

# Cumberland Gap High School



## **‘24-25 Student Handbook**

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

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## A Message from the Principal

### **“Panther Pride”**

Dear Student and Parent:

On behalf of the staff at Cumberland Gap High School I am excited to welcome you to the 2024-2025 academic school year. We look forward to working with each of you and forming a partnership that will ensure our students achieve their highest potential.

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

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

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

Sincerely,

David Hamilton, Ed.S  
Principal

## **Cumberland Gap High School Student Handbook**

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

**The Student Code of Conduct can be found online at the following web address:**

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

## **Mission Statement**

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

## **Administration/Faculty**

**Administration:** Principal, David Hamilton; Assistant Principal, Beth Beeler; Assistant Principal, Jeff Stephenson

**School Counseling Office:** Sharon Patton; Counselor, Rachel Fox; , Counselor, MaryAnn Lefevers; SPED Counselor, Sara Beth Rodgers; AYERS Foundation Counselors Mathew Patterson and Brooke Salisbury

**English Department:** Shelby Johnson, Meredith Neely, Vivian Buford,, Emma Millett, and Bre Griffin.

**Foreign Language Department:** Arlene Ciausu

**Social Studies Department:** Chris Fultz, Matt Horton, and Deanda Shaver.

**Math Department:** Chris Campbell, Dennis Cline, Sherry Johnson, Patty Sizemore, Amy Valandingham, and Shannon Rice.

**Science Department:** Becky Lay, Samantha Thompson, Jordan Billingsly, and Greg Snyder

**Special Education Department:** Dalton Lee, Wilma Hensley, Shelia Henley, and Brett Moore

**CTE:** Chelsey Greene, Brad Burkhart, Stephen Hurley, Tonya Baumgarner, Nick Nash, Melinda Jessee, Carla Overton, Bobby Pearman, Darian Sandifer, Tamara Smith.

**Wellness/FineArts/Library/Computer Lab/ISS:** Nathan Hatmaker, Todd Cochran, Jalinie Barnard, Josh Newton, Bre Griffin, Sheila Carmical, Rick Shipley.

## **Programs of Study 2024-2025**

### **Program of Study (Elective Focus) Courses**

Complete three credits from one area in bold print.

\*Indicates Freshman Elective Options

#### **Collision Repair Technology**

\*Transportation Core

Collision Repair Non-Structural

Collision Repair Structural

#### **Criminal Justice**

\*Criminal Justice I

Criminal Justice II

Criminal Justice III

#### **Early Childhood Education**

\*Early Childhood Educational Careers I

Early Childhood Educational Careers II

#### **Engineering and Technology**

\*Foundations of Technology

Technological Issues

Advanced Design Applications

Engineering Designs

#### **Horticulture Science**

\*Agriscience

Principles of Plant Science and

Hydro culture

Greenhouse Management

Landscaping and Turf Science

Natural Resources Management

#### **Mechanical, Electrical, and Plumbing Systems**

\*Fundamentals of Construction

Mechanical, Electrical, and Plumbing

Systems

#### **Social Health Services**

\*Intro to Human Studies

Life Span Development

Human Studies

#### **Humanities**

\*Creative Writing I

Creative Writing II

Creative Writing III

Bible Literacy

Etymology and Mythology

#### **Personal Care Services**

\*Principles of Cosmetology

Design Principles of Cosmetology

Chemistry of Cosmetology

#### **Veterinary and Animal Science**

\*Agriscience

Small Animal Science

Large Animal Science

Veterinary Science

#### **Agricultural Engineering and Applied Technologies**

\*Agriscience

Principles of Agricultural

Mechanics

Agricultural Power and Equipment

Organizational Leadership and

Communication

Food Science and Safety

#### **STEM**

High Level Math or Science

High Level Math or Science

High Level Math or Science

#### **Therapeutic Clinical Services**

\*Health Science Education

Emergency Preparedness

Medical Terminology

EMS

#### **Fine Arts**

Theatre Arts I

Theatre Arts II

\*Visual Art I

Visual Art II

Visual Art III

\*Band

## Graduation Requirements

### **Core Classes:**

All credits to be earned.

### **Language Arts (4 Credits)**

English I

English II

English III

English IV

### **Mathematics (4 credits)**

Algebra I

Geometry

Algebra II

Additional Math (Based upon ACT score)

### **Science (3 Credits)**

Biology I

Chemistry I

Additional Science

### **Social Studies (3 Credits)**

Government

U.S. History

World History

Economics

Personal Finance

### **Wellness (1.5 Credits)**

Lifetime Wellness

P. E.

### **Foreign Language (2 Credits)**

Foreign Language 1

Foreign Language 2

### **Fine Arts (1 Credit)**

Fine Art

## Claiborne County 2024 –2025 Assessment Calendar

Assessment Name	Administration	Administration Window
TCAP end-of-course (EOC)	fall block	Dec. 2-19, 2024
	spring block/traditional	April 14 – May 6, 2025
TCAP ACH grades 2-5	spring	April 14 – May 2, 2025 (paper-based)
TCAP ACH grades 6-8	spring	April 14 – May 6, 2025 (computer-based)
TCAP ALT ELA/Math (MSAA)	fall	Sept. 9 -Dec. 20, 2024
TCAP Alt Grade 2 ELA/Math and 3-11 Science/SS	spring	March 10- April 25, 2025
TCAP Alt 3-11 ELA/Math (MSAA)	spring	Feb.3 – May 16, 2025
ACT	fall	<b>Fall Testing (Senior Retake)</b> Online: Oct. 1-4 & 7-11, 2024
ACT	spring	<b>Spring 2023 (All Juniors)</b> Online: March 11-14 & 17-21, 2025
ASVAB (Juniors)	fall	CGHS – September 2024 CHS – September 2024
NAEP	winter/spring	Jan. 27 – March 7, 2025
ELPA for ELLs	spring	Feb. 3 – March 28, 2025
District Assessments		
AimsWeb Plus	Fall/winter/spring	Sept. 3-27, 2024 Dec. 2- Jan. 31, 2025 April 28 – May 16, 2025
Study Island	Fall/winter/spring	Aug. 12- Sept. 12, 2024 Dec. 2 - 19, 2025 March 3-20, 2025

All dates are tentative based on approval from TDOE

### State and Board Mandated Tests

#### 2024-2025 Test Administration Windows

Assessment Name	Subject(s)	Student Group	Administration Window
TCAP End-of-Course	English I/II Algebra I/II Geometry Biology U.S. History & Geography	High school students and any middle school student taking a high school course	<b>Fall Block:</b> December 2-19 <b>Spring block / traditional schedule:</b> April 14-May 6
ACT	Reading Math Science	11th and 12th	TBA

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

### School Schedule:

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

**CGHS One Hour Delay\*:**

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

**CGHS Two Hour Delay\*:**

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

Regular schedule the remainder of the day

\*There will be no 3<sup>rd</sup> Block classes on days we are on a snow schedule

**Attendance Policy**

**Progressive Truancy Plan**

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to the following: Tier I is initiated at three (3) unexcused absences and will consist of the following:

1. Three day notification letter. The parent/guardian is notified that their student has three (3) unexcused absences. The names of these students are sent to the Director of Schools.
  2. A conference with the student and the student’s parent(s)/guardian(s). The conference will include the principal or designee;
  3. An attendance contract, based on the conference, 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 referral to juvenile court; and
  4. Regularly scheduled follow-up meetings to discuss the student’s progress.
- Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:



1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/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 referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of the following interventions:

1. Notification of violation. The parent/guardian will be notified that the student is in violation of the Attendance Contract and is subject to a petition to Juvenile Court.
2. Petition to Juvenile Court. If absences remain unexcused, the child is petitioned to Juvenile Court.
3. Juvenile Court. At the judge's discretion, the parent/guardian may be fined; the student may be placed on probation and assessed community service hours; and the family may be referred to the Department of Children's Services. The plans shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee. The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

### **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY**

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent/guardian.

### **RELEASED TIME COURSE**

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be

excused during any class which requires an examination for state or federal accountability purposes.

The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course. The district shall not be responsible for transporting students to and from the place of instruction.

### **MAKE-UP WORK**

Make-up work will be provided for those students who miss assignments due. The following conditions apply to the makeup work:

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

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

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

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:

- 1. Personal illness/injury;
- 2. Illness of immediate family member;
- 3. Death in the family;
- 4. Extreme weather conditions;
- 5. Religious observances;5
- 6. Pregnancy;
- 7. School endorsed activities;
- 8. Summons, subpoena, or court order; or
- 9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

1. A student that has accumulated **ten (10) or more unexcused** absences reported in the Student Information System for the current year will be ineligible

to attend extracurricular activities including athletics, school dances including the prom.

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

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

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

### **CHECKING IN/OUT OF SCHOOL**

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

### **Late Arrival to School/Class**

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

Parents will be notified and

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

### **GRADUATION ACTIVITIES**

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

### **FINALS**

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

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

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

## **Student Driving**

Students who drive must be registered with the school and a current registration permit visible. The cost of registering a vehicle is \$25.00. Student parking is limited to the student parking area, and all registered vehicles will be issued a parking space. The following is a list of guidelines on the use of the parking lot.

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

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

## **State Attendance and Driver's License Policy**

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

According to this statute, students ages 15-17:

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

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

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

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

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

### **Before/Lunch/After School Hours**

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

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

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

Students waiting on an afternoon bus must remain in the gym hallway or breezeway areas. Other areas are off limits.  
Students who are being picked up by a guardian must be picked up by 3:30 p.m.

## **Discipline**

[https://tsbanet-my.sharepoint.com/:w:/g/personal/policy\\_tsba\\_net/Ea-Ckh6zPetLrFpCnjziMjoBK8KR15B3faXemMTZkpajzO?e=UcgYTF](https://tsbanet-my.sharepoint.com/:w:/g/personal/policy_tsba_net/Ea-Ckh6zPetLrFpCnjziMjoBK8KR15B3faXemMTZkpajzO?e=UcgYTF)

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

## **Student Dress Code**

1. Students must wear clothing, including both a shirt with pants or skirt, or the equivalent (for example, dresses, leggings, or shorts) and shoes.
2. All shirts and blouses must be long enough to go past the waistline to overlap the pants/ skirt/shorts, etc. covering the back, with no cutouts or see-through elements.
3. Clothing of a type, or worn in such a manner, so as to reveal bare skin between the upper chest and mid-thigh is not permitted.
4. Clothing must cover the front and back with no cutouts or see-through elements. See through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
5. Clothing must be worn appropriately and must cover undergarments at all times.
6. Clothing must cover areas from one armpit across to the other armpit. The length of bottoms cannot be shorter mid-thigh. Rips or tears in clothing should be lower than mid-thigh.
7. All pants and shorts must fit at the waist. No sagging or low riding will be permitted.
8. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, woodshop, and other activities where unique hazards exist. In addition, specialized courses may require specialized attire, such as athletic apparel or safety gear.
9. Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers should not be worn).

10. Students are prohibited from wearing clothing, headwear, jewelry, tattoos or other articles of personal appearance that:

- a) Depict profanity, obscenity, the use of weapons, or violence.
- b) Promote the use of tobacco, drugs, alcohol, or other illegal products.
- c) Contains sexually suggestive messages.
- d) Contain language or symbols that degrade gender, culture, religion, sexual orientation, endanger health and/or safety, or ethnic values.
- e) Endanger health or safety.

11. Some examples of prohibited clothing include, but are not limited to:

- a) Belly shirts/crop tops
- b) Capes
- c) Off the shoulder tops
- d) Bathing suits
- e) Tank tops
- f) Tops that expose undergarments
- g) Sleep attire

12. The wearing of hats, caps, bandanas, or sunglasses is not allowed at school. Medical exceptions will be considered by the administration.

13. Non-jewelry chains that could be used to injure others, such as wallet chains, cannot be worn or carried at school.

14. Athletes are to leave their team bags with equipment with a coach or teacher upon arriving at school.

15. Shop and lab rules will be adhered to in the school setting..

16. Exceptions to policy shall be given consideration when a school authorized activity requires different attire. Other exceptions may be granted by the administration upon request. The administration at each school reserves the right to determine what constitutes appropriate dress. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

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

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

19. Principals will have the authority to suspend or waive restrictions of this policy for events such as but not limited to school sponsored activities.

20. Violation of the dress code will result in the following actions at the Principal's or Vice Principal's discretion:

- a) First offense: Warning, correcting, and/or possibly sending home.
- b) Second offense: Parents called and in school detention (1 day).
- c) Third offense: Parents called and in school detention (3 days).
- d) Fourth offense: Suspension for one to three days.
- e) Fifth offense: Discipline Committee meeting resulting in ten days' suspension, thirty days at the alternative school, or expulsion from school.

### **Damage to School Property**

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

### **Announcements and Posters**

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

### **Students in the Hall During Class Time**

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

### **Field Trips**

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

### **Communication and Electronic Devices**



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

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

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

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

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

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

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

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

## **Display of Affection**

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

## **Military Information**

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

## **Transfer Students**

Please refer to the following for more information:

[http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6206\\_14.pdf](http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6206_14.pdf)

## **Lockers**

Each student will be assigned a locker, and the student is responsible for all articles in lockers; therefore, the school will not assume responsibility for any

lost or stolen articles. Students can rent a lock from the school, but they will not be allowed to bring their own lock from home. Students who choose not to lock their lockers should carry their valuable possessions with them. Students are not to place stickers or posters of any kind inside or outside of the locker. The administration will check lockers at random.

### **Student Telephone Calls**

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

### **Textbooks**

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

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

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

### **Vending Machines**

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

### **Lunch and Breakfast**

Claiborne County Schools will be participating in Community Provision Eligibility (CEP) for the school year 2024-2025. All Claiborne County students will receive breakfast and lunch at no cost.

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

Students are not allowed to use services such as DoorDash, UberEats, or another agencies while at school.

## **Visitors**

### **Visitor Code of Conduct**

Parents, community members, and any other visitors to school property or during school programs/activities **MUST NOT**:

1. Act in a threatening manner toward another or others.
2. Injure or threaten another or others.
3. Damage school property, or the personal property of another or others.
4. Disrupt classes, school programs or other school activities in any way.
5. Communicate with another or others in an abusive, harassing, or threatening manner.
6. Audio or video record where there is an expectation of privacy (*i.e.*, classroom instruction, locker rooms, etc.).
7. Disrupt school transportation or confront transportation staff on a bus/vehicle, a road, a neighborhood, etc.
8. Distribute or wear materials which are vulgar, obscene, advocate illegal action, promote drugs, or are disruptive.
9. Harass or discriminate against another or others based on protected class status (*e.g.*, race, color, religion, etc.).
10. Enter school property, or certain areas of school property, when otherwise restricted from entering the same.
11. Fail to promptly leave school property upon being directed to do so by school administration or law enforcement.
12. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, vaping products, or illegal drugs.
13. Possess or use firearms or dangerous weapons, except in the case of law enforcement officers.
14. Gamble or encourage another or others to gamble.
15. Violate any applicable federal or state statute, local ordinance, or board policy.

***If you have questions about this Code of Conduct, please refer to the school system's online Policy Manual located at <https://sites.google.com/claibornecsd.org/cumberlandgaphighschool/home> (Policy No. **INSERT**), and/or contact central office using the following telephone number: 423-626-3543***

**Athletics**

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

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

**Student Organizations and Sports**

***Clubs/Extracurricular Activities***

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

***Sports***

Band	Dance	Softball
Baseball	Golf	Tennis
Basketball	Football	Track
Cheerleading	Soccer	

**Parents, please note the following:**

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

<https://www.claibornecountyschools.com/families>

### **Title I “Parents’ Right to Know”**

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

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

### **Unsafe School Choice**

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

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

### **Student’s Privacy Right**

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

- Inspect and review the student’s education records;
- Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student’s rights, including the right to a hearing upon request;
- File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
- Obtain a copy of Claiborne County Board of Education Policy 6.601 and a copy of such educational records; and
- Exercise control over other people’s access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain

information as “directory information” (that which is contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed).

- Parents of secondary school students have the right to request their child’s name, address and telephone number not be released to a military recruiter without their prior written consent.

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

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

### **Bus Safety Complaint Process**

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

1. All complaints shall be submitted to the transportation supervisor; and
2. Forms may be submitted in person, via phone, mail, or email.

In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor. The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

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

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

### **Protection of Pupil Rights Amendment (PPRA)**

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

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;

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

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

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

[http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/64001\\_15.pdf](http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/64001_15.pdf)

### **Asbestos Hazard Emergency Response Act (AHERA)**

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. The Claiborne County School District's Asbestos Management Plan and information regarding planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities can be found on the district website's Maintenance Department page.

### **McKinney-Vento Homeless Assistance Act**

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

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

School placement of youth in transition shall be determined on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the

student in the case of an unaccompanied youth. Procedures for school placement of youth in transition and information regarding dispute resolution processes can be found online at:

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

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

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

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

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

### **DEFINITIONS**

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

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

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

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular



phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

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

## **COMPLAINTS AND INVESTIGATIONS**

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

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

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

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

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

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

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

## **RESPONSE AND PREVENTION**

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

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

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

## **REPORTS**

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

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

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

### **RETALIATION AND FALSE ACCUSATIONS**

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

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

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

### **Student Complaints and Concerns**

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

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

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

## **Discrimination/Harassment Grievance Procedures**

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

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

*Investigation* — within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except: (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.

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

of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

### **Appointing Complaint Managers**

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

Complaint Managers:

Whitney Bowling and Daniel Satterfield  
P.O. Box 179  
1403 Tazewell Rd.  
Tazewell, TN 37879  
Phone: (423) 626-3543

### **Tennessee Department of Education Contact Information can be found at:**

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

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

Tennessee Disability Services at:  
[http://mingus.kc.vanderbilt.edu/t\\_dir/dsearch.asp](http://mingus.kc.vanderbilt.edu/t_dir/dsearch.asp)

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

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