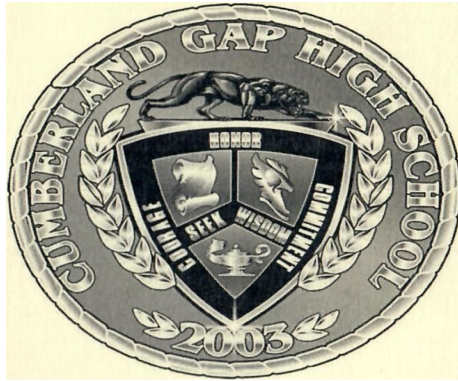


Cumberland Gap



High School Student Handbook 2019-2020

Claiborne County Schools do not discriminate on the basis of race, sex, color, religion, age, veteran status or disability in provision of education programs and services or employment opportunities and benefits in pursuant to the requirements of Title Vi of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other state and federal laws.

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A Message from the Principal

“Panther Pride”

Dear Student and Parent:

On behalf of the staff at Cumberland Gap High School I am excited to welcome you to the 2019-20 academic school year. We look forward to working with each of you and forming a partnership that will ensure our students achieve their highest potential.

As Panthers, it is up to you to continue the legacy of *Panther Pride* through excellence in academics and extracurricular activities. The Cumberland Gap High School Panther legacy is one that begins with you now as you make meaningful and lasting contributions and traditions to be left behind after you graduate. It is our goal as a staff to afford you the best education and experiences possible, while empowering you to continue building the unique characteristics that make you a Panther.

This handbook provides rules and expectations that are in place in order for us to provide a safe, positive learning environment for our students and staff. Please take time to read the handbook and feel free to contact us with any questions. Thank you for supporting our efforts in helping make this a great year for our students.

Work hard, be passionate about every endeavor, make lots of memories, and remember that every moment counts. Leave a legacy that you are proud of! Panther Pride All Day Every Day!

Sincerely,

David Hamilton, Ed.S
Principal

Cumberland Gap High School Student Handbook

Proper rules of conduct are expected at all times. Even though an item is not listed in the student handbook, it does not prevent the student from disciplinary action.

The Student Code of Conduct can be found online at the following web address: <http://web.claibornecountyschools.com/parentinv/files/2013/08/STUDENT-CODE-OF-CONDUCT.pdf>

Mission Statement

The mission of Cumberland Gap High School, as a student centered, community based school, is to graduate productive, socially responsible citizens and lifelong learners through positive learning opportunities.

Administration/Faculty

Administration: Principal, David Hamilton; Assistant Principal, Whitney Bowling; Assistant Principal, Kayla Barnard

School Counseling Office: Sharon Patton; Counselor, Rachel Fox; , Counselor, MaryAnn Lefevers; SPED Counselor, Sara Beth Rodgers; GEAR UP TN Claiborne County, Danna Smith

English Department: Ashtyne Frost, Shannon Graves, Kelli Little, Alison Manning, Emma Millett, Valerie Roach

Foreign Language Department: Caroline Chadwell

Social Studies Department: Chris Fultz, Corey Russell, Rick Shipley

Math Department: Chris Campbell, Dennis Cline, Nancy Hansard, Charlotte Hopper, Patty Sizemore, Shannon Rice

Science Department: Whitney Davis, Penny Long, Greg Noah, Greg Snyder

Special Education Department: Christy Capps, Wilma Hensley, Dee Middleton, Brett Moore

CTE: Pam Baughcum, Brad Burkhart, Daphne Holt, Brian Hubbard, Melinda Jessee, Carla Overton, Bobby Pearman, Darian Sandifer, Tamara Smith.

Wellness/FineArts/Library/Computer Lab/ISS: Cory Cheek, Ernie Clawson, Nathan Hatmaker, Jonathan Elliott, Josh Newton, Patty Russell, Laura Posey

Programs of Study 2019-2020

Program of Study (Elective Focus) Courses

Complete three credits from one area in bold print.

*Indicates Freshman Elective Options

Collision Repair Technology

*Transportation Core

Collision Repair Non-Structural

Collision Repair Structural

Criminal Justice

*Criminal Justice I

Criminal Justice II

Criminal Justice III

Engineering and Technology

*Foundations of Technology

Technological Issues

Advanced Design Applications

Engineering Designs

Horticulture Science

*Agriscience

Principles of Plant Science and
Hydro culture

Greenhouse Management

Landscaping and Turf Science

Natural Resources Management

Fashion Design

*Visual Art I

Foundations of Fashion Design

Fashion Design

Social Health Services

* Intro to Human Studies

Life Span Development

Human Studies

Humanities

*Creative Writing I

Creative Writing II

Creative Writing III

Bible Literacy

Etymology and Mythology

Personal Care Services

*Principles of Cosmetology

Design Principles of

Cosmetology

Chemistry of Cosmetology

Veterinary and Animal Science

*Agriscience

Small Animal Science

Large Animal Science

Veterinary Science

Agricultural Engineering and Applied Technologies

*Agriscience

Principles of Agricultural
Mechanics

Agricultural Power and Equipment

Organizational Leadership and
Communication

Food Science and Safety

STEM

High Level Math or Science

High Level Math or Science

High Level Math or Science

Therapeutic Clinical Services

*Health Science Education

Emergency Preparedness

Medical Terminology

EMS

Fine Arts

Theatre Arts I

Theatre Arts II

*Visual Art I

Visual Art II

Visual Art III

*Band

Graduation Requirements

Core Classes:

All credits to be earned.

Language Arts (4 Credits)

English I

English II

English III

English IV

Mathematics (4 credits)

Algebra I

Geometry

Algebra II

Additional Math (Based upon ACT score)

Science (3 Credits)

Biology I

Chemistry I

Additional Science

Social Studies (3 Credits)

Government

U.S. History

World History

Economics

Personal Finance

Wellness (1.5 Credits)

Lifetime Wellness

P. E.

Foreign Language (2 Credits)

Foreign Language 1

Foreign Language 2

Fine Arts (1 Credit)

Fine Art

State and Board Mandated Tests

2019-2020 Test Administration Windows

Assessment Name	Subject(s)	Student Group	Administration Window
TCAP End-of-Course	English I/II Algebra I/II Geometry Biology U.S. History & Geography	High school students and any middle school student taking a high school course	Fall Block: December 2 - 19 Spring block / traditional schedule: April 13 – May 8
ACT	English Math Reading Science	Students in grade 11	March 17 for paper and pencil March 17 – March 20 for testing with accommodations Make up dates (TBA)

*When student test data is made available to the district, individual performance reports will be sent to parents.

2019-2020 ACT National Test Dates

Test Date	Registration Deadline	(Late Fee Required)
September 14, 2019	August 16, 2019	August 17 – 30, 2019
October 26, 2019	September 20, 2019	September 21 – October 4, 2019
December 14, 2019	November 8, 2019	November 9 – 22, 2019
February 8, 2020	January 10, 2020	January 11 – 17, 2020
April 4, 2020	February 28, 2020	February 29 – March 13, 2020
June 13, 2020	May 8, 2020	May 9 – 22, 2020
July 18, 2020	June 19, 2020	June 20 – 26, 2020

School Schedule:

7:50	First Bell
7:55 – 9:15	1st Block
9:15 – 9:20	Class Change
9:20 – 10:40	2nd Block
10:40 – 10:45	Class Change
10:45 – 11:25	3rd Block
11:25 – 1:25	4th Block / Lunch
1:25 – 1:30	Class Change
1:30 – 2:50	5th Block

CGHS One Hour Delay*:

8:55 – 10:10	1st Block
10:10 – 10:15	Class Change
10:15 – 11:25	2nd Block
11:25	1st Lunch Starts
Return to regular schedule	

CGHS Two Hour Delay*:

1st or 2nd Block-----9:55-11:25 (alternate days)

Regular schedule the remainder of the day

*There will be no 3rd Block classes on days we are on a snow schedule

Attendance Policy

In order to meet the requirements for promotion and/or graduation, a student in Claiborne County Schools shall have an approved record of attendance.

Parents will be allowed 3 parent notes per semester to excuse a student's absence (one day equals one note).

Tennessee Code Annotated 49-6-3007 defines truancy as a student having 5 or more unexcused absences during the school year. This same law requires schools to notify parents in writing when a student has missed five unexcused absences and each successive accumulation of 5 unexcused absences thereafter. A student with more than 5 unexcused absences is subject to a juvenile petition.

The principal may require a doctor's excuse at any time that absences (excused, unexcused or a combination of both) are determined by the principal to be excessive.

When a student is present and an assignment is made, he/she will be held responsible for that assignment on its due date. If the student is present when an assignment is made, but absent on the due date, the assignment will be due the day he/she returns to school. Makeup work will be provided for those students who miss assignments due to absences.

The following conditions apply to the makeup work:

- Makeup work will be on a day for day basis.
- Homework will not be able to be made up (or unexcused days missed).
- A zero (0) will be applied to any assignment not turned in when due, determined by the provisions listed above.
- Makeup work will be given to students upon their return to school; students requesting makeup work will not interrupt teachers during class time. Instead, students should inquire about makeup work before or after class.

Missed Test Due to Absence- If a test was assigned prior to the absence, the test will be given the first day back to school, and otherwise, a day will be allowed for preparation.

The school will accept a doctor's excuse only if it is received within two (2) days of the students return to school.

The following is a list of absences that will receive excuses:

- The student's personal illness verified by a parent/guardian or doctor.
- Death in the family not to exceed three (3) school days.
- Recognized religious holidays regularly attended by persons of that particular faith.
- Absences excused by the principal prior to the occurrence.
- School-sponsored activities.

1. A student that has accumulated **ten (10) or more unexcused** absences reported in the Student Information System for the current year will be ineligible to attend extracurricular activities including athletics, school dances including the prom.

2. A student that has a drug, alcohol or zero tolerance related suspension will be ineligible to attend any extracurricular activities including athletics, school dances and the prom for the remainder of the school year.

3. Any student that has irregular attendance, due to excessive, unexcused absences are advised that enrollment in school can be in jeopardy. Based upon state law any student that is absent for ten (10) consecutive days due to unexcused absences may be considered a dropout and withdrawn from school. Completion of the requirements for a diploma must be completed elsewhere.

4. Any potential, current year graduate who has accumulated ten (10) unexcused absences in the school year will not be allowed to participate in the regular class graduation but will be allowed to take part in the alternative graduation at a later date.

CHECKING IN/OUT OF SCHOOL

Parent or guardian identification is required when checking a student out of school. A parent or guardian must send a note with a phone number for verification to the front office before a student may check-out. A note must be submitted to main office by 8:30 a.m. on the day check out will occur. If a student is late to school any time after first period begins, he or she must check-in through the front office. Leaving the campus after arrival or going to the parking lot during the school day requires permission from an administrator. When a student checks out, he or she must also do this through the front office and leave school grounds immediately.

Late Arrival to School/Class

Unexcused tardiness for school or class may result in the following:

Parents will be notified and

- 5 = one day of ISS
- 10 = two days of ISS
- 12 + = After school detention

GRADUATION ACTIVITIES

Students who lack two (2) or fewer credits will not participate in the regular class graduation but will take part in the alternative graduation at a later date upon completion of graduation requirements.

FINALS

In addition to End of Course (EOC) testing requirements, students will have mandatory final exams at the end of each semester. End of Course (EOC) classes may have project-based finals but those must be approved by the school principal. A final exam exemption will be given as an incentive for exemplary attendance, academic performance, and behavior. This exemption does not apply to AP courses or TNReady test.

A student must meet the following criteria to be exempt from final exams:

- Two or fewer excused absences.
- NO unexcused absences.
- B or better average going into the final exam.
- No more than 3 tardies.
- NO out of school suspensions.
- Students who are homebound must take the final exams.
- Students who have earned the final exam exemption have the option to take the final exam to improve their grade. The final exam will not count for those students if it will lower their current final average.
- The final exam will count 10% of the final grade.
- School Administrators will have final discretion concerning Final Exam exemption appeals.

Student Driving

Students who drive must be registered with the school and a current registration permit visible. The cost of registering a vehicle is \$20.00. Student parking is limited to the student parking area, and all registered vehicles will be issued a parking space. The following is a list of guidelines on the use of the parking lot.

1. Students may not park in faculty/staff, visitor designated area, or in any no parking zone.
2. Parking permits may not be used by or sold to another student.

3. If a vehicle is driven to school which does not have a permit, you must pick up a temporary permit from an administrator. If another vehicle is driven on a regular basis, the student will be required to purchase a permit for that vehicle also.
4. Parking is at the student(s) own risk. Cumberland Gap High School assumes no liability for damaged vehicles.
5. The speed limit on campus is 15 MPH. Excessive speed, reckless driving, running stop signs, and/or squealing tires is prohibited and will result in immediate suspension of driving privileges and subject to tickets and or fines.

Parking a vehicle on school grounds entitles a designee of the principal to search that vehicle upon reasonable suspicion that a school policy has been violated.

State Attendance and Driver's License Policy

Parents and students need to be aware of the Tennessee state statute 49-6-3017, "Minors withdrawn from secondary school-Denial of motor vehicle license or permit." This statute designates when a student loses his/her driver's license due to unexcused absences or failing grades.

According to this statute, students ages 15-17:

- are required to make a passing grade in 3 full unit (one credit) subjects at the conclusion of any grading period. (The statute refers to this as "satisfactory academic progress".)
- are required to have no more than 10 consecutive or 15 days total unexcused absences during a single semester. (The statute refers to this as "withdrawn".)

When a student does not pass 3 full unit courses or has more than the allowed number of unexcused absences, the school system is required to send a noncompliance notice to the Department of Safety.

It is important for parents and students to note that this statute considers suspensions, expulsions, and absences resulting from confinement in a correctional facility as unexcused absences.

Once a student is not in compliance with these requirements, his/her driving privileges either will not be granted or will be revoked until the next grading period in which the student's attendance and grades are in compliance. A second noncompliance notice suspends driving privileges until the student reaches the age of 18. It is possible for a student to get 2 noncompliant notices in the same semester if his/her failing grades and unexcused absences are both outside the limits of the statute.

The Tennessee Department of Safety requires a noncompliant student to surrender his/her driving license/permit until the student attends school and fulfills the legal requirements for reinstatement. Failure to surrender driving license/permit will result in a higher reinstatement fee.

Before/Lunch/After School Hours

Students are **not** permitted to leave school after arriving unless they have followed checkout procedures with the office.

Upon arrival at school, students must leave vehicles and proceed to the gym or cafeteria. Once a student arrives on campus, he or she cannot leave without proper authorization. The student cannot return to their vehicle until the school day has ended. Students who return to their vehicle during the school day will be subject to disciplinary action.

Students are to vacate the building in the afternoon by 3:30 p.m. unless they have prior teacher or administrator approval.

Students waiting on an afternoon bus must remain in the gym hallway or breezeway areas. Other areas are off limits.

Students who are being picked up by a guardian must be picked up by 3:30 p.m..

Discipline

See Student Code of Conduct Tobacco/Zero Tolerance here:

<http://web.claibornecountyschools.com/parentinv/files/2013/08/STUDENT-CODE-OF-CONDUCT.pdf>

Any Threat to the school is a Federal Offense and a Felony

Student Dress Code

1. All shirts and blouses must be long enough to go past the waistline to overlap the pants/skirt/shorts, etc. covering the back, with no cutouts or see-through elements. If pockets are not mostly showing, the shirt or blouse must be tucked.
2. Pants, skirts, and shorts must be worn so that the waistband (top) is above the hips. Jeans with holes above the knee must be worn with an additional legwear undergarment, which includes but may not be limited to knit or spandex leggings, tights, or underliner shorts.
3. Clothing of a type, or worn in such a manner, so as to reveal undergarments or bare skin between the upper chest and mid-thigh is not permitted.
4. Dresses must cover the back with no cutouts or see-through elements.
5. Sleeveless shirts, blouses, and dresses must come up to the armpit.
6. Clothing must be worn appropriately, no one rolled up pant leg, no

unfastened bib overalls, etc. Tight-fitting legwear, which includes but may not be limited to, knit or spandex leggings or tights, must be worn with a shirt, top, dress, or skirt that reaches the mid-thigh area in length. Shorts and skirts must always reach the mid-thigh area in length.

7. Students are prohibited from wearing clothing, headwear, jewelry, tattoos or other articles if personal appearance that:
 - a. Depict profanity, obscenity, the use of weapons, or violence.
 - b. Promote the use of tobacco, drugs, alcohol, or other illegal or harmful products.
 - c. Contain sexually suggestive messages.
 - d. Contain language or symbols that degrade gender, culture, religion, sexual orientation, or ethnic values.
 - e. Endanger health or safety.

8. Some examples of prohibited clothing include, but are not limited to:
 - Bare midriff tops, belly shirts, mesh tops
 - Halter tops, capes, off the shoulder tops
 - Muscle shirts, dusters, short shorts/Miniskirts
 - Bathing suits, trench coats, tank tops
 - Tube tops, spaghetti straps, bedtime attire
 - Clothing two (2) or more sizes too large
 - Clothing with large pockets

9. The wearing of hats, caps, bandanas, or sunglasses is not allowed at school. Medical exceptions will be considered by the administration.
10. There is to be no jewelry affixed to a student's nose, tongue, cheek, lip, or eyebrow. No visibly pierced jewelry shall be worn except in the ears.
11. Non-jewelry chains that could be used to injure others, such as wallet chains, cannot be worn or carried at school.
12. Athletes are to leave their team bags with a coach or teacher upon arriving at school.
13. Shop and lab rules apply.

Exceptions to the policy shall be given consideration when an authorized activity, such as athletics or band, requires different attire. Other exceptions may be granted by the administration upon request.

The school administration reserves the right to disapprove any items not addressed in this policy but considered disruptive to the school.

Decisions to disapprove items will be based on the goal of providing a safe and disruptive free environment for the education of all students.

Principals will have the authority to suspend or waive restrictions of this policy for events such as, but not limited to, proms, homecoming dances, or

school-sponsored activities aimed at promoting school spirit.

Violation of the dress code will result in the following actions:

- *First offense:* Correcting, and/or possibly 1 day of ISS.
- *Second offense:* Parents called and 1 day of ISS.
- *Third offense:* Parents called and 3 days of ISS.
- *Fourth offense:* Suspension for one to three days.
- *Fifth offense:* Discipline Committee meeting, thirty days at the alternative school.

Damage to School Property

Students who destroy or damage school property (including school buses) shall be responsible for the damages according to the value set by the school administration and will be subject to disciplinary action.

Announcements and Posters

1. All posters/flyers/announcements to be displayed at Cumberland Gap High School must first be approved by an administrator.
2. The individual(s) posting the poster/announcements are responsible for removing them. All flyers will be posted in front of the cafeteria. No posters, flyers will be attached to doors or walls unless approved by administration.

Students in the Hall During Class Time

No student shall be in the halls during class time unless they are sick or have an emergency. Students in the hall must have teacher documentation of permission. Students who are in the halls during class will be subject to disciplinary action.

Field Trips

Any student planning to attend a field trip must have passing grades, no more than 3 unexcused absences, and no suspensions for the year. The student must have a parent / guardian sign the permission slip. Teachers must check all areas before taking students on a trip.

Communication and Electronic Devices

Personal Electronic Devices may be stored in backpacks, purses or personal carry-alls. However, the use of the devices during school hours will be to the teacher's discretion. The use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to a student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

Laser pointers and laser lights will not be allowed on school grounds. Students who violate this policy will face disciplinary action.

The Attorney General of Tennessee states that "a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules." The disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced disciplinary action. Further, a student's due process rights are ensured with notification of the cell phone policy.

NOTE: Use of devices in an improper or illegal manner on school grounds such as (but not limited to), threatening texts or inappropriate pictures or videos will result in the notification of proper authorities.

The first offense will result in confiscation of the phone or device to be picked up by the student at the end of the school day.

The second offense will result in confiscation of the phone or device and to be picked up by a parent/guardian. The student will serve 1 day in ISS.

The third offense will result in confiscation of the phone or device and to be picked up by a parent/guardian. The student will be suspended up to 3 days.

The fourth offense will result in confiscation of the phone or device to be picked up by a parent/guardian and could be suspended for up to 5 days and /or recommended to the alternative school for up to 30 days.

Display of Affection

Display of affection between students will be limited to hand holding. Students violating this policy will result in disciplinary action.

Military Information

Parents have the right to request that their child's name, address and telephone number not be released to a military recruiter without prior written consent.

Transfer Students

Please refer to the following for more information:

http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6206_14.pdf

Lockers

Each student will be assigned a locker, and the student is responsible for all articles in lockers; therefore, the school will not assume responsibility for any lost or stolen articles. Students can rent a lock from the school, but they will not be allowed to bring their own lock from home. Students who choose not to lock

their lockers should carry their valuable possessions with them. Students are not to place stickers or posters of any kind inside or outside of the locker. The administration will check lockers at random.

Student Telephone Calls

Except in emergencies, students will not be called from classes to answer a phone call. Messages may be taken from a parent or guardian only for delivery to a student. Students will not be allowed to use school phones unless approved by a school administrator. Calls are not to be made during class time. Students may use the phones during lunch or between classes. Each call should be limited to two (2) minutes so others may use this privilege.

Textbooks

The State of Tennessee furnishes textbooks with the understanding that parents are responsible for the loss or damage of the textbook. Textbooks are property of the Claiborne County Board of Education. Payment for lost textbooks is:

Age of Book	Reimbursement Amount
1 or 2 years	100% of replacement cost
3 or 4 years	75% of replacement cost
5 or more years	50% of replacement cost

Students who lose a textbook will be required to pay the replacement cost plus shipping. Grade reports or transcripts will not be issued if lost books or fees are not cleared.

Vending Machines

Drink and snack machines are placed in the building. The machines will remain on campus provided students are responsible for seeing that all trash is properly disposed of. The administration will discontinue this privilege if students fail in this responsibility. These machines are full-service machines, and this means the company that stocks these machines are in complete control of stocking and handling the money. The school is not responsible for any of this. All machines will only be available after lunch.

Lunch and Breakfast

Claiborne County Schools will be participating in Community Provision Eligibility (CEP) for the school year 2019-2020. All Claiborne County students will receive breakfast and lunch at no cost.

Students will have lunch during a specified time. All food must be eaten in the cafeteria. Students are not allowed to check-out for lunch and return to school after lunch.

Visitors

Parents are always welcome at Cumberland Gap High School. We ask that an appointment be made to see a teacher, guidance counselor, or administrator.

The school policy is to accept only those visitors who have legitimate business at the school.

All visitors must report to the main office first to receive a visitor's pass.

Visitors will not be issued a pass unless they are approved by one of the administrators.

An administrator may refuse to issue a visitor's pass anytime they feel it is in the best interest of the school to do so.

Any person found on the school grounds without permission is trespassing and is subject to arrest by police authorities.

Athletics

Cumberland Gap High School is a member of the TSSAA and follows all requirements set by the TSSAA.

1. Athletes must be in school all day on a game day. A doctor's excuse or Principal's approval must be presented for participation.
2. A student-athlete who is suspended out of school will not be allowed to participate in any athletic activities.
3. Student-athletes will not be allowed to participate in practice if the student was not in school that day.
4. An athlete who quits or is dismissed from a sport will not be allowed to begin another sport until the sport from which he/she quit/dismissed is concluded.
5. Student-athletes must follow team rules assigned by the coach.
6. Student-athletes must meet TSSAA academic rules.
7. Student-athletes and fans being ejected from sporting events are subject to additional punishments beyond TSSAA suspensions.
8. Good sportsmanship is expected for all coaches, parents, fans, and athletes.

Student Organizations and Sports

Clubs/Extracurricular Activities

Anime Club	First Priority	Skills USA
Beta Club	Fishing Club	Spanish
FCCLA	HOSA	Theater Arts
FFA	Key Club	

Sports

Band	Dance	Softball
Baseball	Golf	Tennis
Basketball	Football	Track
Cheerleading	Soccer	

Parents, please note the following:

Families and community members should be engaged in the education of students. Claiborne County's Family Engagement Policy can be found online at the following web address:

<http://web.claibornecountyschools.com/parentinv/tennessee-education-standards-review-social-studies/>

Title I “Parents’ Right to Know”

Parents of children in Title I schools have the right to request and receive timely information on the professional qualifications of their children’s classroom teachers. Parents may request the following:

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waved;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether paraprofessionals have met state qualifying criteria.

Unsafe School Choice

If a child were to become the victim of a violent crime, parents will receive written notification that their child has the right to transfer to another school within the district. Parents of students in a school identified as unsafe are notified in writing of their rights.

The student code of conduct can be found online on the Claiborne County Board of Education’s Parent Involvement Webpage.

Student’s Privacy Right

As governed by the Family Educational Rights and Privacy Act of 1974 (FERPA), each student over 18 (eighteen) years of age (an “eligible student”) or his/her parent, if the student is under 18 (eighteen) or is the parent’s dependent, has a right to:

- Inspect and review the student’s education records;
- Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student’s rights, including the right to a hearing upon request;
- File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
- Obtain a copy of Claiborne County Board of Education Policy 6.601 and a copy of such educational records; and
- Exercise control over other people’s access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as “directory information” (that which is contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed).
- Parents of secondary school students have the right to request their child’s name, address and telephone number not be released to a military recruiter without their prior written consent.

Notice of Claiborne County School Board Policy 4.802 – Student Equal Access (Limited Public Forum)

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs have the same abilities to access facilities and advertise their meetings.

Bus Safety Complaint Process

Effective January 2018, the following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and
2. Forms may be submitted in person, via phone, mail, or email.
 - a. Written complaints shall be submitted on forms located on the district’s website at:
<http://www.claibornecountyschools.com/transportation.htm> .
 In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and

4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) requires notification of parents to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings. If an activity is scheduled during in the school year, parents and guardians will be notified and given the opportunity to opt-out their student from participating.

Claiborne County Board of Education Policy 6.4001 – Student Surveys, Analysis, and Evaluations defines the rights of students and families and can be found online at:

http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/64001_15.pdf

Asbestos Hazard Emergency Response Act (AHERA)

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. The Claiborne County School District's Asbestos Management Plan and information regarding planned or in-progress inspections, re-inspections, response actions, and

post-response actions, including periodic re-inspection and surveillance activities can be found on the district website's Maintenance Department page.

McKinney-Vento Homeless Assistance Act

Claiborne County Board of Education Policy 6.503 – Homeless Students - requires that homeless students (youth in transition) shall have equal access to the same free, appropriate public education as provided to other children and youths. The Director of Schools has developed procedures to ensure that youth in transition are recognized administratively and that appropriate and available services are provided. Those procedures can be found online at:

<https://www.dropbox.com/home/Claiborne%20County%20Procedures%20Manual/6%20Students?preview=AP+6.503+Homeless+Students+Procedures.pdf>

School placement of youth in transition shall be determined on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. Procedures for school placement of youth in transition and information regarding dispute resolution processes can be found online at:

<http://web.claibornecountyschools.com/parentinv/dispute-resolution-procedure/>

Claiborne County Board of Education Policy 6.304 – Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation

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

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

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

DEFINITIONS

Bullying/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 student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

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

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

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

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

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to

conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

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

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

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

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION

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

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

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

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

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

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Claiborne County Board of Education 6.305 - Student Concerns, Complaints and Grievances

Student Complaints and Concerns

Decisions made by school personnel — such as aides, teachers, or assistant principals — which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days.

However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

Discrimination/Harassment Grievance Procedures

Filing a Complaint — any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident; Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

Investigation — within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another

adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except: (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.

Decision and Appeal — If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

Appointing Complaint Managers

The director of schools shall appoint at least two complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Complaint Managers:

Bob Oakes or Dorothy Shuford
P.O. Box 179
1403 Tazewell Rd.
Tazewell, TN 37879
Phone: (423) 626-3543

Tennessee Department of Education Contact Information can be found at:

Tennessee Voices for Children: <http://www.tnvoices.org/main.htm>

Tennessee Protection and Advocacy (TP&A) at: <http://www.tpanic.org>

Tennessee Disability Services at:
http://mingus.kc.vanderbilt.edu/t_dir/dsearch.asp

On the web page select your county and the service you desire from the drop-down lists and click “submit”.

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