



Ignite Discovery.  
Create Possibility.  
Achieve Dreams.

Preparing OUR students for tomorrow's world

## CREEK WOOD HIGH SCHOOL

### STUDENT HANDBOOK

2023 – 2024

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

**Principal** - Polly Spencer

**Assistant Principals**

Amanda Fields

Misty Meadows Marvin

Marcus Peters

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

**Website:** [cwhs.dicksoncountyschools.org/](http://cwhs.dicksoncountyschools.org/)

# BE...

**S**hake hands.

**P**osture.

**E**ye contact.

**C**harm.

**I**ntroduce yourself.

**A**sk a question.

**L**ean and listen.

### Quick Write Template

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

# Bell Schedules

## 2023-2024

<u>A DAY</u>		
1 <sup>st</sup>	7:55 - 8:45	50 minutes
3 <sup>rd</sup>	8:50 - 10:20	90 minutes
ICA	10:25 - 11:10	45 minutes
5 <sup>th</sup>	11:15 - 1:20	90 minutes
Lunch	11:10 - 11:40	30 minutes
	11:45 - 12:15	30 minutes
	12:20 - 12:50	30 minutes
7 <sup>th</sup>	1:25 - 2:55	90 minutes

<u>B DAY</u>		
1 <sup>st</sup>	7:55 - 8:45	50 minutes
2 <sup>nd</sup>	8:50 - 10:20	90 minutes
ICA	10:25 - 11:10	45 minutes
4 <sup>th</sup>	11:15 - 1:20	90 minutes
Lunch	11:10 - 11:40	30 minutes
	11:45 - 12:15	30 minutes
	12:20 - 12:50	30 minutes
6 <sup>th</sup>	1:25 - 2:55	90 minutes

<u>Regular C DAY</u>		
1 <sup>st</sup>	7:55 - 8:50	55 minutes
2 <sup>nd</sup>	8:55 - 9:45	50 minutes
3 <sup>rd</sup>	9:50 - 10:40	50 minutes
4 <sup>th</sup>	10:45 - 11:35	50 minutes
5 <sup>th</sup>	11:40 - 1:05	50 minutes
Lunch	11:35 - 12:00	Lunch A
	12:05 - 12:30	Lunch B
	12:35 - 1:00	Lunch C
6 <sup>th</sup>	1:05 - 1:55	50 minutes
7 <sup>th</sup>	2:00 - 2:55	55 minutes

<u>ACTIVITY C DAY</u>		
1 <sup>st</sup>	7:55 - 8:40	45 minutes
2 <sup>nd</sup>	8:45 - 9:30	45 minutes
3 <sup>rd</sup>	9:35 - 10:20	45 minutes
4 <sup>th</sup>	10:25 - 11:10	45 minutes
ACTIVITY	11:15 - 11:45	30 minutes
5 <sup>th</sup>	11:50 - 1:15	50 minutes
Lunch	11:45 - 12:10	Lunch A
	12:15 - 12:40	Lunch B
	12:45 - 1:10	Lunch C
6 <sup>th</sup>	1:15 - 2:00	45 minutes
7 <sup>th</sup>	2:05 - 2:55	50 minutes



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## Creek Wood High School 2023-2024

### 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.

### TECHNOLOGY FEE

Students will pay a one-time \$40 technology fee (unless student uses the fee). This will provide a one-time insurance for the assigned device. If they choose, students may bring their own devices.

**Creek Wood High School**  
**Morning/Afternoon Policies and Procedures**

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**MORNING DROP-OFF**

- Doors will open at 7:00 am
- Students will go directly to the auditorium or the cafeteria.

**FRONT DOOR ENTRANCE**

- If you are eating breakfast, you will go to the commons where you will stay until dismissed for class at 7:42. 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 commons where you will stay until dismissed for class at 7:42. If you are not eating breakfast, you will report to the auditorium and stay until dismissed at 7:40.
- After getting off the bus, report directly inside the building. Do not go to the back parking lot.

**BACK PARKING LOT**

- You will enter the gym from the tennis court side. If you are eating breakfast, you will go to the commons where you will stay until dismissed at 7:42. If you are not eating breakfast, you will report to the auditorium and stay until dismissed at 7:40.

### **AFTERNOON BUSES AND CAR RIDER RELEASE**

- The car rider line will begin at the normal entrance and then loop around to the right around the front parking lot with pick-up under the awning.
- Students will be called from the auditorium to report to the car rider line.
- Bus riders will be dismissed at 2:55 by the bell and report directly to the bus circle.
- Drivers will be dismissed at 2:55 by bell and exit to the back parking lot.

### **WELCOME CENTER**

- The Welcome Center will be in operation from 8:00-2:30 daily. During those hours, you must check in at the Welcome Center for any business that you may have on campus. The gate at Hooper Road will be closed during Welcome Center hours. The only access to campus will be through the Welcome Center.
- If a parent needs to drop something off, they will need to do so by placing that item in a bin outside of the building after Welcome Center check-in. Please ring the bell to let the office know if items are dropped off and the student name.
- Anything dropped off for a student must be dropped off by a person on their list. Unauthorized people/vehicles are not permitted on campus. This includes food delivery services.

## Nurse's clinic information

### Medications

- Whenever possible, medication should be given at home. However, in the event your child needs medication during school hours, a medication authorization form must be completed by the parent/guardian when dropping off medications.
- **All medication must be brought to the school by a parent/guardian and checked-in with the school nurse or other trained staff.**
- All prescription medications must have a pharmacy label with the following information: name, prescription number, name of medication and dosage, administration instructions, date filled, prescriber's name, and pharmacy's name, address, and phone number. Ask your pharmacy for an extra bottle with a label to bring to school. All non-prescription medications must be brought in the original unopened manufactured labeled container with the ingredients listed. No medications should be sent to school with a student nor should students have any medications on their person at school unless the appropriate paperwork has been completed and signed by their health care provider. This includes but is not limited to: inhalers, insulin, glucagon, all over the counter medications, and all rescue medications.

## **Attendance Procedures – Cumulative absences for each school year**

- 3 unexcused absences – Parents will receive a truancy letter.
- 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 total absences (***excused or unexcused***) – Prom privileges revoked for seniors and any underclassman date.
- 18 total absences (***excused or unexcused***) – Seniors will not be permitted to walk at graduation.

\*Any student that misses 10% of school instruction for the year (18 days – excused or unexcused) is considered chronically absent.

## **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](mailto:afaught@dcstn.org)) must be provided to the front office upon return to CWHS.
2. The written parent note shall include the students name, grade, date(s) of the absence, reason for absence, parent/guardian signature.

3. Excused parent notes may be used for:  
Personal illness when the student did not visit a doctor, illness of immediate family member (mother, father, brothers or sisters in the same household), recognized religious holidays observed by the student's faith and set aside as sacred by a religious denomination, death of an immediate family member including grandparents (up to three days), deployment of or the return from deployment of a military parent/guardian (one day per occurrence), any required attendance in court provided appropriate documentation is provided.
4. If a student accumulates more than 5 absences per semester, a doctor's note must be turned in or faxed to 615-441-2868 for each subsequent absence.
5. Personal business is **NOT** an excused absence.
6. Students may **NOT** check-out to go to lunch. Checking-out for lunch is a time and safety issue. It is our goal to keep all of our students at Creek Wood High School safe.
7. Out-of-town trips – **prior approval is needed.** Parents must send a note or email to [afaught@dcstn.org](mailto:afaught@dcstn.org). Ms. Amy will get you the information needed for proper approval in order to determine the purpose and *if* the days will be excused/unexcused.
8. **ALL attendance notes must be turned in by the end of the nine-week grading period that the absence occurred. Notes will NOT be accepted after the quarter of the absence.**

9. All missed class work or tests may be made up when the absence is verified by a note or contact with the parent and the student makes the request immediately upon returning to school. Students who have received excused absences will have time equal to the number of days missed plus one day to make up any assignments.

### **Check-ins/Check-out – Per 9 week grading period**

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

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

\*Continued violations will result in possible NDA, OSS, and 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 7:55 am. If a note is not turned in, a parent/guardian must come to check-out their student.***

- Notes for **all check-outs** must be turned into the 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.
- Students may not be excused from and Dual Enrollment Exam that is required by the University.

### **If the following criteria are met, students will be exempt from final exams:**

- Students may be exempt from their final exam if they have an average of 87 or higher for the class and they have missed no more than 7 excused absences – no unexcused absences.
- Students may be exempt from their final exam if they have an average of 75 or above and have missed no more than 5 excused absences – **NO UNEXCUSED absences.**
- In order for exemption, all state testing requirements must be met (ACT, EOC, Civics)

- **REMINDER for EXAM EXEMPTIONS – ALL attendance notes must be turned in by the end of the nine-week grading period that the absence occurred. Notes will NOT be accepted after the quarter of the absence.**

## **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.

- 3<sup>rd</sup> tardy offense – lunch detention
- 4<sup>th</sup> tardy offense – lunch detention x2
- 5<sup>th</sup> tardy offense – ISS

## **Hall Passes**

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

## **10/10 and 20/20 (depending on A/B or C day)**

Students should not be in the hallway during the first/last 10 or 20 minutes of class. Research shows that this will help maximize instructional time.

## 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. Senior students will take a “Senior ACT Retake” in the fall.

## Grading Scale

A = 90 to 100

B = 80 to 89

C = 70 to 79

D = 60 to 69

F = 0 to 59

## **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 2023-2024**

**Shirts:**

- Must have sleeves
- NO crop tops or midriff shirts
- 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:**

- 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:**

- 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.

## HATS/head coverings/headgear:

- Hats and Head coverings are not to be worn in the building.
- **Hats should remain in the students' backpacks, vehicles, or at home.**

## Jackets/Sweaters/Sweatshirts:

- Free from holes, tears, and inappropriate language or inappropriate logos/images.

## Team Warm-Ups:

- Official CWHS team gear/ warm-ups can be worn if the 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 crop tops/midriiffs*
- *NO sweat-pants*
- *NO yoga pants*
- *NO tights*
- *NO leggings or jeggings*
- *NO athletic shorts*
- *NO pajamas*

- *NO tank-tops*
- *NO hats/hoods/head covering 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:**

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

2<sup>nd</sup> offense – ISS

3<sup>rd</sup> offense – ISS and parent conference

\*Continued violations will result in possible NDA, OSS, and 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

Students may use phones/electronic devices during passing periods and lunch ONLY. ***Phones should not be visible in the classroom. PHONES MUST BE IN STUDENT BACKPACK OR IN PHONE CADDY (provided by teacher).***

**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

- 1<sup>st</sup> offense – phone will be taken up and remain in office until 3:00
- 2<sup>nd</sup> offense – phone will be taken up and remain in office until 3:00 + lunch detention
- 3<sup>rd</sup> 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 CWSHS student on any Dickson County School campus or any school sponsored event will be in violation of Dickson County Board of Education policy.

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

\*Continued violations will result in possible NDA, OSS, and 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 threats 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.

## **People to Know**

### **Office Staff:**

- Jeremy Baker, bookkeeper
- Crissy Cole, front office
- Amy Faught, attendance
- Ryan Collins, ISS
- Sonya Hall, cafeteria manager
- Joe Lovelace, SRO
- Autumn Wood, SRO
- Abbey Mangrum, nurse
- Aren Ragsdale, social worker

### **Guidance:**

- Melissa Daniel, registrar
- Greg Grimsley, junior and senior guidance counselor
- Sandra Hayes, guidance secretary / front office
- Hannah McConnell, sophomore guidance counselor
- Amber Palmore, freshman guidance counselor

