

SMHS STUDENT HANDBOOK 2023 – 2024



Stone Memorial High School

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<http://smhspanthers.ccschools.k12tn.net/>

Stone Memorial High School

Stone Memorial High School is located in Crossville, TN and was first opened in 2006. SMHS is a four year comprehensive high school with an enrollment of approximately 1,000. For information, please visit our website at: <http://smhspanthers.ccschools.k12tn.net>.

SMHS Motto

Where today's success meets tomorrow's dreams.

SMHS Mission

The mission of Stone Memorial High School is to successfully prepare accountable, reliable, creative-thinking, work-ready problem solvers who confidently aspire to meet the focused challenges of an ever-changing society.

SMHS Vision

Stone Memorial High School will strive to strengthen relationships with all students by encouraging, challenging and enriching them through collaboration and preparation to become successful, life-long learners, who strengthen their community by taking ownership of their education.

Panther Fight Song

Here's to our Panther Pride
Never surrender
We pledge our loyalty
Forever and ever
Backing our Panther team
Go black and Gold, Go
Cheer and fight with all of your might
For S-M-H-S!!!



The SMHS Crest

Our crest represents who we are and for what we stand at Stone Memorial High School. The crest references the four areas in which we strive for excellence: scholarship, student involvement, vocational education, and fine arts.

Scholarship is represented through a quill and scroll. The basic function of SMHS is to provide the necessary academic skills for our students to be contributors at the next level of their life.

The grasping of hands reflects the sharing of partnerships with all stakeholders in our community. We are a school whose heritage is and will always be based on the values of our community. Educating our students is a mutual responsibility we willingly share with Cumberland County.

Cumberland County has long been known for the diverse talent in the area of fine arts. We live in a truly unique community that has seen the fine arts grow and flourish. Our goal is to always carry that standard at SMHS.

The stalk of wheat and the gears of technology represent the diversity of types of employment and job opportunities offered not only in our community, but also across the state of Tennessee. Our goal is not only to prepare our students academically, but also to prepare them to enter today's modern workforce.

The oak limbs on each side of our crest are a symbol of strength and unity, derived from the strength and unity of the population of Cumberland County.

Our Panther represents the pride and honor we carry wherever we go through our school days and the remainder of our lives. We will always be SMHS Panthers, with a remembrance of who we are and a desire to reflect only the best wherever our paths may lead us.

Disclaimer:

This student handbook is a compilation of the policies, procedures, and behavioral expectations that are intended to guide and assist students during the school year. Complete accuracy of information is the intended goal of this handbook. This handbook however, because of limited space, does not precisely mimic the printed page of board policy. The school administration will defer to board policy and procedures in all questions arising concerning this handbook.

Please be aware that as a living document, board policy is subject to change. Please know that your school administration will make every effort to make students aware of changes if and when they occur.

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2023-2024 School Calendar

August 1 Convocation Day (No Students)
August 2 Administrative Day (No Students)
August 3 First Day for Students –
(10 a.m. dismissal, full day for all personnel)
August 4 Administrative Day (No Students)
August 7 First Full Day of School
September 4 Labor Day-(No school)
September 22.....Teacher Inservice(No students)
October 9-13 Fall Break
Nov. 22–24 Thanksgiving Break
December 15Last Day before winter break
End of 1st Semester (10 a.m. dismissal)
Dec. 18 – Jan. 1 Winter Break (No Students)
January 2.... Administrative Day (No Students)
January 3.....School Resumes
January 15 MLK, Jr. Day-No School
February 19Teacher Inservice(No Students)
March 22 – March 28 Spring Break
March 29.....Good Friday No School
May 23Administrative Day (No Students)
May 24 Last Day of School (10 a.m. dismissal)

SMHS Bell Schedule 23-24

 SMHS Bell Schedule 2023-2024

Athletics Eligibility Requirements

To be eligible to participate in athletics at Stone Memorial High School:

1. During any semester, a student must be enrolled in five (5) classes, and
2. Must have passed six (6) classes the preceding year or three (3) classes in the Fall Semester to be eligible in the Spring, and
3. Must be less than 19 years of age on August 1st, and
4. Must live with his/her parent(s) or legal guardian(s) in a residence zoned to SMHS by the Cumberland County Board of Education, and
5. Have no “athletic record” established at another school in any sport, unless the student qualifies as a “transfer student” as defined in the TSSAA Handbook. Any further question of eligibility should be directed to the Athletic Director.

A student MUST provide proof of insurance and pass a physical before being allowed to participate. Students may not participate in any athletic event, practice, or game if not counted present for ½ of that school day.

Any student involved in any sport or extracurricular activity found in possession of alcohol or drugs on campus will be suspended..

NCAA Eligibility Requirements

See Athletic Director for the current NCAA Guide for the College Bound Student-Athlete. NCAA Divisions I, II, and III are included in the guide.

Anyone interested in registering with the NCAA Clearinghouse should pick up the material from the Athletic Director.

Fall Sports

Cheerleading
Cross Country
Dance
Football
Fishing
Soccer (Ladies)

Volleyball (Ladies)
Golf (Ladies & Men)

Winter

Basketball (Ladies & Men)
Bowling
Wrestling

Spring

Baseball (Men)
Soccer (Men)
Softball (Ladies)
Tennis (Ladies & Men)
Track (Ladies & Men)

Attendance

Absentee Procedures

Written excuses must be submitted for absences, early dismissals, and tardies within five (5) school days after the student returns to school. Failure to submit an excuse will result in the absence, early dismissal, or tardy being classified as unexcused. Notes are applied to each daily occurrence. (Maximum 5 per semester).

The note should include:

1. Student name
2. Date and reason for absence – **Reason must be within school board policy. (see below)**
3. Phone number where the parent/guardian may be reached
4. Parent/guardian's signature

If you have five (5) unexcused absences for the school year, the school attendance office may refer you to the Truancy Board and juvenile court for action.

If, for medical reasons, you must be absent ten (10) days or more at a time, it is advisable that you consider a temporary

HOMEBOUND assignment.

For all attendance related questions, please click on the Attendance Board Policy below. [BOARD POLICY 6.200 \(Attendance\)](#)

[BOARD POLICY 6.2001 \(Attendance During College Visits\)](#)

CUMBERLAND COUNTY HIGH SCHOOLS TARDY/EARLY DISMISSAL POLICY

(Tardies and early dismissals are referred to as tardies)

1. Students are allowed three (3) free unexcused tardies per 9 weeks period;
2. Students will receive an after-school detention for each unexcused tardy occurring from #4 through #6;
3. On unexcused tardy #7 through #9 the results will be a parent phone call with punishment to be determined by administration.
4. In-school suspension shall be assigned for unexcused tardies #10 through #12;
5. Truancy Court will be automatically assigned on tardy #13 (13th tardy to school)*;
6. Five unexcused tardies (to school)* will equal one day of unexcused absence for the purpose of Truancy Court referral; and
7. All students who obtain four (4) or more unexcused tardies in any class will be required to take the semester exam regardless of grade average or days absent.

EXAM EXEMPTIONS – BLOCK 1, 2, 4, 5



Students will be excused from semester tests when they meet the following semester grade and semester absence criteria:

“A” average and a maximum of 3 days excused absence

“B” average and a maximum of 2 days excused absence

“C” average and a maximum of 1 day excused absence

All students who obtain four (4) or more unexcused tardies/early dismissals in any class will be required to take the semester exam regardless of grade average or days absent. Students who are suspended from school or who are remanded to the Alternative School shall forfeit all exam exemptions. If a student has as D or an F in a class, they automatically take the final.

EXAM EXEMPTIONS – 3RD BLOCK (Year-long classes)

“A” average and a maximum of 6 days excused absence

“B” average and a maximum of 4 days excused absence

“C” average and a maximum of 2 day excused absence

NOTE: These numbers apply to the entire school year. Final exam days in December and the 2 hour day do not count towards exemptions for the 3rd block final.

Midterm/Finals Midterms/Finals cannot be taken early. If a student is absent on Midterm/Final day, they will make the test up upon their return to school.

Driver’s License Revocation

More than 10 consecutive or 15 reported absences (excused or unexcused) by a student during any semester renders a student ineligible to retain a driver’s permit or license, or to obtain such if of age. The student is responsible for DMV fees for reinstatement of license.

Check Out Policy


The only way to leave campus during the school day without disciplinary action is by following the check-out procedures set by the Attendance Office. Check-out procedures:

1 – Be signed out at the Attendance Office by a parent or legal guardian in person (PHONE CHECKOUTS WILL NOT BE PERMITTED)

2 – OR, bring a note, signed by the parent or legal guardian, that has

- Your full name
- The date and time you need to check out
- A phone number where your parent/legal guardian can be reached for confirmation (All notes must be verifiable)

NOTE: Notes to leave early must be turned in by the end of first block on the day you plan to check out. On your return to school, you must have a doctor, dentist, or parent note to excuse the early checkout. *Parent notes can be used if the reason complies with board policy.

 If you become sick at school and need to go home, report to the school nurse. Your parents will be called to pick you up.

School Nurse Dismissal

If a school nurse calls a student’s parent/guardian to come pick up their child for an illness, that day will be considered **an excused absence/tardy**. (The school nurse or administrator should call the parent/guardian, **not a teacher or the student**. A parent or doctor note is not required for **that** day but is required for subsequent days.

Make-Up Work

High School students will be allowed to make-up work from all **excused absences**. Students are allowed to make-up work from the **first three unexcused absences per semester**. The following guidelines will be used to submit all make-up work:

- 1) 1 day absent, students will have 3 school days to make up work;
- 2) 2 consecutive days absent, students will have 4 days to make up work;
- 3) 3 consecutive days absent, students will have 5 school days to make up work.

(The number of consecutive days missed +2 will equal the total number of days students are allowed to submit make-up work.)

Extenuating circumstances may be appealed to the building principal.

Late Work Policy

Students will be allowed to submit late work for up to 5 calendar days after an assignment is due. There will be 10 points deducted per day until 5 calendar days have expired. After 5 calendar days, the assignment will then become a zero. After 3 standing zeros, parents will be notified by the individual teacher. For students who receive extended time on assignments per their IEP/504/ILP, all accommodations/modifications will be adhered to by the individual teacher.



It is the **student's responsibility** to arrange for make-up work the day you return to school following an absence for any reason, sickness, extracurricular, etc.



Lesson plans and assignments are posted on the SMHS website: <http://smhspanthers.ccschools.k12tn.net>

Perfect Attendance

If you are present at least half of every day (including final exam days and 2 hour days), your permanent record will reflect perfect attendance. **HALF-DAY: if leaving early, you must leave after 11:15 a.m. If arriving late, you must check-in by 11:15 a.m.** You will receive a certificate and be recognized for perfect attendance at the end of the year. If you are a senior and have perfect attendance for all 4 years of high school or all years of school you will be recognized at graduation.

Participation in Extracurricular Activities

The coach/sponsor shall supply the teacher with advanced written notification of the student(s) missing class time. Students must be in attendance at school at least one-half day in order to be eligible to participate in extracurricular activities that day, including practice.

Skipping Class

Skipping class is defined to be part or all of any class

1st Offense



Parent/guardian will be notified



Three Detentions

2nd Offense



Parent/guardian will be notified



Six Detentions must be served, other punishment may be determined by the Administration

Unauthorized Leaving Campus



Once students arrive on campus, they are not permitted to leave unless proper check-out procedures have been followed.



ISS pending parent conference.



Punishment determined by the Administration

Additional Truancy: Will be dealt with on a case-by-case basis. Punishment will be determined by the Administration.

Clubs and Organizations

Clubs are an important way for students to get involved in school and meet new people with common interests. Students may sign up for one club that meets during the school day on a special club schedule. Students may participate in as many clubs as they would like if the clubs meet before/after school.

In August, students will have an opportunity to learn more about clubs and to sign-up.

CLUBS

- | | |
|--|--|
| <ul style="list-style-type: none">● <i>Art/Photo</i>● <i>Audio Engineering</i>● <i>Automotive</i>● <i>Aviation</i>● <i>Band</i>● <i>BETA (before school)</i>● <i>Book Club</i>● <i>Chess</i>● <i>Choir</i>● <i>Conservation Science Club</i>● <i>Crafting</i>● <i>Criminal Justice</i>● <i>Family Career & Community Leaders of America (FCCLA)</i>● <i>Future Business Leaders of America (FBLA)</i>● <i>Fellowship of Christian Athletes (FCA)</i> | <ul style="list-style-type: none">● <i>Future Farmers of America (FFA)</i>● <i>French</i>● <i>Gaming</i>● <i>GSA</i>● <i>Guitar</i>● <i>Health Occupation Students of America (HOSA)</i>● <i>Hiking</i>● <i>Interact (Rotary)</i>● <i>Model United Nations</i>● <i>National History Day</i>● <i>Panther Tales Players (Drama)</i>● <i>Rocket Club</i>● <i>Skills USA</i>● <i>Student Council</i>● <i>Yearbook</i>● <i>Young Democrats/Republicans</i> |
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NOTE: THIS LIST IS SUBJECT TO CHANGE

[Student Equal Access 4.802](#)

School Counseling Department

Counselors: Grades 9 - 12

Karen Hicks (hicksk1@ccschools.k12tn.net): Last Names **A-G**

Kim Vashaw (kvashaw@ccschools.k12tn.net): Last names **H-P**

Laura Kidwell (kidwelll@ccschools.k12tn.net): Last names **Q - Z**

Counseling Services

School Counselors welcome the opportunity to talk with students and their parents. Students and parents are encouraged to contact counselors and faculty members for conferences. Students should feel free to request time with the principal, assistant principals, or counselors for assistance in educational or vocational planning, personal problems, or any other matter important to the student. All email addresses can be found on the school website.

Mental Health

To address the mental health needs of our students, SMHS follows the mental health standards and guidelines adopted by the Cumberland County School System. Students and parents should see their school counselor to receive a permission form to see the Safe Schools counselor.

Classification of Students

Freshman: 0 credits

Sophomore: 3 credits

Junior: 11 credits

Senior: 19 credits

These classifications are determined at the beginning of each school year.

Transfer Students 🐾

🐾 Transfer students entering SMHS must provide a Tennessee certificate of immunization and proof of residence in the SMHS school zone before registration can occur. Also, the student who does not reside in Cumberland County with his/her parents or court appointed guardian must present a current power of attorney and must prove the extenuating circumstances per state law.

🐾 Upon registration, a transfer student may be required to present an official letter from the previous school stating any attendance or disciplinary problems encountered at the last school attended.

College Admissions Requirements

Public colleges and universities in Tennessee (University of Tennessee and the Board of Regents schools) have a standard set of admission requirements. These requirements are as follows:


🐾 English – 4 units

🐾 Math – Algebra 1, Algebra 2, 1 unit of Geometry or an advanced course with geometry as a major component

🐾 Science – 2 units of natural or physical science. 1 course must be Biology 1 or 2, Chemistry 1 or 2, or Physics

🐾 Social Studies – 2 units. 1 must be U.S. History and 1 must be World History/World Geography

🐾 Foreign Language – 2 units in the same language













 Visual/Performing Art – 1 unit

College Entrance Exams

Most colleges require entrance exams. The American College Testing Program (ACT) is required by the University of Tennessee and all other state colleges in Tennessee. They are required by many private schools and state colleges in the Southeast and Western regions. The Scholastic Aptitude Test (SAT) is required by many colleges, particularly in the Midwest and East. Each student is responsible for determining which test he/she should take and registering for it as required for college admissions. All Juniors will take the ACT in the Spring of their junior year, and the Fall of their senior year in order to meet the graduation requirement.

Core Curriculum

Classes required for students graduating from SMHS:

-  4 units of English (one each year)
-  4 units of Math (must include Algebra 1, Algebra 2, Geometry, & one Upper Level Math.
A math must be completed each year)
-  3 units of Science (must include Biology and Chemistry or Physics)
-  3 units of Social Studies (must include U.S. History, Government or ABLs, World History/World Geography)
-  .5 unit of Economics
-  .5 unit of Personal Finance
-  1 unit of Lifetime Wellness
-  .5 unit of Physical Education (or participation in a team sport or Marching Band)
-  1 unit Fine Art
-  2 units Foreign Language (must be same language)
-  3 units of Elective Focus
-  4 units of General Electives

A minimum of 27 units is required to graduate SMHS

Advanced Level Courses

Honors English (9, 10)

Dual English Composition 1 and 2

Honors Algebra 1 Part I and II, Honors Algebra 2
Part I and II

Honors Geometry

Dual Coding 1 & 2

Dual College Algebra

Dual Cybersecurity 1 & 2

Dual Pre Calculus, Dual Calculus 1 & 2

Dual Statistics

Dual Accounting 1 & 2

Honors Agriscience

Honors World History World Geography

Dual College Algebra

Honors Biology 1
Honors Physical Science
Honors Chemistry 1 & 2
Honors Anatomy & Physiology
Honors Physics
SDC U.S. History
APAA - Various subjects
Honors Economics & Personal Finance

Honors American Business and Legal Systems
Honors Nursing Education
Honors Vocal 2
SDC Psychology
Dual Horticulture
Dual EMS

*This list is subject to change from year to year.

Crossing the Stage at Graduation

Any students wishing to participate in Graduation exercises must have completed graduation requirements set forth by the State of Tennessee, the Cumberland County Board of Education and Stone Memorial High School or completed their Individualized Education Program. They must also attend practice to participate in Class Night and Graduation.

Graduation Guidelines

Graduation from high school is an event that comes but once in a lifetime. Your parents, relatives, friends, and most importantly YOU deserve a Class Night celebration and Graduation Ceremony that is dignified and memorable. The guidelines listed below are what are expected of you.

- You must attend Class Night Practice at 1:00 p.m. the day of Class Night in order to participate in Class Night. You must be in dress code for practice and Class Night.
- You must attend the Senior Breakfast and Graduation Practice at 8:00 a.m. on graduation day in order to participate in Graduation. You must stay for the entire practice. You must be in dress code for breakfast and practice.
- You must wear appropriate attire for the Graduation Ceremony. The administrator in charge will have the final decision in denying a graduate's participation due to attire or hat decoration. Do not embarrass yourself, your family, and/or your school.
- There will NOT be any cell phones, i-pods/music players, sunglasses, beach balls, silly string, air horns, or any other items that will distract from the dignity of the ceremony.

Graduation with Honors and Distinction

1. Students who score at or above on all the subject readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.
2. Students will be recognized as graduating with distinction by attaining a B average and completing at least one of the following:
 - (i) earn a nationally recognized industry certification
 - (ii) participate in at least one of the Governor's Schools
 - (iii) participate in one of the state's All State musical organizations
 - (iv) be selected as a National Merit Finalist or Semifinalist
 - (v) attain a score of 31 or higher composite score on the ACT
 - (vi) attain a score of 3 or higher on at least two advanced placement exams
 - (vii) successfully complete the International Baccalaureate Diploma Program
 - (vii) earn 12 or more semester hours of transcribed postsecondary credit

Each local school board shall develop a policy prescribing how students graduating with distinction will be noted and recognized

Other Graduation Recognitions:

READY GRADUATE

Earn a composite score of 21 or higher on the ACT (or 1060 or higher on the SAT); or
Complete four early postsecondary opportunities (EPSOs); or
Complete two EPSOs + earn an industry certification; or
Complete two EPSOs + earn a score of 3, military readiness on the Armed Services Vocational Aptitude Battery (ASVAB) Armed Forces Qualifying Test (AFQT)

TRI STAR SCHOLAR

Students earn a composite score of 19 on the ACT + earn an Industry Certification

COMMUNITY SERVICE RECOGNITION

TN Scholars-earn 80 hours of community service + required coursework
Community Service Recognition-10 hours of community service, each semester they are in attendance at a public high school, shall be recognized at graduation.

INDUSTRY 4.0 DIPLOMA

This high school diploma with Industry 4.0 Diploma Distinction was developed for high school students interested in pursuing a career in a high-need, high-skill industry after graduation. Students who earn the Industry 4.0 Diploma Distinction **MUST** complete these steps to achieve the distinction: receive enhanced career counseling; earn nine work-based learning (WBL) or dual enrollment credits during their junior and senior years of high school; apply for dual enrollment grants and other necessary financial aid; and have the option to substitute a WBL or dual enrollment course, as approved by the State Board of Education, for one math credit and one science credit.

GRADING SYSTEM

Final grade average earned in each class in grades 9, 10, 11, and the first semester of grade 12 are used in determining final class standing. In the determination of academic recognition, Cumberland County Schools will utilize the following Latin system based on local weighted GPA:

Summa Cum Laude 4.25 and above

Magna Cum Laude 4.00-4.24

Cum Laude 3.75-3.99

GPA calculations will now be called Lottery GPA and Local Weighted GPA. The Lottery GPA will be based on a 4.0 scale. The Local Weighted GPA will be based on a 5.0 scale. Teachers will continue to add additional points to the final grade of the course, and the following guidelines will be adhered to:

- One half (1/2) quality point shall be added to the numerical quality point value corresponding to the letter grade received for the honors course
- One (1) quality point shall be added to the numerical quality point value corresponding to the letter grade received in a Statewide Dual Credit Course, Industry Certification Aligned Course, Dual Enrollment Course, or AP Course.

Students will be eligible for the **HOPE scholarship** IF they receive a 21 on their ACT or have a 3.0 GPA at the end of their senior year.

The **TN Promise scholarship** is available to all TN High School graduates who complete requirements (tnpromise.gov). This is a last dollar scholarship, which covers tuition and mandatory fees at any TCAT or Tennessee Community College.


You may reference School Board Policy 4.602 for more information.


[Determining Class Rank \(Board Policy 4.602\)](#)


Grading Scale


A: 90-100 B: 80-89
C: 70-79 D: 60-69
F: below 60


Credit Recovery – Students must have a certain average to take credit recovery. See counseling office for more information. A student must have an average of 50 or higher to be considered for credit recovery.


 Weighting for Honors Courses that meet all appropriate content standards, learning expectations, and performance indicators as approved by the State Board of Education shall include the addition of 3 points to the grades used to calculate the semester average.


 Weighting for Advanced Placement Courses shall include the addition of 5 points to the grades used to calculate the semester average provided that the student completes the corresponding AP test for each subject. Otherwise, the student will receive only 3 additional points if they do not complete the corresponding AP exam.

 Weighting for Dual Enrollment and Industry certification courses shall receive 4 additional points if students receive transcribed college credit or sit for the exam.

 Grades will be reported each nine week period. Nine weeks grades for the majority of classes are averaged on a 40/40/20 percentage (40% tests, 40% daily work, and 20% midterm/final) for the majority of courses. All teachers must give a nine weeks test for the 1st and 3rd terms and a final for the 2nd and 4th terms. Students may be exempt from their finals in the 2nd and 4th terms per the guidelines in exemption policy on page 7.


 Teachers will provide a progress report mid-way through each nine week period.


 A student may receive an incomplete grade on his/her grade card for various reasons. These open or incomplete grades must be completed within 10 school days after grade cards have been issued or students will receive no credit.


 Grade cards will be distributed a week after the nine week period ends.






Schedule Change Guidelines

Students wishing to request course changes must contact the counseling office. Students **MUST** fill out a schedule change form. Upon completion of the request form, a counselor will evaluate each student's request. If possible, changes will be made accordingly. Requests should meet one of the following guidelines to be considered:






 A class on the schedule was taken and passed in previous semester or summer school.

 A class was failed in the second term of the previous year or in Summer school that is a prerequisite for a course appearing on the schedule.

 No English or math course appears on the schedule.

-  A senior who is not registered for a required course for graduation.
-  Fewer than nine classes appear on the schedule.
-  Courses are not sequenced in prerequisite order on the schedule.
-  Student wishes to try a more challenging course.
-  Same teacher in a failed course.



Unacceptable Reasons for Schedule Changes

-  Teacher preference.
-  Fear of a low grade
-  Course not required for graduation.
-  New employment (Co-op).
-  Changing class to be with friends.

NO SCHEDULE CHANGES WILL BE MADE AFTER THE FIRST 5 DAYS OF THE SEMESTER.

Six-Year Plan

Prior to entering ninth grade, all students will develop a six-year plan of focused and purposeful study, centered around one of the programs of study.

-  This plan will be prepared jointly by the student, parent, and the counseling team as prescribed by law.
-  An annual review will be provided for each student with the counseling staff.


Counseling Department Links

[School Counselors Office](#)

[ACT Website](#)

[TN Promise Application](#)

Students must register for the ACT online at www.act.org

-  Registration for the SAT online at www.collegeboard.com

** SMHS School Code for SAT/ACT and all financial aid applications is 430-506.

Transcripts

Students needing a transcript should submit a request at <https://www.orderatranscript.com/ntc/order> They may also complete a request form in the Counseling Office.

Special Education

Cumberland County Schools offer special education services to students with physical disabilities, emotional problems, learning disorders and speech, hearing, and visual impairments. Services are also provided for students in need of homebound. As defined by the Tennessee State department of Education “Intellectually Gifted means a child whose intellectual abilities and potential for achievement are so outstanding the child’s educational performance is adversely affected, which means the general curriculum alone is inadequate to appropriately meet the student’s educational needs. Eligibility for services as a gifted student is based on evaluation in each of the following component areas: educational performance, creativity/characteristics of intellectual giftedness, and cognition/intelligence.


504 – The Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. An eligible student under Section 504 is a student who (a)has, (b)has a record of having, (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks. If you believe your child qualifies for this program through any disability which interferes with their learning, please contact the guidance office to speak with our 504 Coordinator.


Homebound Instruction Procedures


Homebound placement is instruction provided at home, hospital, or related site to children with disabilities. The purpose of homebound instruction is to provide medically involved students, both long-term and short-term, with a program of academic instruction. Such instruction is provided so that the student’s time of confinement need not be a loss of educational experience, nor academic credit. For long-term illnesses, such instruction is made available so that the student may participate in a planned, sequential, educational program designed to meet his/her individual needs at home or in the hospital. The result should be an educational program parallel to the one provided in the school setting. Eligible students are provided instruction parallel to the instructional program currently offered in the typical classroom situation for his/her age and/or grade level as determined by the homebound teacher, parent, and school personnel. Adjustment in such curriculum and instruction will be made upon the recommendations of the homebound teacher in accordance with the individualized needs of each student.

Homebound instruction is one of the most restrictive educational placements for school-age children and is only appropriate when a disabled student's physical or mental condition makes placement with other students prohibitive. Homebound instruction is not to be confused with homeschooling. A homebound student is a child who has a medically diagnosed physical or mental disabling condition or health impairment that confines the child to a home or hospital and whose activities are restricted for a minimum of ten (10) consecutive school days.

The following procedures will be followed for Homebound Services for Cumberland County School students: Homebound forms requesting homebound services for a student must be received from a doctor. Date of services can begin no earlier than the date of the doctor's signature on form. Any homebound forms received by schools should be faxed or sent to the Homebound/SPED office the day they are received. All forms must be completed and approved by the Homebound Director, including parent signatures on the homebound application procedures form, prior to services being provided. A copy of all homebound forms will be sent back to the school attendance clerk. For students on an IEP, a copy of the homebound form will be sent back to the student’s special education case manager to place with the current IEP. For Special Education Students, an IEP Team at the school will meet on an individual basis to determine what services a student needs after the following are met: only upon certification by a licensed doctor of medicine or osteopathy that a child with a disability needs a homebound placement, the child is expected to be absent from school due to a physical or mental condition for at least ten (10) consecutive school days, and the child can receive homebound instruction in a homebound placement without endangering the health of personnel providing it.

 For students suspected of having a disability, the District will conduct an evaluation prior to determining eligibility for a 504 plan. If a student is determined eligible for a 504 plan while on homebound, a 504 plan will be developed by the homebound instructor, classroom teacher, parent, and school 504 coordinator. A copy of the 504 plan will be sent back to the home school Section 504 Coordinator.

 Homebound services must be reviewed every thirty days and a new doctor's note received. Special Education students placed on homebound for behavior may only receive homebound services for one thirty day period in a school year.

 Prior to the student returning to school, another IEP meeting or 504 meeting will be held to transition the student back to school and determine if services or accommodations will be needed. 504 plans may be terminated at that time if no additional accommodations or services are needed. If the student continues to need a 504 plan, then it will be turned over to the school level 504 Coordinator. The school 504 Coordinator will be responsible for distributing the plan to teachers and scheduling an annual review of the 504 plan, or more frequent as needed.

Response to Instruction and Intervention (RTI²)

RTI services are available for students identified as needing additional academic support. If students are identified as needing assistance, the RTI team will meet to develop a plan to provide academic intervention in specific areas of need. If students do not make appropriate gains even with targeted assistance and weeks of intervention, the student may be eligible for evaluation through special education services. For more information on RTI services contact the guidance office.

“To empower each student with the skills to be a productive citizen” is the mission statement of Cumberland County Schools. It is our goal for all students to have the resources and instruction necessary to reach their full potential while receiving a free appropriate education. In compliance with No Child Left Behind, and the Individuals with Disabilities Education Improvement Act, Cumberland County schools are dedicated to meeting the needs and services for all students to receive the best quality education through programming for the individual student. The school system adheres to a policy of non-discrimination in educational programs and activities while striving to provide equal educational opportunity for all students as required by Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability. The school system embraces the Response to Instruction and Intervention Framework (RTI²) model, now part of educational law for the state of Tennessee, as a system of service delivery that uses evidence-based interventions, monitoring and evaluation for on-going tracking of individual students in making informed decisions about the student's educational and behavioral programming needs. This framework provides students who do not respond to instruction with increasingly intensive levels of intervention. Each school is dedicated to meeting the requirements of the Response to Intervention Framework Model through the School Intervention Team's oversight of procedures and fidelity of implementation. If you feel your child is in need of additional intervention, please contact the school office to speak with our school RTI² Coordinator.

Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting: <http://www.state.tn.us/education/>

Tennessee Department of Education

710 James Robertson Parkway
Andrew Johnson Tower, 6th Floor
Nashville, TN 37243-0380

East Tennessee Regional Resource Center

2763 Island Home Blvd.
Knoxville, TN 37290
Phone 865-594-5691
Fax 865-594-8909












The ARC of Tennessee

151 Athens Way, Suite 100
Nashville, TN 37228

Phone 615-248-5878
Toll Free 800-835-7077
Fax 615-248-5879
www.thearctn.org

SMHS Code of Conduct




The judgment of the principal shall prevail in all matters related to the application of these rules.




-  Students should not prevent flow of traffic by congregating in the halls.
 -  No student will be permitted to leave campus without a pass from the Attendance Office.
 -  Once students arrive on school campus, they may not leave without an official checkout.
 -  Students must return cafeteria trays to the appropriate tray return area. Any litter from the student lunch is to be taken to a trash container.
 -  During class time, students should not enter the hall without a Hall Pass from the immediate supervising teacher.
 -  Student couples should conduct themselves in a manner that is respectable for the school and the students. No display of affection (such as embracing, kissing, or holding hands) will be permitted at school.
 -  Visitors are not allowed on campus unless they have been given permission from the front office. Students should not encourage visitors during any part of the school day.
 -  Students should be prepared for class each block with appropriate books and materials. Students are to follow instructions of the teacher the first time they are asked.
 -  Students may be disciplined for gathering around any physical or verbal confrontation to watch or encourage.
 -  Students are to refrain from inappropriate language.
 -  Students are not allowed to have Heelys, skateboards, roller skates, or roller blades on the SMHS campus.
- Violations of any of the above will result in disciplinary action including but not limited to a parent conference, detention, or in-school suspension.*

[Dress Code \(County-Wide\) Board Policy 6.31](#)

Students shall dress and be groomed in a clean, neat and modest manner so as not to distract or interfere with the educational process or cause a safety hazard. Students are expected to adhere to the provisions of this code during school hours (whether on or off campus) and while in attendance at school-sponsored events

In-School Suspension/Detention


-  Report to class with all books and materials.
-  No talking or sleeping.
-  Follow directions of the instructor at all times.


-  Misbehavior in ISS/Detention will result in consequences deemed appropriate by administration.
-  Any offense deemed by the Administration to be a severe violation or discredit to the school will warrant appropriate disciplinary action.
-  If you miss one detention, you will receive two detentions. If you miss any more detentions, you will receive disciplinary action as determined by the administration, and parents will be notified.

Violations and Disciplinary Actions

| Violation | 1 st Offense | 2 nd Offense |
|--|---|---|
| Transferring, Possession, use or under influence of drugs, intoxicants, and inhalants TCA 49-6-3401 <i>Zero Tolerance</i> CCS 6.300 | Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion. | Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion. |
| Possession, use, or threatened use of a firearm TCA 39-17-1309 TCA 49-6-3401 <i>Zero Tolerance</i> | Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion. | Long Term Suspension, May appeal through Disciplinary Hearing |
| Possession, use or threatened use of other weapons (not limited to): knives, guns, pellet guns, stun guns, brass knuckles, or any weapon not inherent to the educational process | Out-of School Suspension for Parent Conference or Long Term Suspension | Long Term suspension; May appeal through Disciplinary Hearing |
| Committing physical battery upon any teacher, principal, administrator, resource officer, or any employee of local education agency TCA 49-6-3401 <i>Zero Tolerance</i> | Expelled for a calendar year; May appeal through Disciplinary Hearing; Director of Schools may modify this expulsion. | Long Term suspension; May appeal through Disciplinary Hearing |
| Vandalism of Property | Detention, In-School Suspension, and/or Out-of School Suspension, Pay restitution | Long Term Suspension, May appeal through Disciplinary Hearing |
| Possession or Use of Fireworks | In-School Suspension, and/or Out-of School Suspension | Disciplinary action at the discretion of the Administration |
| Fighting or Physical Assault | In-School, Out-of-School Suspension, Sign Probation Agreement, and Cited to Juvenile Court | Long Term Suspension and Cited to Juvenile Court |
| Gambling | In-School Suspension, Detention, Out-of School Suspension | Long Term Suspension and Cited to Juvenile Court, May appeal through Disciplinary Hearing |
| Abuse of Staff, Other Students and their Rights (verbal, physical, bullying, or harassment) | In-School Suspension, Detention, Out-of School Suspension | Disciplinary action at the discretion of the Administration |
| Stealing | Detention, Restitution, In-School Suspension, Out-of-School Suspension | Disciplinary action at the discretion of the Administration |

| | | |
|---|---|---|
| Skipping | Three detentions, Parent notification | Six detentions, Parent notification |
| Forged Notes or Official Documents | Detention or Suspension | Disciplinary action at the discretion of the Administration |
| Cheating and Plagiarism | Zero on assignment and teacher notifies the parent. Disciplinary action at the discretion of the Administration | Zero on assignment and teacher notifies the parent. Disciplinary action at the discretion of the Administration |
| Violation of any discipline issue | In-School Suspension, Detention, Out-of School Suspension, Alternative Placement | Disciplinary action at the discretion of the Administration |
| Use/Possession of Tobacco or related products (i.e. E-cigarettes, vapor cigarettes, lighters, rolling papers, etc.) TCA 39-17-1505 | 1 Day In-School Suspension, parent notification, Citation by the SRO per Tennessee Law and 3 pg. report about concerning the dangers of use | 2 Days In-School Suspension, Parent notification, Cited to Juvenile Court by the SRO per Tennessee Law |
| Vulgar or Profane Language | Detention, In-School or Out-of-School Suspension, Parent Conference | Disciplinary action at the discretion of the Administration |
| Cell Phones and other electronic devices – May be used only before school, including inside the café, during lunch, and in the hallways during class change | Taken and held for Parent Pickup after 2:45 p.m. Documented warning and parent notification | Taken and held for Parent Pickup after 2:45 p.m. 1 hour of after-school detention and parent notification |
| Excessive Referrals | Once a student is referred to the office 6 times for disciplinary reasons, the student can be suspended for a parent conference | Once a student is referred to the office 12 times for disciplinary reasons, the student will be suspended for Parent Conference where disciplinary action will be determined. |
| Public Displays of Affection | Documented Warning and possible Parent notification | Detention and Parent notification |
| Use/Possession of Alcoholic Beverages | Out of School Suspension, Cite to Juvenile Court | Out of School Suspension, Cite to Juvenile Court |

 Except for Zero Tolerance, 3rd and subsequent violations will result in disciplinary action at the discretion of the Administration.

 Violations on buses will follow the Cumberland County bus rules, but may be modified at any time by administration depending on circumstances (Guidelines on page 40 may be modified at any time by the administration depending upon the circumstances.)

Missing/Rescheduling Detention Guidelines

Each 9-week period:

Rescheduling

1st time: Students will be allowed to reschedule a detention once with no penalty.

Students CANNOT reschedule more than twice.

Missing Detentions

1st missed detention: Students will receive an extra detention in addition to the one they missed . If they miss a 2 hour detention, they still receive 1 detention in addition to the 2 hours they missed.

2nd missed detention: Consequences from 1st missed detention and parent phone call. Explain to parent and student that on the 3rd missed detention, administration will use their discretion to assign a consequence.

3rd+ missed detention: Administrator discretion.

When students are assigned out of school suspension, they will receive a zero for every missed class and their outstanding detentions will be cleared.

Cumberland County

Code of Conduct

[Link to Cumberland County Code of Conduct](#)

To Students:

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parent's best example and your teacher's best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity. In this document, we are attempting to communicate clearly to all concerned what the policies on conduct are and to stipulate due process procedures, which may be used by the students and/or parent or guardian to appeal administrative decisions or to express grievances.

Student Expectations

Attend school and be on time

Take advantage of the opportunity to learn

Assume responsibility for personal growth and self-discipline

Take care of both personal and school property

Respect the rights and property of others

Work cooperatively with school personnel and other students

Know and follow school rules

Respect school staff and the reasonable exercises of authority by school staff

Maintain appropriate classroom conduct

Display good sportsmanship and school spirit at all times

Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety

Range of Authority

Behavior problems are dealt with using procedures and consequences that vary based on the age of the student, severity of the offense, and the frequency of the offenses. Disciplinary procedures are not limited to those occurring on school campuses, but include all school-related activities, and even non-school-related activities if the student's behavior is directly linked to school events. The Tennessee State Law recognizes the right of school personnel to act in the place of the parent in situations where school personnel are responsible for the students.

Rights of the Student

The principal or principal's designee at the building level administers disciplinary actions. Students referred for a disciplinary violation are entitled to explain their side of the story and to place their conduct in what they consider to be the proper context. This is done in an informal administrative conference prior to administering any disciplinary action (except in an emergency situation).

Tennessee Code Annotated (TCA 49-6-4301) gives a school principal or his designee the authority to suspend a student for various rule violations. When out of school suspension is used, the principal/designee will

generally meet with the parent to develop a plan of improvement upon re-entry of the student. A written plan of improvement will always be developed if the suspension exceeds five school days. Students and parents may from time to time disagree with the action taken by the principal.

Cumberland County Board of Education Expectations

The Cumberland County Board of Education expects parents and school staff will work in close cooperation to ensure student success, both academically and behaviorally. In order to achieve this goal, it is anticipated that staff and parents will communicate routinely, and definitely, whenever there is a concern regarding student progress. By establishing and maintaining close contact, parents and teachers can prevent or minimize discipline problems as well as maximize student growth.

Discipline – Students with Disabilities under I.D.E.A., 504, and ADA

If a student is subject to the provision of IDEA, 504, and/or ADA, discipline not involving a change of placement for a period longer than ten (10) days may be imposed without regard to whether the behavior requiring discipline is a manifestation of the handicapping condition. Thus, in such cases, the principal may impose appropriate discipline not to exceed a ten (10) day suspension. It is recommended that appropriate disciplinary measures for such students be agreed upon and included in the student's individual education program or educational plans so that all concerned parties will be aware of what discipline will be imposed and that the most effective means of discipline can be chosen.

A proposed exclusion of a handicapped student for more than ten (10) consecutive school days constitutes a change of placement. A series of suspensions that are each ten (10) days or fewer in duration may constitute a "change in placement". The determination of whether a series of suspensions constitutes a change in placement must be made on a case by case basis. To implement a change in placement based on discipline, it must be determined if the behavior is a manifestation of a handicap or not. If the behavior is a manifestation of a handicap, the school must address the behaviors through the IEP or Individual Education Plan.

If the behaviors are not related to the handicap, then the student may be disciplined in the same manner as non-handicapped students. When the placement of a handicapped child is changed for disciplinary reasons, the procedural protection of IDEA, 504, and ADA are required. When disciplining handicapped students, please refer to Special Education Administrative Policies and Procedures and Section 504 Policies and Procedures.

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have the School District advised you of your rights under federal law.
2. Have your child receive accommodations, special education, and/or related services if he/she is found eligible under the Individuals with Disabilities Education Act, Americans with Disabilities Act, or Section 504 of the Rehabilitation Act.
3. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child equal opportunity to participate in school and school-related activities.
4. Have evaluation, education, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options. If you feel the school's evaluation is unfair or inaccurate, you may request an independent evaluation by an outside agency or professional.
5. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
6. Receive written notice within a reasonable time prior to any action requiring your consent, such as when the School System either proposes or refuses to change identification, assessment, or educational placement.
7. Receive a response from the School District to a reasonable request for explanation and interpretations of your child's records.

8. Request medication or an impartial due-process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made in writing to:

Mrs. Marlene Holton
Cumberland County Schools
368 Fourth Street
Crossville, TN 38555

Further explanation of student rights and child advocacy group contact information may be obtained by contacting the Cumberland County School System or the Tennessee Department of Education

8th Floor, Gateway Plaza
Nashville, TN 37243-0390
615-741-2851

Suspension/Expulsion/Remand ([CCBP 6.316](#))

DEFINITIONS:

Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days.

Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

Expulsion: removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a semester

of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: assignment to an alternative school.

REASONS FOR SUSPENSION/EXPULSION:

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school, any school-related activity on or off campus, from attendance at a specific class or classes, or from riding a school bus, for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or firearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
8. Assaulting a principal or teacher with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
12. Any other conduct prejudicial to good order or discipline in any school.

IN-SCHOOL SUSPENSION

Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

OUT OF SCHOOL SUSPENSION

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student, the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
 - a. Of the suspension/expulsion and the cause for it; and
 - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, or fifteen (15) accumulative days in a semester, he/she may suspend/expel the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days or fifteen (15) days of accumulative days in a semester. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
7. The appeal from this decision shall be to a disciplinary hearing authority appointed by the director of schools and consisting of at least three (3) certificated employees. The hearing shall be held no later than the ten (10) school days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent of guardian and student by the principal.
8. After the hearing, the disciplinary hearing authority may:
 - Order removal of the suspension unconditionally;
 - Order removal of the suspension upon such terms and conditions as it deems reasonable;
 - Assign the student to an alternative program; or
 - Suspend the student for a specified period of time.
9. A written record of the proceedings, including summary of the facts and the reasons supporting the decisions, shall be made by the disciplinary hearing authority. The student or principal may within five (5) days of the decision request review by the director of schools.
10. After review of the record, the director of schools may affirm the decision of the hearing authority, modify the decision to a lesser penalty, or grant a hearing before the Board.
11. After the hearing, the Board may affirm the decision of the director of schools or modify the decision in any manner, including imposing a more severe penalty than that of the hearing authority, or director of schools.

12. If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

13. Students under suspension from one (1) school in the school system cannot enter another school in the system.

Care of School Property Board Policy 6.311

Weapons and Dangerous Instruments Board Policy 6.309

Students shall not possess, handle, transmit, use, attempt to use any dangerous weapon in school buildings, on school grounds at any time, in school vehicles and/or buses, off the school grounds at a school-sponsored activity, function or event.

Dangerous weapons for the purposes of this policy shall include, but not limited to “. . . any firearm, explosive, explosive weapon, bowie knife, hawksbill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles . . .”

Students who are found to have violated this policy shall be subject to suspension for a period of not less than one year. The director of schools shall have the authority to modify this suspension requirement on a case-by-case basis.

When it is determined that a student has violated this policy, the principal of the school shall notify the student’s parent or guardian and the criminal justice or juvenile delinquency system as required by law.

Disciplinary Hearing Authority Board Policy 6.317

Driving to School & Parking on Campus

To Obtain a Learner’s Permit (Attendance Office)

Tennessee requires that you show proof of acceptable attendance before you can take your driver’s test. Prior to going to the Driver’s License Office, students are required to obtain a Compulsory School Attendance Form. To receive this form,

- students cannot have 15 unexcused absences in a semester,
- or 10 consecutive unexcused absences in a semester

If all above conditions are met, the student should go to the **Attendance Office** to fill out an application for the Compulsory Attendance Form. The form will then be available for the student to pick up the next day.

Driving/Parking Policy (Vice-Principals’ Office)

Students who wish to drive to school should first obtain a parking permit application from the **Vice-Principals’ Office**. The student should then present a valid driver’s license along with a **nonrefundable \$25.00 fee** to the Bookkeeping Office. Application and proof of payment should then be taken to the Vice- Principals’ office for processing. Students will be expected to adhere to the following rules:

- *Only one permit per student may be purchased.
- *Possess a valid driver’s license.
- *Park facing the school building. (The 600s & 800s may park in either direction.)
- *Allow school buses the right of way.
- *Leave the vehicle immediately upon arrival at school.
- *Practice good driving habits at all times.
- *Park in his/her assigned space that corresponds to the number on his/her parking permit, and permit must be displayed on the rear view mirror. Cars parked in unauthorized areas, with or without a valid parking permit,

will result in disciplinary action of the student.

*Stay off and away from vehicles during school hours. Authorization must be granted from the VP office to retrieve items from a vehicle during the school day. Students in the parking lot without permission are subject to disciplinary action.

*Lock and secure vehicles at all times. *Stone Memorial High School is not responsible for theft or damage to automobiles or possessions in automobiles that are parked on campus.*

*Students are not permitted to ride in the back of pick-up trucks or **ON** vehicles while on school campus.

*Permits may be revoked as part of a disciplinary action when a student drives recklessly or disobeys safety regulations.

*Vocational students are not permitted to drive to TCAT without prior permission from administration at both TCAT and SMHS.

*Once students arrive on campus, they are not permitted to leave unless proper checkout procedures have been followed.

*Replacement permits are available for a cost of \$3 in the VP office.

*Permits may not be lent, sold or transferred to another student.

*Permits are not prorated.

*Notify the VP office of any issues concerning parking and/or driving.

*High school students are not allowed to park a vehicle at any elementary school then board a bus to travel to high school. Vehicles are subject to be towed at the owner's expense.

Loss of Driving Privileges on Campus

Driving privileges may be revoked on campus for any of the following violations:



Speeding and/or reckless driving (including entering and exiting campus)



Allowing students to ride on the exterior of the vehicle.



Skipping in vehicle



Excessive tardies



Multiple infractions of parking regulations



Refusal to follow school official's directions



Allowing another student to borrow permit



Other serious violations not listed

Important Note: If it is determined at any time that parking privileges contributed to discipline issues, those parking privileges will be revoked for a period of time to be determined by administration.

General Information

Academic Integrity

Students are expected to be honest in their work. Dishonesty in academic work, such as plagiarism and cheating, will result in a zero on the assignment, parent phone call by teacher, and a detention. Any subsequent incidents will result in disciplinary action including but not limited to detentions, suspensions, and parent conferences.




Areas Off Limit to Students



Parking lots and vehicles



Any rooms set aside for staff only (except by invitation)

-  At lunchtime: all instructional areas including locker rooms and auditorium
-  Behind wings/buildings (no loitering)
-  No students are to be in the building after 3:00 p.m. unless they are under the direct supervision of a faculty/staff member.

****Students should use the restroom closest to the classroom they are currently in.**

Cafeteria

Breakfast is served in the cafeteria and at kiosks in the hallways from 7:00 a.m. to 7:35 a.m. One breakfast and one lunch is free to all students if you complete the application. Free and reduced lunch applications are available on the district’s website. Students may also bring their lunch if they choose, but they must eat in the cafeteria.

Out of consideration of others, please do not skip line and please leave the tables clean. Students are to return all dishes, trays, silverware, and trash to the cleaning room upon completion of their meal. Failure to do so will result in work detail or detention.

Students must stay in the cafeteria the entire lunch period. Drink and snack machines are not to be used during the lunch period. Snacks and drinks in a classroom may be consumed at the discretion of the individual teachers. **Food cannot be delivered or brought into the high school during school hours from local eating establishments.** Students are ONLY permitted to eat during their designated lunch periods.

Cell Phones and Personal Communication Devices *Board Policy 6.312*

Students are to only use phones in the hallways between classes and during their scheduled lunch periods. Classroom expectations are explained to students by the individual teachers, and the board policy should be adhered to at all times. Consequences for misuse of communication devices may be found on page 23 of the student handbook.

Harassment/Discrimination/Bullying/Cyber-Bullying/Intimidation *Board Policy 6.304*

Students in leadership positions who exhibit any conduct that results in dishonor to a student or this school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, or violation of the law will result in the forfeiture of the student’s leadership role.

Students are expected to complete all assignments and participate in all class work. Students will not be permitted to sleep in class or distract from the learning process.

Checks

All checks should have the name of the student on the check. There will be a return check charge on all returned checks equal to the amount charged to the school by the individual banks.

Donations/Fees (subject to change)

In order to have the materials and supplies necessary to accomplish the course goals and objectives in specific areas, each student is asked to make certain donations. The money realized from these donations is to be used to purchase materials and supplies. Other donations may be added as approved by the board.

| | | | |
|-----------------------|---------|-----------------------------|----------|
| Science Classes | \$10.00 | Visual Comm./Digital Design | \$10.00 |
| Physical Science | \$5.00 | Jazz/Concert Band | \$50.00 |
| Fine Arts/Music | \$5.00 | Marching Band | \$180.00 |
| Fine Arts/Visual Arts | \$10.00 | Color Guard | \$180.00 |

| | | | |
|------------------------|---------|-------------------|---------|
| Accounting | \$15.00 | Parking | \$25.00 |
| Construction/Carpentry | \$15.00 | Trans Core/Brakes | \$10.00 |
| FACS/Culinary Arts | \$15.00 | | |

Tennessee College of Applied Technology (TCAT) courses also have fees associated with many of them. That information will be given by the appropriate teacher.

Tornado Drills

The signals for this drill will be prolonged ringing of the alarm and/or a public address announcement. Students will accompany their teachers to the designated shelter area. If outside, please report to designated areas or if a tornado is in sight, lie down in the nearest low area.

Fire Drills

The signal for fire drills is a continuous blast of the alarm or notification over the public address system. Walk quietly and quickly upon the direction of the teacher in charge. Instructions for such procedures will depend upon the circumstances at the time. Follow the instructions of your teacher or those on the public address system. Students are to remain at least fifty (50) feet from the building until the signal is given to re-enter. No one is to return to the building until the all-clear signal is given by the principal or his authorized representative. Roadways are to be kept clear at all times.

Early Arrivals

No matter what time students arrive they are required to remain on campus unless they check out through the attendance office. Students should stay in the halls, cafeteria, or the front lobby. Only those students eating breakfast should enter the cafeteria. There should be no loitering in the restrooms. Upstairs, E-wing and W-wing are off limits until 7:30. Drop-off in the mornings and pick-up in the afternoon should be made at the west entrances.

Extracurricular Activities

The coach/sponsor shall supply the teacher with advanced written notification of the student(s) missing class time. Students must be in attendance at school at least one-half day in order to be eligible to participate in extracurricular activities that day, including practice. Any student involved in extracurricular activities and/or in a leadership position who is found using or in possession of alcohol or drugs will be suspended a minimum of 20% of time from that activity or leadership position.

Hallways

Students must have a hall pass while in the halls during class time. Students should stay to the right side of the hall when changing classes. Students are not to stop and block intersections in the halls between class changes. Do not loiter in the restrooms.

Library

The SMHS library is open for students' use most school days from 7:00 a.m. until 3:00 p.m. Unless in special collection, all books are checked out for 10 school days. (A date due card will be placed in the book at the time of checkout.) To renew a book, the book must be brought into the library and re-scanned. Students may check out up to 3 books at a time. Students are responsible for the cost of any books checked out to them that are damaged or not returned. The library also provides magazines, newspapers, and reference materials, however these cannot be checked out. Students should exit the library single file and return to have their books checked if the alarm sounds. The computers are to be used only for schoolwork. Students are not permitted to come to the library to "play" on the computers, socialize with friends, or eat. **No food or drinks are to be brought into the library.**

Lockers

School lockers may be used free of charge and are available upon request through the VP office.. Locks are provided by SMHS and must be used. Any lock lost or damaged will result in a \$5.00 replacement charge. The right is reserved to search a school locker when there is a reason to believe a violation of school regulations is involved or to determine locker condition. Students should not tell any other students the combination to their lock. Students should not share a locker nor use a locker not assigned to him/her.

Lost and Found

The Lost and Found department is located in the front lobby near the cafeteria entrance. All items that are found should be turned in to the front office.

[Medication \(Board Policy 6.405\)](#)

Cumberland County Board of Education Coordinated School Health

NOTIFICATION OF SERVICES

The Coordinated School Health program conducts health screenings throughout the school year in order to identify students who may have a health risk. The Health Department, Lion's club, community health care providers, and trained school personnel assist with the free, confidential screenings. CSH checks for variations from normal levels in Body Mass Index, vision, height & weight, hearing & speech, dental, and blood pressure. You will be contacted if your child's screening differs significantly from the normal standards. **You may choose for your child not to participate in the free health screenings by contacting your school nurse.** Contact your CSH Coordinator, Marsha Polson, at 931-484-6135 should you have any questions about this free health service for your child.

Posters

No posters, stickers, place cards, or notices are to be posted anywhere in the building without the approval of the administration, and then only on glass surfaces. Under no circumstances should any poster be glued to the walls of the building . Bulletin boards and hangers are available for approved posters and notices.

Prom

The SMHS Prom is held each spring for all Juniors and Seniors. Any non-SMHS students must receive administration approval to attend and must be under 21 years of age.

Report Card Hold

Report cards, diplomas, transcripts, etc. may be held by Stone Memorial High School for those students who owe debts to the school. [TRR/MS 0520-1-3.03](#) prescribes that "local schools may withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has incurred a debt to the school or a student who has taken property which belongs to a local school or any agency thereof until the student makes restitution.

Bus Notes








Please turn in bus notes (requesting to ride a different bus) to the VP office **before 7:45 am**. Notes will be verified and be ready for student pick-up during 4th block. **Bus notes must include: Student Name, Grade, Date, Parent/Guardian signature and phone number, and who the student is going home with.**

School Resource Officer

The School Resource Officer is available to the students and faculty at any time for conflict resolution, law and confidential personal consultation. The SRO is a full-time law enforcement officer stationed in the high school to assist the students, parents, and faculty in any way possible.

Sickness at School

What to do if you are injured or become very ill:

-  Report the problem to the nearest teacher.
-  Go directly to the school nurse.
-  Students are not permitted to use personal cell phones to call home when sick.
-  DO NOT go to a restroom and stay if you are ill or injured.
-  DO NOT leave the school grounds or go to the parking lot without approval from one of the principals.
-  DO NOT take medication from anyone. Teachers cannot give aspirin or any other type of medication. Please do not ask them.
-  DO NOT bring prescription drugs or other over the counter medication to school. Medication must be brought with proper documentation by parent or guardian and given to the school nurse.








Telephones

A telephone for emergency use only will be available in the administration offices.

Textbooks

The Cumberland County Board of Education supplies textbooks for students. Each student is responsible for his/her textbooks. Any lost or damaged textbook must be paid for in the bookkeeper's office. Grades, report cards, transcripts and/or diplomas will be held until such payments are made. Students will also not be issued new textbooks until lost or damaged books are paid for.

Visitors

-  Students are NOT to have visitors at school, including lunchtime. Parents may drop off a forgotten lunch box, but no outside/restaurant food can be dropped off or delivered to the school.
-  Students are responsible for notifying their friends that they are not to be visited in the building or anywhere on the school grounds.
-  Parents are welcome at SMHS. Please call the front office to schedule an appointment to see a teacher, counselor, or administrator.
-  The school policy is to accept only those visitors who have legitimate business at school.
-  All visitors must report to the front office first to receive a visitor's pass that should be worn the entire time the visitor is in the building.
-  An administrator may refuse to issue a visitor's pass anytime he or she feels it is in the best interest of the school to do so.
-  Any person found on the school grounds without permission from the administration is trespassing and is subject to arrest by police authorities.

Network and Internet Use Agreement

Reference:

[Use of the Internet Board Policy 4.406](#)

Cross Reference:

Use of Electronic Mail (e-mail) 1.805

Web Pages 4.407

Skyward

Parents need to see Ms. Dianne in the front office for their login and password and students need to see Ms. Hellen in the attendance office for their login and password.

Both students and parents must obtain their login and password in person. We can not give out this information over the phone or via email.

Searches and Interrogations

[Interrogation by School Personnel Board Policy 6.303](#)

Extracurricular Activity Drug Testing

Bus Info & Bus Conduct


****Restitution amount due to vandalism will be determined by the transportation department.**


Parental Notification


Mission Statement


The mission statement for the Cumberland County School System is to empower each student with the skills to be a productive citizen. Parents play a vital role in this mission. The Board encourages parental involvement and strives to keep parents informed of their rights.


Notifications

 The Cumberland County School System does not discriminate on the basis of race, sex, color, religion, national origin, age or handicap in the provision of educational opportunities, activities, or other administered programs.

 Parents have the right to request information pertaining to the professional qualifications of their child's teacher(s). Teaching certifications can be found by accessing the Tennessee Department of Education Teacher Licensing website (www.state.tn.us/education/llchome.htm) or by contacting the Central Office at 931-456-8347. Parents may also request the qualifications of a paraprofessional that provides educational assistance to their child.

 Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher that is not highly qualified.

 Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through the state department web site (www.state.tn.us/educ), at the school and/or the Central Office.

 Parents will be given the option to transfer their child to another public school or to obtain supplemental educational services if the school fails to meet adequate yearly progress.

- 🐾 Parents will receive academic results for mid-reporting periods, end of reporting periods, TCAP Achievement results in grades 3-8, and End-of-Course exams in a timely manner as required by local Board Policy and the Tennessee Department of Education.
- 🐾 Parents can visit the state's website (www.state.tn.us) to access a description of the Tennessee Curriculum Standards assessment, and proficiency levels students are expected to meet.
- 🐾 Parents of secondary school students have the right to request that their child's name, address, and telephone number not be released to military recruiters without their prior written consent.
- 🐾 Parents of a student identified as limited English proficient (ELL – English Language Learner) will be notified in a timely manner of their child's level of English proficiency, their child's opportunity to participate in an ELL program, details of the program, and the right to waive participation.
- 🐾 Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I programs. The parental involvement policy is printed in the school's handbook or a copy is available at the school's office. An annual meeting will be held to inform parents of the school's participation and status in programs funded under the No Child Left Behind Act.
- 🐾 Federal law affords parents and students, over 18 years of age, certain rights regarding educational records. The school board policy relating to student privacy and parental access to information is available in the school board policy manual located at each school and the Central Office.
- 🐾 A school-parent compact that outlines the responsibilities of each party for improved student academic achievement will be distributed and agreed upon annually.
- 🐾 Students and parents are encouraged to participate in safe and drug free school programs/activities. If parents object to these programs/activities, they may submit a written request to the principal that their child does not participate.
- 🐾 Information pertaining to the rights granted by federal law to students with disabilities may be obtained by contacting the Special Education Department of the Cumberland County School System at 931-484-3301.
- 🐾 The Cumberland County School System has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years that are suspected of having a disability. If you have any questions or concerns please contact the Special Education Director at (931)484-3301.
- 🐾 School health requirements, policies and procedures can be obtained from the Cumberland County Health Department, the school principal, or the school nurse.
- 🐾 Students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, are provided the opportunity to transfer to a safe public school within the local education agency.
- 🐾 A program or activity funded as part of a 21st Century Community Learning Center that provides before or after school activities must be evaluated to assess its effectiveness. The results of the evaluation(s) are available upon request at the Federal Programs Department at (931)456-8347.

Family Educational Rights and Privacy Act (FERPA)

(20 USC 1232g)

If parents want to opt out of the disclosure of Directory Information, please notify the building level principal in writing at the beginning of the school year and within two weeks after enrollment for late enrollees.

Military Recruitment

Information for all Juniors and Seniors will be provided to military recruiters, upon request, with three directory information categories (name, address, and telephone listing) unless parents have advised the Cumberland County School System that they do not want their student's information disclosed without their

prior written consent. Contact Stone Memorial High School for a form to complete to indicate that you do not want your child's information released to military recruiters.

Credit/Promotion/Denial

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/promotional denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

Statement of Non-Discrimination

The Cumberland County Board of Education prohibits discrimination against any student on the grounds of race, color, religion, national origin, sex, or disability. The Cumberland County School Systems seeks to fully comply with the Civil Rights Act of 1964, Title IX of the educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act. Further, the Board of Education forbids sexual harassment. No member of the Board, employee of the schools, agent of the schools, or student of the schools may harass any employee, person seeking employment or student on the basis of sex.

Students who believe they have been excluded from, or denied participation in, or refused the benefits or, or otherwise subjected to discrimination in school, should report all incidents to the principal immediately. Staff believing they have been subjected to discrimination should contact the Director of Schools without delay.

AHERA Asbestos Management Plan

Public Notice:

Parents, Teachers, Students and Cumberland County School Employees
A copy of the Cumberland County Schools Asbestos Management Plan is on file at the Cumberland County Maintenance Department located at 736 Old Mail Road, Crossville, TN. This plan can be viewed Monday through Friday during normal business hours 8 AM to 4 PM CST. The plan is also available during normal business hours at each Cumberland County School.

For further information please call:

CCBOE Maintenance Office at 931-484-5763

Cumberland County Board of Education Central Services at 931-484-6135

ASSESSMENT CALENDAR

[Copy of 2023-2024 Assessment Schedule](#)

August – May: **WIDA Screener for EL status**

This assessment is an English language proficiency “screener” test given to incoming students who may be designated as English language learners. It assists educators with programmatic placement decisions such as

identification and placement of ELS. These assessments do not reflect on your child's grades. However, the results of these tests will be sent home upon completion of the testing window.

August – May: **ASVAB**

The Armed Services Vocational (ASVAB) is an assessment designed to measure “developed abilities and helps predict future academic and occupational success in the military.” This assessment is given to every 10th grader. ASVAB will distribute the results of this assessment to students and parents.

August – May: **Civics Exam**

Per Tennessee Code Annotated, students in high school will take the U.S. Civics Exam prior to graduation. This assessment is designed to both promote and document basic U.S. Citizenship knowledge and skills, The results of this assessment will be returned to individual students.

August: **Easy CBM Benchmark**

Easy CBM is a skills-based universal screener for Reading and Math, used to inform important decisions about student learning and serve as a benchmark for making decisions regarding student academic support that may be needed. These assessments do not reflect on your child's grades. However, the results of these tests will be sent home upon completion of the testing window.

October: **ACT Retake (Seniors only)**

October: **Mid-Terms**

These assessments provide a mid-term snapshot on how students are progressing in full term courses. Results from these tests will be averaged into your student's overall grade and reflect on their grade card.

November – December: **EOCs (Fall Semester)**

The End of Course category of the state's overall TCAP system, provides information regarding the knowledge and skills related to English language arts, math, science and social studies high school courses. Also known as TNReady assessments, these tests are designed to assess true student understanding and not just basic memorization and test-taking skills. Results from this test will be included in the TCAP portion of the student's overall grade on their report card. Parents will receive a collective TCAP report that includes the results from each part of the assessment.

December: **First Semester Finals**

This assessment covers end of the semester courses that are not covered by State mandated End of Course exams. Results from these tests will be averaged into your student's overall grade and reflect on their grade card.

January: **Easy CBM Benchmark**

Easy CBM is a skills-based universal screener for Reading and Math, used to inform important decisions about student learning and serve as a benchmark for making decisions regarding student academic support that may be needed. These assessments do not reflect on your child's grades. However, the results of these tests will be sent home upon completion of the testing window.

January-March: **Pre-ACT (Sophomores only)**

Feb – March: WIDA ACCESS for ELLs

The WIDA ACCESS for ELLs 2.0 is a secure large-scale English language proficiency assessment administered to Kindergarten through 12th grade students who have been identified as English language learners (ELs). It is given annually in WIDA Consortium member state to monitor students' progress in acquiring academic English. These assessments do not reflect on your child's grades. However, the results of these tests will be sent home when results are received from WIDA.

March: Mid-Terms

These assessments provide a mid-term snapshot on how students are progressing in full term courses. Results from these tests will be averaged into your student's overall grade and reflect on their grade card.

March: ACT

This assessment gives educators, students, and families early insight into a student's level of preparedness for college and career by high school graduation. Results from this assessment will be distributed to individual students and parents by ACT. Juniors will take the national test while freshmen and sophomores may take a practice retired ACT tests.

May: Easy CBM Benchmark

Easy CBM is a skills-based universal screener for Reading and Math, used to inform important decisions about student learning and serve as a benchmark for making decisions regarding student academic support that may be needed. These assessments do not reflect on your child's grades. However, the results of these tests will be sent home upon completion of the testing window.

April/May: EOCs (Spring Semester)

This section of the state's overall TCAP system, provides information regarding the knowledge and skills related to English language arts, math, science and social studies. Also known as TNReady assessments, these tests are designed to assess true student understanding and not just basic memorization and test-taking skills. Results from this test will be included in the TCAP portion of the student's overall grade on their report card. Parents will receive a collective TCAP report that includes the results from each part of the assessment.

May: AP Exams

AP Exams are assessments that measure student comprehension of Advanced Placement material. Results from these tests will be averaged into your student's overall grade and reflect on their grade card.

May: Second Semester Finals

This assessment covers end of the semester courses that are not covered by State mandated End of Course exams. Results from these tests will be averaged into your student's overall grade and reflect on their grade card.