

COCKE COUNTY HIGH SCHOOL

216 Hedrick Drive
Newport, TN 37821
(423) 623-8718



*We will love every student unconditionally, making sure they are cared for, invested in, and safe.
We will push each student academically, maximizing their potential while preparing them for
their next step in life.*

*This CCHS Student Handbook is subject to change based on Tennessee Code Annotated and/or Cocke County Schools Board of Education policies. Any updates and/or changes can be viewed at the online link, <https://tsba.net/cocke-county-board-of-education-policy-manual/#board-operations>. **Updated July 22, 2025*

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Important Contact Information

Administration

Principal	Dr. A.C. Willis (Ext. 5002)	willisa@cocke.k12.tn.us
Curriculum Coordinator	Nancy Brawley (Ext. 5004)	brawleyn@cocke.k12.tn.us
Assistant Principal	Steve Hasselbusch (CTE #)	hasselbuschs@cocke.k12.tn.us
Assistant Principal	Holly Tungett (Ext. 5013)	tungetth@cocke.k12.tn.us
Athletic Director	Dr. Robert Vick (Ext. 5003)	vickr@cocke.k12.tn.us

School Counselors

Student Last Names A-G	Bailey Hansel	hanselb@cocke.k12.tn.us
Student Last Names H-Ph	Ashley Ball	balla@cocke.k12.tn.us
Student Last Names Pi-Z	Vera Pratt	prattv@cocke.k12.tn.us
EPSO Coordinator	Terri Hall	hallt@cocke.k12.tn.us
Counseling Secretary/Registrar	Tina Davis	holtt@cocke.k12.tn.us
CTE Education Counselor	Crystal McGaha	mcgahac@cocke.k12.tn.us

Student Support Services

School Resource Officer	SGT Dan Williams	dan.williams@cockecountyttn.gov
School Resource Officer	Brock Hannah	brock.hannah@cockecountyttn.gov
Helen Ross McNabb	Shannon Detienne	shannon.detienne@mcnabb.org
Helen Ross McNabb	Sarah Furchess	865-391-4414
S3 Student Counselor	Jaymie Graham	grahamj@cocke.k12.tn.us
Communities in Schools	Markita Roberts	markitaroberts@cisofah.org
School Nurse	Kalsea Sutton	suttonk@cocke.k12.tn.us
Ayers Counselor	Bailey Lane	laneb@cocke.k12.tn.us
Ayers Counselor	Julie Mason	masonj@cocke.k12.tn.us
Ayers Counselor	Tristan Self	selft@cocke.k12.tn.us
Ayers Secretary	Kim Strange	strangek@cocke.k12.tn.us

Important Phone and Fax Numbers

Cocke County High School	Phone: (423) 623-8718	Fax: (423) 623-1213
CCHS CTE	Phone: (423) 623-6073	Fax: (423)-623-6070

Main Office	Ext. 5000	Athletics	Ext. 5003
Attendance	Ext. 5007	SRO	Ext. 5006
Counseling	Ext. 5008	Special Education	Ext. 5017
Bookkeeping	Ext. 5005	SE-Kristy Myers	Ext. 5018
Curriculum	Ext. 5004	SE-Alicia Talley	Ext. 5022

History of Cocke County High School

Cocke County High School, located in Newport, Tennessee, was established in 1917. It was originally known as Central High School and Newport High School before adopting its current name. The school moved to a larger building in 1962-63, with additions completed in 1975-76. The school serves students in grades 9-12 and is part of the [Cocke County School System](#).

Our Mission

The mission of Cocke County High School is to lay a foundation for lifelong learning and to prepare students with the intellectual and social skills to become contributing and responsible citizens engaged in careers in keeping with their abilities and opportunities.

All members of the CCHS community will support each other in the pursuit of these common goals; will be respectful of themselves and each other, of their school, and of education itself; and will strive to meet the needs of all students and to challenge all students.

ACADEMICS

Curriculum and Graduation Requirements

As part of the Tennessee Diploma Project, requirements for freshmen entering high school starting the 2009-2010 school year and beyond are on a one-path high school curriculum at CCHS. In order for these students to graduate with a Cocke County High School regular diploma, they must also successfully attain a minimum of 28 credit requirements (see below).

** There are no “exit” exam requirements for these students.

CCHS GRADUATION REQUIREMENTS (for students entering 2025-2026 school year and later)

Subject	Credits
English	4
Math* (Must complete Alg. 1, Alg. 2, Geometry, and one higher math.	4
Science* (Must complete Biology, Chemistry/Physics, and one other lab science)	3
World History	1
Economics	.5
Personal Finance	.5
U.S. Government (Fulfilling 3 credits of ROTC substitutes.)	1
American History	1
Wellness (Fulfilling ROTC 1)	1
Physical Education (Fulfilling ROTC 2)	1
Foreign Language (must be the same language)	2
Visual/Performing Fine Arts	1
Program of Study	3
Electives	5
Computer Science	1

TOTAL TO GRADUATE 28

* Requirements may slightly vary for students who receive Special Education services as dictated through an IEP. Number of credits needed for graduation may also fluctuate for students who transfer in based on credits that student was able to earn at previous school(s).

Grading Policy

All class grades are cumulative, representing all class work from the beginning of the course to the date of the report. Progress reports are issued at the midway point of each 9 week term (at 4 and a half weeks), while report cards are issued each 9 weeks (twice each semester). Semester courses and year-long courses may also include end-of-course exams.

The Tennessee End of Course tests (TN Ready) compose 15% of the student's final course in Algebra 1, Geometry, Algebra 2, English 1, English 2, Biology, and US History.

Grades	Descriptor	Percent Scale	Grade Pts
A	Excellent	90-100%	4
B	Good	80-89%	3
C	Average	70-79%	2
D	Below Average	60-69%	1
F	Failure	59 and below	0

The above grade scale is based on [CCS Board Policy](#).
Students desiring to receive recovery credit or dual credit must be pre-approved to do so. See your School Counselor for details and grading procedures.

ADVANCED COURSE LEVEL DESIGNATION	ADDITIONAL GPA QUALITY POINT GUIDE	PERCENTAGE POINTS ADDED TO FINAL GRADE
HONORS	Additional .5 quality point used for GPA calculation	Three (3) points added to student's Final Grade
ADVANCED PLACEMENT	Additional 1 quality point used for GPA calculation	Five (5) points added to Final Grade for students who sit for AP Exam
DUAL ENROLLMENT	Additional 1 quality point used for GPA calculation	Not Applicable
STATE-WIDE DUAL CREDIT	Additional .75 quality point used for GPA calculation	Four (4) points added to Final Grade for students who sit for State Challenge Exam

Schedule Changes

In general, schedule changes will not be considered after the second week of the semester. A schedule change request does not guarantee a changed schedule. Changes will be made ONLY for the following reasons:

- Receiving credit in summer school
- Incorrect level placement
- Student needs to repeat a class
- Administrative prerogative

Graduation Activities

Students who have met all graduation requirements on the day of graduation may participate in graduation activities. As per school board policy provision, June 12, 2025. “Only students who have earned all 28 credits required for graduation by the scheduled date of the graduation ceremony shall be permitted to participate in the ceremony. Students who have not met this requirement may receive their diploma upon completion of all necessary credits, as outlined by the state of Tennessee, but will not be eligible to take part in graduation exercises.”

Students are expected to participate in all graduation activities. Graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student, except for students who are eligible to receive free or reduced lunch prices. In such cases, the school shall assume responsibility for payment of fees, provided, however, that the school shall not be responsible for the expense of graduation apparel if it consists only of the student’s personal clothing. All other graduation expenses shall be the responsibility of the Board.

Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and other interested citizens.

Students who do not wish to participate in graduation activities shall make this known to the school principal at least five (5) days prior to the day of graduation.

There shall be no sponsorship of a baccalaureate service or other activity which is religious in nature by the Board or its employees, and no school funds, including paid staff time, will be used for such activities.

Students graduating with distinction will be recognized at graduation.

Tennessee Honors Diploma

Students who score at or above all of the subject readiness benchmarks on the ACT.

English 18	Reading 22	Math 22	Science 23
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Graduating with Distinction

Students may graduate with distinction by meeting the criteria established for the Tennessee diploma with distinction. Students will be recognized as graduating with “distinction” by attaining a B average and completing at least one of the following:

1. Earn a national and/or state-recognized industry certification
2. Participate in at least one of the Governor’s Schools
3. Participate in one of the state’s All-State musical organizations
4. Be selected as a National Merit Finalist or Semifinalist
5. Attain a score of 31 or higher composite score on the ACT or SAT equivalent

6. Attain a score of 3 or higher on at least two Advanced Placement exams Successfully complete the International Baccalaureate Diploma Programme
7. Earn 12 or more semester hours of transcribed postsecondary credit

Some of the data used to identify students as graduates with honors or distinction may not be available prior to commencement. Therefore, all students who potentially meet the requirements will become candidates for a diploma with honors or distinction and will be recognized at individual schools' ceremonies. A final classification of all candidates will be completed once all relevant data is received.

Academic Integrity Policy

This policy applies to **all assignments, projects, and key assessment items** within the class. Issues concerning academic integrity with homework, daily activities, and smaller coursework will be managed by the classroom teacher. If academic dishonesty is repeated (as defined by policy in the consequences below), the issue will be handled according to the CCS discipline policy.

INFRACTIONS ARE CUMULATIVE and will not start over at the end of an academic year. Administration will maintain a record of academic integrity concerns, and a student's offenses will accumulate throughout their tenure at Cocke County High School.

Issues with academic integrity may include:

CHEATING - Using any unauthorized items/papers used for the benefit of the student's grade.

CONTRACT CHEATING - When a student submits classwork that has been completed by somebody else who was rewarded for doing the work.

DECEPTION- To misguide someone into believing in something that is true or not true, typically for their gain of an advantage over another, including knowingly withholding information.

FABRICATION & FALSIFICATION - To fake or forge documentation, data, experiment results, signatures, etc.

PLAGIARISM - The act of taking one's work or other ideas and passing them off as one's own.

UNAUTHORIZED COLLABORATION - Working with others without the specific permission of the teacher on assignments that will be submitted for a grade.

UNAUTHORIZED OR INAPPROPRIATE USE OF AI - When a student uses AI (Artificial Intelligence) to submit any assignment without prior authorization by the teacher.

1st Offense	<ul style="list-style-type: none">• Student will earn a zero.• Teacher may allow the student to redo the assignment for 50% credit.• Teacher will put a note in the online gradebook for the assignment.• Teacher will contact parents, administration, and the appropriate counselor.
2nd Offense	<ul style="list-style-type: none">• Student will earn a zero and will not have the opportunity to redo the assignment.• Teacher will put a note in the online gradebook for the assignment.• Teacher will contact parents, administration, and the appropriate counselor.
3rd Offense+	<ul style="list-style-type: none">• Teachers will put infraction in as a conduct referral for documentation.• Teacher will put a note in the online gradebook for the assignment.• Teacher will contact parents, administration, and guidance.• Students earn a zero on the assignment.• Administration will discipline students in accordance with CCS policy.

ATTENDANCE

Maintaining consistent school attendance is vital to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session. For these reasons, the Cocke County Board of Education has adopted the following policy on student absences.

Acceptable (excusable) conditions for students being absent from school include:

- Personal illness;
- Illness of immediate family member;
- Death in family;
- Extreme weather conditions;
- Religious observances;
- Signed parent notes (totaling no more than 5);
- College visits;
- School sponsored activities;
- Summons, subpoena, or court order;
- Circumstances, which in the judgment of the principal, create emergencies over which the student has no control;
- For students with a parent or guardian who is deployed as a member of the US Armed Forces, the following excused absences shall apply provided the student furnishes appropriate documentation of the service member's deployment:
 - An excused absence of one day prior to the deployment of a parent or guardian serving active military service,
 - An excused absence of one day upon the return of a parent or guardian serving active military service, and
 - Up to ten (10) cumulative excused absences per year for students to visit a parent or guardian during a deployment cycle.

Students shall be permitted to make up schoolwork missed during the authorized absences.

Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school sponsored," the activity must be school-planned, school-directed, and teacher-supervised.

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/guardian.

Reference CCS Board Policy [Attendance - Cocke County School District](#)

Making Up Assignments

If a student must be absent from school for any reason, upon returning to school he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. Teachers shall set a reasonable time for the completion of the work. All make-up work should be completed in a timely manner based on the teacher's discretion and school board policy (5 days or more). Extenuating circumstances can be modified by the building administrator.

Tardy to Class & Tardy to School

CCHS Tardy to School/Dismissal Policy

Number of Tardies/Leave Earlys	Accountability Action
4	15 minute before/after school Restore Time, Administrator explains the consequences of future tardies
7	15 minute before/after school Restore Time
9	2 x 15 minute before/after school Restore Time, Warning that driving privileges will be revoked for 5 school days
12	2 x 15 minute before/after school Restore Time, Driving privileges revoked for 5 school days
15	2 x 15 minute before/after school Restore Time, Parent Conference, School Tardy Intervention Plan, Placed on Non-Activities List for rest of 4 ½ weeks (Student may be able to participate in Restorative Justice Program to earn removal from Non-Activities list)
18	Student placed on permanent before/after school Restore Time for the rest of the 9 weeks with no chance of earning privileges back.
20	Student will be considered insubordinate to school administration.

Class Tardy Policy

Number of Class Tardies	Teacher Action	Administrative Action
1st, 2nd, 3rd Class Tardies	Teacher Discretion	
4th & 5th Class Tardies	Student remains with teacher 2 minutes after class Teacher contacts parent/guardian	

6th Class Tardy	Teacher submits conduct referral in Aspen (noting they have contacted home on the 4th and 5th tardies)	One day of Lunch Detention/Clean-up
7th Class Tardy		One Day of Lunch detention/Clean-up Warning that driving privileges will be revoked
8th & 9th Class Tardy		One Day ISS Driving privileges revoked for 5 school days
10 or More		One Day ISS Parent meeting scheduled by an administrator

Student Arrival

When students arrive prior to the start of the school day, prior to 8:00 AM they should proceed to the cafeteria to await the bell. Students must be in class no later than 8:15 AM or they will be counted as tardy.

Credit/Promotion Denial

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

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

Driver's License Revocation

More than ten (10) consecutive or fifteen (15) total 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.

State-Mandated Tests/End of Course Exams

For End of Course Exams, because these tests are given in a timeframe mandated by the state, if a student is absent they will be required to make up their exam on a designated day within that time frame. If the student fails to make up their exam, the student will be given either an incomplete or a 0 as 15% of the student's final semester grade.

Truancy

Students who are absent five (5) days without adequate excuse will be reported to the director of schools/designated administrator who will, in turn, provide written notice to the parents/guardians of the student's absence. The director of schools/designated administrator will comply with all state laws regarding the

reporting of truancy. In addition, the principal/designated administrator shall communicate with the student and parent(s)/guardian(s) in order to determine the underlying causes of the unexcused absences. They will then develop an attendance plan in order to support and improve the student's attendance.

Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designated administrator will attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate services needed to improve the student's attendance.

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

Chronic Absenteeism

Chronic Absenteeism in schools is defined as a student missing 10% or more of scheduled school days within a given academic year, for any reason, including excused and unexcused absences. This threshold often translates to missing at least 18 days of school in a typical 180-day school year. Chronic absenteeism is a significant issue because it leads to lost instructional time, negatively impacts academic performance, and can contribute to students falling behind in their studies.

RESOURCES & SERVICES

Chromebooks

Education Vision and Goals Regarding Devices

- Provide on-demand internet access to electronic resources in the classroom.
- Align with state standards and develop digital citizenship.
- Allow students to document and express themselves using digital resources.
- Encourage integration and development of ability on an individual level.

To obtain a Chromebook through Cocke County High School, students and guardians are required to fill out two contracts: Student Computing Device Contract and Technology Loan Form Agreement. The Student Computing Device Contract outlines the regulations for maintaining the chromebook which will be signed by the student, and the Technology Loan Form Agreement outlines that the student abides by the Cocke County Schools Acceptable Use Policy and the Cocke County School System Board Policy which will be signed by students and guardians. Parents or guardians will be responsible for damage done to the device or full payment of approximate \$420 on any lost or stolen device. Damaged, lost, or stolen chargers will be replaced for a \$25 charge.

Chromebook devices are the property of Cocke County Schools. The school system maintains the right to immediately withdraw access and use when there is a reason to believe that violations of law or school board policies have occurred.

Lockers

At the beginning of each school year, each student may be assigned a locker by his or her homeroom teacher. Personal locks are not permitted. Lockers are secured by built-in combination locks; students should keep their lockers locked and their combinations private. Do not leave money or valuables in your locker. **The school is not responsible for lost or stolen articles.** Students are responsible for any damage (writing, stickers, dents, etc.) done to the locker assigned to them.

Cafeteria

Cocke County High School is a Title I school, and all students receive (1) free breakfast and lunch per day. Students **must** go through the line and enter their lunch number in the cafeteria each day. **No outside food/drinks are allowed at any time.**

Cafeteria Guidelines & Rules for Food & Drink

- All food and drinks must be consumed in DESIGNATED AREAS only, unless by special permission.
- Each student is responsible for disposing of his/her own trash. Failure to do so will result in discipline by the administration.
- No food and drink (except water) is permitted in classrooms or other instructional areas except by special permission.
- Visitors are not permitted in the cafeteria during lunch periods without administrative approval.
- Students are not allowed to leave designated lunch areas during assigned lunch periods. CCHS is a closed campus and any student leaving campus without permission is subject to CCS progressive disciplinary action.

Athletics

Cocke County High School is a member of the TSSAA. [Cocke County Athletics](#)

Eligibility requirements of TSSAA athletic participation are:

- The student must pass at least 6 courses the previous school year.
- Each student must complete a physical examination for the sport in which they are participating and he/she must be insured.

Boys Sports include: Baseball, Basketball, Football, Golf, Tennis, Track, Wrestling, Cross Country and Soccer. Girls Sports include: Softball, Basketball, Golf, Tennis, Track, Volleyball, Cheerleading, Cross Country, Soccer and Wrestling.

Library & Media Center

The [Library & Media Center](#) is located on the second floor and is open Monday - Friday from 7:30 a.m. until 3:30 p.m. Students may go to the Library & Media Center from class on a pass from the teacher and/or before and after school.

Books are checked out for a two-week period and may be renewed. Fines for overdue books are five (5) cents per school day. Students with library debts (overdues/fines) cannot check out materials until all debts are

cleared. Grade cards will be held until all debts have been paid. Seniors with library debts will not be allowed to walk for graduation.

School Store

Cocke County High School works with BSN Sports to provide school merchandise for our students and community. Please visit our website

<https://sideline.bsnsports.com/schools/tennessee/newport/cocke-county-high-school> for more information.

Clubs & Activities

Increasingly, higher education institutions look for applicants that have robust high school experiences including extracurricular activity. At Cocke County High School, there are a myriad of opportunities for students to become involved in clubs and activities - no matter the type of interest, there is almost always something for everyone. Cocke County's clubs and extracurricular activities include: National Honors Society, Beta Club, FCCLA, HOSA, FFA, Key Club, Student Council, Scholar's Bowl, Mu Alpha Theta, Book Club, FTA, Bible Club, FCA, First Priority, C3S3, YES Club, Dungeon and Dragons, Technology Club, Artisan Club, Hiking Club, and more.

PROCEDURES

Parking & Traffic

Student Parking

- There is a \$20 fee for the parking tag annually.
- Vehicles may be registered and parking permits purchased in the main office;
 - Students must show:
 - driver's license
 - proof of insurance
 - license tag number
- The parking permit (window sticker or hang tag) must be clearly visible in the vehicle any time it is on school grounds.
- Student cars are to be parked in the stadium parking lot only. Students' vehicles parked in the lower parking lot will be towed at the owner's expense.
- Upon arrival, students should proceed to the building immediately and not return to the parking lot before the end of the school day without a note from the office.
- Students are prohibited from sitting in cars before or during school.
- Students' vehicles are not to be moved from the stadium parking lot at any time during the day except with permission of the administration.
- Students leaving at any time after their arrival must have an official leave-early slip from the attendance office.

Visitors and Parents

- The lower parking lot in front of the main building is reserved for visitors and for parents dropping off their students in the morning and picking them up in the afternoon.

Student Identification Cards

- All CCHS students must have a current identification card.
- ID cards are distributed at the beginning of each school year.
- Lost IDs must be replaced for a fee.
- Students are required to carry their ID at all times while on campus.
- IDs are required for:
 - checking books and other materials out of the school library
 - purchasing tickets for, and attending school functions.

Guidelines for Medication

- Students prescribed medication are required to give the medicine to a designated person in the main office immediately upon arrival at school.
- The medication is required to be:
 - in the original prescription bottle
 - student's name
 - medication name
 - prescribed dosage
 - an accompanied parental note
- Over the counter medications (OTCs) may also be submitted so long as OTC is accompanied by a parental note.
- Students are to report to the main office at the appropriate time to take the medicine.

Telephones

Outgoing Calls

- Students must receive a hall pass from their teacher or administrator from their current period.

Incoming Calls

- CCHS has an automated answering system. Please dial (423) 623-8718 and listen for prompts to contact the department of your choosing, or if you are trying to reach a counselor, please call (423) 623-4010.
- Students will only receive messages that are important or in an emergency.
- Once the message is received by a member of the office staff, it will be delivered to the student as soon as possible.

STUDENT CODE OF CONDUCT 2025-2026

Teachers and administrators shall strive to create a school environment favorable to the development of self-discipline and self-direction. Acceptable behavior is essential to an effective school program. Each teacher is responsible for and has such authority as is necessary for the maintenance of good order within the classroom for the promotion of an environment conducive to learning. The authority to control pupil conduct extends to all activities of the school, including all athletic events and pupil performance on athletic teams, trips, excursions, and other school activities and groups.

Cocke County High School's discipline procedures include, but are not limited to:

- parent conferences
- before/after school detention
- lunch restriction
- in-school suspension (ISS)/Restorative Learning Center
- loss of parking privileges
- loss of participation in extracurricular activities
- out-of-school suspension (OSS)
- recommendation for placement at an alternative program
- expulsion

Failure to serve Administrative Detentions or ISS/RLC will result in further disciplinary action.

Disciplinary Hearings will be held if a student has committed or may have committed an offense which could result in a suspension of five (10) or more days. Loss of privileges and suspensions from extracurricular activities may result in ANY disciplinary infraction (this includes prom, graduation, etc...).

Any student behavior that is a violation of law will be referred to the Cocke County Sheriff's Department (CCSD). Students may be transported to juvenile detention facilities or jail if warranted by local law enforcement agencies with jurisdiction.

Students who attend Cocke County High School that are involved in any crime will be prohibited from participating in or attending any extracurricular activity. Any student who is arrested (regardless of time, location, in/out of school) will be immediately suspended from ALL EXTRACURRICULAR ACTIVITIES, pending an investigation by school officials.

Loss of privileges may result in ANY disciplinary infraction. Extra-curricular activities and graduation requirements include, among other things, an approved record of attendance and conduct. Students who are suspended are subject to restriction from participation in any student activities, this includes walking at graduation and/or participating in end of the year senior activities. Additionally, PTSO may revoke privileges to baccalaureate and graduation celebration due to disciplinary actions.

Disciplinary Terms And Definitions

Confiscation: Items that are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to the office. These items may be returned to the student or parents at the Administrator's discretion. (Note: beepers, cell phones, etc. may be turned over to Cocke County SROs.)

Disciplinary Hearing/Initial Hearing: A meeting to allow the due process for students to determine the appropriate consequences for the possible violation(s) of the Cocke County Schools Discipline Policy that could result in more than a four day suspension.

Hazing: Name-calling, inflammatory or disrespectful remarks, harassment (verbal or physical) is prohibited at all times and is subject to disciplinary consequences.

Hearing Notification: Includes Administrator and Student & Parent/Guardian to present information concerning the violation and to hear the student's statement or statements of others who may have information relative to the violation prior to a Disciplinary Hearing or I.E.P. Team Meeting (for Special Education students).

I.E.P. Team: Meeting held as appropriate to determine if conduct violation is a manifestation of the Special Education certification & to determine if placement/programming is needed.

Long Term Suspension: Any out-of-school suspension that is longer than four consecutive days is considered "long term." A disciplinary hearing will be held before any long-term suspension has been given.

Out of School Suspension (O.S.S.): This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance. Students who receive O.S.S. are subject to the following rules:

- The student is not allowed on campus at any time.
- The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, or school performances.

Restorative Learning Center (RLC): RLC is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a special class for at least one-half day with a designated staff member. Students are expected to complete regular academic assignments, participate in some form of school service, and follow the schedule and guidelines outlined by the staff member in charge.

Search and Seizure: According to the Cocke County Board Policy Handbook, school lockers, backpacks, pocketbooks, etc. are subject to search. (Guidelines concerning such searches are outlined in the Cocke County Policy Handbook available in the school office.) Parents will be contacted after the student is searched.

CCHS Misbehaviors & Disciplinary

Communication Device Policy

Use of Personal Communication Devices in School

- Upon arrival on school grounds, students may possess a personal communication device with written permission from their parents. The school will keep this permission on file. The personal communication device must be in the off mode and placed in a backpack, pocketbook, or stored out of sight until the end of the school day. *The principal or designee may grant a student permission to use the personal communication device at their discretion.*
- Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation, or at school-sponsored events.
- The first violation of this policy will result in the confiscation of the device until notification of parents/guardians. The device will be returned to the student at the end of the school day following parent/guardian notification.
- The second violation of this policy will result in the phone being confiscated until the parent comes to school to retrieve it.
- The third and subsequent violations will be deemed as insubordination and fall under Cocke County School Board Policy 6.3: Misbehaviors: Level I.
- Personal communication or electronic devices are not required, nor does the school assume any responsibility should items be lost, damaged, stolen, or confiscated.

***Note: House Bill 392/Senate Bill 897 amended Tennessee Code Annotated, Title 49, Chapter 6, Part 3 to include state-mandated cell phone policies.**

<https://wapp.capitol.tn.gov/apps/BillInfo/default.aspx?BillNumber=SB0897&GA=114>

House Bill 392/Senate Bill 897 permits student use of a wireless communication device:

When permitted by a teacher for educational purposes during instructional time

In the event of an emergency, but must follow CCHS Emergency Phone Use procedures

If the wireless communication device is included in the student's IEP/504

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

Dress Code

The following expectations for student dress have been established to promote a safe and optimal learning environment.

Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

The following standards will be observed in Cocke County High School:

1. Pants must be worn at the waist. No sagging allowed.
2. All necessary undergarments are to be worn and must not be visible beneath the outer garment.
3. Garments must not be cut below the normal armpit.
4. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirt straps should be no less than two inches in width. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible at all times (even with arms raised). Low-cut blouses, shirts, or tops, or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.
5. Opaque (not transparent) tights/leggings: Are to be worn beneath garments that are long enough to cover the front and rear private areas when arms are down by the sides.
6. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
3A - Hats, bandana's etc., permitted only in CTE shop areas.

(Headwear will not be permitted in any CTE CLASSROOMS and HALLWAYS)

3B - Certain shop areas may require special clothing.

7. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) disruptive, vulgar, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
8. Skirts, dresses, and shorts must be no shorter than four inches above the top of the knee. Holes in jeans are not permitted above the same four-inch mark. Clothing may not have patches on or around the genital area, or covering inappropriate holes with tape, paper, etc.
9. Spandex shorts are not permitted. Pajamas/lounge pants/sleepwear/blankets are not permitted, nor are house slippers permitted as acceptable shoes.
10. Prohibited items include (1) large, long, and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, and (5) skin-tight outer materials without appropriate coverage.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Administration should strive for consistency so the dress code is applied evenhandedly to male and female students.

The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures.

This policy does not preclude individual schools from implementing standardized dress policies with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the middle and high school directors for review and recommendation to the Director of Schools and the Board of Education.

Zero-Tolerance Behavior

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors shall be removed from the base school for a period of not less than one (1) calendar year.¹ And shall be offered an alternative placement to complete school work. The Director of Schools has the authority to modify this suspension requirement on a case-by-case basis.

Zero-tolerance acts are as follows:

- 1) Any student who while at a school bus stop, on a school bus, on school property or while attending any school event or activity:
 - a) unlawfully possesses a legend drug or any other controlled substance; or
 - b) knowingly possesses a firearm as defined in [18 U.S.C. § 921](#); or
 - c) commits aggravated assault or, commits assault and intentionally, knowingly or recklessly causes bodily injury, on a teacher, principal, a School Security Officer (SSO), a teaching assistant or any other employee of the school system, or a School Resource Officer (SRO); or
 - d) possession of explosive or incendiary device.

It is the Board's intent that the Director of Schools exercise his power to modify to ensure that no student shall be out of school for more than two semesters for a zero-tolerance offense. Upon re-entry to the base school, a restorative conference shall be utilized to the extent practicable.

The Director of Schools shall consider each zero-tolerance case for placement in the alternative school program.

The following definitions apply to section 1(a) above:

- “Legend drug” – any item that federal law prohibits dispensing without a prescription from a licensed doctor, dentist, optometrist or veterinarian.
- “Controlled substance” – a drug, substance, or immediate precursor listed in the drug schedules established by the federal government and the State of Tennessee based upon levels of danger and addiction. Examples include, but are not limited to, marijuana, heroin, cocaine, methamphetamine, ecstasy, etc.

The following definitions apply to section 1(c) above:

- “Aggravated assault” - a student causes death or serious bodily injury to another, uses a deadly weapon (firearm or using another device to cause serious bodily injury), or attempts strangulation.⁵
- “Recklessly” - a student consciously disregards a substantial and unjustifiable risk; more than a mistake/negligence.

Drug Paraphernalia

Any student, who furnishes, uses, possesses a simulated look-alike substance, or any drug paraphernalia other than that medically prescribed, will be subject to disciplinary action. This is in effect for all school activities on and off campus.

Students shall not use, possess, or distribute illegal drugs or alcoholic beverages or any tobacco products or electronic cigarette devices or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Students shall not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student’s parent or guardian and the appropriate law enforcement officials, if appropriate, and the student shall be subject to suspension.

E-Cigarette & Vaping Policy

Vaping without THC

Student’s first through fourth offense:

- ISS 3-5 days
- RLC 5 days and citation
- RLC 5-10 days and citation
- RLC 20-30 days and citation
- Subject to change per Administration

Vaping with THC

Any vaping that contains THC will result in a zero-tolerance offense (up to 365-day out-of-school suspension or upon DHA request the committee can adjust the consequences.)

Bus Conduct & Expectations

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on the bus, and all reasonable directions given by the driver shall be followed.

Bus drivers shall inform a student's principal of any serious discipline problem and the principal may take disciplinary action as appropriate. A student may be denied the privilege of riding the bus if the principal determines that the student's behavior is such as to cause disruption on the bus, or if the student disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the base school.

Bus Rules

- Obey the bus driver; follow the bus driver's first request; the driver is authorized to assign seats.
- No loud, rude, abusive, or profane language.
- No eating or drinking allowed; keep the bus clean.
- Keep hands and head inside the bus; no throwing objects in or out of the bus.
- Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.
- Parents will be fiscally responsible for any act of vandalism.
- Students requesting permission to ride a different bus must bring in a parent note and request permission from an administrator.
- Bus riding is a privilege that may be revoked at any time.

Technology Misconduct/Disruption

The Guidelines for Acceptable Use of Electronic Media apply to all Cocke County High School students and employees as well as volunteers, interns and contractor personnel, whose access to, or use of, Internet and/or e-mail services is provided by or through Cocke County Schools.

- A. All users shall act in a responsible, ethical, and lawful manner when using the school district's Information Technology resources.
- B. Users observing any illegal activities shall report these activities to the appropriate school district administrator.
- C. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall monitor the use of this equipment to assure that it conforms to the mission and goals of the Cocke County School District.

The District reserves the right to take immediate action regarding activities on its network that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) other activities as determined by the District as inappropriate. The following are examples of inappropriate activity on the District network:

- A. Violating any state, federal, or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials
- B. Criminal activities that can be punished under law
- C. Selling or purchasing illegal items or substances
- D. Causing harm to others or damage to their property, such as:
 - a. Using profane, abusive language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials
 - b. Deleting, copying, modifying, or forging other users' names, emails, files, or data; impersonating other users, or sending anonymous email;
 - c. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - d. Using any computer or other electronic device to pursue "hacking", internal or external to the District, or attempting to access information protected by privacy laws;
- E. Using the network or Internet for Commercial purposes, such as:
 - a. Using the network for personal financial gain
 - b. Using the network for personal advertising, promotion, or
 - c. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Any violation of District technology resources or violation of this policy by students may lead to disciplinary and/or legal action including, but not limited to, suspension or expulsion.

Harassment, Intimidation, & Bullying or Cyber-Bullying

Cocke County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. All Cocke County Schools staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertaken through the use of electronic devices;

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, and:

If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- Physically harming a child or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment; or

- If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes.

Unauthorized Areas

Students are not allowed in the following areas:

- Parking lots during school hours without administrative permission.
- Automobiles or other vehicles parked on campus without administrative approval. Students may not move their vehicle during the school day.
- Any rooms set aside for staff only (except by invitation).
- At lunchtime: all instructional areas, behind buildings, parking lots, band wing, and CTE Building.
- Loitering behind wings/buildings.
- Campus buildings after 3:15 p.m. unless under the direct supervision of a faculty member.
- The outdoor area unless accompanied by a teacher.
- Gymnasium during lunch, and after school unless attending class or school activity.

Restroom Stalls

AT NO POINT SHOULD MORE THAN ONE PERSON BE IN THE STALL AT THE SAME TIME. IF MORE THAN ONE PERSON IS IN A STALL AT THE SAME TIME, ALL PARTIES WILL BE SEARCHED.

Personal Relations

TOWARD SCHOOL STAFF: Students are expected to cooperate fully with and to obey all instructions from any personnel assigned to our school. The staff includes: teachers, custodians, cafeteria workers, clerks, security officers, bus drivers, substitute teachers, interns, secretaries, principals, and other school personnel. Students are to address all staff members with a respectful tone of voice. Students are to respond to all staff at all times while on campus or while attending school activities/events here or at other schools. The school staff has supervisory responsibilities in all areas of the campus at all times and at school activities/events on other campuses.

TOWARD OFFICIAL VISITORS: Official visitors, whether observers, speakers, entertainers, or parent/community volunteers are considered to be honored guests and will be treated with courtesy and respect.

TOWARD FELLOW STUDENTS: Students are to address all other students respectfully. Students will treat other students with courtesy and respect at all times.

SAFETY & SECURITY

Emergency Drills

Fire Drill: In accordance with the Tennessee State Law, fire drills are required to be held. The signal to leave the building is sounding the siren. Students must leave the building quickly and orderly from whatever room they are in without going to lockers. Some students may be asked to assist the teachers with some responsibilities for the classroom. Following instructions and maintaining order is essential.

Severe Weather Drill: Upon receipt of a “severe weather alert”, each member of the faculty will be notified immediately. Teachers and students should be prepared to act instantly upon receipt of a tornado warning. The principal will notify everyone over the intercom system, and they will go to prearranged locations where they will remain until an “all clear” signal is given over the Intercom System. Care will be taken to avoid glassed areas and those areas with long suspended roofs such as auditorium and gymnasium.

Lockdown Drill: No student should leave the classroom or designated area during a lockdown drill. All areas are to remain secure until given the “all clear” signal. All areas are secured, gates and doors are locked. Bells will be turned off. If the bells ring, ignore them. Assigned areas are checked for suspicious persons. If you find anything suspicious, report to administration or security.

Safety/Security Administrator

Assistant Principal: Steve Hasselbusch

hasselbuschs@cocke.k12.tn.us

EQUALITY

Equal Opportunity Notice

The Cocke County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967. No person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

Anyone who believes that Cocke County Schools has discriminated against them or another individual may file a complaint. Complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, or veteran status should be directed to the Assistant Director of Schools, (423) 623-7821, EXT. 2016 and/or the following:

Title VI Coordinator, Tennessee Department of Education
(615) 741-3681
James K. Polk Building, Suite 1800

Nashville, TN 37243

and/or

The Office for Civil Rights, U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048

Cocke County Schools Equal Opportunity Statement of Compliance

All students shall have the same opportunities with regard to programs and activities regardless of race, color, creed, religion, national origin, sex or disabilities.

The Board of Education fully supports the rights of all students to be free from discrimination based on discrimination as discussed herein, and will seek to investigate and as applicable, remedy any such discrimination within the Cocke County Schools.

Students may submit complaints when they believe they have been discriminated against because of race, color, creed, religion, national origin, sex or disabilities.

COORDINATOR

The Director of Schools or the Assistant Director of Schools shall be responsible for coordinating the system's efforts to comply with non-discrimination laws. The Assistant Director of Schools may be contacted in person at the Cocke County Schools administrative offices at (423) 623-7821, EXT. 2016.

PROCEDURES

All complaints may be presented to a student's teacher, and/or the building level administrator (Principal), and/or directly to the Assistant Director of Schools. If satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the complainant may discuss the matter with the Director of Schools. After review of the case, the Director of Schools shall take such action as the Director deems appropriate and shall notify all parties concerned of the decision. The complainant may appeal the Director's decision to the Board. The Board will hear only complaints which have been carried through the proper procedure from the point of origin.

Title IX Public Notice

The Cocke County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title II of the Genetic Information Nondiscrimination Act of 2008, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

No person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity

receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

Anyone who believes that the Cocke County School System has discriminated against them or another individual may file a complaint. Cocke County Schools has designated the Assistant Director of Schools, (423) 623-7821, EXT. 2016, to handle such grievances to comply with the law.

and/or

Title VI Coordinator
Tennessee Department of Education (615) 741-3681
James K. Polk Building, Suite 1800
Nashville, TN 37243

and/or

The Office for Civil Rights
U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048

CALENDARS

At Cocke County High School, we will attempt to schedule as normal of a year as possible and update our calendar per the direction of the district and state. It is understood that planned events may have to be rescheduled or canceled depending on the requirements from the Cocke County School system and the State of Tennessee.

Cocke County Schools Calendar

2025-2026 [Cocke County Schools Academic Calendar](#)

CCHS Bell Schedule

The Cocke County High School Bell Schedule [can be found here](#) and will be updated periodically as needed.

CCHS COURSE CATALOG

CCHS Course(s) and Descriptions can be viewed following this link: [Course Descriptions for Students.pdf](#)

*This CCHS Student Handbook is subject to change based on Tennessee Code Annotated and/or
Cocke County Schools Board of Education policies.*