

# Phoenix High School



**2019-2020**

## **Student Handbook**

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## Welcome to Phoenix High School

It is my honor to be able to serve as Principal of The Phoenix School Campus where the students, faculty, and staff focus on Relationships, Respect, and Rigor. Keeping in mind the Vision and Mission Statements of our school, it is important to begin each day with a positive commitment to others and to yourself. I look forward to helping each and everyone of you grow into productive citizens.

*Mrs. Stephanie R. Barnes*

### Motto

**Choices not circumstances determine success.**

### Mascot

The Phoenix

A mythological bird that arises from the ashes of its own destruction.

### School Colors

Black, red, and gold



## **Beliefs**

The Phoenix School believes:

- The school provides an effective educational program based in part on input from all stakeholders who take an active role in improving the quality of the overall school program.
- The school provides a safe, nurturing, and diverse environment where students are treated as individuals and are given input into all phases of school planning.
- All students are unique and all students can learn.
- Instructional strategies encourage higher order thinking skills and foster the unique learning styles of all students.
- Instructional strategies create opportunities for real life learning and performance-based assessments.
- The curriculum creates intrinsically motivated, lifelong learners.
- Character education and social development are integral parts of the school experience and the principles of character and positive social dynamics are incorporated into all aspects of school life.

## **Phoenix School Mission Statement**

The mission of The Phoenix School is to inspire students to be lifelong learners, positive role models, and productive citizens of a diverse world.

## **Vision**

The vision of The Phoenix School is to offer students an opportunity for on-time graduation through improved attendance and academic readiness. It is our hope to enable students to exceed local, state, and federal standards; and, through guidance and modeling, to become positive and productive citizens, parents, and community leaders.

## **Safe School Statement**

The Phoenix School believes in providing a safe, secure, and positive environment for our students in order to provide optimal learning experiences. We strive to maintain a stable and dependable environment where each student feels safe daily.

## **Annual Notice of Nondiscrimination**

The Cumberland County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The Cumberland County School System offers classes in many Career and Technical Education program areas under its open admissions policy. Specifically, the Cumberland County System offers admissions based on selective criteria programs like Agriculture, Business, Family and Consumer Science, Transportation, Culinary Arts, STEM, Trade and Industry and

Marketing through a separate application process that is nondiscriminatory. For more information about the application process and particular course offerings, contact the Career and Technical Education office at 931-484-4769. \*(LEP: Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs.)

#### **Title VI Compliance**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all programs or activities receiving Federal Financial assistance.

#### **Title IX Compliance**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all programs or activities that receive Federal financial assistance. 34 C.F.R. Part 106

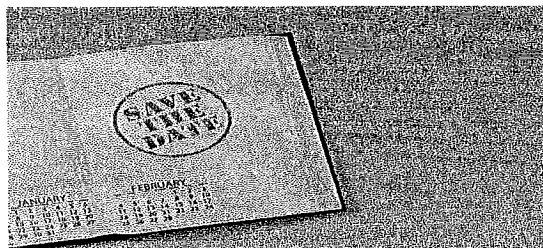
#### **Title II Compliance**

Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability by public entities. 28 C.F.R. Part 35

The Cumberland County School System does not discriminate on the basis of race, sex, color, religion, national origin, age or handicap in the provision of educational opportunities, activities, or other administered programs. The Cumberland County Board of Education prohibits discrimination against any student on the grounds of race, color, religion, national origin, sex, or disability. The Cumberland County School Systems seeks to fully comply with Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act. Further, the Board of Education forbids sexual harassment. No member of the Board, employee of the schools, agent of the schools, or student of the schools may harass any employee, person seeking employment or student on the basis of sex.

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

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

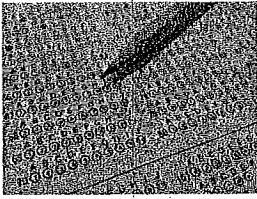


### 2019-2020 School Calendar

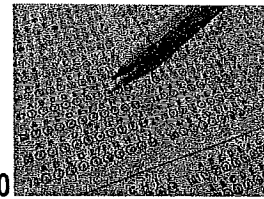
July 30	Convocation/Teacher In-Service #1 (No School for Students)
July 31	Administrative Day #1 (No School for Students)
August 1	First day of School (Dismiss Students at 10:00am; Full Day for All Personnel)
August 2	Administrative Day #2 (No School for Students)
August 5	First Full Day for Students
September 2	Labor Day – No School
September 20	Teacher In-Service #2 (No School for Students)
<b>October 3-4</b>	<b>Midterms</b>
October 7-11	Fall Break – No School
November 27-29	Thanksgiving Break – No School
<b>December 17-18</b>	<b>Finals</b>
December 19	Last Day Before Winter Break – <b>Student Dismissal at 11:00</b>
Dec. 20 - Jan. 3	Winter Break
January 3	Administrative Day #3 (No School for Students)
January 6	Students Return to School
January 20	Martin Luther King Day – No School
February 17	President's Day – No School
<b>March 18-19</b>	<b>Midterms</b>
March 20	Teacher In-Service #3 (No School for Students)
March 23 - 27	Spring Break – No School
April 10	Good Friday - No School
<b>May 11 &amp; 12</b>	<b>Phoenix Finals for Seniors</b>
<b>May 13</b>	<b>Phoenix Graduation</b>
<b>May 19-20</b>	<b>Phoenix Finals for Underclassman</b>
May 21	Administrative Day #4 - No Students
May 22	Last Day of School – <b>Students Dismiss at 10:00</b>

\*In the event school is cancelled in excess of the allowable 13 day maximum, additional days and/or hours will be added at the Cumberland County Board of Education's discretion.

\*\* See Board Policy 4.700 Testing Programs for additional information. Access online or one may be obtained at the Phoenix Campus front office.



## Cumberland County Assessment Calendar 2019-2020



\*Test dates are subject to change based on adjustments mandated by the Tennessee Department of Education. Additional information related to state testing can be found at [www.tn.gov/education/assessment](http://www.tn.gov/education/assessment).

Year	Month	Days	Notes	Assessment	Assessment Explanation	How will you get your student's assessment results?
2019	August-May	August-May	Continuous	WIDA Screeners for ELL status	This assessment is an English language proficiency "screener" test given to incoming students who may be designated as English language learners. It assists educators with programmatic placement decisions such as identification and placement of ELLs.	The results will be sent home upon completion of the testing window.
2018	August-May	August-May	High School Discretion	ASVAB	The Armed Services Vocational Aptitude Battery (ASVAB) is an assessment designed to measure "developed abilities and helps predict future academic and occupational success in the military." This assessment is given to every 10th graders.	ASVAB will distribute the results of this assessment to students and parents.
2019	August-May	August-May	High School Discretion	Civics Exam	Per Tennessee Code Annotated, students in high school will take the U.S. Civics Exam prior to graduation. This assessment is designed to both promote and document basic U.S. Citizenship knowledge and skills.	The results of this assessment will be returned to individual students.
2019	August-May	Aug. 12-23	9-12 as applicable	STAR Screening 1	STAR Early Literacy assessment is a computer based test that measures your child's proficiency in up to nine areas that are important in reading development. STAR Reading is a computer-adaptive reading test that summarizes your child's reading ability. STAR Math is a computer adaptive assessment that gauges student proficiency in mathematics.	The results of these tests will be sent home upon completion of the testing window.

2019	August - September	Aug. 13 - Sept. 3	K - 8 and 9 - 12 as applicable	EasyCBM Screening	EasyCBM is a screening tool utilized for students who score below the 25th percentile on the STAR assessments to help determine which intervention will be used to assist the student and monitor progress. The winter EasyCBM assessments are given at the individual principal's discretion.	Your student's school Response To Intervention Coordinator for their school will be sending the results home upon completion of the testing window. Results from this assessment will not reflect in their grade marks.
2019	October	Oct. 3-4	Grades 9-12	MidTerms	These assessments provide a mid-term snapshot on how students are progressing in full term courses.	Results from these tests will be averaged into your student's overall grade and reflect on their grade card.
2019	October	Oct. 15	Grade 12	ACT Senior Retake	This assessment gives educators, students, and families early insight into a student's level of preparedness for college and career by high school graduation.	Results from this assessment will be distributed to individual students and parents by ACT.
2019	October	Oct. 29	Grade 12	ACT Senior Retake Make-Up	This assessment gives educators, students, and families early insight into a student's level of preparedness for college and career by high school graduation.	Results from this assessment will be distributed to individual students and parents by ACT.
2019	December	Dec. 2 - 19	Grades 9-12 EOC Fall Block	Fall Block EOC	The End of Course category of the state's overall TCAP system, provides information regarding the knowledge and skills related to English language arts, math, science and social studies high school courses. Also known as TNReady assessments, these tests are designed to assess true student understanding and not just basic memorization and test-taking skills.	Results from this test will be included in the TCAP portion of the student's overall grade on their report card. Parents will receive a collective TCAP report that includes the results from each part of the assessment.
2019	December	Dec. 2 - 19	9-12 as applicable	STAR Screening 2	STAR Early Literacy assessment is a computer based test that measures your child's proficiency in up to nine areas that are important in reading development. STAR Reading is a computer adaptive reading test that summarizes your child's reading ability. STAR Math is a computer adaptive assessment that gauges student proficiency in mathematics	The results of these tests will be sent home upon completion of the testing window.
2019	December	Dec. 2 - 19	K - 8 and 9 - 12 as applicable	EasyCBM Screening	EasyCBM is a screening tool utilized for students who score below the 25th	Your student's school Response To Intervention



			applicable		percentile on the STAR assessments to help determine which intervention will be used to assist the student and monitor progress. The winter EasyCBM assessments are given at the individual principal's discretion.	Coordinator for their school will be sending the results home upon completion of the testing window. Results from this assessment will not reflect in their grade marks.
2019	December	Dec.17 - 18	High School	1st Semester Finals	This assessment covers end of the semester courses that are not covered by State mandated End of Course examinations.	Results from these tests will be averaged into your student's overall grade and reflect on their grade card.
2020	January - March	January - March	Sophomores Only	Pre-ACT	This assessment predicts student performance on the ACT and can be used as an indicator of college and career readiness. Reports include data to help with target interventions, inform classroom instruction, guide students in course selection, and qualify students for Middle College.	Individual student results are not reported to families or districts. Scores are only reported to the Tennessee Department of Education.
2020	January - March	Jan. 28 - March 15	Schools/ Grade Levels TBA	NAEP	The National Assessment of Educational Progress, or NAEP, is the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas. Assessments are conducted periodically in mathematics, reading, science, writing, the arts, civics, economics, geography, U.S. history.	Individual student results are not reported to families or districts. Scores are only reported to the Tennessee Department of Education.
2020	March - April	March 5- April 19	EL Students	WIDA Access	The WIDA ACCESS for ELLs 2.0 is a secure large-scale English language proficiency assessment administered to Kindergarten through 12th grade students who have been identified as English language learners (ELLs). It is given annually in WIDA Consortium member states to monitor students' progress in acquiring academic English.	These assessments do not reflect on your child's grades. However, the results of these tests will be sent home when results are received from WIDA.
2020	March-May	March 16 - May 8	Grades 3-8 & Grade 11	MSAA	The Multi-State Alternative Assessment (MSAA) applies the lessons learned from the past decade of research on alternate assessments based on alternate achievement standards (AA-AAS) to develop a multi-state comprehensive assessment system for students with significant cognitive disabilities. The project draws on a strong research base to develop an AA-AAS that is built from the ground up on powerful validity arguments linked to clear learning outcomes and defensible assessment results.	Results from this assessment will be reported to parents in the fall grade cards.
2020	March -May	March 16 - May 8	Grades 3-8 and Grade 10	TCAP-ALT	This alternate TCAP test is designed for our students with the most significant cognitive disabilities for both science and social studies in grades 3-8 and biology in grade 10.	Parents will receive a collective TCAP report that includes the results from each part of this assessment.

2020	March	March 18 - 19	High Schools	MidTerms	These assessments provide a mid-term snapshot on how student are progressing in full term courses.	Results from these tests will be averaged into your student's overall grade and reflect on their grade card.
2020	March	March 31 (April 1 - 3; 6 - 9 w/ Accommodations)	Grade 11	ACT	This assessment gives educators, students, and families early insight into a student's level of preparedness for college and career by high school graduation.	Results from this assessment will be distributed to individual students and parents by ACT.
2020	April - May	April 13 - May 8	Grades 9-12	EOC (Spring Block and Year Long Courses)	This section of the state's overall TCAP system, provides information regarding the knowledge and skills related to English language arts, math, science and social studies. Also known as TNReady assessments, these tests are designed to assess true student understanding and not just basic memorization and test-taking skills.	Results from this test will be included in the TCAP portion of the student's overall grade on their report card. Parents will receive a collective TCAP report that includes the results from each part of the assessment.
2020	April	April 21	Grade 11	Make Up Act Dates	This assessment gives educators, students, and families early insight into a student's level of preparedness for college and career by high school graduation.	Results from this assessment will be distributed to individual students and parents by ACT.
2020	April	April 27 - May 8	9-12 as Applicable	STAR Screening 3	STAR Early Literacy assessment is a computer based test that measures your child's proficiency in up to nine areas that are important in reading development. STAR Reading is a computer adaptive reading test that summarizes your child's reading ability. STAR Math is a computer adaptive assessment that gauges student proficiency in mathematics	The results of these tests will be sent home upon completion of the testing window.
2019	May	May 6-17	Grades 9-12	AP Exams	AP Exams are assessments that measure student comprehension of Advanced Placement material.	Results from these tests will be averaged into your student's overall grade and reflect on their grade card.
2019	May	May 8 - 12  May 19-20	High School Discretion	Senior Finals  Under-classmen Finals (Grades 9-11)	This assessment covers end of the semester courses that are not covered by State mandated End of Course examinations. This assessment covers end of the semester courses that are not covered by State mandated End of Course examinations.	Results from these tests will be averaged into your student's overall grade and reflect on their grade card.

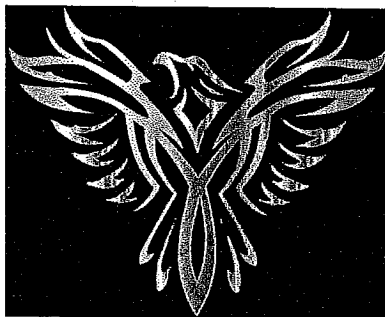
# ATHLETICS

## Athletic Program

Phoenix High School does not offer athletics. However, Phoenix is aligned per TSSAA guidelines and permissions with Stone Memorial High School. The same requirements apply to Phoenix and SMHS students. If you are interested in a sport, please see Mrs. Barnes with your questions and Athletics Eligibility Requirements for SMHS and NCAA. Contact Mr. Dean Patton for the Cumberland County Athletic Handbook.

## NCAA Eligibility Requirements

See Athletic Director for the current NCAA Guide for the College Bound Student-Athlete. NCAA Divisions I, II, and III are included in the guide. Anyone interested in registering with the NCAA Clearinghouse should pick up the material from Mr. Kelly Averitt, Phoenix Athletic Director.



## Attendance Policy



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

### Attendance Policy 6.200

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include: 1. Personal illness; 2. Illness of immediate family member; 3. Death in the family; 4. Extreme weather conditions; 5. Religious observances; 6. College visits; 7. Pregnancy; 8. School sponsored or school endorsed activities; 9. Summons, subpoena, or court order; or 10. Circumstances which, in the judgment of the principal create emergencies over which the student has no control; 11. Other absences as pre-approved by the principal, based on appropriate documentation at least ten (10) school days prior to day(s) to be missed. This does not include personal family vacations.

12. If a student is exempt from final exams per Board policy, the absence on the day of the exam is excused. 13. Driver's license/permit appointments will be excused with proof of appointment.

Tardies including early dismissal for any reason other than the previously mentioned excuses will be considered unexcused.

The Principal shall be responsible for ensuring that: 1. Attendance is checked and reported daily for each class; 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day; 3. All student absences are verified;

### **TRUANCY**

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan. Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parents/guardians of the student's absence. If a student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.

### **Progressive Truancy Intervention Plan...**

Students with three (3) unexcused absences shall be subject to the progressive truancy interventions framework outlined below:

**Tier 1**--1. After three (3) unexcused absences a student and parent will be required to meet with a school attendance representative to discuss reasons for student absences; 2. Set up an attendance contract with students and parents to be signed by all including the attendance representative; 3. Contract must include--Attendance policy, effective dates (90 days), and penalties for additional absences; 4. Regularly scheduled follow-up meetings, with the student to discuss his/her progress. If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to the additional intervention tiers.

**Tier 2**--1. After the 4th unexcused absence, an individualized assessment by a school counselor will be conducted to determine why the student has been absent from school. This may result in referral to counseling, community-based services, or other services to address the student's attendance problems; 2. Parents will be required to have a meeting with the school counselor, teacher(s), and attendance representative.

**Tier 3**--1. After the 5th unexcused absence, the student will be referred to Truancy Court; 2. Failure to attend Truancy Court and/or additional unexcused absences, the student will be cited to Juvenile Court; 3. The Court will be provided a report of all interventions that have been provided to support this student.

**Upon completion of Tiers I, II, and III, the student will be cited to Juvenile Court.**

### **MILITARY SERVICE OF PARENT/GUARDIAN**

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

### **Make-Up Work**

ONLY with excused absences will a student be allowed to make-up their missed work.

### **EXAM EXEMPTIONS**

Students will be excused from semester tests when they meet the following semester grade and semester absence criteria: "A" average and a maximum of 3 days excused absence; "B" average and a maximum of 2 days excused absence; "C" average and a maximum of 1 day excused absence. **Students with any unexcused absences are ineligible for exam exemptions. All students who obtain four (4) or more unexcused tardies in any class will be required to take the semester exam regardless of grade average or days absent.** Students who are suspended from school or who are remanded to the Alternative School for cause shall forfeit all exam exemptions.

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

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take the make-up exam developed by the teacher that will count 15% of their grade [or] Excused students will receive an incomplete in the course until they have taken the End of Course Exam. Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade at 15%.

### **Credit/Promotion Denial**

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the following shall occur: 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism. 2. Procedures in due process are available to the student when credit or promotion is denied.

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

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

### **ATTENDANCE HEARING**

Students with excessive (more than 5) unexcused absences or those in danger of a credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s) guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardians of their right to appeal such action within two (2) school days to the director of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

The principal shall be responsible for notifying, in writing, the director of schools and the parents of the student of any action taken by the school. Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board. The appeal shall be made in writing to the director of schools and within five (5) days following the action or the report of the action, whichever is later. The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

### **Absentee Procedures**

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

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

If you have three (3) unexcused absences for the school year, the school is required to turn your name in to the Attendance Office, who may refer you to the Truancy Board and juvenile court for action.

**If, for medical reasons, you must be absent ten (10) days or more at a time contact the Attendance Office for information on Homebound Assignment.**

### **Check Out Procedure**

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

- 1 – Complete the CHECKOUT Request form found at the front office.
- 2 - Principal or designee must review and will approve or deny.
- 3 - Be signed out at the Attendance Office by a parent or legal guardian in person (**PHONE CHECKOUTS WILL NOT BE PERMITTED if under 18**)

OR, bring a note, .

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

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

Remember . . . you must be in class at least 1 hour to be counted present for that class. If you become sick at school and need to go home, report to the guidance or front office.

### **Dave Kirk Drawing**

Participation is voluntary. Attendance is one-criteria for selection. A student earns one entry in the drawing for each week that the student earns perfect attendance. See Perfect Attendance for definition. The student selected to represent Phoenix High School must be at least 16 years of age and have a valid driver's license or permit on the date of the 9-week selection. If you are the one chosen from the 4 nine weeks winners, you must have a driver's license to represent Phoenix High School in the Official Dave Kirk Drawing. Previous winners are ineligible in future drawings at the end of the year.

### **Forged Notes or Official Documents**

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

**Junior/Senior College Visit** Students will be allowed a total of two (2) college visits beginning in the Spring Semester of their Junior year through the end of their Senior year. Attendance will be excused with proper documentation provided by the college. Check with the attendance office for procedures.

### **Perfect Attendance**

If you are present every minute of every day, your permanent record will reflect perfect attendance. You will be recognized at the end of the school year.

**Skipping Class** Skipping class is defined as missing all or any part of any class after you have arrived on campus. 1st Offense Parent/guardian will be notified and one (1) day in-school suspension must be served. 2nd Offense Parent/guardian will be notified and two (2) days of in-school suspension must be served, other punishment may be determined by the Administration on a case-by-case basis. Students 18 and older will be notified of above discipline. All notification will be in writing.

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

## **TARDIES**

Late arrivals and/or early dismissal for any reason other than an excusable reason will be considered an unexcused tardy. You must be in class at least half the scheduled time to be considered present.

Tardiness that occurs between classes during the regular school day will be a student disciplinary matter and handled by the individual schools.

Tardy totals will be reset at the end of each 9 weeks.

High School....1. Students are allowed three (3) unexcused late arrivals and/or early dismissals per nine weeks, without a penalty; 2. Students will receive a detention for each unexcused late arrivals and/or early dismissals occurring from #4 through #6 per nine weeks; 3. On unexcused late arrival and/or early dismissal #7 through #9 the results will be a suspension for a parent conference with punishment to be determined at the parent conference; 4. Unexcused late arrivals and/or early dismissals #10 through #12; punishment will be determined by the school's administration; 5. Truancy Court may be assigned on tardy #13 within a nine-week period.

## **Tardy Procedure**

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

## **Unauthorized Leaving Campus**

Automatic suspension for a parent conference and one or more days suspension if 18 or older. (Punishment determined by the Administration.) Additional Truancy: Will be dealt with on a case-by-case basis. Punishment will be determined by the Administration.

## **Unexcused TARDY**

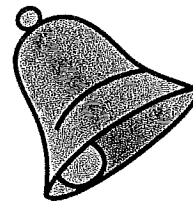
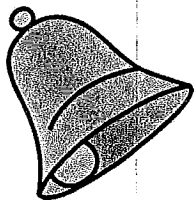
Unexcused Tardy – Late arrivals and/or early dismissal for any reason other than previously stated excused absences. The school day begins at 7:45 and ends at 2:45.

- Students cannot check out to go to lunch.
- All work (job) assignments require pre-approval by the Principal or designee.

## **Vacation Days**

Family vacations should be scheduled to occur during days not in school. Check with school administration for additional information as needed.





### **BELL SCHEDULE**

1<sup>st</sup> Period – 7:45 - 8:58

2<sup>nd</sup> Period – 9:02 - 10:13

3<sup>rd</sup> Period – 10:17-11:02 (Skinny Block)

POWER HOUR - 11-12:00: Lunch 11:00-11:40, Detention, Tutoring, Free Time, etc.

4<sup>th</sup> Period – 12:04 -1:15

5<sup>th</sup> Period – 1:19 - 2:32 (Note: Buses leave for SMHS and CCHS prior to 2:45)

### **COUNSELING and GUIDANCE**

Phoenix Counselor: Mrs. Erin Norrod

#### **Counseling Services**

Counselors welcome the opportunity to talk with students and their parents. Students and parents are encouraged to contact our counselor and faculty members for conferences. Students should feel free to request time with the principal or counselor for assistance in educational or vocational planning, personal problems, or any other matters important to the student. Students are asked to request an appointment with the Guidance Office to ensure fair and quality assistance.

Students may use the Tennessee College and Career Planning System powered by Kuder to assess their interests, skills, and work values. To create your roadmap free of charge to success, go to:

[www.planningyourdreams.org](http://www.planningyourdreams.org).

User Name \_\_\_\_\_

Password \_\_\_\_\_

#### **Homeless Status**

The McKinney-Vento Homeless Assistance Act guarantees rights and services to remove educational barriers for homeless children and youth. See CCBOE Policy 6.503 or our School Counselor for additional information.

#### **Six-Year Plan**

Prior to entering the 9<sup>th</sup> grade, all students will develop a six-year plan of focused and purposeful study. Upon enrollment at Phoenix High School, this will become a mentoring plan. Student, parent, and the guidance team as prescribed by law will prepare this plan jointly. Failure of parents and/or students to prepare this plan requires that the guidance staff prepare the plan for the student. An annual review will be provided for each student with the guidance staff.



## **Graduation Requirements** CCBOE Policy 4.605

Before high school graduation, every student shall: 1. Achieve the specified twenty-two (22) units of credit; (For Phoenix and Special Education) 27 units of credit for Cumberland County High School and Stone Memorial High School; 2. Take the required end of course exams; 3. Have satisfactory records of attendance and conduct; 4. Take the ACT or SAT prior to graduation; and 5. Complete a United States civics test.

### **Core Curriculum of Class**

Classes required for students graduating from Phoenix High School in 2013 and beyond: There are a number of courses that are equivalent or may be substituted for others. For specific course number see your School Counselor.

- 4 units of English
- 4 units of Math (must include passing Algebra 1, Algebra 2, Geometry and one course higher)
- 3 units of Science (must include Biology, Chemistry, and a third lab class)
- 3 units of Social Studies (1 of US History, 1 of World History & World Geography, .5 of Economics, .5 of U.S. Government)
- 1 unit of Lifetime Wellness
- .5 unit of Physical Education or qualifying activity as substitute
- .5 unit of Personal Finance
- 6 Remaining units in Electives (3 in a recognized focus of study such as Math & Science or Career/Technical)

**Total Credits Required: 22**

### **College Admissions Requirements – University Concentration**

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

- English – 4 units.
- Math – Algebra 1, Algebra 2, 1 unit of geometry or an advanced course with geometry as a major component.
- Science – 2 units of a natural or physical science. 1 course must be Biology 1 or 2, Chemistry 1 or 2, or Physics.
- Social Studies – 2 units. 1 must be US History and 1 must be World Geography or World History.

### **Elective Focus**

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

### **Grading Scale**

The grading scale at Phoenix High School is as follows:

A: 93-100

B: 85-92

C: 75-84

D: 70-74

F: Below 70

### **Crossing the Stage at Graduation**

Any students wishing to participate in Graduation exercises must have completed graduation requirements set forth by the State of Tennessee, the Cumberland County Board of Education and Phoenix High School or completed their Individualized Education Program no later than May 13, 2020 for the spring ceremony. They must also attend practice to participate in the graduation ceremony. Students completing graduation requirements during summer school, must do so by the end date of summer school. Summer graduation will be held during the month of June. More information can be obtained from the school counselor.

### **Determining Class Ranking** CCBOE Policy 4.602

Students must be enrolled full time at the home base school to be eligible for ranking among the top high school seniors. Final grade average earned in each class grades 9, 10, 11 and the first semester of grade 12, are used in determining final class standing. This standing is based on a combination of Grade Point Average (GPA) and the Quality Point Average (QPA).

### **Early Graduation** CCBOE Policy 4.605

Early Graduation: Students meeting the following requirements will be permitted to graduate early:

1. Student has met all Tennessee and Cumberland County Board of Education requirements for graduation.

### **The Tennessee Promise**

The Scholarship Act of 2014, also known as "The Tennessee Promise" was signed by Governor Bill Haslam in May of 2014. The Act ensures that graduates of Tennessee High Schools can receive 2 years at a community college or technological school with free or reduced tuition. See the School Counselor for more information.

### **Transcripts**

Students needing a transcript should go to the School Counselor to fill out a request form.

### **Withdrawal Procedures**

See the front office or the School Counselor in the event a transfer is being requested to or from Phoenix High School.



#### **Immunizations** CCBOE Policy 6.402

Contact Marsha Polson on addition information concerning Immunizations (931) 484-6135.

#### **Medication Administration** CCBOE Policy 6.405

Medications may be administered at school-by school personnel when such long-term treatment is necessary for school attendance and cannot otherwise be accomplished. DEFINITION: Prescribed medication may be administered by a school nurse or by a non-health professional designate of the principal or school nurse. The medication should be brought to school by the parent (not the student, unless 18) in the original container appropriately labeled by the pharmacy or clinic. We encourage over-the-counter medication/preparations (Tylenol, aspirin, Benadryl, cough syrups or drops, lotions, or ointments) and short-term prescription antibiotics to be given at home. All medications must be supplied by the parent in original containers and also require written consent even for intermittent use. PURPOSE: To provide safe, accurate medication administration in the school environment.

#### **Head Lice Statement** CCBOE Policy 6.4031

No student will be denied an education solely because of a lice infestation, and his/her education program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. While the Board is aware that head lice are medically benign, the Board also understands that head lice are socially unacceptable, causing perennial problems for families, schools, school boards and health departments and can seriously jeopardize the effectiveness of instructional programs. Therefore, the Phoenix School campus will adhere to the CCBOE Policy on procedures for situations that arise.

#### **Meningococcal Disease**

The U.S. Centers for Disease Control and Prevention recommends routine meningococcal disease immunization with the conjugate meningococcal vaccine at the preadolescent doctor's visit (11 -12 years old). Contact Marsha Polson on addition information (931) 484-6135. A Fact Sheet will be included in the student registration packet.

#### **Mental Health Standards Statement**

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

#### **Cumberland County Board of Education Coordinated School Health**

The Coordinated School Health program conducts health screenings throughout the school year in order to identify students who may have a health risk. The Health Department, Lion's Club, community health care providers, and trained school personnel assist with the free, confidential screenings. CSH checks for variations from normal levels in Body Mass Index, vision, height & weight, hearing & speech, dental, and blood pressure. You will be contacted if your child's screening differs significantly from the normal standards. **You may choose for your child not to participate in the free health screenings by**

**contacting your school nurse.** Contact your CSH Coordinator, Marsha Polson, at 931-484-6135 should you have any questions about this free health service for your child.

### **Health Screenings**

The Board strives to ensure that all schools offer healthy, safe, and supportive environment for students, staff, parents, and visitors. To further this goal, the Board and each school shall implement all state and federal laws and regulations related to the development, curriculum, services, standards, staffing, and assessment of wellness programs. For additional information on health screening in the area of BMI, Vision, Hearing, Blood Pressure and Asthma, contact Marsha Polson at 931-484-6135.

### **Special Education**

Director Of Special Education: Mrs. Vickie Presson  
Phoenix Hlgh School: Mrs. Ginnie Dryden & Mrs. Terri Tanner  
Special Day School: Ms. Elizabeth England  
Transition Academy: Mr. George Kington

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

### **Special Education Contact**

For questions or concerns, please contact Cumberland County School District Special Education Office: (931) 484-6135 Mrs. Vicki Presson - Director of Special Education email [pressonv1@ccschools.k12tn.net](mailto:pressonv1@ccschools.k12tn.net)  
Cumberland County Schools offer special education services to students with physical disabilities, emotional problems, learning disorders and speech, hearing, and visual impairments.

### **504 - The Rehabilitation Act of 1973**

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

### **RTI<sup>2</sup> (Response To Intervention)**

RTI<sup>2</sup> services are available for students identified as needing additional academic support. If students are identified as needing assistance, the RTI<sup>2</sup> team will meet to develop a plan to provide academic intervention in specific areas of need. For more information on RTI<sup>2</sup> services contact Mrs. Harelson, RTI<sup>2</sup> Coordinator for The Phoenix Campus.

### **Homebound Procedures**

Contact the Cumberland County School District Special Education Office. (931) 484-6135 to review the process.

### **Rights of Students with Disabilities**

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

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

Mrs. Vicki Presson  
Cumberland County Schools  
368 Fourth Street  
Crossville, TN 38555

Further explanation of student rights and child advocacy group contact information may be obtained by contacting the Cumberland County School System or the Tennessee Department of Education  
8th Floor, Gateway Plaza  
Nashville, TN 37243-0390

### **Dress Code (County Wide)**

CCBOE Policy 6.310 states students shall dress and be groomed in a clean, neat and modest manner so as not to distract or interfere with the educational process or cause a safety hazard. Students are encouraged to adhere to the provisions of this code during school hours (whether on or off campus) and while in attendance at school-sponsored events. Copies of the current dress code can be obtained at the front office.

#### **Violations may result in the following consequences:**

- **First violation:** the student will receive a written warning and the violation must be corrected.
- **Second violation:** Parent will be called and violation must be corrected and an in school lunch detention will be served.
- **Third violation:** Students will be suspended until parent conference.

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

#### **All Students K – 12**

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

- a. Clothing or accessories that denote affiliation with any gang associated with criminal activity or a safety hazard or security risk
- b. Ill fitting clothing such as saggy/baggy pants or oversized coats, sweaters, sweatshirts, etc.
- c. Pajama type clothing
- d. Clothing with holes above the knees
- e. Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol or drug products
- f. Caps, hats or head scarves, for boys or girls, will not be worn inside buildings
- g. Spandex, form-fitting or body-fitting clothes
- h. Clothing with revealing necklines
- i. Non-natural hair color, extreme hair style or make-up

The following rules shall be enforced for all students:

- a. Any color or style of shoes, with the exception of "heely" or bedroom slipper type of shoes, may be worn to school.
- b. Tops worn with leggings should be no higher than 5 inches from the middle of the knee.

- c. Without leggings, shorts/skirts/dresses will be no higher than five (5) inches from the middle of the knee.
- d. Slits in skirts/dresses will be no higher than five (5) inches from the middle of the knee
- e. Pant legs must not drag flagrantly on the floor
- f. No tinted glasses/sunglasses are permitted unless prescribed by a doctor
- g. No body piercing jewelry, except for earrings in the ear for boys and girls
- h. Large heavy jewelry chains, and any jewelry, that could be deemed dangerous, will not be permitted
- i. Valuable clothing and jewelry are discouraged
- j. Shirt and blouse length may not be so short that students raising their elbows to the height of his or her shoulder exposes midriff.
- k. Tops, blouses and shirts must fit and must cover the shoulder so as not to reveal the torso or undergarments.
- l. All trench/duster style coats that fall below the knee are prohibited
- m. Bib overalls may be worn as long as galluses and side closures are fastened

**Note:**

1. Special dress days may be designated by the principal to include but not limited to the following examples: field days, picture days, school spirit days, etc.
2. If a student cannot comply with the standardized dress code because of religious beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

CODE OF CONDUCT

**Code of Conduct for The Phoenix Campus**

**Be Cooperative, Be Responsible, Be Caring, Be Honest, Be Respectful  
of Others, Be Fair, Be a Good Citizen, Us Manners**

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

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

Toward Fellow Students: Each student is expected to show respect for the rights and feelings of his/her fellow students and to behave in such a way to draw the respect of others toward himself/herself.



Courteous treatment is encouraged. Tolerance of differing beliefs and appearances is essential. Dangerous practices such as pushing, scuffling and "horse-playing" are forbidden.

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

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

***The difference between who you are and who you want to be is what YOU do.***

#### **General**

- Students should not prevent flow of traffic by congregating in the halls.
- No student will be permitted to leave campus or return to your vehicle without a pass from the Office.
- Once students arrive on school campus, they may not leave without official checkout. Official Checkout--The only way to leave campus during the school day without disciplinary action is by following these procedures: 1-Be signed out at the office by a parent or legal guardian in person (PHONE CHECKOUTS WILL NOT BE PERMITTED) 2-OR, bring a note, signed by the parent or legal guardian, that has your full name, the reason you need to check out, the date and time you need to check out, and a phone number where your parent/legal guardian may be reached for confirmation.
- Students must return cafeteria trays to the appropriate tray return area. Any litter from the student lunch is to be taken to a trash container.
- Students should not enter the hall without a Hall Pass from the immediate supervising teacher.
- Student couples should conduct themselves in a manner that is respectable for the school and the students. No display of affection (such as embracing, kissing, or holding hands) will be permitted at school.
- Visitors are not allowed on campus unless they have been given permission from the front office. Students should not encourage visitors during any part of the school day.
- Students should be prepared for class each period with materials. Students are to follow directions of the teacher the first time asked.
- Students may be disciplined for gathering around any physical or verbal confrontation to watch or encourage.
- Students are to refrain from inappropriate language.
- Students are not allowed to have Heelys, skateboards, roller skates, or roller blades on the Phoenix campus.
- No students are to be in the staff kitchen area unless accompanied by a staff member.
- The rules of PBS (Positive Behavior Support) will apply and pertain to all situations and students.

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

## Violations and Disciplinary Actions

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
Transferring, Possession, use or under influence of drugs, intoxicants, and inhalants TCA 49-6-3401 Zero tolerance	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion.	
Possession, use, or threatened use of a firearm TCA 39-17-1309 TCA 49-6-3401 Zero Tolerance	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion.	
Possession, use or threatened use of other weapons (not limited to): knives, guns, pellet guns, stun guns, brass knuckles, or any weapon not inherent to the educational process	Detention, In-School Suspension, Out-of-School Suspension for Parent Conference or Long Term Suspension of not less than one year.	Long Term suspension; May appeal through Disciplinary Hearing
Committing physical battery upon any teacher, principal, administrator, resource officer, or any employee of local education agency TCA 49-6-3401 Zero Tolerance	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion	
Vandalism of Property	Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion	Long Term Suspension, May appeal through Disciplinary Hearing
Possession or Use of Fireworks	In-School Suspension, and/or Out-of-School Suspension	
Fighting or Physical Assault	In-School, Out-of-School Suspension, Community Service, Sign Probation Agreement, and Cited to Juvenile Court	Long Term Suspension and Cited to Juvenile Court
Gambling	In-School Suspension, Detention, Out-of-School Suspension	Long Term Suspension and Cited to Juvenile Court, May appeal through Disciplinary Hearing
Abuse of Staff, Other Students and their Rights (verbal, physical, bullying, or harassment)	In-School Suspension, Detention, Out-of-School Suspension, parent/student conferences	Added In-School Suspension, Detention, Out-of-School Suspension, or Long Term Suspension
Stealing	Detention, Restitution, In-School Suspension, Out-of-School Suspension Parent/student conferences	Added Out-of-School Suspension, Restitution, or Long Term Suspension
Skipping	One day ISS and Parent notification	Two days ISS and Parent notification
Forged Notes or Official Documents	Detention or Suspension	Disciplinary action at the discretion of the Administration
Cheating and Plagiarism	Zero on assignment and notify parent, possible suspension for Parent Conference with punishment to be determined	Zero on assignment, In-school, Suspension, Suspensions, and Parent Conferences
Violation of any discipline issue	In-School Suspension and/or detentions, after school or before school detention, and Out-of-School suspension	Longer In-School Suspension, or Out-of-School Suspension
Use/Possession of Tobacco or related products (i.e. vapor devices, lighters, rolling papers, etc.) TCA 39-17-1505	The Principal or designee shall handle a first offense with school discipline in accordance to CCBOE policy and shall warn the student & parents that additional infraction will result in a Juvenile Citation being issued for Juvenile Court.	2nd: Juvenile Court Citation & attendance to Tobacco/Vapor class at the TAD Center  3rd: Citation to appear before the Juvenile Court Judge

Vulgar or Profane Language	After conversation and warning: In-School or after school Detention, In-School or Out-of-School Suspension, Parent/student Conference	Double 1 <sup>st</sup> offense
Cell Phones and Personal Communication Devices – Phone Zones: Hallways, Café, Outside and Front Office Area. Proper Use at all times.	Taken and returned at the end of class.	Taken and held for a day. Conference and plan created. Detention/ISS
Radios, MP3's/Ipods/CD's – Must be turned off -- Must be out of sight and turned off from arrival until 2:45 bell (Preference by Instructor) Also includes inappropriate use of technology, i.e. Facebook, Youtube.	Taken and returned at the end of day.	Taken and held for parent pick-up or held for 24 hours. Parent Contact and plan created. Two day Suspension if phone not turned over:  3 <sup>rd</sup> Offense item will be held until the end of the school year.
Excessive Referrals	Once a student has been referred to the office 3 times for any discipline issue a student agreement will be developed.	Once a student has been referred to the office 4 times, the student agreement will be enforced and/or a parent conference will be held to determine further action.
Public Displays of Affection	Warning	In school detention or lunch detentions.

- Except for Zero Tolerance, 3rd and subsequent violations will result in disciplinary action at the discretion of the Administration.
- Violations on buses may result in a bus suspension at the discretion of the Administration (Guidelines may be modified at any time by the administration depending upon the circumstances.)
- Community Service may be considered an option for any violation of school rules as deemed appropriate by the Administration.

#### **In-School Suspension/Detention/Lunch Detention**

- Report to assigned location with all books and supplies.
- No talking or sleeping. Follow directions of instructor at all times.
- Work may be assigned by the ISS Instructor
- Any offense deemed by the Principal/designee to be a severe violation or discredit to the school warrants appropriate discipline.
- In-school detention is held daily and after school detention is on a case-by- case basis.
- If you miss one detention, your parent/you will be contacted and you will receive two detentions. If you miss any more detentions, you will receive disciplinary action as determined by the administration/designee, and parent/you will be notified.

### **Cumberland County Code of Conduct**

You forfeit your chance for a life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parents' best example and your teacher's best efforts, in the end it is your work and desire that determines how much and how well you learn. When you work to your fullest capacity, you can hope to attain the knowledge and skills that will enable your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and

self-discipline. Have high expectations for yourself and convert every challenge into an opportunity. In this document, we are attempting to communicate clearly to all concerned what the policies on conduct are and to stipulate the process procedures, which may be used by the students and/or parents or guardian to appeal administrative decision or to express grievances.

### **Student Expectations**

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

### **Protection of Pupil Rights Amendments**

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

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

### **Range of Authority**

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

### **Discipline--Students with Disabilities under I.D.E.A., 504, and ADA**

If a student is subject to the provision of IDEA, 504, and/or ADA, discipline not involving a change of placement for a period longer than ten (10) days may be imposed without regard to whether the behavior requiring discipline is a manifestation of the handicapping condition. Thus, in such cases, the principal may impose appropriate discipline not to exceed a ten (10) day suspension. It is recommended that appropriate

disciplinary measures for such students be agreed upon and included in the student's individual education program or educational plans on that all concerned parties will be aware of what discipline will be imposed and that the most effective means of discipline can be chosen.

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

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

#### **Explanation of Staff Roles as Related to Discipline**

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

##### **Teacher**

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

##### **Counselor**

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

##### **School Resource Officer**

A SRO is a police officer assigned by Crossville City Police Department or the Cumberland County Sheriff's Department to the Cumberland County Schools. These uniformed officers visit schools and interact with students in order to develop positive relationships, teach drug resistance and other similar pro-social programs. They help to establish a safe school tone by their visibility and presence. They are available to assist staff with emergency situations or investigate criminal activity.

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

**Principal**

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

**Student Services: Director, Supervisors/Coordinators**

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

**Director of Schools**

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

**Board of Education**

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

**Suspension/Expulsion/Remand (CCBP 6.316) DEFINITIONS:**

**Suspension:** Dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

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

**Remand:** Assignment to an alternative school.

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

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;

6. Possession of a pistol, gun or firearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
8. Assaulting a principal or teacher with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;
10. Engaging in behavior; which disrupts a class or school-sponsored activity;
11. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
12. Any other conduct prejudicial to good order or discipline in any school.

#### **IN-SCHOOL SUSPENSION:**

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and class work 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.

#### **Additional Notes:**

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing: a. Of the suspension/expulsion and the cause for it; and b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, or fifteen (15) cumulative days in a semester, he/she may suspend/expel the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days or fifteen (15) days of accumulative days in a semester. All appeals must be filed, orally or in writing, within five (5) days after

receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

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

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

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

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

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

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

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

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

#### **Care of School Property** CCBOE Policy 6.311

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

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

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

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

In addition, the district may withhold the grades, diploma, and/or transcripts of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/



guardian has paid for the damages.1 When the minor and parent are unable to pay for damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

**Weapons and Dangerous Instruments CCBOE 6.3091**

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

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

Students who are found to have violated this policy shall be subject to suspension for a period of not less than one (1) year. The director of schools shall have the authority to modify this suspension requirement on a case-by-case basis.

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.3

**Disciplinary Hearing Authority CCBOE Policy 6.317**

A Disciplinary Hearing Authority (DHA) will conduct hearings for students who appeal a suspension. The Board shall appoint a DHA committee comprised of Central Service personnel. The committee 3 members are appointed to one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties: 1. Identify the members of the DHA assigned to hear each individual case; 2. Prepare and disseminate the minutes of each meeting; 3. Upon receiving notification of the request to appeal the suspension decision, the DHA shall set the time, place and date for each hearing; then provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of hearing; 4. Notify appropriate persons of each meeting within forty-eight (48) hours of receiving notification of the suspension/expulsion. The hearing must be held no later than ten (10) days after the beginning of the suspension; 5. Sign and maintain a copy of the minutes of each meeting.

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

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

After review of the record, the director of schools may affirm the decision of the DHA or modify the decision in any manner, including imposing a more severe penalty than that of DHA hearing, or grant a hearing before the Board.

If a hearing is referred to the Board, the Board may affirm the decision of Student Disciplinary Hearing Authority, modify the decision in any manner, or impose a more severe penalty than that of the DHA hearing. The notice of the hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the public.

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



### Driver's License & Parking

#### To Obtain a License

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

- Students cannot have 15 unexcused or excused absences in a semester,
- Or 10 consecutive unexcused or excused absences in a semester
- Student must have also passed at least 2 subjects the previous semester

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

#### Driving/Parking Permit Policy

Students who wish to drive to school should first obtain a parking permit application from the Front Office. The student should then present a valid driver's license and a copy of valid insurance. Application and proof of license and insurance should then be taken to the Front office for processing. These students will be expected to adhere to the following rules:

- Must possess a valid driver's license
- Must stay off and away from cars during school hours
- If student transports another student under the age of 18, a signed note from the passenger's guardian must be turned in to the front office upon arrival at school.
- Students are not allowed to sit in cars after arriving at school. They must leave the car immediately upon arrival at school
- The student must practice good driving habits at all times; reckless driving or disregard for safety regulations will result in loss of driving privilege
- Must allow school buses the right of way
- Must park in his/her assigned area and parking permit must be visible
- Must not lend, sell, or transfer their permit. Permits must be used on the registered vehicle only.
- All students should lock and secure their vehicles
- No student will be permitted to go to the parking lot without authorization from the office. Students in the parking lot without permission from the administration are subject to disciplinary action.
- Cars parked in an unauthorized area, with or without a valid parking permit, will result in detention, loss of parking permit, and/or towed at owner's expense
- Vocational students are not permitted to drive to the Technology Center without permission from the Vocational Director and the Tennessee Technology Center Director
- Illegally tinted vehicle windows (under 35%) will not be allowed. TCA 55-9-107

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

### **Loss of Driving Privileges**

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

- Speeding and/or reckless driving (including entering, exiting campus and on Taylor St.)
- Allowing students to ride on exterior of vehicle.
- Skipping in vehicle (1st offense)
- Multiple tardies
- Multiple infractions of parking regulations
- Refusal to follow school official's directions
- Allowing another student to borrow permit
- Other serious acts not mentioned

### **Reinstatement of Driver's License**

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

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



### **PHOENIX STUDENT PARKING PASS**

The student requesting the parking pass must present a valid driver's license and up to date vehicle insurance to the front desk. Copies will be made and kept on file for the school year. Additional information on the student and car will be completed and the student parking pass must be visible from the front window (hanging from the rearview mirror) at all times that the vehicle is parked on school groups. Unauthorized vehicles are subject to towing at the owner's expense. New parking pass are available each school year.

### **General Information**

#### **Academic Integrity**

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

#### **Areas Off Limits to Students**

Parking lots, automobiles or other vehicles parked on campus are off limits during the school day. Any rooms set aside for staff only; are off limits to students (except by invitation). At lunchtime: all instructional areas behind wings/buildings (no loitering) are off limits except while under direct supervision. No students are to be in the building after 3:00 p.m. unless they are under the direct supervision of a faculty member.

#### **Asbestos Management Plan**

A copy of the Asbestos Management Plan is on file at each school, at the office of the Director of Schools and the office of the Maintenance Director. This plan can be viewed during normal school hours by inquiring with the office personnel at the individual school. You can also view this plan at the Maintenance office of the Cumberland County Board of Education during business hours 7am until 3pm. For further information please Mary Kington, Maintenance Supervisor at (931) 484-5763.

#### **Bullying/Intimidation** CCBOE Policy 6.304

The Cumberland County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile

educational environment or otherwise creating a substantial disruption to the education environment or learning process.

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

DEFINITIONS--Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others.

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

"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.

COMPLAINTS AND INVESTIGATIONS--Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, 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 actions to resolve a complaint, and the

identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance;
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

**RESPONSE AND PREVENTION**--School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

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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.

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.

**REPORTS**--When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

#### **Bus Notes**

Please turn in bus notes (requesting to ride a different bus) to the attendance office **before 7:45 am**. Notes will be verified and ready for student pick up 4th period. This includes transfers at SMHS and CCHS.

#### **Cafeteria**

CCBOE Policy 6.709 (A copy of this policy may be obtained at the front desk)

**Student Breakfast and Lunch:** The Phoenix Campus is participating in Universal Free Breakfast and Lunch for all students during the 2019-2020 school year.

**Visitor Cost:** Breakfast--\$2.00 & Lunch--\$3.75.

**Teachers & Staff Cost:** Breakfast--\$1.50 & Lunch--\$3.25

Free and reduced lunch applications are available from the front desk and with the student registration packets. Students may also bring their lunch if they choose, but they must eat in the cafeteria, unless supervised by specific teacher giving permission to eat out of cafeteria or on an occasion approved by the Principal. Out of consideration of others, please do not skip line and please leave the tables clean. Any item picked up in the serving line (food, milk, or juice) must be shown to the cashier. Students are to return all dishes, trays, silverware, and trash to the proper location upon completion of their meal. Failure to do so will result in work detail or detention.

#### **Procedure for Charges Owed**

- Written Warning after the negative balance reaches \$10.00
- Basic Nutritional meal if negative balance reaches \$20.00 (sandwich, fresh vegetable, fresh fruit and milk)
- Legal counsel notified if negative balance reaches \$50.00
- DCS and collections notified if negative balance reaches \$100.00

At no point will the child ever be humiliated due to lack of payment. Our students will always be provided a nutritional meal. We strive to help all children and provide a positive educational experience.

Outside Food: Food cannot be delivered or brought in to the high school during school hours from local eating establishments.

**Cell Phones and Personal Communication Devices** CCBOE Policy 6.312

A student may possess a personal communication device such as a pager, cellular telephone, personal digital assistant (PDA), or any similar type device, in school, on school property, at after school activities and at school-related functions, yet must follow guidelines set forth in Phoenix School Policy. **While on the school campus, phones are allowed in PHONE ZONES.**

**PHONE Zones are located in the front lobby, cafeteria and between class changes.** A student should not be tardy from class due to phone use. Inappropriate use of phones in these locations as well as on school property will result in discipline as determined by the administration. Personal phones should not be used in the restroom areas.

Use of a personal communication device in an attempt to undermine instructional practices or violate an individual's privacy **will result in suspension.** This does not restrict the use of communication devices as an instructional tool at the discretion of the teacher.

Possession of a personal communication device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Violations of this policy **will result in** the confiscation of the personal communication device **and possible disciplinary action.**

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

**Checks**

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

**Complaints and Grievance**

CCBOE 5.501/5.5011

**GENERAL:** It is the policy of the Board to encourage parents and citizens to discuss school problems with school personnel. However, in order to properly address such problems, it is necessary that such complaints be produced in writing. Therefore, if any parent or citizen has a complaint, with any school or school personnel, the principal in charge of such school or school personnel will request that the complaint be put in writing and shall provide a copy of the complaint policy to the complainant. Any Student or any parent or guardian who is held responsible for the education and welfare of a student under the provisions of Board policy 6.209, may file a written complaint on behalf of the student. Such complaint shall be filed in the building principal's or supervisor's office. In the event the complaint is against an employee, such employee shall be given a copy of the written complaint and an opportunity to meet with complainant in an effort to resolve the problem(s).

**Discrimination-Harassment** Board Policy 6.304

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination or harassment. It shall be a violation of this policy for any employee or any student to



discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination or harassment. Student discrimination or harassment will not be tolerated.

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

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

#### **Donations/Fees**

In order to have the materials and supplies necessary to accomplish the course goals and objectives in specific areas, we may ask for donations. The money realized from these donations is to be used to purchase materials and supplies. Other donations may be added as approved by the board. Tennessee Technology Center courses also have fees associated with many of them. See the School Counselor for additional information.

#### **Drug Free and Tobacco Free Policy**

Board Policy 6.307 and 1.803 See Full Policy for explanation and discipline details

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

#### **Emergency Information**

##### **Tornado Drills**

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

##### **Fire Drills**

The signal for fire drills is a continuous blast of the alarm or notification over the public address system. Walk quietly and quickly upon the direction of the teacher in charge. Instructions for such procedures will depend upon the circumstances at the time. Follow the instructions of your teacher or those on the public address system. Students are to remain at least fifty (50) feet from the building until the signal is given to re-enter. Roadways are to be kept clear at all times.

### Early Arrivals

No matter what time students arrive, they are required to remain on campus unless they check out through the attendance office. All students should stay in the cafeteria or the Media Center unless accompanied by a teacher if prior to 7:45 am. There should be no loitering in the restrooms, hallways or other areas of the campus. Classrooms out of the main building are off limits until 7:30. Drop-off in the mornings and pick-up in the afternoon should be made at the front of the school giving right-of-way to buses.

### Extracurricular Activities and Policy

The coach/sponsor shall supply the teacher with advanced written notification of the student(s) missing class time. Students must be in attendance at school at least one-half day in order to be eligible to participate in extracurricular activities that day, including practice, with the exception of graduation. Any student involved in extracurricular activities and/or in a leadership position who is found using or in possession of alcohol or drugs will be suspended for a minimum of 20% of time from that activity or leadership position. See CCBOE Policy 4.802 for additional information.

### Hallways

Students must have a hall pass while in the halls during class time. Students should stay to the right side of the hall when changing classes. Students are not to stop and block intersections in the halls between class changes. Do not loiter in the restrooms. Restroom times should be limited to class change. If students leave during class time, documentation as to name of student, time leaving, where going and time returned, should be monitored and kept on file by the teacher. Students **should not** leave during teacher directed instruction.

### Library

The PHS library is open for students' use most school days from 7:00 a.m. until 3:00 p.m. All books are checked out for 10 school days unless in special collection. (A date due card will be placed in the book at the time of checkout.) To renew a book, the book must be brought in to the library. Students may check out up to 3 books at a time. If the books are not returned by the due date, a late fee of 10 cents per day may be charged for each item overdue (with a maximum fine of \$5.00 per item after 20 days late.) Students are responsible for the cost of any books checked out to them that are damaged or not returned. The library also provides reference materials, however these cannot be checked out unless for class work. Students may have b/w photocopies made for 10 cents per page. Students may print using the printers in the library at a cost per page of 10 cents b/w unless required by instructor. If space is available, students may come to the library (with a teacher pass) to read, study, do research, or type a paper for class. The computers are to be used only for schoolwork. Students are not permitted to come to the library to "play" on the computers, socialize with friends, or eat.

### Lost and Found

The Lost and Found department is located in the Front Desk. All items that are found should be turned in. Items will be donated to the clothes closet at the end of each 4.5-week period. Items in poor condition will be thrown away.

### **Prom Attendees**

The PHS Prom is held each spring for all students. Any non-PHS student must receive administration approval to attend and must be between the ages of 16 and 20 years of age. Paperwork may be picked up at the front desk and a copy of student's driver's license must be submitted.

### **Report Card/Diploma/Transcript Hold**

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

### **School Resource Officer**

**The Phoenix Campus = SRO Mitch Phipps**

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

### **Searches and Interrogations**

#### **Interrogation by School Personnel** Board Policy 6.303

Students may be questioned by teachers or principal about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances, which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension. If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warning.

#### **Interrogations by Police**

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

#### **Police Initiated Interrogations**

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

parent(s)/guardians(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

### **Searches by School Personnel**

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

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

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

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

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

### **Use of Animals**

Board Policy 6.303

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

### **Searches by Police**

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' automobiles for drugs, weapons or items of an illegal or prohibited nature. If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of

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

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

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

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

1. Search any area of the school premises, any student or any motor vehicle on the school premises or
  2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.
- If deemed necessary by the principal, and if requested by the principal, any law enforcement officers may include and be facilitated by the use of dogs trained to detect illegal drugs and drug paraphernalia by odor. However, such dogs shall not be used to sniff the person of any student. Any discovery of illegal drugs or drug paraphernalia will be handled by the principal as a school matter, and thereafter, turned over to law enforcement officer for proper disposal. The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

### **School Wide Positive Behavior Support**

All Cumberland County Schools including Phoenix High School participate in Positive Behavior Support (PBS). PBS teaches and reinforces the correct and proper behavior of students in a variety of settings by providing examples and offering incentives to help motivate students. Phoenix High School students can earn Flame tickets, which can be redeemed for treats, prizes, and a variety of incentives throughout the year.

### **Sickness at School**

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

- Report the problem to the nearest teacher.
- Go directly to the nurse's office or front desk.
- DO NOT go to a restroom and stay if you are ill or injured.
- DO NOT leave the school grounds or go to the parking lot without approval from the principals.
- DO NOT take medication from anyone. Teachers cannot give aspirin or any other type of medication.

Please do not ask them.

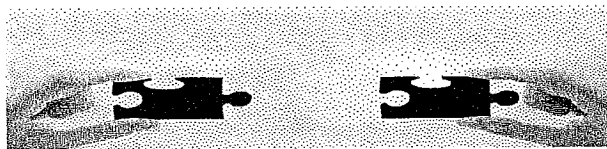
- DO NOT bring prescription drugs or over the counter medication to school. Medication must be brought with proper documentation by parent or guardian.

### Textbooks

The Cumberland County Board of Education supplies all textbooks for students. Each student is responsible for his/her textbooks used in the classroom. Textbooks are not to be removed from the school building unless permission from instructor has been given. Any lost or damaged textbooks must be paid for in the bookkeeper's office. Grades, report cards, transcripts and/or diplomas will be held until such payments are made. Students will also not be issued new textbooks until lost or damaged books are paid for.

### Visitors to the School

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



### School-Parent Compact

A **School – Parent Compact** that outlines the responsibilities of each party for improved student academic achievement will be distributed and agreed upon annually. A copy of the updated Compact will be available at the front desk of the Phoenix School main building.

### To Students

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

**Student Expectations**

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

**Teachers, Counselors, and Support Staff are expected to:**

- Work collaboratively with each other, parents, and students to improve student behavior and to maintain a positive learning environment.
- Be knowledgeable of instructional techniques, which enhance and improve student behavior
- Teach and model desired behaviors.
- Provide appropriate consequences and reinforce appropriate behavior.
- Confront any student misbehavior whenever observed in all school settings.
- Use interpersonal skills, which permits the de-escalation of student-staff conflict.
- Contact and involve parents in dealing with disciplinary matters.
- Provide a flexible curriculum to meet individual needs.
- Maintain a safe and orderly school environment.
- Inform the community, students, and school staff of policies relating to pupil conduct.

**Administrators are expected to:**

- Protect the due process rights of teachers, students, and parents.
- Support other school personnel in the fulfillment of their disciplinary responsibilities
- Contact and involve parents in dealing with disciplinary matters.
- Maintain a safe and orderly school environment.
- Inform the community, students, and school staff of policies relating to pupil conduct.

**Parents are expected to:**

- Ensure that the child attends school and is on time.
- Communicate with school personnel about their child and be readily and easily accessible when the school needs to make contact.
- Realize the extent of responsibility for the behavior of their child.
- Prepare their child to assume responsibility for his/her own behavior.
- Foster positive attitudes in their child toward self, others, school, and community.
- Know and follow school regulations.

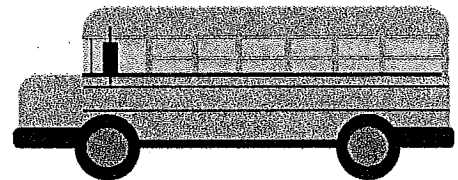
**Cumberland County Board of Education Expectations**

The Cumberland County Board of Education expects parents and school staff will work in close cooperation to ensure student success, both academically and behaviorally. In order to achieve this goal, it is

anticipated that staff and parents will communicate routinely, and definitely, whenever there is a concern regarding student progress. By establishing and maintaining close contact, parents and teachers can prevent or minimize discipline problems as well as maximize student growth.

### **RESPONSIBILITIES OF MEMBERS OF A SCHOOL COMMUNITY**

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



### **Transportation Notice to Parents**

#### **Student Responsibilities on the Bus:**

- Understand that riding a school bus is a privilege, not a right.
  - Arrive at the bus stop five minutes prior to scheduled pick-up time.
  - Stay at least ten feet off the road, yet visible to the driver, while waiting on the bus.
  - Cross in front of the bus where you can see the driver and the driver can see you, and only after the driver has indicated it is safe to **cross**.
  - NEVER run in front of or behind the bus, even if you have dropped something.
  - Unsafe items (i.e. knives, and/or sharp instruments) are not allowed on the bus.
  - Cell phones and other electronic items are permitted on the bus unless it becomes a distraction or problem. It is then up to the discretion of the driver to direct that the device be put away.
  - Hair spray, aerosol deodorant and/or perfume should not be used on the bus.
  - The bus driver is the sole authority on the bus. Follow the bus driver's instructions the first time they are given. Exercise appropriate passenger behavior on the bus at all times.
  - Absolutely no misbehaving, yelling or moving out of seats while the bus is in motion. This can be highly distracting to the bus driver and potentially hazardous to the safety of all passengers.
  - Eating food or candy, chewing gum, drinking liquids, smoking and/or possession of illegal substances or obscene materials is not allowed on the bus.
  - Respect others' rights, safety and comfort on the bus.
- 
- Profane, abusive, or vulgar language, gestures, or threats will not be tolerated.
  - Fighting, pushing, shoving and/or other inappropriate behavior will not be tolerated.
  - The emergency door is to be kept obstruction-free and accessible at all times.
  - Open windows with permission from the driver. NOTHING may be extended out a bus window. Shouting



out the bus windows is not allowed.

- When the bus comes to a stop, keep hands, feet and other objects out of the aisle, to help ensure other passengers board/exit safely.
- Report any damage on the bus to the driver. Intentional damage to a bus will result in disciplinary consequences, including restitution

### **Bus Discipline Guidelines**

1st Incident: Warning & parent notification

2nd Incident: 3 days bus suspension & parent notification (discretion of transportation supervisor and PHS Principal)

3rd Incident: 5 days & parent notification (discretion of transportation supervisor and PHS Principal)

4th Incident: 10 days & parent notification (discretion of transportation supervisor and PHS Principal)

5th Incident: Bus suspension for the remainder of the semester

ALL infractions may ride home that day. Modifications may occur due to the circumstances of the infraction as determined by the administration.

### **Bus Guidelines**

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

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

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

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

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

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

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

When a student's conduct is such that it endangers the safety of other students, himself, or the driver can stop the bus, notify the Supervisor of Transportation and/or the Sheriff's Department, and refuse to

transport the student until the situation is resolved. The driver will fill out a Bus Conduct report stating the details of the student's misconduct and take it to the Principal the following morning.

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

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

PBS guidelines also apply on school buses operated by the Cumberland County school District.



### **Parental Notifications**

#### **Crisis Plan**

The Board authorizes the director of schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property.

As soon as the decision is made to close schools, or dismiss them, the director of schools will notify the public media and request that an announcement be made at the earliest possible time.

If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities at Cumberland County Schools in which students are involved may be postponed or cancelled at the discretion of the director of schools.

Providing for the safety and well being of all students and staff is a vital component of our efforts to create atmospheres where learning may occur. With this in mind, CCSS has developed an Emergency Response plan which is designed to minimize the danger posed to any individual on a school campus in the event an emergency develops. If such develops, keep the following in mind:

- Do not telephone the school
- Tune in to a local radio station
- Do not come to the school unless student pick up is requested
- If it becomes necessary to relocate students off campus, the alternative location will be provided to the media for public announcement

#### **Family Life Curriculum**

The purpose of the program is to provide growth, support, education, and guidance to adolescents regarding the development of healthy relationships, avoidance of drugs, sex, violence and the development

of character and leadership skills. The program provides high-quality, evidence based and age appropriate education that supports adolescent health development. A permission form will be provided prior to participation in the program.



### General Notifications

#### Care of School Property

CCBOE Policy 6.311

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

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

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

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

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

#### English Language Learner

Parents of a student identified as limited English proficient (ELL – English Language Learner) will be notified in a timely manner of their child's level of English proficiency, their child's opportunity to participate in an ELL program, details of the program, and the right to waive participation. Upon initial enrollment in all Cumberland County Schools, each family will be asked to complete the required "Migrant Occupational

Survey" and "Home Language Survey". This documentation should be returned to your school to help us determine if your child(ren) qualify for additional federal education programs.

### **Military Recruitment**

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

### **School Wide Status**

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

### **Testing and Reports**

Parents will receive academic results for mid-reporting periods, end of reporting periods, and End-of-Course in a timely manner as required by local Board Policy and the Tennessee Department of Education. Parents can visit the state's web site ([www.state.tn.us](http://www.state.tn.us)) to access a description of the Tennessee Curriculum Standards assessment, and proficiency levels students are expected to meet.

### **Title 1 School**

A written parental involvement policy will be developed jointly with and distributed to parents of children participation in Title 1 programs. The parental involvement policy is printed in the school's handbook or a copy is available at the school's office. An annual meeting will be held to inform parents of the school's participation and status in programs funded under the Elementary and Secondary Education Act (ESEA). The law requires all Title I schools to include the following:

1. Needs Assessment
2. Develop School
3. Obtain Highly Qualified Teachers
4. Provide high-quality training for all staff
5. Plan to attach highly qualified teachers
6. Increase parent involvement
7. Develop plans to help preschool children transition to further educational settings.
8. Include teachers on decision making to improve student achievement.
9. Give effective, timely help to students to reach standards in core courses.
10. Coordinate local school programs with state and federal programs.

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

### **Use of Video Cameras**

Video cameras are used to monitor the safety of all persons on or visiting the school campus. This includes hallways, playground, outside campus areas and parking lots. Areas within the main Phoenix School building are monitored by video cameras. These areas include hallways, café, main office areas, media center, gymnasium, and offices. At no time will the privacy of an individual be monitored in such areas as restrooms and changing rooms. Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

### **Volunteers**

The Phoenix Campus welcomes volunteers in many of our programs. Please contact the administration if you have an interest. (931)456-1228

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

The school board policy relating to student privacy and parental access to information is available in the school board policy manual located at each school and the Central Office.

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

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

1. The right to inspect and review the student's education records within 45 days of the day the school system receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student the time and place where the records may be inspected. Parents may request a copy of records for a fee of 25 cents per page.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents of eligible students may ask the Cumberland County School System to amend their record. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school system decides not to amend the record as requested by the parent or eligible student, the school system will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent or not to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure of the school officials with legitimate educational interests.

A school official is a person employed by the school system as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school

system has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of students serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Cumberland County School System will disclose education records without parental consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

#### **FERPA Notice of Directory Information**

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

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

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

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

- Student's Name
- Address

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

**If parents want to opt out of the disclosure of Directory Information, please notify the building level principal in writing at the beginning of the school year and within two weeks after enrollment for late enrollees.** Person to notify if you have a complaint:  
Dr. Ina Maxwell 931-484-6135

#### **The Phoenix Campus Contact Information**

Principal: Mrs. Stephanie R. Barnes	(931) 456-1228
School Counselor: Mrs. Erin Norrod	(931) 456-1228
Administrative Secretary/Attendance Clerk: Mrs. Shawna Womack	(931) 456-1228

#### **Cumberland County Central Services Contact Information**

368 4th Street  
Crossville, TN 38555  
(931) 484-6135

Director of Schools: Mrs. Janet C. Graham  
Chief Academic Officer: Dr. Rebecca Wood  
Supervisor of Coordinated School Health: Mrs. Marsha Polson  
Supervisor of Federal Programs: Dr. Ina Maxwell  
Supervisor of Food & Nutrition: Ms. Kathy Hamby  
Supervisor of Grades 9-12/CTE: Dr. Scott Maddox  
Supervisor of Grades PreK-8: Dr. Rebecca Farley  
Supervisor of Security and Emergency Management: Mr. Bo Magnusson  
Supervisor of Special Education: Mrs. Vicki K. Presson  
Supervisor of Technology: Mr. Elbert Farley

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#### **Department of Education Contact Information**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-800-212-3162 or visiting: <http://www.state.tn.us/education/>

Tennessee Department of Education

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

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

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

The Office of Civil Rights  
710 James Robertson Parkway  
Andrew Johnson Tower, 6<sup>th</sup> Floor  
Nashville, TN 37243  
Telephone: 615-741-2731  
[www.tennessee.gov/educaion/civilrights.shtml](http://www.tennessee.gov/educaion/civilrights.shtml)