

Student Handbook



Cosby High School
Cosby, Tennessee

School Year
2022-2023

Cosby High School Mission Statement

The mission of Cosby High School is to establish a strong foundation for lifelong learning. We provide students with a comprehensive array of skills to achieve local, state, and federal academic requirements. Consequently, students become responsible, productive, and respectful citizens.

Vision Statement

Our commitment is that all of our students develop morally, mentally, and physically in accord with their individual needs and talents in preparation for their future societal roles.



Important Dates

(Please stay connected with all important school dates and events on our website <https://cosbyhighschool.weebly.com> and through various social media platforms.)

First Day of School

August 1, 2022

First Day of Second Semester

January 4, 2023

Election Day - NO SCHOOL

August 4, 2022

Martin Luther King Day

January 16, 2023

NO SCHOOL

September 2, 2022

President's Day

February 20, 2023

Labor Day

September 5, 2022

Spring Open House

TBD

Fall Open House

September 7, 2022

NO SCHOOL

March 24-25, 2023

Fall Break

October 3-7, 2022

Spring Break

April 3-7, 2023

NO SCHOOL

October 19, 2022

Last Day of School (dismiss at 1 pm)

May 22, 2023

NO SCHOOL

November 8, 2022

Graduation Day

TBD

EARLY DISMISSAL at 1 pm

November 22, 2022

Thanksgiving Holiday

November 23-25, 2022

End of 1st Semester (dismiss at 1 pm)

December 16, 2022

**Assessment Calendar
2022-2023**

Purpose	Platform	Subjects	Testing Date Range
RTI Universal	Study Island	Reading, Math & Language Arts	August 9, 2022
Intervention Diagnostic	Exact Path (in class)	Reading, Math & Language Arts	August 18, 2022
ASVAB	11th & 12th grades	Armed Services Vocational Aptitude Battery	August 24, 2022
Standards Based Assessment	CASE Benchmarks (YL and semester)	English (Sept. 28), Science & Social Studies (Sept. 29), Math (Sept. 30)	September 28 - 30, 2022
ACT	Senior Retake	State Graduation Requirement	October 18, 2022
Standards Based Assessment	CASE Benchmarks (YL and semester)	English (December 8) Math (December 9)	December 8 - 9, 2022
End of Course (EOC)	TCAP End of Course	Algebra 1 & 2, Geometry, English 1 & 2, US History, Biology	Nov. 29, 2022 - Dec. 14, 2022
Final Exams	All non-EOC courses	District	December 15 & 16, 2022
RTI Universal	Study Island	Reading, Math & Language Arts	January 10, 2023
Intervention Diagnostic	Exact Path	District	January 19, 2023
ACT	Juniors	State Graduation Requirement	March 7, 2023
Standards Based Assessment	CASE Benchmarks (YL and semester)	English (Sept. 28), Science & Social Studies (Sept. 29), Math (Sept. 30)	March 1 - 3, 2023
ASVAB	10th grade	Armed Services Vocational Aptitude Battery	March 23, 2023
RTI Universal	Study Island	Reading, Math & Language Arts	April 11, 2023
End of Course (EOC)	TCAP End of Course	State	April 18, 2023 - May 5, 2023
Final Exams	All non-EOC courses	District	May 19 & 22, 2023

TCAP End-of-Course (EOC)

TENTATIVE DATES

Fall Testing Window: November 28 - December 15, 2022

Spring Testing Window: April 17 - May 5, 2023

Courses include:

Algebra I, Algebra II, Geometry

Biology

English I, English II

United States History

2022-23 Coker County Secondary Schools Exam Dates

High School Courses without an End of Course Exam

Students who miss three or fewer days are exempt from the final exam.

This applies to each class.

First Semester

December 15 - 2nd and 4th Block Exams

December 16 - 1st and 3rd Block Exams

Second Semester

Senior Exams - TBD

May 19 - 2nd and 4th Block Exams

May 22 - 1st and 3rd Block Exams

ACT State Test Dates

Fall Senior Retake (Class of 23)

October 18, 2022

Spring Junior Test Day (Class of 24)

March 7, 2022

COCKE COUNTY SCHOOLS 2022-2023 CALENDAR A

TYPE OF DAY & DATES

ADMINISTRATIVE DAY	July 27, 2022	January 2, 2023	January 3, 2023	May 23, 2023		
INSERVICE DAYS (FULL)	July 28, 2022	July 29, 2022	August 4, 2022 (SE)	Sept 2, 2022 (SE)	October 19, 2022	Nov. 8, 2022 (SE)
INSERVICE DAYS (FULL)	March 20, 2023	March 21, 2023				
ABBREVIATED DAYS (LEAVE AT 1 PM)	November 22, 2022	December 16, 2022	May 22, 2023			
NO SCHOOL - HOLIDAY	September 5, 2022 April 3-7, 2023	October 3-7, 2022	November 23-25, 2022	December 19-30, 2022	January 16, 2023	February 20, 2023

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	SE1	5	6					1	SE2	3							1			1	2	3	4	5						1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	SE3	9	10	11	12	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29	30	31			
31																			30	31																					
JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1	1	2	3	4	5	6						1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	PTC	25	26	27	18	19	20	21	22	23	24
29	30	31					26	27	28				26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31			25	26	27	28	29	30				
																			30																						

Bell Schedules

Daily Bell Schedule

1st Block	8:15 - 9:45
2nd Block	9:51 - 11:21
3rd Block	11:27 - 1:45
Lunch A	12:07 - 12:35
Lunch B	12:40 - 1:10
Lunch C	1:15 - 1:45
4th Block	1:50 - 3:15

Early Dismissal Bell Schedule

1st Block	8:15 - 9:15
2nd Block	9:21 - 10:21
4th Block	10:27 - 11:27
3rd Block	11:32 - 1:00
Lunch A + ½ of B	12:00 - 12:30
Lunch C + ½ of B	12:30 - 1:00

1 hour Delay Bell Schedule

1st Block	9:15 - 10:20
2nd Block	10:25 - 11:30
3rd Block	11:35 - 1:45
Lunch A	12:07 - 12:35
Lunch B	12:40 - 1:10
Lunch C	1:15 - 1:45
4th Block	1:50 - 3:15

2 hour Delay Bell Schedule

1st Block	10:15 - 11:05
2nd Block	11:10 - 12:00
3rd Block	12:05 - 1:45
Lunch A	12:07 - 12:35
Lunch B	12:40 - 1:10
Lunch C	1:15 - 1:45
4th Block	1:50 - 3:15

Attendance

School attendance matters. The Cocke County Schools Attendance Office lives by that slogan because being present plays a significant role in learning. Research shows that the more times a child is absent from school grows, the more difficult their climb to academic success becomes. We have a dedicated staff of educators across Cocke County Schools who are prepared to deliver quality instruction daily to our students. However, it's hard to teach an empty seat.

The Attendance Office at the Central Office works with school administrators and their attendance teams to implement Board of Education policies related to school attendance. We monitor school attendance regularly, work with students and their families to get to the root cause of absenteeism and develop plans to prioritize school attendance. With changes in state laws regarding school attendance in recent years, our goal is to ensure all students and their family members are aware of the attendance policies and the corrective measures required of school districts across Tennessee.

Tips for Good School Attendance

- Become familiar with the school calendar so you can avoid planning family trips or other activities on school days. The current school year calendar and calendars for future school years are posted on the Cocke County Schools website.
- Avoid scheduling appointments during the school day where possible.
- Be sure your child's school can easily contact you at all times during the school day. Remember to share any changes in phone numbers and other contact information with the school. Also, remember to keep emergency contact information updated with your child's school.
- Keep the lines of communication open between you, your child, and school officials.
- Part of consistent school attendance includes developing a daily routine for bedtime and early mornings. Small things like laying clothes out and getting the backpack ready for the next day can help prepare everyone for the expectation of another school day. It also will help reduce stress during the hectic morning time before school.

- Be aware of school attendance policies, including the start time for your child's school. Your Student Handbook includes school absenteeism and what constitutes being tardy to school. Arriving at school on time is also a critical element of school attendance. Instruction begins at the start of the school day. When students arrive late, they miss valuable time and can disrupt the class.
- Encourage your child to attend school and actively participate in their education. The most important partner in your child's education is your child. Let them know how important it is to be there and engaged in learning.

Tardies/Absenteeism/Leave Earlyies

A student who accumulates five unauthorized absences to school will be cited to the Truancy Board. Authorized absences require a doctor's note which lists the excused dates. Each student may use parent notes totaling **five days for the entire school year**. All parent notes must be brought to the office for review. Students who have excessive tardies to school will be subject to disciplinary action.

Attendance Personnel

CHS Secretary

Mandy Hall

mhall@cocke.k12.tn.us

(423) 487-5602

Communities in Schools

Dawn Williams

williamsd3@cocke.k12.tn.us

(423) 487-5602

Attendance - Coker County School System
Every student counts, everyday
Goal: every student in school, every day, all-day

Attendance is a key factor in student achievement, and therefore, students are expected to be present every day school is in session. Every Student Succeeds Act (ESSA) includes requirements around the disclosure of non-academic data, specifically Chronic Absenteeism. Chronic Absenteeism is defined as any student missing ten percent (10%) of the school year for any reason. Tennessee law requires that children under age eighteen attend school. It is the parent and guardian's responsibility to insist that the child attend school. Truancy is an absence for an entire school day, a major portion of the school day, or any class, study hall, or activity during the school day for which the student is scheduled. Coker County School System will be participating in making September Attendance Awareness Month. The law says that students are to be in school for one hundred and eighty days (180) per year. We look forward to having your students in our school system. We must have the correct information for each student in our school systems, such as phone number, address, and parent or guardian. If this information changes, please contact the school with the new information. The school will try to contact each parent or guardian anytime the student is absent, tardy, or dismissed during a school day. When a student misses five (5) days unauthorized, they will need to meet with the principal to have meaningful communications to determine the underlying causes of the unauthorized absence. If necessary, the principal will develop an attendance contract to improve the student's attendance.

A questionnaire is given out at the first of the school year to help us identify students living in the following conditions:

- Staying in a shelter, FEMA trailer, or waiting for foster care placement
- Sharing the housing of others due to loss of housing, economic hardship, similar reason; doubled-up
- Living in a car, park, campground, public space, abandoned building, substandard housing or similar
- Temporarily living in a motel or hotel due to loss of housing, economic hardship or similar reason
- Unaccompanied Youth - student with an adult that is not a parent or legal guardian, or alone without an adult

We hope every student has a very successful school year.

Dear Parents, Guardians, and Students:

Welcome to the beginning of another school year. We hope you had an enjoyable summer break from school and that you have begun another productive school year. This letter is written to stress to you the importance of attending school.

We take compulsory school attendance very seriously. Tennessee law requires that children under the age of eighteen attend school. It is the parent and guardian's responsibility to insist that the child attend school. Truancy is an absence for an entire school day, a major portion of the school day, or any class, study hall, or activity during the school day for which the student is scheduled. Make-up work should be completed within the number of days after the absence the school policy gives you. Even authorized absences may become excessive, and if the child is not in school regularly, they are missing valuable instruction time.

Annually, the Director of Schools/designee will notify the parent(s)/guardian(s) that school attendance is required. Students shall be present at least fifty percent (50%) of the scheduled school day to be counted present. Students may attend part-time, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school district provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

One absence shall be recorded for unauthorized tardies, leave earlies, or any combination equaling three (3) that the student receives.

When the school contacts the parent, the secretaries can greatly assist in viewing the attendance page and questioning the parent as to whether they have excuses they have not provided. If they have not used their five (5) parent notes, encourage them to provide them at this time, but also advise them to use them wisely in case they are needed later. If the parent does not turn in the parent notes or cannot be reached, the school will use the parent's notes before referring them to the Tier II part of the plan.

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee, who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools/designee shall implement the progressive truancy plan described below before referral to juvenile court.

*Progressive Truancy Intervention Plan*⁸

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I

Tier I of the progressive truancy intervention plan shall include the following:

1. Letters to all students at the beginning of each school year;
2. Letter, call, or communication to student, parent, or guardian when three unexcused absences occur.
3. Letter, call, or communication to a student, parent, or guardian when four (4) unexcused absences occur.
4. Letter, call, or communication to student, parent, or guardian when five (5) unexcused absences occur.

Tier II

Tier II of the progressive truancy plan shall include but is not limited to the following:

At the fifth unexcused absence, the attendance clerk calls the student into the office to talk to a student about absences and gives them three (3) days to have a parent, guardian, or another person in parental relation contact the school to set up a parental conference, or a conference call meeting in which the parent and student can meaningfully participate.

1. A conference with the student and the student's parent(s)/guardian(s);
2. Based on the conference, an attendance contract is signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include
 - a. A specific description of the school's attendance expectations for the student.
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential juvenile court referrals; and
 - d. Give the parent a copy of the contract and attendance report
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Under this tier, a school team member shall conduct an individualized assessment detailing the reasons a student has been absent from school. The team member may refer the student to counseling, community-based services, or other services to address the student's attendance problems. (Family Resource, Coordinated Health School Nurse, RTI, etc.)

4. If a student does not show up for the conference:
5. After at least two attempts to meet with the student, the student will be subject to Tier III

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

Truancy Board referral

A team formed by the district shall determine these interventions. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

Make a referral to the TN Dept. of Children's Services FCIP (if needed).

Make a referral to any other community-based services (if needed).

The contract will be aimed at addressing students' attendance problems.

6. If a student or parent does not show up for the Truancy Board:
After at least two attempts to meet with the student or parent, the school may document that the student's parent or guardian is unwilling to cooperate with the truancy intervention plan. The director of schools or designee may report the student's absences to the appropriate judge.

If a student, parent/guardian fails to comply with Tier III:

1. Referral to Juvenile court
2. Accompanied by a statement from the student's school certifying that
3. The school applied the progressive truancy interventions adapted to the student,
4. The progressive truancy interventions failed to address the student's school attendance meaningfully.

If your child is expelled from school for any reason, your child is still subject to the compulsory school attendance law if under eighteen. It becomes the parent's obligation to obtain and pay for a private educational program for the child. The child may be placed into state custody if this is not done.

This letter is not intended to single out any person and is not for most parents or their children. It reminds those who do not see the importance of attending school and behaving appropriately while there.

If you begin to experience a problem with your child attending school, please contact the Attendance Supervisor, Dennis Balch, or your Juvenile Court Youth Services Officers, Jennifer Shelton or Martha Newman. They have resources and advice that may be

beneficial. Our goal is for children and parents not to be petitioned to a court or arrested. We believe in utilizing preventive measures before the matter goes too far.

Sincerely,

Patrick O’Neil
 Cocke County School System
 423-623-7821 ext. 2020

Jennifer Shelton
 Cocke County Juvenile Court
 423-623-9291

Cocke County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 08/12/21
		Rescinds: 6.200	Issued: 12/12/19

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session. The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

The Attendance Supervisor shall oversee the entire attendance program, which shall include:¹

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who fail to meet minimum attendance requirements;
3. Ensuring that all school-age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s)/guardian(s).³

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:⁴

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;

5. Religious observances;⁵
6. Pregnancy;
7. School endorsed activities;
8. Summons, subpoena, or court order; or
9. Circumstances create emergencies over which the student has no control.
10. Five parent notes per year will be accepted from the parent/guardian but used by the school if necessary to excuse the first accrued absences not covered by the reasons listed above.

The principal shall be responsible for ensuring that:⁶

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign-in/sign-out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness, and
5. System-wide procedures for accounting and reporting are followed.

TRUANCY

Annually, the Director of Schools/designee will provide written notice to the parent(s)/guardian(s) that school attendance is required. Students shall be present at least fifty percent (50%) of the scheduled school day to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school district provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee, who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences or requests an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

SEE *Progressive Truancy Intervention Plan*⁸ on pages 11-13

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

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

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

5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE¹⁰

A principal/designee may excuse a student to attend a course in religious or moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/ designee as proof of the student's participation in the released time course.

The district shall not be responsible for transporting students to and from the place of instruction.

Upon submission of the student's transcript from the entity that provided the released time course, the student may be awarded one-half (1/2) unit of elective credit.

The Director of Schools shall develop procedures with secular criteria for determining whether credit shall be awarded.

MAKE-UP WORK

Students shall be permitted to make up schoolwork missed during absences. Make-up work should be completed by the end of the current grading period. The building administrator can modify extenuating circumstances.

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled EOC exams shall present a signed doctor's excuse or have been given an excused release by the principal prior to testing to receive an excused absence.

Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students with an unexcused absence shall receive a failing grade on the EOC exam, which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.¹¹ If attendance is a factor prior to credit/promotion denial, the following shall occur

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism, and
2. Procedures in the due process will be made available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION²

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

To qualify for reclaiming a driver's permit or license, the student shall make a passing grade in at least three (3) full unit subjects or their equivalency after a subsequent grading period.

ATTENDANCE HEARING¹²

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be allowed to address the committee. The committee will conduct a hearing to determine whether any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted.

Upon notification of the attendance committee decision, the principal shall notify the Director of Schools/designee and the student's parent(s)/guardian(s) of any action taken regarding the excessive unexcused absences. The notification shall advise the parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.

The Director of Schools/designee shall ensure this policy is posted in each school building and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

0520-01-13-01

1. Students who participate in Remote Instruction during a temporary COVID-19 Quarantine Period may be counted as present if the LEA or public charter school monitors and reports attendance under the policy adopted by the LEA or public charter school, provided that such policies must require monitoring and taking daily student attendance which shall include daily periodic visual, verbal, and/or written confirmation of student participation in six and one-half (6½) hours of instructional time per day for grades one (1) through twelve (12) and four (4) hours of instructional time per day for Kindergarten, using multiple methods of confirming student attendance. Examples of methods of confirming attendance include such options as
 - i. Students participating in a phone call with a teacher, with a parent or legal guardian support as appropriate for the age of the student; students participating in synchronous virtual instruction; students completing work in a learning management system; students

submitting work via hard-copy or virtual formats; or other methods the LEA or public charter school identifies as appropriate.

2. LEAs and public charter schools shall report student attendance to the Department via the LEA's or public charter school's student information system utilizing the attendance code set by the Department for students participating in Remote Instruction.
3. LEAs and public charter schools shall ensure that Remote Instruction is provided by teachers who are properly endorsed and licensed to teach in Tennessee in compliance with state law, State Board Rules Chapter 0520-02-03, and State Board Policy 5.502 and that Remote Instruction is provided utilizing State Board approved textbooks and instructional materials unless a waiver has been granted to the LEA or public charter school for the use of unapproved materials according to state laws.
4. LEAs and public charter schools may only permit students to participate in Remote Instruction according to this rule during a temporary COVID-19 Quarantine Period per State Board Rule 0520-01-03-.05 or in alignment with requirements for temporary Remote Instruction specified in the LEAs or public charter schools policy required by this rule.
5. LEAs or public charter schools may only allow students to participate in Remote Instruction permanently according to State Board Rule 0520-01-03-.05 through the LEA's public virtual school or the LEA's or public charter school's virtual education program.
6. Nothing in this rule prohibits an LEA or public charter school from allowing a student who tests positive for COVID-19 and meets the requirements of state law and State Board Rule 0520-01-02-.10 on homebound instruction to receive such instruction remotely as part of the LEA or public charter school's virtual education program for homebound students as provided in State Board Rule 0520-01-03-.05.

Before School

Students arriving before school are to report to the cafeteria or the gymnasium. Students are not allowed to roam the halls or gather in unauthorized areas. Students must have permission from teachers or club sponsors to enter the building for tutoring or club meetings.

After School

Students attending club meetings, athletic practices, or tutoring sessions have permission to be on school grounds after school is dismissed. Students are not allowed to hang out on school grounds after school has been dismissed for the day. Car riders may wait at the pavilion near the cafeteria or in front of the school near the gym or office lobby.

Tardies/Leave Earlys

Students who arrive at school after 8:15 must go to the office and sign in. Students will receive a tardy slip allowing them to enter class late. A parent or guardian must call the school if students need to leave school early. Students will then be called out at the appropriate time.

Leaving School Grounds

Students must check out of school through the main office. Students will present a slip to the security guard as they exit campus through the back parking lot. Under no circumstances are students to leave campus without permission once they arrive on campus. Leaving school without permission is a serious offense as it poses a safety risk to the student.

Lunch

Students are to eat lunch in the cafeteria and remain there for the entire lunch period. Students are not allowed to eat in teachers' classrooms. Seniors may eat on the pavilion if the area is kept clean.

Class Change

Use your time wisely when changing classes. Students have six minutes to change classes. Students will be referred to the office if they have class tardy issues.

Hall Passes

Students must have a hall pass if they are out of class. Students must fill in the hall pass with the time and destination. Teachers need to initial the pass for the student. The individual teacher determines hall pass usage. Only one student is allowed out of a classroom at a time.

Student Parking

All drivers must have a parking permit visible in their cars. These permits cost \$10 and may be purchased in the school office at the beginning of the school year. Student parking is not reserved. There are two lots on campus - one at the bottom and one behind the school. Students are not allowed to park at the shop. Failure to comply with these requests will result in a loss of driving privileges.

Medicine

All medicines must be turned in to the office. Medicine information should include the student's name, the amount to be dispensed, and when the medication needs to be taken. Students should never possess prescription medications at any time during the school day. No Cosby High School faculty or staff member will provide a student medication.

Safety

The students and staff of Cosby High School will promote a culture of safety at all times. All exterior doors are locked, and most require a teacher access card to enter. Doors are not to be propped open. Please do not open exterior doors for people who do not have an identification badge. Please be familiar with the different types of evacuation and lockdown procedures. Teachers will review these with you. Please take school safety seriously.

Lockers

Each student will be issued a locker. Students are responsible for the upkeep and contents of that locker.

Cell Phones

At the beginning of each class, students will place cell phones in a secure location as directed by the teacher. Students will collect their phones at the end of each class. Failure to comply may result in disciplinary action.

Report Cards

Report cards will be issued twice a semester (9 and 18 weeks). Dates are subject to change. Report cards may be held if students have outstanding debts to the school.

Term 1: October 12, 2022
Term 2: December 16, 2022

Term 3: March 9, 2023
Term 4: May 22, 2023

Progress Reports

Progress reports will be issued twice a semester (4 ½ and 13 ½ weeks). Please have your parents/guardians sign these and return them to your teachers.

Fall

4 ½ weeks: August 31, 2022 (distributed on September 7, 2022)
13 ½ weeks: November 14, 2022 (distributed on November 21, 2022)

Spring

4 ½ weeks: February 3, 2023 (distributed on February 10, 2023)
13 ½ weeks: April 19, 2023 (distributed on April 26, 2023)

Grading Scale

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

Aspen

Go to <https://sis-cocke-county.tnk12.gov/aspen/logon.do> or search Aspen Cocks County. If you lose your login information, see Ms. Jones in room 113.

Dress Code

The school dress code aims to establish standards replicating workplace expectations. The Cocke County School Board approved this dress code's content.

1. Garments (Shirts, Blouses, Tunics, and Dresses) must not be cut below the normal armpit and must not come below the top of the breasts. All garments must cover the torso at all times.
2. Garments must have sleeves or a shoulder strap at least two inches wide. Halter and midriff tops are not permitted as outer garments. Garments that reveal any skin in the midriff are not permitted. Sleeveless tops apply equally to males and females, but neither student is to wear the "A" undershirt, often referred to as a "wife beater." No shirts with ripped out or removed sleeves.
3. Students may wear shorts, skirts, and dresses no shorter than four (4) inches from the top of the knee.
4. Opaque tights or leggings (opaque tights/leggings are not transparent; skin color is mostly unable to be detected) are worn beneath garments long enough to cover the front and rear genitalia while the student's arms are down by their sides.
5. Spandex shorts are not permitted.
6. House slippers are not permitted as acceptable shoes as they are a safety hazard, especially on stairs.
7. Shorts or leggings must be worn beneath holey jeans; holes are allowed four inches from the top of the knee, and the holes cannot be located in the genitals. Additionally, clothing may not have patches on or around the genital area, and covering inappropriate holes with tape, paper, etc., is not permissible.
8. Suspenders are to remain on the shoulders.
9. Excessively baggy pants are not permitted. Pants must be secured at the waist, not worn below the hips.
10. All necessary undergarments must be worn and not be visible beneath the outer garment.
11. No clothing or accessories imply or promote alcohol, tobacco, drugs, sex, violence, gangs, racial slurs, or offensive language.
12. No clothing or accessories may contain messages, slogans, or symbols that promote discord.
13. Hats are permitted. Students must comply with the teacher's request to remove hats in the classroom. No hoodies are to be worn on the head during the school day.
14. Blankets are not permitted.
15. Bandanas are not permitted either as clothing or as hair accessories.
16. Anything in question will be at the discretion of an administrator.

School Board Policies

Visit the Coker County Schools website at www.cockecountyschools.org for more information concerning school board policies.

Visitors

Visitors are not permitted in the cafeteria or classrooms during the school day. Only the school administration can approve exemptions to this policy.

Technology

Most teachers now use online instruction as a daily lesson plan. So that they may participate in class, each student will be assigned an Acer Chromebook. A parent or guardian will come to the school and sign for the computer. A designated time has been set for distribution; however, if this time does not work for you, please contact Ms. Jones at (423) 487-5602.

Students enrolled in a math course at CHS may be assigned a TI-84 graphing calculator to use throughout the semester. Parents' signatures are not required for calculator distribution.

Chromebook Parking Lot

Students will leave their Chromebooks in fourth block each day. Students may take their Chromebooks home if they have homework, a DE, or an AP class. At 8:05 each morning, students will be dismissed from the cafeteria/gym and pick up their Chromebooks from their fourth block. Students must be in first block before the tardy bell rings at 8:15. Failure to do so will require students to go to the office for a tardy slip.

Communication Tools

There are several ways to communicate with the teachers and staff at Cosby High School. Most teachers do not have a personal extension number, so email is the best way to reach them. All faculty and staff emails are listed on the school's website: <https://cosbyhighschool.weebly.com>. Most teachers also use the remind app and Google Classroom.