



# Central High School of McMinn County 2026-2027 Student Handbook

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“Charger Pride – Building a future. Leaving a legacy.”

145 Co Rd 461  
Englewood, TN 37329  
[www.mcminncentral.com](http://www.mcminncentral.com)  
(423)263-5541



# Central High School of McMinn County

## 2026-2027 Student Handbook Acknowledgment

As the parent(s)/guardian(s) of a McMinn County Student, I/we acknowledge the following:

- I/we have received and reviewed the **Central High School Handbook** for the 2026-27 school year.
- I/we understand that the handbook contains important information regarding school policies, expectations, and procedures.
- I/we agree to support and comply with the policies and guidelines outlined in the handbook, including but not limited to academic, behavioral, attendance, and technology use policies.
- I/we understand that this signed form will be kept on file and may be referenced throughout the school year.

Should I/we have any questions or require clarification regarding the contents of the handbook, I/we will contact the school administration at (423) 263-5541.

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 **Access the Handbook Online:** [www.mcminncentral.com](http://www.mcminncentral.com)

Name of Student: \_\_\_\_\_

Parent/Guardian  
Name: \_\_\_\_\_

Parent/Guardian  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ADMINISTRATION AND GUIDANCE:**

|                                         |                 |
|-----------------------------------------|-----------------|
| McMinn County Director of Schools ..... | Melasawn Knight |
| Secondary Supervisor.....               | Lori Hutchinson |
| CTE Supervisor .....                    | Kevin Edwards   |
| Principal .....                         | Joe Young       |
| Assistant Principal .....               | Tiffany Farnier |
| Administration/Athletic Director.....   | Brent Masingale |
| Bookkeeper .....                        | Krissi Smith    |
| Secretary/Attendance .....              | Hannah Seaton   |
| Secretary .....                         | Dawana Miller   |
| Secretary/Guidance .....                | Janie Trammell  |
| Counselor.....                          | Amber Moore     |
| Counselor.....                          | Jenna Moses     |
| Special Ed. C.T. ....                   | Emily Plaster   |
| Graduation Specialist .....             | Katrina Kilby   |

### **ALMA MATER**

Look up, look up, it's Central High  
Where the mountains touch the sky,  
Where knowledge abounds and  
Friendships are found and  
The Spirit never dies.

Under the blue and white  
We charge with our might;  
We labor for thee with loyalty  
It's Central High—Look up!

John Rainwater, Mary Feezell Starnes

**School Colors: Blue & White • School Mascot: Chargers**

# Central High School of McMinn County

## 2026-2027 GOALS

### *Chargers do your P.A.R.T.*

**P – Pride** in self, school, and community.

**A – Attendance** matters.

**R – Rigorous instruction** leads to deeper thinking and comprehension.

**T – Time on task**, when spent adequately, ensures success.

#### **Mission Statement**

The mission of Central High School of McMinn County is to develop lifelong learners through challenging expectations that emphasize academic standards and address the diverse needs of all students while promoting civic and social responsibility.

#### **Vision Statement**

The purpose of Central High School of McMinn County is to graduate students with the skills necessary to meet the challenges of the future.

## Table of Contents

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|                                                           |           |
|-----------------------------------------------------------|-----------|
| <b>Introduction .....</b>                                 | <b>7</b>  |
| Mission Statement .....                                   | 7         |
| Non-Discrimination Statement .....                        | 7         |
| Future Changes.....                                       | 7         |
| <b>Rights &amp; Responsibilities .....</b>                | <b>8</b>  |
| Student Rights & Responsibilities .....                   | 8         |
| Parent Rights & Responsibilities .....                    | 8         |
| <b>Annual Notices.....</b>                                | <b>9</b>  |
| Asbestos Management Plans .....                           | 9         |
| Child Nutrition Program .....                             | 9         |
| Directory Information.....                                | 10        |
| Education Records .....                                   | 10        |
| Meningitis & Flu Awareness.....                           | 11        |
| Surveys, Analyses, and Evaluations of Students .....      | 12        |
| Unsafe School Choice.....                                 | 12        |
| <b>Administration of Schools .....</b>                    | <b>13</b> |
| Drug-Free Schools .....                                   | 13        |
| Extracurricular Activities, Clubs, and Organizations..... | 13        |
| Emergency Closings.....                                   | 14        |
| Emergency Drills.....                                     | 14        |
| Emergency Preparedness Plan .....                         | 14        |
| Interscholastic Athletics .....                           | 15        |
| Parent and Family Engagement.....                         | 15        |
| School Nutrition Program .....                            | 16        |
| Student Open Enrollment .....                             | 18        |
| Student Supplies and Fees .....                           | 18        |
| Student Withdrawal .....                                  | 18        |
| Tobacco-Free Schools.....                                 | 18        |
| Transportation Services.....                              | 19        |
| Use of School Phone .....                                 | 20        |
| Visitors to Schools .....                                 | 20        |
| <b>Student Academic Achievement .....</b>                 | <b>21</b> |
| Attendance.....                                           | 21        |

|                                                                  |           |
|------------------------------------------------------------------|-----------|
| Grading System, Reporting Student Progress, and Class Rank ..... | 25        |
| Promotion and Graduation Requirements .....                      | 28        |
| <b>Student Welfare .....</b>                                     | <b>30</b> |
| Communicable Diseases .....                                      | 30        |
| Emergency Contact.....                                           | 30        |
| Health Screenings .....                                          | 30        |
| Immunizations .....                                              | 30        |
| Medicines .....                                                  | 31        |
| Physical Examinations .....                                      | 32        |
| Suicide Prevention .....                                         | 32        |
| <b>Student Discipline &amp; Behavior .....</b>                   | <b>33</b> |
| Alternative Education .....                                      | 33        |
| Arrival and Dismissal.....                                       | 33        |
| Bus Conduct .....                                                | 35        |
| Care of School Property .....                                    | 36        |
| Corporal Punishment .....                                        | 36        |
| Dress Code.....                                                  | 36        |
| Disciplinary Hearing Authority .....                             | 38        |
| Disciplinary Procedures .....                                    | 38        |
| General School Rules.....                                        | 39        |
| Interrogation and Searches .....                                 | 39        |
| Student Code of Conduct .....                                    | 40        |
| Student Concerns .....                                           | 44        |
| Student Discrimination/Harassment/Bullying/Intimidation .....    | 45        |
| Student Equal Access (Limited Public Forum).....                 | 47        |
| Suspensions.....                                                 | 48        |
| Title IX & Sexual Harassment.....                                | 48        |
| Zero Tolerance.....                                              | 52        |
| <b>Individual Needs of Students .....</b>                        | <b>52</b> |
| English Learners .....                                           | 52        |
| Homebound Instruction .....                                      | 53        |
| Homeless Students .....                                          | 53        |
| Migrant Students .....                                           | 54        |
| Section 504 and ADA Grievance Procedures .....                   | 54        |
| Students in Foster Care.....                                     | 54        |
| Students from Military Families .....                            | 55        |
| Students with Disabilities .....                                 | 55        |

|                                                      |           |
|------------------------------------------------------|-----------|
| <b>Instructional Materials and Services .....</b>    | <b>55</b> |
| Technology Acceptable Use Policy .....               | 55        |
| Violations of Technology Acceptable Use Policy ..... | 58        |
| Use of Personal Communication Devices.....           | 59        |
| Textbooks and Instructional Materials.....           | 59        |
| Review of Textbooks and Instructional Materials..... | 59        |
| <b>School Calendar .....</b>                         | <b>61</b> |
| <b>School Clubs and Organizations.....</b>           | <b>62</b> |
| <b>Testing Information .....</b>                     | <b>63</b> |
| <b>Contact Information .....</b>                     | <b>64</b> |
| <b>Resources Page .....</b>                          | <b>65</b> |
| Board Policy .....                                   | 65        |
| Child Advocacy .....                                 | 65        |
| McMinn Schools Mobile App .....                      | 65        |
| Student Rights and Services.....                     | 66        |
| <b>Student Handbook Acknowledgement Form .....</b>   | <b>67</b> |

# Introduction

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## Mission Statement

The Mission of The McMinn County School System is to equip students for life-long learning through academics, accountability, and learning experiences. We are committed to assisting our students in achieving their greatest potential to adapt and adjust to an ever-changing world. We believe education is the shared responsibility of the student, home, school, and community. We strive to recognize the talents, diversity, and individual needs of all students, thus enabling them to become productive and contributing citizens.

## Non-Discrimination Statement

The McMinn County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

**McMinn County Schools Title IX Coordinator**  
**3 South Hill Street**  
**Athens TN 37303**  
**(423) 745-1612**

*For more information, refer to **MCBOE Policies 6.304, 1.802, 5.104, 5.500, & 5.501***

## Future Changes

Although every effort will be made to update the handbook on a regular basis, the McMinn County School District reserves the right to change this handbook and any content within, without notice, except as may be required by state and federal law. As a result, the online version of the handbook shall be the official version.

# Rights & Responsibilities

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## Student Rights & Responsibilities

### Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities; and
6. Be fully informed of school rules and regulations.

### Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board and school officials;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

## Parent Rights & Responsibilities

### Parents/guardians have the right to:

1. Be actively involved in their student's education;
2. Be treated courteously, fairly, and respectfully by school staff; and
3. Receive all relevant information and communication related to their student's education.

### Parents/guardians have the responsibility to:

1. Make sure their student attends school regularly and on time, and when a student is absent, send in written excused notes;
2. Support the District by being a role model for their student, talking with their student about school and expected behavior, and communicating the value of education through words and action;
3. Be respectful and courteous to staff, other parents/guardians, and students while on school premises and during school activities;
4. Encourage students to participate in extracurricular activities that promote social and emotional growth in the areas of creative arts, music, and athletics; and
5. Work with principals and school staff to address any academic or behavioral concerns or complaints students may experience.

# Annual Notices

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## Asbestos Management Plans

Parent(s)/guardian(s), upon request, shall be given the opportunity to review the Asbestos Management Plan. Requests to review the Asbestos Management Plan may be made at the McMinn County Schools Central Office building during regular business hours.

Asbestos containing building materials are used and still remain in the following school buildings:

***Calhoun Elementary, E.K. Baker Elementary, Englewood Elementary, Mountain View Elementary, Niota Elementary, Riceville Elementary, McMinn Central High School, and McMinn County High School***

All remaining school buildings within the District have been built asbestos-free, or the asbestos containing building material has been removed.

The Operations & Maintenance (O&M) program discussed in detail in TAHERA 7.0 is a site-specific set of procedures and practices designed to guide the LEA in building cleaning, maintenance, repair, and general operation of the building to maintain the facility as free of asbestos contamination as possible. O&M procedures will include notification to building occupants, training of custodial and maintenance personnel, and specific work procedures to control potential fiber releases. The operations and maintenance program will remain in effect until all ACBM is removed from the facility.

## Child Nutrition Program

McMinn County Schools nutrition operates under the Community Eligibility Provision (CEP). This allows all the students of McMinn County to receive breakfast and lunch at no charge. McMinn County is proud to be able to allow all our students the opportunity to participate in our program at no cost.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**mail:**  
U.S. Department of Agriculture

**fax:**  
(202) 690-7442

**email:**  
program.intake@usda.gov

*This institution is an equal opportunity provider.*

## Directory Information

Per the Family Educational Rights and Privacy Act (FERPA), the District may disclose appropriately designated directory information without written consent, unless the parent(s)/guardian(s) or eligible student (a student who is 18 years or older) has opted out of the disclosure of directory information. In addition, federal law requires the District to provide military recruiters, upon request, with the names, addresses, and telephone listings of students unless parents/guardians have opted out in writing.

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone number, e-mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.

In accordance with the provisions of the ESEA, McMinn County Schools must notify parents of secondary school students that they have a right to request their child's name, address, and telephone number not be released to a military recruiter without their prior written consent.

The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

If the parent/guardian wishes to opt-out of the above, he/she shall indicate his/her preference on the "Opt-Out Notifications" form on the last page of this handbook.

*For more information, refer to **MCBOE Policy 6.601***

## Education Records

FERPA affords parent(s)/guardian(s) and eligible students certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the District receives a request for access.
  - a. Parent(s)/guardian(s) or eligible students who wish to inspect education records shall submit to the principal a written request that identifies the records they wish to inspect.
  - b. Arrangements for access will be made, and the parent(s)/guardian(s) or eligible student will be notified of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- a. Education records may be disclosed without prior written consent if a school official has a legitimate educational interest.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: *Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202*

*For more information, refer to **MCBOE Policy 6.600***

## **Meningitis & Flu Awareness**

Per state law, the District is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that causes meningococcal meningitis is very common. Most people will carry this bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that causes meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not totally eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching his/her mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu.

To receive additional information regarding these diseases, including locations to receive the vaccinations, Call your local or state health department, visit the website of the Food and Drug Administration (FDA) for vaccine package inserts and additional information at [www.fda.gov/vaccines-blood-biologics/vaccines](http://www.fda.gov/vaccines-blood-biologics/vaccines), contact the Centers for Disease Control and Prevention (CDC), call 1-800-232-4636 (1-800-CDC-INFO), or visit the CDC's website at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines).

## Surveys, Analyses, and Evaluations of Students

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal.

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning the following without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior consent of the parent/guardian:

1. Mental or psychological problems of the student or the student's family;
2. Sexual behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally privileged relationships;
6. Income; or
7. The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking

The collection of the following student data is strictly prohibited:

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership.

Per state and federal law, prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. The survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who is eighteen (18) years of age or older may participate after he/she provides written, informed, and voluntarily signed consent.

*For more information, refer to **MCBOE Policy 6.4001***

## Unsafe School Choice

Students who attend a school within the District identified by the State of Tennessee as persistently dangerous or students who are victims of a violent crime while in or on school grounds shall be given the opportunity to attend a safe school within the District.

# Administration of Schools

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## Drug-Free Schools

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds.

Disciplinary sanctions shall be imposed on students who violate this standard of conduct. Such sanctions shall be consistent with local, state, and federal laws up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

*For more information, refer to **MCBOE Policy 6.307***

## Extracurricular Activities, Clubs, and Organizations

1. The Board shall initially approve extracurricular activities at the district-level to ensure proper support and supervision.
2. Each student activity shall be under the guidance and direction of a staff member.
3. All extracurricular activities at the school level shall have the approval of the principal.
4. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal/designee.
5. Secret organizations shall not be operated in any school.
6. A student shall not be required to attend an extracurricular activity that is scheduled at a time which conflicts with his/her religious practices.
7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise.
8. Student groups shall not participate in state or national activities which are not listed as approved activities by a regional accrediting association or the state and national principals' associations without the approval of the Director of Schools.
9. A student on out-of-school suspension shall not be permitted to participate in extracurricular activities.
10. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are strictly forbidden

All students under the age of eighteen (18) shall present a signed and dated statement from their parent/guardian before joining any club or organization or participating in activities of a club or organization.

*For more information, refer to **MCBOE Policy 4.300***

All posters/announcements to be displayed or read at McMinn Central High School must first be approved by the principal or designated official. The individual(s) posting the poster/announcement is responsible for removal.

**Administration reserves the right to deny students from attending any extracurricular activity. This includes but is not limited to athletic events, prom, or any other extracurricular activities due to unacceptable discipline (such as OSS, Alternative Placement, etc.), grades, or attendance. Any student who has accumulated ten (10) or more days of unexcused absence will not be allowed to attend extracurricular activities as a social suspension. This includes the Junior-Senior Prom or other school sponsored dances or extracurricular activities.**

## Emergency Closings

As soon as the decision to close schools is made, the Director of Schools will notify the media and request that an announcement be made.

If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities in which students are involved shall be postponed or cancelled.

*For more information, refer to **MCBOE Policy 1.8011***

## Emergency Drills

Each school practices emergency drills throughout the school year to prepare for potential emergency events. We do not advertise these practice drills. However, in the event of a true emergency, notifications will be sent out via our district communication system to texts, live feed, and Facebook. The notification will let families know of the nature of the event and status (lockdown, evacuated to..., shelter in place, etc.) The notification will also inform families regarding pick-up status and directions to do so. Please refrain from calling the schools during an emergency so that our staff can prioritize the safety of our students. Please make sure your contact information is always up to date in the front office and follow your child's school on Facebook.

*For more information, refer to **MCBOE Policies 3.201 & 3.202***

## Emergency Preparedness Plan

The principal of each school shall develop procedures for keeping school facilities safe and free from hazards. The safety program shall include:

- Fire prevention
- Accident prevention
- Warning systems
- Emergency drills
- Traffic safety
- Safety inspections
- First aid
- Disaster preparation

Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business shall enter the grounds or into the buildings of a school during the hours of student instruction. All visitors should sign in and out in the school office stating the name of the person visiting and the reason for the visit.

The principal shall secure assistance from law enforcement officials when he/she deems it necessary in order to maintain order or security.

The principal of each school shall develop and implement emergency preparedness drills:

- **Fire Drills:** Fire drills requiring full evacuation shall be held at least one (1) time every thirty (30) School Days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, four (4) fire safety educational announcements will be conducted throughout the year.
- **Intruder Drill:** Each school shall conduct at least one (1) armed intruder drill annually. The drill shall be conducted in coordination with the appropriate local law enforcement agency. (TCA 49-6-807)
- **Incident Command Drill:** Each school shall conduct at least one (1) incident command drill without students present to prepare school staff and law enforcement on what to expect in the event of an emergency situation in the school. (TCA 49-6-807)

- **Emergency Bus Safety Drill:** Each school safety team must conduct an emergency bus drill without students present and must prepare school staff on what is expected in the event of an emergency situation on a school bus. (TCA 49-6-807)
- **CPR/AED Drill:** Each school having one (1) or more AEDs shall schedule annual CPR/AED training for ALL school personnel and conduct an annual CPR and AED drill. (TCA 49-2-122 and TCA 49-6-1208)
- **Additional Drills:** Each school shall conduct three (3) additional drills, not requiring full evacuation, during each school year. (TCA 68-102)
- **Virtual Learning Drill:** will be conducted 1 time per year.

A record of all fire or safety drills, including the time and date, will be kept in the school office.

*For more information, refer to **MCBOE Policies 3.201 & 3.202***

## Interscholastic Athletics

Interscholastic athletics shall be administered as part of the regular school program. Prior to participation in interscholastic athletics, every student shall complete an annual physical examination and provide the student's original birth certificate. The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal's office.

At the beginning of the school year, students are offered an opportunity to purchase accident insurance; all athletes **MUST** provide proof of insurance before they can practice or play any school sport.

Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or tolerate hazing activities.

CHS fields athletic teams for varsity competition in fifteen sports: football, basketball, baseball, softball, track, cross-country, golf, soccer, tennis, volleyball, wrestling, cheerleading, dance, and swimming. The school enjoys interscholastic athletic competition with many of the area high schools and is a member of the Tennessee Secondary Schools Athletic Association. Students must pass at least five (5) full unit subjects the preceding year to participate. If other questions arise about TSSAA eligibility, please consult your coach.

*For more information, refer to **MCBOE Policy 4.301***

## Parent and Family Engagement

Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.

The District's Family Engagement Liaison may be reached at the McMinn County Schools Central Office during regular business hours at (423) 745-1612.

*For more information, refer to **MCBOE Policy 4.502***

## School Nutrition Program

### General Cafeteria Rules

- No microwave is provided in the cafeteria.
- No outside food deliveries during school hours.
- To qualify as a USDA meal, students must select a minimum of 3 food components, and one must be a fruit or a vegetable. If the student selects only one or two items, they must pay for these, only complete meals will be provided at no charge.
- A la carte items and extra milk may be purchased in the serving line.
- Parents have the option of depositing money in advance in student cafeteria accounts to cover a la carte items.
- Parents may request a refund of monies from their student's cafeteria account. Per state requirements, refunds greater than \$2 must be made in the form of a check from the McMinn County Office of the Finance Director and may be requested via the *Cafeteria Refund Request Form* that is available from the school cafeteria manager. Monies left in student accounts at the close of the school year will be carried over to the next school year provided.

### Cafeteria Conduct

All students are to report to the cafeteria for their designated lunch period. While going through the lunch line, students are expected to collect required food items in a quiet manner and respond to cafeteria staff with courtesy. A doctor's note must be provided for any student to have meal modifications due to allergy or dietary needs. Once seated, students are to remain in their seats until dismissal unless they receive permission from administration. Students may bring lunch from home for themselves if it does NOT need to be heated by cafeteria staff and it meets food safety guidelines.

### Cafeteria Guests

Students may NOT have guests during breakfast or lunch unless otherwise approved by administration.

#### 2025-2026 Meal Prices

|                             |           |
|-----------------------------|-----------|
| PreK-12 Breakfast           | no charge |
| Adult Breakfast             | \$2.10    |
| PreK-12 Lunch               | no charge |
| Second meal                 | \$5.00    |
| Teacher lunch (all schools) | \$5.00    |
| Visitor lunch (all schools) | \$5.00    |
| Extra milk                  | \$0.50    |

### Meal Charges

In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to charge the meal. Students may accrue a maximum of \$14.00 in charges from reimbursable breakfast or lunch meals. When the maximum amount is reached, an alternative meal will be provided, and the parent/guardian will be contacted. Students are not allowed to charge a la carte items.

Payments can be made by sending checks or cash with a student to school. Families may use the online payment system at <https://family.titank12.com> to view balances or add funds to student or faculty accounts using a credit card.

## **McMinn County School District Meal Charge Administrative Procedure**

*Effective Date: July 1, 2017; Revision 1: July 6, 2018*

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure that the administrative procedure is communicated on an annual basis. Families will have access to the meal charge administrative procedure via website and a copy is included in the student handbook that is given to students at the start of each school year. Families of transfer students during the year will receive a written copy of the district-wide charge administrative procedure in the student handbook.

### **Household Notification**

- Low balance notification: The school will notify students of their balance daily. Parents will be able to see student balances on the online system Titan Family Portal – <https://family.titank12.com> website.
- Negative balance notification: The school will notify the households monthly by letter of the negative balances that have reached the \$14.00 charge limit.

### **Delinquent Debt**

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The debt may be carried over at the end of the school year.

The household's debt will be delinquent for 30 days before the SFA requests payment. The cafeteria manager will send a note home with the student as the initial contact. If the charge is not paid, the manager will notify the school nutrition supervisor who will then send a registered letter to the home address.

### **Repayment plans**

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact the School Nutrition Supervisor at (423) 745-1612 ext:1317 for establishing a repayment plan.

### **Bad Debt**

Bad debt is determined to be uncollectable, with that further collection efforts for delinquent debt deemed useless or too costly. Delinquent debt will be considered as bad debt after the end of the school year. Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable (*section 200.426 of subpart E*).

Bad debt must be written off as an operating loss at the end of the school year. The nonprofit school food service account (NSFSA) resources may not be used to cover the costs related to the bad debt. McMinn County School Nutrition sends a letter to the Director of Schools at the end of each school year to request the Board of Education supply a reimbursement to School Nutrition for unpaid charges. Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

## **Additional Resources**

Families may find assistance with questions about meals or cafeteria by contacting the Cafeteria Manager at their school or the School Nutrition Supervisor at (423) 745-1312 ext:1317 or [twells@mcmminnschools.com](mailto:twells@mcmminnschools.com).

*For more information, refer to **MCBOE Policy 3.500***

## **Student Open Enrollment**

During the month of June each year, a parent/guardian may request that his/her child attend a school within the system other than the one to which the child is zoned. The director of schools or his/her designee shall review such requests and, if adequate space is available, grant such transfers unless a transfer would be adverse to the best interests of the child or the school system. If granted, the student must provide his/her own transportation to and from the school.

*For more information, refer to **MCBOE Policy 6.206***

## **Student Supplies and Fees**

School supply lists are provided at the beginning of school each year and are listed on class syllabi.

Students are responsible for normal school supplies such as pencils and paper.

### **Student Fees**

At the beginning of the school year, at the time of enrollment, and/or at the time of requesting school fees, students and their parent(s)/guardian(s) shall be given written notice of authorized fees that may be requested as well as notification of the fee waiver process. Student fees are not required as a condition of attending school or using equipment for educational purposes.

### **Fee Waivers**

Parent(s)/guardian(s) wishing to submit a fee waiver may submit the required application to their child's school. The application will be reviewed, and a determination made as to whether the student's fees will be waived. A written notice of the approval or denial of the request for the fee waiver will be provided. If the request is denied, the notice will contain the specific grounds for denial. Parent(s)/guardian(s) may request a meeting with the principal to discuss the validity of the denial.

*For more information, refer to **MCBOE Policy 6.709***

## **Student Withdrawal**

Students accompanied by a parent or guardian shall notify their teacher(s) and/or principal when it is known that they will be withdrawing from school. If a student drops a class or withdraws from school during a grading period, each teacher will record on the withdrawal form, grade sheet, and permanent record the grade attained as of the date of withdrawal. The principal will ensure that all information is completed on a student's records before a transcript is sent to another school.

*For more information, refer to **MCBOE Policy 6.207***

## **Tobacco-Free Schools**

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the District's buildings and in all vehicles that are owned, leased, or operated by the District. Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

Employees and students in the school district will not be permitted to use these products while they are participants in any class or activity in which they represent the school district. Any student who possesses these products may be issued a citation by the school resource officer in accordance with state law.

*For more information, refer to **MCBOE Policy 1.803***

Students shall not possess or use any tobacco or electronic cigarette products in any form on school premises or school buses during school hours or school sanctioned events.

#### **DEFINITION OF TERMS:**

**Possession** - Shall mean to have tobacco/electronic cigarette products/vapes on the person or in the vehicle or other areas in control of the individual, including one's personal effects.

**Use** - Shall mean the holding of any type of lighted cigarette, vape, cigar, or pipe, and inhaling the smoke, or any chewing or dipping of any tobacco products.

#### **PENALTIES:**

1st offense – 2 days ISS and tobacco/nicotine education and prevention program provided by Juvenile Services Liaison or School Counselor.

2nd offense – 3 days ISS with tobacco/nicotine education and prevention class provided by school counselors.

3rd offense – 5 days ISS

4th offense – Up to 3 days OSS and referral to Charger Re-Charge

*Further offenses will be discussed by the committee and recommendations made.*

### **Transportation Services**

#### **Use of Video Cameras on Busses**

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

#### **Transportation Complaint Process**

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and
2. Forms may be submitted in person, via phone, mail, or email.
  - Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

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

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

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

Questions and concerns regarding transportation can be addressed at the Bus Transportation Office: (423) 745-1252

*For more information, refer to **MCBOE Policies 3.400 & 6.308***

### **Use of School Phone**

The office phone is available for student use with the approval of his/her teacher or a school administrator.

Students will not be called from class to come to the phone. In an emergency, information may be given to office personnel who will ensure the student is informed.

### **Visitors to Schools**

Except on occasions such as school programs, athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and will sign-in. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/designee. Guest passes shall be issued for all persons other than students and employees of the school. All visitors should sign in and out in the school office stating the name of the person visiting and the reason for the visit.

We ask that classrooms not be visited during instructional times. Teachers will be glad to set a conference time with parents during their planning period or during non-instructional times.

*For more information, refer to **MCBOE Policy 3.201***

# Student Academic Achievement

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## Attendance

Attendance is a key factor in student achievement and therefore, students are expected to be present each day that school is in session. Issues concerning attendance will be handled through the office.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. ***A total of five (5) parent notes may be used per year. After the 5 parent notes are used, a doctor's note is required to excuse an absence.***

### EXCUSED ABSENCES

- Personal illness; extensive absences attributed to illness may require a written doctor's excuse
- Illness of immediate family member
- Death in the family
- Extreme weather conditions
- Religious observances
- Circumstances which in the judgment of the principal create emergencies over which the student has no control
- Summons, subpoena, or court order

### UNEXCUSED ABSENCES

- If a student's absence is not in the excused category, it is an unexcused absence.
- Vacations or parental requests for absences for reasons not stated above will result in an unexcused absence.
- Accumulation of 5 or more unexcused absences will result in a referral for the Progressive Truancy Plan.

The principal shall be responsible for notifying in writing the Director of Schools and parents of the student of any action taken by the school.

### Absentee Admit

The morning following an absence, the student will present his/her note to the attendance secretary for an admit to class. Students not having a note will be given an unexcused admit; students have three (3) days to provide proper verification of absence.

### Late Arrivals

Students who are late arriving to school must report to the front office for an admit to class.

### Early Dismissal

To leave school early, students must check out with a blue slip. Parents may come check their child out in person at the attendance desk. If a student is driving or leaving with someone other than a parent, a blue slip may only be obtained by parent note (with parent phone number) submitted to attendance by 8:15 a.m. A blue slip will only be issued after CHS has spoken with a parent. Blue slips will be issued to the teacher prior to the students leaving school. All students must sign out with Attendance office prior to leaving school. Students that are returning on the same day, must bring their blue slip to the attendance office. ALL Blue Slip absences require written documentation within three days of the absence, or they will be considered unexcused.

## **Make-Up Work**

- Students who have excused absences will be allowed to make up missed work. Students returning to school after excused absences must check with their teachers upon returning to school regarding any work missed. Scheduling make-up work for excused absences is totally the responsibility of the student and failure to fulfill this obligation will result in a loss of credit for the work missed. **Students must meet teacher deadlines for completion of the make-up work.**
- Unless a student is expected to be out multiple days, it is recommended that students arrange for their make-up work upon their return to school.
- Make-up work will be available the day after an absence. When a student is absent, parents may call the school office in the morning before 10:00 a.m. to request books and assignments that may be picked up after 3:00 p.m. Any call after 10:00 a.m. does not leave sufficient time for materials to be gathered, but may be picked up the following day after 3:00 p.m.
- Make up work procedures for unexcused absences will be indicated in each teacher's syllabus.
- Make up work is due three days after the student's return.

## **Tardy Policy**

Tardiness in a given period of time may be met with the following disciplinary actions: detention, loss of driving privileges, or suspension. Every attempt will be made to contact parents when tardies become excessive.

Tardiness to class is disruptive to the educational process. Therefore, our tardy policy is a joint effort between teachers and administrators to cut tardies to a minimum.

- 1st offense - Teacher reprimand.
- 2nd offense - Teacher reprimand, assigned Lunch Detention, and parent contact by teacher.
- 3rd offense - Refer student to administration for a one-day ISS and parent contact.
- 4th offense - The student is referred to administration for two days ISS, parent contact.

Additional tardies will result in other disciplinary action at the discretion of administration. The tardy policy is set up on a semester basis. At the beginning of each semester all students will have zero tardies. Reminder, three tardies equal one unexcused absence per nine weeks. Students in excess of three tardies to school may be issued time-for-time for additional tardies to school.

Student drivers with excessive tardies to first period will have their parking permits revoked.

## **College Visits**

Seniors may visit one (1) college/university campus per semester during the school year with prior notice and the visit has to be taken before May. Verification from the college must be presented to the Attendance Office the next day when the student returns to school. In addition, QAs require notifying the principal five (5) days in advance of event.

## Progressive Truancy Plan

Prior to referral to court, the following Progressive Truancy Plan will be implemented:

| Progressive Truancy Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Tier 1</b> (School-Wide Plan)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <p>All Students and Parents are informed of the importance of school attendance, the school-wide prevention-oriented supports in place, and the consequences of 5 or more unexcused absences.</p> <p>School-wide prevention-oriented supports may include:</p> <ul style="list-style-type: none"><li>• Letters to parents notifying them of unexcused absences</li><li>• Parent contacts by school personnel</li><li>• Educational/Informational materials provided on the importance of attendance</li><li>• Individual, class, and school-wide attendance incentives</li></ul> <p><b>If 5 unexcused absences occur, family will move to Tier 2</b></p>                             |  |
| <b>Tier 2</b> (Violation: 5 unexcused absences)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <p>Consequences:</p> <ul style="list-style-type: none"><li>• Letter sent/telephone call made notifying parents of absences and to schedule meeting</li><li>• School official conducts individual assessment of student's absence to determine reason for absence; possible referral to counseling or other service as deemed necessary after assessment</li><li>• Tier 2 Attendance Contract signed by Student, Parent, and school official outlining attendance expectations for the student.</li><li>• Cases will be reviewed by School Officials periodically throughout the school year.</li></ul> <p><b>If further unexcused absences occur, family will move to Tier 3</b></p> |  |
| <b>Tier 3</b> (Violation: Further unexcused absences after Tier 2 contract is signed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <p>Consequences:</p> <ul style="list-style-type: none"><li>• Citation issued to the student and parents to appear before the McMinn County Truancy Board</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Note: Failure for student or parents to cooperate with this process will result in a referral directly to McMinn County Court.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

## **Chronic Absenteeism**

Missing just two days a month of school—for any reason— can be a problem. For older students, being chronically absent is strongly associated with failing at school—even more than low grades or test scores. When absences add up, these students are more likely to be suspended and drop out of high school. Chronic absenteeism is also linked with teen substance use, as well as poor health as adults.

**What is chronic absenteeism?** Chronic absenteeism means missing too much school—for any reason—excused or unexcused. Chronic absenteeism is defined as missing 10% (or around 18 days) during a school year.

### **10 tips to help get your child to school on time, every day**

1. Set attendance goals with your child and track your child's attendance on a calendar. Try offering small rewards for not missing any school.
2. Help your child get a good night's sleep. A lack of sleep is associated with lower school achievement starting in middle school, as well as higher numbers of missed school and tardiness. Most younger children need 10-12 hours per night, and adolescents (13-18 years of age) need 8-10 hours per night.
3. Prepare the night before. Have your child lay out their clothes. Have backpacks and lunches packed. Develop back-up plans for getting to school if something comes up like a missed bus. Have a family member, a neighbor, or another trusted adult on standby to take your child to school should you ever need help.
4. Try to schedule dental or medical appointments before or after school. If children have to miss school for medical appointments, have them return immediately afterward so they do not miss the entire day.
5. Schedule extended trips during school breaks. This helps your child stay caught up in school learning and sets the expectation for your child to be in school during the school year.
6. Don't have your child stay home unless they are truly sick. Reasons to keep your child home from school include a temperature greater than 101 degrees, vomiting, diarrhea, a hacking cough, toothache, or other infectious illnesses. Keep in mind, complaints of frequent stomachaches or headaches may not be a reason to stay home.
7. Talk to your child about the reasons why they do not want to go to school. If you are concerned about your child, talk with your pediatrician, your child's teacher, or school counselor.
8. If your child has a chronic health issue such as asthma, allergies, or seizures, talk with your pediatrician about developing a school action plan. Meet with the nurse at your child's school.
9. Follow the rules. Be sure to know what your school's requirements are for when your child will be absent or late.
10. Keep track of your child's attendance so you know when the days missed start to add up. Look into why your child is absent and stay in communication with school personnel.

*Source: American Academy of Pediatrics (Copyright © 2019)*

*For more information, refer to **MCBOE Policy 6.200***

## Grading System, Reporting Student Progress and Class Rank

Parents/guardians may view their child's academic progress at any point throughout the school year online using ParentVUE as part of our student management system. For information about how to use ParentVUE or to set up an account as a new user, please contact your child's school.

Printed report cards are sent home every nine (9) weeks, and a mid-term progress report is sent home at the midpoint of each grading period. For this school year, report cards and midterm reports will be generated and sent home on the following dates:

| Student Grade Reporting Dates |                                                |
|-------------------------------|------------------------------------------------|
| September 2, 2026             | midterm progress reports sent home             |
| <b>October 22, 2026</b>       | <b>first nine weeks report card sent home</b>  |
| November 11, 2026             | midterm progress reports sent home             |
| <b>January 8, 2027</b>        | <b>second nine weeks report card sent home</b> |
| February 5, 2027              | midterm progress reports sent home             |
| <b>March 24, 2027</b>         | <b>third nine weeks report card sent home</b>  |
| April 21, 2027                | midterm progress reports sent home             |
| <b>May 25, 2027</b>           | <b>fourth nine weeks report card sent home</b> |

**Students in Grades 9 – 12** are given number grades which are entered in Synergy, our student management system. The following grading scale is used to correlate the number grades with the State of Tennessee's Department of Education letter grades.

| Grades 9-12 |          |
|-------------|----------|
| <b>A</b>    | 100-90   |
| <b>B</b>    | 89-80    |
| <b>C</b>    | 79-70    |
| <b>D</b>    | 69-60    |
| <b>F</b>    | 59-Below |

*For more information, refer to **MCBOE Policy 4.601***

Advanced coursework grades will be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points will be assigned:

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit and Dual Enrollment Courses – five (5) percentage points; and
- Advanced Placement – five (5) percentage points.

Numerical grades will be used for all nine weeks, semester test, and semester grades. The final numerical average for the course will be converted to a letter grade.

All fractions equal to or greater than .5 will be rounded to the next highest whole number. All fractions lower than .5 will be rounded to the lowest whole number.

The McMinn County Board of Education recognizes the responsibility of parents in helping their children to improve academic performance. We encourage parents to work with teachers in the process outlined above to help their children to be successful in school. Without parental support, the school system and our teachers will be limited in effecting a positive change in academic performance.

### **Class Rank**

Class Rank shall be determined by accumulated grade-point averages from grades 9-12 through the conclusion of the senior year. All grades in all subjects will be included in the computations except for any course taken in the middle grades for which those grades will be assigned a Pass/Fail. All courses are assigned the same quality point value except those courses designated as Statewide Dual Credit, Local Dual Credit, Industry Certification, Advanced Placement and Dual Enrollment courses (Early Post-Secondary Courses; hereafter EPSO). EPSO courses will receive an additional Quality Pride point value (.025) for a passing grade per semester if the student sits for applicable examinations. The number of EPSO courses that receive the additional Quality Pride point (.025) will be limited to seven courses. Students are encouraged to take additional EPSO courses, but the Quality Pride points will only be added to seven courses. Equivalent classes offered in both Dual Enrollment and AP could only be given a Quality Pride point in one of the classes. An example of this is Dual Enrollment Senior English and AP Senior English. A student may only take one of these offerings. Students who take an "equivalent class" as described before may substitute an AP/DE core class and receive the Quality Pride point, if they have not surpassed the original number of allocated Pride point classes.

McMinn County Schools' official grade point average (GPA) is unweighted for the purpose of the Hope Scholarship reporting.

The calculation of the GPA is determined by dividing the sum of the quality points by the total courses attempted. Grade point averages (GPA) are calculated on the following graduated 4-point scale. After the calculation of the GPA is done, any Quality Pride points that have been accumulated will be added to the final GPA. A course receiving a full Carnegie unit offered in a block setting would be calculated using only one grade for the entire course. Credit given to all courses taken in high school is counted.

### **Grade Point Average and Class Rank**

The cumulative grade point average includes grades earned in all courses taken from ninth grade through twelfth grade. The grade point average is based on a fixed quality point system with additional Quality Pride points added to the final GPA for core courses designated as Advanced Placement or Dual Enrollment.

### **QUALITY POINTS:**

- A = 4.0**
- B = 3.0**
- C = 2.0**
- D = 1.0**
- F = 0.0**

### **Transfer Students**

A student who transfers into a McMinn County school must complete the final two semesters at that school to be considered for valedictorian/salutatorian honors.

### **Advanced Coursework Enrollment Criteria**

Students in grades seven through twelve (7-12) may enroll in available advanced courses including, but not limited to, advanced English language arts, mathematics, or science courses.

To enroll in these courses, students shall meet the following standards:

1. Honors Courses: Same subject course grade of C or higher from previous year and TCAP/EOC result of Approaching or higher or be in the 40th percentile or better from last reported data.
2. Dual Credit Courses: Promotion from previous grade level and a TCAP result of Below or higher from last reported data
3. Industry Certification-Aligned Courses: Promotion from previous grade level and a TCAP result of Below or higher from last reported data.
4. Dual Enrollment: Same subject course grade of C or higher from previous year and TCAP result of Approaching or higher or be in the 40th percentile or better from last reported data and Below or higher for CTE dual enrollment courses.
5. Advanced Placement: Same subject course grade of C or higher from previous year and TCAP result of Approaching or higher or be in the 40th percentile or better from last reported data.

***Students enrolling in honors/AP/DE courses will experience rigorous coursework at an accelerated pace. Additionally, students may be required to complete mandatory summer work as a prerequisite to enrolling in these courses.***

***The principal of each school shall have the authority to require additional criteria for the enrollment in advanced courses to fit the needs of the students within the school.***

Dual Enrollment Criteria

Changes for Dual Enrollment Criteria:

| Course                            | ACT Requirement                 |
|-----------------------------------|---------------------------------|
| English                           | 18 English                      |
| Algebra I/Statistics/Pre-calculus | 19 math                         |
| Calculus                          | 22 math                         |
| Advanced Calculus                 | 34 math                         |
| Chemistry                         | 18 English, 19 math, 19 reading |
| Anatomy and Physiology            | 18 English, 19 reading          |

A student can select (if he or she meets certain criteria set up by the McMinn County Board of Education) to register for any course offered by a post-secondary institution in which Central High School has agreed to do a dual course offering. For example: DUAL ENROLLMENT has been offered by Central High School, Cleveland State Community College and Tennessee Wesleyan University for seniors interested in receiving both their senior English course requirement credit and their college freshman English course requirement credit simultaneously. Students who wish to apply for DUAL ENROLLMENT must meet both the academic standards established by McMinn Central High School and by the participating college. The college will also require a student to pay fees that coincide with the regular fees charged to a college freshman enrolled in a 3-hour course.

### **Promotion and Graduation Requirements**

Students will be promoted to the next grade level based on the successful completion of required academic work or demonstration of satisfactory progress in each of the relevant academic areas.

## GRADUATION REQUIREMENTS:

### **English - 4 Credits:**

- English I 1 Credit (Honors)
- English II 1 Credit (Honors)
- English III 1 Credit (Honors, AP Language & Composition)
- English IV 1 Credit (AP Literature & Composition, Dual Enrollment Composition I & II)

### **Math - 4 Credits including Algebra I, II, Geometry, and a fourth higher level math course:**

- Algebra I 1 Credit (Honors)
- Geometry I 1 Credit (Honors)
- Algebra II 1 Credit (Honors)
- SAILS Mathematics 1 Credit
- Pre-Calculus 1 Credit (Dual Enrollment Pre-Calculus I & II)
- Calculus AB 1 Credit (AP, Dual Enrollment)
- DE Adv. Algebra & Trig ½ Credit
- DE Statistics ½ Credit

### **Science - 3 Credits including Biology, Chemistry or Physics, and a third lab course:**

- Physical Science 1 Credit
- Agriscience 1 Credit
- Biology I 1 Credit (Honors, AP)
- Chemistry I 1 Credit (Honors, AP)
- Ecology 1 Credit
- Physics 1 Credit (AP)
- Human Anatomy & Physiology 1 Credit

### **Social Studies and Personal Finance - 3 ½ Credits including World History & Geography, U. S. History & Geography, Economics, and Government:**

- World History & Geography 1 Credit (AP)
- U.S. History 1 Credit (Dual Enrollment)
- Economics ½ Credit (1 Credit in Business Management can be substituted but not for college-bound athletes)
- Government ½ Credit (AP)
- Personal Finance ½ Credit

### **P.E. and Wellness - 1 ½ Credits:**

- Wellness 1 Credit
- Physical Education ½ Credit

(The physical education requirement may be met by substituting an equivalent time of physical activity in other areas including but not limited to marching band, cheerleading, interscholastic athletics, and school sponsored intramural athletics.)

### **Computer Science - 1 Credit**

- Computer Science 1 Credit *\*Required for all 2028 graduates and beyond*

**Fine Art, Foreign Language, and Elective Focus - 6 Credits:**

- Fine Art 1 Credit
  - Foreign Language 2 Credits (2 Consecutive years of the same foreign language)
  - Elective Focus 3 Credits
- (Students completing a CTE elective focus must complete three units in the same CTE program area/CTE Career Cluster or state approved program of study such as: science and math, humanities, fine arts, foreign language or AP/IB or another area approved by local Board of Education.)

**Credit requirements for the Class of 2027 to graduate (23):**

All students can earn over the required 23 credits. Students are encouraged to maximize their educational opportunities; therefore, they are encouraged to select two elective focus areas to maximize educational opportunities.

**Credit requirements for the Class of 2028 to graduate (24):**

All students can earn over the required 24 credits. Students are encouraged to maximize their educational opportunities; therefore, they are encouraged to select two elective focus areas to maximize educational opportunities.

**Credit requirements for the Class of 2029 to graduate (25):**

All students can earn over the required 25 credits. Students are encouraged to maximize their educational opportunities; therefore, they are encouraged to select two elective focus areas to maximize educational opportunities.

**Credit requirements for the Class of 2030 to graduate (26):**

All students can earn over the required 26 credits. Students are encouraged to maximize their educational opportunities; therefore, they are encouraged to select two elective focus areas to maximize educational opportunities.

**Graduation Ceremony:**

Students are expected to participate in all graduation activities. Graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student, except for students who are eligible to receive fee waivers. In such cases, the school shall assume responsibility for payment of fees, provided, however, that the school shall not be responsible for the expenses of graduation apparel if it consists only of the student's personal clothing. All other graduation expenses shall be the responsibility of the Board. Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and other interested citizens. Students and parents who attend the graduation ceremony are expected to conduct themselves in a respectful manner so all graduates may be properly honored and recognized. Students may not be allowed to participate in graduation activities at the discretion of the principal (Tennessee Code Annotated).

Students who do not wish to participate in graduation activities shall make this known to the school principal at least five (5) days prior to the day of graduation. Students will receive their diplomas, or certificates, from the principal's office no sooner than one week following graduation ceremonies.

The graduation ceremony will be held in the gymnasium. Each participating senior will receive a set number of tickets.



# Student Welfare

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## Communicable Diseases

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

## Emergency Information Sheet

It is the responsibility of the student to provide complete and accurate personal information to the Attendance Office concerning street addresses, parent/guardian phone numbers, and any emergency numbers that may assist the administration in case of emergency.

## Health Screenings

Throughout the school year, McMinn County Schools, with the office of Coordinated School Health, will perform the following health screenings:

- Vision
- Hearing
- Blood Pressure
- Height and Weight

These screenings help identify any health-related barriers to learning. The screenings are strictly voluntary, and there are no charges for these services. All screenings will maintain strict adherence to the confidentiality of each child and adolescent screened. The screenings do not qualify as an examination, but parents are encouraged to make sure your child has annual medical check-ups as well as bi-annual dental check-ups. If we screen your child and find any alterations from a normal screening, we will contact you, but if you wish for your child to be excluded from any part of the health screenings, please notify Shelby Roberts at [sroberts@mcminnschools.com](mailto:sroberts@mcminnschools.com), contact the school nurse, or opt-out on the final page of this handbook.

## Immunizations

Students will not be permitted to enroll without proof of immunizations unless circumstances outlined in state or federal law prevent a student from producing such records. It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the school which the student is to attend.

Exceptions will be granted to any student whose parent/guardian files with school authorities a signed, written statement that such measures conflict with the one of the following:

1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic; or
2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her from the immunization.

More information about immunization requirements can be found on the Tennessee Department of Health's website at:

<https://www.tn.gov/health/cedep/immunization-program/ip/immunization-requirements.html>

*For more information, refer to **MCBOE Policy 6.402***

## Medicines

If, under exceptional circumstances, a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, the parent/guardian must deliver the medication to the school and only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations:

A medication form which includes instructions **signed by the parent** will be required and must include:

1. Child's name
2. Name of medication
3. Name of physician
4. Time to be self-administered
5. Dosage and directions for self-administration
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever inhalers if the additional information is provided by a parent/guardian:

1. Written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration; and
2. Purpose of the medication.

The medication must be delivered to the principal's office in person in original container by the parent/guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma). Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

The parent or guardian shall be responsible at the end of the treatment regimen for removing any unused medication from the school. When the duration of a medication is complete or out of date, the parent/guardian shall be advised to pick up the medication. After notification attempts, per local school system policy, if not picked up in fourteen (14) days the medication shall be destroyed by the school nurse, documented, and witnessed by at least one (1) other school staff person.

## Adrenal Insufficiency

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis.

### **Blood Glucose Self-Checks**

Upon written request of a parent/guardian and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

### **Pancreatic Insufficiency or Cystic Fibrosis**

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed health care provider without additional assistance or direction.

*For more information, refer to **MCBOE Policy 6.405***

## **Physical Examinations**

The principal shall ensure that there is a complete physical examination of each student prior to:

1. Entering school for the first time; and
2. Participating as a member of any athletic team or in any other strenuous physical activity program.

Cost of the examination shall be covered by the parent/guardian of the student. These records shall be on file in the principal's office.

Screening tests as recommended by the Tennessee Department of Education and the Department of Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that might interfere with the student's progress. Parent(s)/guardian(s) may excuse their student from participating in health screenings that are part of a coordinated school health program by submitting a request in writing to the school nurse, instructor, school counselor, or principal.

*For more information, refer to **MCBOE Policy 6.402***

## **Suicide Prevention**

The District is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they or a friend are feeling suicidal or in need of help to the school counselor.

### **988 Suicide & Crisis Lifeline: Dial 988**

|                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>TN Statewide Crisis Line</b><br/>1-855-CRISIS-1<br/>Text TN to 741741</p> <p><b>STATEWIDE</b><br/><b>CRISIS LINE</b><br/>HELP IN A MENTAL HEALTH CRISIS<br/><b>855-CRISIS-1</b> <small>TN.gov/CrisisLine</small><br/><b>855-274-7471</b> <small>TN Department of Mental Health &amp; Substance Abuse Services</small></p> | <p><b>National Suicide Prevention Lifeline</b><br/>1-800-273-TALK</p> <p><b>NATIONAL</b><br/><b>SUICIDE</b><br/><b>PREVENTION</b><br/><b>LIFELINE</b><br/>1-800-273-TALK (8255)<br/><small>suicidepreventionlifeline.org</small></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Help can also be found at:

|  |  |
|--|--|
|  |  |
|--|--|

For more information, refer to **MCBOE Policy 6.415**

## Student Discipline & Behavior

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### Alternative Education

The district operates an alternative school and program for students in grades seven through twelve (7-12) who have been suspended or expelled from the regular school program.

An alternative school is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled. The alternative school is in a separate facility from the regular school program.

An alternative program is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled. Alternative programs may be located within the regular school or a self-contained program within a school.

The alternative school and/or program shall be operated in accordance with state laws and the rules of the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the instructional program at the student's regular school.

For more information, refer to **MCBOE Policy 6.319**

### Arrival and Dismissal

#### Arrival:

- The main entry doors will open each morning at 7:30 a.m.
- Students arriving on campus must immediately exit the vehicle and enter the school building.
- Breakfast will be served from 7:30 to 8:05.
- All students will remain in the cafeteria until 8:05 a.m.
- Protocols for club meetings such as FCA or FFA will be conveyed to students by the club sponsor once those protocols are approved.
- At 8:15 the tardy bell rings. Students not in 1st period when the 8:15 bell rings will be considered tardy. These students must report to the front office for an admit slip.

#### Dismissal:

- Students will be dismissed at 3:15.
- Parents picking up their child(ren) prior to the beginning of dismissal time should do so through the front office.
- No cars should be in the bus lane during arrival or dismissal times.

## **Bell Schedule**

### **Normal Bell Schedule**

|                       |                                     |
|-----------------------|-------------------------------------|
| 1 <sup>st</sup> Block | 8:15 – 9:40                         |
| 2 <sup>nd</sup> Block | 9:45 – 11:10                        |
| 3 <sup>rd</sup> Block | 11:15 – 1:10                        |
|                       | 1 <sup>st</sup> lunch 11:10 – 11:40 |
|                       | 2 <sup>nd</sup> lunch 12:40 – 1:10  |
| FLEX                  | 1:15 – 1:45                         |
| 4 <sup>th</sup> Block | 1:50 – 3:15                         |

### **Activity Schedule**

|                       |                                     |
|-----------------------|-------------------------------------|
| 1 <sup>st</sup> Block | 8:15 – 9:40                         |
| 2 <sup>nd</sup> Block | 9:45 – 11:10                        |
| 3 <sup>rd</sup> Block | 11:15 – 1:10                        |
|                       | 1 <sup>st</sup> lunch 11:10 – 11:40 |
|                       | 2 <sup>nd</sup> lunch 12:40 – 1:10  |
| 4 <sup>th</sup> Block | 1:15 – 2:40                         |
| Activity              | 2:25 – 3:15                         |

## **Bus Conduct**

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Cameras or video cameras are used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property. These materials shall be maintained for 21 days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of School/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline. Parents and students should be aware that riding the school bus is a **privilege** and not a right, and the privilege may be revoked if the student fails to comply with these regulations:

- Be on time at the designated stop
- Be careful approaching stops and stay off the road at all times
- Do not approach the bus until the bus comes to a complete stop
- Students are under the supervision and control of the bus driver; all reasonable directions given by the driver should be followed.
- Bus drivers and/or school administration may assign seats to students as needed.
- Students are expected to sit in their seats, facing forward, at all times while on the bus
- Keep hands and head inside the bus at all times
- Assist in keeping bus safe and sanitary at all times
- Loud talking and laughter or unnecessary confusion should be avoided as it diverts the driver's attention and may result in an accident
- Damage to seats, etc. must be paid for by the person causing the damage
- Riders should never tamper with the bus or any of its equipment
- Keep all articles out of the aisle; personal articles should not be left on the bus
- Do not throw anything on the bus or out of the bus windows
- Eating, drinking, or gum chewing is not allowed on the bus
- The use of tobacco products in any form, including vaping, is not permitted on the bus
- Student complaints should be made to the bus driver
- Students are expected to demonstrate respect for themselves and others. This would include, but not limited to, keeping hands to yourself, not showing aggression toward others, being helpful to others, and contributing to the safety of everyone on the school bus.

- Cross the road in front of the bus at least 10 feet away after looking in both directions to make sure oncoming vehicles are stopped. Please watch for the driver to give signal when safe to cross.
- Students must enter and exit the bus ONLY at their designated stop area; exceptions may be made for emergency situations with prior approval from administration.
- While a student is suspended from the bus, parent/guardian is responsible for transportation to and from school.

**Bus Behavior Consequences will be given as follows:**

1<sup>st</sup> Offense: Parent Contact and Warning

2<sup>nd</sup> Offense: 5-day bus suspension

3<sup>rd</sup> Offense: 10-day bus suspension

4<sup>th</sup> Offense: Bus suspension for the remainder of the school year

For more information, refer to **MCBOE Policy 6.308**

## Care of School Property

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. The principal/designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Director of Schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent/guardian.

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school.

Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their children.

- **TEXTBOOKS:** The guardian of a child assumes responsibility for proper use and return of all textbooks; reimbursement will be required for lost or damaged books.
- **PROPERTY:** Students who vandalize or destroy school property will be required to pay for any damages incurred.
- **LIBRARY MATERIALS:** The guardian of a child assumes responsibility for proper use and return of all library books. Reimbursement will be required for lost or damaged books.

Per School Board Policy, failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student.

*For more information, refer to **MCBOE Policies 4.400 & 6.311***

## Corporal Punishment

The Board authorizes any principal, assistant principal, or any teacher with the approval of the Director of Schools to use corporal punishment in accordance with the guidelines outlined in MCBOE Policies 6.300 and 6.314.

*For more information, refer to **MCBOE Policies 6.300 & 6.314***

## Dress Code

The McMinn County Schools Dress Code policy aims to prepare students for societal success. Students shall dress and groom cleanly and neatly so as not to distract or interfere with the school's operation.

When a student is dressed in a manner that causes disruption or interference with the operation of the school or in a manner that violates the developed guidelines, the principal shall take appropriate action, which may include suspension.

### **Dress Code Guidelines for Students in Grades 9-12**

Students shall dress and groom cleanly, neatly, and modestly to not distract from student learning or interfere with the school's operation. Failure to comply with the dress code of the McMinn County School system will result in disciplinary consequences.

Large chains, spiked jewelry, or other jewelry that may be dangerous are prohibited.

No clothing, apparel, jewelry, or tattoos may be worn that implies or otherwise mentions alcohol, tobacco, drugs, sex, gangs, offensive language, harming others, hatred, or any prejudice.

Only the current American flag may be worn and shall be worn appropriately.

All apparel must be appropriately sized with no holes, rips, tears or frays.

Clothing must not be see-through or revealing. Undergarments shall not be visible at any time.

Certain coursework in high school requires coinciding appropriate attire (i.e., shorts for gym class or marching band, lab coats for science, pants, and closed-toed shoes for shop classes). For the safety of our students, these requirements shall be insisted upon.

Failure to comply with the dress code or any other school expectation will result in disciplinary action which may include:

- Lunch Detention
- In school suspension
- Out of school suspension
- Loss of parking privileges
- Loss of semester exam exemption
- No extracurricular events

We encourage parents to communicate with the administration if there is a question about the appropriateness of any item of clothing before the clothing is worn to school.

**Shirts:**

Shirts, blouses, and dresses should have sleeves, and shirttails should be an appropriate length. Shirts, blouses, dresses, and outerwear should not expose the shoulders, midriff, or cleavage.

**Pants/Dresses/Skirts/Sweatpants:**

Pants, dresses, skirts, and sweatpants should not be sagging or baggy, and undergarments should never be exposed.

No rips, tears, holes, or frays allowed.

Skirts and dresses must reach below the knee.

Pajamas are not allowed.

Leggings are not allowed.

Shorts are not allowed.

**School Sanctioned:**

School-sanctioned organization wear (spirit wear) may be worn at any time but must be approved by the principal. No homemade/handwritten spirit wear will be allowed.

**Coats:**

Coats and hoodies must fit the criteria of shirts.

Hoodies may be worn, but the hood part of the hoody cannot be used as a head covering.

Trench coats or long coats may not be worn in the school building during school hours.

Blankets are not allowed.

**Shoes:**

Shoes are to be worn at all times. House shoes and shoes with wheels are not allowed.

**Accessories:**

Head coverings (hoods, bandanas, sweatbands, etc.) and sunglasses are not to be worn in school. Jewelry that may be dangerous is prohibited.

Hats (baseball, cowboy, etc.) are not allowed to be worn anywhere on campus during school hours.

Electronic devices (cell phones, earbuds, Apple Watches, computers, etc.) capable of communications are to be turned off and stored during school hours.

Earbuds/headphones are not to be on or visible anytime during the school day.

Students may only access their cell phones in the cafeteria during their lunch period.

**Appeals Committee**

All appeals concerning dress code violations will take place at the school level. Each principal will appoint an appeals committee consisting of four (4) staff members. A fifth staff member will be appointed as an alternate to the committee. An appeal for dress code violation will be made in writing by a parent or legal guardian to the principal or his/her designee within three (3) days of receipt of notice of the violation. The principal (or designee) will arrange for a hearing as soon as practical, but no later than ten (10) days after receipt of the appeal.

After hearing the appeal and reviewing the dress code, the committee shall decide:

1. To uphold the action of the principal.
2. To uphold the position of the student/parent that no infraction of the dress code occurred.

The decision shall be made in writing to the parent(s) making the appeal and to the principal of the school.

The decision of the Appeals Committee will be final.

*For more information, refer to **MCBOE Policy 4.603***

**Disciplinary Hearing Authority**

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent(s)/guardian(s) of the student, the student, and any other appropriate person of the time, place, and date of the hearing. The hearing shall be held no later than ten (10) days after the beginning of the suspension. Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request a review by the Board, and the Board shall review the record.

*For more information, refer to **MCBOE Policy 6.317***

**Disciplinary Procedures**

Students are individuals and do not respond uniformly to the same forms of discipline. Some types will be more effective than others. Different forms of discipline may be administered according to the severity of the offense, the individual student, and the judgment of the teacher/administrator.

When a number of disciplinary cases have been noted, indicating that a student has not conformed to the acceptable rules and regulations of the school, it shall be to the discretion of the principal to determine if the student's conduct warrants suspension. Any disrespect of teachers could warrant immediate suspension. Suspension may be enforced when students refuse any discipline. In case of suspension, the parents or guardian shall be notified of the suspension according to School Board Policy.

Violence or threatening violence can result in suspension or alternative school placement.

Fighting will not be tolerated and will result in immediate disciplinary procedures depending on the severity and danger created by the incident.

In addition, a student who neglects or refuses to abide by the educational standards of the school or whose conduct is detrimental to the school may expect to receive such treatment as, but not limited to the following:

- Suspension from extracurricular activities
- Lunch Detention
- Loss of parking privileges
- Removal from class with loss of credit
- Parent-student conference with administration
- Suspension from school
- In-school suspension
- Charger Re-Charge [https://files-backend.assets.thrillshare.com/documents/asset/uploaded\\_file/2197/Chs/7499c83f-59af-4b4a-9e1c-db2516f75d94/Central-Re-Charge-Handbook-2026-March-5.docx?disposition=inline](https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/2197/Chs/7499c83f-59af-4b4a-9e1c-db2516f75d94/Central-Re-Charge-Handbook-2026-March-5.docx?disposition=inline)
- Suspended from school to the AIM School

When disciplinary problems warrant the need for a parent/teacher conference, parents will be expected to meet at a convenient time for both the parents and teacher during the school day.

## General School Rules

- Students are expected to speak to adults and one another utilizing respectful and acceptable language. This includes the school bus. Examples of unacceptable language include, but are not limited to cursing, derogatory language, disrespectful tone, racial slurs, or suggestive language.
- Gambling is not permitted on school property.
- The buying, swapping, or trading of objects is not permitted on school property.
- No groups other than the individual school will be allowed to hold a sale at the school.
- Knives, matches, fireworks, ammunition, and weapons are prohibited.
- Drinks and food are allowed in the classrooms at the teacher's discretion; students are expected to dispose of trash before leaving the classroom.
- Students are not allowed to bring glass containers to school.
- Students are not permitted to leave the school grounds during the day for any reason, or with anyone, unless properly excused by the office. Each student must be signed out in the office by a parent, guardian, or designated contact person listed on the student's *Student Data Sheet*
- Photo identification may be required for signing out a student. No student will be allowed to leave with a person who is not on his/her student data form unless arrangements have been made in person through the office beforehand.
- State law requires principals to report any violation of drug laws occurring on school property.
- Students are expected to demonstrate respect for themselves and others. This would include, but not be limited to, not showing aggression toward others, being helpful to others, and contributing to the betterment of the school.
- Teachers and students will work together to create more individualized classroom rules for working together in the most constructive environment possible.

## Interrogation and Searches

### Interrogations by School Personnel

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under

circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s)/guardian(s).

### **Interrogations by Police at Principal's Request**

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

### **Police-Initiated Interrogations**

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department should first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate. The principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

### **Searches by School Personnel**

To ensure a safe and secure learning environment, designated school personnel may search students, lockers, vehicles, and containers which are consistent with state law according to district procedures.

*For more information, refer to **MCBOE Policy 6.303***

## **Student Code of Conduct**

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members have the authority to enforce the code of conduct and shall ensure that disciplinary measures are implemented in a manner that:

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In addition, a student who neglects or refuses to abide by the educational standards of the school or whose conduct is detrimental to the school may expect to receive such treatment as, but not limited to the following:

- Suspension from extracurricular activities
- Lunch detention
- Loss of parking privileges

- Removal from class with loss of credit
- Parent-student conference with administration
- Suspension from school
- In-school suspension
- Charger Re-Charge [https://files-backend.assets.thrillshare.com/documents/asset/uploaded\\_file/2197/Chs/7499c83f-59af-4b4a-9e1c-db2516f75d94/Central-Re-Charge-Handbook-2026-March-5.docx?disposition=inline](https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/2197/Chs/7499c83f-59af-4b4a-9e1c-db2516f75d94/Central-Re-Charge-Handbook-2026-March-5.docx?disposition=inline)
- Suspended from school to the AIM school

### **SUSPENDABLE OFFENSES REVIEWED:**

The principal may suspend a pupil from attendance at school, including its sponsored activities or from riding school bus, for good and sufficient reasons, which may include but shall not be limited to:

- Willful and persistent violation of the rules of the school or truancy.
- Immoral or disreputable conduct or vulgar or profane language.
- Violence or threatened violence against the person or any personnel attending or assigned to any public school.
- Willful or malicious damage to real or personal property of said school.
- Inciting, advising, or counseling of others to engage in any of the acts hereinbefore enumerated.
- Marking, defacing, or destroying school property.
- Possession of a pistol, gun, or firearm on school property.
- Possession of a knife, etc. as defined in TCA 39-17-1301 on school property.
- Assaulting a principal or teacher with vulgar, obscene, or threatening language.
- Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101.
- Possession or use of illegal substances under the Tennessee Drug Control Act of 1971, as amended, (TCA 39-6-401 etc.) or any derivative or residue thereof or any drug paraphernalia other than that medically prescribed.
- The use or possession of alcoholic beverages on school property.
- Any other conduct prejudicial to good order and discipline in any public school.

School administrators reserve the right to inspect lockers, automobiles, and personal effects on the premises. Students who commit crimes are subject to a citation to court.

### **CELL PHONE/ELECTRONIC DEVICES:**

A "personal communication device" (PCD) such as a cell phone, is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. A personal electronic device is a device that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message.

#### **Personal Communication Device Use by Students in Grades 9-12:**

Students using cellphones, personal earbuds/headphones, and other communicable devices like Apple watches are prohibited. Students may possess these devices if the devices are turned off and stored in backpacks, purses, etc., but students should not have these devices on or out anytime during school hours (7:30 – 3:15).

Students may only use their cell phones in the cafeteria during their lunch time. Earbuds/headphones are not allowed at any time.

Students in violation of the Cell Phone / Electronic Devices policies will face disciplinary action.

**CHEATING/PLAGIARISM:**

Students are expected to do their own schoolwork. Any student caught cheating, involved in theft, illegal entry or conspiracy, will be reported to the office for disciplinary action. Note: All materials turned into a classroom teacher become school property and may be retained at the teacher's discretion.

**CLASS DISTURBANCES:**

Students who willfully and persistently disturb the learning process for others and disrupt the instruction of the teacher will be subject to detention, in-school suspension, or out of school suspension.

Students need to recognize that while these violations are our most common; out-of-school suspension is not limited to the above-mentioned violations. Any student who plans, organizes, and/or participates in any activity which causes disruption in school, harm to persons, or damage to property is subject to disciplinary action.

**CLASS INTERRUPTIONS:**

We will be unable to deliver messages or items to students except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency.

The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message.

Deliveries of food, flowers, balloons, or things similar will not be permitted.

**DRIVER'S LICENSE:**

The request form for driver's license or learner's permit must be filled out and left with the Attendance Secretary five (5) school days prior to date needed. Certificate of Attendance can be picked up at attendance window in a red folder. Any student fifteen (15) years of age or older will be deemed deficient in attendance when she or he drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions shall be considered unexcused absences. A copy of the notice sent to the Department of Safety by the attendance teacher or the superintendent and be mailed to the student's parent or guardian.

To reinstate driver's license the student must attend 30 consecutive days of school without an unexcused absence or tardy. The State of Tennessee issues a fine for a second offense of this nature.

**FIGHTING:**

Fighting is prohibited at CHS. Students are expected and encouraged to resolve differences in a constructive manner. Fighting which occurs before or after school, on school property, or on school buses will be investigated and will result in disciplinary action. More severe consequences may result if staff members have attempted to resolve the conflict and a student continues to participate in harassment, threatening, or physical confrontation. Because fighting can result in severe injury to students and is so disruptive in school, the following instances will be considered for a recommendation of further suspension and change of placement:

- 1) any student who continues fighting once a staff member and/or an adult has attempted to stop the fighting;
- 2) flagrant instances of physical abuse (ex., using an object, kicking, repeatedly striking someone who cannot protect himself/herself) and
- 3) repeated instances of fighting.

Fighting will be subject to a citation to appear in court, and up to 5 days out of school suspension. Additional fighting incidents will result in significant disciplinary actions, including a possible referral to the alternative school. No form of verbal, written, physical, or sexual harassment will be tolerated at CHS.

Threats to the safety or well-being of staff members or other students are in violation of the CHS citizenship code. In all cases, these incidents must be reported to the office immediately. Attention will be given to each individual incident and a decision made on action to be taken; suspension may result. A record of the incidents will be kept on file in the office.

Any student instigating a fight or videoing a fight at school will be subject to disciplinary consequences.

#### **HALL CONDUCT:**

The intermission between classes is provided for students to use the restrooms and for arrival at the next class. Excessive noise, running, etc., is forbidden. Students are not to leave during class periods without permission from teachers. Students are not to congregate between classes (a practice that results in multiple tardies); students should proceed to the next class. Students should not congregate in the halls preventing flow of traffic. Keeping to the right when walking down the corridors will speed up the crowded hallways. Students are to refrain from gathering in the hallways in large groups in ways that interfere with travel and instruction in classrooms. Students are urged to gather in areas where they will not be a disturbing element or hinder the normal flow of hallway traffic. Students should not enter the hall without proper permission from the immediate supervising teacher. Students are not permitted to leave class to use the vending machines.

#### **INSUBORDINATION:**

For the school to operate effectively, it is necessary for all students to follow the requests, instructions, or directions given by members of the school staff. Insubordination includes not following instructions, abusive language or gestures, flagrant acts of disrespect, and refusing to give one's correct name when asked. Insubordination can result in suspension of the student responsible.

#### **PARKING:**

Students are to park in assigned parking spaces, which can be purchased in the office. Students should refrain from parking in undesignated areas, in bus or fire lanes, blocking any entrance or exit, taking up more space than designated for a single vehicle, driving over 10 mph, or loitering in the parking lot after arriving at school. Students are not allowed to sit in vehicles after arriving at school or after school. Each student should leave the vehicle immediately and enter the building and report to the cafeteria or first period. Students are not permitted to leave the building and return to their vehicle without administrative approval. Students not participating in after-school activities must leave campus by 3:30 pm.

Driving privileges may be obtained by possessing a driver's license and by having a parking permit that can be purchased at the office. Failing to comply will result in parking citation and loss of parking privileges.

Driving privileges will be directly tied to student behavior. Students who have multiple disciplinary referrals will be subject to the loss of driving privileges. This includes irresponsible driving on campus such as revving engines, squealing tires, or speeding.

Excessive tardies will result in loss of parking and driving privileges on campus.

No student will be permitted to go into the parking lot without authorization from the administration. Parking fees will be charged per year, and you will receive a parking pass.

**RELATIONSHIPS:**

Each student is expected to show respect for the rights and feelings of his fellow students and to behave in such a way as to draw the respect of others toward oneself. Courteous treatment is encouraged. Tolerance of differing beliefs and appearance is essential. Dangerous practices such as pushing, scuffling, or other forms of horseplay are discouraged. Hazing is strictly prohibited.

Student couples should conduct themselves in a manner which is respectable for the school and the students. No display of affection (such as holding hands or kissing) will be permitted at school. Such displays tend to be embarrassing to others and to cause obstructions to the flow of traffic in the hallways. Repeated offenses of public displays of affection will result in disciplinary action such as detention or suspension from school.

**SKIPPING CLASS:**

Class cuts are defined as any unauthorized absence from class during the school day. Additionally, students may not leave campus without permission. Violation of this policy will result in disciplinary action.

**THEFT:**

Any student involved in the theft of personal or public property is subject to immediate suspension and prosecution under the law. Any student involved in a second incident of theft, or in an initial flagrant theft, will be subject to alternative placement.

Students going into unauthorized areas on campus are subject to disciplinary action. Students using or in possession of school property including keys giving access to any area of Central High School without the appropriate permission are also subject to disciplinary action, prosecution under the law, or both, depending upon the circumstances.

**UNAUTHORIZED AREAS:**

Students are not permitted to be in unauthorized areas of the school. Unauthorized areas are defined as any areas on campus where an adult is not present. Students found in unauthorized areas before, during, or after school hours will be subject to disciplinary consequences such as detention, in-school suspension, or out-of-school suspension.

**VANDALISM:**

Students who disfigure or vandalize school or personal property will be required to either pay for the damages or replace the item. Any student who defaces or vandalizes school property, including lockers, is subject to suspension, liability for damages, prosecution, and/or alternative placement, depending upon the circumstances. Surveillance equipment will be used.

**Student Concerns**

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

The appeal will usually be decided confidentially and promptly, preferably within four (4) school days. However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central

office. The information provided should include the student's name, the school, and a description of the problem.

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

### **Discrimination/Harassment Grievance Procedures**

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

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

**Investigation** - Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.

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

*For more information, refer to **MCBOE Policy 6.305***

### **Student Discrimination/Harassment/Bullying/Intimidation**

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

This policy shall be shared each year with all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the

conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

## **Definitions**

**Bullying/Intimidation/Harassment** - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student(s) in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

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

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

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

## **Complaints and Investigations**

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

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint. Identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report.

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

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

- It places the student in reasonable fear or harm for the student's person or property;

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

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed, and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.

Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

### **Response and Prevention**

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

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

### **Retaliation and False Accusations**

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

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

*For more information, refer to **MCBOE Policy 6.304***

## **Student Equal Access (Limited Public Forum)**

### **Student Meetings**

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

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;

3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control or regularly attend.

### **School Sponsored Events**

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

*For more information, refer to **MCBOE Policy 4.802***

### **Suspensions**

A principal may suspend a student from attendance in a specific class or school related activity without suspending the student from attendance at school. Based on the severity of the offense, a principal may suspend a student from attendance at school and all school activities.

*For more information, refer to **MCBOE Policy 6.316***

### **Title IX & Sexual Harassment**

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s). The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint. These individuals shall receive training as to how to resolve student and employee complaints promptly and equitably.

All employees shall receive training on complying with this policy and federal law.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

**Federal Program Supervisor**

3 South Hill Street  
(423) 745-1612

## **Definitions**

Complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault,<sup>6</sup> dating violence, domestic violence, or stalking as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

Supportive measure are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

## **Grievance Process**

Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.

While the school district will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action.

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.<sup>11</sup> If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process. The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.

### **Complaints**

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator, however, nothing in this policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate notification shall be made per the board policy on reporting child abuse.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.

### **Investigations**

The Safety and Equity Supervisor shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

Once a complaint is received, the investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;

3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
  - a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act, the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

### **Determination Of Responsibility**

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The preponderance of the evidence standard shall be used in making this determination.

Director of Schools shall act as the decision-maker. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

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

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

### **Appeals**

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX Coordinator within ten (10) days of a determination of responsibility.

Upon receipt of an appeal, the Title IX Coordinator shall:

1. Assign an impartial Title IX Appeals Committee within five (5) days of receipt of the appeal; and
2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

### **Retaliation**

Retaliation against any person who makes a report or complaint or assists, participates, or refuses to participate in any investigation of an act alleged in this policy is prohibited.

*For more information, refer to **MCBOE Policy 6.3041***

## **Zero Tolerance**

The following are zero-tolerance offenses that will result in a one (1) calendar year expulsion:

1. Bringing to school or being in unauthorized possession of a firearm on school property
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event; Possession or use of any product containing THC;
3. Aggravated assault
4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer
5. Threats of mass violence on school property or at a school-related activity
6. Electronic Threats: Any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

The Director of Schools has the authority to modify the punishment for these offenses on a case-by-case basis.

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

*For more information, refer to **MCBOE Policy 6.309***

## **Individual Needs of Students**

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### **English Learners**

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (EL) shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extracurricular activity based on the student's surname or EL status.

The Director of Schools shall evaluate the effectiveness of the District's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year or within the first two (2) weeks of a student being placed in a language instruction educational program.

*For more information, refer to **MCBOE Policy 4.207***

## **Homebound Instruction**

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week while school is in session for a period of time determined, on a case-by-case basis, by the District.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents him/her from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

Homebound instruction is one of the most restrictive educational placements for school-aged children and is only appropriate when a student's physical or mental condition makes placement with other students prohibited. A possible candidate for homebound is a student with a medically diagnosed physical/mentally disabling condition or health impairment that primarily confines the student to a home or hospital and restricts the student's activities for a minimum of 10 consecutive school days. Homebound instruction is temporary and is not to be confused with homeschooling.

*For more information, refer to **MCBOE Policy 4.206***

## **Homeless Students**

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, proof of residency) or missed the District's application or enrollment deadlines. Parent(s)/guardian(s) are required to submit contact information to the District's homeless coordinator. The Director of Schools shall ensure that each homeless student is provided services comparable to those offered to other students within the District, including transportation, special education services, programs in career and technical education, programs for gifted and talented students, and school nutrition.

### **What homeless families need to know:**

- Homeless children have a right to attend school
- You do not need a permanent address to enroll your children in school
- Homeless children have the right to stay in their home school if the parents choose.
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child has the right to transportation services to and from the school of origin.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

## **Tennessee Department of Education Contact Information**

Answers to many questions and helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <https://www.tn.gov/education/about-the-tdoe/frequently-requested-contact-information.html>

**Legal Services Division**  
**Division of Special Education, Tennessee**  
**Department of Education**  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> floor  
Nashville, Tennessee 37243-0308  
Phone: 615-253-5567 or 615-532-9412

**East Tennessee Resource Center**  
2763 Island Home Blvd.  
Knoxville, Tennessee 37290  
Phone: 865-594-5691  
Fax: 865-594-8909

*For more information, refer to **MCBOE Policy 6.503***

## **Migrant Students**

The District shall:

1. Identify migratory students and assess the educational and related health and social needs of each student;
2. Provide a full range of services to qualifying migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.;
3. Provide migratory students with the opportunity to meet the same statewide assessment standards that all students are expected to meet;
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff; and
5. Provide parent(s)/guardian(s) an opportunity to participate in the program.

*For more information, refer to **MCBOE Policy 6.504***

## **Section 504 and ADA Grievance Procedures**

The District is committed to maintaining equitable employment and educational practices, services, programs, and activities that are accessible and usable by individuals with disabilities. To discuss concerns or seek resolutions related to Section 504 or the ADA, contact Dr. Lori Hutchinson (for 504 concerns) or Heath Frazier (for ADA concerns). Responses to all complaints will be given within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

*For more information, refer to **MCBOE Policy 1.802***

## **Students in Foster Care**

Students in foster care, including those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, proof of residency) or missed the District's application or enrollment deadlines.

The District and the child welfare agency shall determine whether placement in a particular school is in a student's best interest. Other parties, including the student, foster parents, and biological parents (if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school staff

members shall participate in the best interest decision process. This determination shall be made as quickly as possible to prevent educational disruption.

The District shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school of origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

*For more information, refer to **MCBOE Policy 6.505***

## **Students from Military Families**

A student who does not currently reside within the District shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the District on relocation. Within 30 days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the District.

Students with parent(s)/guardian(s) in the military may also be eligible for excused absences related to his/her deployment.

*For more information, refer to **MCBOE Policy 6.506***

## **Students with Disabilities**

The McMinn County School system shall provide access to a free appropriate public education to all children with disabilities, ages 3-21 enrolled in McMinn County Schools. Specially designed instruction will be provided, at no cost to the parent, to meet the unique needs of a child with a disability. A continuous plan is in place to seek out and identify students suspected of having a disability. If you suspect that your child is a child with a disability, or if you have questions about services, contact the administration at your child's school. A copy of Procedural Safeguards will be provided to parents of a student with a disability at least annually, or upon parent request.

# **Instructional Materials and Services**

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## **Technology Acceptable Use Policy**

### **Introduction**

McMinn County Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st -century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The McMinn County Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.

- Misuse of school resources can result in disciplinary action.
- Intentional destruction or vandalism of district computers may result in disciplinary action. This includes, but is not limited to: (a) removing any sticker(s) affixed to the machine such as manufacturers name plate and the district applied asset tag, (b) rearranging keys on keyboards, removing keys, removal of case components, etc.
- McMinn County Schools makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### **Technologies Covered**

McMinn County Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Students who attend the McMinn County Schools will be educated about the appropriate use of technology. Teachers and administrators strive to incorporate Internet safety lessons including safe and effective utilization of social networking tools and resources into our daily curriculum. Professional development opportunities on this important subject are offered to teachers sometimes in the form of on-line lessons and information. In addition, family and community outreach programs are offered annually. As new technologies emerge, McMinn County Schools will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

### **Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful, and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

*Ref: Child Internet Protection Act (CIPA) 2000, 2008*

### **Web Access**

McMinn County Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

### **Email**

McMinn County Schools provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. Email accounts provided should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Alert Notifications**

McMinn County Schools provide a rapid alert notification system that enables our school to reach students, parents, faculty, and staff within moments through a variety of popular communication methods. It is assumed the AUP user gives permission to call personal numbers with School System information. Users are expected to keep their Telephone numbers up to date.

### **Online & Collaborative Content**

Recognizing the benefits collaboration brings to education, McMinn County Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally- identifying information online.

### **Mobile Devices Policy**

McMinn County Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored. McMinn County Schools

### **Personally Owned Devices Policy**

Student owned devices will not be allowed on the school network; this includes:(including laptops, tablets, smart phones, cell phones, etc.). McMinn County Schools will not be responsible for any damage (including theft) of personally owned devices.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **District provided email accounts and online storage**

McMinn County Schools has partnered with Microsoft to start providing email accounts and online file storage for all students as needed for instruction. A requirement for obtaining access to the online storage is an acknowledgement of the privacy policies relating to the storage. The Children's Online Privacy Protection Act applies to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. For a child under the age of thirteen (13) to obtain access to online file storage, a parent or guardian must sign the agreement below if they DO NOT want their student to have access to a school issued Microsoft account. Please understand that the online file storage is provided by Microsoft and is governed by their privacy policies. The McMinn County Schools acts only as a conduit to provide access to the online storage and has no control over the contents or policies.

Email provided to students by the McMinn County Schools is filtered, monitored, and archived. District personnel are able to see all messages sent to or from any student account but will not examine messages unless directed to by a competent authority (Principal, Director of Schools, or Law Enforcement with proper documentation).

### **Limitation of Liability**

McMinn County Schools will not be responsible for damage or harm to persons, files, data, or hardware. While McMinn County Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

McMinn County Schools will not be responsible, financially, or otherwise, for unauthorized transactions conducted over the school network.

## **Violations of Technology Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

### **Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Unacceptable Use**

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

*Ref: Child Internet Protection Act (CIPA) 2000, 2008 Ref: Telephone Consumer Protection Act. (Reference: 47 U.S. Code § 227)*

## **Use of Personal Communication Devices**

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to disciplinary action.

*For more information, refer to **MCBOE Policy 4.312***

## **Textbooks and Instructional Materials**

The Board is charged with selection of the curriculum. No subjects or topics prohibited by state or federal law shall be taught.

Only Tennessee state standards shall be taught within the school district. The following are prohibited:

1. Instructional materials, textbooks, or supplemental materials created to align exclusively with Common Core; or
2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise identified as Common Core textbooks or instructional materials.

All curriculum and instructional programming implemented in the school district shall adhere to state and federal laws. District employees shall not include or promote any concepts that would violate state law when

providing instruction, using instructional or supplemental materials, or when implementing the instructional program and curriculum.

*For more information, refer to **MCBOE Policy 4.101***

## **Review of Textbooks and Instructional Materials**

### **Textbooks**

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Director of Schools. Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their child's teacher.

*For more information, refer to **MCBOE Policy 4.400***

### **Library Materials**

The school media specialist shall be responsible for library collection development, and all library materials will be reviewed to ensure the content aligns with state law. The library collection shall adhere to the criteria outlined in board policy. Complaints regarding library materials shall be submitted on a Request for Reconsideration of Library Materials form to the principal and Instructional Supervisors.

*For more information, refer to **MCBOE Policy 4.403***

# School Calendar

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News and Event dates are posted on our website:

[www.mcminnschools.com](http://www.mcminnschools.com)

|                                        |                                             |                                   |
|----------------------------------------|---------------------------------------------|-----------------------------------|
| August 3, 2026                         | District Inservice                          | <i>no school for students</i>     |
| August 4                               | Teacher Inservice                           | <i>no school for students</i>     |
| <b>August 5</b>                        | <b>Students' First Day of School</b>        | <i>10:30 a.m. dismissal</i>       |
| August 6                               | Teacher Inservice                           | <i>no school for students</i>     |
| September 4                            | District Inservice                          | <i>no school for students</i>     |
| September 7                            | Labor Day                                   | <i>schools and offices closed</i> |
| October 12-16                          | Fall Break                                  | <i>schools and offices closed</i> |
| October 22                             | Parent Teacher Conferences 3:30 – 6:30      |                                   |
| November 3                             | District Inservice                          | <i>no school for students</i>     |
| November 23 – 27                       | Thanksgiving Holiday                        | <i>schools and offices closed</i> |
| December 18                            | Early Dismissal                             | <i>10:30 a.m. dismissal</i>       |
| December 21, 2026 –<br>January 1, 2027 | Christmas Break                             | <i>schools and offices closed</i> |
| January 4                              | District Inservice Day                      | <i>no school for students</i>     |
| January 18                             | Martin Luther King Jr. Day                  | <i>schools and offices closed</i> |
| February 4                             | Parent-Teacher Conferences 3:30 – 6:30 p.m. |                                   |
| February 15                            | Presidents' Day                             | <i>schools and offices closed</i> |
| March 15-19                            | Spring Break                                | <i>schools and offices closed</i> |
| March 26                               | Good Friday                                 | <i>schools and offices closed</i> |
| <b>May 25, 2027</b>                    | <b>Last Day of School for Students</b>      | <i>10:30 a.m. dismissal</i>       |
| May 26                                 | Teacher Inservice                           | <i>no school for students</i>     |
| May 31                                 | Memorial Day                                | <i>schools and offices closed</i> |

## School Clubs and Organizations

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All students must have signed and dated permission from their parent/guardian before joining any club or organization or participating in activities of a club or organization.

CHS has many clubs and organizations for student participation. Further information may be obtained from the various sponsors. All new clubs wishing to organize must make application to the principal's office giving details of the club such as by-laws, aims, purposes, and goals. This application will be reviewed by administration and the school's leadership team. A faculty sponsor must be obtained before consideration by the committee.

*For more information, refer to **MCBOE Policy 6.702***

## Testing Information

As required by *Tennessee Code Annotated 49-6-6007*, McMinn County Schools is required to post a calendar of all state- and district-mandated assessments on the district website, <http://www.mcmminnschools.com>

| Test Name                                                                                               | Tentative Dates                                                                                 |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>ELPA21</b><br>Grades: K-12                                                                           | February – March 2027                                                                           |
| <b>Civics</b><br>Grades 9-12                                                                            | Throughout the school year                                                                      |
| <b>ASVAB</b><br>Sophomores, and any Junior or Senior who has not met TN Ready Graduate requirements     | November 2026                                                                                   |
| <b>ACT</b><br>Juniors and Seniors                                                                       | September 29, 2026, for Seniors<br>March 30, 2027, for Juniors                                  |
| <b>EOC</b><br>All students taking an EOC course                                                         | Testing window<br><b>Fall:</b> December 1 -December 16<br><b>Spring:</b> April 19 – May 6, 2027 |
| <b>AP</b><br>Grades 9 – 12                                                                              | Testing window in May                                                                           |
| <b>Tennessee Universal Screener/Benchmark</b><br>Grades K-12                                            | Fall, Winter, Spring                                                                            |
| <b>Semester Exams</b>                                                                                   | Dec 17<br>May 7 Senior Semester Exams<br>May 24                                                 |
| <b>MasteryView Predictive Assessments</b><br><b>Standards-Based Benchmark Assessment</b><br>Grades 2-12 | Winter, Spring                                                                                  |
| <b>Industry Certifications</b>                                                                          | Throughout the year, depending on the course                                                    |
| <b>WIDA</b>                                                                                             | Testing window in February or March                                                             |
| <b>TSIC</b>                                                                                             | Testing window late April to early May                                                          |

*Detailed information about these assessments can be accessed on our district website: [www.mcmminnschools.com](http://www.mcmminnschools.com)*

**SEMESTER TEST EXEMPTIONS:**

Students may be exempt from their final exams (excluding EOC tests) if they meet the following requirements:

- The student must not have been suspended from school.
- There are two ways to achieve semester exam exemptions:
  - Earn an "A" average in the class
  - Or
  - The student must have earned an 80 average or higher in the class and no more than 3 absences (excused or unexcused)
- 3 tardies will equal one absence.
- All students will begin each semester with a clean slate.
- Students in Charger Re-Charge will take semester exams.

**STATE/NATIONAL TESTING DATES:**

End of Course testing for English I, English II, Biology, US History, Algebra I, and Algebra II, and Geometry testing will occur within the testing window set by the state. Students will also take the ACT before graduation. End of course tests are given within the state approved testing window. Testing dates vary due to system schedules. Regardless of grade level if enrolled in a class, which requires an end of the course test, you are required to take the test. End of course tests are as follows: English I and II, Algebra I and II, Geometry, US History, and Biology I. End of course test score will constitute a percentage of the second semester grade for each course taken.

In the School Board Policy 4.700, testing information shall also be placed in student handbooks or other school publications that are provided to parent(s)/guardian(s) on an annual basis.

**For more testing information, visit the state department website:**

**<http://www.state.tn.us/education/assessment/index.shtml>**

## Contact Information

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**Central High School of McMinn County**

*Principal: Joe Young*

*Assistant Principal: Tiffany Farner*

*Athletic Director: Brent Masingale*

145 Co Rd 451

Englewood, TN 37329

Phone: (423) 263-5541

Fax: (423) 263-0399

**McMinn County School District**

*Director of Schools: Melasawn Knight*

*Secondary Supervisor: Lori Hutchinson*

*CTE Supervisor: Kevin Edwards*

*Attendance Supervisor: Randall Bates*

3 South Hill Street

Athens TN 37303

Phone: (423) 745-1612

Fax: (423) 744-1641



# Resources Page

## Board Policy

Board policies may be modified or added throughout the school year. The current text of all policies is available online at:

<https://tsba.net/mcminn-county-board-of-education-policy-manual>

## Child Advocacy

For information regarding child advocacy, contact the following groups:

### **The ARC of Tennessee**

<http://www.thearctn.org>

545 Mainstream Drive, Suite 100

Nashville TN 37228

Phone: (615) 248-5878 or Toll Free: (800) 835-7077

Fax: (615) 248-5879

Email: [info@thearctn.org](mailto:info@thearctn.org)

### **Support and Training for Exceptional Parents (STEP)**

<http://www.tnstep.info>

113 Austin Street

Greenville, TN 37745

Phone: (800) 280-STEP

Email: [gethelp@tnstep.info](mailto:gethelp@tnstep.info)

### **Tennessee Voices for Children**

<http://www.tnvoices.org>

500 Professional Park Drive

Goodlettsville TN 37072

Phone: (800) 670-9882

These are only a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Pathfinder: <https://www.tnpathfinder.org>

*This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.*

## McMinn Schools Mobile App

Stay up to date with the McMinn Schools mobile app.

- **NEVER MISS AN EVENT:** The event section shows a list of events throughout the district. Users can add an event to your calendar to share the event with friends and family with one tap.
- **CUSTOMIZE NOTIFICATIONS:** Select your student's organization within the app and make sure you never miss a message.
- **CAFETERIA MENUS:** Within the dining section, you'll find an easy to navigate, weekly menu, sorted by day and meal type.
- **DISTRICT UPDATES:** In the Live Feed you'll find updates from the administration about what's going on in the district right now, whether that's celebrating a student's success or reminding you about an upcoming deadline.
- **CONTACT STAFF & DEPARTMENTS:** Find relevant staff and department contacts under an easy-to-navigate directory.



Download links for both iPhone and Android apps are available at <https://www.mcminnschools.com>

## **Student Rights and Services**

For information about students' rights and services, contact the Tennessee Department of Education:

Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243  
Phone: (615) 741-5158  
<https://www.tn.gov/education>

# Student Handbook Acknowledgement Form

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Please sign the form below and submit it to your child's classroom teacher. Failure to sign and return the form does not relieve the student from the responsibility of complying with the rules and policies referenced in the Student Handbook.

I hereby acknowledge that I have been provided with a copy of the Student Handbook and have read and understand the handbook and the related policies.

Name of Student: \_\_\_\_\_

Student's School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Opt-Out Notice

Parents must select the box(s) below **and** initial to opt-out of any of the following for their child. Select and initial **only if you DO NOT want** your child to be included in or participate in any of the following:

\_\_\_\_\_  
Initials ☐ **I DO NOT authorize** the release of my child's name for honor roll, academic, or other school-related functions. By checking this box, my child's name will not appear in the yearbook or any school programs, including the graduation program.

\_\_\_\_\_  
Initials ☐ **I DO NOT authorize** the release of my child's photo for use by the media or for website publication.

\_\_\_\_\_  
Initials ☐ **I DO NOT authorize** the release of my child's directory information.

\_\_\_\_\_  
Initials ☐ **I DO NOT authorize** the participation of my child in any of the health screenings.

\_\_\_\_\_  
Initials ☐ **I DO NOT authorize** access to the internet by my child while at school.

\_\_\_\_\_  
initials ☐ **I DO NOT authorize** my child to utilize the free online file storage provided by Microsoft and acknowledge the privacy policies of this resource are governed by the privacy policies set forth by Microsoft.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date