

# WELCOME

The faculty and administration of Central High School have high expectations of our students in both classroom work and student behavior. We consider ourselves very fortunate to have students who show pride in the traditions at Central High School, in their classroom performance, and who help uphold a positive image of our school within the community. The information in this folder is designed to acquaint parents and students with the policies and procedures of Central High School.

## Attendance (Student Services Office)

Attendance at Central High School is recorded on a per class basis. If students miss (arrive late or check out early) more than fifteen minutes of a class, they are counted absent in that class for that day.

According to School Board policy, maximum effort is made in all classrooms to provide a quality learning experience each day; therefore, time out of a class represents a loss of valuable learning. Knox County's policies for attendance are designed to encourage students to take personal responsibility for their class attendance and tardies, to provide an opportunity for students to make up work missed, and to eliminate excessive absences from their attendance record.

1. Students with five (5) unexcused absences from school will receive a letter from Knox County Schools warning of potential court action. At ten (10) unexcused absences, student and parent may be required to attend a Juvenile Court hearing. These absences are cumulative for the entire school year and relate to school absences only, not individual class absences. Excused absences for the following reasons do not count toward those reported to Juvenile Court. Documentation must be submitted within five (5) days of returning from absence(s).
  - a. Personal illness accompanied by a medical note
  - b. Hardship in family temporarily requiring assistance from the student
  - c. Death in family accompanied by an obituary
  - d. Court with documentation
  - e. Recognized religious holidays
  - f. Up to 10 days may be covered with a parent note
2. All students are expected to attend classes as scheduled, regardless of their status related to absences or grades. Dropping or adding classes is NOT an option. Students are expected to be in class at all times.
3. Parent/guardian will be notified when a student is absent.
4. Students who are TRUANT may be subject to disciplinary action.
5. Students may sometimes be absent from the regular classroom for required class activities (i.e. Band concerts, special tests, etc.) or for activities at which students represent the school.

### DOCUMENTATION:

In order for an absence to be recorded as "excused", proper documentation must be provided by the parent (this can be done via the student) to the main office within five school days upon return from the absence. Notes must be taken to the main office prior the morning warning bell or upon arriving during the school day. Documentation from parents should clearly state the days the student has been absent and the reason the student has been absent or will be absent. Notes from professionals should clearly state the period of time the child was or will be required to be absent from school and not simply that the child was seen in the office or place of business.

### CHECKING OUT

Check-outs should be held to a minimum and are limited to the following:

1. Emergency - Decision to be made by the principal or assistant principals.
2. Prior arrangement - If a written request is received by officials in the attendance office prior to the beginning of the school day, the student will be dismissed at the requested time. The checkout note must

include the student's full name, date, time of dismissal, phone number where parent/guardian can be reached for verification, and signature of the parent/guardian.

3. The parent/guardian comes to the main office to sign the student out for a legitimate reason. Persons signing-out a student must show a valid picture ID and must be listed as an emergency contact for the student.

Students who become sick during the school day must report to the main office/school nurse before they call home. The main office will assist the student and permit the student to call home. The student will remain in the main office or with the school nurse until he/she receives permission to go home or until he/she is picked up by a parent/guardian. Students are not allowed to check out at any time during state or semester exams.

## **TARDINESS**

Students are expected to be on time for school and for class. At any time a student may lose privileges for being habitually tardy. Habitual tardiness will result in disciplinary action. A student will receive a warning from their teacher on the first tardy. Then the student will be referred to the administration. Discipline could include lunch detention, after school work crew, Saturday School, and/or ISS.

## **DRIVER'S PERMIT REQUIREMENTS**

**To apply for a drivers' permit**, a student must submit a completed **Compulsory School Attendance Form** to the Drivers' License Bureau. This form is available in the school office. The top portion must be completed by the student and parent and then returned to the school secretary for attendance/grade verification and completion of the form. **Note:** Five school days should be allowed for completion of this form by the school.

Tennessee State Law (Title 49, Ch. 6, Tennessee Code Annotated) contains requirements for compulsory school attendance. Another law (Ch. 819 of Public Acts of 1990) sets the requirements for driving privileges for children under the age of 18, tying these requirements to the compulsory school attendance law. This law states that a student will be denied a license or lose an issued license if the student has any of the following:

1. Ten (10) or more consecutive unexcused days absent in a term.
2. Fifteen (15) or more total unexcused days absent in a term.
3. More than half of his/her subjects failed in a term.

For purposes of state guidelines, unexcused absences are those without a doctor's note, court appearance, or death of an immediate family member. If a license is denied or cancelled, a student must do the following to regain driving privileges:

1. Attend school thirty (30) days in a row without an unexcused absence; and/or
2. Pass half or more of his/her classes the next term with D or better.

## **BEFORE AND AFTER SCHOOL**

Students are to report directly to the breezeway or cafeteria before school and should be picked up by 4:00 PM after school. Students who stay past 3:45 PM must wait outside the fence unless under the direct supervision of a teacher or coach. Students are to be in assigned areas at all times or are subject to discipline.

# **Classroom Procedures and Grading**

\*Please refer to the teacher's syllabus and classroom policy procedures for individual teacher guidelines.

## **GRADING POLICIES**

<u>Class % Range</u>	<u>Grade</u>	<u>Regular Quality Pts.</u>	<u>AP/Dual Enrollment</u>
93-100	A	4	5
85-92	B	3	4
75-84	C	2	3
70-74	D	1	2
0-69	F	0	1

- For both Dual Enrollment (core classes only) and AP classes, an extra quality point will be added. For example, an A in an AP or Dual Enrollment (core classes only) class is a five point A rather than a four point A.
- For AP classes only, an additional 5 percentage points will added to grades to calculate the semester average.
- Weighting for Honors Courses includes the addition of 3 percentage points to grades used to calculate the semester average.

Assigning additional quality points above 4.0 for honors or AP courses is not allowed for the purpose of determining eligibility for the lottery scholarships.

Grades will be distributed within 5 days of KCS grading period dates. All grade reports will be distributed at school except for the end of term reports, which will be mailed.

**Note:** Students are responsible for ordering AP College Board tests through the school Counseling Office. Payment must accompany the order(s). AP exams are administered in May. For a student to qualify for a fee waiver based reduction in price they must complete and return the family income form sent home in August.

## **CHEATING/PLAGIARISM**

Personal integrity is valued by the members of the community. Most cheating will be dealt with at the classroom level. Cheating may have associated consequences up to expulsion. Cheating or possession of any electronic device during a local, state, or district mandated exam will result in administrative intervention and will nullify the student's test score.

## **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

## **MAKE-UP WORK**

Students with excused absences have the responsibility for arranging make-up work with all teachers immediately upon their return to school. All make-up work must be done within three days. In the case of single day absences, the student will be expected to be prepared to participate in all previously assigned classroom activities, including tests and quizzes, on the day he/she returns to class. For planned absences (doctor appointments, trips, college visits, etc.), students should consult with their teacher about completing work prior to being absent. Long-term projects, papers, and reports are due, regardless of an absence, and should be sent to school if the student must be absent.

If students are absent for at least 3 consecutive days, parents should call the main office or email teachers to request make-up work. All requested work is to be completed and returned by teacher arrangement. Allow guidance and teachers a minimum of 24 hours to gather necessary assignments.

Students not using the above make-up procedure must request make-up work immediately upon returning to school. In cases of prolonged illness, teachers will set a reasonable time for completion of the work. Failure of the student to initiate a request for make-up work may result in lost opportunity for credit of the missed work.

## **SEMESTER EXAMS**

Examination dates for the entire school year are published well in advance so that families may plan accordingly to avoid conflicts on examination testing dates. Our staff will not be asked by the administration to give examinations early except in very exceptional situations. There are no exceptions made for county or state level EOC's.

EOC examinations will be given on English I, English II, English III, Algebra I, Geometry, Algebra II, US History, Biology and Chemistry. The results of these tests will be calculated as 15% of the final grade (in accordance with TCA 49-1-302(2)). KCS final exam results will also be calculated as 15% of the final grade.

Students will not be required to pass any one examination, but instead must achieve a passing score for the final cumulative grade.

### **ATTENDANCE INCENTIVES**

Attendance incentives are for students who have no more than two absences and at least a C average in a class. A major grade will be dropped before the EOC. The teacher will determine if it is a test or project grade.

### **COLLEGE VISITS**

The student must present a parent note at least one week before the visit. It must include the college they plan to visit and the date of the visit. The student must then pick up a College Visit Verification Form in the guidance office and take it to their classes for each teacher to sign and then it is to be completed by a college official during the visit and returned to the Main Office when the student returns to school.

## **Student Behavior Expectations**

To create a learning atmosphere with high expectations and to foster a positive attitude, a school must have consistent guidelines. In addition to specific regulations detailed in this school policy folder, students are to refrain from the following: fighting, stealing, possessing or using anything that might be considered a weapon, showing disrespect toward teachers or other school employees, behaving in a rowdy manner, displaying affection that is in poor taste, using vulgar language, name-calling and hazing other students, or exhibiting any other behaviors that disrupt the classroom, campus environment, or any school-related activities.

### **DISCIPLINARY TERMS AND DEFINITIONS**

**CONFISCATION:** Items that are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to assigned office. These items may be returned to the student or parents at the Administrator's discretion.

**HAZING:** Name-calling, inflammatory or disrespectful remarks, harassment (verbal or physical) is prohibited at all times and is subject to disciplinary consequences.

**IN SCHOOL SUSPENSION (I.S.S.):** I.S.S. is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a designated classroom with an authorized staff member. Students are expected to complete regular academic assignments and follow the schedule and guidelines outlined by the staff member in charge. **Cell phones are not to be used in ISS and will be collected for the time the student is in ISS.**

**OUT OF SCHOOL SUSPENSION (O.S.S.):** This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance. Students who receive O.S.S. are subject to the following rules:

- The student is not allowed at any time on any Knox County School property.
- The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, or school performances.

**LONG TERM SUSPENSION:** Any out-of-school suspension that is longer than four consecutive days is considered "long term." A disciplinary hearing will be held before any long-term suspension has been given.

**INITIAL HEARING/DISCIPLINARY HEARING:** When information is received by the Administration indicating that a student has committed a violation that could result in a suspension of more than four days, meetings will be scheduled for the following purposes in the order given below:

#### **Hearing Notification** (Includes Administrator and Student + Parent/Guardian)

- To present information concerning the violation.

- To hear the student's statement or statements of others who may have information relative to the violation.

### **I.E.P. Team**

- To determine if violation is a manifestation of the Special Ed certification.
- To determine if placement/programming is needed.

### **Disciplinary Hearing** (All regular Ed. & Special Ed: if not a manifestation)

- To determine guilt or innocence.
- To determine the appropriate consequences for the violation

**SEARCH AND SEIZURE:** According to Knox County Board Policy Handbook (JCAB), any principal, or his designee, having reasonable suspicion for a search may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses. This includes backpacks, purses, lockers, vehicles, etc. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook available at [knoxschools.org](http://knoxschools.org))

### **ZERO TOLERANCE**

According to Knox County Board Policy Handbook JCCC2:

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 removal from school for a period of not less than one (1) calendar year. The Superintendent (or designee) has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

- 1 Any student who while on a school bus, on school property or while attending any school event or activity:
  - a. unlawfully possesses a legend drug or any other controlled substance<sup>1</sup>; or
  - b. knowingly possesses a firearm as defined in 18 U.S.C. § 921<sup>2</sup>; or
  - c. commits aggravated assault on a teacher, a School Resource Officer (SRO), and officer of the law assigned to patrol Knox County School property or other employee of the school system.<sup>1</sup>

It is the Board's intent that the Superintendent exercise his power to modify and ensure that no student shall be out of school for more than two semesters for a zero tolerance offense. The Superintendent shall consider each zero tolerance case for placement in the alternative school program.

### **TOBACCO**

Students of any age are forbidden to use or possess tobacco or any tobacco-like substitute, in any form, and/or electronic cigarettes (vapor) while at school or while participating in any school-sponsored activity, at school or away. Upon the first offense the student will receive a minimum suspension of at least two days; upon additional offenses, the student will receive a minimum of three days suspension, may be suspended from school indefinitely, and may be subject to alternative placement. The KPD will cite all students in violation of the tobacco policy to juvenile court.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or in any way damage school property or equipment will be required to pay for the damage done or replace the item. Disciplinary action will also be taken. Any unlawful act taking place on the school grounds or on buses not only makes the student subject to penalties which the courts may prescribe, but also could result in suspension.

### **PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES**

Personal Communication Devices (PCD) and personal electronic devices including, but not limited to, cell phones, camera, recorder, CD players, iPods, MP3 players, netbooks, laptop or notebook computers or iPads may be stored in backpacks, purses, or personal carryalls. However, the use of the devices during class-time is forbidden unless approved for an academic activity by the principal or the principal's designee. This is not

intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use or storage of PCDs and electronic devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

Students may possess PCDs while on school property. The devices may be used before and after school. At all other times the PCD must be in the off mode. The principal or the principal's designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

**Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or at school sponsored events.**

WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and or/federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

To view this policy (J-240) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org)

1<sup>st</sup> Offense: The cell phone or other PCD will be confiscated for the remainder of the school day and the student may pick it up in the main office after school.

2<sup>nd</sup> Offense: The cell phone or other PCD will be confiscated for the remainder of the school day. Student will serve one Saturday School. The student may pick it up in the main office after school.

3<sup>+</sup> Offenses will be considered by the administration to be insubordination.

**DRESS CODE**

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

1. Pants must be worn at the waist. No sagging allowed.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts or shirts with no midriff visible. ***Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.*** There are to be no holes in pants, shorts, skirts, etc. that show skin above the knee.
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building or in the breezeway.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
5. Clothing and accessories such as backpacks, patches, jewelry and notebooks must not display: (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote products which students may not legally buy: such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses and shorts must be beyond mid-thigh length.
7. Sleepwear, pajamas, and/or blankets cannot be worn in school.
8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses except for health purposes, and (4) skin-tight outer materials such as spandex. Shorts, skirts, pants, or dresses must be worn over ALL leggings or tights and cover the student's posterior.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The principal may allow exceptions in special circumstances or occasions such as

holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes and science labs.

Any student not attired in accordance with the foregoing policy shall be subject to the following consequences:

1. Correct the violation or spend the remainder of the day in in-school suspension
2. Repeat offenders shall be subject to additional measures that include parent conferences, in-school suspension and out-of-school suspensions

## **FIGHTING**

Any student who participates in a fight at school or any school activity will be subject to a disciplinary hearing.

Any student committing assault upon any teacher, principal, administrator, or any other employee may be suspended for one calendar year.

## **HARASSMENT, INTIMIDATION, BULLYING, AND CYBER-BULLYING**

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. All Knox County School's staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertaken through the use of electronic devices;

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, and:

If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

1. Physically harming a child or damaging a student's property;
2. Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student or students; or
4. Individuals or groups of individuals participating in harassment, intimidation, or any form of threatening behavior, including but not limited to, throwing gang signs or signals and tagging; or
5. Creating a hostile educational environment; or

If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes.

To view this policy (J-211) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org)

## **RESTRICTED AREAS**

Students are not allowed in the following areas:

1. Parking lots or vehicles during school hours without administrative permission.
2. Rooms or areas designated "Staff Only" or "Off Limits."
3. Instructional Areas during lunch periods.
4. Any unsupervised area during classes w/o permission.
5. In the building or on campus after 4:00 without staff supervision for a school activity. In the building before the designated time in the morning without staff supervision.

6. Building specific locations including the roof, north and south stairs, the outdoor classroom, areas outside of the fence, or any off limits/restricted area.

## **SUSPENSIONS**

The principal or assistant principal is authorized to suspend a pupil from attendance at school, including its sponsored activities, or from riding a school bus. Arrangements will be made for students suspended to take mid-semester and semester exams, outside the school day, if they are scheduled during the period of suspension. Suspended students will also be able to complete work assigned during the suspension. The student is responsible for obtaining and turning in all work for the period of suspension. All assignments (including tests) permitted to be turned in for credit by the above stated policy must be turned into or administered by the assistant principal's office by the time and date each is due.

Restorative Practices will be implemented when possible depending on the situation, offense, training, and resources.

# **Student Policies**

## **ATHLETICS**

Central High School has a proud tradition of excellence in athletics. Although academics are of primary importance and participating in athletics is a privilege, an excellent athletic program can be a meaningful learning experience. Athletics enhances a student's opportunity to learn and to develop academically, physically, intellectually, and personally. Students interested in participating in college sports should start the NCAA process by the end of their junior year.

Eligibility requirements include that each student athlete:

1. must have earned at least 6 term credits the previous year.
2. must be in compliance with TSSAA eligibility.
3. must not be 19 years of age on or before September 1<sup>st</sup>
4. is permitted 8 terms of eligibility beginning in 9<sup>th</sup> grade.
5. must complete 3 subjects per term.
6. must pass a medical examination before participating.
7. must have a completed Parent Consent Form.

Student athletes are expected to maintain good sportsmanship, give respectful attention to classroom activities, and show respect for other students and faculty. Student athletes are expected to attend and participate in classes. An athlete must be present in school at least 3 hours and 15 minutes to participate that day in a game or practice. Student athletes who are assigned OSS will face athletic program consequences.

Practice schedules are determined by the coaching staff and student athletes should inform the coach if they will miss practice or a game. Any equipment issued to the athlete is the property of Central High School and is on loan to the student. Any loss of equipment is the financial responsibility of the student.

Athletic insurance coverage is for a secondary coverage that covers only after parents have filed on their insurance plan. Cost for a catastrophic/serious injury is assessed for each participating athlete.

## **BUS TRANSPORTATION**

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times, is available in the School Counseling Office or the Knox County Transportation Office.

Discipline on our school buses is a priority in order to insure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus. Knox County bus rules are posted on each bus; failure to cooperate with driver may result in removal of student riding privileges and/or suspension from the bus.



## BUS DISCIPLINE CODE

(Handled by Administration)

Level 1	Level 2	Level 3
<ul style="list-style-type: none"> <li>• Eating or drinking on the bus</li> <li>• Failure to remain seated</li> <li>• Improper boarding/departing procedures</li> <li>• Refusing to obey driver</li> <li>• Loud, rude, or abusive behavior</li> <li>• Profane language/obscene gestures</li> <li>• Any behavior jeopardizing safety</li> </ul> <p>Consequences</p> <ul style="list-style-type: none"> <li>• Written reprimand (maximum 1 warning)</li> <li>• Bus riding suspension (3 to 5 school days)</li> <li>• Out of school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Third violation of Level 1 behavior</li> <li>• Tampering with bus equipment</li> <li>• Fighting/pushing/tripping</li> <li>• Bringing articles aboard the bus of injurious or objectionable nature</li> <li>• Destruction of property (<i>Parent/guardian fiscally responsible for damages-student will remain off bus until damages are paid.</i>)</li> <li>• Possession and/or use of tobacco products</li> <li>• Profane language/obscene gestures</li> <li>• Throwing objects in or out of bus</li> <li>• Hanging out bus window</li> </ul> <p>Consequences</p> <ul style="list-style-type: none"> <li>• Bus riding suspension (<i>minimum 5 school days</i>)</li> <li>• Repeat occurrence of Level 2 violation (<i>minimum 15 school days bus riding suspension</i>)</li> <li>• Out of school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Third violation of Level 2 behavior</li> <li>• Physical assault/verbal threat directed to bus driver</li> <li>• Attempting to set fire to seat, hair, clothing, etc.</li> <li>• Possession of weapon</li> <li>• Use of chemical substance with intent to do bodily harm.</li> <li>• Possession and/or use of alcohol drugs or paraphernalia.</li> <li>• Misuse of emergency exit on bus.</li> </ul> <p>Consequences</p> <ul style="list-style-type: none"> <li>• Bus riding suspension (<i>minimum 30-maximum 180 school days</i>)</li> <li>• Out of school suspension</li> <li>• Action by the Board of Education (<i>up to and including expulsion</i>)</li> <li>• Appropriate legal action</li> </ul>

### LIBRARY MEDIA CENTER

The Central High School Library Media Center is here for students to access computers, research, check out library materials, and is a great place to work on homework. Along with books the library offers databases, internet access, and computer help for all students. The CHS library is open before and after school, and at lunch for students to come in, or with a pass during class time. Students are encouraged to stop in and see what resources are available to them. Usernames and passwords for checking grades and logging into the computers can be changed in the library.

### GUIDELINES FOR MEDICATION

No medication of any kind shall be self-administered by students at school, even with the assistance from school nurses or other school personnel, except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school. Over the counter (O.T.C.) medications are included in these regulations. Any student who is required to take medications must comply with the following regulations: (K.C. Board Policy JGCB)

1. The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
2. Written orders must be provided by a medical health care provider who has the legal right to write a prescription. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, possible side effects, and method of storage.
3. One medication per form is allowed on the Physician Forms and the forms must be renewed each school year.
4. A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
5. All medications, whether prescription or over-the-counter, must be brought to the school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorization by a medical care provider.
6. All medication must be in appropriate containers which are properly labeled by a medical care provider or pharmacy. An over-the-counter medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.
7. Upon receiving medication at school, the quantity of medication received must be confirmed and documented.
8. All medications self-administered must be documented.
9. School Nurses will monitor the administration, documentation, and storage of all medications.

10. The parent/guardian is responsible for picking up an unused medication at the end of the treatment or of the school year.

Failure to follow the medication policy may result in a student having a disciplinary hearing for a Zero Tolerance offense.

### **TEXTBOOKS**

Students are accountable for all free textbooks. Knox County Board of Education must be reimbursed for any books that are damaged, destroyed, or misplaced. Classroom teachers make the decisions regarding book damage.

## ***CAFETERIA/ FOOD AND DRINK POLICY***

All food and drinks must be consumed in the cafeteria, unless by special permission. Eating areas are to be left clean and trash-free and trays properly returned to designated area. There is to be NO commercial food deliveries to students on campus during school hours. Visitors are not permitted in the cafeteria during lunch periods without administrative approval. Each student is to use his/her personal cafeteria number only. This number is not to be used by any other student, with or without the permission of the owner. Students must present all food and drink items to a cashier for payment. Food or drink not presented and paid for will be considered stolen, and appropriate disciplinary actions will be assigned. All school behavior guidelines should be followed during lunch. Students must remain in the cafeteria, or in the breezeway during lunch periods. Students should not be in instructional or unsupervised areas.

No food and drink (except water) is permitted in classrooms or other instructional areas except by special permission.

## ***STUDENT SERVICES DEPARTMENT***

The Central High School Student Services Department works with the school staff and various agencies to assist students in recognizing and solving educational, career, and personal problems. Counselors will meet in individual conferences or large groups with students to review and discuss courses of study, post-secondary plans, scholarship information, and other areas of concern. Parents are encouraged to communicate with the counselor whenever they have questions or concerns. Services that may be offered include: personal and academic counseling, orientation and registration assistance, college counseling, testing programs, and records maintenance.

### **CHANGE OF ADDRESS**

All students should inform the office of any change of address, telephone number, or guardianship.

### **GRADUATION REQUIREMENTS**

A diploma shall be awarded to students who have earned the prescribed 28 credits and have a satisfactory record of attendance and discipline.

CORE SUBJECTS	Number of Credits
English	4 (English I, II, III, IV)
Mathematics	4 (Algebra I, Geometry, Algebra II, and one higher level math)
Science	3 (Biology, Chemistry or Physics, and one additional lab science)
World History and Geography	1
US History and Geography	1
US Government	.5 (Must take a Civics Exam)
Economics	.5
Phys. Ed and Health	1.5 (Wellness and one additional ½ credit)*

Personal Finance	.5
Elective Focus	3**
World Languages	2
Fine Arts	1
Elective Credits	6
ACT Exam	
Total	28

\* The additional ½ credit in Physical Ed. may be met by completing a Physical Education course (in addition to Wellness) or by substituting a documented and equivalent time (minimum 65 hours) of physical activity in school sponsored activities such as marching band, JROTC, cheerleading, dance, interscholastic athletics and other areas pre-approved by the board of education.

\*\* The elective focus may be CTE (3 courses in the same CTE program area), science and math, humanities, fine arts, AP/IB, or other areas approved by the board of education.

Additional information on graduation requirements and types of diplomas can be found in the school counseling office.

## **Central High School Procedures**

### **AUTOMOBILES**

Driving an automobile to school is a privilege, not a right. All vehicles must be properly parked in a designated parking space with parking hangtags properly displayed. **Students must park, lock, and exit their vehicle immediately upon arrival to school. No student may return to his/her car without permission from the principals. Automobiles are subject to search by school authorities.** Illegally or unlawfully parked vehicles will be issued a parking citation and/or towed at the owner's expense. Failure to follow all parking rules will result in loss of all parking privileges, and no money will be refunded. Students must follow all parking guidelines on the parking application. Parking hangtags are limited to a first come first served basis.

### **DELIVERIES TO SCHOOL**

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. On Valentine's Day or holidays, deliveries will not be accepted so that the educational process is not disrupted.

### **FEES**

All fees and/or workbooks required of students have been approved by the Knox County Board of Education and will be collected in compliance with FAPE (Free Appropriate Public Education). If the financial status of your family is such that the payment of a fee produces a hardship, your parents should contact the school or write a note to the principal. Students who qualify for free or reduced lunch may apply for a waiver. Fee waiver forms are in the main office.

Fee are to be paid to the individual teacher. Make checks payable to Central High School. There is a \$10 service charge for returned checks. Payments should be given to the teachers in individual classes each term.

### **LOCKERS**

Students may request a locker and then will be held responsible for the upkeep and contents of that locker. A student may use only the locker to which he/she has requested. All personal items and books, when not in use, are to be kept in lockers. Money or other valuables should not be left in lockers. Lockers that do not have locks on them will be emptied and resealed. Students must use a combination lock for securing lockers. The school reserves the right to inspect student lockers at any time.

## **PERSONAL BELONGINGS**

Students should not bring personal belongings to school due to the risk of loss or theft. Knox County Schools are not responsible for items that are lost or stolen. iPods, headsets, ear buds, cell phones, etc. should not be used during instructional time, unless they are used for instructional purposes as designated by the classroom teacher.

## **SIGNS, ADVERTISEMENTS, Etc.**

Before signs or advertisements are displayed in the school, an administrator must give permission. Signs can only be placed in designated areas, and masking tape should be used. It is the responsibility of the person who puts up the sign to see that it is taken down within a reasonable length of time.

## **TELEPHONES**

The school telephone is for school business and will be used by students only with the permission of the administrative support staff. Telephone messages will only be accepted from parents and employers.

## **VISITORS**

The Student and Employee Safe Environment Act of 1996 requires that all visitors, except on occasions such as athletic events and open house, must report to the school office and sign a log book upon entering the school. Guest passes will be issued.

# **KNOX COUNTY SCHOOL BOARD POLICIES**

## **EQUAL OPPORTUNITY NOTICE**

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

No person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building at (865) 594-1540.

Complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, or veteran status should be directed to the Title VI, Title IX and ADA Coordinator, Room 1517 of the Andrew Johnson Building at (865) 594-1918 and/or the following:

Title VI Coordinator  
Tennessee Department of Education  
**and/or**  
The Office for Civil Rights  
U.S. Department of Education  
P.O. Box 2048, 04-3010  
Atlanta, Georgia 30301-2048

## **Unsafe Schools Choice Notice**

Under the Tennessee State Board of Education Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

## **Statement of Compliance**

Knox County Schools (KCS) is an equal opportunity provider of services and employment. KCS respects, celebrates and encourages diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, age, age, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. The Knox County Schools will not discriminate or limit access to any educator, principal, student, or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools (TN) and their grant partners are broad in their support of the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participants' if/when unique situations and circumstances occur. Support services include but are not limited to hearing, speech and vision services, physical access management, health related support for various limitations, curricular differentiation and advisement for multiple skill levels and learning sites, academic mentorship, and broadly focused guidance for students. The Knox county Schools (TN) continue to be committed in its support of all equity statues as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

## **Civility Code**

### **PHILOSOPHY OF PERSONAL CONDUCT**

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility. It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

### **EXPECTATIONS**

Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

### **RESPONSE TO UNCIVIL BEHAVIOR**

The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.

4. Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

**Knox County Schools and Central High School reserve the right to add, delete, or change any information within this handbook without prior notification.**

### ***CENTRAL HIGH SCHOOL CONTACT INFORMATION***

Central High School  
5321 Jacksboro Pike  
Knoxville TN 37918  
(865) 689-1400 (phone)  
(865) 689-1403 (fax)  
[www.Centralhs.knoxschools.org](http://www.Centralhs.knoxschools.org)