



Ignite Discovery.
Create Possibility.
Achieve Dreams.

Preparing OUR students for tomorrow's world

CREEK WOOD HIGH SCHOOL

STUDENT HANDBOOK

2020 – 2021

Name: _____

Principal - Polly Spencer

Assistant Principals

Leslie Christy

Misty Meadows Marvin

Marcus Peters

3499 Hwy 47 North
Charlotte, TN 37036
Phone: 615 – 740 – 6000
Fax: 615 – 441 – 2868

Follow us on Twitter and Facebook!

Twitter: @creekwoodhs **Facebook:** We Are Creek Wood

Website: cwhs.dicksoncountyschools.org/

BE...

Shake hands.

Posture.

Eye contact.

Charm.

Introduce yourself.

Ask a question.

Lean and listen.

Quick Write Template

| | |
|---------------|--|
| What? | Restate the question and give your answer. <i>Of the basketball players, Lloyd was the better player.</i> |
| Why? | Give a reason why you think that. <i>Lloyd was the better player because he made the winning shot.</i> |
| How? | Support your answer with evidence. <i>Making the winning shot shows he stayed calm under pressure and that he was determined to win.</i> |
| Close. | Restate the answer and close. <i>Therefore, Lloyd was a better player than Jason.</i> |

Bell Schedules

2020-2021

| <u>A DAY</u> | | |
|---------------------|---------------|------------|
| 1 st | 7:55 – 9:20 | 85 minutes |
| 3 rd | 9:25 – 10:50 | 85 minutes |
| 5 th | 10:55 – 12:55 | 85 minutes |
| Lunch | 11:15 – 11:45 | Lunch A |
| | 11:50 – 12:20 | Lunch B |
| | 12:25 – 12:55 | Lunch C |
| ICA | 1:00 – 1:25 | 25 minutes |
| 7 th | 1:30 – 2:55 | 85 minutes |

| <u>B DAY</u> | | |
|---------------------|---------------|------------|
| 2 nd | 7:55 – 9:30 | 95 minutes |
| ICA | 9:35 – 10:55 | 80 minutes |
| 4 th | 11:00 – 1:15 | 95 minutes |
| Lunch | 11:20 – 11:55 | Lunch A |
| | 12:00 – 12:35 | Lunch B |
| | 12:40 – 1:15 | Lunch C |
| 6 th | 1:20 – 2:55 | 95 minutes |
| | | |

| <u>Regular C DAY</u> | | |
|-----------------------------|---------------|------------|
| 1 st | 7:55 – 8:50 | 55 minutes |
| 2 nd | 8:55 – 9:45 | 50 minutes |
| 3 rd | 9:50 – 10:40 | 50 minutes |
| 4 th | 10:45 – 11:35 | 50 minutes |
| | | |
| 5 th | 11:40 – 1:05 | 50 minutes |
| Lunch | 11:40 – 12:05 | Lunch A |
| | 12:10 – 12:35 | Lunch B |
| | 12:40 – 1:05 | Lunch C |
| 6 th | 1:10 – 2:00 | 50 minutes |
| 7 th | 2:05 – 2:55 | 50 minutes |

| <u>ACTIVITY C DAY</u> | | |
|------------------------------|---------------|------------|
| 1 st | 7:55 – 8:40 | 45 minutes |
| 2 nd | 8:45 – 9:30 | 45 minutes |
| 3 rd | 9:35 – 10:20 | 45 minutes |
| 4 th | 10:25 – 11:10 | 45 minutes |
| ACTIVITY | 11:15 – 11:45 | 30 minutes |
| 5 th | 11:50 – 1:15 | 50 minutes |
| Lunch | 11:50 – 12:15 | Lunch A |
| | 12:20 – 12:45 | Lunch B |
| | 12:50 – 1:15 | Lunch C |
| 6 th | 1:20 – 2:05 | 45 minutes |
| 7 th | 2:10 – 2:55 | 45 minutes |

Alternate Bell Schedule 2020-2021

| <u>A DAY – ADJUSTED</u> | | |
|--------------------------------|---------------|--------------------------|
| ICA | 7:55 – 8:10 | 15 minutes |
| 1 st | 8:15 – 9:05 | 50 minutes |
| 3 rd | 9:10 – 10:45 | 95 minutes |
| 5 th | 10:50 – 1:00 | 95 + 30 lunch + 5 travel |
| Lunch A | 11:00 – 11:30 | |
| Lunch B | 11:35 – 12:05 | |
| Lunch C | 12:10 – 12:40 | |
| 7 th | 1:05 – 2:40 | 95 minutes |
| ICA | 2:45 – 2:55 | 10 minutes |

| <u>B DAY – ADJUSTED</u> | | |
|--------------------------------|---------------|--------------------------|
| ICA | 7:55 – 8:10 | 15 minutes |
| 1 st | 8:15 – 9:05 | 50 minutes |
| 2 nd | 9:10 – 10:45 | 95 minutes |
| 4 th | 10:50 – 1:00 | 95 + 30 lunch + 5 travel |
| Lunch A | 11:00 – 11:30 | |
| Lunch B | 11:35 – 12:05 | |
| Lunch C | 12:10 – 12:40 | |
| 6 th | 1:05 – 2:40 | 95 minutes |
| ICA | 2:45 – 2:55 | 10 minutes |

COVID – 19 Policies and Procedures

MORNING DROP-OFF

- Doors will open at 7:00 am
- Masks are HIGHLY RECOMMENDED
- Students will go directly to one of these areas: the auditorium, the gym, or the cafeteria. Students will go to these designated areas depending on how they enter the building.

FRONT DOOR ENTRANCE

- If you are eating breakfast, you will go to the cafeteria where you will stay until dismissed for class. If you are not eating breakfast, you will report to the auditorium and stay until dismissed at 7:40.

BUS CIRCLE

- If you are eating breakfast, you will go to the cafeteria where you will stay until dismissed for class. If you are not eating breakfast, you will report to the gym and stay until dismissed at 7:43.

BACK PARKING LOT

- You will enter the gym from the tennis court side. If you are eating breakfast, you will go to the cafeteria where you will stay until dismissed for class. If you are not eating breakfast, you will report to the auditorium and stay until dismissed at 7:45.
- While in these areas social distancing will take place. While in the cafeteria for breakfast, students will choose a seat and remain in that seat until dismissed.

LUNCH

- Students will eat at tables in the following areas: cafeteria, the auditorium, and the auxiliary gym. This allows for social distancing during lunch.
- Students will eat in areas assigned to their class due to COVID-19 guidelines.

RESTROOM AND HALLWAY BREAKS

- Students will be given restroom breaks by class rather than being permitted to go during class changes.
- Students are not to congregate in the halls.
- Students are not allowed out of class, with the discretion of an emergency.

AFTERNOON BUSES AND CAR RIDER RELEASE @ 2:55

- Students will not be dismissed using an end of the day bell at 2:55. Rather, the day will end via intercom. Students will be called to the front for buses and car riders.
- The car rider line will begin at its normal entrance then loop around to the right around the front parking lot with pick up under the awning.
- Students will be called via the intercom to report to car rider line from their ICA.
- Buses will be dismissed by bus number via intercom.
- Drivers will be dismissed by hallway to exit downstairs to back parking lot.

VISITORS

- a. Checkouts will be conducted using the buzzer at the front door.
- b. If a parent needs to drop something off, they will need to do so by placing that item in a bin in the foyer.
- c. Visitors by appointment will have to have their temperature checked and be asked COVID-19 assessment questions before entering the building. Mask are required for visitors.

TECHNOLOGY FEE

- Students will pay a \$40 technology fee. This will provide a onetime insurance for the assigned device. If they choose, students may bring their own devices.

LIBRARY

- Library will be closed. Students will be checking out books in an online format through their English classes.
- Books will be delivered to the student's English class.

Return to School for Students or Staff with COVID-19 Symptoms or Exposure

- **Confirmed positive** or living in home with someone with a **confirmed positive**
 - 14 calendar days have passed since the date of testing **and**
 - Feeling well with no fever without the aid of fever-reducing medicine for 3 days (days 12-14)

- **Exhibits symptoms** such as unexplained fever or unknown cough
 - 14 days have passed since symptoms exhibited, feeling well with no fever without the aid of fever-reducing medicine for 3 days (days 12-14) **or**
 - A negative (FDA approved) Covid-19 test **or**
 - A release from a medical doctor

- **Informed through contact tracing**
 - 14 days have passed since symptoms exhibited, feeling well with no fever without the aid of fever-reducing medicine for 3 days (days 12-14) **or**
 - A negative (FDA approved) Covid-19 test **or**
 - A release from a medical doctor



Ignite Discovery.
Create Possibility.
Achieve Dreams.

Preparing OUR students for tomorrow's world.

Creek Wood High School 2020-2021

Mission Statement

Creek Wood High School is an academic environment with the vision to prepare **OUR** students for tomorrow's world by *Igniting Discovery, Creating Possibility, and Achieving Dreams.*

Alma Mater

By a Creek and Wooded
valley,
Our alma mater stands:
We pledge to you our
loyalty
As we join our hands.

Courage, honor, truth,
and spirit –
Guide us day to day.
Here's to you, our alma
mater,
Creek Wood, all the way.

Expectations

Our expectations for appropriate student behavior, dress expectations, and cell phone/electronic device usage are in place to enhance the learning environment for all students, teachers, and staff members.

Attendance Procedures – Cumulative absences for each school year

- 3 unexcused absences – Parents will receive a truancy letter + parent/guardian meeting for attendance contract.

- 5 unexcused absences – Parents will receive a truancy letter. Ms. Sensing with the Juvenile Court Office will meet with student and parent/guardian.
- After the above process has been completed and no satisfactory progress is obtained, Ms. Sensing will petition the parent/guardian to court for truancy violation.
- 15 unexcused absences – Prom privileges revoked.
- 18 unexcused absences – Seniors will not be permitted to walk at graduation.

Attendance Procedures

Cumulative absences for each school year

*****Important Student/Parent Attendance Reminders*****

1. When a student is absent (partial day or full day), a parent or doctor note, phone call, or email (afaught@dcstn.org) must be provided to the front office upon return to CWHS.
2. If a student accumulates 10 absences, a doctor's note must be turned in or faxed to 615-441-2868 for each subsequent absence.
3. Personal business is **NOT** an excused absence.
4. Students may **NOT** check-out to go to lunch. Checking-out for lunch is a time and safety issue. It is our goal to protect all of our students at Creek Wood High School and keep them safe.
5. Out-of-town trips – **prior approval is needed.** Parents must send a note or email to

afaught@dcstn.org. Ms. Amy will get you the information needed for proper approval in order to determine if the days will be excused/unexcused.

Check-ins/Check-out – Cumulative (does not restart each nine weeks)

An unexcused check-in/check-out at any time during the school day will result in the following:

- 3rd unexcused check-in/check-out – lunch detention
- 4th unexcused check-in/check-out – lunch detention x2
- 5th unexcused check-in/check-out – ISS
- 10 unexcused check-in/check-out – 3 days NDA

*Continued violations will result in possible NDA, OSS, additional ISS.

Student/Parent REMINDERS for check-ins/outs

Check-out procedures are for the safety and well-being of all students at CWHS. It is our goal to ensure a safe and orderly learning environment.

- ***PLEASE NOTE – Calls for check-outs will not be accepted. A written note must be turned into the office prior to 7:55am, or a parent/guardian must come check-out their student.***
- Notes for **all check-outs** must be turned into office before 7:55 am. All notes **will be** verified by office personnel.
- Personal business is **NOT** excused for check-ins/check-outs.

- If a student is sick, they must see the nurse before check-out or return with a doctor's note in order for it to be an excused check-out.

Final Exams

- Exams may not be taken or turned in early without administrative approval.
- Exam dates are set at the beginning of the school year. Please plan accordingly.

If the following criteria is met, students will be exempt from final exams:

- All state testing requirements must be met (ACT, EOC, Civics)
- Student must have an 87 or higher average in the class for the year (or semester for ½ credit classes)

Graduation

- In order to participate in the elementary school graduation visits and the Creek Wood High School graduation ceremony, seniors must have all coursework completed that is required by the state of Tennessee.

Tardies – Per nine week grading period

Teachers will submit a discipline referral when you have been tardy to class 3 times and each subsequent time.

- 3rd tardy offense – lunch detention
- 4th tardy offense – lunch detention x2
- 5th tardy offense – ISS

Hall Passes

Students in the hallway during class time **MUST** have a hall pass.

20/20

Students should not be in the hallway during the first/last 20 minutes of class. Research shows that this will help maximize instructional time.

Motor Vehicle Regulations

- **CAMPUS SPEED LIMIT IS 15 MILES PER HOUR.**
- Students' vehicles must be registered for authorized parking on campus. Money for parking hangers will be given to your ICA teachers with your form.
- Parking hangers are \$10.00 and must be displayed at all times.
- All vehicles on campus must always give school buses and pedestrians the right of way.
- Students will park in number spaces to which they have been assigned.
- When students arrive on campus, they must leave the vehicle immediately and enter the building. No hanging out in the parking area.
- After students arrive on campus, they're not permitted to leave without permission.
- Non-registered vehicles parking on campus or vehicles in areas other than those designated as student parking are subject to ticketing and the student is subject to disciplinary action.

- Driving and parking on campus is a privilege, not a right. This privilege may be revoked if the student fails to operate the vehicle in accordance with state law and school rules.
- Vehicles on campus are subject to be searched at any time.
- Creek Wood High School is not responsible for loss or damage that may occur in the parking lot.

Creek Wood High School
Student Dress Expectations 2020-2021

Shirts:

- Must have sleeves
- No cleavage or undergarments visible
- No scoop neck shirts
- May not be lace, sheer, see through
- No peephole/cold shoulder shirts
- Free from holes, tears, and inappropriate language or inappropriate logos.

Pants:

- Any color/pattern pant
- Frays, holes, and tears must have a patch underneath – no skin may show through
- Must button, zip, and have pockets.
- No sweat-pants, athletic pants, yoga pants, tights, leggings, or jeggings.
- Pants must fit and may not sag.

Shorts/Skirts/Dresses:

- Any color/pattern
- Must touch the knee (gentlemen and ladies)
- Must be worn at waistline
- Shorts must button, zip, and have pockets
- Undergarments may not be visible
- Dresses must have appropriate neckline
- Frays, holes, and tears must have a patch underneath – no skin may show through
- No sweat-pants/shorts, athletic shorts, yoga shorts/pants, tights, leggings, or jeggings.

Jackets/Sweaters/Sweatshirts:

- Any CWHS jacket/sweatshirt or appropriate pattern
- Free from holes, tears, and inappropriate language or inappropriate logos/images.

Team Warm-Ups:

- Official CWHS team gear/ warm-ups can be worn if entire team is directed by the Head Coach of a particular sport.

***Non-negotiables for Team Warm-Ups – Team warm-ups must match and be worn by the entire team.** Head Coach of the sport will send an email noting that team issued warm-ups will be worn.*

Dress Code Non-negotiables for CWHS:

- *All clothing must be the proper size/fit.*
- *Frays, holes, and tears must have a patch underneath – no skin may show through*
- *All clothing must have sleeves.*
- *NO sweat-pants*
- *NO yoga pants*
- *NO tights*
- *NO leggings or jeggings*
- *NO athletic shorts*
- *NO pajamas*
- *NO tank-tops*
- *NO hats/hoods worn in the building*
- *NO house shoes*
- *NO chains or spikes*
- *NO lace or sheer material*
- *NO sunglasses (unless medically approved by nurse)*

- *NO blankets*
- *NO animal tails/ears*
- *Wigs are NOT permissible – unless approved by administration*
- *Shoes must be worn at all times*

Anything that is deemed inappropriate or distracting will not be acceptable. All clothing must be free of any inappropriate language and/or inappropriate images.

Any student dress that disrupts the learning environment is not acceptable.

Dress Code Violations:

1st offense – Required change of clothes and warning.
(If change of clothes is not available, ISS will be assigned.)

2nd offense – ISS

3rd offense – ISS and parent conference

*Continued violations will result in possible NDA, OSS, additional ISS.

School Day

The school day begins at 7:55 and ends at 2:55. All students must be seated in their classroom before the tardy bell rings (7:55).

Student Pick-up/drop-off (Car Riders)

Student drop off and student pick up should always be made in the front of the school building. Students should not be dropped off prior to 7:00 AM and should be picked-up by 3:30 PM. If a student is on campus after 3:30 PM, they **MUST be with a school employee and/or coach.**

Cell Phone/Electronics Policy – Per nine week grading period

Students may use phones/electronic devices during passing periods and lunch. ***Phones should not be visible in the classroom*** unless teacher has given permission for an **academic** purpose.

CREEK WOOD HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS - INCLUDING CELL PHONES, AIRPODS, AND ELECTRONICS. PLEASE BE MINDFUL WHEN BRINGING THESE ITEMS TO SCHOOL.

Cell Phone/Electronics Policy Discipline

- 1st offense – phone will be taken up and remain in office until 3:00
- 2nd offense – phone will be taken up and remain in office until 3:00 + lunch detention
- 3rd offense – phone will be taken up and remain in office until parent picks up + ISS

*Continued violations will result in possible NDA, OSS, additional ISS, and/or phone not permitted in the building.

Earbuds/Headphones/AirPods

Earbuds, AirPods, and/or headphones are **not permitted in the hallway**. It is our goal at Creek Wood High School to maximize safety. It is a safety issue to impede hearing in the hallway.

Tobacco/Tobacco Products/Vape Pens

Possession or use of tobacco/tobacco products/vape pens by a CWHS student on any Dickson County School campus

or any school sponsored event will be in violation of Dickson County Board of Education policy.

- 1st offense – ISS and parent call
- 2nd offense – Citation and 2 days ISS and parent call
- 3rd offense – Citation and Suspension and parent call

*Continued violations will result in possible NDA, OSS, additional ISS.

The following violations are against district and school policy. Disciplinary action will be taken.

Pocket Knives

Pocket knives are not permissible on campus, regardless of size.

Threats/Bullying/Social Media

Acts of violence or treats of violence in person or on social media will not be tolerated and appropriate actions will be taken.

Drugs

Possession, use, and/or sale of illegal drugs or prescription medication will be subject to student suspension, and a DHA (disciplinary hearing authority) will be requested to determine student placement. A petition to juvenile court in Dickson County will be filed.

Alcohol

Possession, use, and/or sale of alcoholic beverages will be subject to student suspension, and a DHA (disciplinary hearing authority) will be requested to determine student placement. A petition to juvenile court in Dickson County will be filed.

CWHS AFTER SCHOOL HOURS/EVENTS

Students are prohibited from being on campus or in the school building (after designated school hours or events) without proper permission or a board of education employee. Violations of this policy could result in disciplinary and/or legal actions.

Fighting

Fighting will not be tolerated. Violation will result in automatic suspension with possible NDA placement.

Damage to Property

Students who deface, vandalize, or damage in any manner any school property, including school buses, shall pay in full for all damages and subject themselves to disciplinary action.

ACT

Creek Wood High School has an ACT **goal of 21**. “Gearing Up for the ACT” is a way we are planning on reaching that goal. *Students will have additional time two days a week that they will work on ACT skills in their ICA class. Juniors will be required to take the ACT in the spring free of charge.

*Due to adjusted schedule, ACT will be done in core classes until further notice.

People to Know

Office Staff:

- Jeremy Baker, bookkeeper
- Crissy Cole, front office
- Alicia Corlew, social worker
- Amy Faught, attendance
- Betsy Grove, ISS
- Joe Lovelace, SRO
- Amber Lovell, nurse
- Lisa McClanahan, cafeteria manager

Guidance:

- Bridget Connell, freshmen guidance counselor
- Melissa Daniel, registrar
- Greg Grimsley, junior and senior guidance counselor
- Sandra Hayes, guidance secretary / front office
- Kristie King, sophomore guidance counselor