

COLUMBIA *CENTRAL* HIGH SCHOOL

Home of the Lions

921 Lion Parkway

Columbia, Tennessee 38401

931-381-2222

931-381-6434 (Fax)

www.columbiacentralhigh.com

follow us on Twitter @CHSLionNation

Name _____

Address _____

City _____

Phone _____ Cell _____

Email _____

Locker # _____ Combination _____

Schedule

CLASS	TEACHER	ROOM #	GRADE

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KEY CONTACTS

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Counselors

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Brandy Tallman

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Rose McClain – 11th Grade

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Ellen Lawson

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Family Resource Director

Jeanetta Robertson
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School Resource Officer

Tracy Duke
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David Savage
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Dear Students:

Welcome! We are pleased that you have chosen to attend Central High School, Home of Lion Pride Spirit. If one word could describe CHS it would be—TRADITION. Your talents and skills will help us continue our winning tradition – in and out of the classroom. It is our goal to provide a safe, positive, stimulating environment for you. Further, we promise to offer you an opportunity to prepare for life after high school. With your cooperation, reaching our goals will be easy.

We encourage you to set goals that will help you avoid mediocrity. Be the best that you can be. Good grades are important, but what you learn is more important. Be a committed LION—get involved!

This handbook contains important school and district policies and guidelines for all CHS students. It will help you overcome roadblocks on the way to graduation. We extend our best wishes for success in all your pursuits. If you have any questions concerning CHS, please feel free to call or visit at any time. Parents of students are always welcome. With the cooperation of students, parents, community, and school personnel, we can reach our goals of providing our students with the foundation to take their places as productive members of society.

Once again, welcome!

MISSION

To Educate, Encourage, and Empower all Students



GOALS 2019-2020

By Graduation...

1. All students performing at or above ACT benchmarks
2. All students financially literate
3. All students participating in AP, dual enrollment, industry certification, work based learning, or military preparation

VISION 2019-2020

The vision of Columbia Central High School is to unlock student potential by utilizing the Keys to College and Career Readiness to prepare all students for lives of learning, leadership, and service

PERSONAL GOALS

1. _____
2. _____
3. _____

Bell Schedule Columbia Central High School 2019-2020

Bell Schedule Columbia Central High School 2019-2020

Students released from buses to enter bus room. 7:00 a.m.
Students released from bus room 7:35 a.m.
Warning bell 7:42 a.m.

1 st block.....	7:45 a.m.– 9:10 a.m.
2 nd block.....	9:15 a.m.-10:40 a.m.
Announcement/Pledge.....	10:40 a.m.-10:45 a.m.
Lion Time.....	10:50 a.m.-11:20 a.m.
3 rd block.....	11:25a.m.-1:15 p.m.
Lunch A	11:25a.m.-11:50 a.m.
Lunch B	12:20 p.m.-12:45 p.m.
Lunch C	12:50 p.m.-1:15p.m.
4 TH block	1:20 p.m.-2:45 p.m.

CHS FACTS

Enrollment	Approximately 1300 students
Teachers	97
Principal	1
Assistant Principals	3
Guidance Counselors	3
Social Worker	1
School Resource Officer	2
Sports Teams	20 +
Clubs	40 +
Advanced Placement Courses	Currently 10t
Honors Courses	All Core Areas
Dual Enrollment	Columbia State Community College Northfield Training Center

HISTORY OF COLUMBIA CENTRAL HIGH SCHOOL

Central High School first served the community of Columbia, Tennessee in the late 1800s on South Main Street. The exact location of the building is not known. The first class, culminating in the eleventh grade and consisting of mostly girls, graduated in 1896, and in about 1901, the school moved to the property of the old Athenaeum, which was once a prestigious girls' school. By 1915, a majestic school building on West Eighth Street was erected; with such features as a gymnasium, an auditorium, and several science laboratories, it was considered a superior school plant. In 1916, the first twelfth graders, mostly boys, graduated as a class. By the late 1950s, the school had become outdated and congested, so Maury County built a new high school on Experiment Station Lane (now known as Lion Parkway); it opened in 1961. The old West Eighth Street building eventually fell into disrepair and—despite valiant efforts to save it—was ultimately razed.

Currently, an elaborate new campus is being constructed on the same Lion Parkway land that has been Central's home since 1961; the old buildings are giving way in phases to modern structures that will ensure CHS remains a state-of-the-art facility providing its students with the means to succeed in the twenty-first century. This ambitious project will be completed in 2018.

The school has seen many changes over the decades. In 1969, with the closing of Carver Smith School, complete integration was accomplished. The enrollment rose from less than 1,000 in the 1960s to over 1,900 in the 1980s and 1990s. In 1988, the ninth grade was moved from Whitthorne Junior High to CHS, returning Central to the four-grade status it had held earlier in its history.

From its beginning, CHS has been accredited, and it has also consistently held recognition as one of Tennessee's "Five A" schools. CHS graduates have distinguished themselves in countless professions and achievements, and the dedicated faculty and

administration have through the years made every effort to continue to aid students in preparing themselves for successful futures.

ALMA MATER

*On Columbia's western border
Reared against the sky,
Proudly stands our Alma Mater
As the years go by.*

*Forward ever be our watchword,
Conquer and prevail;
Hail to thee, our Alma Mater!
Columbia High – All Hail!*

*Cherished by our sons and
daughters,
Memories sweet shall throng,
'Round our hearts our Alma
Mater,
As we sing our song.*

*Forward ever be our watchword,
Conquer and prevail:
Hail to thee, our Alma Mater!
Columbia High – All Hail!*

Colors:
Purple and Gold

Mascot:
Lion

**COLUMBIA CENTRAL HIGH SCHOOL
GRADUATION REQUIREMENTS**

Classes of 2019 – 2022

22 Credits Required for Graduation

English 4 Credits

English I 1
English II 1
English III 1
English IV 1

Math 4 Credits

(Students must take math each year.)

Algebra I 1
Geometry 1
Algebra II 1
Upper Level Math 1

Personal Finance .5 Credits

Wellness and Physical Education 1.5 Credits

Lifetime Wellness 1
Physical Education .5

Science 3 Credits

Biology I 1
Chemistry or Physics 1
Another Lab Science 1

Social Studies 3 Credits

World Geography or World History 1
United States History 1
Economics .5
Government .5

Foreign Language 2 Credits

(In the same language)

Fine Arts 1 Credit

(Such as Art, Band, Chorus, Music, Theater Arts)

Elective Focus (See note.) 3 Credits

Course Substitutes

- The Physical Education requirement may be met by marching band or athletic team participation.
- JROTC (2 years) for Lifetime Wellness
- JROTC (3 years) for Lifetime Wellness, Physical Education, Government, and Personal Finance
- English Language Learners may substitute up to two credits for English.

According to State Board Policy, schools may waive the foreign language and fine arts requirements in exceptional circumstances.

Note: The State Board of Education requires all students to complete an **elective focus** program of study of no less than three credits to prepare for postsecondary study and lifelong learning. The elective focus should be finalized by the junior year.

CLASS CLASSIFICATION

<i>Grade Classification</i>	<i>Units of Credit</i>
Freshman	0 – 4.5
Sophomore	5.0 – 9.5
Junior	10.0 – 14.5
Senior	15 or more

LETTER/NUMBER GRADE CONVERSION

A+ = 98	A = 95	A- = 93
B+ = 91	B = 88	B- = 85
C+ = 83	C = 80	C- = 75
D+ = 75	D = 73	D- = 70
F = 65		

INTERPRETATION OF THE GRADING SYSTEM

Grade	Scale	Percentage Range	Weighting for Honors	Weighting for AP
A	4.0	93 – 100	May include 3 points	May include 5
B	3.0	85 – 92	to the grades used to	points to the grades
C	2.0	75 – 84	calculate the semester	used to calculate
D	1.0	70-74	average.	the semester
F	0.0	0 – 69		average.

1. Seventy percent mastery of the subject matter shall be considered passing.
2. Number grades shall be used on the report cards and the cumulative records.
3. Nine weeks' grades shall be determined by numerical average of daily work, oral and/or written assignments and tests. **The end of quarter test/exams will count 20% of the semester grade.**
4. Report cards shall be issued 4 times per school year. Progress reports will be distributed every 9 weeks.
5. All courses offered at CHS are on the semester system. Subjects cannot be repeated except in case of a failing grade. State law prohibits the earning of duplicate credits.
6. Incomplete grades at the end of any nine weeks must be removed no later than the end of the following nine weeks or the grade will automatically be recorded as "0" and averaged with other grades to determine the final average. Incomplete grades for the fourth nine weeks must be completed by the end of summer remediation.

SCHEDULE CHANGES

Students take 7 courses for credit. Registration for next year's courses is February through April. Central High School sets the number of sections and builds its Master Schedule based on student needs and requests for courses. The spring registration determines the courses the school will offer the following fall. Once the Master Schedule has been created, students are obligated to take the courses they requested. In other words, students will not be allowed to change their minds in August. Students, therefore, should plan their schedules in a thoughtful, careful manner to match their abilities and their educational needs.

Class Changes allowed in July: Valid schedule corrections will be made to update schedules based on completion of summer credit recovery or to correct a scheduling error made by the school. The beginning of the terms cannot be times to revise schedules as a result of changing intentions or changing minds. The master schedule has already been created and classes balanced.

No Dropping in Level: Students who requested and who were recommended for Honors and Advanced Placement courses in the spring will be obligated to take these courses in the fall. Students may not drop a level because they changed their minds over the summer or because they did not do the outside reading or because they desire a different teacher.

Problems with a Class: A student who is experiencing problems in a class will not be removed from the class outside the policies stated above. When problems develop, the following procedures should be followed:

1. The student should consult the teacher for ways to improve.
2. If the problems still exists, the parent should talk to the teacher. Conversation can occur over the phone or through email, but the best communication is still person to person.
3. If the problem continues to exist, the parent can request a school meeting that includes the teacher, the student, the parent(s), the appropriate school counselor, and the grade-level assistant principal. This team will form a plan of action.

ADVANCED PLACEMENT

The following Advanced Placement courses are available:

English IV	Studio Art
English III	United States History
Biology	Environmental Science
European History	Calculus
AP Physics	World Geography
Chemistry	Statistics
AP Government	AP Art History



Students may take a College Board Exam in the spring to earn college credit for Advanced Placement courses. Students must sit for the AP exam to earn the 5 points in qtr 4.

HONORS PROGRAM

In order to provide a challenging academic program for the students who meet the criteria, accelerated classes are available in English, math, science, and social studies for grades 9-12.

DUAL ENROLLMENT—COLUMBIA STATE COMMUNITY COLLEGE & CHS

Requirements:

1. Junior or Senior
2. Cumulative GPA of at least 3.0
3. ACT composite score of at least 19
4. Math and English sub scores of at least 19 to enroll in math or English courses, and
5. CHS administrative approval.

Dual enrollment allows high school students who rank above average in academic achievement to enroll in CSCC classes and receive both college credit and high school credit for these classes. **Parental permission is required. Tuition must be paid to CSCC and a copy of the receipt submitted to the guidance office before CHS registration procedures are finalized. Students must provide their own transportation to CSCC.

DUAL ENROLLMENT—TENNESSEE TECHNOLOGY CENTER & CHS

Any student interested in dual enrollment with the Tennessee Technology Center should contact the guidance office for additional information.

HONOR ROLL

Honor rolls are posted after each grading period. A student must have a grade of 93 or above in all classes for the grading period to be placed on the High Honor Roll. A student must have a grade of 85 or above in all classes for the grading period to be placed on the Honor Roll.

TESTING

END OF COURSE TESTS – All students enrolled in Algebra I, Algebra II, Biology, English I, English II, English, Geometry, and/or U.S. History will be required to take state end-of –course tests. **Test grades will count for 15 percent of the course grade.**

PSAT/NMSQT – This test is offered in October each year. Juniors wanting to be considered for the National Merit Scholarship must take this test. Sophomores may take the test for practice only. It also gives students an idea of what the SAT is like and an estimation of their SAT scores. Students can discover areas of relative weakness and work to improve these areas before taking the SAT.

ACT & SAT – These tests are college admissions tests which are required by most community colleges, colleges, and universities. All juniors will be required to take the ACT in the spring of their junior year. A student may take either test as many times as he/she desires, on any of the national test dates. Registration forms are available in the guidance office.

ASVAB – The Armed Services Vocational Aptitude Battery is taken during a student’s Sophomore year. The ASVAB is required for any person enlisting in any branch of the military service. It is also useful in helping students see in which career areas they might be most successful.

HIGH SCHOOL COURSE ASSESSMENTS – End of course assessment tests will be administered in accordance with emerging national standards and will include performance components.

CIVICS- all seniors are required by state policy to take a civics test to graduate.

TESTING SUMMARY

TEST	WHO	WHEN
PSAT/NMSQT	Voluntary, 9 th , 10 th or 11 th	Fall 2019
Civics	Seniors	Must have a 70 to graduate. Before student graduates
ACT	All 11 th graders	Spring 2020 & 6 National test dates
SAT	University path – 11 th or 12 th grade	6 National Test Dates
ASVAB	10 th grade	See Guidance
End of Course	Any student enrolled in Algebra I, Algebra II, Biology, English I, English II, English III, and/or U.S. History, Geometry	Fall and Spring 2019-2020
Semester Final Exams	Every student	At the end of all quarters
NAEP	Selected Seniors	January 2020

TRANSCRIPTS

A transcript is the student's official high school academic record sent upon his/her request to legitimate agencies. Students are required to complete an application form to have a transcript sent to a college, technological school, employer, or scholarship provider. The school charges \$2.00 for each transcript. Students must turn in a request for the final transcript to be sent to the college or colleges of his/her choice. This should be completed in the guidance office.

STUDENT RECORDS

CONFIDENTIALITY OF STUDENT RECORDS

The Tennessee General Assembly's 1973 Session amended T.C.A. 15-305 by adding the following:

The records of students in public educational institutions shall be treated as confidential. Information in such records relating to academic performance, financial status of a student or his parent or guardian, medical or psychological treatment or testing shall not be made available to unauthorized personnel of the institution or to the public or any agency, except those agencies authorized by governing boards of the institution without the consent of the student involved or the parent or guardian of a minor student, except as legal process or in cases when the safety of persons or property is involved. The governing board of the institution, state department of education, and Tennessee Higher Education Commission shall have access on a confidential basis to such records as are required to fulfill their lawful functions. Statistical information not identified with a particular student may be released to any person, agency, or the public; and information relating only to an individual student's name, age, address, dates of attendance, grade levels completed, class placement, and academic degrees awarded, may likewise be disclosed.

The principal or his designated representative is authorized to transmit a transcript of the academic record of a pupil to any other school to which the pupil transfers or to any college or post-secondary institution to which the student applies for admission when the transcript is requested by the receiving school or institution.

DISCLOSURE OF RECORDS TO NON-CUSTODIAL PARENTS

In the case of divorce or separation, access must be provided to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's rights. In this context, a legally binding document is a court order or other legal paper that prohibits access as to educational records or removes the parent's right to have knowledge about his student's education. Custodial or other residential arrangements for a student do not, by themselves, affect the rights of the student's parents.

Schools are not required to inform non-custodial parents of a student progress nor arrange conferences to accommodate the non-custodial parent. However, if records of conferences are maintained, the non-custodial parent has a right to see the records.

Schools are not legally required to provide non-custodial parents such notices as: lunch menus, teacher conferences, school pictures, general notices, and other similar information which are not “education records” as defined in the law. Any parent, custodial or non-custodial, may ask the school for the opportunity to review records either by going to where the records are kept or by requesting copies. The school may ask the parent for identification. The school does not need the permission of the custodial parent to give access to the non-custodial parent.

HEALTH RECORD

Tennessee state law requires no child shall be permitted to enroll (or attend) any school without proof of immunization. A student who transfers from a non-public, state public or out-of-state school must go to the regional health office to present documentation of his immunization. The health department will certify the immunization document so that the student may enroll at CHS. Students transferring from a public or private Tennessee school will be required to provide a copy or health department certification of the immunization records so that the student may enroll at CHS.

GRADUATION EXERCISES

Central High School honors the graduates and their parents with formal exercises. These ceremonies are conducted with dignity, and all involved are expected to show the respect due the occasion. A pre-graduation orientation will be held before graduation.

Taking part in the closing exercises is considered a privilege rather than a right. It is possible to be denied participation in these ceremonies in the event a student’s behavior does not merit him/her this privilege.

A student may participate in the current year’s graduation ceremony provided he/she meets the following criteria.

- 1) Completes required units at the end of the current school year,
- 2) Pays any outstanding encumbrances,
- 3) Completes any outstanding discipline requirements,
- 4) Dresses according to the graduation guidelines
- 5) Participates in graduation rehearsal.

The meeting of requirements for graduation is the responsibility of the students. According to State Board regulations, a student must have earned acceptable units of credit, including focus area requirements. If a student has any question concerning requirements for graduation, the student’s obligation is to consult the guidance office.

SCHOOL-SPONSORED TRIPS

The student is required to have a school-sponsored trip form signed by his parent or guardian giving him permission to go on the trip. The sponsoring teacher will supply this form. School policies are enforced on all field trips. Students going on such trips should notify other teachers in advance and get their assignments for the time missed. The student must be passing or in good standing to go on this field trip.

STUDENT PARKING

It is our endeavor to provide all students in grades 10-12 with a safe, well-maintained place to park. All students must park in the designated student parking. **In order to do this, any student in grades 10-12 that drives to school will be required to pay a \$20.00 parking fee.** This fee will be for the entire school year. This revenue will be used for upkeep of the parking lot, student activities, and student appreciation activities. All students will be assigned a parking spot with seniors having first choice, then juniors and sophomores. No ninth graders are allowed to drive to CHS. Parking violations or student discipline violations may result in the loss of parking privileges or the vehicle being towed at the owner’s expense in addition to a Saturday School being issued. No double parking in any area is allowed. On special occasions parking spaces may be used by visitors at CHS as deemed by the administration. A student may not buy, sell, or give another individual his/her parking tag or permission to park in assigned space.

STUDENT IDENTIFICATION BADGES

To insure the safety of the students at CHS, all students will wear an ID. All students will be provided with an ID badge and lanyard free of charge at the beginning of the school year. If an ID is lost, a replacement can be obtained in the library for a cost of \$10.00. Students will not deface, decorate, or alter their ID badges in any way. Student privileges and participation in school events will be based on compliance with this policy.

3- 1 day Lion Time

6- 2 days Lion Time

9- 1 day ISS

12-ISS until replaced

15-Suspension

TRESPASSING

Central High School maintains a closed campus for the safety and security of all students and staff. Any persons coming on campus must register in the main office and obtain a visitor pass. Any persons not following this procedure may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

Students serving an out of school suspension are subject to trespassing if they are on campus or at a school event without the permission of the principal.

COMPUTER NETWORK AND INTERNET USAGE

Students are responsible for proper behavior on school computer networks just as they are in any other aspect of school life. The network is provided as a privilege for students to conduct research, complete classroom tasks, and communicate with others.

Network storage areas may be treated like school lockers. The school reserves the right to review files and communications without prior notice to maintain a system of integrity and ensure students are utilizing the network appropriately. Failure to comply with district and school rules may result in a loss of network access, disciplinary action by the school administration, and referral to law enforcement agencies.

All students must have an Internet access form signed by a parent or guardian before using the network.

LOCKERS

Each student may be assigned a locker by applying for one with the Administrative Office clerk. Students are to use the locker assigned to them. If they "jam" their locker, their possessions are not safe. No items of value should be left in lockers. CHS cannot be held responsible for lost or stolen items. Student can use their own lock but if the locker needs to be searched and we are unable to contact the student we will cut the lock.

Lockers are subject to search by school officials. Lockers are public property and may be checked at any time. Student will be assessed for exterior or interior damage or defacement of lockers.

Any item found in the student's locker is the responsibility of that student. **Students will not share lockers.**

TELEPHONE USAGE

Students will not be called to answer the telephone except in emergencies. Students may make calls on the school phones only in emergencies and with administrative approval. Parents should be informed of after school plans in advance. Cell phones are not to be used to make calls during the school day.

USE OF CELL PHONE/PERSONAL COMMUNICATION DEVICES BY STUDENTS & OTHER NON-EDUCATIONAL PARAPHERNALIA

- **Students may** possess cell phones and other electronic devices during school hours within the following specified governing parameters:

- **Cell Phones and devices** may be used during instructional time when permitted by the classroom instructor. These items must be immediately put away upon the instructor's request. Failure to comply will constitute a “**defiance of authority**” infraction and may result in disciplinary action. MCPS supports the professional judgment of classroom instructors to determine the parameters governing appropriate usage during classroom time.
- **Maury County Public Schools** will not accept responsibility for lost or stolen devices.
- **Any student involved in extracurricular activities that commit #3-9 of the inappropriate uses will be dismissed from the activity.**

Inappropriate Uses

2. Texting or engaging in social media sites during instructional time is not allowed.

3. Taking photographs or recording students, teachers, administrators, school resource officers, or other staff members without their consent is prohibited when there is an expectation of privacy. Students shall not use social media or other sites to harass, degrade, embarrass, spread false information or humiliate other students. Violations of this nature will be coded as **Cyberbullying, Cyberharassment.**

3. Swiping- student shall not take another person's image or personal information without authorization and use or display it in an inappropriate manner.

4. Threats by Electronic Transmission -student shall not use email social media or any form of electronic device to communicate a threat or to harass other students, teachers, administrators, School Resource Officers, or other staff members. This includes: threats of a violent nature where bodily harm is mentioned, photos, memes that could be perceived as threatening, name calling, racial slurs, or gender slurs etc.

5. Sexting - possession of any sexually explicit digital pictures on any electronic device is prohibited. Sending, sharing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone or other electronic device is strictly prohibited. Appropriate law enforcement authorities' may be contacted as required by law. Legal sanctions may be imposed as deemed necessary by law enforcement officials.

6. Impersonation/Catfishing- Students shall not create false profiles or an alias avatar using social media or an electronic device that mimics another person that contains similar information to the profile of another person. Furthermore, sending information whether true or false using another person as an alias is strictly prohibited.

7. Hacking- Students may not use an electronic device of any kind as an instrument to gain access to the personal information of students, teachers or other staff members. This includes passwords, social media accounts, email accounts, school records or personal financial records. Additionally, any attempt to evade or disrupt the cyber security firewall of the MCPS databases may result in disciplinary action in addition to legal action as well.

8. False Alarms- Students shall not use social media or other forms of electronic communication to disrupt the school environment or to falsely create “public panic” by spreading unsolicited rumors. This includes bomb threats, false weather reports, false reports of lockdowns, school shootings, school closings etc.

9. Downloading/Piracy- Students shall not utilize school owned technology or the MCPS network to download duplicate or share any content or media that is copyright protected. Downloading music videos, movies, or any content of a vulgar or explicit nature is strictly prohibited. Legal sanctions may be imposed in addition to school disciplinary actions if violated.

An alternative augmentation communication device may be required by a child's IEP. Students who are in violation of this policy are subject to related disciplinary action. For further disciplinary remedies resulting from violation of this policy, please refer to Policy 6.300. Use of

electronic devices under the circumstances set forth in this policy is a privilege which may be forfeited by a student who fails to abide by the terms of this policy.

The Maury County Board of Education, its schools, nor its employees assume no responsibility or liability for the loss of or damage to any student's electronic device, or for the unauthorized use of a student's electronic device.

Teachers have discretion on the use of electronic devices inside their classrooms, including the charging of cell phones. Students are accountable for knowing the color posted daily.

Red Signs = OFF. Not on silent or vibrate, should not be visible.

Yellow = Face down on corner of desk, use only as instructed by teacher

Green = Cell phones permitted, must stay on task as directed by the teacher.

Students who are in violation of this policy are subject to related disciplinary action

EMERGENCY DRILLS

In accordance with the Tennessee state law, emergency drills are required to be held on a regular basis. The fire drill signal is an intermittent blast of the regular bell. The nearest exit is posted in each classroom, and the teacher informs each class of this exit. Students must leave the building in a quick and orderly manner. They should be a safe distance from the building. Following instructions and maintaining order are essential. An announcement or normal ringing of the bell will indicate that students may return to the building.

STUDENT MEDICATION

Student medication will not be dispensed unless the following criteria are met:

- 1. Administration of Prescription Medication Form (physician's statement) is completed. This form must be completed in its entirety, including parent permission and signed by a licensed physician. Medication must be in the original, properly labeled container.**
- 2. Over the Counter Medication/Short Term Prescription form must be completed for Short Term Prescription or Over the Counter Medications. Over the Counter Medication must be in an unopened bottle.**
- 3. Medication forms need to be submitted annually. A new form is required for any medication change during the school year.**
- 4. All medication must be transported to school by a parent or responsible adult.**
- 5. All medication is kept in a designated area in the school. Exceptions are: Rescue Inhalers, Epi-Pens, and Diabetic Medications and Glucometers. These can be kept with the student "PROVIDED" the above "CRITERIA" is followed.**
- 6. Student Medication is administered as per Maury County Board of Education Policy 6.405.**

RETURNED CHECKS

All checks not honored by the bank are subject to a \$30 fee and must be picked up within 30 days of notice.

STUDENT FEES

A base fee of \$10.00 per student will be charged to be used for the following purposes: Paper, Dittos, Mailings, Student Handbooks, Newsletters, etc.

Certain classes such as art, language arts, physical education, and science have consumable fees. Students who are on free or reduced lunch may request a waiver of student fees.

GUIDANCE SERVICES

Philosophy

It shall be the duty of a counselor to administer to the educational, vocational, emotional, social, and personal needs of the students. If a pupil perceives something as being a problem or being important, it is worthy of the attention of the counselor.

Services Performed

1. Personal Inventory – Records, information on academic achievement, test results, health and activity records.
2. Counseling – Conferences with students about educational, vocational, and personal problems.
3. Informational Services – Information about schools and colleges, occupations and careers, financial aid, etc.
4. Individual Program Planning – Assistance in selection of appropriate high school courses.
5. Six Year Plan – Help students plan high school and post high school plan.
6. Group Guidance – Scheduling of films and speakers, career development program, and new student orientation.
7. Testing Program – Administration of standardized tests and interpretation of results.
8. Consultation – Conferences with parents, teachers, and administration.
10. Parent/Teacher Conferences – The staff and administration welcome conferences. All parent/teacher conferences, other than for disciplinary purposes, should be arranged through the Guidance Office. Conferences will be arranged during the teacher's planning period or from 2:45 – 3:30 p.m.

Students are free to choose the counselor they feel most comfortable with for personal counseling. However, for academic scheduling the student should meet with the counselor for his/her grade level. It is the goal of the Guidance Department that each student develops a positive relationship with the counselors.

Career Guidance

Career and guidance reading materials are available in the Guidance Office and Library/Media Center along with testing information. Occupational information, trade and technical school catalogs, and college and university catalogs are available. Students may take interest inventories and find occupational information on the computer.

Counseling Appointments

Students must make an appointment with the guidance clerk or with the counselor. Forms for this purpose are available in the guidance office and in the classrooms. Students should sign in upon arrival and sign out upon leaving the Guidance Office. Students will be called to the Guidance Office by a counselor after receiving a request by the student. Students may see a counselor without an appointment in the case of an emergency.

LIBRARY MEDIA CENTER

The CHS Library/Media center is open from 7:00 a.m. to 3:30 p.m. daily for students and teachers to use for research, reading, information gathering, exploring, or browsing either in scheduled class groups or individually.

Usage

For our library to serve all students, we ask that you do the following:

1. Sign in and out, unless you are with a class,
2. Present a note from a teacher when entering during class time or Lion Time,
3. Work quietly,
4. Refrain from eating or drinking, and
5. Leave furniture in proper position.

Circulation

In order for our printed work to serve all students, we ask that you do the following:

1. Sign the book card with your name and your homeroom teacher's name,
2. Present your CHS ID badge,

3. Check out books for your use only,
4. Return books within a two-week period or renew for an additional two weeks,
5. Limit book selections to three,
6. Use magazines in the library only and
7. Limit reference book usage to the library only.

Fines and Overdue Books

It is important that books be returned to the library immediately upon completion of use. This ensures other students the opportunity to use the books. The following guidelines will be used concerning overdue books.

1. Each student is responsible for his/her overdue books.
2. A fine of ten cents per school day will be charged, with a maximum of \$5.00 charged.
3. It is the responsibility of the student to return all materials promptly.
4. Students who do not pay overdue fines and/or return overdue books in a timely manner will be put on a restricted status and will not be allowed to check out any books until their obligation has been cleared.

Printing

1. Regular printing (text) is 10 cents per page.
2. Pictures cost 25 cents per page.
3. Other items that must be copied will be 25 cents per page.
4. There is only black/white printing available.

Textbooks

1. All textbooks are checked out through the library and should be returned to the library, not the teacher. A valid CHS Student ID must be presented at the time of checkout.

2. Students are responsible for all textbooks checked out to them and they should be returned undamaged.

3. Any textbooks determined to be damaged must be paid for by the student.

4. Students are not allowed to get new textbooks if they have not returned textbooks or owe for damages. Students must make an effort to begin to pay for lost/damaged textbooks in order to get new textbooks.

5. Any problems should be referred to the librarians.

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5. Any problems should be referred to the librarians.

The CHS Library/Media center is open from 7:00 a.m. to 3:30 p.m. daily for students and teachers to use for research, reading, information gathering, exploring, or browsing either in scheduled class groups or individually.

CAFETERIA POLICIES

1. Students must be in the cafeteria four (4) minutes after the lunch bell rings.
2. Lunchroom lines are formed on a first-come basis. Line breaking or place saving is not acceptable. Anyone that breaks line will be sent to the end of the line for that day. Further violations will be subject to discretion

of the supervisor. Anyone leaving the line automatically loses that place and must take a position at the end of the line.

3. After choosing a lunch, students will then merge into double lines to pay.
4. Students should have their ID cards and money available upon arriving at the cashier.
5. Lunches brought to school must be eaten in the cafeteria, and all students must have a tray for any food. Each student is responsible for returning that tray to the designated area for cleanup.
6. All students, other than seniors, are required to go to the lunchroom and remain there for the entire lunch period.
7. The cashiers will determine prices for additional orders of food or excessive amounts of individual ketchup, mustard, etc. All items must be paid at the cashier. Students may not go back for extras without paying the cashier.
8. Free and reduced price lunches are available after meeting certain criteria. Applications must be returned to the cafeteria manager.
9. Carbonated drinks, snacks from the machine and restaurant take-out food may not be brought into the lunchroom.
10. Seniors may apply for off-campus lunch. The form and guidelines are at the end of this handbook.
11. Students can eat outside but must present an ID badge to do so.

MAURY COUNTY SCHOOL NUTRITION MEAL PRICING 2018-2019

BREAKFAST

Students	\$1.50
Free-Reduced Breakfast	\$.00
2nd Plate for Students	\$2.00
Staff Breakfast	\$2.00
Visitors	\$2.00

LUNCH

Secondary 9-12	\$2.75
Free-Reduced Lunch	\$.00
2nd Plate for Middle/High Students	\$3.25
Staff Lunch	\$3.25
Visitors: Child (Minimum)	\$3.25
Visitors: Adult (Minimum)	\$3.25
Holiday Meal for Visitors	\$6.00

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Central operates on a closed lunch period. Students are required to report to the cafeteria and are not permitted to leave campus for lunch.

SCHOOL VISITORS

All visitors must report directly to the main office upon arrival to the campus, obtain a visitor's pass, show ID and sign in. Visitors may not loiter on campus or in the parking lot. Children or sisters and brothers of students are considered visitors. Due to supervision problems, no visitors shall be permitted to visit or attend classes with a CHS student. Persons delivering or picking up students should use the loop in front of the school and refrain from entering the parking lot.

Speakers or entertainers must be screened and approved by the administration before they are invited to appear before a school group.

NON-SCHOOL GROUPS

Fraternities, sororities, and other non-school groups shall not be given recognition in any manner. Students are to refrain from manifesting membership or activity in such organizations while on school property or while attending functions sponsored by the Board of Education or by any part of the school system. No initiation activities, group apparel, or unacceptable dress will be permitted.

CREDIT RECOVERY

Credit Recovery is designed for students who have been unsuccessful in a course to remediate, master the required skills, and earn credit. Complete the following steps: 1. Retrieve application in guidance office. 2. Submit application to the guidance office. 3. Eligibility determined. 4. Complete Fast Track Assessment. 5. Complete course work. Student transcripts will be updated with graduation and promotion information at the successful completion of credit recovery. For additional information, contact the guidance office or Mrs. Riley. The following courses are now being offered: English I, II, III, and IV, Algebra I and II, Bridge Math, Geometry, Pre-algebra I and II, Biology I and II, Chemistry I and II, Ecology, Physical Science, Contemporary Issues, Personal Finance, Sociology, World History, World Geography, U.S. History, U.S. Government, Economics, Lifetime Wellness Health, Lifetime Wellness P.E., Spanish II, Latin II, Computer Applications, Criminal Justice I, II, and III, Child and Lifespan Development, and Small Animal Care. **A Student MUST EARN a minimum grade of 50 in the classroom instructional setting to be eligible for credit recovery.**

STUDENT PUBLICATIONS

Magazine – **The Stylus** – This magazine is a student publication in which students are allowed to demonstrate their literary and artistic talents. It is published by the Creative Coalition organization and the graphics arts class. For additional information, contact Mr. Walker in room 1015.

Television – **Pride TV** – This production is a student produced news show working with the school and the community. This may be viewed at school or on cable TV throughout the community. For additional information, contact Mr. Bell in room 146.

Yearbook -- **The Signal** – The yearbook staff is composed of interested students who have attended workshops, received recommendation letters, and completed an interview process. This group is involved in the collecting and organizing of all school pictures. See Coach Creech in room 1075 for more information.

CLUBS AND ACTIVITIES

Central High School has many clubs that have been organized to create a wide variety of extra-curricular activities. Membership in clubs is open to any CHS student who has a signed permission slip from a parent or guardian unless otherwise stated. All club meetings and functions, whether during or after school, require the presence of a faculty sponsor. These organizations include the following:

Academic Team

The CHS Academic Team competes against teams from other high schools in quiz bowl events which are held on Saturdays throughout the school year. Practices are held twice per week from 3-4. All students are welcome to participate. Tracy Franklin

Best Buddies High Schools

Best Buddies High Schools fosters one-to-one friendships between students with and without Intellectual Disabilities. Rachel Lombardo

Beta club

Central's Beta chapter is a member of **National Beta Club**, an entity which recognizes and awards members for their academic achievement, encourages volunteerism in the school and community, and provides leadership opportunities. Both National and the local chapter aim to instill qualities that create self-motivated, caring, capable model citizens. Frances Tuck, Karen Pearcy

C.A.A.R.E

C.A.A.R.E is a youth driven organization that spreads awareness and offers community resources, as well as support and planning assistance, to all youth who wish to enter the fight against child abuse.

Cosmetology club

The cosmetology club gives students an opportunity to be involved in a career related organization. Leadership, organization and preparation, as well as technical skills are explored that relate to the beauty and fashion industry of Cosmetology. Tracy Luttrell

Criminal Justice Organization of Columbia Central High School

The Criminal Justice Organization is a club designed to complement the Criminal Justice classes and to fulfill the student organization requirement of all Career and Technical Classes. Our goals are to enrich students with out of the classroom experiences and activities. We use Skills USA as a guide and they are our state organization. Garland Brown

DECA

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools. Kevin Creech

Digital Arts Club

The Digital Arts Club enables students to realize their creative visions through the use of state-of-the-art software in the areas of animation, graphic design, photography and illustration. The club meets twice a month with annual dues of \$15. Nich Potter

FBLA (Future Business Leaders of America)

This organization is the largest business student organization in the world! Participation will not only prepare students for a career in business, but also provide them with opportunities to develop leadership, communication, social, and service skills that are beneficial in any workplace. Members will make professional business contacts that could help them later in life. Most meeting will take place during Lion Time, but others will be held before or after school. We highly encourage students to join this valuable organization. Tammy Hunter

Elevated Young Minds

Elevated Young Minds is a student organization which is focused on promoting positivity and cultural awareness at Columbia Central High School. Garland Brown

FCA (Fellowship of Christian Athletes):

Purpose: To present to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. Molly Shepard, Joshua Bugg, Jason Hoath

FCCLA

FCCLA is the only in-school student organization with the family as its central focus. FCCLA is a career and technical student organization that functions as an integral part of the Social Health Services curriculum.

FFA

The **FFA** is an American youth organization, specifically a career and technical student organization, based on middle and high school classes that promote and support agricultural education. Jessica Brown

Game Club

The Game club meets regularly to play various games (video, card, role-play, board) afterschool from 3-4. Everyone is welcome. There are no dues. Nich Potter

GSA club

Gay Straight Alliance –The Gay Straight Alliance (GSA) is an organization to promote awareness of LGBT issues; it also functions as a support group and an anti-bullying group. They meet twice monthly afterschool from 3-4. Everyone is welcome to attend. There are no dues. Beth Fullerton

HOSA

HOSA is a national student organization endorsed by the U.S. Dept. of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. **Health Occupations Students of America**, better known as **HOSA**..... is 100% health care! Pam Crowder

Interact Club

The purpose of Interact is to provide opportunity for young people to work together in a world fellowship dedicated to service and international understanding. Laken Golden

Key Club

Key Club is an international student-led organization which provides its members with opportunities to provide service build character and develop leadership. The core values of Key Club International are leadership, character building, caring and inclusiveness. Cathy Matyskiela

Latin Club

Latin Club is designed to increase the Latin students' understanding of the culture they are studying, to increase their awareness of the importance of Roman culture, and the importance of the Latin language on today's society.

Lion Crew

Link Crew is composed of upper classmen who welcome/mentor freshmen to smooth their transition to Central High School. Link Crew members host a summer freshman orientation, and then continue mentoring their "crews" throughout the school year. Linda Hatcher and Heather Higdon

MOCK TRIAL TEAM

The Mock Trial team is a group of young men and women from grades nine through twelve who are interested in a possible law careers. This team is sponsored by the Young Lawyers Association of Maury County. Ray Wilson

Model UN

"Model UN is a way for students to experience collaboration and cooperation in a governmental environment. They are given problems from around the world and asked to come up with solutions while explaining their stance to their peers, creating a more globally conscious student." Kaitlyn McCollum

Mu Alpha Theta Club

Mu Alpha Theta is a national organization of math clubs. The purpose of this club is not only to honor those students with outstanding achievement in mathematics but also to promote scholarship, enjoyment, and understanding of math. Maribeth Hughes

National Art Honor Society

An organizational club to inspire and recognize students who have demonstrated passion and dedication through their art and community service. It is meant to bring together students who love art and have a desire to give back to their school and community. NAHS is open to any student who has a passion for art. Members are required to promote art in school and participate in planned activities, including at least one service project or fundraiser during the academic year. Regular meetings will be held bi-weekly. Finally, all members are required to contribute \$5 in dues for the year.
Rene Gary & Rebecca Witherow

National Honor Society

National Honor Society is an organization that recognizes and develops scholarship, character, leadership, and service in tenth, eleventh, and twelfth grade students. NHS members focus on academic excellence and volunteer service at CHS.
Frances Tuck

Peace In Action

A conflict remediation team of students who help other students resolve their conflicts.
Jeanetta Robertson

Pep Club

The purpose of this club is to promote and improve school spirit within the high school by facilitating various in-school activities, events and displays. Kaitlyn McCollum

Science Club/Envirothon

Science club is where students enhance their science education by participating in hands-on activities, listening to guest speakers present and engaging in discussions on current science topics. Kate Sneed

She's the First

She's the First is a national organization which sponsors girls' education in low-income countries with the goal of creating first-generation graduates and our next generation of global leaders. Here at Columbia Central, we put together fundraisers to send girls around the world to school. We also learn about and discuss issues affecting women and education worldwide. This is a club for EVERYBODY! Rebecca Witherow

Spanish club

The purpose of Spanish Club is to provide educational opportunities outside of the classroom for those interested in the Spanish language and culture. The club also provides the opportunity to meet with other students and faculty interested in speaking Spanish as well as international students. Kaitlyn McCollum

STUDENT COUNCIL

Student council is the moving force behind Homecoming, Prom, Senior Day, Spirit Week, spirit displays at football games, and most of the other school wide social functions each year. The council also functions as a link between the school and the community. Student Council strives to work in conjunction with the alumni, students, faculty, staff, and administration to ensure that our school is the best high school experience in Maury County. Melissa Todd

THE STYLUS EDITORIAL BOARD

THE STYLUS EDITORIAL BOARD is for anyone interested in writing stories, poems, plays, etc. We discuss and practice various creative activities, and we meet weekly on Friday afternoons in Room 128. David Walker

STEM Club

The purpose of this organization is to familiarize students interested in a career in STEM field with the many things that engineers do. This is a hands-on club that requires students to participate in projects and discussions that will take place throughout the school year. Ben Rohling

Writer's Workshop

Writer's Workshop is a forum for those who like to write and share their work with others. We meet each Tuesday 3-4 in Mrs. Hatcher's room. Linda Hatcher



ATHLETICS

Athletics, an important part of CHS's total program, are focused toward giving each of our students an opportunity to receive the best possible well-rounded education. Our teams are governed by the Tennessee Secondary School Athletic Association. CHS offers all students an opportunity to participate in one or more of these interscholastic athletic teams:

SPORT	COACH	ROOM #	SEASON
<i>Baseball</i>	<i>M. Pickle J. Loveless</i>	<i>2086 1082</i>	<i>Spring</i>
<i>Basketball, Boys</i>	<i>N. Campbell Tyler Smith</i>	<i>Back Gym SPED</i>	<i>Winter</i>
<i>Basketball, Girls</i>	<i>J. Bugg</i>	<i>GYM</i>	<i>Winter</i>
<i>Bowling, Boys</i>	<i>K. Creech</i>	<i>1075</i>	<i>Winter</i>
<i>Bowling, Girls</i>	<i>K. Creech</i>	<i>1075</i>	<i>Winter</i>
<i>Cheerleading Cheerleading</i>	<i>M. Todd</i>	<i>Main Office</i>	<i>Football Basketball</i>
<i>Dance Team</i>	<i>S. Phillips</i>	<i>1039</i>	<i>Year Round</i>
<i>Cross Country, Girls & Boys</i>	<i>S. Robert</i>	<i>2092</i>	<i>Fall</i>
<i>Football</i>	<i>J. Hoath</i>	<i>2027</i>	<i>Fall</i>
<i>Golf, Girls & Boys</i>	<i>Colton Cole</i>	<i>1075</i>	<i>Fall</i>
<i>Rugby</i>	<i>C. Binkley</i>	<i>1077</i>	<i>Spring</i>
<i>Soccer, Boys</i>	<i>G. Szydlowski</i>	<i>1078</i>	<i>Spring</i>
<i>Soccer, Girls</i>	<i>G. Szydlowski</i>	<i>1078</i>	<i>Fall</i>
<i>Softball</i>	<i>Shelby Burchell</i>	<i>1075</i>	<i>Spring</i>
<i>Volleyball</i>	<i>C. Kyle</i>	<i>SPED</i>	<i>Fall</i>
<i>Swimming</i>	<i>M. Hillstrom</i>	<i>2026</i>	<i>Winter</i>
<i>Track & Field, Girls & Boys</i>	<i>T. Steel</i>	<i>Office</i>	<i>Spring</i>
<i>Tennis, Girls & Boys</i>	<i>S. Davis</i>	<i>2112</i>	<i>Spring</i>
<i>Wrestling</i>			<i>Winter</i>



ELIGIBILITY RULES

A summary of eligibility requirements for participation in TSSAA high school athletics may be found on the school's website under Athletics/Eligibility Requirements. Detailed information can be found at tssaa.org

CLEARINGHOUSE INFORMATION

Any student who plans to enroll in college as a freshman and participate in Division I or II intercollegiate athletics must be certified by the **NCAA** Initial Eligibility Clearinghouse. Students should apply for certification after their junior year if they are sure they wish to participate in intercollegiate athletics. Go online at **www.ncaaclearinghouse.net** for more information and to register with the Clearinghouse.

PlayNAIA.org is the official clearinghouse for **NAIA** eligibility. Every student-athlete must register with the NAIA eligibility center to play sports at an NAIA college.

There are links to both on the school's website under Athletics/Clearinghouse Information.

Dress code

Maury County Schools recognizes the effect which student dress and grooming has upon student behavior and commitment to learning. We further recognize the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, Maury County Schools requires that all students, grades K-12, exercise good taste with regard to their personal appearance. Attire considered disruptive or risky to health or safety is not appropriate.

With this in mind, the following rules concerning dress and grooming are mandatory to students in elementary, middle and high school grades.

Definition of Standard School Attire Includes the Following:

Acceptable Attire in Maury County Schools

- A. Pants, shorts, capri pants, skirts, skorts, jeans, or jumpers in any colors.
- B. Shirts or dresses with short or long sleeves and a collar in any colors or pattern.
- C. No clothing shall be modified.
- D. Sweaters will be allowed in any pattern or color worn over an approved school shirt.
- E. Sweatshirts will be allowed in any pattern or color.

- F. Appropriate shirts, sweatshirts, and jackets may be worn.

General Requirements

1. The Standard School Attire policy will be in effect during the school year, intersession and summer program.
2. Students will wear clothing of appropriate size. Appropriate sizes are defined as no more than one size smaller or one size larger than the student's actual clothing size. Pants, shorts, capri pants, skorts, jeans, or skirts must fit at the waist and must not sag or bag. (Sagging is defined as bottom wear being worn below the waistline.)
(Bagging is defined as bottom wear being worn not size appropriate.)
3. Appropriate clothing must cover the student from the shoulders to three inches above the knee.

Bottom Wear

1. Full-length pants and jeans, cropped pants, and capri pants are permitted.
2. Pants, shorts, skirts and skorts must be worn at the waist.
3. Shorts, jumpers, dresses, skirts or skorts in any color or pattern may be worn but must be no shorter than 3" above the top of the knee.
4. Leggings, yoga pants, and tights in any color or pattern may be worn as long as worn under a shirt, shorts, skirt, pants, jeans, or skorts that covers to at least three inches above the knee.

Top Wear

1. Shirts or dresses with short or long sleeves in any color or pattern are acceptable.
2. Chests and midriffs must be covered. Blouse / shirt material must not be see through.

Footwear

1. Standard Footwear (shoes, boots, athletic shoes, and sandals with or without a thong between the toes) may be worn.
2. House shoes or skate shoes will not be allowed.
3. Laces on shoes or sneakers must be tied.

Additional Clothing

A single blazer, suit jacket, vest, cardigan, windbreaker, or light jacket is permitted as a garment that may be worn over the Standard Attire top. These garments must be sized according to the General Requirements section of this policy and must not extend below the hips.

Special Situations

1. Schools may develop and promote special dress for students at the discretion of the school administration (i.e. Homecoming, School Spirit, etc.).
2. If a student cannot comply with the standardized dress code based on religious beliefs or medical reasons his or her parent or guardian may write a letter explaining the situation to the school principal with a copy to the superintendent of schools. Approval or denial will be determined on an individual case-by-case basis.
3. School standard attire will be the minimum policy for students in Career and Technical Education Classes. Career and Technical Teachers may extend the policy to include apparel and footwear required by safety rules of each shop or lab.

Standard School Attire Prohibitions

No bare midriffs are allowed, and tops will not reveal cleavage.

Ripped, cut, or torn clothing may be worn as long as there is a layer of fabric or patches underneath. In addition, no see-through clothing may be worn.

Coats may be worn entering or exiting of the building. Coats shall not be worn in the classroom during the day. The administration will announce exceptions to the guidelines if facilities indicate the need.

Logos or manufacturers' trademarks with writing or images of substances that are illegal for teens (i.e., drugs, alcohol, or tobacco products) or are otherwise offensive, lewd, indecent, vulgar, obscene, profane, gang-related¹ or constitute racial or ethnic slurs may not be worn.

Writings, symbols, or logos may not be vulgar, obscene, or disruptive to the school environment or derogatory to any individual or group (including but not limited to scrolling belt buckles).

Chains, spiked accessories and belt buckles with concealed weapons are not permissible.

Any type of clothing or personal item bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, logos, etc., which in any way can be interpreted as being suggestive, obscene, or offensive are not allowed.

"Gang" related slogans, names, apparel, etc., are not allowed.¹

All students are required to wear their hair in such a manner that is not considered unkempt, unclean, or impairing vision.

Hats, bandanas, hoods worn on head, sweatbands, curlers, rollers, gloves or sunglasses will not be allowed except for medical reasons.

Jewelry ornaments or accessories which distract from the educational process or which present a safety concern will not be allowed. Body-piercing jewelry or accessories are not allowed except to the ears and nose.

Extreme facial makeup that is disruptive to the educational environment will not be allowed.

Leggings, yoga pants, and tights are not considered outerwear and may only be worn under a shirt, shorts, skirt, pants, jeans, or skorts that covers to at least three inches above the knee.

Standard School Attire Provisions

Students participating in the JROTC program of their school may wear their JROTC uniform on days designated by the school.

Approved head coverings worn as a part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

STUDENTS DRESSED INAPPROPRIATELY WILL BE SUBJECT TO DISCIPLINARY 2
CONSEQUENCES AS PER BOARD POLICY 6.300.



OUT OF ZONE ATTENDANCE

Any student wishing to attend CHS who lives in another school zone must obtain approval from the Maury County Board of Education in order to do so. Proof of residence must be provided before being allowed to register for school and at any time as requested by the administration.

WITHDRAWAL OR TRANSFER

To withdraw from CHS, pick up a withdrawal form prior to your last day of classes from the Attendance Office or the Guidance Office. Secure all required signatures and return the form to the Attendance Office. A parent/guardian must verify your withdrawal.

ATTENDANCE POLICY

Central High School in determining its attendance policies adheres to the following: Tennessee Department of Education Rules and Regulations, Maury County Board of Education Policies, Tennessee Code Annotated, and United States Code Annotated.

It shall be the duty of the principal or teacher of every public and non-public school to report promptly to the director of schools, or his designated representative, the names of all children who have withdrawn from school or who have been absent five (5) days.

Students who must be absent from class to represent the school in approved extra-curricular activities, such as band trips, athletic events and other functions, will not be penalized for their absences. However, these privileged students will be responsible for completing all classroom work missed during their authorized absences.

Students who achieve perfect attendance during the year will be honored at the end of the school year. Students who miss classes while representing the school on an approved trip will be in attendance. Please see 6.20 of Maury County Attendance Procedures.

CLASS ATTENDANCE REQUIREMENT

Within three days of returning to school, with appropriate documentation, the individual school administrator will excuse class attendance requirements in the following cases:

1. Hospitalization
2. Death of immediate family (3 days maximum)
Immediate family members shall be spouse, children, parents, grandparents, brothers, sisters, mother-in-law, father-in-law, brother-in-law, and sister-in-law
3. Observance of religious holiday(s) (5 days maximum)
4. Personal illness
5. Physician's statement

Requests to appeal class attendance requirements for grades 9-12 shall be made to the individual school Administrator. Requests should be made in writing and submitted within five school days after issuance of grades. Action by the school is final.

Attendance Procedure for Truancy

- **5 Unexcused absences: Letter to Parent/Guardian**
- **7 Unexcused Absences: Summon Parent/Guardian and student to School Truancy Hearing (Parent and Guardian will attend)**
- **10 Unexcused Absences: Summon Parent/Guardian and student to Maury County Schools Truancy Review Board. Failure to appear will result in petition filed in Juvenile Court against student.**

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL OR CLASS

1. Have a parent/guardian write a note with the student's name, date, days absent, reason student was absent and phone number where the parent/guardian may be reached and turn into the guidance office the day of return. Notes without a valid phone number will not be accepted. **Three parent notes/** nine weeks are accepted to excuse an absence.
2. All missed class work or tests (whether from excused or unexcused absence) may be made up if the student makes the request within three (3) days upon returning to school and if class time is not taken from other classes. The student upon returning to school after an absence must present this note to the attendance office/classroom teacher within three days in order to make up missed work.
3. All students must acknowledge their absences by signing in with their teachers upon returning to school.

STUDENTS TARDY TO SCHOOL

Students arriving to school tardy after 7:45 A.M. must report to the Attendance Office to get a tardy slip. (This is not an excuse.) Students leaving class prior to completion of one-half of the class will not receive credit for the class and will be counted absent for that class block. Students will present the slip to the teacher to show what time they arrived at school. For any class time missed, the student must bring a parent's note the following day since they were tardy to school and absent from class. Students have **one** day to turn in a tardy note or it becomes unexcused. Students tardy 7 or more times will be subject to Maury County school board policy.

WHAT TO DO WHEN BECOMING ILL AT SCHOOL

Any student who becomes ill at school should report to the Family Resource office. They will contact the student's parent and make appropriate arrangements for the student's care and notify the appropriate teacher. Any student too ill to report personally to the Family Resource Office should send someone in his/her behalf.

A STUDENT WILL NOT BE GIVEN AN EXCUSED ABSENCE FOR REMAINING IN THE RESTROOM WITHOUT NOTIFYING THE OFFICE IMMEDIATELY!

STEPS TO FOLLOW TO CHECK OUT

Students with pre-arranged medical appointments will be allowed to check-out of school. Students who desire to leave school for any reason during the school day must be checked out in person by a parent, who must come into the building and sign the student out. Students missing twenty-three minutes or more of a class are counted absent from that class. **Students are not permitted to sign out for lunch, even if they are eighteen. STUDENTS ARE NOT TO LEAVE SCHOOL WITHOUT PERMISSION AND WITHOUT SIGNING OUT.**

No sign-outs after 2:20 p.m.

THE STUDENT'S RESPONSIBILITY ON WORK MISSED DUE TO ABSENCES

1. It is the student's responsibility to check on work missed during his/her absence.
2. Within three (3) days upon his/her returning to school, it is the student's responsibility to arrange with the teacher to make up work. The work will be made up at the teacher's convenience.

3. If the student fails to make up the work as set forth, he/she will receive an automatic zero (0) for the work missed.
4. All make up work must be scheduled during the class missed, before and/or after school at the discretion of the instructor.
5. If a student misses the day a pre-announced test is given or project is due, he/she can be required to take the test or turn in the project upon his/her return to school.
6. If a student returns to school on the day a pre-announced test or project is due, he/she can be required to take the test or turn in the project.
7. Make up tests may or may not be the same test taken by the class.

EARLY DISMISSAL

All students must remain at school the entire school day. Exceptions are 5th year seniors, dual enrollment, and industrial co-op students approved by the administration.

BUS CONDUCT

1. The principal may suspend the right and privilege of transportation to any student attending the Maury County Public Schools to whom transportation is provided due to misconduct or misbehavior of each student enroute to or from school.
2. The driver of a school bus may assign each student a regular seat on the bus, and the student shall remain in this seat until the driver gives permission for him/her to move until destination is reached.
3. A student will not talk in a manner that would disturb the driver or cause confusion among the other students. Students are to observe the same conduct rules on the bus as in the classroom.
4. Students are not to carry any item on the bus that cannot be held in the lap.
5. Students are not to stand to the front or side of the driver nor to sit on the engine hood of the transit buses.
6. Students are not to put arms or head outside of bus windows at any time, nor to throw anything from the bus.
7. All students must be ready and waiting at the scheduled time of pick-up. Parents are responsible for supervision of students prior to boarding the bus and after leaving.
8. Students must have a note signed by their parents or guardian and the principal giving permission for the student to get off the bus at a stop other than home and turned in to the administrative office by 10:00 on the day the student requests to ride.
9. Students who transfer to another school bus at another school are subject to discipline by the principal of the school in which he is registered, as well as the principal of the school where the bus transfer takes place.
10. Students riding buses to school must report directly to the bus room.
11. Breakfast is served from 7:00a.m. - 7:35a.m. Students are responsible for their own clean-up in the bus room.
12. At 7:35a.m. morning bus riders are dismissed to class. No loitering is permitted.
13. **Students must be in the bus room by 2:55p.m or will they not be allowed to ride the bus.**

TRANSPORTATION RULES

The purpose of bus rules is to aid in transporting students to and from school safely. (Most injuries or fatalities occur while students are going to or returning from the bus stop.) It is most important that parents, students and drivers cooperate to provide safe transportation. Please discuss these and other applicable rules with your children to help them understand their necessity.

1. Students should be prepared to board the bus at the usual time. The bus driver cannot wait for those who are tardy.
2. Students who must cross the roadway to catch the bus or return home must cross only in front of the bus. Stand off the roadway while waiting for the bus.
3. The driver is in full charge of the bus and riders. Each student may be assigned a seat.
4. Students are responsible for understanding and observing bus rules and conduct. (Not limited to this list only!)
5. The right of students to ride the bus is conditioned on their good behavior and observance of rules.
6. Should any student violate bus rules, it shall be the duty of the driver to warn the student and/or report such violation to the principal. Disciplinary action may include revoking bus privileges.
7. Pets, toys, balls, balloons, glass containers, radios, cassette players, tape players, boom boxes or any large objects are not permitted on the bus. (Exceptions must be approved by the principal/driver.) Soft drinks and food products are prohibited (except student lunches).
8. Profanity, violence, use of tobacco, possession of weapons, possession or consumption of alcoholic beverages or non-prescription drugs is prohibited.
9. Unnecessary conversation with the driver and moving about while the bus is in motion or extending arms or head out windows is prohibited.
10. Students must ride the same bus morning and afternoon except upon written request approved by the principal. Alternative destinations must also be approved by the principal.

CODE OF STUDENT CONDUCT

Any organization, whether it is school, club, or the government, must have rules or guidelines under which it operates for the mutual good of that organization. We are listing some simple policies of conduct which, if followed, will make your year at Central more pleasant. Most of the policies are just common-sense policies that will result in our being a better school. We ask that you cooperate by observing good student conduct.

APPLICATION OF THE CODE OF STUDENT CONDUCT

The provisions of this code shall be enforced in a fair, equitable, non-discriminatory manner, and shall apply to student behaviors on school property at any time during, before, or after school hours; at all school-related events; and in all phases of pupil transportation.

The Code of Student Conduct is not intended to include every responsibility of school personnel as specified by state law and local Board policy; neither is it intended to address, specifically, every possible behavior which may occur in the school setting. Additional individual school rules and procedures covering minor infractions and their consequences shall be considered not only desirable, but also necessary, in fully administering the provisions of the Code. However, such rules and procedures should not replace nor contradict the stated provisions of the Code.

RIGHTS AND RESPONSIBILITIES

For students to have a successful educational experience, they must understand that individual rights and responsibilities go hand in hand—that while students may have constitutionally guaranteed rights as citizens, they may exercise those rights, only as long as they do not violate the rights and responsibilities of others, including the right of others to learn and the responsibility of adults to educate.

Parents, guardians, teachers, and administrators also have rights; but, as well, have corresponding responsibilities in the educational process.

Responsibilities then become the foundation upon which individual rights become meaningful and effective.

It is the policy of Maury County Public Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, or disadvantage should be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity.

STUDENT RIGHTS

Students have the right to the following:

1. an appropriate public education which maintains high educational standards and meets the needs of individual pupils.
2. reasonable and timely notice of the Code of Student Conduct which sets forth all rules, regulations, policies, and penalties which they may be subject.
3. physical safety.
4. consultation with teachers, counselors, administrators, and other school personnel.
5. free election of their peers in student organizations.
6. access to and interpretation of their own personal school records if 18 years of age or older, or if younger, with consent of parents/guardians in accordance with the Family Education Rights and Privacy Act.
7. participation in school activities with respect from other students and school personnel, regardless of their race, creed, sex, age, national origin, economic status, or handicap.
8. presentation of complaints or grievances to school authorities and receipt of authoritative replies from officials regarding the disposition of their complaints or grievances.
9. due process as provided by law.
10. academic grades which they have earned. Points shall not be taken off students' grades as punishment.

STUDENT RESPONSIBILITIES

Students have the responsibility to do the following:

1. be familiar with and abide by the Code of Student Conduct which sets forth school rules and regulations and maintain acceptable conduct always,
2. display consideration for the rights and property of others,
3. dress in a manner that is not detrimental to the normal progress and orderly operation of the school, and maintain proper hygiene always,

4. abstain from the possession, use, or sale of unauthorized substances including alcohol and non-prescription drugs, (Such items will be confiscated.)
5. abstain from the possession and/or use of weapons, dangerous instruments,
6. refrain from acts of forgery, vandalism, arson, false alarm of fire, or bomb threat,
7. abstain from physically attacking any school employee, attacking any classmate verbally or physically, or fighting.
8. be in attendance and on time for all regularly scheduled classes and have all necessary books and materials.
9. refrain from acts of truancy such as being absent without permission from school and/or class,
10. show respect for school authority and regulations by avoiding all acts of defiance, disobedience, and impertinence,
11. abstain from possession or use of tobacco products, including e-cigarettes (Such products will be confiscated.)
12. abstain from gambling or possession of gambling devices, extortion, theft or any other unlawful activity, (confiscation)
13. complete all assignments in accordance with the teachers' instructions,
14. represent the truth in all school matters, including giving his name to school personnel when requested,
15. refrain from cheating on all academic activities, (Giving or receiving information on a test or copying or permitting another student to copy homework will result in a grade of zero on the test or homework and further punishment.)
16. avoid the use of verbal abuse with all persons within the school setting,
17. refrain from the harassment of fellow students and/or school personnel,
18. practice proper safety procedures while using the building facilities,
19. show respect for the educational process by taking advantage of every opportunity to further their educations,
20. exhibit respect of other opinions by refraining from rudeness or inappropriate language,
21. refrain from leaving school grounds prior to dismissal for the day,
22. practice self-control, including show of physical affection,
23. abstain from any form of disruptive classroom behavior,
24. conduct themselves on the school buses in accordance with rules governing safety and school conduct in general. refrain from having pornographic material, (Such material will be confiscated.)
25. abstain from hazing other students at school or school activities, (Any disruptive behavior, initiation or dress that detracts from the educational process is defined as hazing.)
26. utilize audio or visual devices as instructed by the teacher,
27. refrain from chewing gum,
28. show respect for school property always, (Cost of repair or replacement of any object damaged or defaced will be the student's responsibility.)
29. move along at a reasonable speed in the hallways, (No loitering.)
30. will not loiter in the restrooms

NOTES



SATURDAY SCHOOL DATES 2019-2020

August 17, 2019
September 7, 2019
September 14, 2019
September 28, 2019
October 26, 2019
November 2, 2019
November 9, 2019
December 7, 2019
December 14, 2019
January 25, 2020
February 8, 2020
February 22, 2020
March 7, 2020
March 21, 2020
April 18, 2020
April 25, 2020
May 2, 2020
May 9, 2020

SATURDAY SCHOOL

Saturday School may be used by the administration for inappropriate student conduct. Saturday school is held on Saturdays from 7:00 a.m. – 1:30 p.m. The dates are listed on the school calendar. Students are required to have assignments from all teachers by the preceding Friday. If someone assigned fails to attend or fails to follow the Saturday school policies, the student is subject to an additional Saturday School assigned or a suspension.

GUIDELINES FOR SATURDAY SCHOOL

1. Complete assignments thoroughly.
2. Students should not communicate with other students.
3. Sit up straight.
4. Sleeping is not permitted.
5. Food and drink prohibited.
6. Remain seated always.
7. Be on time. No late students allowed.
8. All school policies are in effect.
9. Additional policies provided by supervising teacher.

SECTION 504 NOTICE

It is the policy of the Maury County School System to provide a free and appropriate public education to all handicapped students within its jurisdiction, regardless of the type of handicap or its severity.

Students who are handicapped consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated and provided with appropriate instruction and educational services.

HALL PASSES

Students should refrain from leaving the classroom except in cases of emergency. If a student must be in the hallway during class time, we ask that he/she adhere to the following:

1. Obtain permission from teacher,
2. Write the time, date and destination on the hall pass or agenda book
3. ID must be worn
4. Sign-Out on classroom list, and
5. Obtain a signature from the destination when it is not the restroom.

LION TIME/RTI

Students will attend Lion Time on a regular basis which allows students to attend RTI, benefit from several programs and activities without creating disruption of regular class instruction.

Students will attend to school business, attend class meetings, participate in assemblies, meet with clubs and extracurricular groups, and have opportunities for interdisciplinary experiences and tutorial sessions. Students may utilize this time to make up tests or class work missed during excused absences from school if prior arrangements have been made with the teacher. Students may attend to business in the library, guidance office, FRC, or the main office with a signed agenda book from the student's advising teacher. Tardiness or truancy from this class will result in disciplinary consequences.

TUTORING SERVICES

Tutoring, free of charge, is available on from 3:00-4:00p.m. on Monday, Tuesday and Thursdays. Bus transportation is available.

VENDING MACHINES

Soft drink and snack machines are available for the use of all students. Students may purchase these items throughout the school day. However, each teacher reserves the right to determine if drinks and/or snacks may be consumed in the classroom. Access to snack machines may be curtailed by the administration if problems arise concerning litter, tardiness, etc. Snack and soft drink machine usage is not permitted during lunch.

OUTSIDE FOOD ITEMS

No outside food items other than sack lunches are permitted in the building between the hours of 7:35 a.m. and 2:45 p.m.

DISCRIMINATION POLICY

It is the policy of Maury County Public Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, or disadvantage should be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity.

FORMAL COMPLAINTS

Complaints concerning Title VI, Title IX, and Section 504 should be directed to Ron Woodard at the Maury County Board of Education, which is located at 501 West Eighth Street in Columbia, Tennessee. The phone number is 381-8403. Complaint managers are Ron Woodard. Any other questions or concerns should be directed to the administration at Central High School.

NOTES



Columbia Central High School

Room Assignments 2019-2020

Room	Teacher	Room	Teacher	Room	Teacher
1001	Guidance	1092	Crawford	VOCATIONAL	
1002	Attendance	1105	Scott	3026/VOTEC	NEW AG
1012	Sped Office	1106	Napier	3027/VOTEC	Brown, J
1013	South	1108	Duncan	3032/VOTEC	Brown, G
1015	Walker	1110	Ogles	3033/VOTEC	Luttrell
1016	Delmolino	1112	Krimmel	3042/VOTEC	Michael
1018	Fullerton	1113	Hill	3046/VOTEC	Butler
1020	Tuck	1115	Keltner	3011	Todd, Cheatham, Matyskiela
1022	Pearcy	1128	Main Office		
1023	McMahan	2001	Davis/Hoath	Band/PE/ROTC	
1025	Phillips	2002	PAES Lab	1244	Campbell
1026	Hanners	2005	ISS	1246	Bugg
1039	Lombardo	2008	Admin. Office	1263	Baxter
1040	Witherow	2011	Potter	1280	Boothe
1045	Gary	2015	Virgo	1282	Verndon
1046	Presson	2017	Andrews	1283	Eddleman
1048	Hatcher	2020	Higdon, H		Taylor
1050	Kyle, Che	2021	Golden, L		Hannah
1052	Holt	2023	Franklin		
1057	Health Clinic	2024	Hughes		
1058	Family Resource	2026	Hillstrom	Metal Building	
1062	NURSE	2027	Hillegass	4001	Mecha Lab
1063	SRO Duke	2030	NEW MATH	4002	Krmedjian
1067	Bookstore	2031	James		
1072	Bates/Moore	2042	Wilson, R	AUX Gym old	David Davis
1074	CO SPED	2043	Crowder		
1075	Creech, K	2051	Humphrey		
1077	Binkley	2052	Acuff	AP's/Clerks/Guid.	
1078	Szydlowski	2054	NEW MATH	1001/Guidance	Coates
1081	Norman	2055	Lacy	1005/Guidance	NEW
1082	Loveless	2063	Jackson/Peery-Media Center	1006/Guidance	Macer
1084	Stone	2066	SRO Savage	1007/Guidance	Tallman
1085	Kyle, J	2071	Media Center	1008/Guidance	Roberts
1087	Belew	2075	Shepard	1002/Att. Office	Osborne, Church
1088	Lauer	2076	Robert	1012/SEPD Office	Davis, S
1091	Lymon	2080	Sneed	1058/FRC	Robertson, Davis, T
		2082	Creech	1071	CO Staff
		2086	Pickle	1120	Mailroom
		2087	Winnie	1123	McClain
		2092	NEW SCIENCES	1125/Main Office	White
		2103	Hunter	1128/Main Office	Campbell
SE	NEW SPED	2104	Rohling	1128/Main Office	Sharp, R
SE	Moore	2110	Dickey	1128/Main Office	Sharp, N
SE	Kyle, C	2112	Davis, S	2006/Admin Office	Thomason
SE	Davis, Dr.	2117	Stafford	2007/Admin Office	Robertson
				2008/ Admin Office	Crowley


EVERYONE  **EVERYDAY** *The CHS Way*

WHERE TO GO AND WHO TO SEE

WHAT	WHO	WHERE	EXT.
Accident forms	Mrs. Campbell	Front office	1103
Advanced placement	Mrs. Ms. Tallman Mr. Macer	Guidance	1108 1109 1106
Athletics	Mr. Wilson Mr. Belew	2042 1087	1036 1060
Audio visual	Mrs. Jackson Mrs. Peery	Library	1089 1048
Bus schedule	Mr. Thomason	Administrative office	1105
Check in/out	Ms. Osborne Mrs. Church	Attendance office Attendance office	1102 1125
College admissions and testing	Ms. May Mr. Macer	Guidance	1108
Crisis counseling	Mrs. Robertson Mrs. Ms. Tallman Mr. Macer Mr. White 12 th Dr. McClain 11 th Mr. Thomason 9th Mrs. Roberston 10th	Family Resource Center Guidance Guidance Guidance Main office Administrative office Administrative office Administrative office	1041 1108 1109 1106 1095 1096 1105 1107
Discipline	Mr. White 12 th Dr. McClain 11 th Mr. Thomason 9th Mrs. Roberston 10th	Main office Administrative office Administrative office Administrative office	1095 1096 1105 1107
Driver license attendance		501 W. 8 th Street	388-8403
Dual enrollment	Mrs.	Guidance	1108
Free and Reduced Lunch		Cafeteria	1110
Graduation requirements	Mrs. Roberts Mrs. Lawson Ms. Tallman Mr. Macer	Guidance Guidance Guidance Guidance	1100 1108 1109 1106
Lockers	Mrs. Crowley	Administrative office	1099
Lost and Found	Mrs. N. Sharp	Main office Administrative office	1000 1099
Medication forms	Mrs. Cozart	Guidance	1124
Parent Conferences	Mrs. Ms. Tallman Mr. Macer	Guidance	1108 1109 1106
Parking	Mrs. R. Sharp	Main Office	
Registration	Mrs. Ms. Tallman Mr. Macer	Guidance	1108 1109 1106
Report cards/progress reports	Mrs. Coates	Guidance	1101
Schedule requests	Mrs. Ms. Tallman Mr. Macer	Guidance	1108 1109 1106
Student Support Services	Sandy Davis	SPED Office	1112
State tests	Mrs. Ms. Tallman Mr. Macer	Guidance	1108 1109 1106
Textbooks	Mrs. Jackson Mrs. Peery	Library	1089 1048
Transcripts	Mrs. Coates	Guidance	1101

NOTES

NOTES



HALLWAY

PASSPORT

DATE	TIME OUT	TIME IN	DESTINATION	TEACHER

HALLWAY

PASSPORT

DATE	TIME OUT	TIME IN	DESTINATION	TEACHER

HALLWAY

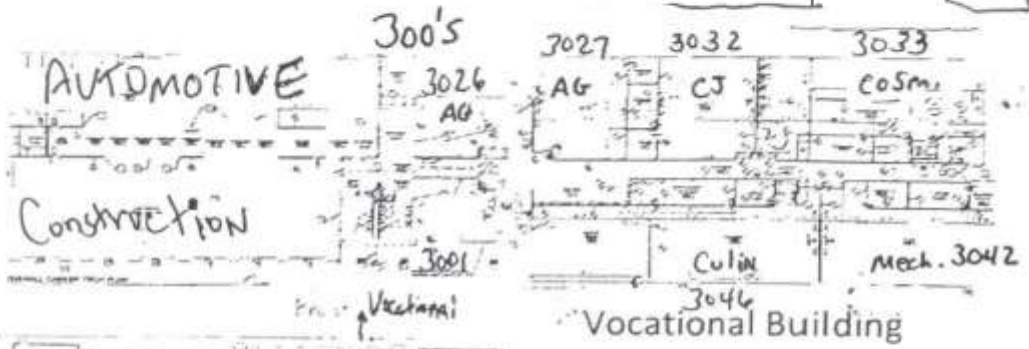
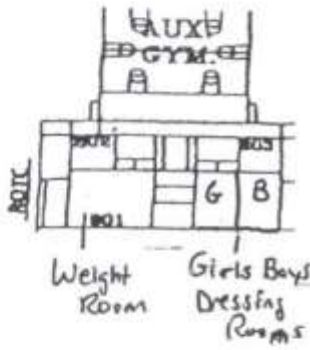
PASSPORT

DATE	TIME OUT	TIME IN	DESTINATION	TEACHER

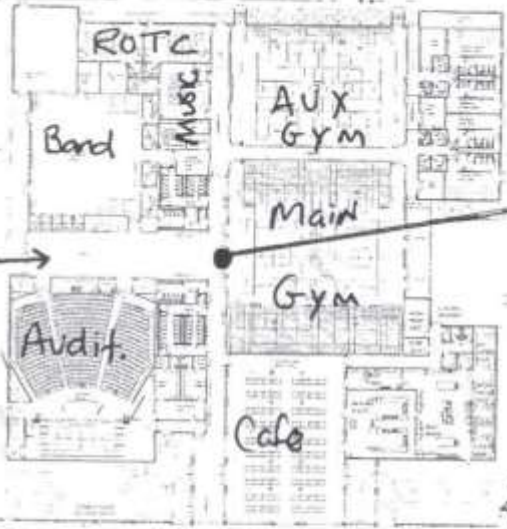
Football
Baseball
Softball
Old Gym



WMS



Student Parking Lot
Main Parking Lot
Event Entrance



Teacher Parking Lot



BUS RAMP

BAKER