

# 2023- 2024 STUDENT HANDBOOK



2702 Rossvie Road  
Clarksville, TN 37043

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School Mascot - King Cobra  
School Colors - Orange and Navy  
Web Address - <https://kirkwoodhigh.cmcss.net>

## **Kirkwood Vision Statement**

The vision of Kirkwood High School is for all Cobras to courageously pursue their paths forward.

## **Kirkwood Mission Statement**

The mission of Kirkwood High School is to recognize, engage and inspire every student every day.

## **Kirkwood Operating Principles**

GROWTH - RELATIONSHIPS - ACCOUNTABILITY - DETERMINATION

## **Kirkwood Administrative Team**

Mrs. Jessica Peppard - Principal

Mrs. Stacy Maley - 9th Grade A-M/Junior Admin

Mr. Josh Stoeckl - Athletic Director/10th Grade Admin

Mrs. Brandy Walker - 9th Grade N-Z/Seniors/Academy Admin

## DAILY SCHEDULE

Monday-Friday		
Homeroom (CCR)	7:30-7:55	
1st	8:00 - 8:45	
2nd	8:50 - 9:35	
3rd	9:40 - 10:25	
4th	10:30 - 11:15	
5th	11:20-12:45	
	A Lunch	11:20-11:45
	B Lunch	11:50-12:15
	C Lunch	12:20-12:45
6th	12:50 - 1:35	
7th	1:40 - 2:25	
<b>A Lunch</b>	<b>B Lunch</b>	<b>C Lunch</b>
Lunch = 11:20-11:45 (25 min)	Class = 11:20-11:50 (30 min)	Class = 11:20-12:20 (60 min)
Class = 11:50-12:45 (55 min)	Lunch = 11:50-12:15 (25 min)	Lunch = 12:20-12:45 (25 min)
	Class = 12:20-12:45 (25 min)	

### NON-DISCRIMINATION STATEMENT

It is the policy of the Clarksville-Montgomery County School System (CMCSS) not to discriminate against any student, employee, or applicant on the basis of marital status, race, color, creed, national origin, sex, sexual orientation, gender identity, or disability. CMCSS will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. CMCSS will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination. No office, administrator, or employee of CMCSS, including any persons representing CMCSS, shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.

## SCHOOL SAFETY

### SAFETY IS IMPORTANT FOR COBRAS!

#### SIGNS ARE POSTED ON ALL SCHOOL ENTRANCE DOORS

- The building and grounds are under 24-hour surveillance.
- State Law prescribes a maximum penalty of 6 years imprisonment and a fine not to exceed \$3000 for carrying weapons on school property.
- All students and visitors are subject to being searched for drugs, drug paraphernalia, or weapons. This includes backpacks, purses, personal items and self.

Every middle and high school in Clarksville-Montgomery County School System has an S.R.O. assigned to the building by the Sheriff's Department. These officers serve in a liaison role to facilitate the safety of Kirkwood students and the school campus.

Cobras should NEVER open an exterior door. This includes for CMCSS employees, peers, coaches or outside guests. Doing so will result in disciplinary consequences as this is a safety violation.

**\*\*\*NO door should be propped/left open for ANY reason. Students should make sure the door(s) close behind them when entering the building. If a door is found to be left open, you will receive consequences per the CMCSS Code of Conduct.**

ALL CMCSS employees should have a badge. Any adult that does not have a badge should be redirected to the front office in order to obtain the proper clearance and pass. All Cobras should notify a trusted adult if they encounter an adult without a badge.

## EMERGENCY PROCEDURES

### EMERGENCY CLOSING OF SCHOOLS

Whenever weather or some other circumstance forces school to close early, announcements will be made on local news and radio stations as soon as the decision is made by the Director of Schools. Parents and students may check the [www.cmcss.net](http://www.cmcss.net) web site or phone **931-358-2006** for the School Closing/Bus Changes Hotline. Additionally, the district posts school closure updates to its Facebook and Instagram accounts. Parents are encouraged

to listen for radio announcements whenever threatening weather prevails. Students should take their normal transportation home, if possible.

If a closing pertains just to Kirkwood High or the Kirkwood complex, Kirkwood staff will do its best to communicate via the school's Facebook and Instagram sites as well as send out a mass communication message to the phone number and email listed in PowerSchool. Depending on the situation, staff will ensure Kirkwood students are safe prior to communicating to parents the nature of the incident. Student safety will always be Kirkwood's main focus!

## **INCLEMENT WEATHER DAYS**

The Director of Schools makes decisions about the dismissal or cancellation of school for bad weather based on road safety factors. Local radio stations and Nashville/Hopkinsville television stations are notified as soon as the decision is made. School closing information may be obtained by calling the School Closing/Bus Changes Hotline @ **931-358-2006** or by visiting [www.cmcass.net](http://www.cmcass.net).

Occasionally school personnel decide to open school an hour or two late for road safety reasons. When this occurs, the regular schedule will be followed with shortened class periods. Buses often use snow routes after inclement weather. Students should ask the bus driver what snow route will be used.

## **SAFETY DRILLS**

State law requires that schools periodically conduct fire drills, tornado drills, and active threat drills. Students and faculty should regard any alarm as serious and respond accordingly. When the tornado alarm sounds, students are to move quietly and in an orderly manner to the designated area, which the teacher will specify, and assume the tornado position. When an active threat occurs, students are to move quietly and in an orderly manner to the designated area. During a fire alarm, students should leave the building quickly and quietly, group with their class in the designated area, and remain outside until the return signal is given. The teacher will take roll and report any unaccounted students to administration. Students should remain quiet while outside so instructions can be heard/given.

**It is very important that Cobras follow the safety procedures each day and take each of Kirkwood's drills seriously. Student safety is very important to Kirkwood Administration and Faculty. Kirkwood wants to make sure students know what to do in any emergency situation and that staff can account for student whereabouts for the entire time they are with us at school.**

## COMMUNICATION INFORMATION

All CMCSS employees have an email address following the format:

[firstname.lastname@cmcss.net](mailto:firstname.lastname@cmcss.net)

(ex. [king.cobra@cmcss.net](mailto:king.cobra@cmcss.net))

The faculty is listed with the email address of each member found on

<http://kirkwoodhigh.cmcss.net>

PowerSchool also lists all faculty names with a direct link to their email address.

### CONTACT WITH ADMINISTRATION OR COUNSELORS

Students may contact admin or counselors via email with questions or concerns during the day as long as this does not interfere with their instructional time. If a student would like to speak with his/her counselor in person, the student will need to fill out a counselor request found in Class Link.

### CONTACT WITH TEACHERS

Parent-Teacher Conferences are scheduled once per semester. If at any other time during the year, a parent or student wishes to meet with a teacher(s), please contact the teacher via email or contact the counseling office to set up an appointment. Conferences can be scheduled on weekdays during a teacher's planning period with a minimum of one-day advanced notice.

### UPDATING CONTACT INFORMATION

Students and parents are responsible for providing the main office with the correct address, email and phone numbers. If something changes, parents must update this information via the [Parent Self-Service Portal](#) on the CMCSS homepage. The school cannot be held responsible for notification that does not reach a parent due to incorrect information. Each student **MUST** have emergency contact information listed in PowerSchool. Parents should make sure to fill this information out in the email that is sent at the beginning of the year. If parents do not get the email, please come to the school and make sure all information is correct and updated.

## VISITORS

Students are **PROHIBITED** from bringing visitors to school, unless administration has given specific permission. Students enrolled in another school are **NOT** permitted to visit Kirkwood during school hours. Kirkwood students are **NOT** to bring younger members of their family to school nor should younger siblings enter the building after school hours to wait for a student's dismissal or sports practice to end. **ONLY** Kirkwood High students should be in the building after hours unless the student is attending a school sponsored event or with a parent.

Any visitor who does come to Kirkwood High School **MUST** report to the front office, sign in, and obtain a visitor's pass. Visitors who are not in compliance with this policy may be asked to leave and are subject to criminal trespass charges.

## ATTENDANCE INFORMATION

**Any student that arrives at school after the school day has started must sign in at the front office before reporting to class. This includes arriving tardy to school or returning to school after a dismissal.**

### ATTENDANCE PROCEDURES

Please review the [Kirkwood High School Attendance Manual](#) for detailed information about Kirkwood attendance procedures.

### TARDINESS

Students are expected to be in his/her first period as well as all classes throughout the day before the bell sounds. If a student is late to school, he or she must always report to the front office immediately upon arrival to sign in and receive a raptor slip. Classroom teachers will keep track of a student's tardiness to class. Upon the third time a teacher has recorded the student tardy, the student will be referred to the appropriate assistant principal for disciplinary action. Each additional tardy will result in additional behavior support. Tardies are cumulative per semester. Teachers will provide support to modify behavior prior to submitting the tardy referral including parent contact.

### EARLY ARRIVAL

The school will not be open to students until **7:05AM**. No student should be in the building before this time unless they have been approved by a teacher or administrator. Students who arrive before 7:05AM should remain outside in front of the office under the awnings.

### LATE ENTRY

Seniors that have late entry should report to school no more than 5 minutes before his/her first class begins. Students must sign in through Raptor in the front office. Students will not be allowed to sit in the library, office or other classrooms before their class starts.

### EARLY DISMISSAL

Once on campus, students must be checked out by an individual on his/her emergency card or have administrative approval to depart campus. In addition to being listed on a student's emergency card, government issued



identification is required for a student to be dismissed. Front Office Staff cannot give permission over the phone to dismiss students from campus. Administration reserves the right to consider phone dismissals on an emergency basis only.

If a student has a note to check-out during the school day, this note must be given to the front office prior to 7:30 AM for verification. This note should include the student's full name, grade, reason for dismissal, time or return (if applicable), date, and a phone number where a parent or guardian can be reached to verify the note.

Verified student check-outs will be included in the daily announcement sheet. Notes that cannot be verified will not be approved. A student who is 18 years of age cannot sign him/herself out unless he/she is legally self-emancipated. If a student departs campus without permission or without checking out appropriately, this is considered leaving campus without permission and will likely incur discipline consequences.

If a student is able to return to school after being dismissed, the student must sign in at the main office upon return to campus.

### **EARLY DISMISSAL DUE TO ILLNESS**

If a student becomes sick at school, he should ask the teacher for permission to go to the nurse, where it will be determined if the student's parents should be called. It is the student's responsibility to see that parents come into the office to sign the student out properly. The student should also try to notify his other teachers if he/she is leaving. Under no circumstances should a sick student remain in a restroom without notifying a teacher or administrator.

### **MAKE-UP WORK DUE TO ABSENCE**

All make-up work will be handled according to CMCSS board policy. The days a student has to complete missing work is equal to the number of days the student is absent. If a student is absent due to a school-based trip, he/she is still responsible for completing any missed work.

It is a student responsibility to communicate with the teacher and get the work missed. If a student misses a test, he/she is responsible for getting with the teacher to make arrangements to complete the assessment. If a student misses an appointment, the teacher has no further responsibility to schedule that make-up appointment for the second time, and a grade of zero may be recorded for the missed work/assessment.

A grade of zero will be given for any missed work due to absence and will be changed upon completion based on the missing work policy listed in each course syllabus. If work is not completed within the time allowed, a zero may remain as the grade.

NURSE/MEDICATION PROCEDURES

## MEDICATION

ALL medications must be safely stored and dispensed in the **nurse's office**. See the nurse for the appropriate form. A physician and parent/guardian must fill out forms for prescription drugs, before medication will be administered at school. During the administration of medications, the date, time and amount of medication dispensed will be recorded. Prescription drugs are not to be transported to or from school by students.

Over the counter medications (OTC) are kept in the nurse's office. The parent/guardian must give written consent that allows the student to self-administer the OTC medication on Health Services Form HEA-F062 ([Authorization for Meds to be taken at school](#)).

The parent must bring the medication to school in an unopened, labeled container showing ingredients, dosing directions, and dosing schedule.

Students may be allowed to self-carry certain emergency medications with them if their condition warrants and the proper paperwork has been completed and turned in to the nurse for approval. This may include, but is not limited to: inhalers, Epipens, Glucagon, or diabetic supplies.

## NURSE

Any student that becomes ill or has an emergency during the school day should alert an adult immediately. He or she will then be given a nurse slip to report to the nurse's office where the student's condition will be evaluated and action taken accordingly. No student should be in the nurse's office without permission.

## TRANSPORTATION INFORMATION

### AUTOMOBILES AND PARKING

KIHS students are permitted to drive on campus provided they observe proper safety precautions and purchase parking permits. Parking permits are available all year from the ASG. The cost of the permit is \$20.00. The registration is to assure proper identification of vehicles, which should be on campus and for student and vehicular security. Car registration, proof of insurance, and driver's license are required prior to receiving a permit to park. There will be no reserved parking spaces.

**Students driving to school must be aware of the following rules and regulations:**

1. All students will enter campus via the stoplight at Kirkwood Road. Students will follow the route leading to the parking lot next to the activities entrance.
2. Parking along yellow curbing or handicap areas could result in a citation, a discipline referral, and suspension of driving privileges on campus.
3. Students should park in the spaces provided and park between the lines. Parking in any other location could result in the loss of parking privilege.
4. No student is to park in the designated teacher parking lots.
5. No student is to park in the front parking lot for any reason without administrative approval.
6. The speed limit on campus is 15 MPH, as posted by the city.
7. All parking decals should be easily visible from the rearview mirror with the hanging tag displayed in the FRONT window of the vehicle.
8. No student is to be in the parking lot at any time except to park his/her vehicle and return to the vehicle at the end of the school day. **If a student needs to visit his/her car, he or she must go to the front office and get permission to do so. Students should not leave the building without permission, as this can be considered skipping.**
9. Students should not drive through the bus loading area. Doing so could result in a traffic ticket or loss of driving privileges on campus.
10. Students who drive to school or ride with others must not stay in cars in the parking lot. Upon arrival, students are to proceed directly to the building.
11. Failure to follow these rules/regulations may result in loss of driving privileges to KIHS.

**Kirkwood High School is not responsible for any damage or theft incurred on campus.**

## **AUTOMOBILE SEARCHES**

Students and other visitors are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of parking lots, and any vehicle on school property may be searched whenever individual circumstances dictate.

Students are responsible for the contents of the vehicle they drive to school. Such patrols and searches may be conducted without notice, without student consent, and without a search warrant. Searches of such automobiles may be conducted in accordance with state law. Dogs, metal detectors, and/or other devices may be used in conducting such searches.

The School Resource Officer (SRO) will frequently walk the parking lot checking for valid parking decals, parking between the lines, etc. Any suspicious items observed will be investigated thoroughly; therefore, **students should be aware that vehicles parked on campus are subject to search with reasonable suspicion. The driver will be held responsible for anything found within the automobile.**

## DRIVERS' LICENSES

According to the State Department of Transportation, the following is stated and will be adhered to:

**Students requesting/maintaining a valid driver's license must:**

- pass three courses per semester (Must present most recent report card.)
  - not be absent more than 10 consecutive or 15 cumulative days per semester
- (Any student not in compliance with T.C.A. 49-6-3017 will have driver's license suspended or denied pursuant to T.C.A. 55-50-502)

Written certification for a driver's license or permit will be made in the front office. Forms expire after 30 days. Students will only be issued 2 forms per semester. Please allow 24-hour processing time.

## BUS REGULATIONS

Bus transportation is provided to students who live more than 1 ½ miles from the school campus. **Students should consider bus transportation a privilege, not a right.** Students are not permitted to ride buses to which they have not been assigned. Information concerning bus routes may be obtained by calling the Clarksville-Montgomery County School System Transportation Office.

## Student Code of Conduct on School Buses

Weapons are prohibited. Weapons are defined as any item or replica of an item designed or used for inflicting bodily harm or physical damage including but not limited to aerosol sprays, pepper spray, etc.

Cell phones or electronic devices can not be used for photos, videos, social media, air drops, or sharing inappropriate materials.

Students using headphones or earbuds must leave one ear unobstructed to allow for bus driver communication to maintain safety on the bus. Hats, caps, and hoods are allowed on the school bus. All other types of headgear are prohibited. Disciplinary action will be taken by the student's principal based upon the principal's discretion and/or administrative policy.

Students shall become ineligible for transportation when their behavior is such as to cause dissension on a school bus, or when they disobey state or local rules and regulations pertaining to pupil transportation and/or his/her behavior poses a threat to the health and safety of the other occupants and passengers.

Bus drivers are CMCSS employees. Any rude or derogatory comment that is made to the driver will be handled according to the CMCSS Code of Conduct.

Unnecessary and wanton damage to a school bus by a student may result in the student being ineligible for transportation. The student may also be subject to additional disciplinary measures to include restitution for damages. Students may become eligible again when payment is made for damage and the period of ineligibility is concluded.

The Clarksville-Montgomery County School System installs video or digital camera recorders on all school buses. All administrators and SRO's have readily available access to bus footage and can view it as needed. The video recordings are erased periodically as determined by the recording equipment's capabilities/capacity.

## CAFETERIA INFORMATION

The cafeteria, in addition to being a lunchroom, also provides the opportunity for developing good social relations. Breakfast and lunch are available in the school cafeteria each full day of school. At the time of print, meal prices are as follows:

Student high school breakfast - \$1.85 ~ reduced .30

Student high school lunch - \$2.85 ~ reduced .40

Meals may be paid each day, or students may pay for meals days or weeks in advance.

**NO MEALS MAY BE CHARGED.** Students are assigned a six-digit code (student ID), which they must use when accessing their account. All purchases are managed by a computer system that includes a photo ID of the student.

Every student is expected to demonstrate respect for others and simple rules of courteous behavior. The cafeteria can be a pleasant place if all Cobra's abide by the following:

1. Observe good dining room standards at the table
2. Leave the table and surrounding area clean and orderly
3. Dispose of all trash in exit areas of cafeteria
4. Remain in the cafeteria during lunchtime
5. Follow the directions of the lunchroom supervisors
6. Find a seat and stay in it until it is time to leave
7. Sign out before going to restroom
8. Do not line up at the doors. Students will wait to leave until the bell rings for dismissal to classes.

All students will have an assigned lunch period and will be required to eat lunch in the cafeteria whether they purchase a school lunch or bring it from home. Students are required to remain in the cafeteria for the entire lunch period. Students may not eat in teachers' classrooms, the media center, counseling center, or other locations without administrative approval. This will be given on a case-by-case basis only.

**Failure to remain in the cafeteria may result in a behavior referral for skipping.**

**ONLY drinks with a lid will be allowed out of the cafeteria. NO FOOD OR SNACKS ARE ALLOWED OUTSIDE OF THE CAFETERIA DURING THE SCHOOL DAY.**

## **LUNCH VISITORS**

No visitors will be allowed to eat in the cafeteria.

## **OUTSIDE FOOD**

Students are NOT allowed to have outside food brought in or delivered to school. Students should not order food to be delivered as stated in the delivery section of this handbook. Consequences will be issued for students not following this rule.

## ACADEMIC INFORMATION

<http://sites.google.com/cmcss.net/cobracounselingcenter/academics>

SCHOOL COUNSELORS



The counseling department is designed to serve students. School counseling personnel help students with their schedules, counsel students on grades and attendance, ensure graduation requirements are being met, and counsel students with personal matters.

Students who need to meet with counselors at times other than designated help sessions should make their appointments before school, during homeroom, or after school. The counseling office is open to serve students from 7:15AM until 2:30PM each school day. Please feel free to call and ask questions or set up an appointment, in Classlink, to meet with the appropriate counselor. The counselors for the 2023-2024 school year are:

**Margaret Davis**

- S-Z; College & Career; Dual Enrollment; Graduation Coordinator

**Morgan Clann**

- G-L; Academy

**Jason Leaverton - Lead Counselor**

- A-F; APAA

**Katherine Watson**

- M-R; NCAA

## **EDUCATIONAL PLANS**

All students are required to have a 4-year educational plan on file in the school counseling office. No student may graduate without the required credits, and this plan ensures students and parents/guardians along with the school counselors are planning properly to meet those requirements. The plan should be completed before a student begins high school and should be used each year to select the classes he/she needs to meet graduation requirements.

## Kirkwood High School 4-year Education Plan

Name: \_\_\_\_\_

		Last		First		Middle				
Conort year	2020	Freshman		Sophomore		Junior		Senior		
Subject	Credits	Year 1		Year 2		Year 3		Year 4		
		Sem 1	Sem 2	Sem 1	Sem 2	Sem 1	Sem 2	Sem 1	Sem 2	
English	4									
Mathematics	4									
Science	3									
Social Studies	3.5									
Wellness/P.E. or JROTC	1/5									
Fine Arts*	1									
Foreign Language*	2									
Focused Electives	3									
Additional Electives	3									
<i>Focused Elective Group</i>		FEG		<i>Post-Secondary Plans</i>						
<i>Career Focused Curriculum</i>		N/A		<i>Desired Major or Employer</i>						
<i>Signatures:</i>		Student: _____			Parent: _____			Counselor Initials: _____		
<i>Counselor Notes:</i>										

### CREDITS

One-half credit is awarded for successful completion of one semester of each course. Students must earn a grade of 60% or above to receive credit.

### CLASSIFICATION OF STUDENTS

The State of Tennessee has very rigorous graduation requirements. High school students must meet the requirement of **22 Credits** to graduate. The following earned credits are required for classification for students entering high school:

- **5 credits and 1 year of high school to be classified 10th grade**
- **10 credits and 2 years of high school to be classified 11th grade**
- **16 credits and 3 years of high school to be classified 12th grade**

\*Students are reclassified only at the beginning of **fall** semester.

## GRADUATION AND DIPLOMA REQUIREMENTS

Specific information concerning graduation and diploma requirements and courses available may be found in the Academic Catalog for Kirkwood High School on the Kirkwood High School counseling office website.

### Core Course Requirements

Courses	Credits	Minimum Requirements
English	4	<ul style="list-style-type: none"> <li>•English I</li> <li>•English II</li> <li>•English III</li> <li>•English IV</li> </ul>
Math	4	<ul style="list-style-type: none"> <li>•Tennessee students are required to be enrolled in a math course each year of high school.</li> <li>•Algebra I, Geometry, Algebra II</li> <li>•At least one additional math course beyond Algebra II</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>•Biology</li> <li>•Chemistry or Physics</li> <li>•One additional lab science credit</li> </ul>
Social Studies	3.5	<ul style="list-style-type: none"> <li>•World History and Geography</li> <li>•US History and Geography</li> <li>•US Government and Civics (.5 credit)</li> <li>•Economics (.5 credit)</li> <li>•Personal Finance (.5 credit)</li> </ul>
Wellness/PE	1.5	<ul style="list-style-type: none"> <li>•Lifetime Wellness</li> <li>•Physical Education (May substitute 66 hours of documented participation in a CMCSS school-sponsored, after-school physical activity for this requirement.)</li> </ul>

### Additional Requirements

Courses	Credits	Minimum Requirements
Foreign Language	2	2 years of the same language
Fine Art	1	From Art, Music, or Theater selections
Focused Electives	3	From CMCSS approved list – See Chart

Assessments	Requirement
ACT	Completed in the spring of 11 <sup>th</sup> grade
Citizenship Test	Completed in US Government & Civics or JROTC II

## GRADE POINT AVERAGE (GPA)

Senior rank is calculated after a student completes his/her seventh semester in high school. The rank in class will be determined from the cumulative numerical percent average. Final semester grades are posted to the student's transcript. An official transcript will be sent to colleges, employers, technical schools, insurance companies, etc. upon the student's request. Any initial request is free of charge, but additional requests incur a \$2.00 charge. Transcripts can be requested from the counseling office.

## CLASS RANKING

Class rank is based on the student's cumulative percent average. In the interest of encouraging and recognizing outstanding academic achievement, ranking is based on the type of diploma earned with highest honors ranked first, honors second, and regular third. Class ranking is determined only after the seventh semester of a student's high school career. This will be the student's official and final class rank. Students enrolling as a senior from home school will not be ranked. Additionally, students that are granted early graduation will not be included in class ranking because they will not have completed seven semesters of high school at the time of their graduation.

## DIPLOMA TYPES

**Regular** - Will be awarded to students who earn the specified 22 units of credit and have satisfactory records of attendance and conduct. This includes students with an individual education plan who have earned their specified 22 units of credit.

**Honors** - All requirements for a Regular Diploma must be fulfilled plus an 85% cumulative percent average with no semester grade lower than a 75 and score at or above ALL of the subject area readiness benchmarks on the ACT or equivalent score on the SAT. (SAT score requirements are 1070 total with Evidence-Based Reading and Writing subscore minimum of 480 and Math subscore minimum of 530. Students cannot mix and match college placement scores. They must use one test or the other to meet all benchmarks.)

**Highest Honors** - All requirements for an Honors Diploma must be fulfilled plus a 90% cumulative percent average with no semester grade lower than a 75 and complete the courses below:

- Four English courses to include honors, dual enrollment or Advanced Placement levels in 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>
- One of the math credits must be earned in a course above the Algebra II level
- Three high school science courses to include Biology and two of the following: Chemistry, Physics, Human Anatomy & Physiology, or any AP Science course
- Two years of the same foreign language
- Two Advanced Placement classes\*

(one must be from core - English, math, science, social studies)

*\*A technical licensing course that meets honors criteria may substitute for a non-core AP course.*

**NOTE:** For the purposes of senior ranking and diploma types for Honors or Highest Honors qualified students, ACT benchmark scores must be received by the school prior to the end of Semester 1 for the ranking process and prior to the final day of regularly scheduled classes for the final diploma type. Students should plan accordingly to take the ACT well in advance so the school receives scores in a timely manner.

***Special Education Diploma*** - A special education diploma will be awarded after the 4<sup>th</sup> year of high school to students with an individual education plan (IEP) who have met the requirements of their IEP but have not completed the specified 22 credits required to earn a regular diploma.

***Occupational Diploma*** - An occupational diploma will be awarded to students with an individual education plan (IEP) who have met the requirements of the SKEMA, completed the English, Biology and Algebra alternate assessments and completed 2 years of work experience.

***Alternate Assessment Diploma*** - An alternate assessment diploma will be awarded to students with an individual education plan (IEP) who have completed the required 22 credits, the high school alternate assessments, and a transition assessment.

## **GRADES**

The Clarksville-Montgomery County School System uses a numerical grading system for reporting student progress to parents. A grade of 60 and above is considered passing. A grade of 59 and below is failing.

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

## **ADVANCED COURSE GRADES**

### **Advanced Placement Courses**

Five percentage points will be added to nine weeks and semester exam grades (70 or above) in AP courses which follow the national AP guidelines, extend the state mandated curriculum with rigor, and meet five of the nine state recommended components for honors classes.

### **Honors Courses and National Industry Certification**

Three percentage points will be added to nine weeks and semester exam grades (70 or above) in honors courses and national industry certification preparation classes that extend the state-mandated curriculum with rigor and meet five of the nine state recommended components of honors classes.

### **Dual Enrollment and State Dual Credit Courses**

Four percentage points will be added to nine weeks and semester exam grades (70 or above) in Post-Secondary Dual Enrollment and State Sponsored Dual Credit courses in which the student takes the State Dual Credit Challenge Exam.

## **TRANSFER GRADES**

It is the intent of the district to attain the numerical grade from a transfer school or post-secondary institution. When the numerical grade is not provided, the following scale will be used to convert the letter grade that is provided:

A+ = 98	B+ = 88	C+ = 78	D+ = 68	F = 55
A = 95	B = 85	C = 75	D = 65	
A- = 92	B- = 82	C- = 72	D- = 62	

\*In order to receive credit for a course, a student must receive a minimum grade of 60.

\*\* Transfer percentage grades from out-of-district schools will be converted to the Tennessee Uniform Grading Scale for grade points as listed above.

All grades earned in high school courses are a permanent part of the high school transcript. Grades are never removed from transcripts. For purposes of the HOPE Scholarship Eligibility Grade Point Average, a student may repeat any failed course, and the failing grade for the first attempt will be exempt in the HOPE Scholarship Eligibility Grade Point Average calculation.

## REPORT OF GRADES

Computer generated grade and attendance reports are issued the fifth school day following the end of each nine-week period. All reports are sent electronically and can be seen on PowerSchool. A message from CMCSS is sent out when the reports are issued.

It is extremely important for students and their parents to keep up with grades each grading period. PowerSchool is available on Classlink on student computers.

Parents' passwords are available by contacting the KHS counseling office. This will allow parents to view and/or receive alerts pertaining to grades and/or attendance.

## EXAMS

Comprehensive semester examinations will be given in all courses at the end of each semester. For all first semester courses, nine weeks grades will count 40% each and semester exams will count 20% of the semester grade. Credit in a particular course will be determined by the final semester grade.

Second semester grades are computed like first semester except for courses with a State End of Course Test (EOC). For these classes, each nine weeks will count 30%, semester exam 15%, and EOC test will count 25%.

### **THIS MEANS THAT TWO TESTS WILL COUNT ALMOST HALF OF STUDENTS' SEMESTER GRADE.**

At the end of S2, the following final exam exemptions apply:

- Students enrolled in a full year course that have maintained a 90% or higher average for both N3 and N4 will be exempt from the S2 exam.
- Students enrolled in a full year AP course are not required to complete a S2 exam.

In these instances, an average of the N3 and N4 grades will be entered for the S2 exam grade for the course.

## STANDARDIZED TESTS

Standardized testing is used as a means of evaluating a student's ability and performance.

All Kirkwood students are required to take the following tests:

- Benchmark or District Common Assessment Tests - given two to three times during the year in selected courses to assess each student's progress toward meeting TNReady Assessment objectives.
- State TNReady Exams (EOCs) -Biology, English I, English II, Algebra I, Geometry, Algebra II, US History
- ACT - 11th grade/12th grade - 11th(March), 12th(October)
- AP - Advanced Placement courses testing in May (for students enrolled in AP courses)

Other tests available for students who choose to take them are as follows:

1. Preliminary Scholastic Aptitude Test (PSAT)
2. Armed Services Vocational Aptitude Battery (ASVAB)
3. CTE Certification Tests

Students are also encouraged to take additional college entrance tests. These standardized tests are given locally. Listen for announcements concerning testing dates and locations for the Scholastic Aptitude Test (SAT) and the American College Test (ACT). Both are given on Saturdays to students who register and pay in advance for them.

## **ADVANCED PLACEMENT COURSES**

Classes designated Advanced Placement (AP) are taught on a college level and are designed to prepare students to take Advanced Placement Tests, which permit students to receive college credit from many schools, provided that the exam scores meet minimum requirements established by the individual colleges.

Information about these courses may be obtained from the teacher of the class or a school counselor.

**ONCE A STUDENT IS ENROLLED IN AN AP CLASS, HE/SHE MAY NOT DROP THE CLASS.** Please refer back to the Advanced Coursework Contract that was required for enrollment in an Honors, AP, or Dual Enrollment class. Students enrolled in these classes MUST take AP tests at KIHS during the second and third week of May. The required fee, \$97, is refunded to the student by the school system if an exam score of 3 or higher is made. Fees are subject to change year to year. Parents and students will be notified of any changes. A November due date will be sent home at the beginning of the year.

In the event that a student refuses to complete his/her AP Exam, the student will not be issued a refund for his or her assessment. All additional percentage points received during the school year will be retroactively removed, and the student's grades will be recalculated. The student will also



be required to complete a semester exam for the AP course, unless he/she qualified for exemption by earning an A during N3 and N4.

## **DUAL ENROLLMENT COURSES**

The Clarksville-Montgomery County School System allows high school juniors and seniors to enroll in college classes with state institutions governed by the University of Tennessee or Tennessee Board of Regents. Kirkwood High School currently uses Austin Peay State University for Dual Enrollment courses.

## **TUTORING**

Kirkwood teachers offer tutoring after school. Please obtain a list of tutoring sessions by speaking with teachers directly or from the Counseling Center.

## **COBRA CRUNCH TIME**

Students will participate in a 30 minute school-wide academic period at the beginning of each day. This time is provided for various skills-based activities such as: literacy building, ACT Prep, college and career readiness activities, academic conferences, social-emotional learning, and academic intervention. Students are expected to report to their designated teacher for Crunch Time. Students will be counted tardy if they do not arrive on time and for skipping should they choose not to report.

## **ACADEMIC AWARDS PROGRAM**

This program held each spring honors Clarksville-Montgomery County high school students, who for three years have maintained a 93.0 (grades will not be rounded up) overall semester average and no grade below 85 from the previous two semesters (spring and fall) in a Clarksville-Montgomery County High School. Tenth and eleventh grade students, who meet the criteria, will be honored at their respective individual high schools.

# EXTRA CURRICULAR OPPORTUNITIES

## CLUBS and ORGANIZATIONS

Junior Classics League	Yearbook
Math Club	Art Club
Health Occupations Students of America (HOSA)	Pep Club
Associated Student Government (ASG)	Theatre Guild
Beta Club	E-Sports
Key Club	Anime Club
Skills USA	Book Club
Robotics Team	Writing Club
International Thespian Society	DECA
National Honor Society (NHS)	JROTC
Fellowship of Christian Athletes (FCA)	Band
College and Career Readiness Club	Chorus
Academic Quiz Bowl	Color Guard
Audio-Visual Club/Film Club	Dance Team
Music Appreciation Club	Cheerleading
Library Student Advisory Board (application required)	Chess Club
Tri-M: Music Honor Society	

## AFTER SCHOOL ACTIVITIES

**No student is to remain at the school building after the 2:25 bell, unless under the direct supervision of a teacher, coach or sponsor.** Students enrolled in sports' activities with after school practice should not wander the halls and must report directly to the practice area. All students should report to their after school location by 2:35PM. If students do not follow these rules, they may be sent home and/or removed from the club or organization.

Students are expected to adhere to all behavioral expectations outlined by the CMCSS Code of Conduct and Kirkwood High School while participating in or attending any after school activities or events at Kirkwood High School or any other location where Kirkwood High School is represented. KIHS administration will provide disciplinary measures for those that do not meet expectations, which could include removal from participating in the after school activity.

## **STUDENT GOVERNMENT - SGA**

As an organization of Kirkwood High School, the purpose of the Student Government Association is to develop and maintain school spirit within the student body, to assist in creating a culture of community through student-centered activities, and to foster social responsibility and develop self-discipline among all its members. Please contact Mrs. Alvarez, any grade-level sponsor, or SGA officer for more information.

## ATHLETICS

Students are encouraged to participate in or be spectators of athletics as enrichment to their education. Athletics foster character development, integrity, sportsmanship, and teamwork.

The athletics program is governed by the Tennessee Secondary Schools Athletic Association (TSSAA).

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cheerleading	Basketball (boys/girls)	Baseball
Cross Country (boys/girls)	Cheerleading	Soccer (boys)
Football	Wrestling (boys/girls)	Softball
Golf (boys/girls)	Dance Team	Tennis (boys/girls)
Soccer (girls)		Track (boys/girls)
Volleyball		Girls Flag Football
Dance Team		

### ATHLETIC ELIGIBILITY

TSSAA Academic Rules:

Section 1. To be eligible to participate in athletic contests during any school year:

(a) The student must earn five credits the preceding school year if less than 24 units are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year. Academic eligibility for a student is based on the requirements of the school the student was attending at the conclusion of the previous school year. Students who are ineligible the first semester may gain eligibility in the second semester by passing five subjects (1/2 credit) or three blocks (one credit per block) or the equivalent.

If a student is forced to withdraw from school, or is prevented from enrolling in school, due to illness or accident to the student, the principal may submit to the Executive Director full details concerning the illness or accident and request a ruling in regard to the student's eligibility, provided the student was eligible at the time the illness or accident forced the student to withdraw or prevent the student from enrolling in school. If ruled eligible, such a student shall be charged with a semester of attendance for athletic purposes for the semester of non-attendance or withdrawal.

A student who returns to a member school after attendance at a school of correction or alternative school may be eligible for athletic participation provided the school of correction or alternative school is accredited by the Tennessee State Department of Education and provided the student returns to the school attended before entering the school of correction. Any student assigned by the juvenile court to Tennessee Preparatory School shall be eligible for athletic competition upon entering. After one full semester, the student must meet all eligibility standards to continue his/her eligibility.

(b) Students shall be regularly enrolled, in regular attendance, and carrying at least five full courses. A student shall be considered as regularly enrolled after the student has attended for three days, has engaged in three or more days of football, girls volleyball, cross country, golf or girls soccer practice during the period on or after August 1, or has participated in an athletic contest in any sport.

Section 2. For athletic purposes the scholastic record filed in the office of the principal or superintendent at the end of a semester shall be final. Credits earned in a summer school accredited by the State Department of Education shall be recognized for eligibility purposes provided the student was enrolled during the spring semester immediately preceding the summer session and attended at least 40 days of that spring semester.

Section 3. A student who drops out of school before the end of the semester shall be ineligible to participate in secondary school athletics until the student has been in school a semester and has a passing grade in at least five full unit subjects. (To become eligible under this regulation, a student must attend school for at least 40 days of the semester, but in no case shall the eligibility become effective until the beginning of the succeeding semester.)

**Coaches may set standards above the minimum TSSAA requirements.**

## **PHYSICAL EXAMINATION**

A current physical examination must be on file with the school before a student may try out, practice or compete. Physical exams must be dated after April 15 to cover the upcoming school year. (Example: If an athlete's physical is dated April 16, 2023, it is valid until the end of the 2023-2024 school year.)

## RULES OF BEHAVIOR FOR STUDENT ATHLETES

The Clarksville-Montgomery County School System considers participation in interscholastic athletics a privilege afforded to students by the district. Therefore, participation in athletics is not protected by due process appeals procedures related to student discipline that are afforded to all students under state law. Students participating in athletics are expected to demonstrate responsible behavior and high ethical standards at all times. Negative or inappropriate behavior by athletes during the school year, during out-of-school periods and during non-school hours can affect other students' perception of the integrity of an athletic program as well as the public's perception of the ethical standards established by the school for all students. The Rules of Behavior for Student Athletes apply to all students participating in interscholastic athletics and apply during the school year (on and off school property) and during the non-school term.

The following rules are in addition to the rules and regulations outlined in the CMCSS Student Code of Conduct, which governs the behavior of all students at the school.

- Athletic penalties and sanctions apply to conduct that violates ethical standards and reflects negatively upon the athletic program or the school. The penalties apply to school-related conduct that violates the Student Code of Conduct or that generally falls below the ethical (e.g., other actions prohibited by law) standards of the school or athletic program.
- The penalties also apply year round to any off campus conduct that has become public through reports in the media; through direct observation by the principal (or assistant principal) or the district's or school's athletic staff; or through reports to the principal or athletic staff by other school personnel, students, parents and members of the public.
- All alleged violations that are reported to the principal (or assistant principal) or athletic staff will be investigated by the coach, as the circumstances require. The results of the investigation, as well as the penalty, if any, shall be reported to the student, his/her parents or guardians, the principal, and CMCSS Activities Coordinator. Upon the recommendation of the coach, the principal may authorize a hearing by the Director of Schools to determine whether an offense has been committed.

## BEHAVIOR and DISCIPLINE

The Clarksville-Montgomery County School System has adopted a Code of Student Conduct, in compliance with Tennessee Code Annotated, Sections 49-6-4001 through 49-6-4006.

The Code of Student Conduct is found online at [CMCSS 23-24 Code of Conduct](#)

Each student will be responsible for the information contained within the **STUDENT CONDUCT, RIGHTS, RESPONSIBILITIES, RULES, DUE PROCESS HANDBOOK**. Disciplinary actions taken by administrators will comply with the regulations set forth in the code.

Whenever a student is found to be in violation of the Clarksville-Montgomery County School System Administrative Policy - STUDENT CONDUCT, the principal will issue appropriate discipline. A file will be maintained on each student visiting a principal's office for disciplinary reasons.

Student offenses are divided into categories:

- **Category 1** offenses are typically addressed by the classroom teacher.
- **Category 2** offenses are considered minor office referrals that are addressed by a school administrator or designee.
- **Category 3** offenses are more serious offenses resulting in an office referral and addressed by a school administrator or designee.
- **Category 4** offenses include egregious acts that may result in remandment to the Alternative School.
- **Zero Tolerance** offenses are determined by either state law or district policy; students committing a Zero Tolerance offense shall be expelled for a period of no less than one (1) calendar year.
- Offenses occurring on CMCSS school buses are described within this document, but are not included in the categories described above.

Any conduct not specifically enumerated herein occurring on school premises or at any school-sponsored activity which constitutes a crime under the laws of the state of Tennessee or the United States shall be addressed by the school principal, level director, and appropriate law enforcement

## **DETENTION**

A student may be given after school detention as a disciplinary consequence provided the parents of such student have been given advance notice of 24 hours. While in detention, the student will be required to engage in some constructive activity related to the school. Such activity shall be in compliance with school and state rules and regulations relative to the student's safety and welfare. Supervised study of class assignments or additional assignments may be assigned. Failure to attend detention will result in additional consequences.

Afternoon detention will be held in Rm... from 2:30- 3:30 PM on Monday, Tuesday and Wednesday. Students that arrive late will not be permitted into detention.

Students are expected to conduct themselves appropriately. Infractions and misconduct will be dealt with according to the guidelines as set forth in the Student Conduct Handbook provided to each student and parent via [www.cmcss.net](http://www.cmcss.net).

## **IN SCHOOL SUSPENSION (ISS)**

Administration will assign In School Suspension (ISS) as needed to address disciplinary issues. ISS will convene in Room A102. Students will be assigned ISS and days to serve by an administrator. Students who are assigned ISS are expected to report to ISS immediately upon arrival to campus. Only full days of ISS are assigned. Students who have late arrival and/or early dismissal should report to/depart from ISS at the same times they would normally do so if they were not in ISS.

Students in ISS will not be permitted to attend extracurricular activities until their ISS days are complete. This includes practice, games or performances.

Teachers will communicate any necessary assignments to both the ISS teacher and student. The ISS teacher will support students in completing work and ensuring it is returned to the teacher. Students who choose not to complete their work or who behave inappropriately in ISS are subject to the addition of more time in ISS or additional visits with an administrator to determine next steps.

ISS expectations will be communicated daily to all students serving for that school day. Restroom breaks will be taken at assigned times as a group, and those in ISS will not be permitted to be in the hallways during transition time.



Cellphones, hats/hoods, and food are not permitted in ISS. Students will eat lunch in the ISS classroom.

## **DRESS CODE**

The Clarksville-Montgomery County School Board believes that proper etiquette, social customs, and good grooming are part of the educational process. While parents should exercise the primary authority in determining what appropriate dress is and grooming for their children in accordance with their age and grade, it is the responsibility of the school system to work with parents in encouraging students to assume this responsibility and to execute it sensibly as they mature. It is also the responsibility of the school system to provide an educational atmosphere conducive to learning.

The dress code is designed to ensure the health and safety of students and to avoid distractions to the educational process, while preserving the basic rights of individuals. The following guidelines must be followed:

1. Attire must not be destructive to school property (i.e. body chains, spikes).
2. Dress must comply with the health and safety codes, regulations, and recommendations of the State of Tennessee and federal health agencies.
3. Dress or appearance must not interfere with the educational process or the rights of others.
  - a. Hats, caps, hoods, and distracting headwear are prohibited inside buildings during school hours.
  - b. Sunglasses are prohibited inside buildings unless prescribed.
  - c. Bare midriffs, see-through garments, undergarment type shirts, bare backs, halter tops, low-cut blouses and pants, mini-skirts, tank tops, cut-offs, and pajama pants are prohibited.
  - d. Shorts, in appropriate lengths and materials, are permitted in grades K-12. Shorts must be longer than mid-thigh.
  - e. Leggings and spandex bike shorts are permissible as long as they are not see-through. Bike shorts must be longer than mid-thigh.
  - f. Skirts and dresses must be longer than mid-thigh.
  - g. Obscene, profane, provocative, violent, or inflammatory words or

pictures on body/skin, clothing or jewelry, or clothing advertising alcoholic beverages, drugs, drug paraphernalia or tobacco products are prohibited.

h. Students in grades 6-12 are prohibited from wearing, while on school property or at any school-sponsored activity, any type of clothing, apparel, or accessory, which denotes such students membership in or affiliation with any gang (T.C.A. § 49-6-4215).

i. Extremely low-riding pants are not allowed because they are a safety hazard. "Sagging" is not permitted.

j. Body piercings shall not distract from the instructional process.

k. Jewelry ornaments or accessories which distract from the educational process or which present a safety concern will not be allowed (i.e. grills).

l. Clothes worn with holes above mid-thigh must have garments worn beneath them.

m. Standard footwear including shoes, boots, athletic shoes, and or sandals must be worn. House shoes or skate shoes will not be allowed.

**NOTE:** Individual schools will assume responsibility for determining compliance with the dress code for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being, and general welfare of students.

Additionally, existing laws and/or school regulations require the wearing of protective clothing, eye shields or other dress for the health or safety of students participating in certain activities. Each school will notify students of these rules.

Students failing to comply with the dress code shall be required to make immediate arrangements for appropriate clothing. Students will be placed in ISS while they wait to be picked up or while waiting for clothes to be brought. Refusal to make such arrangements may result in ISS for one school day for the first offense and up to 10 days for repeated violation.

**If there is a question as to the appropriateness of certain apparel, the student should wear something else. Students who come to school dressed inappropriately will not be allowed to class until proper clothing can be secured from home.**

## SEARCHES

### **Electronic Device Searches:**

Students have no expectation of privacy for cell phone and other electronic device use on CMCSS property and/or at related CMCSS functions, activities, or trips. School administrators may search and review any and all student electronic devices, including cell phones, if there is reasonable suspicion that a search will reveal a violation of school rules. (SAF-A009)

### **Locker Searches:**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. When individual circumstances, as defined by T.C.A. § 49-6-4204(b) indicate, searches of lockers may be conducted by school authorities at any time without notice, without student consent, and without a search warrant.

### **Personal Searches:**

The person of a student or visitor and his/her personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the person is in possession of illegal, unauthorized, or contraband materials. "Reasonable Suspicion" is the standard for a search on school property or at school related events.

## INTERVIEWS

School officials may question students at any time regarding suspected violations of school policies or State laws by the student or others. A student's failure to answer and otherwise cooperate may be grounds for further disciplinary action.

## CONTRABAND/WEAPONS ON SCHOOL GROUNDS

In addition, school officials who find any other contraband materials upon the school premises will immediately report the same to appropriate law enforcement authorities. Possession of such material upon school premises, whether belonging to the student or not, are subject to prosecution in accordance with state law as well as disciplinary consequences deemed appropriate by the CMCSS Code of Conduct.

As used herein, "**contraband**" includes all substances or materials, the presence of which is prohibited by school policy or state law, including, but not limited to: controlled substances, drugs, alcoholic beverages, legal products which are misused or possessed for illegal purposes (i.e. glue or

petroleum products misused for inhalation, abused or misused prescription medications, etc.) and stolen property.

As used herein, a "**weapon**" is a gun, shotgun, rifle, pistol, or other type of firearm as defined by 18 U.S.C. §921, taser, stun gun, dynamite cartridge, bomb, grenade, mine, explosive device or weapon, live shell or bullet, Bowie knife, hawkbill knife, ice pick, dirk, dagger, slingshot, leaded cane, switchblade knife, locked blade knife, blackjack, metallic knuckles, mace, a knife or any other item of similar description, to include those listed in T.C.A. § 39-17-1302.

## **NON-LETHAL FIREARMS - REMANDMENT TO ALTERNATIVE SCHOOL**

BB, air, pellet, cap, nerf gun, or other toy gun

## **HARASSMENT, INTIMIDATION, HAZING, AND BULLYING**

CMCSS prohibits acts of harassment, intimidation, hazing, and bullying. A safe and courteous environment is necessary for students to learn and achieve. For the complete CMCSS policy, please refer to the CMCSS Student Code of Conduct.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Kirkwood High School students are to follow the given rules regarding phones during the school day:

1. Cell phones are to be on silent while in the building so as not to disrupt classes.
2. Cell phones may ONLY be used in the hallways during class transitions and at lunch.
3. Cell phones cannot be used during class time unless it is for instructional purposes with approval from the classroom teacher.
4. If listening to music in halls or in the lunchroom, one ear must be left open/uncovered for safety reasons.
5. Students should not take phone calls, Facetime/video chat, SnapChat, make TikToks or take pictures or videos during school hours.
6. Phones are not to be charged in classrooms.
7. Students should not be calling or texting via a smart watch during class time.

**\*\*Videoing fights or posting pictures or videos of incidents that occur in school is prohibited and may be subject to disciplinary action as stated in the CMCSS Code of Conduct.**

If cell phone use during class has been addressed, on the second offense, teachers will contact the parent/guardian and submit a referral to administration.

Discipline measures will be followed by the guidelines in the Code of Conduct.

Administration is not responsible for lost or stolen items.

Should a student use his cell phone inappropriately, the consequences below will follow:

**Consequences:**

1st Offense - Warning by teacher and contact of parent/guardian

2nd Offense - 2 Days Detention - Office Referral

3rd Offense - 2 Day ISS - Office Referral

If behavior continues, consequences will increase as permitted by Code of Conduct.

## COMPUTER INFORMATION

Computers are required and loaned for the students for the duration of the school year. The student is responsible for computers that are lost, misused or damaged and will be charged accordingly.

**Student Technology Acceptable and Responsible Use Policy:**  
[CMCSS Student Laptop Handbook and Agreement](#)

CMCSS is committed to providing a safe, positive, and productive educational environment to enhance the college and career readiness of its students. CMCSS believes that all students should have access to technology (e.g. software, hardware, internet, and network access) when they act in a responsible, efficient, and courteous manner in compliance with all legal guidelines.

**Educational Purpose:** CMCSS has developed an extensive technology infrastructure, including hardware, software, and equipment, that is to be used for educational purposes consistent with the district's curriculum and the Tennessee Standards, in order to enrich learning both inside and outside of the classroom. Technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate.

The full policy is available at [www.cmcoss.net](http://www.cmcoss.net)

The following are important tips to remember when assigned a computer.

1. All computers are subject to being searched - no expectation of privacy
2. Computers are the property of CMCSS
3. Computers are used for educational purposes
4. Email should be checked on a daily basis
5. All internet transactions are monitored
6. Computers should be kept secure at all times
7. No passwords should be shared, and no one should log into another person's computer at any time.
8. Code of Conduct will be followed at all times
9. Students will not attempt to repair the computer on their own
10. Students should not download or install any software

### **Due Process**

CMCSS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through CMCSS technology equipment, network, and internet access. If the violation also

involves a violation of the Student Code of Conduct, it will be handled as described in that document.

## MISCELLANEOUS PROCEDURES

## **ANNOUNCEMENTS**

All announcements must be approved by a faculty sponsor or administrator. Announcements will be publicized on the daily announcement sheet during Cobra Crunch Time.

## **LOCKERS**

We will not have hallway lockers at Kirkwood High. If a student needs a locker for athletic gear or musical instruments, he/she should see his/her coach or the band director respectively.

Students that opt to utilize a locker in an athletic/music space are responsible for supplying their own lock to secure their locker. The lock must be a combination lock, not a keyed lock. The student is required to share the combination with their coach, PE teacher and/or band director. This is required in the event that the lock must be removed from the locker, otherwise bolt cutters will be used to remove the lock from the locker. The school is not responsible for replacing the lock if bolt cutters are needed.

## **ASSEMBLIES**

Administration and staff want Cobras to demonstrate integrity, respect and excellence at every assembly. This is how Kirkwood builds pride and traditions and ultimately how Cobras “Stand Tall.”

Pep Assemblies - These are meant to be fun and energetic but, Kirkwood expects students to remember the rules of the building. Students should remain in their designated area at all times. Students should not enter the gym floor area unless invited by ASG or those leading the pep assembly.

Formal Assemblies - Students should sit in their designated area based on teacher direction. Students should remain quiet and attentive, while any speaker is addressing the group. All electronic devices should be off and put away.

Regardless of the assembly, anyone that is presenting or speaking, whether an outside guest, a member of the student body or a faculty member, should be treated with respect.

## **HALL PASSES**



All students must sign out of their classroom before leaving class with permission. All students MUST have a hall pass if they leave a class, for ANY reason, during instructional time. Students should move immediately to their intended location and not loiter or walk around the building. Upon arrival back to class, students are expected to sign back into their classroom. Students found to be out of area or out of class for more than 10 minutes could be subject to a skipping referral and appropriate disciplinary actions will follow.

## **LIBRARY**

Kirkwood High School Library Vision Statement

We aspire for our students to be critical thinkers, lifelong learners, ethical users of information and enthusiastic readers.

The Kirkwood High School Library encourages all students to visit the library on a regular basis.

Visiting the Library

- Students are welcome without a pass before school, after school, or during the first 5 minutes of their lunch period.
- Lunch Period Visits-Students are able to pick up a lunch pass before school. Students will have an administrator in the lunchroom sign their pass & then spend their lunch period in the library. Lunch passes are limited to 25 passes per lunch period. \*\*\*Please note food & drink are not allowed in the library. Closed water bottles are permitted.\*\*\*\*
- Students must have a pass from their teacher to use the library during the school day.

For additional information please visit the [Kirkwood High School Library Webpage](#).

## **DELIVERIES**

Kirkwood cannot allow individuals who are not on a student's emergency card to deliver items to a student. Any item that is delivered should be brought to the main office. Students should not have food, flowers or balloons delivered.

Acceptable things to drop off:

- Lunchbox
- Laptop or charger
- Homework, textbooks, or school supplies
- Personal items such as glasses, keys, water bottles

- Athletic or musical equipment
- Notes for dismissal or personal information

Deliveries that do not follow the above mentioned guidelines may be refused.

If a student orders food from a delivery provider, the office will decline the order. Kirkwood will not be responsible for any student refunds.

Ordering food and having it delivered to a different location in or around the building, will result in disciplinary consequences to include ISS or OSS, as this is a safety violation.

## **STUDENT DEBT**

Student debt should be taken care of with bookkeeping. Owing a debt could prevent a student from receiving or sending transcripts or other school related documents.

## **RESPECT FOR PROPERTY**

Students are expected to have respect for the property of others and that of Kirkwood High School. Damaging property, whether personal or school property, is a violation of the rights of others and is subject to consequences. It is expected that all damage, even if by accident, will be acknowledged by the person involved and amends made when possible. Deliberate damage or theft of property will be considered a serious offense and dealt with according to the Code of Conduct.

Students should not sit on tables, countertops or desktops, put feet in chairs or on walls or lean back in chairs. It is important that Kirkwood's school equipment is taken care of by all Cobras.

Textbooks and/or computers are required for school and are loaned to students for the duration of the school year. Students are responsible for the loss or damage of these items. A debt will be placed on the student's record until restitution is made.

## **SUBSTITUTE TEACHERS**

Students are expected to treat substitutes with respect at all times. Students should follow all school rules and complete work as instructed. Students found to be in violation of these expectations could be subject to disciplinary consequences.

## **RESTROOMS**

Students are expected to use the restroom and then return to class promptly. Students should not loiter in the restroom when they are supposed to be in class. Students found congregating, damaging property, vaping, or participating in other inappropriate behaviors may be subject to disciplinary consequences based on the severity or repeated nature of the action.

## **LOST AND FOUND**

All unclaimed items will be held in the front office. Any item that is found should be taken to the main office and not given to a teacher or peer. Any unclaimed lost and found items which remain in the office until the end of the year and then will be discarded.