

COLUMBIA CENTRAL HIGH SCHOOL



"Honor, Courage, and Commitment"

2023 - 2024

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KEY CONTACTS

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MISSION

To Educate, Encourage, and Empower ALL Students

Welcome to LION NATION!!

Dear Students:

Welcome! We are pleased that you have chosen to attend Central High School affectionately known as LION NATION. 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, and 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 contact or visit us 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!

Bell Schedule

Students released from buses to enter bus room = **7:00 a.m.**

Students released from bus room = **7:35 a.m.**

Warning bell sounds = **7:42 a.m.**

Regular Bell Schedule	
1 st Period	7:40-7:45 - Announcement/ Pledge/ Admin Morning Message 7:45-8:35 – Standards-based class instruction
2 nd Period	8:40-9:30 – Standards-based class instruction
3 rd Period	9:35 – 10:25 – Standards-based class instruction
4 th Period	10:30 – 11:20 – Standards-based instruction
5 th Period	11:25 - 12:55 – Standards-based class instruction/LUNCH 1 st Lunch – 11:25 – 11:47 2 nd Lunch – 11:48 – 12:10 3 rd Lunch – 12:11 – 12:33 4 th Lunch - 12:33 – 12:55
6 th Period	1:00 – 1:50 – Standards-based class instruction
7 th Period	1:55– 2:45 – Standards-based class instruction

Club Bell Schedule	
1 st Period	7:40-7:45 - Announcement/ Pledge/Admin Morning Message 7:45-8:35 – Standards-based class instruction
Club Meeting	8:40 – 9:10 – Club Meeting
2 nd Period	9:15-10:00 – Standards-based class instruction
3 rd Period	10:05 – 10:50 – Standards-based class instruction
4 th Period	10:55 – 11:20 – Standards-based instruction
5 th Period	11:25 - 12:55 – Standards-based class instruction/LUNCH 1 st Lunch – 11:25 – 11:47 2 nd Lunch – 11:48 – 12:10 3 rd Lunch – 12:11 – 12:33 4 th Lunch - 12:33 – 12:55
6 th Period	1:00 – 1:50 – Standards-based class instruction
7 th Period	1:55– 2:45 – Standards-based class instruction

Pep Rally/PM Event Schedule	
1 st Period	7:40-7:45 - Announcement/ Pledge/ Admin Morning Message 7:45-8:35 – Standards-based class instruction
2 nd Period	8:40-9:30 – Standards-based class instruction
3 rd Period	9:35 – 10:25 – Standards-based class instruction
4 th Period	10:30 – 11:20 – Standards-based instruction
5 th Period	11:25 - 12:55 – Standards-based class instruction/LUNCH 1 st Lunch – 11:25 – 11:47 2 nd Lunch – 11:48 – 12:10 3 rd Lunch – 12:11 – 12:33 4 th Lunch - 12:33 – 12:55
6 th Period	1:00 – 1:25 – Standards-based class instruction
7 th Period	1:30– 1:55 – Standards-based class instruction
PEP Rally	2:00 – 2:15 Dismissal from classes <ul style="list-style-type: none"> • participants at 1:45 • Event entrance hallways @ 1:55 • Vocational and Metal @ 2:00 • English Hall & Math Hall @ 2:05 • Math Hall & Science Hall @ 2:10 <ul style="list-style-type: none"> • Pep Rally start @ 2:15 2:15 – 2:45 – PEP Rally begins

1 Hour Late Bell Schedule	
1 st Period	8:40-8:45 - Announcement/ Pledge/ Admin Morning Message 8:45-9:20 – Standards-based class instruction
2 nd Period	9:25-10:00 – Standards-based class instruction
3 rd Period	10:05 – 10:40 – Standards-based class instruction
4 th Period	10:45 – 11:20 – Standards-based instruction
5 th Period	11:25 - 12:55 – Standards- based class instruction/LUNCH 1 st Lunch – 11:25 – 11:47 2 nd Lunch – 11:48 – 12:10 3 rd Lunch – 12:11 – 12:33 4 th Lunch - 12:33 – 12:55
6 th Period	1:00 – 1:50 – Standards-based class instruction
7 th Period	1:55– 2:45 – Standards-based class instruction

2 Hour Late Bell Schedule	
1 st Period	9:40-9:45 - Announcement/ Pledge/Admin Morning Message 9:45-10:15 – Standards-based class instruction
2 nd Period	10:20-10:50 – Standards based class instruction
3 rd Period	10:55 – 11:20 – Standards-based class instruction
5 th Period	11:25 - 12:55 – Standards- based class instruction/LUNCH 1 st Lunch – 11:25 – 11:47 2 nd Lunch – 11:48 – 12:10 3 rd Lunch – 12:11 – 12:33 4 th Lunch - 12:33 – 12:55
4 th period	1:00 – 1:30 – Standards-based class instruction
6 th Period	1:35 – 2:05 – Standards-based class instruction
7 th Period	2:10– 2:45 – Standards-based class instruction

COLUMBIA CENTRAL HIGH SCHOOL GRADUATION REQUIREMENTS Classes of 2022 – 2023
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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.
- World History & Geography requirements may be met by AP Human Geography.
- Economics requirement (1/2 credit) may be met by Marketing I (1 credit).
- Fine Arts requirement may be met by Digital Arts & Design I.
- JROTC (2 years) for Lifetime Wellness and ½ credit Physical Education.
- 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.

<p>Note: <i>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.</i></p>

GRADE CLASSIFICATION

Grade Classification	Units of Credit
Freshman	0 – 4.5
Sophomore	5-9.5
Junior	10-14.5
Senior	15 or more

INTERPRETATION OF THE GRADING SYSTEM

Grade	Scale	Percentage Range	Weighting for Honors	Weighting for AP
A	4.0	90% - 100%	May include 3 points	May include 5 points
B	3.0	80% -89%	to the grades used to	to the grades used to
C	2.0	70% -79%	calculate the semester	Calculate the semester
D	1.0	60% - 69%	average.	average
F	0.0	0% - 59%		

1. Sixty 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 semester exams will count 15% of the semester grade.** Progress Reports will be available at the end of the 1st and 3rd 9 weeks. Report cards shall be issued 2 times per school year (2nd and 4th 9 weeks).
4. Courses cannot be repeated except in case of a failing grade. State law prohibits the earning of duplicate credits. 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.
5. Incomplete grades for the fourth nine weeks must be completed by the end of summer remediation.

SCHEDULE CHANGES

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 because 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 exist, 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:

Arts	Social Studies
2-D Art & Design 3-D Art & Design Drawing Music Theory AFA: Art History	Human Geography AFA: Human Geography US History AFA: Macroeconomics AFA: Microeconomics AFA: Psychology AFA: Physics I: Algebra-based
Sciences	English
Biology Chemistry Environmental Science AFA: Physics I: Algebra-based	English Lang & Composition English Lit & Composition
Math	
Precalculus Calculus AFA: Statistics AFA: Computer Science A AFA: Computer Science Principles	



AFA is an AP online program called Access for All.

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 5 points in quarter 4.

HONORS PROGRAM

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 semester. A student must have a grade of 90 or above in all classes for the grading period to be placed on the High Honor Roll. A student must have a grade of 80 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, 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 and fall of their senior 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 Junior 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 at the end of each semester.

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

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.

HEALTH RECORDS

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/her 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 which is due for 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.

Meeting the 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. Any type of fireworks is prohibited and could result in prosecution.

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. Students must have a driver's license and proof of insurance to receive a parking pass. All students must park in the designated student parking lot. Students that have paid to decorate their parking spot will be assigned a spot. Information on decorating parking spots will be communicated through Student Council. 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. 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 an assigned space.

TRESPASSING

Central High School maintains a closed campus for the safety and security of all students and staff. Any person 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.

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. 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. Students 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. Students 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 may make calls on the school phones only in emergencies and with administrative approval. Parents/Guardians 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:

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

2. **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, Etc.**

3. **Swiping-** students 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** -students 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.

EMERGENCY DRILLS

In accordance with Tennessee state law, various emergency preparedness drills are required to be held throughout the school year to ensure student and staff preparedness in the event of an emergency. These drills include fire, tornado, armed intrusion, or other emergency drills. The nearest exit is posted in each classroom, and the teacher informs each class of this exit. During evacuation drills, 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. **CHS will contact parents after each emergency preparedness drill.** Schools are also required to complete fire safety educational announcements throughout the school year.

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

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.

COUNSELOR SERVICES

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 Counseling – Scheduling of films and speakers, career development program, and new student orientation
7. Consultation – Conferences with parents, teachers, and administration.
8. 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 School Counseling Department that each student develops a positive relationship with the counselors.

Industry 4.0/Career Coach

1. Work with school counselors
2. Develop activities related to industry 4.0, post-secondary planning, and credit attainment for graduation.

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 7:30 a.m. to 3:00 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.
3. Work quietly.
4. Refrain from eating or drinking.
5. Leave furniture in proper position.

Circulation

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

1. Take the book to the circulation desk to be scanned.
2. Check out books for your use only.
3. Return books within a two-week period or renew for an additional two weeks.
4. Limit book selections to three.
5. Use magazines in the library only.
6. 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 10 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

All textbooks are checked out through the library and should be returned to the library, not the teacher. Students are responsible for all textbooks checked out to them and they should be returned undamaged. Any textbooks determined to be damaged must be paid for by the student. 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. Any problems should be referred to the librarians.

CAFETERIA POLICIES

1. Students must be in the cafeteria at their assigned time.
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. Students should have their lunch number and money available upon arriving at the cashier.
4. Lunches brought to school must be eaten in the cafeteria. Cleaning up the table where students have eaten and throwing away the trash at the table is the student's responsibility.
5. **All students are required to go to the lunchroom and remain there for the entire lunch period.**

6. The cashiers will determine prices for additional orders of food or excessive amounts of individual ketchup, mustard, etc. All items must be paid for at the cashier. Students may not go back for extras without paying the cashier.
7. Free and reduced-price lunches are available after meeting certain criteria. Applications should be completed online.
8. **Carbonated drinks, snacks from the machine and restaurant take-out food may not be brought into the lunchroom. No delivery services may be utilized while on campus. This includes door dash, uber eats, grub hub or any restaurant that offers delivery services.**

**MAURY COUNTY SCHOOL NUTRITION MEAL PRICING
BREAKFAST**

Students	\$2.00
Staff Breakfast	\$2.75

LUNCH

Secondary 9-12	\$2.75
Staff Lunch	\$4.00

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, show ID, obtain a visitor's pass, 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. The following courses are now being offered:

English I, II, III, and IV, Algebra I and II, Bridge Math, Geometry, Biology I and II, Chemistry I, Ecology, Physical Science, Contemporary Issues, Personal Finance, Sociology, World History, U.S. History, African American Studies, Ancient History, U.S. Government, Economics, Lifetime Wellness Health, Lifetime Wellness P.E., Spanish I and II.

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.

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. Orman.

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. For additional information, contact Mr. Potter.

CLUBS AND ACTIVITIES

Columbia 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. All club meetings and functions, whether during or after school, require the presence of a faculty sponsor. These organizations include the following:

Art Club

The CHS Art Club is meant to bring together students who love art and have a desire to give back to their school and community. The Art club 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 in room 169. A CHS Art Club member will lose his/her membership due to inappropriate conduct. Finally, all members are required to contribute \$5 in dues for the year.

Best Buddies High Schools

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

Beta club

Central's Beta chapter is a member of **the 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.

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.

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.

DECA

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

Digital Arts Club

The Digital Arts Club enables students to realize their creative visions using 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.

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 meetings will take place during Lion Time, but others will be held before or after school. We highly encourage students to join this valuable organization.

Elevating Young Minds

Elevating Young Minds is a mentoring program which is focused on empowering the next generation with program components that include a peer support group and one-on-one contacts between students and their adult mentors. The program will focus on embracing positive interactions among cultures.

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.

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.

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 HOSAis 100% health care!

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.

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.

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."

National Art Honor Society

An organizational club to inspire and recognize students who have demonstrated passion and dedication through their art and community service.

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. Together with students in National Beta Club, NHS members focus on academic excellence and volunteer service at CHS.

Pep & Paint 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.

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.

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.

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.

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.



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
Baseball	D. Symlar	N/A	Spring
Basketball, Boys	B. Levier	2110	Winter
Basketball, Girls	M. Moore	Back Gym	Winter
Bass Fishing	S. Woody	N/A	Spring
Bowling, Boys & Girls	R. Cook	TBD	Winter
Cheerleading	M.L. Forbes B. L. Staggs	1013	Football Basketball
Dance Team	T. Hickman	Nurse Office	Year Round
Cross Country, Boys & Girls	S. Robert	2092	Fall
Football	T. Goff	2092	Fall
Golf, Boys & Girls	T. Castle	N/A	Fall
Rugby	Vance/Witherow	1077	Spring
Soccer, Boys	G. Szydlowski	1078	Spring
Soccer, Girls	D. Butler	1078	Fall
Softball	McDonald	2005	Spring
Volleyball	M. Kilburn	1020	Fall
Swimming	C. Clanton	N/A	Winter
Track & Field, Boys & Girls	T. Steel	N/A	Spring
Trap Shooting	M. Cashion	N/A	Year Round
Tennis, Boys & Girls	S. Davis	2112	Spring
Wrestling	B. Martino	WMS	Winter

Beginning with the 2023-24 school year, TSSAA has implemented the following policies for unsportsmanlike conduct:

- Student-Athletes – For substitutes leaving the bench area during an incident, the school will be fined a minimum of \$250.00. In addition, other non-monetary disciplinary action may occur, including but not limited to probation and/or restrictive probation for the sport in which the incident occurred.
- Fans – For fans coming onto the field or floor during an incident or being ejected for unsportsmanlike conduct during a contest, the school will be fined a minimum of \$250.00. In addition, other non-monetary disciplinary actions may occur, including but not limited to probation and/or restrictive probation for the entire athletic program.



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.

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/guardians 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 regarding their personal appearance. Attire considered disruptive or risky to health or safety is not appropriate.

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 an 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 if worn under a shirt, shorts, skirt, pants, jeans, or skorts that cover 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 if 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 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. (BONNETS AND DURAGS ARE NOT ALLOWED).

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 cover 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.



CHANGES TO STUDENT CODE OF CONDUCT

Per board policy 6.300, use, possession, sell, distribution and/or being under the influence of tobacco/nicotine or alcohol and use, possession, sell, or distribution of drug paraphernalia to include any vaping apparatus is now a level 4 offense.

Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school sponsored event is a zero-tolerance offense. This includes THC vapes.

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 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

- 3 unexcused absences: parent contact
- 5 Unexcused absences: Letter to Parent/Guardian & attendance contract. Summon Parent/Guardian and student to School Truancy Hearing (Parent/Guardian will attend)
- 10 unexcused absences: Letter to Parent/Guardian about District Truancy Review board
- 12 Unexcused Absences: petition filed in Juvenile Court against student.

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL OR CLASS

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. **Five parent notes per semester** are accepted to excuse an absence.

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 to make up missed work.

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 period. 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. Tardies will be enforced per Maury County school board policy. Tardies are cleared at the end of the semester.

- 4 unexcused tardies: 1 unexcused absence

WHAT TO DO WHEN BECOMING ILL AT SCHOOL

Any student who becomes ill at school should report to the School Nurse's 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 School Nurse 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-one 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 work-based learning 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 the 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.

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 a 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 if 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 based on 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. show respect for school property always, (Cost of repair or replacement of any object damaged or defaced will be the student's responsibility.)
28. move along at a reasonable speed in the hallways, (No loitering.)
30. will not loiter in the restrooms

Hall Passes

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

- get permission from the teacher.
- have the time, date, and destination on the hall pass.
- Sign the classroom list.
- Get a signature from the destination when it is not the restroom.



VENDING MACHINES

Soft drink and snack machines are available for the use of all students. Students may purchase these items throughout the school day (in between classes). However, each teacher reserves the right to determine if drinks and/or snacks may be consumed in the classroom. **Vending Machines may not be used during 5th period (lunch time)**. 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 7:00 a.m. and 2:45 p.m. **Food Deliveries (Grub Hub, Door Dash, etc.) will not be accepted.**