

Career Magnet Academy

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



CMA

**CAREER MAGNET ACADEMY
at PELLISSIPPI STATE**

Every Scholar Graduates with a “Diploma Plus”

Scholar Handbook 2026-2027

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= @pellissippistate
PSCC Twitter/X= @ps

2026-2027 FALL/SPRING BELL SCHEDULES

REGULAR DAY BELL SCHEDULE	HALF-DAY BELL SCHEDULE
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> 12:15 – 12:40 <i>Lunch 3</i> 1:00 – 1:25 3rd Period 1:30 – 2:55 4th Period 3:00 – 4:30	Advisory 9:25-9:40 1st Period 9:45 – 10:30 2nd Period 10:35 – 11:20 3rd Period 11:25 – 12:10 4th Period 12:15 – 1:00 Early Release Schedule 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 3rd Period 12:50-1:40 4th Period 1:45-2:30
1-HOUR DELAY BELL SCHEDULE	2-HOUR DELAY BELL SCHEDULE
1st Period 10:25 – 11:25 2nd Period 11:30 – 1:25 <i>Lunch 1</i> 11:30 – 11:55 <i>Lunch 2</i> 12:15 – 12:40 <i>Lunch 3</i> 1:00 – 1:25 3rd Period 1:30 – 3:00 4th Period 3:05 – 4:30	1st Period 11:25 – 12:20 2nd Period 12:25 – 2:20 <i>Lunch 1</i> 12:25 – 12:50 <i>Lunch 2</i> 1:00 – 1:25 <i>Lunch 3</i> 1:35 – 2:00 3rd Period 2:30 – 3:25 4th 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 students’ evolving needs 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.

We Are CMA		
<u>College/Career Ready</u> • Be Prepared • Be Competent • Be Goal-Oriented	<u>Mindful</u> • Be an Active Listener • Be Responsible • Be Respectful of Self/Others	<u>Accountable</u> • Be Present • Be Engaged • Be Conscious with Time Management

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 at 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 26/27 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 to 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 at the teacher's 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 these 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.
- Face painting is not permitted, which includes mask-like coverings over the face and eye area.

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 (i.e., 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.

Career Magnet Academy Staff

Name	Email	Department
Charlene Lewis	Charlene.Lewis@knoxschools.org	Executive Principal
Marquis Dotson	Marquis.Dotson@knoxschools.org	Assistant Principal
Janet Acosta	Janet.Acosta@knoxschools.org	Dean of Students
Ruth Dyer	Ruth.Neubertdyer@knoxschools.org	Guidance Counselor
Cortney Kerr	Cortney.Kerr@knoxschools.org	Bookkeeper
Kathy Harshaw	Kathy.Harshaw@knoxschools.org	Executive Secretary
Christina Roberts	Christina.Roberts@knoxschools.org	Nurse
Jamila Sabino	Jamila.Sabino@knoxschools.org	CCR
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
Chelsea Timms	Chelsea.Timms@knoxschools.org	SSO
Mike North	mnorth@pstcc.edu	Dean of PSCC Strawberry Plains Campus
PSCC Disability Services	disabilityservices@pstcc.edu	PSCC Disability Services

KCS Grading Scale

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

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 the same), 1 fine/performing art
TOTAL	28

- *The additional ½ credit in PE may be met by completing a PE course (in addition to Wellness) or by submitting a documented 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. Earn 12 or more semester hours of transcribed postsecondary credit.

Discipline Chart

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	Level 5
Dress Code Violation	Repeated violations or pattern of Level 1 with evidence of intervention	Repeated violations or a pattern of Level 2, with evidence of interventions	Repeated Violations or a pattern of Level 3, with evidence of implemented interventions	Repeated violations of a pattern of Level 3, with evidence of implemented interventions
Vehicle Violation	Class Cut (High School/PSCC), Disruption of class or school,	Cheating, Obscene Materials, non-compliance with staff request, profanity toward staff,	Threat (Class 2)	Assault of Staff/Student
Tardy to Class/School	Profanity/Abusive Language in School	Sexual harassment, harassment, drug possession,	Possession, Use, or Distribution of Alcohol	Possession, Use, or Distribution of Illegal Drugs
Public Display of Affection (PDA)	Unauthorized Area	Possession of prescription drugs without School Approval, Vandalism, Leaving school without permission		
	Inappropriate Physical Contact/Horseplay	Possession of Nonprescription Drugs, Threat (Class1)		
		Trespassing on School Grounds		

*****Any student found in violation of any of these policies is subject to search*****

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

Misbehaviors and Disciplinary Options