NOT accept call-in check-outs as set forth by PCBOE Policy 6.208. If parents do not send a note so we may verify by calling the parent, a parent must come into the building to check the student out. No student will be allowed to meet someone outside to be picked up. Parents or their designee must come inside to the attendance office to pick up a student. The person(s) picking up the student must be designated by the parent on the student data form at the start of each year.

Eighteen year old students may not check themselves out under their own signature. A parent is still responsible until the time that the parent terminates their rights.

Students will only be released to persons on their emergency card – **CHS administration reserves the right to deny any check-out without proper verification.**

TARDY POLICY

Students are expected to be on time to all classes.

Before the beginning of each school day, bells ring at 7:45am and 7:56am, to alert students to be in their first period class by the beginning of the school day at 8:00am.

Tardy to School Consequences

Between 8:00 a.m. and 8:05 a.m., first period teachers will record tardies to school in PowerSchool. After 8:05 a.m., the student must check in with the Attendance Office to receive an “admit note” to class.

The first 2 tardies to school are considered “warnings,” and no disciplinary consequences are assigned. The following is a list of tardy consequences starting with the 3rd tardy to school:

- 3rd tardy = 3 days of Lunch Detention
- 4th tardy = 5 days of Lunch Detention or 1 day of ISS
- 5th tardy = 3 days of ISS
- 6th tardy and any additional tardy = The student will meet with an administrator and appropriate discipline will be assigned in accordance with the student’s disciplinary history. Additional discipline may result in a student’s loss of driving privileges on CHS campus.

Tardy to Class Consequences

The first 2 tardies to class are considered “warnings,” and no disciplinary consequences are assigned. The following is a list of tardy consequences starting with the 3rd tardy to class:

- 3rd tardy = The teacher will notify the parent regarding this pattern of behavior.
- 4th tardy = The teacher submits an administrator referral - 3 days of Lunch Detention
- 5th tardy = The teacher submits an administrator referral -5 days of Lunch Detention
- 6th tardy = The teacher submits an administrator referral -5 days of Lunch Detention and parent contacted by an administrator
- 7th tardy and any additional tardies = The teacher submits an administrator referral -considered continuous misconduct and subject to Level 3 Discipline pursuant to PCBOE Policy 6.300

SECTION IV - CODE OF STUDENT CONDUCT

(Pursuant to Putnam County Board of Education Policy 6.300)

The goal of the discipline policies of Cookeville High School is to provide a safe and healthy learning environment for everyone who enters our building. When all the rules and regulations in this handbook are categorized into basic issues and principles, the following rules based upon common sense, consideration, and respect would be the only rules necessary for our school:

1. Be on time,
2. Do your work, and
3. Be respectful of yourself, of others, and of their ideas

Students should RESPECT PEOPLE, RESPECT PROPERTY, AND RESPECT IDEAS.

The provisions of the Code of Student Conduct shall apply equally to all CHS students and shall be enforced in a fair, non-discriminatory manner. The Code of Student Conduct is not intended to include every responsibility of school personnel as specified by federal and state law or Putnam County Board policy; nor is it intended to specifically address every possible behavior which may occur in a school setting. Additional individual classroom rules and procedures covering minor infractions and the appropriate consequences shall be considered desirable as well as necessary in fully administering the provisions of the code.

Discipline, in the context of a school, refers to the process of maintaining order in the building and teaching students the lessons of good character and responsibility. Everyone is responsible for his/her own behavior. Everyone has different challenges, but these challenges do not prevent one from owning his/her behavior. Being responsible for behavior means taking ownership of the consequences for the result of one's actions.

STUDENT RIGHTS AND RESPONSIBILITIES

(Pursuant to Putnam County Board of Education Policy 6.301)

Every student must understand his/her individual rights and responsibilities. Although all students have constitutionally guaranteed rights as U.S. citizens, he or she must realize that such rights may be exercised only if doing so does not violate the rights of others. The responsibility of the student is to maximize his/her academic potential, adhere to the CHS code of conduct, and respect the rights and responsibilities of fellow students, faculty, staff, and any other visitors.

Student Rights

All Cookeville High School students have the right to the following:

1. Have the opportunity for a free public education in the most appropriate learning environment.
2. Be secure in his/her person, papers and effects against unreasonable searches and seizures;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
6. Be fully informed of school rules and regulations.

Student Responsibilities

All Cookeville High School students have the responsibility to do the following:

1. Respect the law as well as adhere to all regulations, policies and procedures set forth by the Putnam County Board, Cookeville High School, and each individual teacher.
2. Maintain acceptable conduct at all times.
3. Respect human dignity and worth of every other individual
4. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
5. Promptly comply with the directions of any administrator, teacher, or other school official.
6. Display consideration for the rights, privileges, and property of others.
7. Promptly and confidentially report to school personnel any conflict that could potentially become a verbal and/or physical altercation.
8. Be in attendance and on time for all scheduled classes and school activities with all necessary books and materials.
9. Complete all homework and class work in accordance with the teachers' instructions to the best of the individual ability.
10. Willingness to exemplify a respect for truth, honor, loyalty, and service.
11. Observe proper safety procedures when using school facilities or participating in any school activity.
12. Maintain self-control by limiting the display of public, physical affection; respect the personal space of others.
13. Be familiar with and adhere to all requirements to obtain and maintain the privilege of driving to and parking on school property.
14. Dispose of any garbage in appropriate containers; place any recyclable items in appropriate containers.
15. Limit loitering in the hallways and restrooms.
16. Obtain written permission from the office to access any restricted area (either explicitly or implicitly understood as a restricted area) during school hours (i.e., parking lot as well as any

- other area designated as restricted to students).
17. Understand and comply with the acceptable use policy as it applies to all computers and other technology within the school.
 18. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.

RULES OF BEHAVIOR

The items listed below apply:

- on school grounds (including school buses) during, before, or after school hours;
- on school grounds at any other time when the school is being used by a school group
- off school grounds at a school sponsored activity, function, event, or school-related circumstances as determined by the principal and/or designee even if the alleged violation did not occur on a school day

1. ALCOHOL AND DRUG USE

Students will not possess, distribute, or be under the influence of any illegal drugs or alcoholic beverages in any school building, on school grounds, in any school vehicle or bus, or at any school-sponsored activity or at any time on or off school grounds.

Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance on school grounds, in any school vehicle or bus, or at any school-sponsored activity or at any time on or off school grounds.

Any student using, possessing, selling, or transmitting any illegal drug, non-prescription narcotic drug or controlled paraphernalia shall be referred to the director of schools and/or School Board for disciplinary action, which may include long-term suspension up to one (1) calendar year.

Use of a drug authorized by a medical prescription for a student from a registered physician shall not be considered a violation of this rule when the prescribed medication has been properly documented and submitted by the parent to the office or storage and disbursement.

2. ASSAULT ON AND/OR INJURY TO A SCHOOL EMPLOYEE

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably be expected to cause physical injury to a school employee or any other person acting in an official capacity on behalf of the school. Any student who commits battery on any school personnel will be subject to a suspension for a period of not less than one (1) calendar year.

3. BULLYING / INTIMIDATION

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

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

The privacy and anonymity of all parties and witnesses to complaints will be respected. However,

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

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

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

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

This policy shall be published in the parent/student handbook distributed annually to every student.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

4. BUS CONDUCT

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

Students are under the supervision and control of the bus driver while on the bus. All reasonable directions shall be followed.

A student may be denied the privilege of riding the bus if the principal determines that the student's behavior is such as to cause disruption on the bus or if the student disobeys state and local regulations pertaining to student transportation.

Any student who gets off the bus at any point between the school and the drop-off point must present the bus driver with a note of authorization from a parent/ guardian or the principal of the school that the student attends.

Any student wishing to ride a bus other than the student's designated bus must have written parental permission along with approval of the principal or principal designee.

Students who transfer from bus to bus while en route to and/or from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the terminal school.

Students shall conform to the following rules of bus behavior:

- Remain well back from the roadway while awaiting the bus;
- Do not attempt to board or depart the bus until the bus is at a complete stop.
- Keep hands, arms, head, and all other parts of the body inside the bus.
- Keep all carry-on articles out of the aisle.
- Use the emergency door for emergencies only; do not touch safety equipment.

- Do not open or close the windows without the permission of the bus driver.
- Comply with all reasonable directions given by the bus driver.
- Do not throw any objects in or out of the bus.
- Refrain from fighting, spitting, bothering others, lighting matches, smoking, and using profanity.
- All school rules are in effect while at the bus stop and on a bus.
- Younger children shall be allowed to board the bus first.

5. CONTINUOUS AND PERSISTENT MISCONDUCT

A student shall not willfully and/or persistently violate/disregard the rule(s) and/or established procedures of the school. A student shall promptly comply with the directions and/or corrective measures of teachers, student teachers, substitute teachers, teacher aides, administrators, guidance counselors, support staff members and or other authorized personnel during any period of time under school supervision.

Students who exhibit a pattern of misconduct (in frequency and/or severity of the violations) may be subject to long-term suspension.

6. DAMAGE OR THEFT OF SCHOOL OR PRIVATE PROPERTY

A student shall not cause or attempt to cause damage to school or private property or steal or attempt to steal school or private property. In the event that a student damages/destroys school or private property, purposely or accidentally, the student will be held accountable for the repair and/or replacement of the property. Respect of the property of the school and others is important to maintaining a quality environment for learning and pride in our school. Students vandalizing property on school grounds may be subject to other sanctions beyond reparations for the damage done.

7. DISCRIMINATION / HARASSMENT OF STUDENTS

(Sexual, Racial, Ethnic, Religious, Disability, Etc.)

(Pursuant to Putnam County Board of Education Policy 6.304)

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

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

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

Alleged victims of sexual, racial, ethnic, religious and disability discrimination/ harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations of discrimination/harassment shall be fully investigated by the principal, principal/ designee or a complaint manager Adam Kefauver for males and Karen Trentham for females) of the school from which the allegations arose.

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 thorough investigations or to take necessary action to resolve the complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

Retaliation of any kind against a student or employee who, in good faith, reports a claim of harassment or participates in an investigation will not be tolerated. However, any employee or student who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful fling of false allegations will itself be considered harassment and will be treated as such.

8. DISRUPTION / DISRESPECT OF THE LEARNING ENVIRONMENT

(Pursuant to Putnam County Board of Education Policy 6.306)

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct/action cause the disruption, interference, or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall she/he urge other students to engage in such conduct.

Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment.

While the following list is not a complete list, the following acts - when the result is deemed a disruption, interference, or obstruction of any school purpose - illustrate the kinds of offenses to be considered as such:

1. Occupying or blocking any area of the school so as to deprive others of its use;
2. Preventing or attempting to prevent the convening or continued functioning of any school class, activity, or any authorized meeting or assembly on the school campus;
3. Making noise or acting in any manner so as to interfere with the teachers' ability to conduct his/her class;
4. Exhibiting immoral or disreputable conduct – including but not limited to: vulgar/profane/obscene language (spoken or written) and/or gestures, inappropriate display of affection, or indecent exposure;
5. Refusing to comply with the dress code;
6. Refusing to identify self to school authorities, including presenting student ID to school authorities upon request when appropriate;
7. Threatening to use physical force with intent to harm one's self or others;
8. Threatening to use of any type of weapon (firearm, explosives, or any other weapon/dangerous instrument);
9. Using, possessing, transporting or selling any electronic devices, especially (Cell phones)
10. Harassing, intimidating, or using an action that might be considered bullying

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to

suspension and/or expulsion depending on the severity of the offense and the offender's prior record.

9. FIGHTING / PHYSICAL CONFRONTATION

In the event of a conflict between students (or any other person), all CHS students are expected to resolve such conflict in a non-violent, non-threatening manner, which does not demean another or himself/herself. No student shall through verbal threat or use of physical aggression engage another student or any other person employed or not employed by the school. Neither shall any student encourage, provoke, or cause another student or other students to engage in any activity that is, or could be, considered a "fight" or any other activity that could result in injury or a severe disruption of a school function.

Each incident of fighting will be handled on a separate and individual basis with regard to the following (not exclusive):

- extent of participation in the confrontation
- actions taken prior to and after the confrontation by the participant(s)
- prior record of behavior
- circumstances associated with the incident
- willingness of participant(s) to cooperate
- evidence (or lack) for a deliberate and previous attempt to resolve the conflict in a non-violent, non-threatening manner

With all factors considered in addition to any other relevant information gathered during an investigation of the incident by a school official or SRO, each student will be subject to the appropriate disciplinary action, which may vary in each case. In all cases, parent(s) will receive verbal and/or written notification of the incident explaining the details and the disciplinary decision of the school official.

Assault/Injury: In the event that an investigation of a confrontation indicates that a student physically assaults (unprovoked or repeated attack) another student, the greatest allowable disciplinary action may be administered which may include a long-term suspension plus contact and possible action of a law enforcement agent. In addition, the parent(s) of the student that has been assaulted may choose to pursue legal action.

Intimidation: A student shall not, through threat or use of physical force, attempt to deprive any person associated with school-related functions or activities of any right, privilege, or possession. Intimidation is a form of physical confrontation and may be viewed and treated similar to a fight.

10. INSUBORDINATION

The teachers, administration, and other adults in the high school are not going to ask students to do something that would injure themselves or others, or violate religious convictions of students. Accordingly, student compliance with the requests of adults in the building is a basic need for the function of CHS.

To ensure that this important policy is communicated consistently to all students, adults in the building will use the following procedure when dealing with an insubordinate student after the student has refused to comply with the adult's request the 1st time:

1. The adult will repeat the request of the student and inform the student if he/she does not comply, he/she is **CHOOSING TO BE INSUBORDINATE**. (Hearing the words in bold print will alert the student to the expectations of the adult).
2. If the student chooses to be insubordinate, he/she will be referred to the office immediately.

Insubordination includes belligerent and blatant disrespect to staff members. Swearing, name-calling, or physical actions that are disrespectful to staff are examples of belligerent and blatant disrespect.

Students who are insubordinate may receive a suspension. The length of the suspension will vary depending on the severity and frequency of insubordination.

Students who are repeatedly insubordinate may be recommended for expulsion to the Board of Education.

11. LEAVING CAMPUS

Students found leaving campus without proper authorization will face the following consequences:

- 1st Offense - 1 day ISS
- 2nd Offense - 3 days OSS
- 3rd Offense - 3 days OSS
- 4th Offense - referral for other disciplinary actions

12. SKIPPING CLASS

Skipping class is defined by any unauthorized absence from a class. Students found to be skipping class will face the following consequences:

- 1st Offense - 1 day ISS
- 2nd Offense - 3 days ISS
- 3rd Offense - 5 days ISS
- 4th Offense - 3 days OSS
- 5th Offense - referral for other disciplinary actions

13. TOBACCO AND TOBACCO PRODUCTS

All tobacco products, including smokeless tobacco and vaping, are prohibited in all school buildings.* Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events or public restrooms.**

Students shall not use, possess, transmit, or sell tobacco or tobacco products on school grounds, on any form of school transportation, and any school sponsored activity on or off school grounds. Students who are found in possession of any form of tobacco products and/or smoking paraphernalia are subject to the following disciplinary actions:

- 1st Offense - material confiscated, parent notification, 3 days ISS
- 2nd Offense - material confiscated, parent notification, 5 days of ISS and four (4) Tobacco Cessation Classes assigned
- 3rd Offense and subsequent violations - material confiscated, parent notification, additional disciplinary actions subject to Level 3 Discipline pursuant to PCBOE Policy 6.300 including possible citation to court issued***

* Section 1042 of the Environmental Tobacco Smoke/Pro-children Act of 1994

** TCA 39-17-1604 (6) (10); TCA39-17- 1605; TCA 39-17-1606

*** Violation of Youth Access to Tobacco Act, T.C.A. 39-17-1505 et seq

14. WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle, transmit, use, or attempt to use any dangerous weapon* on school grounds at a school sponsored activity, function, or event. Any student who violates this policy will be subject to a suspension of not less than one (1) calendar year. The director of schools shall have the

authority to modify such a suspension. A student shall not use or attempt to use any object or substance in a threatening or assault-like manner. This applies to weapon replicas, normal school supplies, chemicals, or any other object used in a threatening or assault-like manner. Students who violate this policy shall be subject to a long-term suspension.

A student shall not possess, handle, or transmit a knife of any kind or length. Violation of this rule will result in a minimum of a short-term suspension for up to ten (10) days. **A second violation of this rule will result in a long-term suspension.

As required by state and federal law, any student who brings a weapon* to school shall be referred to the appropriate law enforcement officials.

*a “dangerous weapon” is defined as a firearm, explosive, or any object/instrument used as a weapon, including any object that can be easily modified to become a weapon or as defined at Section 921 of Title 18 of the United States Code.

**a knife with a blade of more than 4 inches will be considered a dangerous weapon, regardless of intent, and referred to the appropriate authorities in addition to appropriate disciplinary action taken by the school.

DISCIPLINARY ACTIONS

(Pursuant to Putnam County Board of Education Policy 6.313)

Disregard for the Code of Student Conduct may result in any one or a combination of the following disciplinary actions (not listed in any order):

- Verbal or written reprimand
- Lunch detention
- Parent/guardian conference required
- Restricting activities
- Assigning work details
- Counseling
- Probation with individualized behavioral contract (i.e. Stricter Standard of Dress for repeated violations of the Dress Code.)
- Loss of driving privileges
- Loss of Break(s)
- Out of school suspension (up to 10 days)
- Out of school suspension (10 days or more)
- In-School Suspension (ISS)
- Filing charges with the local law authorities

Description of Various Disciplinary Actions

In School Suspension (ISS)

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

ISS does NOT count as an absence. Students in ISS are counted present in school.

Out of School Suspension (OSS) A student's persistent and/or blatant disregard for the student code of conduct may result in suspension from attending school, any school-related activities on or off campus, or from riding the school bus.

Short-term: When a student violation justifies OSS (up to ten (10) school days), the following shall occur:

1. Parents will receive verbal and/or written notification.
2. Students will be given documentation stating the reason for the suspension in addition to the duration of the suspension
3. A request for a meeting with the parents or guardian, student, and principal to be held as soon as possible, but no later than five (5) school days following the suspension, may be issued.
4. Immediately following the scheduled meeting (whether or not the parent or guardian or student was in attendance) the principal shall determine whether to re admit the student to school or to continue the suspension. If the principal determines the suspension shall continue, the length of the suspension shall be set between six (6) and ten (10) days.

Long-term: (Board Policy JCCCB 6.317) In the event a student's misconduct justifies an OSS (more than ten (10) school days; including expulsions for zero tolerance behavior), the student and parents/guardians shall be immediately given notification of the right to appeal the suspension decision. Such notification shall describe the means of appeal.

Appeal: Any appeal of the decision of the principal must be filed (written or oral) with the superintendent within five (5) school days after the receipt of the notice and may be filled by the parent or guardian, the student, or a person holding a teaching license who is employed by the school system if requested by the student.

The appeal shall be to the board of education or to the executive committee (Disciplinary Hearing Authority) appointed by the Board and consisting of at least three (3) certified employees. The hearing shall be held no later than ten (10) school days after the beginning of the suspension. A notice of the time and place shall be given in writing to the parent or guardian and student. After the hearing, the executive committee may:

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

The executive committee shall make a written record of the proceedings, including a summary of the facts and the reasons for supporting the decision. The student or principal may within five (5) days of the decision request review by the Board. After a review of the record, the Board may affirm the decision of the executive committee, modify the decision to a lesser penalty, or grant a hearing before the Board. After the hearing, the Board may affirm the decision of the executive committee or modify the decision in any manner, including imposing a more severe penalty than that of the hearing authority. Following the student's hearing with the Board of Education, the Board has the authority to expel or exclude the student from the school system.

Discipline of Special Education Students

Students that are eligible for and/or are receiving special education services will be disciplined according to Putnam County School Board Policy in accordance with Federal and State statutes.

ASSEMBLIES

Special assemblies may be called for pep rallies, student recognition, and other programs. Student behavior shall be exemplary at all times. Students who exhibit unacceptable conduct will be removed from the assembly and disciplined appropriately.

Attendance at pep rallies is mandatory during CAV TIME.

The student's ID will be required for all out of class and extra curricular activities.

CAFETERIA

All food and drinks purchased in the food service area will be contained to the dining or "Commons Area" during lunch period. The tables, chairs, and floors are to be kept clean and neat so that other students will have a proper place to eat. Students shall properly dispose of garbage by the end of the lunch period in addition to depositing any tray, flatware, and/or dishes in the designated area.

The student parking lot is off limits during lunch.

The cafeteria cashier will require each student to present his/her Student ID in order to purchase a meal.

CARE OF SCHOOL PROPERTY

Textbook Agreement Forms

All students and their parents are required to sign a form stating they will reimburse the Putnam County Board of Education in the event that textbooks are badly damaged, destroyed, or misplaced while assigned to the student.

Lockers

All students are required to maintain their assigned lockers in good order during their tenure at Cookeville High School. Students shall not deface or destroy school property and should make every effort to encourage friends and fellow students to exercise this kind of citizenship. Every student should take pride in keeping the building, furniture, books, and equipment in good repair; failure to do so will result in a fee assessment in addition to disciplinary action.

CELL PHONES, PERSONAL COMMUNICATION DEVICES, AND ELECTRONIC DEVICES

(Pursuant to Putnam County School Board Policy 6.312)

During classroom instructional time, all cell phones are to be stored in PCSS-approved classroom pocket chart cell phone holders. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Students will be allowed to use personal cell phones before school, during class changes, and during the student's lunch break. These are the only times during the school day that are not considered instructional time. All other times (including, but not limited to, excuse from class to the restroom or some other destination) are considered instructional time during which all cell phone use is prohibited.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student and/or the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

Students who have phones in class are responsible for having their phones turned off or otherwise silenced so that incoming calls will not interfere with instruction.

Students are expected to be in class on time. Finishing a phone call in the hall is not a justification for tardiness to class and constitutes use of a cell phone during instructional time.

The taking of photos or the recording of videos, whether by cell phone or any other device, in places where privacy is a reasonable expectation is strictly prohibited.

Using cell phone cameras to record altercations on school grounds or at school events is prohibited. In such cases, phones may be confiscated as evidence.

The use of cell phones for the purpose of cheating is strictly prohibited. As a means of protecting instructional time and/or providing test security, teachers may elect to collect students' cell phones during any class and return them at the end of the period.

Students may only have one ear covered by an earpiece (earbud, headphone, etc.) during non-instructional time. The use of ANY earpiece during instructional time is prohibited.

Students who refuse to turn over a cell phone (including SIM card) will, IN ADDITION TO THE EVENTUAL CONFISCATION OF THE CELL PHONE, be subject to consequences for insubordination as outlined in the Putnam County Schools Student Code of Conduct.

If a student has had his cell phone confiscated, bringing another cell phone to school during the period of confiscation will be considered insubordination as outlined in the Putnam County Schools Student Code of Conduct.

Examination of Cell Phones / Electronic Devices

If the school principal or his/her designee has reasonable suspicion that a cell phone, personal communication device, or camera is used in violation of this policy, the principal and/or his/her designee may review the history of the cell phone with respect to the call list/log; text messages sent; and/or photographs taken. The principal and/or his/her designee may also review the content of a cell phone if they have reasonable suspicion to believe that any student's or other individual's safety and/or health are in danger. This shall be set forth in the handbook for each school and disseminated to the parents and/or guardians of each student.

Agreement to Rules and Policy

By allowing a student to bring a cell phone, personal communication device, or electronic device to school, the parent and the student voluntarily agree to abide by these disciplinary rules and restrictions and the disciplinary rules established at each school by the principal and/or his/her designee with respect to said items at each individual school.

The Putnam County Board of Education, its schools, nor its employees assume no responsibility or liability for the loss of or damage to any student's personal communication device, or for the unauthorized use of a student's personal communication device.

Electronic Devices

Recreational devices such as iPods, MP3s, CD/DVD/tape players, and voice activated tape recorders ARE NOT TO BE SEEN, USED, OR TURNED ON during instructional time. By law, electronic pagers are not allowed on school property at any time without the permission of the principal. (TCA 49-6-4214) PROHIBITED ITEMS WILL BE CONFISCATED and disciplinary action may be taken. Stolen, misplaced or other loss of electronic devices is the responsibility of the student. Laser pointers are not allowed at school or school functions.

School personnel WILL NOT conduct searches or other investigations for stolen items of this nature. Teachers may use electronic devices for instructional purposes.

CELL PHONE / ELECTRONIC DEVICE VIOLATION DISCIPLINARY PROCEDURES

| 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
|---|--|---|---|
| <p>Warning</p> <p>Teacher contacts the parent about the violation.</p> <p>The teacher takes the phone to administration and the offense is documented in PowerSchool.</p> <p>Student is able to pick the phone back up at the end of the school day.</p> | <p>The teacher takes the phone to administration and the offense is documented in PowerSchool.</p> <p>The student is assigned to either 1 day of after-school detention or 2 days of lunch detention.</p> <p>Phone is held and given back at the end of the 1 day of after school detention OR phone is held for the day and given back after each of the 2 days of lunch detention. (It is the responsibility of the student to turn in his/her cell phone to the Main Office upon arrival to school on the second day of their lunch detention.)</p> | <p>The teacher takes the phone to administration and the offense is documented in PowerSchool.</p> <p>Student serves 1 day of ISS. The parent is required to pick up the phone after the student has served the day of ISS.</p> | <p>The teacher takes the phone to administration and the offense is documented in PowerSchool.</p> <p>Student serves 3 days of ISS. The phone is given back after each day of ISS served. (The phone will be turned in to the ISS teacher each morning.)</p> <p>For the remainder of the year after the 4th offense, the student checks in the phone at the office (Main Office) at or before 8:00 a.m. every school day, and the phone is returned to the student at 3:00 p.m. at the end of every school day.</p> |

CONFISCATED ITEMS

Items that are confiscated by any school personnel will only be returned to the student's parent/guardian. The item may be held for a period of up to twenty (20) school days from the time it is taken. After the twenty-day period, the item may be discarded in a manner deemed appropriate by the administration. If an item is confiscated for a fourth time, the student will face suspension.

Items that will be confiscated and not returned include:

1. Tobacco/Vape
2. Weapons

DRESS CODE

(Pursuant to Putnam County Board of Education Policy 6.310)

Student dress shall be expected to meet community standards of cleanliness, healthfulness and safety and shall not disrupt the educational process.

No person shall wear clothing that contains pictures and/or writing referring to sexual references; profanity; illegal drugs or the promotion of alcoholic beverages and/or tobacco products; death and destruction; racist or hate themes; violent or aggressive themes; or other suggestive or offensive sayings or graphics in the school

building during the school day or on a school bus.

Any clothing that denotes gang involvement or affiliation shall be prohibited.

No student shall be permitted to wear any headgear (cap, hat, hoodie, bandana, etc.) other than for religious or documented medical reasons during the school day or on a school bus.

Community standards dictate that clothing shall not be obscene or suggestive. No clothing revealing a bare midriff or bare lower back (including, but not limited to, halter tops, tank tops, cropped tops, muscle shirts, etc.) shall be allowed. No bare midriff or bare lower back should be visible while standing, sitting, raising one's hand in class, or walking in the hallways.

All tops (shirts, blouses, sweaters, etc.) must be sized appropriately. All shirts, blouses, and sweaters must be at least 3 inches wide at the shoulder, including "cold shoulder" tops. Necklines must be no more than 3 inches below the base of the neck.

Undergarments should not be visible. Pants, shorts, and skirts must be appropriately sized and worn at the waistline. Sagging waistlines or bottoms will not be tolerated.

No short skirts or shorts shall be allowed. All types of shorts (including running shorts) and skirts must be of appropriate length (no shorter than fingertip length). Holes in jeans or pants should not be above mid-thigh.

Sleepwear or pajamas shall not be worn. Blankets should not be brought to school.

Sunglasses shall not be worn in the school building during the school day.

Soled shoes must be worn. No shower shoes or house shoes shall be allowed.

ID badges must be worn by students at all times in the school building during the school day either around their neck or attached to their backpack.

Grooming Standards

- Hairstyles that distract from the learning environment will be addressed by administration.
- No visible, offensive tattoos
- Make-up should be applied modestly.

Backpacks / Bookbags / Tote Bags

- No backpacks / bookbags with rollers will be acceptable without medical permission or by approval from school administration.

Any apparel, dress or grooming that is potentially disruptive to the classroom atmosphere or educational process is not permitted. Any apparel, dress or grooming that is dangerous to the health or safety of students or the lawful, peaceful operation of the school or presents a dangerous situation is not permitted.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Administration should strive for consistency so the dress code is applied evenhandedly to male and female students.

If school administrators determine that revisions in the dress and grooming standards are necessary in order to avoid interference in the educational process and/or learning environment, they may make such changes with

proper notification to students and parents. Any attire deemed too inappropriate, revealing, or distracting is subject to disciplinary referral.

Dance Dress Code

Prom - Formal

Sadie Hawkins- Semi-formal

Exceptions

These standards of dress and grooming do not prohibit the principal or designee from allowing special celebrations, which involve variations in dress and grooming. For such days, the principal or designee may set the guidelines of appropriate dress.

Disciplinary Procedures for Infractions of the Dress Code

Procedures for handling students with dress code violations will be handled on a case by case basis by the judgment of the administration.

- 1st Offense: The student may return to classes when dress code compliant. In the event that a student and/or the parent/ guardian is unable to provide clothing that meets the dress code policy, the student will be placed in *In School Suspension*, NOT AS A PUNISHMENT, but as a location where he/she can be adequately supervised and be provided an opportunity to complete his/her school work.
- 2nd Offense: Student may return to class when dress code compliant but must serve two (2) days of lunch detention.
- 3rd Offense: Student must serve three (3) days of lunch detention and parent contact made.
- 4th Offense: Student must serve four (4) days of lunch detention and parent contact made.
- 5th Offense: In school suspension and required parent meeting.
- 6th and Subsequent Offenses: Suspension which will increase with violations.

STUDENT HARASSMENT / DISCRIMINATION & GRIEVANCE PROCEDURES

Students shall be provided a learning environment free from sexual, racial, ethnic, religious and disability related discrimination/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, religious or disability related in nature. The following guidelines are set forth to protect students from discrimination/harassment.

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

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

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

1. Identity of the alleged victim and person accused;
2. Location, date, time and circumstances surrounding the alleged incident;
3. Description of what happened;
4. Identity of witnesses; and
5. Any other evidence available.

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

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

HAZING, PROHIBITION OF (T.C.A.) 49-2-120

“Hazing” means any intentional act in Tennessee, on or off school property, by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student; or which induces or coerces a student to endanger such student’s mental or physical health or safety. “Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

IDENTIFICATION (ID) BADGES

At the beginning of each school year, students will be issued a CHS photo identification (ID) badge/card with the most current photo on file. Any student wanting a new, updated picture must pay \$5.00 and turn in the ID the school issued. The ID should be visible at all times while students are on school grounds or on a school bus before, during, and after the school day either 1) on a lanyard around the student’s neck or 2) attached to the student’s backpack/bookbag so as to provide quick and easy access when needed. Students are expected to present the ID upon request by any CHS administrator, faculty, or staff member.

In addition to providing verification of identity and admission to school sponsored events, the ID badge will also be required to utilize library services, expedite the purchase of school lunches, and receive student

discounts on admission to various school sponsored events (i.e., athletic contests). Access to additional school services and privileges like dances will require the presentation of a valid school ID.

It will be the responsibility of the student to possess a valid school ID as well as maintain the ID in the condition it was issued. The ID should not be altered, damaged, or vandalized. Any ID that is altered or damaged will not be valid. At such point, the student will be responsible for replacing the ID in addition to any replacement charges.

- “On school grounds” is defined as at any other time when the school is being used by a school group
- “Off school grounds” is defined as at a school sponsored activity, function, event, or school related circumstance as determined by the principal and/or designee even including non-scheduled school days.

ID Violation Consequences

The first 2 violations are considered “warnings,” and no disciplinary consequences are assigned.

The following is a list of NO ID consequences starting with the 3rd NO ID to class:

- 3rd Violation = The teacher will notify the parent regarding this pattern of behavior.
- 4th Violation = 3 days of Lunch Detention
- 5th Violation = 5 days of Lunch Detention
- 6th Violation = 3 days of After School Detention
- 7th Violation = 5 days of After School Detention
- 8th Violation and beyond = The student will meet with an administrator and appropriate discipline will be assigned in accordance with the student’s disciplinary history.

ID Replacement

Each replacement of the ID will result in a \$5.00 charge. IDs may be purchased in the commons office during the one hour lunch period or after school only. No student may leave class to obtain an ID.

TRESPASSING

Cookeville High School maintains a closed campus for the safety and security of all students and staff. Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

SECTION V - HEALTH

NUTRITION PROGRAM (Prices effective 7-2023)

Employee: Breakfast \$2.75, Lunch \$3.75

Students: Breakfast Free, Lunch \$3.00, Reduced-Price \$0.40

Visitors: Breakfast \$3.00, Lunch \$4.00

Holiday Meal: \$5.00

Because the federal government only recognizes “Free,” “Reduced,” and “Paid” meals, charging of meals will not be accepted. However, no child will be denied a meal because he/she does not fit in the recognized categories. If a student is having financial difficulty and does not have money for lunch, he or she should contact an administrator and/or cafeteria manager for assistance. Students may bring their lunch, but no glass containers should be brought on campus or into the building at any time.

Lunch Deliveries - After 8:00 a.m., no food from outside vendors may be brought in or delivered by restaurants, parents, friends or others.

Vending Machines - Milk, juice, water and snack machines with healthy selections are available for the use of all students. Each teacher reserves the right to determine if drinks and/or snacks may be consumed in his/her classroom. Access to snack machines may be curtailed by the administration if problems arise concerning litter, tardiness, etc. There will be no refunds. Buyers will purchase at their own risk. Vandalism to drink or snack machines could result in criminal charges from the owners of the machines.

COMMUNICABLE DISEASE PROGRAM

Tennessee State Law now provides that “it shall be unlawful for any child to attend any school or similar type facility intended for the instruction of children whether public or private, unless they shall 1st have been vaccinated against those diseases specified by the State Health Department.” In order to comply with this law, all Putnam County students must present to the school of enrollment a Certificate of Compliance regarding vaccination. Enforcement of this law will require removal of students from classes if they are not adequately immunized.

- (1) Students enrolling at Cookeville High School from an out-of-state school must present the immunization compliance certificate at the time of enrollment.
- (2) Students enrolling at Cookeville High School from a school within the state may be enrolled tentatively until the cumulative record is received.

A student with a communicable disease shall remain at home until the disease is no longer a threat to that student or others. The principal or his/her designee should report to the Health Department any cases of communicable diseases, which might pose a threat to the health of the school or community.

COORDINATED SCHOOL HEALTH SERVICES

If your child has a medical condition that might require special action, please contact School Health Services at 526-9777. Examples would be *diabetes, asthma, severe allergies with the need for an epipen, seizures, or others*. We will assist you in the communication of those special needs and the appropriate responses at school and on the bus through an Individual Health Plan (IHP).

This is intended to serve as an informational guideline in preventing the spread of communicable diseases in the schools. Please refer to these guidelines throughout the school year. A student should be kept home when the following symptoms persist:

- Temperature of 100 degrees or more • A dry, hacking or productive cough • Purulent (green, yellow, thick or unusual) nasal or eye drainage
- Diarrhea
- Skin rashes or eruptions, such as scabies, chicken pox or impetigo
- Complaints of earache, severe stomach ache, sore throat or severe headache
- Red throat, swollen glands around jaw, ears or neck
- Nausea and Vomiting
- Lethargy (general complaint of muscular aches and pains)
- Head or body lice must be treated with appropriate medication before returning to school

MEDICATION AT SCHOOL

Parents are encouraged not to send medications to be administered at school. If it is necessary, there are specific guidelines we must follow to comply with the state.

Please consider alternative dosage schedules to minimize medication in the school. Medications, such as antibiotics, that are to be administered three (3) times a day should be given outside of school hours at home and can be given on the following schedule: when the student awakes; when the student arrives home from school; and when the student goes to bed.

- Students required to take prescribed medication must have an *Administration of Medication* form completed and on file. This form is available from the school nurse or the school and **MUST BE COMPLETED** when medication is delivered to the principal's office by the parent or guardian of the student. **(Students do not complete the form or transport medication to school)**. Medication will be kept and given to the student at the designated time.
- The school is not permitted to administer medication, including aspirin, Tylenol, etc. at the student's request.
- **NOTE!** Any student possessing, selling, giving, sharing or misrepresenting any medication in any form including, but not limited to any type of over-the-counter medication or health aid (such as vitamins), will be subject to discipline.
- No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or designee will administer the medication in compliance with the following regulations:
 - The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate administration (i.e. students with asthma).
 - All prescription medications must be brought to school in the original container labeled by the pharmacy to include the following information:
 - Name of the student**
 - Prescription number**
 - Name of medication and dosage**
 - Administration route or other directions**
 - Date**
 - Licensed prescriber's name**
 - Pharmacy name, address and phone number**
 - Non-prescription medication may be administered only with the written request of the parent or guardian. All non-prescription medication must be brought to school in the manufacturer's container with ingredients of the product listed on the container and the child's name affixed to the container. The medication will be administered in accordance with label directions or written instructions from the student's physician.
 - The administrator/designee will:
 - Inform appropriate school personnel of the medication being administered
 - Keep an accurate record of the administration of the medication
 - Keep all medication in a locked cabinet except medication retained by a student per physician's order
 - Return unused prescriptions to the parent or guardian **only**.
 - The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.
 - A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

The parent is responsible for picking up any remaining or unused medication. If the parent does not pick up the remaining or unused medication.

SECTION VI - POLICIES AND PROCEDURES

ANTI-DISCRIMINATION POLICY (PUTNAM COUNTY SCHOOL SYSTEM)

In accordance with Title VI of the Civil Rights Act of 1964, the Putnam County Board of Education and

Cookeville High School do not discriminate against any student based on race, color, or national origin. No student will be denied the benefits of or excluded from participating in any activity or program sponsored by the Putnam County Board of Education and Cookeville High School.

More specifically, the Putnam County Board of Education and Cookeville High School do not:

- Prevent a person from enrolling in a school, class, or extracurricular school activity based on race, color, or national origin.
- Arbitrarily place a student in a school or class with the intent of separating the student from the general population of students because of the student's race, color or national origin.
- Set higher standards or requirements as a prerequisite before allowing minorities to enroll in a school, class, or activity.
- Unequally apply disciplinary action based on a student's race, color, or national origin.
- Fail to provide the necessary language assistance to allow limited English proficient students the same opportunity to learn as English proficient students.
- Administer tests or other evaluative measures that by design, or by grading, do not allow minority students the same opportunity to present a true measure of their abilities.
- Provide advice or guidance to minority students with the intent to direct minority students away from schools, classes, or educational activities based on their race, color, or national origin.
- Provide facilities and/or instructional and related services to minority students that are inferior to those provided to non-minority students.

Gender

It is the policy of the Putnam County School District not to discriminate against any student, employee, or applicant on the basis of gender. The Putnam County School District will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. The Putnam County School District will take all necessary steps to ensure that each student's learning environment and each employee's work environment is free of unlawful discrimination based on sex. No office, officer, or employee of the Putnam County School District shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.

Handicap

It is the policy of the Putnam County School District not to discriminate on the basis of handicap. The Putnam County School District will not:

- Deny a qualified handicapped person the opportunity to participate in or benefit from any aid, benefit, or service the school district provides.
- Afford a qualified handicapped person an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded to others.
- Provide a qualified handicapped person with an aid, benefit, or service that is not as effective as that provided to others.
- Provide different or separate aid, benefits, or services to handicapped persons or to any class of handicapped persons unless such action is necessary to provide qualified handicapped persons with aid, benefits, or services that are as effective as those provided to others.
- Aid or perpetuate the discrimination against a qualified handicapped person by providing significant assistance to an agency, organization, or person that discriminates on the basis of handicap in providing any aid, benefit, or service to the beneficiaries of the recipient's program.
- Deny a qualified handicapped person the opportunity to participate as a member of planning or advisory boards.

- Otherwise limit a qualified handicapped person in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving aid, benefit, or service.

Pursuant to Putnam County Board of Education Policy 6.305, if any student feels he/she has been discriminated against, a complaint may be sent to **Mrs. Karen Trentham** or **Mr. Adam Kefauver** at Cookeville High School or to:

Mark McReynolds

Title VI Coordinator
Putnam County Board of Education
1400 East Spring Street
Cookeville, TN 38506
931-526-9777

OR

Tennessee Department of Education Civil Right Coordinator

9th Floor
710 James Robertson Pkwy
Nashville, TN 37243

OR

The Office of Civil Rights

U.S. Department of Education

P.O. Box 2048, 04-3010
Atlanta, GA 30301-2048

APPOINTMENTS

The administration of Cookeville High School makes every effort possible to be accessible to the students, parents, and community, and any others having an interest in our school. We may not, however, always be able to see an individual on the spur of the moment due to administrative duties. If we cannot, please make an appointment with the administrative assistant at the front desk or leave your name and phone number, and we will contact you as soon as possible. Those who need to speak with a teacher, counselor, or other staff member should work with the individual to establish a mutually agreed upon meeting time and date. In an effort to maintain and protect instructional time, any meetings with a faculty member should occur during his or her administrative/lesson planning time.

CONCERNS AND COMPLAINTS (STUDENTS)

Decisions made by school personnel — such as aides, teachers, or assistant principals — which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days.

However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

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

principal.

FEES AND FINES

Example of fees and fines parents/guardians and students are responsible for include, but are not limited to:

1. Fees for activities outside the regular school day, unless the child must do them to get credit or a grade
2. Fees for on campus parking at CHS
3. Fees for AP/IB exams and registration
4. Fines for returning library books late
5. Fines for losing or damaged textbooks
6. Fines for illegal parking at school.

No fee will be charged to any student as a condition to attending school, but students shall be responsible for normal school supplies, such as pencils and paper. Parents shall be informed what the fee will cover.

School Fees

CHS requests a \$25.00 School fee that is optional and helps to support the general school fund. Core academic course fees may be requested, but cannot be required. Exam fees for AP/IB classes are required in order to partake. Elective focus area course fees are required, if applicable.

Parking Fees

Parking fees are required if your child chooses to drive and park on CHS campus. These fees are used to maintain the parking lot and school grounds. Parking fees are \$30 for the full year and \$15 for 2nd Semester only.

Graduation Fee

Graduation fees are requested to help assist with the costs incurred during the seniors graduation process. This fee helps cover the cost for graduation taking place at the Hooper Eblen, as well as CHS diplomas. Cap and Gowns are students' responsibility.

*If a fee is Non-Required (NR), all documentation sent home to parents must indicate to parents that these fees are “discretionary and not required”

*If a fee is required, Fee Waiver funds may be applicable according to Board policy.

Fee Waiver

School fees shall be waived for students who receive free or reduced-price school lunches. The application for determining eligibility for free or reduced-price lunches shall be used to verify student eligibility for fee waivers. Applications for Fee Waiver can be found in the CHS Main Office.

The school will still ask you/your student to pay for school fees or field trips. Just write your child's name and “fee waiver” on the paper and place it in an envelope and return it to the student's teacher.

GIFTS DELIVERED FOR STUDENTS

Students may receive gifts at school. The purchaser must inform the florist or merchant of the grade of the receiver, and the florist or merchant must place the grade of the receiver on the card next to the receiver's name. All deliveries must be made to the main office.

In addition, on Valentine's Day, the florist or merchant must provide a list of all deliveries to the office staff. The delivery times to CHS will be as follows:

- 10:00am – 10:45am for Seniors
- 1:30pm – 2:20pm for Freshmen, Sophomores, Juniors, and Faculty/Staff

HOME SCHOOL STUDENTS

Home school students MAY NOT participate in any classes (academic/electives) at Cookeville High School. All home school students must take subject exams before entering Cookeville High School. The guidance department will help schedule the exams through our VITAL lab. Exam grades will be the final grade in that subject area and will be shown on the student's permanent record.

INSURANCE (STUDENTS)

A group accident insurance policy is available to all members of the student body at a nominal fee when school activities begin each year. Students participating in athletics must have some type of accident health insurance in order to participate. If purchased, the group accident policy will cover all sports with the exception of football. If participating in football, the students will use their parent/guardian's private accident health insurance or purchase additional accident health insurance through the school policy. All students participating in other sports at CHS will be covered if they purchase the school insurance or use their parent or guardian's plan.

All Career and Technical classes require students to have health insurance.

LOCKERS

Upon request, students may be assigned a locker through the administrative assistant for each floor. A record of assignments will be kept in the Counseling Center. Students are to use the locker assigned to them. There will be no locker sharing. No items of value should be left in lockers. CHS will not be held responsible for lost or stolen articles. Lockers are subject to search by school officials; they are public property and may be checked at any time for weapons, drugs, or other illicit property. Any item found in the student's locker is the responsibility of the student. Students are strongly urged to use locks on their lockers. Students' lockers will be assessed for exterior or interior damage or defacement. This includes decoration of the same. Students will be required to keep outer garments and clear or mesh backpacks stored in their lockers. Any personal items left in lockers after the completion of final exams at the end of the year will be discarded. It is the student's responsibility to return textbooks to teachers.

THE AREA BEHIND EACH SET OF LOCKERS IS TO REMAIN CLEAR AT ALL TIMES. NO STUDENTS SHOULD STAND IN THIS AREA DURING BREAKS OR BEFORE OR AFTER SCHOOL. THE AREA SHOULD NOT BE USED AS A WALK THROUGH FROM ONE HALL TO THE OTHER.

MESSAGES TO STUDENTS / TELEPHONE USAGE

Students are expected to come to school prepared. All arrangements for transportation, money, assignments, books, materials, etc. should be made prior to arriving at school.

Messages: Messages received from parent(s) or other immediate family members will be delivered to students during non-instructional time (i.e., breaks, before or after school). Under normal circumstances, students will not be called out of a class for a message.

Office Phones: In the event of emergencies, students may use a phone in one of the offices, but he or she must first receive permission from an employee in that office. Such phone usage needs to be conducted in a timely manner. The administration and office personnel reserve the right to deny, delay, or terminate the use of the phone in the office.

SAFETY PROCEDURES

Crisis Prevention Plan - A formal plan has been developed in the event of a crisis situation. The implementation of the action plan will be initiated by any school official when deemed necessary. In order to

assure safety and security, students are expected to immediately comply with all directions of any school official. The plan may be practiced throughout the school year, both when students are present as well as not present.

- **Fire Drills** - The State of Tennessee requires that each school conduct frequent fire drills. Each teacher will explain the fire drill procedures for each class in his/her room and will have an outline of the exit route posted by the exit door. When the fire alarm is sounded (siren sound), teachers and students will exit the building immediately. Students should act calmly but promptly when exiting the building. The teacher and students will stay together in their assigned area until the signal is given to return to the classroom. Teachers should give their students a designated spot to meet them outside in case they become separated from one another. The teacher should be the last person to leave the classroom and close the door. Everyone should remain 100 feet from the building with their assigned teacher.
- **Severe Weather Drill** – When the announcement is given, students should quietly, but promptly exit the classroom and report to their designated area on the 1st floor. Once at the location, students should assume the tornado drill position and should remain quiet. The teacher should be at the front of his or her students in case the designated area must change. One student in each class should be designated to close the door.
- **Lock Down Drill** - Teachers will advise students.
- **Emergency School Closings** - In the event of an emergency early school dismissal, parents should listen to local radio and stay informed via PCSS or CHS social media outlets (parents should ensure that their contact information is up to date in PowerSchool via the PowerSchool Parent Portal) for any updates/details concerning student dismissal and/or pick up. Parents should have a plan in place with their child, so he or she knows what action to take. With 2000+ students in the building, phone availability to make arrangements will not be possible.

SEARCH AND SEIZURE

(T.C.A. SECTION 49-6-4204; 49-6-4205)

Search of Locker – (a) When individual circumstances in a school dictate it, a principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the principal’s presence or in the presence of other members of the principal’s staff. (b) Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs, drug paraphernalia by students, which are known to the principal or other staff members, information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the principal which give rise to reasonable suspicion that dangerous weapons, drugs or drug paraphernalia are held on school property by one (1) or more students.

Search of Persons and Containers – A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

- (1) A particular student has violated school policy.
- (2) The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug;
- (3) The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
- (4) The search is not conducted for the sole purpose of discovering evidence to be used in a

- criminal prosecution; and
- (5) The search shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and gender of the student, as well as the nature of the infraction alleged to have been committed.

TECHNOLOGY / INTERNET ACCEPTANCE POLICY

At the beginning of each school year, a complete description of the expectations for the acceptable use of CHS computers and other technology may be accessed via the PowerSchool Parent Portal. Each student and his/her parents/guardian will be expected to sign and strictly adhere to the guidelines outlined in the policy.

Access to the Internet is provided to students as an educational resource and a privilege. Failure to observe the expectations as set forth in the acceptable use policy may result in a loss of access to the internet as well as any appropriate disciplinary and/or legal actions.

VISITOR POLICY

No student visitors will be allowed due to liability reasons.

Any adult visiting CHS must sign in at the information desk or at the front counter in the front office (1st office on the left) and receive a visitor's badge. The visitor must sign out and return the badge before leaving campus. Any speakers or entertainers must be screened and approved by the administration before they will be allowed to visit and appear before a school group. The CHS administration has the right to deny visitation privileges at any time.

Section VII - Public Notices

ASBESTOS NOTIFICATION (AHERA)

NOTICE TO PARENTS, TEACHERS AND EMPLOYEES OF PUTNAM COUNTY SCHOOLS. JUNE 30, 2020

1. THIS NOTICE IS IN COMPLIANCE WITH FEDERAL REGULATION 40CFR763, BETTER KNOWN AS AHERA.
2. ASBESTOS CONTAINING MATERIALS WERE USED AND STILL REMAIN IN THE FOLLOWING SCHOOL FACILITIES.
 - a. WHITE PLAINS ACADEMY / ADULT EDUCATION (formerly STAR Center)
 - b. AVERY TRACE MIDDLE SCHOOL
 - c. MONTEREY HIGH SCHOOL
 - d. SYCAMORE ELEMENTARY
 - e. CORNERSTONE MIDDLE SCHOOL
3. ALL OTHER SCHOOLS WERE ASBESTOS FREE INITIALLY OR THE ASBESTOS CONTAINING MATERIALS HAVE BEEN REMOVED.
4. ALL REQUIREMENTS OF AHERA HAVE BEEN PERFORMED, INCLUDING PERIODIC INSPECTIONS, REINSPECTIONS, ANNUAL REPORTS AND TRAINING OF PERSONNEL. RESPONSE ACTIONS AND POST-RESPONSE ACTIVITIES HAVE BEEN APPLIED WHEN REQUIRED.
5. THE SPECIFIC LOCATION, TYPE, CONDITION AND OTHER PERTINENT INFORMATION CONCERNING THE ASBESTOS CONTAINING MATERIALS MAY BE DETERMINED BY CONSULTING THE MANAGEMENT PLAN OF THE FACILITY IN QUESTION. COPIES OF THE MANAGEMENT PLAN MAY BE FOUND IN EACH PRINCIPAL'S OFFICE, THE BOARD OF EDUCATION AND THE MAINTENANCE DEPARTMENT. QUESTIONS MAY BE ADDRESSED TO THE COUNTY'S DESIGNATED PERSON, MR. JOHN MAGURA,

6. DISTRIBUTION OF THIS NOTICE

- COPY POSTED IN THE BOARD OF EDUCATION BUILDING
- COPY POSTED IN EACH SCHOOL ADMINISTRATIVE AREA
- COPY POSTED IN EACH TEACHER WORKROOM OR LOUNGE
- COPY PLACED IN STUDENT HAND BOOK

TENNESSEE CHILD LABOR ACT

The Tennessee Child Labor Act (T.C.A. Section 50-5-101 et al) lists the following guidelines for employing teenager under the age of 16:

- Minors under the age of 14 may not be employed.
- Minors may work no more than three (3) hours daily when school is in session.
- Minors may work no more than eighteen (18) hours weekly when school is in session.
- Minors may work no later than 7:00 p.m. if the next day is a school day.
- Employers must comply with record keeping requirements

Section VIII - Resources, Programs & Services

ACADEMIC ASSISTANCE PROGRAM

Academic Assistance is offered before and/ or after school in the following subjects if funding is available: English, Math, Science, Social Studies and Foreign Language. Times and room numbers will be announced and posted. Mandatory academic assistance may be assigned in the respective academic area if deemed necessary by the classroom teacher and/or administration. Instances requiring mandatory academic assistance may include, but are not limited to a failing grade, jeopardy of a failing grade, and/or a recognized deficiency in the academic area.

COUNSELING SERVICES

Various counseling services are provided for each grade level. To make an appointment with a counselor please send an email to the appropriate counselor. Students have been assigned a counselor as follows:

9th & 10th Grades / 3rd Floor Counseling Center

A-G - Lindsay Spain

H-O - Judy Hadlock

P-Z - Leigh Miller

Administrative Assistant - Kelly Hoffmeyer

931-520-2115

khoffmeyer@pcsstn.com

11th & 12th Grades / 2nd Floor Counseling Center

A-L - Stephanie Hardin

M-Z - Lori Strode

11th & 12th Grade Support - Julie Smith

Administrative Assistant - Tonya Bryant

931-520-2127

tonya.bryant@pcsstn.com

HOMEBOUND

Any student whose physician anticipates the student having an extended absence from school (more than 10 consecutive school days) should contact the guidance office (or Board of Education) about the procedure for

receiving homebound instruction. It is the responsibility of the parent to provide documentation from the physician indicating that the student is unable to attend school. Homebound students may not participate in any extracurricular activities at Cookeville High School while being on homebound status. If a student has a disability, then the I.E.P. team must meet to determine eligibility for homebound services.

REHABILITATION ACT OF 1973 (SECTION 504)

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which provides that: "No otherwise qualified individual with handicaps in the United States shall, solely by reason for his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity."

SPECIAL EDUCATION SERVICES

CHS offers an individualized program of special services to eligible students whose educational progress is hindered by physical handicap, emotional disabilities, and/or learning disabilities. A multi-disciplinary team consisting of a school administrator or designee, a special education teacher, a regular education teacher, other necessary school personnel, parents or legal guardian, and the student (when appropriate) plan the students' programs.

Special education classes and/or services are provided for students who have been certified for the program according to the process administered by qualified personnel.

STUDENT ACTIVITIES, CLUBS, & ORGANIZATIONS

Cookeville High School students have the opportunity to participate in various school activities in the areas of academics, student government, athletics, community service, and social development. A current listing of all the available activities along with the respective sponsors may be accessed through the Cookeville High School website at www.cookevillecavaliers.com

Any student activity additions desired by the students should be presented to the principal or a member of the student government. All club and organization additions desired by the students must be approved by the school administration. All reasonable ideas will be considered.

Students may NOT hang posters for homecoming elections. However, students are allowed to hang posters for student body elections.

SUMMER SCHOOL

Summer school may be organized and operated as a part of the public school program; it shall be under the control and management of the Putnam County Board of Education, shall comply with rules and regulations of the Tennessee State Board of Education, and shall be for those students enrolled the previous school year in Putnam County Schools.

The summer school program, subject to annual approval by the Board, shall provide opportunities for instruction at the elementary and secondary level. The board shall annually determine the tuition rates.

All summer school classes shall meet on school property, and any exceptions must be approved by the Board. The library, laboratories and other facilities shall be made available to all students enrolled in the summer school program.

A student may enroll in summer school, grades 9-12, provided absences do not exceed fifteen (15) per term, the final grade is fifty (50) or above, and enrollment for the previous year was in Putnam County Schools.

No more than one (1) unit shall be earned during any summer school session. One hundred percent attendance is required in secondary summer school. A passing summer school grade can replace a failing semester grade.

Students who qualify for summer school enrollment must fill out an application with their school counselor. Parents and students must also read and sign a rules compliance form on or before the 1st day of school.

Section IX - Transportation

BUS NOTES

If a student plans to ride a bus different from his/her regular bus, a note signed by the parent giving permission must be brought to school and must contain a phone number where the parent may be reached during the day. The note should also contain the bus number the student wishes to ride (AM and/or PM), the drop-off or pick-up address and the effective dates. The note should be turned in to the Main Office Secretary prior to 8:00 am. An administrator will verify the note and complete an approved Transportation Student Release Form. This form may be picked up during lunch by the student. If a student is riding the bus for the first time, the note must also contain the student's address.

CAR RIDERS - DROP OFF & PICKUP

The following traffic regulations have been put in place for the safety of our students. CHS administration hopes that parents and students will realize the benefits of this plan.

AM Drop Off – Students will not be able to enter the building prior to 7:15 AM.

Students who are brought to school by means other than a school bus or a registered student vehicle remaining on campus should be dropped off at the main entrance to the front of the building (Washington, west entrance). Parents are asked to use the designated parking lanes that run parallel to the building when dropping off and/or picking up their child and exit left only to Washington. The two center lanes adjacent to the parking lanes are for thru traffic and special education buses. Please do not block these lanes. The students and their parents should no longer use the east Summerfield Street entrance or the South 20th Street entrance. Bus students will be dropped off behind the building at the entrance to the commons area (Summerfield, east entrance). Student drivers may enter through the (Washington, west entrance or the south, 20th Street entrance by the stadium.)

PM Pick Up – Students that depart from school by means other than a school bus, walking, or a registered CHS student vehicle should be picked up in the designated parking lanes that run parallel to the front of the building, Washington, west entrance and exit left to Washington Avenue. Parents should not park in the visitor lot directly in front of the school nor in the student parking lot or faculty parking lot for student pick up. This is not a parent pickup area. The area behind the building should not be used by parents or student drivers. **Parents may not drop off or pick up students in the student parking lot, bus area or faculty/visitor parking.** All students must be picked up by parent/guardian by 3:45 P.M., unless involved in a supervised after school activity.

DRIVER'S LICENSE / PERMIT

In accordance with TCA 49-6-3017, notify the Tennessee Department of Safety of those students who do not meet the requirements listed below. Students under the age of eighteen (18) who do not meet these requirements will be denied or incur revocation of a driver's license or instruction permit.

- Students must not have more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions or expulsion from school or confinement in a correctional institution is not a circumstance beyond the control of such person.

and/or

- Students must be making a passing grade in at least five (5) full unit subjects or their equivalency at the conclusion of any semester grading period. A student who fails to maintain satisfactory academic progress based on end of semester grading may not be considered as being in compliance with this section until such student makes a passing grade in at least five (5) full unit subjects or their equivalency at the conclusion of any subsequent grading period.

A copy of the notice sent to the TN Department of Safety by the attendance office upon failure of a student to maintain attendance requirements and/or satisfactory academic progress shall also be mailed to that student's parents or guardian.

Students who are denied or incur revocation of a driver's license or permit will not be eligible to apply for a Certification of Compulsory School Attendance until the end of the following nine-week grading period.

For second or subsequent occurrences, a student shall have all driving privileges suspended until the student attains eighteen (18) years of age.

STUDENT VEHICLE REGISTRATION & PARKING

Authorized parking area for students is the south parking lot only (except along the sidewalk.) Student vehicles parked in any other location are subject to being towed.

All students driving cars, trucks, or motor cycles must purchase a parking permit. No student may park for free at CHS. The student must present a valid student ID, valid driver's license, proof of insurance, and current registration. He/she must pay a parking fee of \$30.00 and sign a disclaimer in order to receive a parking permit. Cookeville High School will not be responsible for damages to vehicles. The parking permit will be displayed on the lower right-hand corner of the front windshield on the passenger side of the car. Upon entering the parking lot, students are required to leave their vehicle and enter the school building immediately. If driving a temporary vehicle, it is the student's responsibility to notify Mrs. Andrea Martin so that the vehicle will not be towed.

Students are not allowed in the parking lot without a pass. An administrator must give a pass. Failure to receive a pass will result in extended lunch detention 1st time and suspension thereafter. No student is allowed in the parking lot during lunch unless he/she is leaving due to co-op. The administration reserves the right to change parking procedures. Parking lot checks are random and frequent.

Student Parking Privilege Disclaimer & Parking Rules

I will park in my assigned space. I will not use a borrowed parking permit, nor will I loan or sell my parking permit. I will not use the space of a friend even if they say it is ok. [The parking lot is divided into sections depending on grade status. Spaces will be assigned on a first come, first serve basis. If a space is not available, you will be assigned a space in Lot D until one in your area opens up.] (The only exception is written permission by an administrator.) If someone parks in my space, I will park in an assigned area and notify Mrs. Andrea Martin in their office so the problem can be resolved.

Parking permits are the property of Cookeville High School. A student only purchases the privilege to park on campus and this privilege may be suspended or revoked due to the student's abuse of the privilege. Parking permits will be displayed at all times while the vehicle is on school campus. If parking privileges are suspended due to the fault of the student, no refund will be provided for the parking fee.

Driving Laws – Laws that apply to driving on roads in the state of Tennessee also apply to driving on Cookeville High School property and will be enforced as follows:

Speeding – The speed limit on school campus is 15 mph. Any speed in excess of this is considered reckless driving according to TCA code: 55-8-152 (e) (1-2)

Stop Signs and Improper Line Crossing

Student drivers must adhere to all stop signs on campus. Crossing lines that divide the roadways and the parking lot itself will be adhered to. Drivers will stay in the right lane anywhere there is a yellow line dividing the roadway. The parking lot is divided into lanes. Drivers will stay in these lanes unless directed by an officer to do otherwise.

Violations and Punishments

- A. First offense = warning
- B. Second offense = loss of driving privileges for 7 days and \$10.00 Fee
- C. Third offense = loss of driving privileges for 30 days and \$10.00 Fee
- D. Fourth offense = loss of driving privileges for remainder of year and \$10.00 Fee
- E. Citations - Citations may be issued at SRO's discretion on any of the above offenses.

Note: Depending on the nature of the violation an administrator may skip to a more severe punishment or may add other punishments to these above.

Note: Fines for all citations vary from \$10.00 to \$130.00.

Students have one week from the date of the parking violation to see Mrs. Andrea Martin in the commons office to pay or the student will be referred to the appropriate administrator for consequences.

TRANSPORTATION POLICY - USE OF PRIVATE VEHICLE

Parents may transport students to extracurricular events provided they have the permission of the director of schools or his/her designee; the specific approval of the Board of Education employee responsible for the event (i.e. coach, band director, academic sponsor, etc.); the parent has on file through the Board of Education a copy of any insurance certificate issued to said driver and the vehicle to be used indicating liability limits of at least \$250,000.00 per person/\$600,000 aggregate per accident and \$85,000.00 in property damage; and the permission of parents of the student to be transported.

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
<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)

<http://www.tnstep.org/>
712 Professional Plaza

Greeneville, TN 37745
West Tennessee:
(901) 756-4332
jenness.roth@tnstep.org
Middle Tennessee:
(615) 463-2310
information@tnstep.org
East Tennessee:
(423) 639-2464
karen.harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A)

<http://www.tpainc.org/>
416 21st Avenue South
Nashville, TN 37212
1-800-287-9636 or 615-298-1080 615-298-2471 (TTY) 615-298-2046 (FAX)

Tennessee Voices for Children
<http://www.tnvoices.org/main.htm>

West Tennessee:
(Jackson Area)
731-660-6372
Middle Tennessee:
1315 8th Avenue South
Nashville, TN 37203
615-269-7751
800-670-9982
E-mail: TVC@tnvoices.org
East Tennessee:
(Knoxville area)
865-609-2490
fax: 865-609-2543

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/tdir/db_search.asp. On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit.” 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.

PROGRESS REPORTS: Student progress may be monitored daily on PowerSchool. Progress reports will be delivered electronically every 4 and ½ weeks.

REPORT CARDS are delivered electronically at the end of each 9-week quarter and at the end of each term.

PARENT/TEACHER CONFERENCES AND OPEN HOUSES will be listed on the County Calendar.

INDIVIDUAL CONFERENCES with teachers and/or administrators may be scheduled at any time by calling your child's counselor for help in setting up an appointment time.

CHS WEBSITE www.cookevillecavaliers.com contains an Activities Calendar, email addresses of all faculty and staff, teacher websites, the CHS Charger (school newsletter) and many other useful resources.

We welcome parents to participate in our Family Engagement activities. Family Engagement meetings and activities are scheduled periodically throughout the school year. Please contact Amy Collins at collinsa4@pcsstn.com or 520-2134

THE TENNESSEE LEGISLATURE DESIRES THAT ALL PUBLIC SCHOOLS IN THE STATE ENSURE A SAFE AND SECURE LEARNING ENVIRONMENT FREE OF DRUGS, DRUG PARAPHERNALIA, VIOLENCE AND DANGEROUS WEAPONS AND THAT SWIFT, CERTAIN AND SEVERE DISCIPLINARY SANCTIONS ARE IMPOSED ON ANY STUDENT WHO BRINGS A DRUG, DRUG PARAPHERNALIA OR A DANGEROUS WEAPON ONTO A SCHOOL BUS, ONTO SCHOOL PROPERTY OR WHILE ATTENDING ANY SCHOOL EVENT OR ACTIVITY IS UNDER THE INFLUENCE OF A DRUG, OR POSSESSES A DRUG, DRUG PARAPHERNALIA OR DANGEROUS WEAPON, OR ASSAULTS OR THREATENS TO ASSAULT A TEACHER, STUDENT OR OTHER PERSON. PLEASE REVIEW THIS HANDBOOK CAREFULLY TO BE KNOWLEDGEABLE OF THE PUTNAM COUNTY BOARD OF EDUCATION'S POLICIES AND PROCEDURES AND ANY SCHOOL POLICIES AND PROCEDURES TO ENSURE A SAFE AND SECURE LEARNING ENVIRONMENT.

Each student is responsible for knowing and abiding by the rules of the administration and faculty as outlined in this handbook and for sharing this information with parents. Students should retain this handbook for the duration of their tenure at CHS.