

# Career Magnet Academy



## Scholar Handbook 2025-2026

*Every Scholar Graduates with a “Diploma Plus”*

**7171 Strawberry Plains Pike**

**Knoxville, TN 37914**

**Ph: (865) 622-3800 Fax: (865) 622-3799**

**<https://www.knoxschools.org/careermagnet>**

CMA Facebook= @CMA\_PSCC  
CMA Instagram= @careermagnetacademy  
CMA Twitter/X= @CMA\_PSCC\_KCS

PSCC website= <https://www.pstcc.edu/>  
PSCC Facebook= pstcc strawberry plains  
PSCC Instagram= @pellissippiestate  
PSCC Twitter/X= @ps

## **Career Magnet Academy Scholar Handbook 2025–2026 School Year**

1. **Bell Schedules**
  - Regular Day
  - Half-Day
  - Early Release
  - 1-Hour Delay
  - 2-Hour Delay
  
2. **CMA Scholar Expectations**
  - Core Values: College/Career Ready, Mindful, Accountable
  - Classroom Behavior, Cell Phone policy
  - Absence and Late Work Policy
  
3. **Campus Policies**
  - Clubs and Athletics
  - Hall Pass and Leaving Class, Cafeteria, and Food Expectations
  - Parking and Student Pickup
  - Dress Code
  
4. **PSCC Student Expectations**
  - Attendance, Communication, and Dual Enrollment Policies
  
- 4-5. **Discipline Guidelines**
  - Levels 1–5 Misbehaviors
  - Possible Consequences
  - Reference to KCS Board Policy J-191
  
6. **Staff Directory**
  - CMA Administrative and Support Staff
  - PSCC Staff Contacts
  
7. **Grading and Academic Requirements**
  - Knox County Schools Grading Scale
  - Graduation Credit Requirements
  
8. **Appendix A**
  - Parent Reference Guide

## 2025-2026 FALL/SPRING BELL SCHEDULES

<b>REGULAR DAY BELL SCHEDULE</b>	<b>HALF-DAY BELL SCHEDULE</b>																																																
<table style="width: 100%; border: none;"> <tr><td style="padding: 2px 10px 2px 20px;">Advisory</td><td style="padding: 2px 10px 2px 20px;">9:25 – 9:55</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">1st Period</td><td style="padding: 2px 10px 2px 20px;">10:00 – 11:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">2nd Period</td><td style="padding: 2px 10px 2px 20px;">11:30-1:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 1</i></td><td style="padding: 2px 10px 2px 20px;">11:30 – 11:55</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 2</i></td><td style="padding: 2px 10px 2px 20px;">12:00 – 12:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 3</i></td><td style="padding: 2px 10px 2px 20px;">12:30 – 12:55</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch4</i></td><td style="padding: 2px 10px 2px 20px;">1:00 – 1:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">3rd Period</td><td style="padding: 2px 10px 2px 20px;">1:30 – 2:55</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">4th Period</td><td style="padding: 2px 10px 2px 20px;">3:00 – 4:30</td></tr> </table>	Advisory	9:25 – 9:55	1st Period	10:00 – 11:25	2nd Period	11:30-1:25	<i>Lunch 1</i>	11:30 – 11:55	<i>Lunch 2</i>	12:00 – 12:25	<i>Lunch 3</i>	12:30 – 12:55	<i>Lunch4</i>	1:00 – 1:25	3rd Period	1:30 – 2:55	4th Period	3:00 – 4:30	<table style="width: 100%; border: none;"> <tr><td style="padding: 2px 10px 2px 20px;">Advisory</td><td style="padding: 2px 10px 2px 20px;">9:25-9:40</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">1<sup>st</sup> Period</td><td style="padding: 2px 10px 2px 20px;">9:45 – 10:30</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">2<sup>nd</sup> Period</td><td style="padding: 2px 10px 2px 20px;">10:35 – 11:20</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">3<sup>rd</sup> Period</td><td style="padding: 2px 10px 2px 20px;">11:25 – 12:10</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">4<sup>th</sup> Period</td><td style="padding: 2px 10px 2px 20px;">12:15 – 1:00</td></tr> <tr><td colspan="2" style="padding: 10px 0 10px 40px;"><b>Early Release Schedule</b></td></tr> <tr><td style="padding: 2px 10px 2px 20px;">Advisory</td><td style="padding: 2px 10px 2px 20px;">9:25-9:55</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">1st Period</td><td style="padding: 2px 10px 2px 20px;">10:00-10:45</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">2nd Period</td><td style="padding: 2px 10px 2px 20px;">10:50-12:45</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 1:</i></td><td style="padding: 2px 10px 2px 20px;">10:50-11:15</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 2:</i></td><td style="padding: 2px 10px 2px 20px;">11:20-11:45</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 3:</i></td><td style="padding: 2px 10px 2px 20px;">11:50-12:15</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 4:</i></td><td style="padding: 2px 10px 2px 20px;">12:20-12:45</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">3rd Period</td><td style="padding: 2px 10px 2px 20px;">12:50-1:40</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">4th Period</td><td style="padding: 2px 10px 2px 20px;">1:45-2:30</td></tr> </table>	Advisory	9:25-9:40	1 <sup>st</sup> Period	9:45 – 10:30	2 <sup>nd</sup> Period	10:35 – 11:20	3 <sup>rd</sup> Period	11:25 – 12:10	4 <sup>th</sup> Period	12:15 – 1:00	<b>Early Release Schedule</b>		Advisory	9:25-9:55	1st Period	10:00-10:45	2nd Period	10:50-12:45	<i>Lunch 1:</i>	10:50-11:15	<i>Lunch 2:</i>	11:20-11:45	<i>Lunch 3:</i>	11:50-12:15	<i>Lunch 4:</i>	12:20-12:45	3rd Period	12:50-1:40	4th Period	1:45-2:30
Advisory	9:25 – 9:55																																																
1st Period	10:00 – 11:25																																																
2nd Period	11:30-1:25																																																
<i>Lunch 1</i>	11:30 – 11:55																																																
<i>Lunch 2</i>	12:00 – 12:25																																																
<i>Lunch 3</i>	12:30 – 12:55																																																
<i>Lunch4</i>	1:00 – 1:25																																																
3rd Period	1:30 – 2:55																																																
4th Period	3:00 – 4:30																																																
Advisory	9:25-9:40																																																
1 <sup>st</sup> Period	9:45 – 10:30																																																
2 <sup>nd</sup> Period	10:35 – 11:20																																																
3 <sup>rd</sup> Period	11:25 – 12:10																																																
4 <sup>th</sup> Period	12:15 – 1:00																																																
<b>Early Release Schedule</b>																																																	
Advisory	9:25-9:55																																																
1st Period	10:00-10:45																																																
2nd Period	10:50-12:45																																																
<i>Lunch 1:</i>	10:50-11:15																																																
<i>Lunch 2:</i>	11:20-11:45																																																
<i>Lunch 3:</i>	11:50-12:15																																																
<i>Lunch 4:</i>	12:20-12:45																																																
3rd Period	12:50-1:40																																																
4th Period	1:45-2:30																																																
<b>1-HOUR DELAY BELL SCHEDULE</b>	<b>2-HOUR DELAY BELL SCHEDULE</b>																																																
<table style="width: 100%; border: none;"> <tr><td style="padding: 2px 10px 2px 20px;">1<sup>st</sup> Period</td><td style="padding: 2px 10px 2px 20px;">10:25 – 11:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">2<sup>nd</sup> Period</td><td style="padding: 2px 10px 2px 20px;">11:30 – 1:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 1</i></td><td style="padding: 2px 10px 2px 20px;">11:30–11:55</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 2</i></td><td style="padding: 2px 10px 2px 20px;">12:00–12:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 3</i></td><td style="padding: 2px 10px 2px 20px;">12:30–12:55</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 4</i></td><td style="padding: 2px 10px 2px 20px;">1:00 – 1:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">3<sup>rd</sup> Period</td><td style="padding: 2px 10px 2px 20px;">1:30 – 3:00</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">4<sup>th</sup> Period</td><td style="padding: 2px 10px 2px 20px;">3:05 – 4:30</td></tr> </table>	1 <sup>st</sup> Period	10:25 – 11:25	2 <sup>nd</sup> Period	11:30 – 1:25	<i>Lunch 1</i>	11:30–11:55	<i>Lunch 2</i>	12:00–12:25	<i>Lunch 3</i>	12:30–12:55	<i>Lunch 4</i>	1:00 – 1:25	3 <sup>rd</sup> Period	1:30 – 3:00	4 <sup>th</sup> Period	3:05 – 4:30	<table style="width: 100%; border: none;"> <tr><td style="padding: 2px 10px 2px 20px;">1<sup>st</sup> Period</td><td style="padding: 2px 10px 2px 20px;">11:25–12:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">2<sup>nd</sup> Period</td><td style="padding: 2px 10px 2px 20px;">12:30–2:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 1</i></td><td style="padding: 2px 10px 2px 20px;">12:30–12:55</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 2</i></td><td style="padding: 2px 10px 2px 20px;">1:00 – 1:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 3</i></td><td style="padding: 2px 10px 2px 20px;">1:30 – 1:55</td></tr> <tr><td style="padding: 2px 10px 2px 20px;"><i>Lunch 4</i></td><td style="padding: 2px 10px 2px 20px;">2:00 – 2:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">3<sup>rd</sup> Period</td><td style="padding: 2px 10px 2px 20px;">2:30 – 3:25</td></tr> <tr><td style="padding: 2px 10px 2px 20px;">4<sup>th</sup> Period</td><td style="padding: 2px 10px 2px 20px;">3:30 – 4:30</td></tr> </table>	1 <sup>st</sup> Period	11:25–12:25	2 <sup>nd</sup> Period	12:30–2:25	<i>Lunch 1</i>	12:30–12:55	<i>Lunch 2</i>	1:00 – 1:25	<i>Lunch 3</i>	1:30 – 1:55	<i>Lunch 4</i>	2:00 – 2:25	3 <sup>rd</sup> Period	2:30 – 3:25	4 <sup>th</sup> Period	3:30 – 4:30																
1 <sup>st</sup> Period	10:25 – 11:25																																																
2 <sup>nd</sup> Period	11:30 – 1:25																																																
<i>Lunch 1</i>	11:30–11:55																																																
<i>Lunch 2</i>	12:00–12:25																																																
<i>Lunch 3</i>	12:30–12:55																																																
<i>Lunch 4</i>	1:00 – 1:25																																																
3 <sup>rd</sup> Period	1:30 – 3:00																																																
4 <sup>th</sup> Period	3:05 – 4:30																																																
1 <sup>st</sup> Period	11:25–12:25																																																
2 <sup>nd</sup> Period	12:30–2:25																																																
<i>Lunch 1</i>	12:30–12:55																																																
<i>Lunch 2</i>	1:00 – 1:25																																																
<i>Lunch 3</i>	1:30 – 1:55																																																
<i>Lunch 4</i>	2:00 – 2:25																																																
3 <sup>rd</sup> Period	2:30 – 3:25																																																
4 <sup>th</sup> Period	3:30 – 4:30																																																

## CMA Expectations

At CMA, our mission is to ensure students embody the true meaning of “scholar” by graduating fully prepared for college, career, or both. To support this mission, our teachers collaborate in grade-level teams to implement a system of differentiated expectations that reflect the evolving needs of students as they grow and mature. These expectations are designed to foster greater independence and responsibility, guiding students in their development from freshman to senior year. Below is a quick reference guide outlining these expectations.

<b>We Are CMA</b>		
<p><b><u>C</u>ollege/<u>C</u>areer <u>R</u>eady</b></p> <ul style="list-style-type: none"> <li>● Be Prepared</li> <li>● Be Competent</li> <li>● Be Goal-Oriented</li> </ul>	<p><b><u>M</u>indful</b></p> <ul style="list-style-type: none"> <li>● Be an Active Listener</li> <li>● Be Responsible</li> <li>● Be Respectful of Self/Others</li> </ul>	<p><b><u>A</u>ccountable</b></p> <ul style="list-style-type: none"> <li>● Be Present</li> <li>● Be Engaged</li> <li>● Be Conscious with Time Management</li> </ul>

### Classroom Expectations

- First and foremost, the administration supports teachers in setting their own expectations within the classroom. It is the student’s responsibility to know the different expectations from teacher to teacher.
- Computers—Computers should be fully charged upon arrival to CMA each day. The expectation is that students will bring their device and charger to school every day. Students are expected to only visit websites approved by the instructor. Students may only use Knox County School-provided technology in the classroom. Any use of AI technology for classwork will be considered academic dishonesty (plagiarism/cheating) and is subject to both academic and disciplinary repercussions.
- During the presentation of information (teacher or student-led), students will remain seated and quietly attentive.
- The class will be dismissed by the teacher. Do not put away materials until instructed to do so. Please wait for the previous class to leave the room before entering.
- When a substitute teacher is present, he or she should be treated with the utmost respect. Discipline reports will result in office referrals.

### Cell Phones/Earbuds/Headphones: CMA Cell Phone Policy Summary for Students

**Starting the 25/26 school year, students will be expected to keep personal devices powered off and out of sight during school hours (9:25-4:30), unless specifically allowed for an educational purpose, emergency, or approved use through a KCS health plan, IEP, or 504.**

At Career Magnet Academy, students will store their devices in their backpack, shoulder bag, duffel bag, or purse. If the student does not have such a carry-all, teachers will have cell phone holders in their classrooms, or the student may store their device in an administrator’s office.

#### **Improper Use or Storage of Devices:**

If a student uses or stores their phone in a way that violates CMA’s/KCS’s wireless device policy, the device may be confiscated and will only be returned to a parent or guardian. Repeated or serious violations may also result in disciplinary consequences.

Please reference KCS board policy **J-240 - Use of Wireless Communication** for additional information.

**Leaving Class:** There should be no students in the hallway during the first and last 10 minutes of the class period. Every student must have a hall pass when out of the classroom.

### **Absence and Academic Expectations:**

Within 3 days, students must check Canvas and email their teacher to make arrangements for missing work. When a student turns in any late work for their teacher, they must notify the teacher when they have submitted their academic work. Once the due date has passed, the assignment is considered late. The penalty for late work is at the discretion of the teacher.

\*If the student is present when the due date is established, the due date remains the same.

If the student is absent on the due date, the assignment is due immediately upon return.

### **Clubs and athletics**

At CMA, we believe that learning and growth extend beyond the classroom. Our clubs and athletic programs are designed to help students explore their interests, build connections, and develop new skills. These opportunities are always evolving based on student interest and involvement. We also offer a variety of athletic programs for students looking to stay active and compete as part of a team. For more details about our sports offerings and all student life opportunities, we invite you to visit our school website. We encourage all students to get connected and make the most of their CMA experience.

### **Cafeteria & Other Food/Drink-Related Expectations**

- Visitors are NOT permitted in the cafeteria or picnic tables during lunch periods.
- Students must remain in the cafeteria or at picnic tables during their lunch periods. Students should NOT be in instructional or unsupervised areas.
- Food & drink are only permitted in the classroom per teacher discretion.
- Eating areas are to be left clean and trash-free.
- Students/parents may not place food orders to be delivered to the school.
- Microwave use is prohibited during instructional time.

### **Parking and Traffic Information**

Parents are permitted to drop off students at the front entrance of CMA. However, due to bus traffic and safety considerations, student pickup at the front of CMA is not allowed. Instead, parents picking up students at the 4:30 p.m. dismissal time must use the rear parking lot of the PSCC Strawberry Plains campus.

### **Be Aware of the Following**

- Students who bring personal items, including but not limited to cell phones, electronics, or large amounts of money, should secure items at all times. CMA is not responsible for any lost/broken personal items while on campus.
- The use of technology is a privilege. Misuse or abuse of the technology provided will result in loss of access on some level, depending on the severity of the infraction.
- Parents are encouraged to contact the teacher through email, Parent Square, or by calling the school and leaving a message. Electronic communication is recommended for the most timely response.
- Students are NOT allowed on the Pellissippi side of the building until they have a class there or are officially PSCC students. This includes the bookstore, vending machines, bathrooms, etc.

### **Dress Code**

- Pants must be worn at the waist. No sagging allowed. **No pajama pants.**
- Shirts, blouses, & dresses must completely cover the abdomen, shoulders, and back and must have sleeves. No midriff can be visible. Low-cut tops that expose cleavage are prohibited. No sleeveless shirts for gentlemen are allowed.
- Head apparel, except for religious or medical purposes, is not allowed to be worn inside the school building.
- Footwear is required and must be appropriate for the activity.
- Clothing, accessories, backpacks, and notebooks must not display racial/ethnic slurs/symbols, gang affiliations, disruptive/vulgar or sexually explicit language/images, nor should they promote items that students cannot legally buy such as, but not limited to, tobacco, vapes, drugs, alcohol, etc.
- Skirts, dresses, & shorts should be beyond mid-thigh length.
- Blankets are not permitted.
- Other prohibited items include large and/or heavy chains, studded or chained accessories, sunglasses (except for medical reasons), and skin-tight outer garments without proper coverage.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.

## PSCC Expectations

- Attend all classes promptly and consistently
- Communicate with the Professor
- Students are required to meet weekly with the college & career counselor.
- Utilize all tutoring opportunities when needed
- Be respectful to all students and faculty
- Remember that we are guests on the PSCC campus, so be courteous and clean up after yourself
- If a dually enrolled student doesn't have a PSCC class or a CMA class, they are required to be in a college seminar.
- There may be times when a dually enrolled student has a late arrival class or they finish the day early. If they are a senior or a 2nd-semester junior, with the correct paperwork signed by a parent, they may come in late or leave early. Once they leave campus for the day, they are not to return (ie not allowed to run to Taco Bell in their break between classes)
- Dually enrolled sophomores need to ask permission to go to the bookstore or vending machines during lunch. Dually enrolled sophomore students are not allowed to leave campus.
- It is expected that nobody will loiter in the parking lot before, between, or after classes.

## Misbehaviors and Disciplinary Options

Violation	Possible Consequences
<b>LEVEL 1 BEHAVIORS</b>	
Dress Code Violation	Administrative conference/Parent contact
Tardy to Class	Administrative conference/silent lunch/parent contact
<b>LEVEL 2 BEHAVIORS</b>	
Repeated Violations of Level 1	Parent Contact/Silent Lunch/RLC
Class Cut	Administrative Conference/Parent Contact/RLC
Inappropriate Physical Conduct/Horseplay	Administrative Conference/Parent Contact/RLC
Profanity/Abusive Language in School	Administrative Conference/Parent Contact/RLC
Unauthorized Area	Administrative Conference/Parent Contact/RLC
<b>LEVEL 3 BEHAVIORS</b>	
Repeated Violations of Level 2	Administrative Conference/Parent Contact/RLC/OSS
Bus Misconduct	Administrative Conference/Parent Contact/RLC/OSS
Cell Phone Violation/Inappropriate Use of	Administrative Conference/Parent

Electronics	Contact/RLC/OSS
Cheating	Administrative Conference/Parent Contact/RLC/OSS
Disruption of the School Environment	Administrative Conference/Parent Contact/RLC/OSS
Fighting	Administrative Conference/Parent Contact/RLC/OSS/Disciplinary Hearing
Harassment/Bullying	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Leaving School Grounds w/o Permission	Administrative Conference/Parent Contact/RLC/OSS
Non-compliance with School Staff	Administrative Conference/Parent Contact/RLC/OSS
<b>Violation</b>	<b>Possible Consequences</b>
<b>Level 3 Behaviors Continued</b>	
Peer Conflict	Administrative Conference/Parent Contact/RLC/OSS
Possession/Use/Distribution Illegal/Prescription Drugs	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Possession/Use/Distribution Tobacco/Vapes	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Profanity/Abusive Language to Staff	Administrative Conference/Parent Contact/RLC/OSS/Disciplinary Hearing
Threat Class 1	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Vandalism/Damage of Property	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing/Restitution
<b>Level 4 Behaviors</b>	
Repeated Violations of Level 3	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Possession/Use/Distribution of Alcohol	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Threat Class 2	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing

<b>Level 5 Behaviors</b>	
Repeated Violations of Level 4	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Assault of Student or Staff	Administrative Investigation/Parent Contact/RLC/OSS/Disciplinary Hearing
Possession/Use/Distribution of ANY Substance containing THC	Zero tolerance/OSS/Disciplinary Hearing

***\*\*\* For a complete list of behaviors and consequence options, please refer to KCS Board policy J-191 Misbehaviors and Disciplinary Options***

### **Career Magnet Academy Staff**

<b>Name</b>	<b>Email</b>	<b>Department</b>
Charlene Lewis	Charlene.Lewis@knoxschools.org	Executive Principal
Robert Angel	Robert.Angel@knoxschools.org	Assistant Principal
Doug James	Doug.James@knoxschools.org	Dean of Students
Ann Orpurt	ann.orpurt@knoxschools.org	Guidance Counselor
Cortney Kerr	Cortney.Kerr@knoxschools.org	Bookkeeper
Kathy Harshaw	kathy.harshaw@knoxschools.org	Executive Secretary
Ron Rupard	ron.rupard@knoxschools.org	IT
Christina Roberts	christina.roberts@knoxschools.org	Nurse
Kim Brown	kimberly.brown@knoxschools.org	Special Education
Laurenda Hanks	laurenda.hanks@knoxschools.org	Special Education
Yanina Zinchenko	yanina.zinchenko@knoxschools.org	Media/Library
Darien Sabino	darien.sabino@knoxschools.org	Restorative Interventionist
Johnathan Allen	jonathan.allen@knoxschools.org	Social Worker
Matt Miceli	matthew.miceli@knoxschools.org	SSO
Mike North	mnorth@pstcc.edu	Dean of PSCC Strawberry Plains Campus
Spencer Joy	sjoy@pstcc.edu	Dual Enrollment Specialist
PSCC Disability Services	disabilityservices@pstcc.edu	PSCC Disability Services

## KCS Grading Scale

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>D</b>	<b>60-69</b>
<b>F</b>	<b>0-59</b>

## Graduation Requirements

CORE SUBJECTS	NUMBER OF CREDITS
English	4 (English I, II, III, IV)
Mathematics	4 (Alg. 1, Geo, Alg. 2, & one higher level math)
Science	3 (Bio, Chem or Physics, and one additional lab science)
World History or Geography	1
U.S. History	1
U.S. Government	1/2
U.S. Economics	1/2
Physical Ed. and Health	1.5 (Wellness and .5 of PE)*
Personal Finance	1/2
Elective Focus	3**
University admissions	Foreign Language (2 in same), 1 fine/performing art
<b>TOTAL</b>	<b>28</b>

- \*The additional ½ credit in PE may be met by completing a PE course (in addition to Wellness) or by submitting a documented and equivalent time (65 hours) of physical activity in school-sponsored activities such as marching band, JROTC, cheerleading, dance, interscholastic athletics, or other board-approved activities.
- \*\*The elective focus may be 3 courses in business or 3 dual enrollment classes.

## Criteria for Graduating with Distinction or Honors

Students may graduate with honors and/or distinction by meeting the criteria established for the Tennessee diploma with honors or distinction.

### **Honors Diploma**

Students who score at or above all of the subject readiness benchmarks on the ACT or equivalent scores on the SAT will graduate with an honors diploma.

**The ACT benchmarks are**

ACT English	18
ACT Math	22
ACT Reading	21
ACT Science Reasoning	23

**Distinction**

Students will be recognized as graduating with “distinction” by attaining an unweighted B (3.0) average and completing at least one of the following:

1. Earn a nationally recognized industry certification.
2. Participate in at least one of the Governor’s Schools.
3. Participate in one of the state’s All-State musical organizations.
4. Be selected as a National Merit Finalist or Semifinalist.
5. Attain a composite score of 31 or higher on the ACT.
6. Attain a score of 3 or higher on at least two advanced placement exams.
7. Successfully complete the International Baccalaureate Diploma Programme.
8. Earn 12 or more semester hours of transcribed postsecondary credit.

**Appendix A****Career Magnet Academy****Parent Reference Guide to School Tools, Terminology, and Academic Programs**

Welcome to Career Magnet Academy (CMA). As part of our commitment to fostering a strong partnership between school and home, we have developed this guide to help parents and guardians understand the platforms, terminology, and academic programs utilized at CMA. This guide is intended to provide clarity regarding the resources available to your student and to promote active parental engagement in their academic success.

**Essential School Platforms****Brightspace**

Brightspace is the designated learning platform for students enrolled in Dual Enrollment courses through Pellissippi State Community College (PSCC). Parents and guardians are encouraged to monitor student progress and grades for college-level coursework via Brightspace.

**Canvas**

Canvas serves as the primary online learning management system for all CMA students. This platform provides access to daily class assignments, resources, and grades. Canvas is also utilized during Advisory periods for academic planning, goal setting, and communication between students and teachers.

**Aspen Family Portal**

Aspen is the official parent portal offering secure access to your student’s academic records, including:

- Course grades and assignment details
- Attendance records
- Progress reports and report cards

- State testing scores
- Direct communication with teachers

Parents may also set up automatic notifications for academic updates, including alerts when grades fall below a designated threshold.

### **ParentSquare**

ParentSquare is CMA's primary platform for school-to-home communication. Features include:

- Receiving school updates via email, text message, or app notifications
- Flexible notification settings (instant updates or daily digest at 6 p.m.)
- Two-way communication with teachers, staff, and other parents
- Automatic translation of all communications into the preferred language of the family

## **I. Academic Programs and Common Terms**

### **Advisory**

Advisory is a structured period held weekly during which students meet with faculty advisors to:

- Monitor and reflect on academic progress
- Set and review personal academic goals
- Participate in social-emotional learning activities

This session is designed to provide individualized support and foster meaningful student-teacher relationships.

### **Roll Back Sessions**

Roll Back sessions are held regularly to reinforce academic success through the 5 R's:

- Remediation – Targeted academic support
- Reviewing – Re-examination of essential concepts
- Revising—Opportunities to improve academic work
- Reading—Development of literacy skills
- Relational Capacity/Reset – Relationship building and personal goal realignment

These sessions offer students an opportunity to address academic challenges and strengthen essential learning skills.

### **Course Syllabi**

Each course provides a syllabus, a formal document outlining course objectives, grading procedures, class policies, and significant deadlines. Parents are encouraged to review syllabi to understand the expectations of each course.

## **Testing and Assessments**

- Freshman Year:

- Pre-ACT (College readiness benchmark assessment)
- YouScience (Career aptitude and interest assessment)

- Sophomore Year:

- Accuplacer (Assessment for college readiness and dual enrollment qualification)

- ACT (Spring administration)
  
- Junior Year:
  - ACT (State-mandated college entrance exam)
  - ASVAB (Optional vocational aptitude assessment)
  - Accuplacer (as applicable for dual enrollment)
  
- Senior Year:
  - ACT (Fall re-test opportunity)

### **Diploma Plus (Diploma+) Commitment**

CMA is committed to ensuring that every graduate achieves a Diploma Plus, meaning students will graduate with:

- College credit through dual enrollment coursework, or
- Industry-recognized certifications that prepare them for immediate career opportunities.

This initiative is designed to equip all CMA graduates with advanced academic or career-ready credentials beyond the traditional high school diploma.

For any additional information or specific questions regarding CMA programs, platforms, or academic expectations, parents and guardians are encouraged to contact the school administration. CMA remains dedicated to maintaining transparent and supportive communication with all families to promote student achievement.