

Career Magnet Academy

7171 Strawberry Plains Pike

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<https://www.knoxschools.org/careermagnet>



CMA

CAREER MAGNET ACADEMY
at PELLISSIPPI STATE

Every Scholar Graduates with a “Diploma Plus”

Scholar Handbook 2023-2024

CMA Facebook= @CMA_PSCC
CMA Instagram= @careermagnetacademy
CMA Twitter= @CMA_PSCC_KCS

PSCC website= <https://www.pstcc.edu/>
PSCC Facebook= pstcc strawberry plains
PSCC Instagram= @pellissippi state
PSCC Twitter= @ps

REGULAR DAY BELL SCHEDULE

Advisory	9:25 – 9:55
1st Period	10:00 – 11:25
2nd Period	11:30-1:25
Lunch 1	11:30 – 11:55
Lunch 2	12:00 – 12:25
Lunch 3	12:30 – 12:55
Lunch 4	1:00 – 1:25
3rd Period	1:30 – 2:55
4th Period	3:00 – 4:30

HALF-DAY BELL SCHEDULE

Advisory	9:25-9:40
1 st Period	9:45 – 10:30
2 nd Period	10:35 – 11:20
3 rd Period	11:25 – 12:10
4 th Period	12:15 – 1:00

1-HOUR DELAY BELL SCHEDULE

1 st Period	10:25 – 11:28
2 nd Period	11:30 – 12:33
3 rd Period	12:35 – 2:25
Lunch 1	12:33 – 12:55
Lunch 2	1:00 – 1:25
Lunch 3	1:30 – 1:55
Lunch 4	2:00 – 2:25
Advisory	2:30 – 3:18
4 th Period	3:20 – 4:30

2-HOUR DELAY BELL SCHEDULE

1 st Period	11:25 – 12:25
3 rd Period	12:30 – 2:20
Lunch 1	12:30 – 12:55
Lunch 2	1:00 – 1:25
Lunch 3	1:30 – 1:55
Lunch 4	2:00 – 2:25
Advisory	2:30 – 3:25
4 th Period	3:30 – 4:30

CMA Expectations

Our goal is to prepare CMA students to truly embody the title of scholar, meaning they leave us career and/or college ready. In order to help accomplish this goal, our teachers, meeting as grade level teams, have designed a system of differentiated expectations that recognize and acknowledge the changing needs of developing teens. Ultimately, these expectations seek to grow our students into more independent young adults as they progress along their journey from 9th through 12th grades. Below is a quick reference of our expectations.

We Are CMA		
<p><u>C</u>ollege/<u>C</u>areer <u>R</u>eady</p> <ul style="list-style-type: none"> ● Be Prepared ● Be Competent ● Be Goal-Oriented 	<p><u>M</u>indful</p> <ul style="list-style-type: none"> ● Be an Active Listener ● Be Responsible ● Be Respectful of Self/Others 	<p><u>A</u>ccountable</p> <ul style="list-style-type: none"> ● Be Present ● Be Engaged ● Be Conscious with Time Management

Classroom Expectations

- First and foremost, the administration supports teachers to set their own expectations within the classroom. It is the student's responsibility to know the different expectations from teacher to teacher.
- Computers - Computers should be fully charged upon arrival to CMA each day. The expectation is that students will bring their device and charger to school every day.
- During the presentation of information (teacher or student lead), students will remain seated and quietly attentive.
- Class will be dismissed by the teacher. Do not put away materials until instructed to do so. Please wait for the previous class to leave the room before entering.
- When a substitute teacher is present he or she should be treated with the utmost respect. Discipline reports will result in office referrals.

Cell Phones: Cell phones should be on silent and put away into a purse or backpack during class. Phones should not be audible or visible. Cell phone use may be permitted during designated break times per teacher discretion. Phones may be taken up by the teacher/Administration if they are used during an undesignated time. Responsible use of technology is a must. Absolutely **NO** recording or photo-taking is allowed in class without the teacher's permission.

Leaving Class: There should be no students in the hallway during the first and last 10 minutes of the class period. Students may be excused at any other time with teacher permission and a pass.

When I Am Absent*....

Within 3 Days:

1. Check Canvas.
2. Email your teacher to make arrangements and/or get further instructions.

When Turning in Late Work...

- For electronic submission, notify the teacher via email.
- For paper submission, submit directly to the teacher for a date/time stamp.

Once the due date has passed, the assignment is considered late. The penalty for late work is at the discretion of the teacher.

*If the student is present when the due date is established, the due date remains the same.

If the student is absent on the due date, the assignment is due immediately upon return.

Cafeteria & Other Food/Drink Related Expectations

- Visitors are NOT permitted in the cafeteria or picnic tables during lunch periods.
- Students must remain in the cafeteria or picnic tables during their lunch periods. Students should NOT be in instructional or unsupervised areas.
- Food & Drink are only permitted in the classroom per teacher discretion.
- Eating areas are to be left clean and trash-free.
- Students/parents may not place food orders to be delivered to the school

Parking and Traffic Information

Parents may drop off students at the front of the CMA entrance; however, parents may not pick up scholars in front of CMA due to bus traffic and safety concerns. Rather, parents picking up their students should park in the rear parking lot of the PSCC Strawberry Plains campus. This rule only applies to 4:30 dismissal time.

Be Aware of the Following

- Students who bring personal items including but not limited to cell phones, electronics or large amounts of money should secure items at all times.
- The use of technology is a privilege. Misuse or abuse of the technology provided will result in loss of access on some level, depending on the severity of the infraction.
- CMA administration is not responsible for items lost, stolen or damaged at school.
- Parents are encouraged to contact the teacher through email or by calling the school and leaving a message. Electronic communication is recommended for the most timely response.
- Students are NOT allowed on the Pellissippi side of the building until they have a class there or are officially a PSCC student. This includes the bookstore, vending machines, bathrooms, etc.

Dress Code

- Pants must be worn at the waist. No sagging allowed. No pajama pants.
- Shirts, blouses, & dresses must completely cover the abdomen, shoulders, back and must have sleeves. No midriff can be visible. Low-cut tops that expose cleavage are prohibited. No sleeveless shirts for gentlemen are allowed.
- Head apparel, except for religious or medical purposes, is not allowed to be worn inside the school building.
- Footwear is required and must be appropriate for the activity.
- Clothing, accessories, backpacks and notebooks must not display racial/ethnic slurs/symbols, gang affiliations, disruptive/vulgar or sexually explicit language/images nor should they promote items that students cannot legally buy such as, but not limited to, tobacco, vapes, drugs, alcohol, etc.
- Skirts, dresses, & shorts should be beyond mid-thigh length.
- Blankets are not permitted.
- Other prohibited items include: large and/or heavy chains, studded or chained accessories, sunglasses (except for medical reasons), skin tight outer garments without proper coverage.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.

PSCC Expectations

- Attend all classes promptly and consistently
- Communicate with the Professor
- Utilize all tutoring opportunities when needed
- Be respectful to all students and faculty
- Remember that we are guests on the PSCC campus so be courteous and clean up after yourself
- If a dually enrolled student doesn't have a PSCC class nor a CMA class, they are required to be in college seminar.
- There may be times when a dually enrolled student has a late arrival class or they finish the day early. If they are a senior or a 2nd semester junior, with the correct paperwork signed by a parent, they may come in late or leave early. Once they leave campus for the day, they are not to return (ie not allowed to run to Taco Bell in their break between classes)
- Dually enrolled sophomores need to ask permission to go to the bookstore or vending machines during lunch. Dually enrolled Sophomore students are not allowed to leave campus.
- It is expected that nobody will loiter in the parking lot before, between or after classes.

Misbehaviors and Disciplinary Options

Violation	Possible Consequences
LEVEL 1 BEHAVIORS	
Dress Code Violation	Administrative conference/Parent contact
Tardy to Class	Administrative conference/silent lunch/parent contact
LEVEL 2 BEHAVIORS	
Repeated Violations of Level 1	Parent Contact/Silent Lunch/RLC
Class Cut	Administrative Conference/Parent Contact/RLC
Inappropriate Physical Conduct/Horseplay	Administrative Conference/Parent Contact/RLC
Profanity/Abusive Language in School	Administrative Conference/Parent Contact/RLC
Unauthorized Area	Administrative Conference/Parent Contact/RLC
LEVEL 3 BEHAVIORS	
Repeated Violations of Level 2	Administrative Conference/Parent Contact/RLC/OSS
Bus Misconduct	Administrative Conference/Parent Contact/RLC/OSS
Cell Phone Violation/Inappropriate Use of Electronics	Administrative Conference/Parent Contact/RLC/OSS
Cheating	Administrative Conference/Parent Contact/RLC/OSS
Disruption of the School Environment	Administrative Conference/Parent Contact/RLC/OSS
Fighting	Administrative Conference/Parent Contact/RLC/OSS/Disciplinary Hearing
Harassment/Bullying	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Leaving School Grounds w/o Permission	Administrative Conference/Parent Contact/RLC/OSS
Non-Compliance with School Staff	Administrative Conference/Parent Contact/RLC/OSS

Violation	Possible Consequences
Level 3 Behaviors Continued	
Peer Conflict	Administrative Conference/Parent Contact/RLC/OSS
Possession/Use/Distribution Illegal/Prescription Drugs	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Possession/Use/Distribution Tobacco/Vapes	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Profanity/Abusive Language to Staff	Administrative Conference/Parent Contact/RLC/OSS/Disciplinary Hearing
Threat Class 1	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Vandalism/Damage of Property	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing/Restitution
Level 4 Behaviors	
Repeated Violations of Level 3	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Possession/Use/Distribution of Alcohol	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Threat Class 2	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Level 5 Behaviors	
Repeated Violations of Level 4	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Assault of Student or Staff	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Possession/Use/Distribution of ANY Substance containing THC	Zero tolerance/OSS/Disciplinary Hearing

******For a complete list of behaviors and consequence options, please refer to KCS Board policy J-191 Misbehaviors and Disciplinary Options***

Career Magnet Academy Staff

Name	Email	Department
Charlene Lewis	Charlene.Lewis@knoxschools.org	Executive Principal
Jennifer Sullivan	Jennifer.sullivan@knoxschools.org	AP/Magnet Facilitator
Doug James	doug.james@knoxschools.org	Dean of Students
Ann Orpurt	ann.orpurt@knoxschools.org	Guidance Counselor
Carrie Balent	carrie.balent@knoxschools.org	College & Career Counselor
Stephanie Owens	Stephanie.owens@knoxschools.org	Bookkeeper
Kathy Harshaw	kathy.harshaw@knoxschools.org	Executive Secretary
	@knoxschools.org	IT
Becky Brown	becky.brown@knoxschools.org	Nurse
Kim Brown	kimberly.brown@knoxschools.org	Special Education
Laura Kildare	Laura.Kildare@knoxschools.org	Special Education
Laurenda Hanks	laurenda.hanks@knoxschools.org	Special Education
Yanina Zinchenko	yanina.zinchenko@knoxschools.org	Media/Library
Darien Sabino	darien.sabino@knoxschools.org	Restorative Interventionist
Johnathan Allen	jonathan.allen@knoxschools.org	Social Worker
Matt Miceli	matthew.miceli@knoxschools.org	SSO
Mike North	mnorth@pstcc.edu	Dean of PSCC Strawberry Plains Campus
Spencer Joy	sjoy@pstcc.edu	Dual Enrollment Specialist
PSCC Disability Services	disabilityservices@pstcc.edu	PSCC Disability Services

KCS Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Graduation Requirements

CORE SUBJECTS	NUMBER OF CREDITS
English	4 (English I, II, III, IV)
Mathematics	4 (Alg. 1, Geo, Alg. 2, & one higher level math)
Science	3 (Bio, Chem or Physics, and one additional lab science)
World History or Geography	1
U.S. History	1
U.S. Government	1/2
U.S. Economics	1/2
Physical Ed. and Health	1.5 (Wellness and .5 of PE)*
Personal Finance	1/2
Elective Focus	3**
University admissions	Foreign Language (2 in same), 1 fine/performing art
TOTAL	28

- *The additional ½ credit in PE may be met by completing a PE course (in addition to Wellness) or by submitting a documented and equivalent time (65 hours) of physical activity in school sponsored activities such as marching band, JROTC, cheerleading, dance, interscholastic athletics, or other board-approved activities.
- **The elective focus may be 3 courses in Business or 3 Dual Enrollment classes.

Criteria for Graduating with Distinction or Honors

Students may graduate with honors and/or distinction by meeting the criteria established for the Tennessee diploma with honors or distinction.

Honors Diploma

Students who score at or above all of the subject readiness benchmarks on the ACT or equivalent score on the SAT will graduate with an honors diploma.

The ACT benchmarks are:

ACT English	18
ACT Math	22
ACT Reading	21
ACT Science Reasoning	23

Distinction

Students will be recognized as graduation with “distinction” by attaining an un-weighted B (3.0) average and completing at least one of the following:

1. Earn a nationally recognized industry certification.
2. Participate in at least one of the Governor’s Schools.
3. Participate in one of the state’s All State musical organizations.
4. Be selected as a National Merit Finalist or Semifinalist.
5. Attain a score of 31 or higher composite on the ACT.
6. Attain a score of 3 or higher on at least two advanced placement exams.
7. Successfully complete the International Baccalaureate Diploma Programme.

8. Earn 12 or more semester hours of transcribed postsecondary credit.