

Student Handbook



Cosby High School
Cosby, Tennessee

School Year
2024-2025

Table of Contents

Welcome to CHS.....	3
Cosby High School Mission Statement.....	4
Vision Statement.....	4
Important Dates.....	5
Assessment Calendar.....	7
TCAP End-of-Course (EOC).....	8
2024-25 Cocke County Secondary Schools Exam Dates.....	8
ACT State Test Dates.....	8
Cocke County Schools 2024-2025 Calendar.....	9
Bell Schedules.....	10
Attendance.....	11
Tardies/Absenteeism/Leave Earlys.....	12
Attendance Personnel.....	12
Attendance - Cocke County School System.....	13
Every student counts, everyday.....	13
Goal: every student in school, every day, all day.....	13
CCBOE School Admission.....	17
Procedures.....	18
After School.....	18
Before School.....	18
Communication Tools.....	18
Class Change.....	18
Hall Passes.....	18
Leaving School Grounds.....	18
Lunch.....	19
Lockers.....	19
Medicine.....	19
Safety.....	19
Student Parking.....	19
Tardies/Leave Earlys.....	19
Technology.....	20
Visitors.....	20
Cell Phones.....	20
Academics.....	21
Report Cards.....	21
Progress Reports.....	21
Grading Scale.....	21
Aspen.....	21
Dress Code.....	22
School Board Policies.....	22
FERPA.....	23
PPRA.....	24



Welcome to CHS

July 29, 2024

Dear CHS Families,

It is exciting to welcome you to the 2024-2025 school year. Our faculty and staff have worked hard this summer preparing for the new year. We continually work on improving our academics, programs, and facilities in preparation for the most important part of CHS – your children.

Our goal is to provide an environment where students feel welcome and connected. The faculty and staff are prepared to help students grow, to overcome challenges, and to celebrate accomplishments of all kinds.

Education, in general, is ever-evolving. This year, students will have opportunities to learn in various ways. Of course, direct instruction from teachers is the primary mode of teaching here at Cosby. Also, all students will work online and will be assigned a Chromebook. These laptops are now a tool provided to students and are assigned like textbooks. Please sign and return the documentation for the Chromebook so that your student will not fall behind on classwork. We need your support in making sure your student brings the Chromebook to school each day and keeps up with the provided charger.

Daily attendance is a goal for every student. While some work may be done at home, no online program can assist in learning as well as the teacher in the classroom can. We will be working closely with families to maintain regular attendance.

CHS will continue to communicate using the Remind app, phone calls, and the school website (cosbyhighschool.weebly.com).

Let's get started and make this the best year yet!

Gratefully,

Shawna Coggins Murrell, Principal

Cosby High School Mission Statement

The mission of Cosby High School is to establish a strong foundation for lifelong learning. We provide students with a comprehensive array of skills to achieve local, state, and federal academic requirements. Consequently, students become responsible, productive, and respectful citizens.

Vision Statement

Our commitment is that all of our students develop morally, mentally, and physically in accord with their individual needs and talents in preparation for their future societal roles.



Important Dates

(Please stay connected with all important school dates and events on our website: <https://cosbyhighschool.weebly.com> and through various social media platforms.)

First Day of School

August 2, 2024

NO SCHOOL

August 30, 2024

NO SCHOOL/Labor Day

September 2, 2024

Fall Open House

September 11, 2024

Fall Break

October 7 - 11, 2024

NO SCHOOL

October 14, 2024

NO SCHOOL

November 5, 2024

EARLY DISMISSAL at 1 pm

November 26, 2024

Thanksgiving Holiday

November 27 - 29, 2024

Midterm Exams

December 19, 2024 (2nd, 4th, 6th, 8th)

December 20, 2024 (1st, 3rd, 5th, 7th)

End of 1st Semester (dismiss at 1 pm)

December 20, 2024

First Day of Second Semester

January 6, 2025

Martin Luther King Day

January 20, 2025

No School

February 14, 2025

President's Day

February 17, 2025

Spring Open House/Family Engagement

March 19, 2025

Spring Break

March 24 - 28, 2025

No School

March 31, 2025

TCAP EOC Window

April 14 - May 2, 2025

No School

April 18, 2025

Final Exams

May 20, 2024 (2nd, 4th, 6th, 8th)

May 21, 2024 (1st, 3rd, 5th, 7th)

Last Day of School (dismiss at 1 pm)

May 21, 2024

Assessment Calendar

2024-2025

Purpose	Platform	Subjects	Testing Date Range
RTI Universal	aimswebPlus	Reading, Math & Language Arts	August 12, 2024
Intervention Diagnostic	Exact Path	Reading, Math & Language Arts	August 14-23, 2024
ASVAB	paper/pencil	Armed Services Vocational Aptitude Battery - 11th/12th grades	TBD
Standards-Based Assessment	MasteryView Benchmark I	Algebra 1 & 2, Geometry, English I & II, US History, Biology	Sept. 30-Oct. 4, 2024
ACT	online	State Graduation Requirement - senior retake	October 22, 2024
Common Formative Assessments	MasteryView	English, Science, Social Studies, Math	weekly
RTI Universal	aimswebPlus	Reading, Math & Language Arts	December 9, 2024
Standards-Based Assessment	MasteryView Benchmark 2	Algebra 1 & 2, Geometry, English I & II, US History, Biology	December 11-19, 2024
Midterm Exams	various	All courses	December 19 & 20, 2024
ACT/ASVAB	online/paper-pencil	State Graduation Requirement - juniors Armed Services Vocational Aptitude Battery - 10th grade	March 11, 2025
Standards-Based Assessment	MasteryView Benchmark 3	Algebra 1 & 2, Geometry, English I & II, US History, Biology	March 13-21, 2025
RTI Universal	aimswebPlus	Reading, Math & Language Arts	April 16-May 20, 2025
End of Course (EOC)	online	Algebra 1 & 2, Geometry, English 1 & 2, US History, Biology	April 14-May 6, 2025
State Dual Credit Exams	online	English III, Statistics, CTE	TBD
Final Exams	various	All non-EOC courses	May 20 & 21, 2025

TCAP End-of-Course (EOC)

Spring Testing Window: April 15 - May 3, 2025

Courses include:

Algebra I, Algebra II, Geometry
Biology
English I, English II
United States History

2024-25 Cocke County Secondary Schools Exam Dates

High School Courses without an End-of-Course Exam

Students who miss three or fewer days are exempt from the midterm & final exams. This applies to each class.

First Semester - Midterm

December 19, 2024 (2nd, 4th, 6th, 8th)
December 20, 2024 (1st, 3rd, 5th, 7th)

Second Semester - Final

Senior Exams - TBD
May 20, 2024 (2nd, 4th, 6th, 8th)
May 21, 2024 (1st, 3rd, 5th, 7th)

ACT State Test Dates

Fall Senior Retake (Class of 25)

October 22, 2024

Spring Junior Test Day (Class of 26)

March 11, 2025

COCKE COUNTY SCHOOLS 2024-2025 CALENDAR

TYPE OF DAY & DATES

ADMINISTRATIVE DAY	August 1, 2024	January 3, 2025	February 14, 2025	May 23, 2025	
INSERVICE DAYS (FULL)	July 30, 2024	July 31, 2024	August 30, 2024 SE Day	October 14, 2024	November 5, 2024 SE Day
INSERVICE DAYS (FULL)	January 2, 2025 SE Day	March 31, 2025	May 22, 2025		
ABBREVIATED DAYS (LEAVE AT 1 PM)	November 26, 2024	December 20, 2024	May 21, 2025		

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
		1	2	3	4	5	6				1	2	3	1	2	3	4	5	6	7				1	2	3	4	5					1	2	1	2	3	4	5	6	7	
7	8	9	10	11	12	13		4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	SE	6	7	8	9	8	9	10	11	12	13	14
14	15	16	17	18	19	20		11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
21	22	23	24	25	26	27		18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
28	29	30	31					25	26	27	28	29	SE	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	SE	3	4							1							1				1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	PTC	28	29	30	31	29	30						
														30	31																											

Important Dates

August 2, 2024 First Student Day	August 1, 2024 Election Day	September 2, 2024 Labor Day	October 7-11, 2024 Fall Break	November 5, 2024 Election Day	November 26, 2024 1 pm Dismissal
November 27-29, 2024 Thanksgiving Break	December 20, 2024 1 pm Dismissal	Dec. 23, 2024-Jan. 1, 2025 Christmas Break	January 6, 2025 Students Return to School	January 20, 2025 Martin Luther King Day	February 17, 2025 President's Day
March 24-28, 2025 Spring Break	April 18, 2025 Good Friday	May 21, 2025 1 pm Dismissal	May 26, 2025 Memorial Day		

Bell Schedules

Daily Bell Schedule	
1st period	8:15-9:00
2nd period	9:05-9:50
3rd period	9:55-10:40
4th period	10:45-11:30
5th period	11:35-12:20
Lunch A	12:23-12:47
6th period	12:50-1:35
6th period	12:23-1:07
Lunch B	1:10-1:35
7th period	1:40-2:25
8th period	2:30-3:15

1 Hour Delay	
1st period	9:15-9:45
2nd period	9:50-10:20
3rd period	10:25-10:55
4th period	11:00-11:30
5th period	11:35-12:20
Lunch A	12:25-12:50
6th period	12:55-1:35
6th period	12:25-1:05
Lunch B	1:05-1:35
7th period	1:40-2:25
8th period	2:30-3:15

2 Hour Delay	
1st period	10:15-10:45
2nd period	10:50-11:20
3rd period	11:25-11:55
4th period	12:00-12:30
Lunch A	12:35-1:00
6th period	1:05-1:40
6th period	12:35-1:10
Lunch B	1:10-1:40
5th period	1:45-2:10
7th period	2:15-2:40
8th period	2:45-3:15

Attendance

School attendance matters. The Cocke County Schools Attendance Office lives by that slogan because being present plays a significant role in learning. Research shows that the more times a child is absent from school, the more difficult their climb to academic success becomes. We have a dedicated staff of educators at Cosby High School who are prepared to deliver quality instruction daily to our students. However, it's hard to teach an empty seat.

The Attendance Office at the Central Office works with school administrators and their attendance teams to implement Board of Education policies related to school attendance. We monitor school attendance regularly, work with students and their families to get to the root cause of absenteeism, and develop plans to prioritize school attendance. With changes in state laws regarding school attendance in recent years, we aim to ensure all students and their family members are aware of the attendance policies and the corrective measures required of school districts across Tennessee.

Tips for Good School Attendance

- Become familiar with the school calendar so you can avoid planning family trips or other activities on school days. The current school year calendar and calendars for future school years are posted on the Cocke County Schools website.
- Avoid scheduling appointments during the school day when possible.
- Be sure your child's school can easily contact you at all times during the school day. Remember to share any changes in phone numbers and other contact information with the school. Also, remember to keep emergency contact information updated with your child's school.
- Keep the lines of communication open between you, your child, and school officials.
- Part of consistent school attendance includes developing a daily routine for bedtime and early mornings. Small things like laying clothes out and getting the backpack ready for the next day can help prepare everyone for the expectation of another school day. It also will help reduce stress during the hectic morning time before school.
- Be aware of school attendance policies, including the start time for your child's school. Your Student Handbook includes school absenteeism and what constitutes being tardy to school. Arriving at school on time is also a critical element of school attendance. Instruction begins at the start of the school day. Students who arrive late miss valuable time and can disrupt the class.

- Encourage your child to attend school and actively participate in their education. The most important partner in your child's education is your child. Let them know how important it is to be there and engaged in learning.

Tardies/Absenteeism/Leave Earlys

A student accumulating five unauthorized absences from school will be cited to the Truancy Board. Authorized absences require a doctor's note that lists the excused dates. Each student may use parent notes totaling **five days for the entire school year**. All parent notes must be brought to the office for review. Students who have excessive tardiness to school will be subject to disciplinary action.

Attendance Personnel

CHS Secretary

Melissa Jenkins
jenkinsm@cocke.k12.tn.us
(423) 487-5602 ext. 5352

Assistant Principal

Will Lewis
lewisw@cocke.k12.tn.us
(423) 487-5602 ext. 5354

Communities in Schools

Dawn Williams
williamsd3@cocke.k12.tn.us
(423) 487-5602

Attendance - Cocke County School System
Every student counts, everyday
Goal: every student in school, every day, all day

Attendance is a key factor in student achievement, and therefore, students are expected to be present every day school is in session. Every Student Succeeds Act (ESSA) includes requirements around disclosing non-academic data, specifically Chronic Absenteeism. Chronic Absenteeism is defined as any student missing ten percent (10%) of the school year for any reason. Tennessee law requires that children under the age of eighteen attend school. It is the parent and guardian's responsibility to insist that the child attend school. Truancy is an absence for an entire school day, a major portion of the school day, or any class, study hall, or activity during the school day for which the student is scheduled. Cocke County School System will be participating in making September Attendance Awareness Month. The law says that students are to be in school for one hundred and eighty days (180) per year. We look forward to having your students in our school system. We must have the correct information for each student in our school systems, such as phone number, address, and parent or guardian. If this information changes, please contact the school with the new information. The school will try to contact each parent or guardian anytime the student is absent, tardy, or dismissed during a school day. When a student misses five (5) days unauthorized, they will need to meet with the principal to have meaningful communication to determine the underlying causes of the unauthorized absence. If necessary, the principal will develop an attendance contract to improve the student's attendance.

A questionnaire is given out at the first of the school year to help us identify students living in the following conditions:

- Staying in a shelter, FEMA trailer, or waiting for foster care placement
- Sharing the housing of others due to loss of housing, economic hardship, similar reason; doubled-up
- Living in a car, park, campground, public space, abandoned building, substandard housing or similar
- Temporarily living in a motel or hotel due to loss of housing, economic hardship or similar reason
- Unaccompanied Youth - student with an adult that is not a parent or legal guardian, or alone without an adult

We hope every student has a very successful school year.

Dear Parents, Guardians, and Students:

Welcome to the beginning of another school year. We hope you had an enjoyable summer break from school and that you have begun another exciting school year. This letter is written to stress to you the importance of attending school.

We take compulsory school attendance very seriously. Tennessee law requires that children under the age of eighteen attend school. It is the parent and guardian's responsibility to insist that the child attend school. Truancy is an absence for an entire school day, a major portion of the school day, or any class, study hall, or activity during the school day for which the student is scheduled. Make-up work should be completed within the number of days after the absence the school policy gives you. Even authorized absences may become excessive, and if the child is not in school regularly, they are missing valuable instruction time.

Annually, the Director of Schools/designee will notify the parent(s)/guardian(s) that school attendance is required. Students shall be present at least fifty percent (50%) of the scheduled school day to be counted present. Students may attend part-time, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school district provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

One absence shall be recorded for unauthorized tardies, leave earlies, or any combination equaling three (3) that the student receives.

When the school contacts the parent, the secretaries can greatly assist in viewing the attendance page and questioning the parent as to whether they have excuses they have not provided. If they have not used their five (5) parent notes, encourage them to provide them at this time, but also advise them to use them wisely in case they are needed later. If the parent does not turn in the parent notes or cannot be reached, the school will use the parent's notes before referring them to the Tier II part of the plan.

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee, who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools/designee shall implement the progressive truancy plan described below before referral to juvenile court.

*Progressive Truancy Intervention Plan*⁸

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I

Tier I of the progressive truancy intervention plan shall include the following:

1. Letters to all students at the beginning of each school year;
2. Letter, call, or communication to student, parent, or guardian when three unexcused absences occur.

3. Letter, call, or communication to a student, parent, or guardian when four (4) unexcused absences occur.
4. Letter, call, or communication to student, parent, or guardian when five (5) unexcused absences occur.

Tier II

Tier II of the progressive truancy plan shall include but is not limited to the following:

At the fifth unexcused absence, the attendance clerk calls the student into the office to talk to a student about absences and gives them three (3) days to have a parent, guardian, or another person in parental relation contact the school to set up a parental conference, or a conference call meeting in which the parent and student can meaningfully participate.

1. A conference with the student and the student's parent(s)/guardian(s);
2. Based on the conference, an attendance contract is signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include
 - a. A specific description of the school's attendance expectations for the student.
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential juvenile court referrals; and
 - d. Give the parent a copy of the contract and attendance report
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Under this tier, a school team member shall conduct an individualized assessment detailing the reasons a student has been absent from school. The team member may refer the student to counseling, community-based services, or other services to address the student's attendance problems. (Family Resource, Coordinated Health School Nurse, RTI, etc.)

4. If a student does not show up for the conference:
5. After at least two attempts to meet with the student, the student will be subject to Tier III

Tier III

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful.

Truancy Board referral:

A team formed by the district shall determine these interventions. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

Make a referral to the TN Dept. of Children's Services FCIP (if needed).

Make a referral to any other community-based services (if needed).

The contract will be aimed at addressing students' attendance problems.

6. If a student or parent does not show up for the Truancy Board:
After at least two attempts to meet with the student or parent, the school may document that the student's parent or guardian is unwilling to cooperate with the truancy intervention plan. The director of schools or designee may report the student's absences to the appropriate judge.

If a student, parent/guardian fails to comply with Tier III:

1. Referral to Juvenile court
2. Accompanied by a statement from the student's school certifying that
3. The school applied the progressive truancy interventions adapted to the student,
4. The progressive truancy interventions failed to address the student's school attendance meaningfully.

If your child is expelled from school for any reason, your child is still subject to the compulsory school attendance law if under eighteen. It becomes the parent's obligation to obtain and pay for a private educational program for the child. The child may be placed into state custody if this is not done.

This letter is not intended to single out any person and is not for most parents or their children. It reminds those who do not see the importance of attending school and behaving appropriately while there.

If you begin to experience a problem with your child attending school, please contact the Attendance Supervisor, Dennis Balch, or your Juvenile Court Youth Services Officers, Jennifer Shelton or Martha Newman. They have resources and advice that may be beneficial. Our goal is for children and parents not to be petitioned to a court or arrested. We believe in utilizing preventive measures before the matter goes too far.

Sincerely,

Patrick O'Neil
Cocke County School System
423-623-7821 ext. 2020

Jennifer Shelton
Cocke County Juvenile Court
423-623-9291

Cocke County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: School Admission	Descriptor Code: 6.203	Issued Date: 09/11/03
		Rescinds: 6.203	Issued: 11/11/99

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
2. Evidence of a current medical examination.² There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade, and other students for whom there is no health record; and
3. Evidence of state-required immunization.³

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents, which are acceptable to the school principal as proof of date of birth.

A child whose care, custody, and support has been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office.⁴

A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system.

Parents, guardians, or legal custodians of students who enter school who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault, or reckless endangerment shall notify the principal by providing the abstract of record required by law or other similar written information. This information shall be shared only with school employees who have responsibility for the classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.⁵

Exceptions to this may include students experiencing homelessness, students in foster care, immigrant students, migrant students, and English Language Learners. There will be no barriers to enrollment for these student groups.

Legal References:

1. TCA 49-6-3008(b)
2. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)
5. TCA 49-6-3051

Procedures

After School

Students attending club meetings, athletic practices, or tutoring sessions have permission to be inside the building after school is dismissed. Students are not allowed to hang out on school grounds after school has been dismissed for the day. Car riders may wait at the pavilion near the cafeteria or in front of the school near the gym or office lobby.

Before School

Students arriving before school are to report to the cafeteria or the gymnasium. Students must have written permission from teachers or club sponsors to enter the building for tutoring or club meetings.

Communication Tools

There are several ways to communicate with the teachers and staff at Cosby High School. Most teachers do not have a personal extension number, so email is the best way to reach them. All faculty and staff emails are listed on the school's website:

<https://cosbyhighschool.weebly.com>. Most teachers also use the Remind app and Google Classroom. The school's Facebook page (Cosby High School – TN) posts current information and provides a way for parents to message the school administration. This is monitored a few times per day.

Class Change

Use your time wisely when changing classes. Students have five minutes to change classes. If students have class tardy issues, they will be referred to the office.

Hall Passes

Students must have a hall pass if they are out of class. Students must fill in the hall pass with the time and destination. Teachers need to initial the pass for the student. The individual teacher determines hall pass usage. Only one student is allowed out of a classroom at a time.

Leaving School Grounds

Once they arrive, students must not leave campus without permission. Students must check out of school through the main office. Leaving school without permission is a serious offense, as it poses a safety risk to the student.

Lunch

Students are to eat lunch in the cafeteria and remain there for the entire lunch period. Exceptions are made only by a school administrator. Seniors may eat on the pavilion if the area is kept clean.

Lockers

Each student may be issued a locker. Students are responsible for the upkeep and contents of that locker.

Medicine

All medicines must be turned in to the office. Medicine information should include the student's name, the amount to be dispensed, and when the medication needs to be taken. Students should never possess prescription medications at any time during the school day. No Cosby High School faculty or staff member will provide student medication.

Safety

The students and staff of Cosby High School will promote a culture of safety at all times. All exterior doors are closed and locked every school day. Doors are not to be propped open. Do not open exterior doors for people who do not have an identification badge. Please be familiar with the different types of evacuation and lockdown procedures. Teachers will review these with you.

Student Parking

Student drivers will present a valid license and current proof of insurance to bookkeeper Julie Fine to purchase a parking permit. All cars must have a visible parking permit. Student permits cost \$10 if purchased in the first semester and \$5 if purchased in the second semester. Student parking is not reserved. There are two student lots on campus - one at the bottom of the school property near the highway and one behind the school. Failure to comply with these requests may result in a loss of driving privileges.

Tardies/Leave Earlys

Students who arrive at school after 8:15 must go to the office and sign in. Students will receive a tardy slip allowing them to enter class late. Upon a student's eleventh tardy to school (and for each subsequent tardy), the student will turn in his/her cell phone to the secretary. School personnel will notify the parent regarding the tardy policy. If the parent is successfully notified, the student may pick up their phone after the 3:15 dismissal bell.

If students need to leave school early, a parent or guardian must call the school phone (423) 487-5602 ext 5352. Students will then be called out at the appropriate time, and callers will be verified.

Technology

Most teachers now use online instruction as a daily lesson plan. So that they may participate in class, each student will be assigned a Chromebook. A parent or guardian will come to the school and sign for the computer. Chromebooks and chargers will be distributed during the school day after all paperwork is completed.

Students enrolled in a math course at CHS may be assigned a TI-84 graphing calculator to use throughout the semester. Parents' signatures are not required for calculator distribution. Students are responsible for the care and return of a school-issued calculator in the same manner as a textbook.

Visitors

Visitors are not permitted in the cafeteria or classrooms during the school day. Only the school administration can approve exceptions to this policy.

Cell Phones

Board Policy for all personal communication devices

Use of Personal Communication Devices in School

- Upon arrival on school grounds, students may possess a personal communication device with written permission from their parents. The school will keep this permission on file. The personal communication device must be in the off mode and must be placed in a backpack, pocketbook or stored out of sight until the end of the school day. The principal or designee may grant a student permission to use the personal communication device at their discretion.
- The first violation of this policy will result in the confiscation of the device until notification of parents. The device will be returned to the student at the end of the day following parent notification.
- The second violation of this policy will result in the phone being confiscated until the parent comes to school to pick up the phone.
- The third and subsequent violations will be deemed as insubordination and fall under Cocke County School Board Policy 6.3: Misbehaviors: Level I.
- Personal communication or electronic devices are not required, nor does the school assume any responsibility should these items be lost, damaged, stolen, or confiscated.

Academics

Report Cards

Report cards will be issued twice a semester (9 and 18 weeks). Dates are subject to change. Report cards will be held if students have outstanding debts to the school. The following dates may change as needed.

Term 1: 08/02/2024 - 10/15/2024 (issued on October 21, 2024)

Term 2: 10/16/2024 - 12/20/2024 (issued on January 10, 2025)

Term 3: 01/06/2025 - 03/12/2025 (issued on March 19, 2025)

Term 4: 03/13/2025 - 05/21/2025 (issued on May 28, 2025)

Progress Reports

Progress reports will be issued twice per semester (4 ½ and 13 ½ weeks). Please have your parents/guardians sign these and return them to your teachers. These dates may be changed as needed.

Fall

4 ½ weeks: September 5, 2024 (issued on September 12, 2024)

13 ½ weeks: November 15, 2024 (issued on November 22, 2024)

Spring

4 ½ weeks: February 5, 2025 (issued on February 12, 2025)

13 ½ weeks: April 23, 2025 (issued on April 30, 2025)

Grading Scale

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

Aspen

Go to <https://sis-cocke-county.tnk12.gov/aspen/logon.do> or search Aspen Cocke County. If you lose your login information, see Ms. Jones in the conference room.

Dress Code

The school dress code aims to establish standards replicating workplace expectations. The Cocke County School Board approved this dress code's content.

1. Garments (Shirts, Blouses, Tunics, and Dresses) must not be cut below the normal armpit and must not come below the top of the breasts. All garments must cover the torso at all times.
2. Garments must have sleeves or a shoulder strap at least two inches wide. Halter and midriff tops are not permitted as outer garments. Garments that reveal any skin in the midriff are not permitted. Sleeveless tops apply equally to males and females, but neither student is to wear the "A" undershirt, often referred to as a "wife beater." No shirts with ripped-out or removed sleeves.
3. Students may wear shorts, skirts, and dresses no shorter than four (4) inches from the top of the knee.
4. Opaque tights (opaque tights are not transparent; skin color is mostly unable to be detected) are worn beneath garments long enough to cover the front and rear genitalia while the student's arms are down by their sides.
5. House slippers are not permitted as acceptable shoes.
6. Shorts or leggings must be worn beneath holey jeans. The holes cannot be located in the genital area. Additionally, clothing may not have patches on or around the genital area, and covering inappropriate holes with tape, paper, etc., is not permissible.
7. Suspenders are to remain on the shoulders.
8. Excessively baggy pants are not permitted. Pants must be secured at the waist, not worn below the hips.
9. All necessary undergarments must be worn and not be visible beneath the outer garment.
10. No clothing or accessories imply or promote alcohol, tobacco, drugs, sex, violence, gangs, racial slurs, or offensive language.
11. No clothing or accessories may contain messages, slogans, or symbols that promote discord.
12. Hats are permitted. However, students must comply with the teacher's request to remove hats in the classroom. No hoods are to be worn on the head during the school day.
13. Blankets are not permitted.
14. Facial piercings (brow, nose, lip, etc.) will be limited to no more than one small stud or hoop.
15. **Any Clothing item in question will be addressed at the discretion of an administrator.**

Approved by the Cocke County School Board, June 9, 2024

School Board Policies

Visit the Cocke County Schools website at www.cockecountyschools.org for more information concerning school board policies.

Cocke County School District
Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student. At that time the student is an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. You have the right to examine and review the student's education records kept by the school. The school must allow this within 45 days of receiving a written request. The request should identify the record(s) to be examined. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to request access to your child's record:

Name of Staff: Shawna Murrell Phone: 423-487-5602

Email: murrells@cocke.k12.tn.us

You will be notified of the place and time the record(s) may be available for review.

2. You have the right to request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record that you are requesting be changed, and (b) why it is inaccurate or misleading. If the school decides not to change the record, the parent or eligible student has the right to a hearing. A hearing is like a legal trial where evidence is reviewed to determine what should be done. After the hearing, if the school still decides not to change the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request a change to your child's record:

Name of Staff: Shawna Murrell Phone: 423-487-5602

Email: murrells@cocke.k12.tn.us

3. You have the right to control the release of your child's personally identifiable information from his or her education record. The school or district must, with certain exceptions, obtain parent written consent prior to the release of personally identifiable information from education records. The exception is that release of personally identifiable information without consent is allowable when it is released to authorized representatives of the school district with legitimate educational interests. This would be to:
 - a. a person employed by the district;
 - b. a person serving on the school board;
 - c. a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist);
 - d. a parent or student serving on an official committee, such as a grievance (complaint) or disciplinary committee or assisting another school official;
 - e. an official of another school district in which a student seeks to enroll;
 - f. an individual or agency responsible for audit, evaluation, or enforcement of compliance with state or federally supported programs.
4. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also release personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be released without prior consent if the categories to be released are designated and parents are given the opportunity to refuse to allow directory information to be released prior to it being released.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Cocke County School District
Protection of Pupil Rights (PPRA)
Annual Notice to Parents

English
Protection of Pupil Rights (PPRA) Annual Notice to Parents

Dear Parent or Guardian:

This letter is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other than is required by law to determine program eligibility.
2. You must receive notice and an opportunity to refuse to have your student participate in –
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, in depth physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. You may review, upon request and before administration or use –
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor (has independent status) under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights. These policies relate to arrangements to protect student privacy in the administration of protected information surveys and the collection, release, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any important changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to refuse to have his or her child participate in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notice of the planned activities and surveys and will be provided an opportunity to refuse to have their child participate in these activities and surveys. Parents will also be provided an opportunity to review any relevant surveys. The following are specific activities and surveys covered under this requirement:

- collection, release or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey not funded by the U.S. Department of Education; and
- any non-emergency, in depth physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent or Refusal Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605