

**Student Handbook  
2015-2016**

**Camden Central High School  
And  
Frank P. Lashlee  
Career and Technical Center**

**[www.bentoncountyschools.org](http://www.bentoncountyschools.org)**

**[www.camdenhighschool.org](http://www.camdenhighschool.org)**

**[www.camdenlions.com](http://www.camdenlions.com)**

## TABLE OF CONTENTS

Faculty and Staff	Page 3
Introduction	Page 4
Belief, Mission, and Vision	Page 4
Handicapped Accessibility	Page 4
Safe Schools Statement	Page 4
OCR Statement	Page 4
Bullying	Pages 4-5
Code of Conduct	Page 5
Guidance Department	Page 5
Attendance, Make-Up Work, and Exam Policy	Page 5
Coming to School Late or Leaving Early	Pages 5-6
Students on Cooperative Work Programs	Page 6
Capstone Experience	Page 6
Tardiness	Page 6
The Grading System	Page 6
Credits in All Subjects	Page 6
Testing Programs	Page 6
High School Class Determination	Page 6
Graduation Recognition and Class Rank	Page 6
Credit Recovery/Summer School	Page 6
Loss of Credit for Duplicate Courses	Page 6
Physical Education Guidelines	Page 6
Graduation	Page 7
Proper Dress	Page 7
Consequences of Dress Code Violations	Page 7
Gang Activities or Association	Page 7
Items Forbidden at School	Page 7
Student Internet Use	Page 7
Use of Personal Communication Devices	Page 8
Entrance into School	Page 8
Getting and Losing Drivers License	Page 8
Driving Cars on Campus/Loitering in the Parking Lot	Page 8
Qualifications for Elected Positions	Page 8
Public Display of Affection	Page 9
Students & School Buildings During Nonschool Hours	Page 9
Visitors	Page 9
Restrooms	Page 9
Use of Telephone	Page 9
Cafeteria	Page 9
Vending Area	Page 9
Lockers	Page 9
Accidents	Page 9
Behavior at Assemblies and School Sponsored Events	Page 9
Prescription & Nonprescription Medications at School	Page 9
Fire and Disaster Plan	Page 9
Shop Area Safety and Career and Technical Center	Page 9
Student Alcohol and Drug Testing	Page 9
Student Athlete and Band Drug Testing	Page 9
TSSAA Eligibility Rules	Page 10
Riding School Buses and Bus Rules	Page 10
Discipline Procedures	Page 10
Zero Tolerance	Page 10
In School Suspension	Page 11
Child Nutrition, Extra Menu Items	Page 11
Free and Reduced Lunch Applications	Page 11
Charge Policy, Refunds	Page 11
Calendars	Page 11

2015-2016  
Camden Central High  
Frank P. Lashlee Career & Technical Center  
Faculty and Staff

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

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

Jennifer Wright  
Renee Wyatt  
James Young  
JoAnn Young

Bookkeepers

CTC Reba Robins  
CHS Lisa Hill

Teachers

Adam Blackburn  
Sherry Bowden  
Courtney Brackeen  
John Bukky  
Pam Chemelik  
Casey Coleman  
Sarah Comuzie  
Diana Ferguson  
Keasha Floyd  
Jennifer French  
Karen Gauthier  
Diane Goodson  
Richard Hall  
Jennifer Hall  
Alette Hargis  
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  
Jenna Patton  
Dawn Peach  
Chris Peebles  
Kristy Phifer  
Jennifer Pierce  
Kati Prince  
Jamy Reynoldson  
David Roberts  
Katie Rogers  
Kevin Smothers  
Matt Sturdivant  
Rick Sturdivant  
John Taylor  
Angie Tucker  
Matthew Vance  
Mickey Watson

Clerical Assistants

CTC Jennifer Pierpoint  
CHS Maccie Coleman  
CHS Sharon Harris

Nurses

Nicole Blackburn  
Mandy Haywood  
Kayla Mills  
Corey Townsend

Teacher Assistants

Leta Cox  
Amy Hollingsworth  
Judy Thornton  
Debbie Watson

Custodial Maintenance

Deloris Bainum  
Anthony Beal  
Loretta Branch  
Jeanne Cypress  
James Hampton  
Paula Leill  
Diane Oatsvall  
Mary Robinson

Cafeteria

Manager: Debbie Robinson

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

School Resource Officers

James Inman  
Melissa Smith

## INTRODUCTION

This handbook is a guide for students to assist in attaining the educational objectives of both Camden Central High School and the Frank P. Lashlee 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 Frank P. Lashlee 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 Frank P. Lashlee 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  
6<sup>th</sup> 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 Frank P. Lashlee 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.

All absences shall be classified as either excused or unexcused, unless exempted below.

Students are excused for their first six (6) absences regardless of reason. These guidelines should not be interpreted to mean that students are allowed six (6) "cuts" or days off. To the contrary, these guidelines are to assist students (and their parents) when they have to be absent for reasons other than a visit to a licensed health care provider. All absences over six (6) will be considered unexcused unless the student turns in a note from a licensed health care provider.

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

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

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."

Students who are absent five (5) days without adequate excuse shall be reported to the attendance supervisor who shall also comply with state law regarding the reporting of truant students to the proper authorities.

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**:

- **3<sup>rd</sup> TARDY:** Warning/parent contact
- **4<sup>th</sup> TARDY:** One (1) day In-School Suspension
- **5<sup>th</sup> TARDY:** Two (2) days In-School Suspension
- **6<sup>th</sup> TARDY:** Three (3) days In-School Suspension
- **7<sup>th</sup> TARDY:** Driving privileges to school may be revoked for one week or four (4) days In-School Suspension
- **8<sup>th</sup> TARDY:** 8:00 am – 12:00 noon Saturday School (day will be determined by Benton County Juvenile Court)
- **9<sup>th</sup> 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 4<sup>th</sup> tardy, students will be required to serve 30 minutes of detention after school for each tardy until the 8<sup>th</sup> 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
Integrated Math I	74	Integrated Math 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.

**TESTING PROGRAMS**

The following paragraph is subject to change by future action of the State Board of Education.

End-of-Course and TN Ready Tests are state mandated tests administered to all students enrolled in grades 9-12. The results of these tests will be factored into the student’s grade at the percentage determined by the State Board of Education. The weight of the End-of-Course (Science & Social Studies) and TN Ready Tests (Math & English Language Arts) on the student’s course average is currently 25%. The student would not be required to pass any one test, but instead the student would need to achieve a passing score for the course average in accordance with the State Board of Education’s uniform grading policy. If a student is absent from a test, they will receive an “I” until the test has been taken.

**HIGH SCHOOL CLASS DETERMINATION**

**Students are required to have 22 credits 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**

<b><u>Recognition</u></b>	<b><u>GPA Scale</u></b>	<b><u>OPA Scale</u></b>
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 various components listed below. Specific details shall be outlined by your wellness instructor.

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.)

- 1<sup>st</sup> Offense: Electronic device will be confiscated and returned to the student at the end of the day.
- 2<sup>nd</sup> Offense: Electronic device will be confiscated and returned only to the student's parent or guardian.
- 3<sup>rd</sup> Offense: Electronic device will be confiscated, held for parent or guardian pick up and student assignment to one day of ISS.
- 4<sup>th</sup> 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.
- 5<sup>th</sup> 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 Frank P. Lashlee 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 (\$6.00) 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 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 2015-2016 school year:**

Student Lunch 9-12	\$2.00	Adult Visitor Breakfast	\$1.75
Reduced Price Student Lunch	\$0.40	Adult Visitor Lunch	\$3.25
Extra Student Lunch	\$2.00	*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 2015, 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 2<sup>nd</sup> 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.

### 2015-2016 SCHOOL CALENDAR

#### August 2015

3 & 4 Administrative Days 1 & 2  
5 1<sup>st</sup> Full Day of School

#### September 2015

4 Labor Day Break (no school)  
7 Labor Day (no school)  
25 Fair Day (no school)

#### October 2015

6 End of 1<sup>st</sup> 9 Weeks Grading Period  
7-9 Fall Break (no school)  
20 Report Cards  
22 PTC 4-7 PM (Full Day of School)  
27 PTC 4-7 PM (Full Day of School)

#### November 2015

9 Veteran's Day (no school)  
25 - 27 Thanksgiving Holiday (no school)

#### December 2015

16 - 18 Semester Exams/ Dec. 18 Buses run at 11 am  
19 - 31 Christmas Vacation

#### January 2016

1 - 3 Christmas Vacation  
4 Staff Development (no school for students)  
5 1<sup>st</sup> Day of Classes - 2<sup>nd</sup> Semester  
14 Report Cards  
18 MLK Day (no school)

#### February 2016

15 President's Day (no school)

#### March 2016

7 Staff Development (no school for students)  
9 End of 3<sup>rd</sup> 9 Weeks Grading Period

18 Report Cards  
25 Good Friday (no school)

#### April 2016

4 - 8 Spring Break (no school)

#### May 2016

2 - 13 State Testing  
18 - 20 Semester Exams/ May 19 & 20 Buses run at 11 am  
20 Graduation - BS @ 6 pm / CHS @ 7:30 pm  
23 Administrative Day #