*Northeast High School*

*Effort, Excellence, Eagles*

*2025-2026*

# *Student Handbook*

## MISSION STATEMENT

Northeast High School embraces all individuals while providing a secure environment for quality instruction that supports a positive, inclusive culture and prepares students to excel.

## VISION STATEMENT

Northeast High School fosters opportunities for all individuals to be productive and accountable citizens through high expectations, rigorous instruction, and personal responsibility.

## Alma Mater

To represent the blue and gold
Here we stand so free and bold
Though only here a moment in time
Always together in spirit and mind
Eagle spirit, Eagle pride
Cherish the feeling deep inside
From now until the day we die
We'll always remember you Northeast High!

*Vernon Lamar Darby*
*Class of 1981*

## Administrative Team

Dr. Bradley Hutson, Principal
Mr. Timothy George, Asst. Principal, 9th Grade, Science, jROTC/PE, Foreign Language
Dr. Kim Walker, Asst. Principal, 10th Grade, SEL & Exceptional Ed., English
Dr. Lauren McCurdy, Asst. Principal, 12th Grade, Academy, CTE, Social Studies
Dr. Andrew Knowles, Asst. Principal, 11th Grade, Athletic Director, Math, Fine Arts
Mr. Mitchell Hood, Student Support Coordinator

**3701 Trenton Road Clarksville, TN 37040 (931) 648-5640 Phone; (931) 503-3413 Fax**

# TABLE OF CONTENTS


| Topic | Page | Topic | Page |
|---|---|---|---|
| Academic Clubs and Organizations | 9 | Extracurricular Activities | 9 |
| Academic Awards Education Foundation | 4 | Fire/Tornado Drills | 8 |
| Advanced Placement Classes | 3 | Grading System | 3 |
| After School Activities | 5 | Counseling Department & School Services | 3 |
| Assemblies | 5 | Leaving the Classroom | 7 |
| Athletics | 9 | Library and Media Services | 8 |
| Attendance | 3 | Lockers | 8 |
| Automobiles | 5 | Medications | 3 |
| 2025-2026 Bell Schedule | NA | NEHS Honor Code | 10 |
| Buses | 3 | Progress Reports and Report Cards | 5 |
| Cafeteria/Lunch | 6 | Selection of Valedictorian | 3 |
| Classification of Students & Credits | 4 | Semester Examinations | 3 |
| Classroom Expectations | 4 | Student Council | 9 |
| Clinic | 8 | Student Dress Code | 3 |
| Computer Use | 3 | Tardy Policy | 3 |
| Code of Conduct | 6 | Technology Use | 3 |
| Counseling Services | 4 | Telephones | 8 |
| Deliveries | 7 | Textbooks | 8 |
| Driver's Permit Forms | 3 | Transcripts | 5 |
| Dropping a Class | 4 | Visitors | 8 |
| Early Dismissal | 7 | | |

## Bell Schedule

## NEHS Counseling Center

**Counselors for 9th - 12th Grades**

| Counselors | Student Assignment List |
|---|---|
| Deandrew Rainey | 10th Grade |
| Jennifer Janutolo | 11th Grade |
| Gretchen Roberts | 12th Grade |
| Denisha White | 9th Grade (Last Names: A-M) |
| Kelsey Grimes | 9th Grade (Last Names: R-Z) |
| Saville Morgan | Registrar for all students |
| Jennifer Carney | Administrative Assistant |

## School Services

| Personnel | Role |
|---|---|
| Andrew Buhler | Media Aide |
| Candace Giacchino | Administrative Assistant |
| Diane Taylor | Administrative Assistant |
| Dominique Reliford | School Nurse |
| Kimbrya Staten Holden | Attendance Administrative Assistant |
| Herendira Marquez | Office Assistant |
| Holly Carneyhan | Accounting Technician & Bookkeeper |
| Kevin Rushing | School Resource Officer |
| Melissa Smith | School Resource Officer |
| Stacy Lowen | Bookkeeper |

## Policies and Procedures

The following information is available on the CMCSS website: www.cmcss.net

- Advanced Placement and Honors Programs Policy INS-A021
- Driver's Permit Forms & Completion of Certificate of Attendance Procedure STS-P006
- Grading System Policy INS-A023
- Medications Administration Procedure Policy HEA-P002
- Selection of Valedictorian Policy INS-A030
- Semester Examinations Policy INS-A025
- Student Code of Conduct
    - Attendance Policy
    - Buses Code of Conduct Policy
    - Computer & Technology Use Policy Code of Conduct
    - Student Dress Code Policy
    - Tardy Policy

# Academic Information

## Academic Awards Education Foundation

To be recognized by the Education Foundation, students must meet the following criteria:

1. Any 10th, 11th, and 12th grade student with a 93 or higher average for each of the designated two semesters, with no semester grade lower than an 85. Eligible students must be enrolled in classes that produce a minimum of five (5) units of credit.
    - Designated semesters:
      10th grader- 2nd semester 9th grade & 1st semester 10th grade
      11th grader- 2nd semester 10th grade & 1st semester 11th grade
      12th grader- 2nd semester 11th grade & 1st semester 12th grade
2. Exchange students are eligible if they meet the criteria.
3. Three-year award winners must have met these criteria for three years and have received this specific award for the two previous years to be eligible for third-year recognition. Transfer students must be enrolled in the Clarksville-Montgomery County School System before the end of the first nine weeks in order to be eligible.

*Students who choose not to participate will not receive this award.

## Classification of Students

The following earned credits are required for classification: 5 credits to be in the 10th grade; 10 credits to be in the 11th grade; 15 credits to be in the 12th grade. For successful completion of a semester course and to receive credit, a student must obtain a final course average of at least 60%. All courses are taught on a semester basis. Students may repeat semester courses in which the grade earned is below 60%. A student may recover a credit using a computer aided tutorial system that allows students to remediate and receive credit for courses that have been taken and failed. Computer aided tutorial courses are offered outside the normal school day throughout the year and students must go through an application process. Computer aided tutorial classes are offered during the school day to graduating seniors, first.

## Classroom Expectations

Food and drink are not allowed in classrooms after 7:30 am. Water is permitted in classrooms; clear containers.

## Counseling Services

Counseling services, including personal and educational counseling, information on careers, jobs, vocational schools, testing, etc., are coordinated by the school counselors. Students who want to see a counselor should come by the Counseling office before school, after school, between class periods or during lunch period with permission. Students can also submit an electronic request.

## Dropping a Class

Schedule corrections are made prior to school beginning; schedule corrections are made within the first five days of the semester. Students enrolled in AP and Honors classes are expected to remain in the selected classes. Students will complete the schedule correction request and submit the request to the counseling department.

### Progress Reports & Report Cards

Student progress is reported to parents twice every nine weeks of the year. The reports are provided to students electronically through PowerSchool. These reports contain attendance information in addition to the academic progress of each class. The exact dates for distribution of progress reports and report cards are listed on the parent calendars located at www.cmcss.net

### Transcripts

A transcript and a copy of the permanent record card will be sent to colleges, employers, technical schools, insurance companies, etc. upon student request. After the first request, there is a $1.00 fee. Transcripts may be obtained from the School Counseling Secretary.

## Student Information

### After School Activities

Any student who remains at school beyond the regular school day (7:25 - 2:30) must have a valid reason. Students must be under the supervision of a teacher or coach at all times. Students must report directly to the assigned area for the activity. Students will not be allowed to re-enter the building after 2:45pm. All Student Code of Conduct regulations apply to all after school activities. School Personnel will address any student who is observed not following the regulations. Disciplinary measures will be taken with students who violate policy.

### Assemblies

All students are expected to remain quiet and attentive while any speaker is addressing the group. Anyone who is on stage – whether a guest of the school, a member of the student body, or a faculty member – must be treated with courtesy. All programs scheduled during the day are a part of the regular curriculum of the school and all students are expected to attend.

### Automobiles

Students are permitted to drive to school provided they have a valid driver's license and proof of insurance. All vehicles parked on campus must have a parking permit, which may be purchased from the SRO for $20.00 at the beginning of the school year. During the lunch period, students may apply for a parking permit (with license and proof of insurance). Parking permits will be available until all spaces are sold. Once the lot is full, students will be placed on a first come, first served waiting list. Permits must be visible from the front window of the car at all times when the car is parked on campus. Violators will be warned and then will lose driving privileges. Consistent tardiness to the first period class may result in revocation of on campus parking and/or disciplinary action. Students must maintain passing grades in every class every nine weeks.

Students driving to school are required to park in the authorized student area. Students who park any place on campus other than the student lot may have their vehicles towed away at the owner's expense without notice. Students should not be in any parking area during the school day without administrator approval. The school is not responsible for theft or damage to vehicles parked on campus. Driving recklessly or in an unsafe manner may result in the student being prohibited from driving on campus. The campus speed limit is fifteen (15) mph.

Under all circumstances, students are responsible for any items in the vehicle they drive to school. In addition, drivers are responsible for the actions of their passengers. Students must exit campus by way of Trenton Road only and turn down all sound systems while on campus.

## Cafeteria/Lunch

1. Students are not permitted to leave campus for lunch.
    - Observe good dining room standards at the table.
    - Leave the table and surrounding area clean and orderly. Return trays, eating utensils, and trash to the proper disposal area.
    - Food and drinks are permitted only in the cafeteria.
    - All students will have an assigned lunch period and will be required to eat lunch in the cafeteria and remain there the entire lunch period.
    - Students are expected to find a seat quickly and remain seated until lunch dismissal.
    - Outside food deliveries are prohibited. (i.e., restaurants deliver, etc…).
    - Students are expected to line up one behind the other and not skip lines.
2. All students are given ID numbers for use in the lunchroom and are expected to know and use the number to purchase items during lunch and/or breakfast.
3. Students are permitted to receive outside lunch brought in by someone on that student's PowerSchool contact list **during their assigned lunch time only**. Any food brought in by someone other than a PowerSchool contact will remain in the Front Office and may be picked up by the person who delivered the food. No food will be provided to the student after school.

## Code of Conduct

**STS-M001;** www.cmcss.net

It is the expectation of administration, faculty and staff, as well as fellow students that positive behavior and respect be exhibited during the school day and at all activities which involve Northeast High School students, both on and off campus. Students have access to the school system's **Student Code of Conduct** via the NEHS website or the CMCSS district website. The Code of Conduct details the rights, responsibilities, rules, and due process procedures followed by all schools within our district. It is expected that the document be read and that student behavior be governed by the policies and procedures outlined for our school and district. Students are encouraged to develop self-control, orderliness, and proper consideration for the rights of other people. No student has the right to interfere with the opportunity of any other student to acquire an education.

Each teacher has the authority and responsibility to maintain discipline. Should a breach of discipline occur the teacher may:

1. Give warning.
2. Contact the parent and reflection assignment and/or teacher detention.
3. Refer the student to the appropriate assistant principal.

Parents and students should also refer to the Student Code of Conduct for additional expectations and disciplinary procedures followed by the administration and school system. www.cmcss.net

## Deliveries

Students' deliveries are prohibited. The school will not accept deliveries for students. This includes but is not limited to lunch, flowers, balloons, etc.

## Early Dismissal

Students are always required to sign out at the front office when leaving the building prior to the

end of the school day. Students with a dismissal note should observe the following procedures when leaving school before the end of the day:

- Present a signed note from parent/guardian to receptionist in the main office prior to beginning of first period. The note should contain the student's name, grade, telephone number, and date. The student should sign out in the main office at the dismissal time. All notes will be verified with parent/guardian prior to dismissing the student.
- A parent or person dismissing a student should come to the main office for the dismissal (not required if a note was turned in). The person dismissing a student must be on the student's emergency card and have photo identification available.

If a student should return to school prior to regular dismissal time, the student should report to the main office and sign in before reporting to class. The student should keep the admission slip and give it to the teacher upon entering class.

**Phone/Email dismissals are not permitted due to our inability to identify the person.**

Students should observe the following procedure when they become ill at school or an emergency occurs:

- The student should inform the teacher of the situation. If a student becomes ill between classes, the student should inform a teacher or other school personnel. Under no circumstances should a student remain in the restroom if the student becomes ill. Such action will be considered skipping class. After notifying the teacher, the student should report to the nurse with the proper referral form and if the nurse is not present, the student should report to the main office. The school nurse will determine whether the student should be sent home. If the student is to go home, the school nurse will contact the parent.

**Because emergency cards are used on a routine basis for student dismissal, it is imperative they be updated routinely.**

## Leaving the Classroom

Students are expected to remain in the classroom during the entire instructional period. No student is permitted to leave the classroom without teacher permission. Restroom facilities are to be used between class periods. Students will not be issued restroom passes during class periods except in emergency situations. Any student who needs to be excused on request from class may do so by presenting a statement to the school office from a physician indicating such a need. Students should use the closest restroom to their classroom.

Physical Hall passes are required when leaving the classroom. Additionally, students are to sign in and out of their classrooms once they have been provided permission to leave by their teacher or school administrator. It is the student's responsibility to secure the necessary approval of the teacher before leaving the classroom. Only students authorized by the administrators will be permitted to go outside the building during the day. The faculty lounge is off limits to students unless given proper authorization.

## Library and Media Services

The Library and Media Center is open each morning at 7:10. Students must obtain a library pass from their teacher in order to visit the library during the school day. Students may also visit during Eagle Time on Tuesdays and Thursdays with a pass from their teacher. Students who wish

to visit the library during their lunch time may do so by obtaining a lunch pass from the library by 10:00 a.m. The library closes each day at 2:40.

Library materials are available for a two-week check out period by students. In order that materials may be used by as many students as possible, students are encouraged to return materials in a timely manner. Materials not returned on time will be subject to a fine of $.10 per day. Students are reminded that there is a 5 item limit to the number of items that can be checked out and books will not be checked out to a student who has overdue books.

### Lockers

Lockers and combinations are assigned to students at the beginning of the school year for their individual use. Students are solely responsible for all locker contents. The lockers are property of the school and are subject to search. Students are advised to keep their lockers closed, as the school is not responsible for the contents of lockers or any lost or stolen items.

### Telephones

Office phones are available for emergencies only. Approval will be required to use the office phone.

### Textbooks

Textbooks are loaned to students for the duration of the class. The student must reconcile textbooks that are misused, lost, or damaged. Financial obligations must be satisfied before final report cards, transcripts, or diplomas will be issued. Students should deliver money for textbook loss or damage to the bookkeeper.

## Safety Information

### Clinic

NEHS has a full time nurse available to our students and staff. Students must obtain a clinic referral from the student's teacher to visit the nurse's office. In the event of an emergency, parents/guardians will be notified and the nurse will follow appropriate procedures.

### Fire Drills

Students must leave the building promptly by the prescribed route when the signal is given. Fire drills are serious and students are expected to evacuate in an orderly manner. Students are to move away from the building as directed by the teacher or other school employee and remain outside with their teacher in a line.

### Tornado Drills

During the tornado season, state law requires regular tornado drills. When the signal is given, students are to move quietly to the assigned area in the building and assume the proper position. Students are to quietly remain in this position until a signal is given that the drill is completed.

### Visitors

All visitors must report to the main office. Visitors will be limited. Parents who desire to attend a class with a student must provide a written request to the principal 24 hours in advance.

# Extracurricular Activities

## Academic Activities, Clubs, and Organizations

The administration and faculty recognize the educational benefits derived from participation in extracurricular opportunities and believe that student activities are a vital part of the student's educational process. Some activities are open to all students; others have criteria for membership. The following activities are available to students: honor societies, subject-related clubs, service clubs, school related clubs, academic competition teams, and athletic teams. Please visit the Northeast High School website for a current list of activities, clubs and organizations.

All students interested in participating in extracurricular opportunities are required to have a parent/guardian permission form signed for each non Tennessee Secondary Schools Athletic Association (TSSAA) activity.

## Athletics

All athletic programs are governed by the TSSAA. Please see CMCSS Code of Conduct Rights, Responsibilities, Rules and Due Process Procedures for more information & NEHS Website for a current list of athletics.

## Student Council

The student government is designated as the Corporate Student Government (CSG). The purpose of the CSG is to teach citizenship through practice, develop self-discipline and social responsibility, and promote school spirit. Members of CSG will act as liaisons between the student body, faculty, and staff. The CSG is composed of a president, vice-president, secretary, class officers, and representatives from each class who are chosen by their peers in their respective cohorts.

In order to be eligible for an office in the CSG a student must meet the following criteria:

1. Have at least an 80% average.
2. Has not been suspended from the school year prior to holding office.
3. Must not have exceeded administrator's expectations:
    1. Assigned to ISS no more than once
    2. No out of school suspensions
    3. No category three offenses
    4. No category four offenses
4. Did not make an "F" in any subject the previous nine weeks.
5. Will be a full-time student at NEHS. Students with early dismissal should follow the absence clause.
6. Must receive a combination of twenty-five students in their **classified grade-level** and three teacher endorsements.

# NEHS Honor Code

Part of the responsibility of education is to develop a strong sense of personal honor, responsibility and ethical principles that extend not only to academics, but to all facets of life. NEHS expects every student to refrain from cheating, plagiarizing, lying, and stealing as described below:

**Cheating**

- giving or receiving unauthorized assistance on assignments/tests/projects
- violating any specific rules/directions given by the teacher

**Forgery**

- signing another's name on a document

**Plagiarizing**

- representing another's work as one's own
- submitting someone else's work as one's own
- copying something word for word from the Internet or any published source or work of another
- paraphrasing another's work without crediting the author

**Lying**

- intentionally falsifying, omitting or denying facts
- intentionally creating a false impression

**Stealing**

- Taking anything without the consent of the owner

**Consequences of cheating/plagiarizing every incident:**

- **Teacher Consequence**
- **Discipline Referral submitted to administrator**

As an honorable student of NEHS, I pledge not to cheat, plagiarize, lie or steal. Furthermore, I will give prompt notification to a faculty member or principal when I observe academic dishonesty in any situation. I also acknowledge that I have read the entire student handbook and understand the policies, rules, and requirements of students who attend NEHS.

_____

**Student signature** **(date)**

_____

**Parent signature** **(date)**