

**Student Handbook
2014-2015**

**Camden Central High School
And
Career and Technical Center**

www.bentoncountyschools.org

www.camdenhighschool.org

www.camdenlions.com

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**2014-2015
Camden Central High
Career & Technical Center
Faculty and Staff**

CHS Principal
Assistant Principal
CTC Director
Assistant Principal
Media Specialist
Graduation Coach
Guidance CHS
Guidance CTC
Psychologist

Linda Phelps
Shawn McDowell
Randy Shannon
David Fisher
Mary Lou Marks
William Blow
Fran Pierson
Linda May
Stan Brantley

Teachers
Adam Blackburn
Sherry Bowden
Courtney Brackeen
Angela Brown
John Bukky
Casey Coleman
Sarah Comuzie
Will Fisher
Keasha Floyd
Jennifer French
Karen Gauthier
Diane Goodson
Richard Hall
Jennifer Hall
Kimberly Harris
Jill Jones
Lucas Jones
Michael Laux
Allison Leonard
Sonya Leonard
Erica Lynch
Heather Lynch
Barry Martin
Connie Martin
Donna Melton
Pamela Myrick
Mike Nunnery
Dawn Peach
Chris Peebles
Jennifer Pierce
Jamy Reynoldson
David Roberts
Laura Roberts
Rick Sturdivant
Jacob Saling
John Taylor
Matthew Vance
Mickey Watson
Francis Whitfill
Josh Wolfe
Paige Wood
Jennifer Wright
Renee Wyatt
James Young
JoAnn Young

Bookkeepers
CTC Reba Robins
CHS Lisa Hill

Clerical Assistants
CTC Jennifer Pierpoint
CHS Lisa Hardin
CHS Sharon Harris

Nurses
Nicole Blackburn
Mandy Haywood
Becky Hollingsworth
Corey Townsend

Teacher Assistants
Leta Cox
Amy Hollingsworth
Judy Thornton
Debbie Watson

Custodial Maintenance
Deloris Bainum
Loretta Branch
Jeanne Cypress
Eddie Griggs
James Hampton
Janice Martin
Diane Oatsvall
Mary Robinson

Cafeteria
Manager: Debbie Robinson

Jean Anderson	Mary Denison
Kay Arnold	Pam Livingston
Mae Burgin	Glenda Sparks
Jackie Creasy	Bethany Swearingen

School Resource Officers
James Inman
Melissa Smih

INTRODUCTION

This handbook is a guide for students to assist in attaining the educational objectives of both Camden Central High School and the Career and Technical Center. Students should refer to this handbook when policies and procedures are in question. Furthermore, students should seek advice from their instructors and/or principal/director concerning matters in his handbook.

BELIEFS, MISSION, AND VISION

Beliefs:

- All students can learn and should have an equal opportunity to learn.
- Each student is a valued individual with unique intellectual, physical, social and emotional needs and should be able to experience success with projects completed to each student's fullest potential.
- Teachers should be competent and have a command of subject matter and know best how to teach it.
- Teachers should be able to promote learning through various learning styles to meet the learning needs of all students.
- Teachers should make learning relevant to life or to the workplace.
- Teachers and administrators should work in cooperation with each other and the community and the families to meet the educational needs of the student.
- Students should be provided with up-to-date technology.
- Students should be given opportunities to explore a wide variety of areas, discovering and developing their individual talents and abilities in a positive atmosphere.
- Assessment of student learning should be provided in a variety of areas and opportunities in which students can demonstrate their achievement in authentic contexts.
- The school should seek continuous improvement to meet the ever-changing needs of the student to become responsible, confident, self-disciplined, and desirable citizens with the ability to enter the workforce as lifelong learners.

Mission:

The mission of Camden Central High School and the Career and Technical Center is to facilitate learning for all students, regardless of ability, in a safe and supportive environment in which each student will be provided with knowledge and entry level skills for occupations or higher education in which they can be lifelong learners, leading fulfilling and productive lives.

Vision:

Each school day all stakeholders will work cooperatively to support and engage in meaningful study that enables students to successfully pursue their academic and vocational goals, and to become engaged citizens.

HANDICAPPED ACCESSIBILITY

Facilities at Camden Central High School and the Career and Technical Center are handicapped accessible.

SAFE SCHOOLS STATEMENT

The Benton County Board of Education shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school within the same district.

OCR STATEMENT

The Benton County Board of Education does not discriminate on the basis of race, color, national origin, sex, handicapping condition or age and complies with Title VI of the Civil Rights Act of 1964 that states:

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The complaint can be sent to:

Betty Jordan, Title VI, IX
Coordinator
Benton County Schools
197 Briarwood Avenue
Camden, TN 38320
731-584-6111
731-584-8142 (Fax)
betty.jordan@tennk12.net

and/or

Director, Office of Civil Rights
Tennessee Department of
Education
6th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
615-253-1550
615-532-2599 (Fax)
Lesley.Farmer@state.tn.us
and/or

The Office of Civil Rights
U. S. Department of Education
P. O. Box 2048, 04-3010
Atlanta, GA 30301
404-562-6350
404-562-6455 (Fax)
OCR_Atlanta@ed. Gov

BULLYING

Definitions

Bullying/ Intimidation/ Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- 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 students 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, national 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, websites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student that endangers the mental or physical health or safety of the student or that induces or coerces a student to endanger his or 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.

“Bullying” which includes but is not limited to harassment, intimidation, and racial comments will not be tolerated. Students engaging in such behavior will be subject to disciplinary actions in accordance with Board Policy 6.304.

All students are encouraged to report any incident reflecting discrimination or bullying to their homeroom teacher or school administrator.

CODE OF CONDUCT

Students at Camden Central High School and the Career and Technical Center are expected to fulfill the following responsibilities:

- ✓ **Participation:** Students have the responsibility of participating fully in the serious business of learning. Students must report to school and to all scheduled classes regularly and on time, remain in classes until excused, pay attention to instructions, complete assignments to the best of their ability, and request help when needed.
- ✓ **Behavior:** Students have the responsibility of avoiding any behavior that affects their learning. Students must cooperate in maintaining reasonable orderliness in school and in the classroom, and take reasonable care of books and other instructional materials. Students should refrain from gossiping, threatening, or fighting with other students.

- ✓ **Respect for Teachers:** Students have the responsibility of showing respect for the knowledge and authority of their teachers. Remember, any teacher has the authority to correct a student. Students should not defy authority; to do so will only result in more trouble. Students must use acceptable and courteous language.
- ✓ **Respect for Other Students:** Students have the responsibility of recognizing the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, harassment, belittling, bullying, or engaging in deliberate attempts to embarrass or harm another student.

GUIDANCE DEPARTMENT

The Guidance Department provides assistance to students in the areas of personal growth, academic, vocational, and career planning. Students are encouraged to utilize the career information centers and consult with a counselor for interpretation of standardized aptitude tests. Counseling services are available in the following areas: Individual and Group Counseling, Career and Post-Secondary Information, Transfer Student Orientation and Pupil Appraisal.

ATTENDANCE, MAKE-UP WORK, AND EXAM POLICY

A student must attend school until his/her eighteenth birthday unless:

1. He/she has received a diploma or other certificate of graduation;
2. He/she is enrolled in a course of instruction leading to a GED; or
3. He/she is enrolled in a home school.

It is school policy to attempt to call parents to verify a student's absence each day. Students who are absent are responsible for arranging to make up tests or work. It is not the teacher's responsibility to make the student aware of missed work. This responsibility lies solely with the student. Students doing make-up work or tests have one day for each absent day to complete all work or to take tests, unless other arrangements are approved by the student's teacher.

The Benton County Board of Education considers the development of good attendance habits and punctuality as a vital and desirable undertaking for two essential reasons. First, it is difficult for people to learn if they are not in class: the teaching learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons rely on active participation in classroom and other school activities which cannot be replaced by individual study. The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future endeavors. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

The responsibility for the student's regular and punctual attendance to school and to class rests with the student and his/her parents or guardians. Only with parental support of this policy can students hope to develop responsible attendance patterns. For uniformity and consistency, the following attendance procedure has been established.

Camden Central High School will accept eight (8) parent notes per year; any absence after this will be considered unexcused unless a doctor's note is provided. Tennessee Code Annotated 49-6-3007 states, "that any student who misses **five (5) unexcused days during a school year is considered truant** and may be petitioned to juvenile court."

It is the responsibility of the parent/guardian and student to make sure the excuses are turned in to the office.

If you have any questions regarding attendance, please call Chad Douglas, Supervisor of Attendance, at 584-6111.

After six unexcused absences, a petition may be filed in Juvenile Court as determined by the Truancy Specialist.

Any student absent from class for school sponsored activities (contests, conventions, etc.) will not be counted absent, however he/she must make up any missed work for those days. Students who have unsatisfactory attendance as determined by the administration and the attendance supervisor will not be allowed to participate in conventions, contests, field trips, etc., which require them to miss classes.

All students, except seniors during their last semester, are required to take term exams. In order to encourage good attendance, the following incentive points per semester will be used:

- ❖ Perfect attendance - 15 points added to term exam
- ❖ One (1) day absent - 10 points added to term exam
- ❖ Two (2) days absent - 5 points added to term exam

COMING TO SCHOOL LATE OR LEAVING EARLY

Students must be signed in or out at the office of the building they are entering or leaving. Unless being signed out by a parent or guardian, students must have permission from the principal/director or assistant principal to leave school early. If a student is leaving early with someone other than a parent or guardian, or alone, the parent or guardian is required to write a note and to call the school giving permission for the student to leave. In addition, if a student leaves early, he/she may not sign back in unless he/she has a doctor's statement, or a parent/guardian personally signs the student back into school.

Once a student arrives on campus they are not permitted to leave without going through proper checkout procedures.

Any student leaving school without permission from the principal/director will be given three (3) days In-School Suspension. The second offense will result in the student being suspended from school for three (3) days. The third offense will cause the student to be referred to the Disciplinary Committee.

STUDENTS ON COOPERATIVE WORK PROGRAMS

ONLY SENIORS QUALIFY FOR THIS PROGRAM. All students on Co-Op programs will be required to attend a career and technical class at least one hour per day. No student will be permitted to leave for work before 12:35 p.m. No student can take Marketing I and Marketing II during the same school year.

CAPSTONE EXPERIENCE

Capstone experience is a senior-level second semester course that includes job shadowing, internship and/or on-the-job training with a local merchant for business, a required written evaluation and a final oral presentation. Students are required to perform 40 hours of work service for one credit and 80 hours of work service for two credits. Students fulfill their hours without pay. Students must demonstrate prior academic ability and prior good attendance. Administrative approval is required. This course is listed under language.

TARDINESS

The first qualification of a good employee is promptness. Therefore, the following procedures will be followed for an **unexcused tardy**:

- **3rd TARDY:** Warning/parent contact
- **4th TARDY:** One (1) day In-School Suspension
- **5th TARDY:** Two (2) days In-School Suspension
- **6th TARDY:** Three (3) days In-School Suspension
- **7th TARDY:** Driving privileges to school may be revoked for one week or four (4) days In-School Suspension
- **8th TARDY:** 8:00 am – 12:00 noon Saturday School (day will be determined by Benton County Juvenile Court)
- **9th TARDY:** student and parents/guardians may have to appear before the Benton County Truancy Prevention Board

Not reporting on the scheduled Saturday will result in 3 days ISS and reporting the next scheduled Saturday.

In lieu of the above In-School Suspension policy, the following procedure may be used: Beginning with the 4th tardy, students will be required to serve 30 minutes of detention after school for each tardy until the 8th tardy.

THE GRADING SYSTEM

A=93-100 B=85-92 C=75-84 D=70-74 F=Below 70

CREDITS IN ALL SUBJECTS

Students earn credits each SEMESTER.

First Semester	Grade	Second Semester	Grade
English I	68	English I	73
Algebra I	74	Algebra I	75
Spanish I	76	Spanish I	65
Keyboarding	76	Keyboarding	73
Science 1A	78	Science 1A	74
PE	80	PE	74
Credits = 2 ½		Credits = 2 ½	

English I First Semester must be repeated and passed. Spanish I Second Semester must be repeated and passed if the student desires full credit.

Credits are calculated at the end of the school year and after summer school. **IF** you are enrolled in a **trimester course**, you cannot transfer to a semester or full course.

HIGH SCHOOL CLASS DETERMINATION

For the freshmen class of 2009-2010 and thereafter with 22 credits required to graduate:

To be a sophomore 5 credits and a minimum of 1 year in high school; to be a junior 11 credits and a minimum of 2 years in high school; to be a senior 16 credits and a minimum of 3 years in high school.

GRADUATION RECOGNITION AND CLASS RANK

<u>Recognition</u>	<u>GPA Scale</u>	<u>QPA Scale</u>
Summa Cum Laude (With highest honor)	3.8000 to 4.0000	4.5000 to 5.0000
Magna Cum Laude (With great honor)	3.6500 to 3.7999	4.3000 to 4.4999
Cum Laude (With honor)	3.5000 to 3.6499	4.1000 to 4.2999
Cum Meritus (With merit)	3.0000 to 3.4999	3.5000 to 4.0999

CREDIT RECOVERY / SUMMER SCHOOL

Pending available funding, credit recovery for certain courses may be offered during the summer months. In addition, credit recovery may be offered for seniors during the second semester who need to recover credits for graduation. A maximum of two (2) credits may be recovered during the credit recovery.

LOSS OF CREDIT FOR DUPLICATE COURSES

Students must check carefully to make sure that they do not register for a course for which they have previously received credit. The final checking for duplicate courses is an individual student's responsibility. Neglect or oversight on the part of the student will result in the loss of a credit.

PHYSICAL EDUCATION CLASSES

Students enrolled in physical education will be graded on any combination or all of the following:

Attitude	Cooperation	Physical Fitness
Participation	Ability/Skill	Written Test

GRADUATION

The students who have attained their credits in the recommended, timely manner shall be encouraged to participate in graduation and other events so designated. To be classified as a senior, a student must have 16 credits at the end of their junior year and/or have a plan for graduating on time filed in the guidance office at the beginning of the school year in order to do the following:

1. Have his or her picture in the senior section of the annual.
2. Order graduation invitations.
3. Order cap and gown.
4. Participate in events designated for seniors or graduates.

Only those students fulfilling all graduation requirements will participate in graduation exercises. Each student who will be a senior has the responsibility to be certain that he/she is scheduled in all of the courses necessary to meet graduation requirements. His/her counselor will work in planning his/her schedule to meet these requirements, but the final responsibility of taking all of the required courses rests with the student.

PROPER DRESS

School administration will be held accountable for the enforcement of these guidelines. The administrator is given latitude of discretion in the determination of proper or improper dress and behavior of students. Students who are found to be in violation of the dress code are subject to disciplinary action.

GUIDELINES FOR PROPER DRESS:

- Shirts or tops must be properly fitted, have appropriate necklines and length, and be either long or short-sleeved. Shirts or tops must be tucked in unless designed to be worn on the outside.
- Slacks, jeans, skirts and shorts must be knee length or longer. Leggings must be covered. Pants must be worn at the waist and be size appropriate, so as not to expose undergarments. Belts must be of appropriate size with buckles proportionate to the belt width and when worn, belt loops must be used.
- Dresses must be knee length or longer and have appropriate attire in the school setting.
- Pajamas and sleep wear are not considered appropriate attire.
- All clothing should not be torn, ragged, ripped, frayed, excessively soiled, transparent, have holes or the appearance of holes. Chains and spikes are not considered appropriate.
- In accordance with Board policy governing student conduct with regard to bullying, gangs, and drugs: clothing and/or jewelry shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or

artwork. This includes offensive words and designs, violence (blood, death, weapons, etc.) sex, hate groups, tobacco products, drugs and alcohol.

- Shoes must be worn at all times and be laced, tied, strapped, hooked or fastened appropriately as designed.
- Short-length, light-weight jackets, sweaters and school jackets with zippers, buttons or snaps may be worn inside the building, but must be open. Longer coats or jackets should be stored in lockers immediately upon entering the building.
- Body piercing jewelry is permitted in the ears only. Large chains, key chains or other objects may not hang from belts or clothing or be worn as jewelry. Jewelry should be of appropriate size for the educational setting.
- Tattoos must be covered.
- Head coverings are prohibited inside the building except for medical/religious purposes.
- Extreme cuts, hairstyles, hair colors and/or fads that would interfere with the learning process, cause a disruption of the education environment or be a health hazard are prohibited.
- Spaghetti straps or tube tops are **not** acceptable.

CONSEQUENCES OF DRESS CODE VIOLATIONS

First Violation:

1. The student must immediately become compliant or be assigned to ISS.
2. The parent/guardian will receive a “Notice of Non-compliance” which will require the parent/guardian to call or come to the school to discuss the dress code guidelines.

Second Violation:

1. The student must immediately become compliant.
2. Student will be assigned to one day ISS.
3. Parent/guardian will be notified and must contact the school to address the issue with a school administrator either by phone or in person.

Third Violation:

1. The student must immediately become compliant.
2. The student will be assigned three (3) days in ISS.
3. Parent/guardian will be notified and must contact the school to address the issue with a school administrator either by phone or in person.

Fourth Violation:

1. The student must immediately become compliant.
2. The student will be assigned five (5) days in ISS.
3. The parent/guardian will be notified and must contact the school to address the issue with a school administrator either by phone or in person.
4. A hearing before the Disciplinary Hearing Authority will be scheduled.

Fifth Violation:

1. Student will be suspended pending a hearing before the Disciplinary Hearing Authority.
2. Student may be placed in the Alternative Education Program for a minimum of twenty (20) days.
3. A petition may be filed in Juvenile Court for willful and persistent violation of school rules.

GANG ACTIVITIES OR ASSOCIATION

The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by the student shall not:

1. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives. No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or any other thing which is evidence of membership or affiliation in any gang;
2. Present a physical safety hazard to self, other students, staff, and other employees;
3. Create an atmosphere in which a student, staff, or other person’s well being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence including but not limited to:
 - a. Soliciting others for membership into any gangs;
 - b. Requesting any person to pay protection money or otherwise intimidating or threatening any person;
 - c. Committing any other illegal act or other violation of school district policies;
 - d. Inciting other students to act with physical violence upon another person.
4. Imply gang membership or affiliation by gestures, handshakes, etc. Use written communications, marks, drawings, paintings, designs, or emblems that imply or directly state gang membership whether said materials are on school property, on one’s person, or on one’s personal property.

ITEMS FORBIDDEN AT SCHOOL

Lasers, pets, and playing cards **not** permitted. These items will be confiscated and returned at the principal’s discretion.

STUDENT INTERNET USE

Internet access is designed for educational purposes. If a student accesses controversial material, disciplinary action will be taken. Students will not be allowed to send or receive e-mail, unless it is part of the school curriculum.

USE OF PERSONAL COMMUNICATION DEVICES

Electronic devices for the purpose of this policy are considered, but not limited to cell phones, CD players, radios, I-Pods or MP3 players.

Inappropriate use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student improperly or illegally using cameras on personal communication devices (or otherwise) will have the device confiscated, may be referred to law enforcement and may be subject to immediate action by the Disciplinary Hearing Authority.

Students may be in possession of a cell phone during school hours as long as the device is left in the "off" position and must not be visible during regular school hours. However a teacher may grant permission for the use of these devices to assist with instruction in his or her classroom. If a student must make a phone call, he or she should, with permission, go to the school office. Parents can leave messages for students with the school office staff. Emergency phone calls can always be made in the main office during school hours.

CD players, radios and other electronic devices may be permitted, but must not be operated during regular school hours unless the principal/director or a designee has granted permission for their operation on school property. If problems arise from the improper use of electronic devices, the following disciplinary sanctions may apply: (NOTE: The severity of the individual offense shall be considered and sanctions may escalate according to the incident.)

1st Offense: Electronic device will be confiscated and returned to the student at the end of the day.

2nd Offense: Electronic device will be confiscated and returned only to the student's parent or guardian.

3rd Offense: Electronic device will be confiscated, held for parent or guardian pick up and student assignment to one day of ISS.

4th Offense: Electronic device will be confiscated, held for parent or guardian pick up until parent or guardian meeting with school administration and student assignment to two days of ISS.

5th Offense: Electronic device will be confiscated, held for parent pick up and student referral to Disciplinary Hearing Authority for willful and persistent violation of school rules.

Neither the school system nor individual schools shall retain any responsibility/liability for loss, theft, or unauthorized use of electronic devices.

ENTRANCE INTO SCHOOL

All students who arrive at school prior to 7:40 a.m. are to come inside CHS and stay in the cafeteria until the 7:40 bell rings. Bus riders are to enter through the cafeteria hallway. Walkers and riders are to enter through the 300 hallway doors which are beside the gym. At 7:40, the 200 hallway (main hall) doors at CHS and the main entrance doors at the Career and Technical Center will be unlocked. At 7:50, all doors except the front entrance will be locked. Late students are to use the main entrance.

GETTING AND LOSING DRIVER'S LICENSE

Students applying for a driver's permit or license need a certificate of attendance from the school system (available in the school office) and need to have passed three subjects the previous semester to be eligible. The certificate of attendance must be requested at the beginning of the school day and will be given to the student at the end of the day. During summer months, the certificate of attendance must be requested three (3) days in advance. It is required by law to report truancy and lack of academic progress to the state, revocation of driving privileges may occur.

DRIVING CARS ON CAMPUS/LOITERING ON THE PARKING LOT

Parking spaces are assigned. Permits (\$5.00) may be obtained in the school office and must be displayed at all times. Students should recognize driving to school is a privilege.

Assigned Parking Rules

Students have the responsibility of parking in the space that has been assigned to them. Failure to comply may result in an offense. If someone is parked in your space, you do not have permission to park in someone else's space. If someone is improperly parked in your space, park in the bottom parking lot and notify the office immediately. If you park in

someone else's assigned space you will be subject to a ticket. Trading parking passes may be equivalent to a third offense or loss of privileges for six weeks.

Parking Offenses:

First offense A warning citation will be handed out

Second offense Driving privileges will be forfeited for a week

Third offense Driving privileges will be forfeited for six weeks

Fourth offense Driving privileges will be forfeited for the remainder of the year

Driving Offenses:

Any student observed driving recklessly or violating parking rules may be suspended for (3) three days from driving to the school campus for the first offense. Second offense, the student may be suspended from driving to the school campus for the remainder of the school year.

If driving privileges are removed, the parking permit cost will not be reimbursed.

Once students arrive on campus, by whatever means, they must proceed directly into the school building.

Loitering in the parking lot is not permitted.

Student pickup and drop-off will be outside of the 300 hallway in front of the gym.

NOTE: PEDESTRIANS ALWAYS HAVE THE RIGHT OF WAY!

QUALIFICATIONS FOR ELECTED POSITIONS

Category I: Class officers, Student Council, Mr. & Mrs. CHS, and Most Admired must have passed all classes the previous year and have a 2.5 (80) GPA.

Category II: Club officers and Homecoming Candidates must pass at least 10 half credits the previous year and have a 2.5 (80) GPA.

All elected positions must adhere to the following behavior code:

1. Cannot have been suspended the previous year;
2. Cannot have been in ISS more than five full school days the previous year;
3. Cannot have a juvenile record during the previous year. If an event does occur during student's term in office, the student will be removed from that office. Additionally, where possible, the student's picture will not appear in the corresponding section of the yearbook;
4. Any violation of the behavior code can result in removal from elected office.

In order to be permitted to run for any office, the student must sign a statement that stipulates that all of the above requirements have been met

PUBLIC DISPLAY OF AFFECTION

Students are to refrain from kissing, holding hands, standing or sitting extra close, sitting on laps, etc. All students are to keep their hands to themselves. There is a time and a place for everything, but school is not the place or the time for this type of activity. Students will receive an administrative warning on the first offense, assigned writing on the second, and ISS on the third.

STUDENTS IN SCHOOL BUILDING DURING NON-SCHOOL HOURS

Students are not permitted in the school buildings during non-school hours unless supervised by an employee. Once school is dismissed, NO loitering on the parking lot or on school grounds. Students going to schools other than CHS or BCCTC during or after school hours are required to sign in as a visitor.

VISITORS

ALL visitors are required to report to the office upon arrival at the school and to receive a visitor's pass. Students are not permitted to have visitors other than parents or guardians during regular school hours.

RESTROOMS

Restrooms are to be used during class breaks. If physical conditions warrant more frequent use, a written request from a physician will be necessary.

During Class Time:

BCCTC: The student is required to have a note from his/her teacher and to sign the restroom log at the office.

CHS: The hall restrooms are not to be used during class time. The minimum punishment for violating this rule will be one day in ISS. The student is required to have a note from his/her teacher and to sign in and out of the clinic restroom at the attendance window.

USE OF TELEPHONE

Telephones in the schools are for business. Permission from the administration or secretary is necessary before using the telephone. Any student not receiving permission may be given a 1000 word theme.

CAFETERIA

Students are to remain in the cafeteria during lunch unless given permission to go to the restroom or library. The cafeteria staff strives to provide balanced meals in a relaxed atmosphere for all students. In return, students are expected to exhibit good behavior and to maintain a reasonable amount of cleanliness at their table. In short, **no horseplay and clean up your mess**. No food or drinks are allowed outside the cafeteria.

VENDING AREA

For your enjoyment, a vending area is provided before school, during lunch, and after school. Each student is expected to keep this area in a condition that all can enjoy. NO food or drinks are to be carried away from the cafeteria or vending area.

LOCKERS

Each student will be assigned a locker. Students are responsible for their locker and everything in it. Therefore, they will not be allowed to move to a different locker or to share a locker with someone else. Students are encouraged to place a good lock on their locker to help ensure the safety of all possessions. The school has the right to inspect any locker at any time and will do so throughout the year.

ACCIDENTS

All accidents should be reported regardless of how minor they may seem. Teachers will complete an accident report and refer the student to the office if further handling is necessary. Serious accidents or injuries should be reported directly to the office.

BEHAVIOR AT ASSEMBLIES AND SCHOOL-SPONSORED EVENTS

1. Students will proceed to assemblies in an orderly and quiet manner.
2. Talking prior to a performance is acceptable when done with an immediate neighbor in a quiet fashion.
3. Teachers are expected to assist with managing student behavior on the way to, during, and upon return from assemblies.
4. When the program begins, talking should stop.
5. Laughter and applause are acceptable, but unruly behavior is not.
6. At the close of an assembly, students will leave in an orderly manner, as directed.
7. Students are expected to follow the established pattern of behavior for all school-sponsored events.
8. During sporting events, the students should support the school team vigorously, yet respect the presence of the opposing team. All unsportsmanlike conduct is prohibited.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS AT SCHOOL

The parent or guardian is responsible for bringing the medication to the school and filling out the proper forms. Students are not permitted to bring medicine to school!! All student medications will be administered under the administration of school personnel, under the appropriate administrative regulations and written instructions signed by the parent and physician.

FIRE AND DISASTER PLAN

A fire and disaster plan is posted in each classroom. In the event of a weather lockdown, only a parent/guardian will be allowed to sign a student out. No drivers will be allowed to leave, and no students will be allowed to leave unless with their own parent.

SHOP AREA SAFETY IN CAREER AND TECHNICAL EDUCATION CENTER

Each student will be required to score 100% on a safety test before being allowed to enter the work area. If a student is observed violating any safety rule in the shop by the instructor or administration, disciplinary action will be taken. Punishment will be determined by the nature of the violation.

Restricted areas of the shop: Certain areas of the shop are restricted from student usage. Among those areas where students are not permitted include the ladder used to access materials from the pallet racks, the pallet racks themselves, and the area immediately behind the shop area classroom by its exit door. Students found to be in these areas are subject to increasing degrees of discipline that include write-offs, ISS, and suspension. Students in shop classes are not permitted to wear shorts or open-toed shoes. Only closed-toed shoes are allowed in the shop.

STUDENT ALCOHOL AND DRUG TESTING

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

- The school board policy on alcohol and drug use has been violated;

- A search of lockers produced evidence of the presence of drugs and/or alcohol;
- A search of persons and containers produced evidence of a presence of drugs and/or alcohol;
- A search of vehicles produced evidence of the presence of drugs and/or alcohol;
- Through observation or other reasonable information reported by a teacher, staff member, or other student that a student is using drugs and/or alcohol on school property.

Upon receiving reasonable information, the Principal shall give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing scheduled before the disciplinary committee.

STUDENT ATHLETE AND BAND DRUG TESTING

All student athletes and band members will be subject to testing for the use and/or abuse of illegal or controlled substances as well as prescription and over the counter substances, drugs or medications. See Benton County School Board policy for all additional information.

TSSAA ELIGIBILITY RULES

To be eligible to participate in any athletic contest during any school year, a student must earn five credits the preceding school year if less than 24 credits are required for graduation; or six credits the preceding year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year. Academic eligibility for a student is based on the requirements of the school the student was attending at the conclusion of the previous school year. Students who are ineligible the first semester may gain eligibility during the second semester by passing five subjects (1/2 credit) or three blocks (1 credit per block) or the equivalent.

RIDING SCHOOL BUSES AND BUS RULES

A student leaving a bus early for any reason other than to board another assigned bus will be in violation of the Benton County School Board Policy and will be dealt with accordingly. All students waiting on rides or buses in the afternoon are to be in the cafeteria by 2:45 p.m. Any student reporting after 2:45 p.m. to the cafeteria will be sent immediately to the office.

The bus driver is responsible for student safety and has the authority to enforce rules of safety. Failure to follow school bus rules may result in the loss of riding privileges. Because we do not compromise student safety, the following rules are enforced:

1. Arrive at the pickup point before the bus is scheduled. The bus cannot wait for latecomers.
2. Remain seated at all times (except to enter and exit the bus); face the front of the bus; keep the aisle and emergency exits clear of arms, legs, backpacks, etc.
3. Talk Quietly – Shouting, yelling, boisterous behavior, or any unnecessarily loud noise cannot be permitted.
4. Littering the bus, vandalism, or throwing anything on or out of the bus will not be permitted.
5. Eating and drinking are not allowed on the bus unless authorized by the driver.
6. Glass objects, balloons, or any other hazardous articles may not be carried onto the bus.
7. Passengers should remain quiet when the bus stops at a railroad crossing.
8. Harassment of **any** kind (verbal, sexual, physical, etc.) is not permitted.
9. Students are expected to be respectful and courteous to the driver and other students.
10. Students are expected to refrain from profane and/or obscene language and/or gestures.
11. When getting off the bus, follow your driver's instructions and **always cross in front of the bus if you live on the opposite side of the street.**
12. **After exiting the bus, students should not attempt to retrieve items left on the bus or retrieve items that fell under the bus. "Things" can be replaced... children can't.**

Remember, riding the bus is a privilege.

School Administration and/or the Discipline Committee will determine any disciplinary action based on a case by case basis for not adhering to the school bus rules.

DISCIPLINE PROCEDURES

Students who are assigned write-offs fall under the following guidelines:

1. Write-offs assigned on Day 1.
2. On Day 2, write-off assignments are due and doubled if not completed.
3. On Day 3, the student is suspended, and the write-offs are still required.
4. All first-time write-offs are to be no more 1000 words.

Any principal/director or assistant principal may suspend any student from attendance at school or any school related activity on or off campus (out-of-school suspension), from attendance at a specific class or classes, or riding a school bus,

without suspending such student from attendance at school (in-school suspension) for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school or for truancy;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against any person 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 any 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 or other weapons as defined in T.C.A. 39-6-1701 on school property;
8. Assaulting any school personnel with vulgar, obscene, or threatening language;
9. Unlawful use of possession of barbitol or legend drugs, as defined in T.C.A. 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;
12. Any other conduct that disrupts order or discipline in any school;
13. Smoking or possession of tobacco products:
 - a. First Offense – 3 days In-School Suspension
 - b. Second Offense – referred to disciplinary committee.

Note: If a student less than 18 years of age is smoking or in possession of tobacco products on school grounds, the Principal is required by law to file a petition in juvenile court.

14. Participation in a protest by any group on school property and failure to leave when directed to do so by anyone in charge of said property;
15. Open defiance of the authority of any teacher or person having authority over the student including verbal abuse.

EX: Failing to report to office when sent; refusing to comply when a teacher tells you to do something; refusing to report to ISS.

16. Any student misusing non-prescription drugs will be suspended from school for three (3) days;
17. Taking or attempting to take personal property or money from another person or from his or her presence, by means of force or fear;
18. Marking, defacing, or destroying school property;

EX: Intentionally damaging equipment, carving on desks, chairs or tables, abuse to lockers, defacing building or equipment, willfully causing or attempting to cause substantial damage to school property; or taking or attempting to take school property without permission.

19. Fighting – punishment will be determined by the administration and/or disciplinary committee;
20. Weapons and dangerous instruments:
 - a. Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in the school building or on school grounds at any time, in school vehicles and buses, or off the school grounds at a school sponsored activity, function, or event.
 - b. For the purpose of this policy, dangerous weapons shall include any firearms, explosives, explosive weapon, bowie knife, hawk-bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, and knuckles; and
 - c. Any student who aids in the recovery of a firearm on school grounds will be eligible for a \$250.00 reward.

ZERO-TOLERANCE BEHAVIOR

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

Zero tolerance acts are as follows:

1. Students who bring or possess a drug or a dangerous weapon onto a school bus or school property;
2. Any student who while on a school bus or school property or while attending any school event or activity:
 - a. Possesses a drug or dangerous weapon; or
 - b. Commits a battery on a teacher or any other employee of the school.

IN SCHOOL SUSPENSION

ISS serves as a disciplinary option for the administration when dealing with students who do not comply with school rules and the directions of the teachers and staff. ISS serves as a deterrent by isolating the student from normal daily activity during school hours. ISS offers the student an opportunity to maintain academic standing and progress concurrent with their punishment.

1. Unless specified otherwise, the student is to report to ISS by the 7:50 morning bell. Attendance

Policy is consistent across regular classes and ISS.

2. Any electronic devices, including cell phones and electronic reading devices, will be turned over to the instructor upon arrival. Failure to adhere to this requirement may result in additional consequences.
3. Upon assignment to ISS, the student will be required to write, date and sign a copy of these rules signifying their understanding of the requirements for behavior while in ISS. This exercise will be repeated for any and all subsequent ISS punishments assigned.
4. Students will maintain a daily log of activities while in ISS. This log will record the class schedule, assignments, time spent completing specific assignments, along with other activities during the day. This log will be filled out by the student. It will then be signed and dated by the student each day. This form will be turned in and serve as a record of each day served in ISS.
5. Students will bring all materials needed for each class to ISS. This includes, but is not limited to: textbooks, supplementary workbooks, agenda book, notebooks, study materials, paper, pencils, pens, and other materials as needed for each class.
6. No books or magazines are allowed for pleasure reading. All reading must be specific to a class assignment or Accelerated Reader. See rule 7.
7. Accelerated Reader is only allowed after all other assignments are completed each day. If a student has a test the following day, it is up to the discretion of the ISS instructor whether or not the student has adequately prepared for the exam, and thus if permission for AR will be granted.
8. Casual conversation or talking without permission is not permitted in ISS. Student must raise his/her hand and receive permission from instructor before speaking.
9. Students are responsible for completing classroom assignments while in ISS.
10. Deviation from the above stated rules will result in additional punishment. This may be in the form of writing assignments, additional days in ISS, out of school suspension, or an appearance before the Disciplinary Committee.

CHILD NUTRITION PROGRAM

The Child Nutrition Program is a federally funded program that is designed to feed each student a nutritious meal based upon USDA recommended guidelines and meal patterns. Studies have shown that eating a nutritious breakfast and lunch improves overall student performance and health. School meals offer your child a simple solution for a healthy breakfast and lunch at prices you can afford. We strive not only to provide a nutritious meal but a meal that students will enjoy. We are extremely pleased to offer free breakfasts to all students again this year. We encourage all students to eat in the cafeteria and gladly accept parents/guardians to join your student at meal time. Students are not allowed to leave campus for lunch. Students are permitted to bring their lunch, but we request that parents do not bring students lunch from local restaurants.

The following prices will be in effect for the 2012-2013 school year:

Student Lunch 9-12	\$1.75	Adult Visitor Breakfast	\$1.25
Reduced Price Student Lunch	\$0.40	Adult Visitor Lunch	\$3.00
Adult Visitor Special Meal*	\$4.00	Extra Student Lunch	\$1.75
*Thanksgiving and Christmas		*Program Subject to Change	

EXTRA MENU ITEMS

Extra menu items, referred to as *a la carte* items, may be purchased by students and are based on menu and product availability. Students are discouraged from purchasing single items in place of a regular meal and therefore should either be eating in the cafeteria or have brought a meal from home. Charging for these items will not be permitted.

FREE OR REDUCED PRICED MEAL APPLICATIONS

Because it is so important for every child to eat, the federal government has provided a way to offer free or reduced price meals to families with limited incomes. An application will be sent home with every child. Anyone who thinks his or her child may qualify for these benefits should fill out an application for each student and return it promptly to the school. If you were receiving Families First assistance or food stamps during the month of May 2014, you do not need to fill out this application. You will automatically qualify for these benefits. You may apply for benefits at any time during the school year that you feel your child is eligible.

CHARGE POLICY

Student meals are expected to be paid at the beginning of each week or at the time of meal service. However, the Benton County Child Nutrition Program recognizes that circumstances may warrant the need to charge meals. Students will be allowed to charge up to three (3) days. Parent reminder letters or phone calls will be made when a student's account is unpaid after the 2nd day of charges. Monies received for meals will first go toward retiring any charges owed. All charges are to be paid by the end of the first semester (Christmas break) and by the last full week of school.

REFUNDS

Any amount left over in the student's account at the end of the school year will be transferred to the next school year. Students who have a refund due and will not be returning to a Benton County school the next year may request a refund through the cafeteria manager. A refund of more than \$2.00 will be referred to the Benton County Board of Education office for payment by check within thirty (30) days of the last day of school.

CHECKS: Checks should be written for the amount of purchase only. Any check received for more than the amount of purchase will be applied to the student's account. No checks will be cashed for adults or students.

2014-2015 SCHOOL CALENDAR

July 31	Administrative Day # 1
August 1	Administrative Day # 2
August 4	First day of school
August 29	No School
September 1	Labor Day no school
September 26	Fair Day no school
September 30	End of first nine weeks
October 2	Parent Teacher Conference 4-7 PM
October 7	Report cards and Parent Teacher Conference 4-7 PM
October 8-10	Fall Break no school
November 10	Veterans Day observed no school
November 26-28	Thanksgiving Holidays
December 17-19	Semester exams
December 20- January 2	Christmas Holidays no school
January 5	First day of classes for second semester
January 16	Report cards
January 19	Martin Luther King Jr. Day no school
February 16	Presidents' day no school
February 17	Staff Development no school
March 11	End of third nine weeks
March 19	Report cards
April 3-10	Spring Break no school
May 15	Graduation 7:30
May 18-20	semester exams
May 21	Administrative day four

2014 CAMDEN LION FOOTBALL SCHEDULE

Aug. 15	Scrimmage vs. Bruceton	Home
Aug. 23	South Gibson	Home
Aug. 29	Fairview *	Home
Sept. 5	Montgomery Central *	Home (HC)
Sept. 12	East Hickman *	Away
Sept. 19	Lewis County*	Home
Sept. 26	Huntingdon	Away
Oct. 3	Hickman County *	Away
Oct. 10	Open	
Oct. 17	Waverly*	Away
Oct. 24	Stewart County*(<i>Senior Night</i>)	Home
Oct. 30	Creek Wood *	Away

*Indicates District 11 AA Games

ALL GAMES BEGIN AT 7:30

2014 J.V. FOOTBALL SCHEDULE

Mon.	Sept. 8	Henry Co.	Home
Mon.	Sept. 15	Waverly	Home
Mon.	Sept. 22	Huntingdon	Away
Mon.	Oct. 13	McKenzie	Away

2014 FRESHMEN FOOTBALL SCHEDULE

Thurs.	Aug. 28	McKenzie	Home
Tues.	Sept 2	Bruceton	Home
Thurs.	Sept. 11	Creekwood	Home
Thurs.	Sept. 18	Lewis Co.	Away
Thurs.	Oct 16	Milan	Home

CAMDEN CENTRAL HIGH BASKETBALL SCHEDULE 2014-2015**November**

13	Thursday	@ Henry Co.	6:00	Hall of Champions
15	Saturday	vs. Dresden	6:30	Hall of Champions
18	Tuesday	@ Huntingdon	6:00	
21	Friday	@ Big Sandy	6:00	
25	Tuesday	@ Montgomery central	6:00	

December

2	Tuesday	vs. Lewis County	6:00	
5	Friday	vs. Waverly	6:00	
9	Tuesday	@ East Hickman	6:00	
12	Friday	@ Stewart County	6:00	
19	Friday	@ Creekwood	6:00	
29	Saturday	Christmas Tournament @ Huntingdon	TBA	
30	Monday	Christmas Tournament @ Huntingdon	TBA	

January

3	Saturday	@ Hickman County	6:00	
6	Tuesday	vs. Fairview	6:00	
9	Friday	vs. Montgomery Central	6:00	
13	Tuesday	@ Lewis County	6:00	
16	Friday	@ Waverly	6:00	
20	Tuesday	vs. East Hickman	6:00	
23	Friday	vs. Stewart County	6:00	
27	Tuesday	vs. Hickman County	6:00	
29	Thursday	@ Bruceton	6:00	
30	Friday	vs. Creekwood	6:00	

February

03	Tuesday	vs. Huntingdon	6:00	
05	Thursday	@ Fairview	6:00	

TENTATIVE FALL MARCHING COMPETITION SCHEDULE 2014**September**

13	UTM Marching Invitational – Martin, TN
27	USBANDS Marching invitational – Arlington, TN

October

4	Gibson County Marching Invitational – Dyer, TN
18	South Gibson County Marching Invitational – Medina, TN
25	Huntington Marching Invitational – Huntington, TN

November

1	TN DIV. II State Championships – Thompson Station, TN
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