

# WELCOME TO GORDONSVILLE HIGH SCHOOL

[www.gordonsvillehighschool.com](http://www.gordonsvillehighschool.com)

<http://boe.smithcounty.com>

The administration, staff, and faculty welcome you to Gordonsville High School. It is our desire that we all contribute our very best in order to make this a successful and profitable year for everyone. This handbook is designed to be a quick reference guide and to answer the more common questions that have been asked in previous years. For further explanations or questions concerning Board Policy, please feel free to look at the Board Policy Manual. It can be found on the Smith County Board of Education's website at *boe.smithcounty.com*. Your student will also receive a packet at the beginning of the school year which may contain further explanations of some policies and there may be updates that were made after this agenda was printed.

## Our Mission

The mission of Gordonsville High School is to help all students become responsible, self-directed learners capable of functioning in today's ever-changing society. GHS is committed to helping all students develop the skills necessary to thrive in the face of life's challenges. This will take place in a secure environment free from violence, drugs, and fear.

## **Dear Parent/Guardian:**

We ask that you review this Student Handbook with your child.

Good discipline originates in the home. As a parent you are the first teacher of your child and should develop in him/her good habits of behavior and proper attitudes toward school. The following are some helpful guidelines:

1. Recognize that the teacher takes the place of the parent while the child is at school.
2. Teach the child respect for law, authority, the rights of others and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of your child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.
6. Parents may request information about qualifications of teachers and paraprofessionals who instruct their child

Your interest and support at home are important to your child and are greatly appreciated by the faculty and staff. Parents are welcomed and encouraged to attend parent/teacher conferences. You may arrange additional conferences by calling the school.

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## **The Ideal Student**

An ideal student observes the following practices of good citizenship at

1. Enters and leaves the building and classroom in an orderly manner.
2. Avoids boisterous conduct in the halls and cafeteria.
3. Talks in a well-modulated, soft but audible, voice.
4. Is helpful when a substitute teacher is in charge of the class.
5. Becomes quiet, without being reminded, when class begins.
6. Takes good care of the textbooks and library materials supplied him/her.
7. Prepares lessons on time.
8. Is always prompt.
9. Is always equipped with tools and materials (paper, pencil, book) necessary for work.
10. Practices good conduct in the teacher's absence.
11. Is considerate of others.
12. Respects the authority of the teachers and of his/her fellow students whom he/she has elected to positions of leadership.

## **Video Cameras**

Video cameras are used on school buses and in school for security purposes.

## **Weapons and Dangerous Instruments**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. Dangerous weapons for the purposes of this policy shall include, but are not limited to " ... any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, or any knife, blackjack, knuckles, chains ... " . Toy weapons of any size are prohibited as well and could lead to the enforcement of the zero tolerance policy. Students who are found to have violated this policy shall be subject to suspension for a period of not less than one (1) year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis. When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

## **Zero Tolerance**

There will be zero tolerance for the following offenses. These offenses will be reported to the superintendent, to law enforcement officials, and be subject to suspension for a period of no less than 1 year.

1. Bomb threats.
2. Malicious arson.
3. Possession or distribution of illegal drugs or controlled substances, including marijuana.
4. Possession and/or use of weapons (see Board policy)
5. Battery on a school employee.
6. Electronic threats any student who transmits a credible threat to cause bodily injury or death to another student or school employee.

## **Automobile Regulations**

1. All students driving an automobile will park in the student parking lot
2. No parking near dumpsters by students or faculty.
3. Students are not to sit in parked cars during or before school hours.
4. Students are not to be in parking area without permission.
5. Any student driving any motor vehicle must meet all state requirements.

## Attendance

Attendance will be counted per class. This will count toward whether the student must take final tests. The Smith County School Board and the State of Tennessee believe regular attendance in school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a student arrives at school, he/she is expected to remain and attend each class throughout the day.

When a child must be absent from school, a written parent/guardian note is required upon returning to school. Parent notes will excuse up to five (5) absences for the entire school year. After five (5) absences, all personal illness absences will require a doctor's statement in order to be considered excused. **It is always advisable to bring a doctor's note when a student misses school due to being at the doctor, dentist, etc.** After five (5) unexcused absences, a student's name will be given to the Smith County Truancy Board for further review. Student attendance will be monitored the remainder of the school year and the following school year. If a student receives any future unexcused absences after appearing before the Truancy Board, further action will be taken. When a student absence is created by a doctor's appointment, court appearance, etc., the excuse will apply only to the reasonable amount of time involved including time for travel. For example, a student having an appointment at 2:00 P. M. would not be excused for the entire school day.

Students participating in school-sponsored activities, whether on or off campus, shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised. All missed class work or tests (from excused absence) may be made up if the student makes the request immediately upon returning to school and if class time is not taken from other students.

## Tardies

The school day hours are 8:00 a.m. – 2:55 p.m. and students should be in the classroom no later than 8:00am or they are considered tardy. Students coming to school tardy should present their excuse in the office unless accompanied by a parent/guardian. Tardies will only be excused with a note/call or parent/guardian signing the student in even if the student is 18. An admission slip will be given to the student to give to his/her teacher. Once students reach 4 unexcused (ue) tardies in a semester they will be given consequences.

4 ue tardies = 1 day detention

5 ue tardies = 1 day ISS

6 ue tardies = 3 days ISS

7 ue tardies = 5 days ISS

8 ue tardies = Alternative School

## Student Checking Out Procedures

1. Students are not permitted to leave Gordonsville High School during regular hours without checking out through the office.
2. Students that have a need to check out must have their parents call Gordonsville High School or have the parents come in person to the high school office. If a student knows he will be leaving during the day and has a proper note from parents, he/she must come to the office from 7:30am -8:00am to get an excuse.
3. The principal or assistant principal must give approval before any student can be checked out.
4. Students must check with each teacher of the classes he or she will miss and have them sign an excuse.
5. After permission to leave is granted by the principal or assistant principal, the student or parent must sign the check-out sheet which lists the date, the reason for leaving, and the time of departure.

Students will be given five (5) parent notes per semester to use for tardies/early checkouts. Once those are used, a doctor note or something equivalent will be required to get the tardy or early sign out excused. **It is advisable to bring a doctor note anytime a student misses all or part of the school day due to doctors/dentists appointments.**

## Automated Phone Calls

GHS may use automated phone calls for student absences, important school announcements, school closings due to weather, and emergencies. If you do not wish to receive these calls, please notify your child's school or sign in to your parent portal. Phone call alerts can be changed or updated on the Skylert tab.

## Parent Portal

The parent portal is available to all parents. Student contact information and attendance can be viewed on all students. In addition, grades can be viewed on students in grades 3-12. Automated phone calls and other contact information can be changed or updated on the Skylert tab. Please contact your child's guidance counselor for your parent portal access if you do not know it.

## Grading System

Subject -area grades shall be expressed by their numerical values for grades 1-12

Uniform Grading System			
Grade	Scale	Percentage Range	
A	4.0	93	100
B	3.0	85	92
C	2.0	75	84
D	1.0	70	74
F	0.0	0	69

Conduct may be marked as follows:

E-----Excellent  
S-----Satisfactory  
U-----Unsatisfactory

Conduct grades are based on behavior and shall not be deducted from scholastic grades.

Attendance records will not be used in determining the awarding of grades or the passing of a course or promotion or retention.

Grades given at the end of each nine weeks period will be determined from daily work, homework, written assignments and tests. Any assignments and tests required of a student must be considered in the computation of this grade. Test grades will be given a value of 1/3 the 9 weeks grade and 2/3 for daily quizzes and/ or grades. No grade below a 50 should be given or recorded on progress reports or report cards.

## Mid Term and Final Exam Policy

### Grades 5-8

Mid-Term and final exams will be given in grades five thru eight. Mid-term and final exams will count as two regular test grades. The mid-term exam will be averaged with the second nine weeks and the final exam will be averaged with the fourth nine weeks. To determine the first semester average, add the first and second nine week grades then divide by two (2). To determine the second semester average, add the third and fourth nine week grades and divide by two (2), then multiply this number by 0.80 and add it to the state reported TCAP grade which is multiplied by 0.20. To determine the yearly average, add the two semester averages and divide by two (2). All students will take mid-term exams.

### Grade 9-12

#### **Courses that do not have a state mandated End of Course Exam:**

To determine the first semester grade, average the first and second nine week grade then multiply by .75 and add it to the mid-term exam grade which is multiplied by .25. To determine the second semester grade, average the third and fourth 9 week grade, then multiply by .75 and add it to the final exam grade which is multiplied by .25. Mid-term and final exams will count 25% of the semester and final average. For students exempt from the final exam, add the third and fourth nine week grades and divide by two (2) to determine the second semester average. To determine the yearly average, add the two semester averages and divide by two (2).

#### **Courses that have a state mandated End of Course Exam:**

To determine the first semester grade, average the first and second nine week grade, then multiply by .75 and add it to the mid-term exam grade which is multiplied by .25. The final exam will be averaged as two test grades in the fourth nine weeks, unless the student is exempt. To determine the second semester grade, add the third and fourth nine weeks and divide by two (2), then multiply by .75 and add it to the state reported grade on the EOC which is multiplied by .25. Mid-term exam will count 25% of the first semester average and EOC exams will count 25% of the second semester average. To determine the yearly average, add the two semester averages and divide by two (2). The work of a student whose grades are satisfactory but are withheld because of the failure to complete the required work shall be reported as incomplete (I). If the incomplete is not removed in the time designated

by the teacher, it will then become an "F". If a student is not present to take the EOC exam, the student will be reported as incomplete (I) and will take the assessment at the next session it is offered.

**Beginning with students who entered the ninth grade in the 2009-10 school year forward:**

All students enrolled in a course with a state mandated End of Course Assessment who are not exempt from their final exam in this subject, the final exam will count as two (2) regular test grades and will be averaged with the final nine week grades. Students enrolled in a course with a state mandated End of Course Assessment who are exempt from their final exam in this subject, the EOC assessment will serve as the final exam.

## **Final Exam Exemption Policy**

Any student in grades 7-12 will be exempt from final exams if they meet the following criteria:

<b><u>Year Course Traditional</u></b>	<b><u>Year Course A/B Schedule</u></b>
100-93 - 5 absences	100-93 - 3 absences
92-85 - 4 absences	92-85 - 2 absences
84-75 - 3 absences	84-75 - 1 absence
74-70 - 2 absences	74-70 - 0 absences

  

<b><u>Semester Course Traditional</u></b>	<b><u>Semester Course A/B Schedule</u></b>
100-93 - 3 absences	100-93 - 2 absences
92-85 - 2 absences	92-85 - 1 absence
84-75 - 1 absence	84-75 - 0 absences
74-70 - 0 absences	74-70 - 0 absences

The cut-off for attendance for the Final Test Exemption Policy will be the last school day before final tests are scheduled to begin.

Students who have attained the necessary grade average will be exempted only if a parent or legal guardian has signed the appropriate form acknowledging awareness of the exemption and gives permission for the student not to attend school on the day(s) of exams. Each student that does not attend school on exam days must have a parental consent form on file.

Any student who has attained perfect attendance in an individual subject, and has a passing average, will be exempt from the final test. Students may elect to take the final test if desired.

## **Reporting Student Progress**

Student progress reports shall be provided at least once every nine (9) weeks during the school year.

The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year. Each report shall be signed by the parents and returned promptly to the school.

Student progress reports shall indicate the students' conduct, attendance and academic progress and other information necessary to communicate effectively with the parents.

In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the educational progress of their children.

## **Senior Class Ranking**

Both Smith County high schools operate on a weighted point system. Students may earn an unlimited number of Carnegie units from courses approved by the State Department of Education.

Beginning with all students in the 2009-2010 freshman class forward, rank in class will be computed at the end of the seventh semester and will be based on the identified twenty (20) units of credit. GPA will weigh eighty percent (80%) and ACT twenty percent (20%). Courses will be computed in the following order:

1. Sixteen (16) units of core curriculum courses up to the end of the seventh semester; and
2. Four (4) units of electives with the highest quality point value, making a total of twenty units with the highest quality point, up to the end of the seventh semester;
3. Those eligible for the top ten will have their twenty (20) Carnegie units converted to a four

quality point average that will constitute eighty percent (80%) to determine the top ten; and  
4. ACT will be converted to a four quality point average that will constitute twenty percent (20%) to determine the top ten rank.

If an intellectually gifted student desires to take a post-secondary course, or other courses not offered in the school in which they are enrolled, that student must make a request for an IEP Team. **Courses not available to a11 students will not be used in determining class rank.** This policy does not limit the ability of the IEP Team to place students in post-secondary courses or other special courses based on student needs.

Any student, regardless of his/her chosen graduation path, will be eligible to enroll in any honors class. Students must be enrolled full-time to be eligible for ranking among the top high school seniors. Students will not be allowed to take courses which they have already taken in which passing grades were made, nor will auditing any class be allowed.

To rank number 1 or 2, a student must be enrolled in the high school at least five of the seven semesters preceding the final semester. The final semester will not be used in determining class standing. A student who has NOT been enrolled five out of the seven semesters preceding the final semester, who would have otherwise been eligible for first or second ranking, will be automatically ranked third. In the event of a tie, students with identical average will share the same rank.

The twenty (20) Carnegie units used to determine class rank are the sixteen (16) units of core curriculum courses composed of the Math, Science, English, Social Studies, and foreign language courses that meet the Tennessee Diploma Project (TDP) graduation requirements, and the four (4) elective units of the highest quality point value. During the senior year, if a student does not exhibit continuous enrollment in a full credit course, that is used to calculate top ten rank, the student will be disqualified from top ten eligibility.

### QUALITY POINT VALUES

Standard courses are assigned the following quality point values:

A -----	4
B -----	3
C -----	2
D -----	1
F -----	0

Honors courses are assigned the following quality point values:

A -----	5
B -----	4
C -----	3
D -----	2
F -----	0

Advanced Placement six (6) quality point course value:

A-----	6
B-----	5
C-----	4
D-----	3
F-----	0

The following courses are considered as college courses and have a five (5) quality point value:

Algebra II	Biology II	All Foreign Language
Trigonometry	Chemistry	Dual Enrollment
Physics	Statistics	Pre-Calculus

The following courses are considered college courses and have a six (6) quality point value:

Advanced Placement Biology

\*Any technical or two section version of a course will have a four (4) quality point value.

\*All dual credit courses will have a four (4) quality point value.

### **Beginning with the graduating class of 2013, academic distinction/honors will be determined as follows:**

#### **Graduate with Distinction - Students will be recognized as graduating with "Distinction" by attaining**

- B average and completing at least one of the following:
- Earn a nationally recognized industry certification
- Participate in one of the Governor's Schools

- Participate in one of the state's All State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of 31 or higher composite score on the ACT
- Attain a score of 3 or higher on at least two AP exams
- Earn 12 or more semester hours of transcribed postsecondary credit

**Graduate with Honors - Students who score at or above all the subject area readiness benchmarks on the ACT, or equivalent score on the SAT, will graduate with "honors."**

## Graduation Requirements

Before graduation, every student shall [1] achieve specified units of credit; [2] take the required end-of course exams; [3] have satisfactory records of attendance and conduct, and [4] take a series of three (3) examinations, administered each at the 8th, 10th and 11th grades.

### *Beginning with students who entered the ninth grade in the 2013-2014 school year:*

In order to be promoted to the next grade, students must complete the prescribed number of credits (Carnegie units) per grade level designated by the Board and the State of Tennessee.

- 6 credits or more at the end of the 9th grade
- 12 credits or more at the end of the 10th grade
- 18 credits or more at the end of the 11th grade
- 24 credits or more at the end of the 12th grade

## Credit Recovery

Credit Recovery (CR) increases the graduation rate by helping students regain course credits where they were previously unsuccessful. CR does not replace regular classroom instruction. CR is not a new credit. It is based on previous course work that was not a passing grade. CR is an independent, self-directed study. Students rotate in and out of the program based on the completion of their contract.

### **Priority for Enrollment**

- Seniors working toward graduation will be given priority for participation in Credit Recovery.
- Juniors will be given the next consideration.
- Students working on ACT preparation will be able to attend the "before and after school program" as space is available based on the CR enrollment.

### **Guidelines and Procedures**

- No more than five (5) absences are allowed at the School Principal's discretion. Attendance is mandatory.
- School officials will conference with eligible students and their parents.
- An application should be completed and turned in the Guidance Counselor for processing.
- The school administration will make the final decision for eligibility in the program.
- A pretest will be given in the course and student placement will be determined from the test. Course work will be assigned.
- Students will take notes (notebook required) on tutorials, print progress reports, and complete mastery tests on the way to recovering credit or gaining promotion.
- Only three (3) attempts will be allowed for all mastery tests. No help will be given on mastery tests.
- Staff will ask to see student notes prior to helping with tutorials.
- Students will use the computer based software or web application appropriately.
- Successful completion of course work, notebook, and mastery tests will allow the student to earn credit or pass the course for promotion.
- Student transcripts will be updated.
- Students will not be able to use Credit Recovery to accelerate classes and/or graduate early.
- Students enrolled in the Summer School Credit Recovery Program will abide by Credit Recovery Guidelines used during the regular school year.

## Grading

- A student must have achieved a minimum score of fifty (50) in the academic subject in order to recover the credit.
- The credit recovery grade will be averaged into the student's previous grades to obtain a total score and recover the lost credit.
- Credit Recovery is recorded on the student's transcript. It does not replace the score previously earned.
- The original course teacher's name should be used.

CR component (Notebook Required) 90

Original Grade +50

Subtotal 140

Divided by 2

Credit Recovery Grade 70

Credit Recovery may be offered for any course that has a computer or web based curriculum available.

## Special Education Students

The high school diploma will be awarded to students who [1] earn the specified units of credit, and [2] have satisfactory records of attendance and conduct.

A transition certificate may be awarded to students with disabilities who have: [1] taken classes toward a high school diploma, [2] have satisfactorily completed an individualized education program, and [3] have satisfactory records of attendance and conduct. Students who obtain the transition certificate may continue to work towards the high school diploma through the end of the school year in which they turn twenty-two years old.

An IEP certificate will be awarded to students with disabilities who have [1] satisfactorily completed an individualized education program, [2] successfully completed a portfolio, and [3] have satisfactory records of attendance and conduct.

## Student Load

All students in grades nine (9) through twelve (12) shall be enrolled each semester in subjects that will allow them to graduate within those four (4) years. Hardship or gifted cases may be appealed by the student to the director of schools with further appeal to the Board. Refer to procedures, under policy 6.208

## Graduation/Final Exam Policy for Seniors

No high school senior shall be allowed to participate in graduation exercises unless they have fulfilled all state requirements for a diploma as set forth in the State Minimum Rules and Regulations. In order to finalize records, exams for seniors may be given up to five (5) days early as in accordance with the State Attendance Accounting Procedural Manual, p. 14.

## Promotion and Retention

### Guidelines For Grades 3-8

A student will be considered for retention based on the following criteria:

- Subject area requirements—a 70 overall average and a passing grade in 3 subjects, excluding PE, art and music
- Teacher recommendations, judgment, and evaluation of grades, daily work, effort of student, maturity, age, size, social adjustment
- Attendance—30 or more days missed will be considered detrimental to promotion. When illness or accidents necessitate extended periods of absences, a homebound teacher should be requested.

If a child has been retained twice, said child will be considered on an individual basis, i.e. chronological age, responsibility, and attitude. In a departmentalized setting, all teachers shall meet to make a final decision.

### Guidelines For Grades 9-12

Each student must have a grade of 70 or above to pass an individual class. If a student is absent from class more than 8 days during either semester, he/she will not receive credit for that class during that semester. In the case of an illness or accident that would necessitate an absence of more than 10 days of school, a homebound teacher should be requested. Students who have been absent

more than 8 days from any class per semester shall have the opportunity to go to "Summer Make-Up Program" in order to receive class credit. Days must be completed the summer immediately following the school year in which the excessive absences occurred. The cost of this program will be set at \$10.00 per hour of makeup.

**Beginning with students who entered the ninth grade in the 2013-2014 school year forward:**

In order to be promoted to the next grade, students must complete the prescribed number of credits (Carnegie units) per grade level designated by the Board and the State of Tennessee.

- 6 credits or more at the end of the 9th grade
- 12 credits or more at the end of the 10th grade
- 18 credits or more at the end of the 11th grade
- 24 credits or more at the end of the 12th grade

## **CTE Programs of Study and Courses Offered**

**Welding**

- Principles of Manufacturing
- Welding I
- Welding II
- Manufacturing Practicum

**Auto Mechanics**

- Maintenance and Light Repair 1
- Maintenance and Light Repair 2
- Maintenance and Light Repair 3
- Maintenance and Light Repair 4

**Business**

- Computer Applications
- Accounting 1
- Accounting 2
- Business Media Communication
- Business Management
- Advanced Computer Apps

**Human Services**

- Human Studies
- Lifespan Development
- Family Studies
- Nutrition and Foods
- Human Service Practicum

**Health Science Education**

- Health Science Ed.
- Rehabilitation Careers
- Anatomy and Physiology
- Clinical Internship

**Agriculture**

- Agriscience
- Ag Mechanics
- Ag Power and Equipment
- Ag Engineering

## **Use of School Computers and Equipment**

Students using school computers and/or equipment must use them in the appropriate ways, on the appropriate websites, and with teacher approval. Students who break, deface, or lose equipment will be responsible to pay for having computer/equipment fixed.

## **Blue Honor Roll and White Honor Roll**

A composite average of 95 each or greater each six weeks will make a student eligible for the blue honor roll. In order for a student to qualify for the white honor roll, the student must have a composite average of 89.5 - 94.4.

## **Driver's License Revocation**

Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of semester grading. A copy of the notice sent to the Department of Safety by the attendance teacher or the director of schools or his/her designee shall also be mailed to the student's parent or guardian

## Residency Requirements

Students who attend GHS must live in Smith County. The Smith County Board of Education policy states the following: Smith County has a closed policy on out-of-county students. No student residing in another county will be permitted to attend Smith County Schools unless they were enrolled on or before September 14, 1993.

## No Child Left Behind Requirements

Parents may request information about qualifications of teachers and paraprofessionals who instruct their child. Parents may request that their child's name, address, and telephone number not be released to a military recruiter. Parents will be notified that their child has the right to transfer to another school within the district if they are the victims of a violent crime at school.

## Visitor Policy

Parents and visitors are welcome at Gordonsville High School. All visitors, substitutes, and parents must enter through the front entrance, sign in at the office, and obtain a visitor's pass. Our policy is to accept only these visitors who have legitimate business at the school. Students from other schools who wish to visit GHS are welcome if they have a special purpose, and then arrangements must be made at least 24 hours in advance. Final approval and decisions will rest with the administration.

## Phone Use

School phones are for emergency use only. Emergency calls do NOT include forgotten lunch money, forgotten items, permission to stay after school, or permission to go home with another student.

## Homework/Make-Up Work

When a student is absent from school, it is his/her responsibility to obtain missed assignments upon returning to school the following day. If a student is unable to come to school for an extended period of time, but is able to complete assignments at home, please notify the school office and they can get their assignments together to be picked up. **TEACHERS HAVE THE RIGHT TO REQUIRE THAT DAILY WORK MISSED WHILE ABSENT BE COMPLETED AT SCHOOL.** If a student fails to complete the make-up work in the time required, a zero will be earned for the make-up work. A student will not be allowed to make-up their work for unexcused absences and a zero will be given for assignments on the day of the absence. Suspended absences are unexcused absences, and no make-up work will be given.

## Homework Hotline

The Homework Hotline is designed to provide students with free help on assignments after school hours. Students may reach this hotline by dialing 615-298-6636 or 1-888-868-5777. The Homework Hotline is available Monday through Thursday from 4:00 to 8:00 p.m.

## Textbooks

Textbooks are furnished to the student by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks. Library books are considered in the same category as textbooks and should be treated in the same manner.

## Parent-Teacher Conferences

Teachers may request a conference with parents or guardian. This request may be made by letter, e-mail, or phone call. In so far as possible, these conferences should be scheduled on the school campus before or immediately after school. Parent-teacher conferences should be designed to provide the teacher an opportunity to learn the child's home background, in turn providing the parent with the opportunity to become acquainted with the teacher and classroom setting. Parent-teacher conferences are scheduled each year by the administration. Refer to the school calendar for the specific dates and times.

## Physical Education

Physical Education is an integral part of the instructional program and is required as part of the state curriculum. All students enrolled in a P.E. class will be required to participate regularly unless a doctor's excuse is presented. To ensure the safety of your child and others, appropriate footwear is required for physical education. These shoes must be different from the shoes that are worn to school even if the student wears athletic shoes to school. (They do not have to be new shoes—just different from the ones that the student wears to school every day.) Students who do not arrive for physical education wearing proper footwear may be assigned written work as an alternative to participating in the day's activities. A PE locker will be provided to those PE students and GHS advises those students to bring a lock so their clothes and valuables can be locked up.

## School Rules

You are expected to be on your best behavior throughout the school day. The principal and faculty expect you to follow these rules:

1. Be in class on time with books, paper, pencils and the determination to do your best.
2. Be respectful to all faculty, staff and other students.
3. Follow the rules of each classroom teacher.
4. Do not leave the school grounds without permission.
5. Refrain from loud talking, boisterousness or other improper conduct in the halls. Running and shouting in the halls are not allowed.
6. Students must immediately enter/exit the building and not remain in the parking areas, before school and after school.
7. Have a hall pass whenever you are in the halls during class time.
8. Outward signs of affection will not be tolerated.
9. Radios, beepers, or cell phones will not be permitted without principal's permission.
10. Students shall have no knives, firearms, or other unlawful weapons upon their persons while at school or on their way to and from school.
11. Possession or use of fireworks on school premises shall be prohibited.
12. Gambling or card playing on school premises shall not be permitted.
13. Students who deface or injure any of the school property, including school buses, shall pay in full all damages.
14. Students will be expected to learn and understand the rules pertaining to the use of computers, Internet and web pages.

## Student Code of Conduct

Student offenses are in four categories. Most of these are listed below. In no way shall this list of violations or consequences be considered all inclusive. Administrators are responsible for the discipline and will classify any offense not listed below unless directed by the Board Of Education. Tennessee State Law gives the principal, or his/her designee, the authority to discipline students who violate school board policies or school rules. In instances where violations are severe enough to warrant doing so, the principal may choose to bypass one or more of the preliminary steps. Numerous violations of different offenses may be considered cumulative by the principal/designee, and appropriate consequences may be assigned.

**CATEGORY I** - Offenses to be administered by the school that may result in, loss of privilege, detention, corporal punishment, alternative school, in-school suspension, or suspension due to severity of incident.

1. Refusing to do assigned work
2. Tardiness (class or school)
3. Refusing to participate in required school activities (wellness activities, reading instructions, etc.)
4. Minor violations of school or classroom rules
5. Conduct which disrupts the peace or good order of the school or the learning environment (impudence, profanity, disorderly conduct, and disregard for authority, etc.)
6. Inappropriate dress or appearance considered disruptive to the school
7. Unauthorized presence on another school campus
8. Loitering (no student should remain at school beyond last bus departure)
9. Inappropriate public display of affection
10. Open food or drink in school without permission
11. Unauthorized use of copying machines, computer, phones, printers
12. Truancy

**CATEGORY II** - Offenses that may result in suspension or alternative school placement. Any student suspended or placed in alternative school will not be allowed to participate in any school function including field trips, athletic practices or contests, etc.

- 1st time Category II Offense - 3 days suspension, ISS, alternative school or corporal punishment
  - 2nd time Category II Offense - 5 days suspension, ISS, or alternative school
  - 3rd time Category II Offense - 10 days suspension or alternative school
  - 4th time Category II Offense - referral to Student Disciplinary Authority
1. Fighting (both parties, unless one was attacked for no apparent reason)
  2. Use of foul or abusive language
  3. Disrespect to teacher/staff/peer
  4. Harassment (verbal or physical)
  5. Assault (verbal or physical)
  6. Use or possession of tobacco in any form
  7. Use or possession of any incendiary device (lighter, matches, etc.)
  8. Insubordination (not following the directive from a teacher, administrator, or other school system employee)
  9. Leaving school grounds or class without permission, including the lunch period
  10. Repeated refusal to do assigned work
  11. Chronic disruption
  12. Failure to provide correct identity/address
  13. Dishonesty (copying, cheating, forging signatures, lying)
  14. Misuse/destruction of school property
  15. Extortion
  16. Sexual misconduct
  17. Participation in a school disruption
  18. Receipt, sale, possession or distribution of stolen property (reported to legal authorities)
  19. Trespassing on school property
  20. Prescription policy violation
  21. Unauthorized possession or use of schools keys
  22. Gambling (pitching pennies, dice or other activities)
  23. Computer hacking or tampering
  24. Stealing (may be reported to police)
  25. Conflicts between students or groups of students
  26. Bullying, threatening, hazing, or intimidating behavior (as defined by Policy 6.304)

**CATEGORY III** - these offenses are subject to suspension up to a maximum of 20 days.

1. Possession of alcohol (mandatory 20-day suspension)
2. Possession/sale/distribution of drug paraphernalia (including rolling papers)
3. Pulling fire alarm or otherwise causing one to sound when no fire or smoke is visible
4. Indecent exposure
5. Possession or detonation of an incendiary or explosive material (firecracker or greater, as well as, stink/smoke bomb, poppers, etc.)
6. Destruction of school property (full restitution will be expected)
7. Sexual harassment as defined by board policy
8. Inciting a school disruption (stopping normal proceeding in school)
9. Repeated violation of school rules
10. Verbal assault on a school employee
11. Operating a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy right of another person (see policy 6.312)
12. Being present at school or a school sponsored event under the influence of a controlled substance or any substance prohibited by Board policy

**CATEGORY IV** - There will be zero tolerance for the following offenses. These offenses will be reported to the superintendent and to law enforcement officials.

1. Bomb threats
2. Malicious arson
3. Possession or distribution of illegal drugs or controlled substance, including marijuana
4. Possession and/or use of weapons (see board policy 6.309)
5. Assault on a school employee

6. Students who possess any non-prescribed intoxicating substance or drug. Such substances include, but are not limited to, Posh, K2, Molly's Plant Food, Bath Salts, Methadone, or any type of intoxicating substance. School discipline may include suspension for up to one calendar year.
7. Electronic threats (see board policy 6.309)

## **Procedures for Violation of Student Use of Cellular Telephone and Electronic Devices**

*Examples of Electronic Devices but not limited to:* Cell phones, Camera phones, PDAs, iPods, MP3 players, Discman, Beepers, Pagers, Gameboys, etc.

1. First Offense - Three days in-school suspension.
2. Second Offense - Five days in-school suspension.
3. Third Offense - Ten days placement in the Smith County Alternative School.
4. Fourth Offense - Five days Alternative School and five days out-of-school suspension with a loss of any privilege under this policy for the remainder of the school year.
5. Category III Offense - suspension (mandatory for 20 days).

- All confiscated electronic devices must be picked up at the school by the parent
- The Smith County School System is not responsible for lost or stolen devices

## **Tennessee Law Concerning Suspension**

The administration of Smith County Schools is authorized to carry out disciplinary and related procedures necessary for the successful operation of the school under Tennessee Law concerning suspension and disciplinary action. Tennessee law allows principals to suspend students for good and sufficient reason upon satisfaction of due process.

## **Use Of Tobacco**

The use and/or possession of tobacco by any student shall be prohibited on school premises, and the principal may suspend any student for violation of this board policy. (This regulation, as it applies to school premises, is applicable during the regular school day beginning with the arrival of the first student and ending with the departure of the last student.)

## **Lockers**

Each student is assigned a locker for his/her use for books, school supplies and personal effects. Periodic locker checks are made to assist students with any problem related to their lockers. Each student is responsible for the safety of his/her own books, school supplies and personal effects.

## **Withdrawals**

Students transferring to another school should report to the Guidance Office upon arriving at school their last day of attendance at GHS. All debts must be cleared and books returned in order for records to be sent to another school.

## **Library**

A library is a place for reading enjoyment and research. You are welcome in the library, and since it is a place for quiet work, you are expected to be on your very best behavior. You are encouraged to use the library as often as possible; the librarian will be glad to help you find the information you need, or to suggest books in your fields of interest. The library is open from 15 minutes before school until 15 minutes after school - later times may be arranged a day in advance. If it is necessary for you to come to the library during class time, you must get written permission from your teacher. You will be informed about check-out and library rules during orientation. Students and/or parents are expected to pay for any lost or damaged library materials. Please cultivate the "Library Habit."

## Student Messages

Messages for students will be taken in the office and relayed to students at a time as not to distract from class unless it is an emergency.

## Guidance

The Guidance Counselor is a person you can go to any time during the day with permission from your teacher of course, to discuss a matter that bothers you, to get information, or to seek a possible alternative to a problem. If you want to secure materials or schedule a conference, your teacher will issue a pass to the Guidance office. This pass should be signed by the Counselor and returned to your teacher as soon as you have finished.

The Counselor organizes the school-wide testing program, registration, transferring of students and keeping up with your school records.

Guidance services are for the benefit of all students. Students are encouraged to confer with the counselor about academic, vocational and/or personal matters. The Counselor works with them both individually and in groups. We welcome parent conferences and ask that appointments be made by calling 683-6291.

## Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, students may participate in a well-balanced lunch and breakfast program at a reasonable price. The teachers, lunchroom personnel, and your fellow students will especially appreciate your cooperation in:

1. Talking quietly.
2. Disposing of all litter in proper containers.
3. Leave the table and floor around your seat in a clean condition for others.
4. No food may be taken from the cafeteria.
5. Breakfast begins at 7:15 a.m. and ends at 8:00 a.m.
6. Students are required to stay in cafeteria during your lunch period.

## School Breakfast and Lunch

Following is a list of prices for meals at GHS:

Student Lunch: \_\_\_\_\_ \*Reduced Student Lunch: \_\_\_\_\_

### **Breakfast is free for all GHS students**

\*Free and reduced lunch prices are available to students who qualify. Students will receive a free/reduced lunch form the first day of school and should be turned in right away if you are applying.

All students should prepay for meals by sending money or a check to be deposited into their account. Students will be allowed to charge meals a maximum of three school days. Students who do not have lunch money and have three days charged may be served an alternative meal. If two checks from an individual are returned by the bank due to insufficient funds, only cash will be accepted as payment for school meals. Students **MUST** know the last four digits of their Social Security number. A computer system is used to monitor student's breakfast and lunch purchases. These digits are entered by the student as they exit the cafeteria line.

## Fundraising

There will be no selling/fundraising unless authorized by the principal.

## Announcements

No posters will be placed in the building without approval from the office. After the event, they are to be removed by the person or group having placed them.

## Rules for Bus Conduct

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him shall be followed.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his behavior is such as to cause disruption on the bus, or if he disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note authorized from the parent and the principal of the school that the student attends.

Any student wishing to ride a bus other than his designated bus must have written parental permission and the approval of the principal or his designee.

1. Emergency doors will not be used except for emergencies;
2. No loud talking or yelling;
3. Remain seated;
4. Objects will not be thrown;
5. No use of tobacco, drugs, or alcohol;
6. No food or drink;
7. No fighting;
8. No rude, discourteous or unacceptable language;
9. Obey the driver at all times;
10. No destruction of property;
11. A bus driver has the authority to assign seats; and
12. Any other conduct prejudice to good order on the bus.

## Rights and Responsibilities

The board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school. Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment.
2. Be secure in his person, papers and effects against unreasonable searches and seizures.
3. Expect that the school will be a safe place.
4. Have an appropriate environment conducive to learning.
5. Not be discriminated against on the basis of sex color creed religion, national origin or disabilities.
6. Be fully informed of school rules and regulations.
7. In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students the following shall apply:

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

- a. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- b. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- c. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- d. Migratory students who meet one of the above described circumstances.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the board.
2. Respect the human dignity and worth of every other individual.
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. Study and maintain the best possible level of academic achievement.

5. Be punctual and present in the regular school program.
6. Dress and groom in a manner than meets reasonable standards of health, cleanliness, modesty and safety .
7. Maintain and/or improve the school environment.
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process.
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities.
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials.
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

## Dress Code

School clothing and individual grooming must not distract from the learning environment or jeopardize health or safety of others. When a student is attired in a manner which is likely to cause disruption or interference with the operation of school, the principal shall take appropriate action. Students who do not comply with the dress code will be subject to disciplinary action.

1. All apparel or accessories worn to school may not display or advertise the following:

- Gang affiliation or gang sign (including bandanas)
- Tobacco products
- Profanity
- Alcoholic products
- Drugs or drug paraphernalia
- Sexual themes
- Ethnic groups or signs
- Racist overtures
- Other suggestive or offensive sayings or graphics

### 2. NO HOLES, NO FRAYS

3. No underclothing should be shown at any time
4. No sleeveless shirts or tank tops
5. Pants with straps and/or chains are not permitted
6. Pants with writing or graphics on the seat are not permitted
7. No shorts
8. No visible tattoos
9. No chains or dog collars to be worn or carried to school
10. No unnatural shades of hair coloring such as neon green, yellow, purple, red, etc
11. Pierced ears with appropriate jewelry are acceptable. Other pierced body parts with attached jewelry, studs, ornaments, etc. is not to be worn.
12. All shirts must be appropriate length or an undershirt must be worn to prevent mid drift from being exposed while standing or sitting
13. No spiked or mohawk hair style
14. Students may not wear metal spiked apparel or similar accessories.
15. Sweat pants, jogging pants, pajama pants, yoga pants, spandex pants, and other similar styles are not permitted

**\*Any other fads or styles that come along will be dealt with as they come up**

### Disciplinary Procedures for Dress Code

- First Offense: Verbal reprimand with chance to correct and/or administrative remedy
- Second Offense: One (1) day in-school suspension
- Third Offense: Three (3) days in-school suspension
- Fourth Offense: Suspended three (3) days

## Cyber-Bullying

Gordonsville High School prohibits cyber-bullying, defined as harassment/intimidation through use of Internet social networking sites or other telecommunications technologies such as telephones, cell phones, text messaging and camera phones. Cyber bullying that begins off-campus can be considered school related if it interferes with school activities, causes a disruption at school or interferes with the rights of students. Refer to Smith County Board of Education Policy 6.304.

## TSSAA Athletic Participation

### TSSAA ELIGIBILITY REGULATIONS:

- A. Must pass at least five (5) full subjects the preceding semester.
- B. A student who drops out of school before the end of a semester shall be ineligible until he/she has been in school a semester and passed at least five full unit subjects.
- C. A student shall be ineligible after he/she has attended high school for eight semesters.
- D. A student cannot participate in athletics if he/she becomes 19 on or before September 1.
- E. Any person participating in any athletic program must carry student insurance from GHS or have adequate coverage himself/herself. All student athletes must have school insurance or show existence of private coverage.
- F. Transfer rules for athletes are governed by TSSAA guidelines.
- G. Students must pass a physical from a licensed physician and test drug free.

## Athlete Drug Testing

Both high schools in Smith County are concerned with the physical well-being of its students including those who participate in all athletics. While the misuse of drugs is a potential problem for all students, unique pressures and risks exist for student-athletes participation in athletics and their use of drugs will not be tolerated. The term "student-athletes", or "students" or "athletes" also include members of cheerleading squads for the purpose of this policy. The primary purposes of the drug testing policy for student-athletes are:

1. To employ education, testing and counseling to deter drug use and where deterrence is unsuccessful, to terminate participation in athletics;
2. To educate those students on the physiological and psychological dangers inherent in the misuse of drugs and alcohol;
3. To protect those students from health related risks inherent in the misuse of drugs and alcohol.
4. To protect those students, and others with whom they compete from potential injury because of the misuse of drugs and alcohol;
5. To remove the stigma of substance abuse from those athletes who do not misuse/or abuse drugs or alcohol
6. To provide a testing program to identify student-athletes who are improperly using drugs and to assist them, through education and counseling, before they injure themselves or others or become physiologically or psychologically dependent; and
7. To reassure athletes, parents and the community that the health and academic progress of each of its student-athletes is the Smith County Board of Education's primary goal.

## Other School Rules

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Any principal, or his/her designee, may search any student, place, or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles or students.

A comprehensive listing of each rule is neither possible nor necessary. Each student is expected to follow acceptable standards of behavior, respecting the rights of others at all times.

## After-School Detention or In School Suspension

After-school detention may be assigned, by the teacher or administration, as a punishment for disobeying any school or classroom rule. A parent/guardian **MUST** sign the form before a child may complete the detention. Failure to serve detention or not having form signed by parent will result in 2 days of ISS

Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study.

Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

## **Alternative School Placement**

The Alternative School is a short-term intervention program designed to develop academic and behavioral skills for the students who have been suspended or expelled from school. Students in Grades 7 and 8 who have officially been suspended from their regular school by the principal are eligible for the Alternative School. Students will be given the opportunity to keep up their school assignments and given credit for their work. Parents will be notified of this placement and will receive a list of parental information. Be sure to notice that the Alternative School dress code is not exactly the same as the dress code for GHS. Students assigned to the Alternative School must follow the Alternative School dress code. Students who are assigned alternative placement may be denied the right to attend school assemblies or field trips.

## **Medication**

Students needing occasional medication for illnesses such as colds, earaches, and sore throats are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be personally delivered by the parent to the school office and must be accompanied by a written authorization from a parent/guardian (if the medication is a prescription, a signed physician's form for medicine administration is required) that includes the name of the medication and instructions for its administration (time and dosage). Please include a medicine cup with the medication. All medication must be brought to school in the original container.

Parents/Guardians of students who require long-term medication should consult with the school's administration for proper procedures. No medication will be administered to any student until all required documentation is submitted.

## **Student Health Screening**

As required by the Tennessee Department of Education, mandated student Health Screening will be conducted in all Smith County Schools annually. Mass data does not include any identifying information. All information is private and confidential. This data analysis is reported to the Tennessee Department of Education and the Tennessee Department of Health. We will be screening to determine if your child has a health risk that needs medical attention and/or might affect his/her classroom work.

The Screenings that will be conducted are as follows:

- Vision – Grades Pre-K, K, 2, 4, 6, and 8.
- Hearing – Grades Pre-K, K, 2, 4, 6, and 8.
- Scoliosis – Grade 6 only (optional screening)
- Dental – (optional screening)
- Blood Pressure – Grades K, 2, 4, 6, 8, and High School Wellness Course
- Height and Weight – Grades K, 2, 4, 6, 8, and High School Wellness Course
- Pacer Test, timed event – Grades 4, 6, 8, and High School Wellness Course

Other students that could be screened are those new to the school system and those suspected of having a vision and/or hearing problem by their teacher. These screenings do not qualify as an examination and parents are encouraged to make sure their child has annual medical checkups as well as bi-annual dental checkups.

## **Receiving Gifts at School**

Gifts sent or delivered to school on special occasions should be delivered to the office before 2:00 P.M. and clearly marked with the student's name, homeroom teacher, and grade. No balloons or glass containers will be allowed on buses. Please be sure to remember this policy on Valentine's Day.

## Lice Policy

Students found with lice or nits in hair will be sent home for treatment. Students must be examined in the office and found to be nit-free in order to return to school. These rules relate to Smith County School Board Policy.

## Schedule Changes

GHS has adopted a policy which discourages excessive and unwarranted schedule changes. The administration, through the Guidance Office, will consider only those changes necessary to correct an administrative error, remedy improper placement, and to balance class size.

## School Fees and Fines

### **SCHOOL FEES ARE DEFINED AS FOLLOWS:**

1. Fees for activities that occur during regular school hours.
2. Fees for activities and supplies required to participate in all courses offered for credit or grades.
3. Costs for summer school.
4. Costs for graduation ceremonies.

All student fees will be approved by the principal and superintendent and authorized by the board, consistent with the laws of Tennessee. No fee will be charged for consumable materials to be used by the student.

School fees shall be waived for students who are eligible to receive free or reduced price school lunches, with such fees to be paid by the Board not to exceed \$30.00 for K-8 and \$40.00 for 9-12.

The Board authorizes principals and teachers involved to decide on appropriate instructional supplies. Students may purchase these supplies from the school but will not be required to do so.

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student's parent/guardian has paid for damages.

No employee may charge a student a fee for any service rendered on the school premises or for teaching connected with the school system. Tutoring one's student for pay is prohibited.

### **FINES**

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the board for final disposition.

Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return or replacement of textbooks issued to the student(s).

Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

## Disruption and Interference of School Activities

A student shall not use violence, force, noise, coercion, threats, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school sponsored activity, function or event, whether on/off campus. Neither shall he urge other students to engage in such conduct.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

## Accidents and Illnesses

Parent(s) of all students shall provide the schools with medical authorization which shall contain the following information:

1. Parents' location and phone number during the day.
2. The name, address and phone number of the student's physician(s).
3. Directions in the event that medical treatment is needed.
4. Information concerning a student's particular physical disability or medical condition.

The authorization will be required annually and will be kept on file in the principal's office.

If a student suffers an injury or illness, the parent(s) will be notified as to whether to pick up the child at school or to meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parent(s) on the emergency medical authorization form will be notified of the accident. Efforts to notify the parent(s) will continue until they are reached.

Principals will inform the superintendent immediately of any serious injuries suffered by students while under jurisdiction of the school. A report of each accident taking place in a school will be filed in the offices of both the principal and the superintendent. In all accidents serious enough to require medical attention or requiring the student to be taken home, or in all cases that the staff member in charge deems desirable, reports will be made and filed as stated above.

No student will be taken and left at home or sent home unless a parent(s) is at home to accept the responsibility of the student.

Parents who object to the procedures contained in this policy shall submit to the principal a written emergency plan for his approval.

## Change in Student Information

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or of a change in emergency information during the academic school year. Also, we must be notified of any change in custody and custody papers MUST be on file in the school office. ALL STUDENTS MUST HAVE EMERGENCY INFORMATION—INCLUDING AN EMERGENCY PHONE NUMBER—ON FILE IN THE OFFICE AT ALL TIME. Transportation arrangements must be current as well. Messages for changes in transportation arrangements must be made in person or in writing.

## Homeless Information

For homelessness and families in transition contact: Misty Smith, Homeless Liaison 615 735-9625.

## Permanent Records

According to the Family Rights and Privacy Act of 1974, the parent/guardian or student age 18 is permitted to inspect and review educational records relating to the student.

## Inclement Weather

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television stations. Announcements are normally broadcast between 5:30 A. M. and 6:30 A. M.

Students may also watch the TV for information concerning the closing of school. The Director of Schools will notify the TV stations as soon as possible. The principal of the school does not make this decision. TV stations that normally broadcast Smith County School closing include WSMV, WTVF, and WKRN.

## Faculty/Staff Inclement Weather Info

If school is opening late, custodians, cafeteria staff, and teachers on bus duty should report to school at the regular time. When school opens either one (1) or two (2) hours late, teachers shall arrive for their day in a proportionate manner of either one (1) or two (2) hours late.

## **Safety Drills**

Fire, tornado, “lock down”, and other safety drills will be practiced at various times during the year. “Lock down” procedures will include locking all doors in the building in which students are located. Students who are in hallways, restrooms, etc. will be directed to go to the area where the nearest adult is located—classrooms, cafeteria, library, etc. Classes who are outside will be instructed to go to the nearest safe classroom. Fire drills will involve the moving of all students in the building to a place that is far enough away from the school building to be considered safe. During a tornado drill, students will be instructed so as to know the exact locations in the building that are considered the safest areas for inclement weather.

## **Educational Field Trips**

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips. School buses will normally be used for field trips. All children participating in a field trip must ride the bus. The classroom teachers on an as-needed basis will select field trip chaperones. Students will not be allowed to ride with other parents in personal vehicles. Those adults accompanying field trips should not include other children on the trip. Field trip deadlines must be enforced so that transportation, ticket, and meal reservations may be made in a timely manner. Disruptive or discipline problem students may not be allowed to participate in field trips.

## **Money/Valuables/Banned Items**

The school will not be responsible for lost or stolen items. Students should not bring large amounts of money or valuable items to school. Students may bring cellular phones, iPods, and iPads but they must remain turned off. They may not have paging devices, laser pointers, radios, tape players, or MP3 players, video games, CD’s or players, skateboards, rollerblades, any trading cards, or any other type of toy, electronic device, music, or game to school unless prior approval has been given by the teachers/principal. Possession of electronic pagers at school is forbidden by state law. Cell phones that are caught turned on or turning on will be an automatic enforcement of the policy. This includes alarms set on previous dates.

## **Homebound**

The Homebound Instruction Program is for students who, because of health impairments, are unable to attend the regular instructional program. The program consists of three (3) hours of instruction per week provided by a certified and properly endorsed teacher.

To qualify for the Homebound Program, a student must have a health impairment of sufficient seriousness to anticipate that the student will be absent a minimum of ten (10) consecutive school days. The student must be certified by an appropriate health care provider as being health-impaired and unable to attend the regular instructional program. The principal, or his designee, will conduct the M Team meeting and will develop an IEP for the student.

## **ELL Services**

ELL services are provided at Gordonsville High School for all students who qualify.

## **Foreign Exchange Students**

Any foreign student is eligible for acceptance into the foreign exchange student program, provided he/she is participating through any agency endorsed by the Council of Standards for International Educational Travel and is sponsored by an individual or organization. Before approval by the Board, the exchange program representative must make written application on behalf of the student in the local school serving the host family. No foreign exchange student shall be brought into the United States by the sponsor unless he/she has been accepted in writing as a student by the superintendent/designee of the school in which he/she is to be enrolled. The school may accept the student after determining the following:

1. The student will have sufficient command of the English language to enable them to participate in the general

curriculum.

2. Appropriate curriculum offerings can be provided for the student.
3. An overcrowded situation will not be further aggravated. Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student visa, the following documentation:
  - a. Citizenship
  - b. Birthdate
  - c. Health/immigration records
  - d. Custody (including phone number, name and address of person responsible for student)
  - e. School records, including a transcript of academics (in English)

Admission requirements and all other considerations shall be the same for foreign students as for United States students. Students will be accepted only in grades 9-12. No more than four foreign students and no more than two of the same nationality shall be placed in one school.

Students must have had acceptable academic achievement in their native countries and must have been screened for maturity and ability to get the maximum benefit from an exchange program. Exchange students must have an adequate command of the English language and be able to function without special assistance in regular classes. The principal shall be responsible for assignment to the appropriate grade level.

Each school shall name a faculty member as a student representative to serve as a liaison between the school and exchange program agency and as an advisor to exchange students. The sponsoring individual/organization shall provide evidence to the school that the student will receive adequate financial support for the duration of his/her stay. Exchange students shall not be eligible for free or reduced price lunches, nor shall schools hold fund-raising events to pay expenses incurred by exchange students.

## Annual Notice to Parents

In compliance with state and federal law, the Smith County Board of Education will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected disabled students, contact:

Name: Debe Pilant, 504 Coordinator

Address: 126 SCMS LN, Carthage, TN 37030

Telephone No: 615-735-9625

## Non-discrimination Policy

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statement of nondiscrimination on the basis of sex, handicap, national origin, and race.

"It is the policy of the Smith County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights act, Title IX of the 1972 Educational Amendments and section 504 of the Federal Rehabilitation Act of 1973. It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society."

Inquiries regarding compliance may be directed to the Title VI, Title IX, and Section 504 Coordinator (207 North Main Street B, Carthage, TN 37030—735-9625)

## Student Transfers Within the County

The board recommends that each child attend the school in the home area; however, at the beginning of each school year, parents may enroll their children in the school of their choice. Once a student has enrolled, transfers to other county schools will be permitted only under the following conditions:

1. The student's parents/legal guardian move to a new school area.
2. A student begins school outside his/her home school area at the beginning of the school year and then decides to transfer back to his/her home school.
3. If there is a school-related problem that prompts the transfer, the problem must be resolved before a transfer can occur.
4. The parent may request, in writing, to be placed on the board agenda, then appear, with the student, before the board and describe a valid reason for their request to change schools.
5. Students have the right to request a transfer to another school within the district if they are the victims of a violent crime at school.

## Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit, or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Victims of sexual harassment shall report these conditions to the immediate supervisor of the offending person. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The superintendent shall be responsible for investigating all complaints of sexual harassment. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the superintendent, and ultimately, to the board.

## TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

### Legal Services Division

Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5th Floor  
Nashville, Tennessee 37243-0380  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-9412

### West Tennessee Regional Resource Center

100 Berryhill Drive  
Jackson, Tennessee 38301  
Phone: 731-421-5074

Fax: 731-421-5077

**East Tennessee Regional Resources Center**

2763 Island Home Blvd.  
Knoxville, Tennessee 37290  
Phone: 865-594-5691  
Fax: 865-594-8909

**CHILD ADVOCACY GROUP CONTACT INFORMATION**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

**Support and Training for Exceptional Parents (STEP)** is on the Internet at <http://www.tnstep.org/>  
712 Professional Plaza  
Greenville, TN 37745

**West Tennessee:**  
(901) 756-4332  
jenness.roth@tnstep.org

**Middle Tennessee:**  
(615) 463-2310  
information@tnstep.org

**East Tennessee:**  
(423) 639-2464  
karen.harrison@tnstep.org

**Tennessee Protection and Advocacy (TP&A)** is on the Internet at <http://www.tpai.nc.org/>

416 21st Avenue South  
Nashville, Tennessee 37212  
1-800-287-9636 (Toll free) or 615-298-1080 615-298-2471  
(TTY)· 615-298-2046 (fax)

**Tennessee Voices for Children** is on the Internet at <http://www.tnvoices.org/main.htm>

**West Tennessee:**  
(Jackson Area)  
Telephone: 731-660-6365  
Fax: 731-660-6372

**Middle Tennessee:**  
1315 8th Avenue South Nashville,  
TN 37203  
Telephone: 615-269-7751  
Fax: 615-269-8914  
TN Toll Free: 800-670-9882  
E-mail: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

**East Tennessee:**  
(Knoxville Area)  
Telephone: 865-609-2490  
Fax: 865-609-2543

**These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list, visit the Tennessee Disability Services - Disability Pathfinder Database:**

<http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

On the web page, select your "county" and the "service" you desire from the dropdown lists and click "Submit."

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

August 16

Su	Mo	Tu	We	Th	Fr	Sa
	IS	A	1/2	IS	A	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 16

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	N	M9	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 16

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	E9	5	6	7	8
9	10	RC	12	PT	FB	15
16	FB	FB	FB	FB	FB	22
23	24	25	PT	27	28	29
30	31					

November 16

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	PD	M9	12	11	12
13	14	15	16	17	18	19
20	21	22	T	T	T	26
27	28	29	30			

December 16

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	1/2
17	18	C	C	C	C	C
21	22	C	C	C	C	C
24	25	C	C	C	C	C
26	27	28	29	30	31	

January 17

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	N	A	4	RC	6	7
8	9	10	11	12	13	14
15	N	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 17

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	M9	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 17

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	SB	SB	SB	SB	SB

April 17

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	N	15
16	17	M9	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 17

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

\* State Testing Windows:  
 TCAP - TBA  
 EOC - TBA  
 WA - TBA  
 ACT - TBA

Report Card

October 11<sup>th</sup> 2016  
 January 5<sup>th</sup> 2017  
 March 16<sup>th</sup> 2017  
 May 26<sup>th</sup> 2017

Mid 9 Weeks Report

September 6<sup>th</sup> 2016  
 November 9<sup>th</sup> 2016  
 February 7<sup>th</sup> 2017  
 April 18<sup>th</sup> 2017

End 9 Weeks Report

October 4<sup>th</sup> 2016  
 December 16<sup>th</sup> 2016  
 March 9<sup>th</sup> 2017  
 May 26<sup>th</sup> 2017

Student Half Days

(Students dismissed at 10:00 AM, Teachers Dismissed at 10:15)  
 August 3<sup>rd</sup> 2016  
 December 16<sup>th</sup> 2016  
 May 26<sup>th</sup> 2017

- 179 Student Days
- 1 Professional Development
- 2 Scheduled In-Services
- 3 Optional In-Service Days
- 10 Holidays
- 4 Administrative Days
- 1 PT Conference
- 200 Days

School Months

Aug. 3 <sup>rd</sup> - Sept 1 <sup>st</sup>	20
Sept. 2 <sup>nd</sup> - Sept. 30 <sup>th</sup>	20
Oct. 3 <sup>rd</sup> - Nov. 7 <sup>th</sup>	20
Nov. 8 <sup>th</sup> - Dec. 9 <sup>th</sup>	20
Dec. 12 <sup>th</sup> - Jan. 25 <sup>th</sup>	20
Jan. 26 <sup>th</sup> - Feb. 23 <sup>rd</sup>	20
Feb. 24 <sup>th</sup> - March 23 <sup>rd</sup>	20
March 24 <sup>th</sup> - April 28 <sup>th</sup>	20
May 1 <sup>st</sup> - May 26 <sup>th</sup>	19
	179

Nine Week Schedule

August 3 <sup>rd</sup> - Oct. 4 <sup>th</sup>	42
October 5 <sup>th</sup> - Dec. 16 <sup>th</sup>	43
Jan. 4 <sup>th</sup> - March 9 <sup>th</sup>	45
March 10 <sup>th</sup> - May 26 <sup>th</sup>	49

- A = Administrative Day
- PT = Parent/Teacher Conf.
- N = No School
- T = Thanksgiving
- C = Christmas Break
- FB = Fall Break
- SB = Spring Break
- 1/2 = Student Half Day
- IS = Required In-Service
- M9 = Mid 9 Week Report
- E9 = End 9 Weeks
- RC = Report Card
- PD = Professional Development

Required In-Service Days (8:00 - 3:00)

August 1<sup>st</sup> & 4<sup>th</sup> 2016

Administrative Days (8:00 - 3:00)

August 2<sup>nd</sup> & 5<sup>th</sup> 2016  
 January 3<sup>rd</sup> 2017  
 May 25<sup>th</sup> 2017

Professional Development Day (No School for Students)

Employees Report 7:45 - 3:15  
 Nov. 8<sup>th</sup> 2016

Parent /Teacher Conference

October 13<sup>th</sup> 2016 (3:15 - 8:15)  
 October 26<sup>th</sup> 2016 (3:15 - 4:15) By Appointment Only

# Smith County Schools 2016/17