

A Message from the Principal

Dear Tennessee High School Student:

I am honored to be the principal of Tennessee High School. I look forward to working with each of you as we continue the rich heritage of our great school. THS has established a long tradition of excellence in academics and in extra-curricular activities. We will work together to advance our school to the next level. The legacy left to you, as a Viking, must be honored by constantly achieving your very best.

It will be my goal and the goal of each administrator, teacher, and educational assistant to make sure you receive the best education possible while attending THS. You will receive the best education possible if you attend daily (on time) and come to school prepared to learn. The purpose of this handbook is to answer any questions you may have about our expectations. Share the handbook with your parents and take the time to read the handbook carefully and understand each page. If you have any questions, please ask your teacher or one of the administrators.

I hope your years at THS leave you with awesome memories and an education compared to no other. My first and biggest expectation of each student is to show respect to yourself and others at all times; treat others as you would like to be treated by them. I have found if this expectation is fulfilled then the other things listed in the handbook will take care of themselves.

We are going to have a wonderful year filled with learning and happy times.

Respectfully,
Mary E. Rouse, Ed.D.
Principal

DIRECTORY

Principal:

Dr. Mary Rouse 423-652-9588

Assistant Principal/Program Assistant:

Mr. Dave Collins 423-652-9412

Mr. Paul Pendleton 423-652-9589

Ms. Deidre Pendley..... 423-652-9450

Ms. Doris Peters 423-652-9402

Mr. Steve Sochalski 423-652-9319

Mr. Roby Witcher 423-652-9483

SRO..... 423-652-9592

GUIDANCE COUNSELORS:

Ms. Leslie Skeens (Last Name Beginning A-E)..... 423-652-9405

Ms. Jennie Gardner (Last Name Beginning F-K) ... 423-652-9400

Ms. Ashleigh Shu (Last Name Beginning L-R)..... 423-652-9406

Ms. Beth Brown (Last Name Beginning S-Z)..... 423-652-9325

OTHER IMPORTANT NUMBERS

Main office 423-652-9494

Attendance Line (for reporting absences)..... 423-652-9499

Athletic Office 423-652-9361

Band Room..... 423-652-9315

Bookkeeping..... 423-652-9318

Cadmus (Yearbook) 423-652-9398

Cafeteria 423-652-9350

Guidance Office..... 423-652-9317

Library..... 423-652-9424

Weather Hotline/School 423-652-9554

2012-2013 CALENDAR OF EVENTS

School Closed

Teacher Work Day	August 1 & 3
Fall Race	August 24
Labor Day	September 3
Fall Break	October 8 – 12
Parent Conference Day	October 15
In-service Day	November 6
Thanksgiving	November 21 – 23
Holiday Break	December 24 – January 6
Teacher Work Day	January 7
In-service Day	January 21
Winter Break	February 14 – 15
Spring Break	March 25 – 29
In-service Day	April 1
Spring Race Day	*TBA
	*Pending announcement of BMS Spring Race
Teacher Work Day	May 23

Report Card Distribution

October 17	January 9
March 20	May 24

Interim Student Reports

September. 4 – 7	February 4 - 8
November 12 – 16	April 22 - 26

Miscellaneous Dates

1st Day of School	August 2
Senior Retakes	August 14
Underclassmen/Staff Pictures	August 28
Class Night	May 10
Graduation	May 18
Last Day	May 24

Semester Ending Dates

1 st 90 Days	Dec. 21	2 nd 91 Days	May 24
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STATE TESTING

First Term

PLAN Test –Sophomores October 20, 2012
AYP EOC Tests Dec. 4-6, 2012
 Algebra I, Biology, English II
Make-ups for AYP EOC Test..... December 7, 2012
End of Course Tests are given within the last ten instructional days
of the course.

Second Term

11th Grade Writing Assessment February 5, 2013
11th Grade Writing Assessment Make-up February 6, 2013
ACT Test Juniors March 19, 2013
AYP EOC Tests May 7-9, 2013
 Algebra I, English II, Biology
AYP EOC Tests Make-ups..... May 10, 2013
End of Course Tests are given within the last ten instructional days
of the course.

Summer

AYP EOC Tests July 9-11, 2013
 Algebra I, English II, Biology
AYP EOC Tests Make-ups..... July 12, 2013

With the exception of the 11th Grade Writing Assessment, all EOC tests count as the term exam for that course. Because of the high stakes involved, good attendance is critical, and parents should avoid these dates when applying for Cultural Leave.

2012 - 2013 Bell Schedules

Regular Schedule

1 st Period	7:30-9:00	90 minutes
2 nd Period	9:06-10:36	90 minutes
Viking News	10:36-10:44	8 minutes
3 rd Period		
1 st Lunch	10:44-11:12	
Class	11:18-12:54	96 minutes
2 nd Lunch	11:18-11:46	
Class	10:50-11:18 11:52-12:54	90 minutes
3 rd Lunch	11:52-12:20	
Class	10:50-11:52 12:26-12:54	90 minutes
4 th Lunch	12:26-12:54	
Class	10:50-12:26	96 minutes
4 th Period	1:00-2:30	90 minutes

Activity 1 Schedule

1 st Period	7:30-8:50	80 minutes
Activity Period	8:56-9:21	25 minutes
2 nd Period	9:27-10:47	80 minutes
Viking News	10:47-10:55	8 minutes
3 rd Period		
1 st Lunch	10:55-11:23	
Class	11:29-1:05	96 minutes
2 nd Lunch	11:29-11:57	
Class	11:01-11:29 12:03-1:05	90 minutes
3 rd Lunch	12:03-12:31	
Class	11:01-12:03 12:37-1:05	90 minutes
4 th Lunch	12:37-1:05	
Class	11:01-12:37	96 minutes
4 th Period	1:11-2:30	79 minutes

Activity 2 Schedule

1 st Period	7:30-8:50	80 minutes
2 nd Period	8:56-10:16	80 minutes
Viking News	10:16-10:24	8 minutes
3 rd Period		
1 st Lunch	10:24-10:52	
Class	10:58-12:34	96 minutes
2 nd Lunch	10:58-11:26	
Class	10:30-10:58 11:32-12:34	90 minutes
3 rd Lunch	11:32-12:00	
Class	10:30-11:32 12:06-12:34	90 minutes
4 th Lunch	12:06-12:34	
Class	10:30-12:06	96 minutes
4 th Period	12:40-2:00	80 minutes
Activity Period	2:00-2:30	30 minutes

Weather Delay Schedule

1 st Period	9:30-10:25	55 minutes
2 nd Period	10:31-11:26	55 minutes
Viking News	11:26-11:34	8 minutes
3 rd Period		
1 st Lunch	11:34-11:58	
Class	12:04-1:28	84 minutes
2 nd Lunch	12:04-12:28	
Class	11:40-12:04 12:34-1:28	78 minutes
3 rd Lunch	12:34-12:58	
Class	11:40-12:34 1:04-1:28	78 minutes
4 th Lunch	1:04-1:28	
Class	11:40-1:04	84 minutes
4 th Period	1:34-2:30	56 minutes

ADVANCED PLACEMENT COURSES

Classes designated Advanced Placement (AP) are taught on a college level and are designed to prepare students to take Advanced Placement tests which, with qualifying scores, may permit them to receive college credit from many schools. All students in an AP course will be required to take the AP exam in that course to receive AP credit. Five (5) points will be added to their final semester average. Students who opt out of taking the AP exam will receive credit for the corresponding honors course, and three (3) points will be added to their final semester average.

ARRIVAL AND DEPARTURE TIMES

School Begins 7:30 AM
Door #35 Viking Hall Opens..... 6:55 AM
Door #11 Southside Opens..... 6:55 AM
Main Entrance Opens..... 7:15 AM
(Unless the day's schedule has been altered)

At the end of the school day, students should proceed to their normal departure sites unless they are under the direct supervision of a teacher, club sponsor, tutor, coach, or administrator. Students should not loiter in or outside the school building.

School Ends 2:30 PM
All Entrances Locked..... 3:15 PM

ATHLETIC PROGRAM

The Tennessee High School Athletic Program is governed by the Bristol Tennessee Board of Education and the Tennessee Secondary Schools Athletic Association for the purpose of development of character, integrity, sportsmanship, and teamwork. Tennessee High School offers the following varsity sports:

Fall Season

Football
Boys' and Girls' Cross-Country
Boys' and Girls' Golf
Cheerleading
Girls' Soccer
Girls' Volleyball

Spring Season

Boys' and Girls' Track
Boys' and Girls' Tennis
Baseball
Girls' Softball
Boys' Soccer

Winter Season

Boys' and Girls' Basketball
Boys' and Girls' Swimming and Diving
Cheerleading
Boys' and Girls' Wrestling

Athletic Insurance

The Athletic Department purchases a secondary athletic insurance policy for athletes and cheerleaders. This secondary coverage pays on the claim after the parents have filed their health insurance. The secondary coverage may not necessarily pay the complete balance due.

Rules of Eligibility

Rules of Eligibility are set up by the TSSAA and the Bristol Tennessee Board of Education. A summary of TSSAA Rules of Eligibility is provided for your information. Read these rules carefully and be sure that you understand them. **ALL ATHLETES ARE RESPONSIBLE FOR KNOWING THE TSSAA RULES.** The TSSAA website may be accessed at: <http://www.tssaa.org>.

- A student must earn five credits the preceding school year if fewer than 24 units are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year.
- A student must be enrolled before the 20th school day of the semester, in regular attendance, and carrying at least five full courses during the present semester. A 4 x 4 schedule such as

- THS requires the student to be enrolled in 3 credit-bearing classes during the present term.
- A student is permitted eight semesters of eligibility beginning with the ninth grade. Junior division students are permitted four semesters of eligibility beginning with the eighth grade.
 - A student shall be ineligible in high school if he or she becomes 19 years of age on or before August 1 or in junior high if he or she becomes 16 years of age on or before August 1.
 - Athletes must live at home with their parents or have lived for a minimum of one year with their legal guardians.
 - In order for a transfer student with an athletic record to be eligible at another school, there must be a bona fide change of residence by the athlete's parents.
 - All transfer students must be approved by the Executive Director of TSSAA before participating in any game.
 - A student who engages in three or more days of practice – including spring practice – with a high school in which he or she is enrolled shall be ineligible in that sport for 12 months if the student enrolls in another school without a corresponding change in the residence of his or her parents.
 - A student whose name is listed on the school eligibility report cannot participate in an independent game or meet until the season has closed in that particular sport. (This does not include golf, tennis, or bowling.)
 - A registered athlete cannot accept any money for athletic skills in any TSSAA sponsored sport.
 - An athlete may accept a medal, trophy, high school letter, sweater, jacket, shirt, blazer, or blanket for athletic participation but nothing else of commercial value, and these awards must carry the school's letter or other appropriate award emblem.
 - All expenses to an athletic camp where specified instruction is offered must be paid by the athlete or his parents.

- When an athlete is charged tuition to attend a school, it must be paid by the parent or bona fide guardian or other family member.
- Any student repeating the 7th grade after having passed the 7th grade, or repeating the 8th grade, after passing the 8th grade, shall not be eligible to participate in athletics during their 9th grade year.
- A student may not participate in an all-star game unless it is sanctioned by the TSSAA and unless he/she has completed high school eligibility in that sport.

TSSAA has also made the following interpretations pertaining to our school: A student can only be eligible for participation in 9th grade athletics if he or she has *passed* the 8th grade. A student who is *placed* in the 9th grade from the 8th grade is ineligible for athletic participation during the 9th grade year. A student athlete on a 4 x 4 school schedule can become eligible for Term II athletic participation by passing at least three credit-bearing classes during the fall term.

ATTENDANCE

Definition of Absent – *Students are not in attendance in regularly scheduled classes at the school where they attend. Approved school activities do not count as an absence.*

Definition of Present – *Students are in attendance in regularly scheduled classes at the school where they attend.*

Definition of Tardy – *Students are not in their assigned area when class begins. This includes reporting to and from lunch, assemblies, or other activities.*

The Tennessee High School administration and staff understand that excellent attendance and punctuality are essential to student growth and achievement. It is the expectation of every Tennessee High student to be punctual and to have excellent attendance to be

successful both as a student and as an adult. All students who arrive after school has begun for the day are required to report to the office for an admit slip.

THERE ARE NO SENIOR, JUNIOR, ETC., “SKIP DAYS”.
Students who skip will be disciplined per the handbook.

Attendance Procedures

Parents are expected to contact the school on the date of or prior to the student’s absence at 652-9499. This number will have a 24-hour recording device that you may use for reporting absences.

Students who are eighteen years old or older MUST have parental permission for absences and withdrawals if they reside with their parents. The maximum number of excused absences, supported by a parent note(s) or phone call(s) only, is five (5) days per year. Contact will be made to notify the parent on the date of each student absence.

Late Arrivals

All students arriving after 7:30 AM are required to sign in at the Main office.

Early Withdrawals

Under no circumstances can a student leave campus without parent/guardian permission and school authorization.

Procedures for early withdrawals include:

- a) A parent/guardian may notify the school for a withdrawal request by calling **652-9494**. Parents should supply necessary information at this time, such as student name, grade level, parent/guardian name, phone number, time of withdrawal, and reason for withdrawal.
- b) A student may bring a written appointment card or a parent/guardian note to the Main office **prior to 7:30 AM** for a withdrawal.
- c) Students must sign out at the Main office before leaving campus with an authorized withdrawal. Parents/ guardians must sign the student out from the office unless the student has permission to drive. This includes students leaving due to illness.

- d) If a student leaves school and returns the same day, he/she must sign in at the Main office.
- e) Once a student arrives on campus, including the parking lot, he/she must follow the early withdrawal procedures.

Excused Absences

- a) Personal illness– A parent note or call may be used to excuse up to five (5) absences. After a parent has used the five (5) parent notifications, a doctor’s excuse and/ or parent conference may be required.
- b) An illness or incapacitating condition of a family member that requires the temporary help of a student. (A physician’s statement is required.)
- c) A death in the immediate family (Family includes parents, step-parents, guardian, grandparents, brother, sister, step-brother/sister, aunt, uncle.)
- d) Recognized religious holiday/events.
- e) Required court appearance (A written verification from appropriate authorities must be provided.)
- f) Approved school-related activities.
- g) Pre-approved cultural leave.

Cultural/ Educational Activities

Students may be excused from school to participate in cultural and educational activities (Board Policy 8.101). The following guidelines shall be used by school principals in approving cultural/educational activities:

- a) Maximum of **five (5) days per school year** will be available for family cultural/educational activities.
- b) A request for the absences to be excused must be **filed with the principal prior to the activity.**
- c) A request **will not be approved after the activity has occurred.** A request must be in writing on forms available in the school office and completed in the office by the parents of the student. No other relative can do this. **If a student uses more than the maximum days allowed, the first five (5) days of absence will be considered excused.**
- d) If a student has more than five (5) unexcused absences, then Cultural Leave **will not be approved.**

Unexcused Absences

After five (5) unexcused absences, a student will be considered truant, and a referral will be made to the Attendance Review Committee (ARC). Unexcused absences will be determined by the building-level administrator. Grades from classes missed due to unexcused absences will be graded at 80% (Board Policy 8.101). A student whose absence has not been communicated by parental phone call/message must report to the main office before entering class and provide a parent note explaining the absence.

Unexcused absences may result in:

1. Parent conferences
2. In-school suspension
3. Referral to counseling
4. Referral to Attendance Review Committee (ARC)
5. Alternative School Placement
6. Out-of-school Suspension
7. Referral to Board of Education
8. Referral to Juvenile Court

Tardy to Class

Definition of Tardy – Students are not in their assigned area when class begins. This includes reporting to and from lunch, assemblies, or other activities.

1st tardy – Teacher Intervention

2nd tardy – Teacher Intervention

3rd tardy – Administrator Referral

4th tardy – One (1) day ISS or Detention

5th tardy – Two (2) days ISS

6th tardy – Three (3) days ISS or 3-5 day alternative school placement

7th and subsequent tardies – A range of disciplinary options that may include ISS, OSS, and/or alternative program

*** This procedure starts over each semester. ***

BAND

Members of the Tennessee High School Mighty Viking Band will display a professional attitude and appearance by:

- creating a focused and enjoyable learning environment where each member has equal opportunities to excel beyond his or her expectations.
- being respectful, encouraging, insightful, and sensitive to each other
- setting a mature example for fellow and future members, peers, and the community,
- developing strengths in the performing arts, as well as character, and
- maintaining the tradition of excellence by continually raising standards.

While upholding these values, the band will ultimately achieve an admirable reputation, superior performances, and family-like unity.

CAFETERIA

Students are **NOT** allowed to leave campus for lunch and must report to the cafeteria at the assigned lunch period. Students are expected to use acceptable manners and to keep the cafeteria clean by disposing of all trash before leaving the cafeteria. Students will report to the cafeteria within the six (6) minutes allowed and will remain in the cafeteria during lunch. The cafeteria/lunch time will be handled in the same manner as class time.

Cafeteria Rules:

- No food is to be removed without authorization.
- No student is permitted to leave the cafeteria without a pass.
- All students are responsible for throwing away their own trash.
- Food/drinks from outside vendors will not be permitted during school hours.

There is a \$30 service charge for a returned check. Returned checks will be collected by a collection agency.

Free/Reduced applications can be submitted at any time. Each student is given an application during the first days of school.

Approval of an application can take up to ten (10) days per USDA regulations (generally we take 1 – 3 days). The parent/guardian is responsible for providing funds for meals until the application is approved. **MEALS CANNOT BE CHARGED AT THIS.** Online payments can be made to your child's lunch account through mylunchmoney.com. This site also has free services that allow you to monitor and set limits for your child's lunch account. All students and staff members have a cafeteria account number and may prepay into their accounts at any time. This account may be used for all meals and 'a la carte' purchases.

BREAKFAST

Student paid.....	\$1.50
Student reduced.....	\$0.30
Adult	\$1.75

LUNCH

Student paid.....	\$2.25
Student reduced.....	\$0.40
Adult.....	\$3.00

CHEATING

Cheating is defined as (1) giving or receiving information, except by teacher permission; (2) copying another student's assignment, i.e., test, classwork or homework; or (3) plagiarizing information. Any student found to be cheating on any assignment, quiz, or test will be given the appropriate disciplinary action.

CLUBS

A variety of clubs are available for student enrichment, and all students are encouraged to participate in one or more clubs of their choice. Students released from class to attend clubs are expected to attend, or they will be considered skipping and will be disciplined per the handbook.

American Chemical Society ChemClub

American Chemical Society ChemClub invites, motivates, and encourages high school students who are fascinated by the many ways that chemistry connects to their world. Supported by the American Chemical Society, ChemClub provides fun, authentic, and hands-on opportunities for members to:

- experience chemistry beyond what is taught in the classroom,
- learn about study and career opportunities in the many and varied fields of chemistry, and
- provide service for the betterment of their communities.

ACS ChemClub is open to all students who are enrolled in chemistry or who have taken chemistry.

Anchor Club

A community service organization open to 10th – 12th grade girls. It is an extension of the Bristol Pilot Club. Anchor meets during club time; however, some after school meetings and activities are required as well.

Beta Club

Beta Club is a branch of the National Beta Club. The purpose of the National Beta Club is: *“to promote the ideals of honesty, service, morality, ethical conduct, and leadership among elementary and secondary school students, to reward meritorious achievement, and to encourage and assist students in continuing their education after high school”*. Membership in this club is available for juniors and seniors who have maintained an overall academic average of at least “93” for all high school courses taken prior to membership.

Cadmus Club

Cadmus Club is open to yearbook staff members only. Staff members may be members of the club when they are not enrolled in the course.

Civitan and Civinette Club

These clubs are school and community service clubs open to Tennessee High boys and girls. They are an extension of the Bristol Civitan Club. Some after school meetings and activities are required.

Cosmetology Skills USA

This club is for students enrolled in Cosmetology classes who are interested in learning career and technical skills while participating in leadership development activities.

Equal Rights Association

Equal Rights Association (ERA) is a club dedicated to fostering equality and harmony among all peoples of both the school and community regardless of race, creed, culture, religion, or gender preference. It is also the goal of ERA to combat discrimination and hatred in all of its forms throughout the school and community. ERA is open to all students.

Family, Career and Community Leaders of America (FCCLA)

FCCLA is the only student-led organization in the nation that has its central focus on the family. FCCLA provides community service and leadership opportunities for middle school and high school students. Membership is open to anyone who is currently enrolled in Culinary Arts and Advanced Culinary Arts or has been enrolled in one of these courses in the past.

French Club

French Club members perform service to the school and in the community. Members learn and share in traditions and culture of France and French people. They must be enrolled in the corresponding class or have been enrolled previously.

Future Business Leaders of America (FBLA)

Students must be or have been enrolled in an Applied Technology business or computer class to join.

German Club

German Club provides an opportunity for fellowship among students studying the German language and culture. Its projects include community service, Thanksgiving Baskets, and Operation Christmas Child.

Graphic Arts Skills USA

Open to all students who are enrolled in the graphic arts program. Club goals are to develop a common bond among students and to develop leadership skills, a good work ethic, vocational goals, and an enthusiasm for learning. The club participates in regional and state competitions in graphic communications with other schools across the state.

Health Occupations Students of America (HOSA)

HOSA is a service club providing health care and health services to patients in hospitals, nursing homes, and other health care

facilities. Open to students presently enrolled in health science and technology classes.

Interact Club

Sponsored by the local Rotary Club of Bristol this club provides service opportunities on the international, local, and school levels. One or two fundraisers are held each year to support the club's several projects.

Latin Club

This club promotes the classics and encourages fellowship among Latin students. Members must be enrolled in the corresponding class during the current year or previous years.

National Honor Society (NHS)

The NHS chapter of Tennessee High School has four primary objectives:

- To create an enthusiasm for scholarship
- To stimulate a desire to render service
- To promote leadership
- To develop character

Selection of students for membership in the National Honor Society is the responsibility of the faculty council, a five-member board composed of teachers appointed by the principal. The following selection procedures, approved by the NHS National Council, are used in selecting members for the Tennessee High School Chapter of the National Honor Society:

The candidate must be a junior or senior who has been in attendance at THS the equivalent of one term and has a cumulative scholastic average of at least 93 percent. The cumulative scholastic average for juniors will be based on their freshman and sophomore grades, and for seniors, it will be based on their freshman, sophomore, and junior grades.

Eligible students will be asked to complete a Student Activity Information Form (SAIF) on which to list and describe activities, both in school and out of school, that demonstrate service,

leadership, and character. (The student must complete this form to be considered for membership; however, completion of the form does not guarantee selection.)

Students will be evaluated by the faculty council on the qualities of leadership, character, and service. The faculty council (composed of five teachers appointed by the principal) will use both the SAIF and the faculty council evaluations in considering the students to be selected. Students will be selected on the basis of a majority vote.

New members will be notified by mail of their selection.

Relay for Life

This service club supports the American Cancer Society in the fight against cancer. Membership is open to all THS students.

Spanish Club

This club provides community service activities such as food baskets at Thanksgiving and cultural activities such as visits to an authentic Mexican Restaurant.

Student Council

SCA is the student government for THS. Membership is by election. These students are the class officers from each class and the elected council officers.

TV Broadcasting Club

This club is for any student who has taken a broadcasting class – Media Concepts, Electronic Media Production, Electronic Media Management and Operations, and Visual Art. During club time, students discuss fundraisers for the *Viking News* studio, work on video projects, produce newscasts, and meet with various speakers from the media industry to discuss media issues. Each year, two students from this club compete at the state level in a media production competition.

Viking Pawn Breakers

This club is for students interested in learning the rules and strategies of playing chess.

Viking Robotics Team

Robotics is a varsity sport for the mind! The Viking Robotics Team works with professional engineers to build a robot which will perform certain tasks in a game challenge. Students learn how to program software, engineering and machine shop skills, website design, marketing, and the importance of teamwork.

COMPUTER NETWORK GUIDELINES

The Bristol Tennessee City School District may provide students with access to the Internet, school network, and other electronic resources to meet their curricular needs. School library media specialists and teachers will work together to help students develop the critical thinking skills necessary to discriminate among information resources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals that are consistent with the District's student learning outcomes. Students may have access to the Internet ONLY with a teacher's permission, and ONLY for curricular needs. Access to the Internet through school resources is a privilege, not a right, and may be revoked for inappropriate or unauthorized use as determined by district authorities. All students are responsible for contacting teachers immediately if they discover or are aware of inappropriate sites or inappropriate or unauthorized use. There should be no expectation of privacy for activities conducted on district-owned computers or the network; any and all use of these resources may be recorded and/or reviewed by staff.

The district policy strictly prohibits the following activities and any others determined by district authorities to be unacceptable uses of the network:

- Allowing another person to use an assigned account.

- Use of the network for non-work or non-school related communications.
- Use of the network to access obscene or pornographic material.
- Use of the network to transmit material likely to be offensive or objectionable to recipients.
- Use of the network to communicate through e-mail for non-educational purposes or activities.
- Use of the network to participate in inappropriate and/or objectionable discussions or newsgroups.
- Use of the network to disseminate hate mail, harassment, discriminatory remarks, or other antisocial communication.
- Use of the network to plagiarize any information whether or not that results in copyright violation.
- The illegal installation, distribution, reproduction or use of copyrighted software on district computers.
- Use of the network or computers to intentionally obtain or modify files, passwords, or data belonging to any other users.
- Use of the network to misrepresent other users on the network.
- Use of school technology or the network for fraudulent copying, communications or modification of materials in violation of local, state, and federal laws.
- Loading, downloading, or use of unauthorized games, programs, files or other electronic media, including peer-to-peer applications used to download songs, movies, or software illegally.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system.
- Destruction or theft of district computer hardware or software.
- Use of the network to participate in Internet Relay chats or instant messaging (on-line real-time conversations).
- Use of the network to facilitate any illegal activity.
- Use of the network for commercial or for-profit purposes.

- Use of the network for product advertisement or political lobbying.
- Use of computers, Internet, or the network to read another's mail or messages without their consent.
- Personal computers/laptops are not allowed on the school campus.

Violation of the above is subject to, but not limited to, the suspension and/or dismissal of all parties involved. In addition, the district and/or its designees reserve the right to pursue civil and/or criminal prosecution as the situation warrants. Student personal computers are not permitted in classrooms without administrative approval.

COUNSELING AND GUIDANCE CENTER

Hours 7:00 AM – 3:00 PM

The school counselors coordinate guidance services, including personal and educational counseling, information on careers, colleges, testing, etc. Students who wish to see a counselor should make an appointment with the secretary.

<u>Student's Last Name</u>	<u>Counselor</u>
A - E	Ms. Skeens
L - R	Ms. Shu
F - K	Ms. Gardner
S - Z	Ms. Brown

DISCIPLINE CODE/ ZERO TOLERANCE OFFENSES

A system-wide “*Student Safety and Discipline Handbook for Grades K-12*” is distributed to each student during the first days of school. Please refer to the handbook for system-wide discipline codes. **Any student enrolled in the Bristol Tennessee City Schools who commits a Zero Tolerance Offense at any time on property under the control of the Bristol Tennessee City Schools shall be suspended or expelled as defined in Policy 8.174. This rule applies during non-school days and non-school hours.**

Discipline Procedures at Tennessee High

CATEGORY I		
INFRACTION	DESCRIPTION	DISCIPLINARY ACTION
Cafeteria Violation	A student does not follow the rules of the cafeteria.	1 st –Administrative conference 2 nd – One (1) day ISS Repeat Offenses – Additional ISS and possible assigned lunch area
Cheating	Giving or receiving information without teacher’s permission. Copying another student's work or plagiarizing information.	Appropriate action will be taken.

Classroom Disturbance	A student interferes with the education of others	1 st - Teacher intervention 2 nd - One (1) day ISS 3 rd - Two (2) days ISS Repeat offense - ISS, OSS, or remand to alternate program
Dress Code Violation	Violation of dress code policies (See Student Handbook "Dress Code".)	1 st - Administrative conference and clothing change 2 nd - Parent contact and clothing change 3 rd - One (1) day ISS 4 th - Two (2) days ISS Repeat offense - ISS, OSS, or remand to alternate program
Forgery of Notes, Excuses, Phone Calls, or School Documents	Forging signatures or falsifying information	1 st - One (1) day ISS 2 nd - Two (2) days ISS 3 rd - Additional ISS or possible OSS
Horseplay	Rough, boisterous, physical play which disrupts order and could cause injury	1 st - One (1) day ISS 2 nd - Two (2) days ISS Repeat offense - ISS, OSS, or remand to alternate program

Improper Language or Profanity	Using improper, profane, vulgar language, or making vulgar, immoral gestures	1 st - Teacher intervention 2 nd - One (1) day ISS 3 rd - Two (2) days ISS Repeat offense - ISS, OSS, or remand to alternate program
Parking Lot Infractions	Any violation of parking lot rules	1 st - Administrative conference 2 nd - One (1) day ISS Repeat offense - loss of parking privileges, ISS, and/or OSS
Public Display of Affection "PDA"	Display of affection between students other than hand holding.	1 st - Administrative conference 2 nd - One (1) day ISS Repeat offense - ISS, OSS, or remand to alternate program
Refusing to participate in class.	Student's refusal to prepare assignments and/or participate in class activities.	1 st - Teacher intervention 2 nd - Referral to administrator Repeat offense - ISS, OSS, or remand to alternate program
Tardy to class	A student is tardy to class if he/she is not in his/her assigned area when the tardy bell sounds.	1 st - Teacher intervention 2 nd - Teacher intervention 3 rd - Administrator Referral 4 th - One (1) day ISS 5 th - Two (2) days ISS 6 th - Three (3) days ISS or 3-5 day alternative school placement 7 th and subsequent - A range of disciplinary options that may include ISS, OSS, and/or alternative program

CATEGORY II		
INFRACTION	DESCRIPTION	DISCIPLINARY ACTION
Aggressive Interference with Normal School Operations	Any conduct that causes the disruption, interference, or obstruction of any school purpose	ISS, OSS, or remand to alternate program
Bus Violations	Breaking any of the rules for buses. All school rules apply while riding a bus	Administrative conference and/ or ISS, OSS, and/ or loss of bus privileges
Electronic Devices	Use of cell phone or any other personal electronic devices during instructional time. *Refusal to follow assigned consequence will be considered Gross Insubordination.	<p style="text-align: center;"><u>Cell phone</u></p> <p>1st - Seven (7) days confiscation or option of paying \$20 fine 2nd – One (1) day ISS and fourteen (14) days confiscation or option of paying \$20 fine Repeat offenses – Additional ISS and increments of seven (7) days additional per incident or \$20 fine</p> <p style="text-align: center;"><u>Other Electronic Devices</u></p> <p>1st - confiscation and parent pick up Repeat offense - same as 1st plus additional day of ISS each offense</p>

Gambling	Playing cards, dice, matching, etc., for any form of personal gain, or where students gain or suffer as a result of the play.	1 st - Administrative conference and loss of gambling items 2 nd - One (1) day ISS Repeat offense - ISS, OSS, or remand to alternate program
Gang Affiliation Definition: <i>Wearing, carrying, or displaying Gang paraphernalia (TCA-49-6-4215) or exhibiting behavior or gestures which symbolize gang membership, or causing and/or practicing in activities which intimidate or affect the attendance of another student.</i>	Wearing, carrying, exhibiting, or displaying any item denoting any type of gang affiliation (TCA 49-6-4215)	1 st - One (1) day ISS * 2 nd - Two (2) days ISS * 3 rd - Three (3) days ISS * Repeat offense - ISS, OSS, or remand to alternate program *SRO Involvement
Harassment/ Bullying/ Cyber-bullying	Verbal or physical; includes hazing, initiation, intimidation, threatening, touching	1 st - Two (2) days ISS * 2 nd - Three (3) days ISS * Repeat - OSS *SRO Involvement
Improper Language	Obscene, foul, slanderous, libelous,	1 st - One (1) day ISS 2 nd - Three (3) days ISS

Directed Towards Another Student	or abusive language directed towards another student	Repeat offense - OSS
Improper Language Directed Towards Staff	Obscene, foul, slanderous, libelous, or abusive language directed towards staff	1 st – One (1) to Three (3) days OSS* Repeat offense – OSS or remand to alternate program* *SRO Involvement
Incendiaries /Chemicals (Possession) Definition: <i>Any device capable of exploding, possibly causing a fire, or physical and/or property damage.</i>	Possessing or selling any incendiary device or chemical container (lighter, firecrackers, stink bombs, ammunition, etc.)	1 st - One (1) day ISS 2 nd – Two days ISS 3 rd - Three (3) days ISS Repeat offense - OSS
Inciting Wrongdoing	Encouraging, advising, or counseling others to engage in any act that results in any infraction of school rules - "He Said/She Said"	Same punishment as the one who commits the offense.
Insubordination	Student's refusal to follow directives of teacher or staff	1 st – Teacher intervention 2 nd - ISS Repeat offense - ISS, OSS

Laser Devices	Possession or use of any laser device at school or school-sponsored events	1 st - One (1) day ISS and device confiscated 2 nd - Three (3) days ISS Repeat offense - OSS
Leaving campus without permission	Leaving campus without proper authorization.	1 st - One (1) day ISS w/ parent contact 2 nd - Two (2) days ISS w/ parent contact 3 rd - Three (3) days ISS w/ parent contact Repeat offense - OSS
Lewd Conduct	Participation in vulgar or immoral actions. Possession of pornographic materials of any type.	OSS *Possible SRO involvement
Medication Violation	Possession of prescribed medication or non-prescription medication outside the clinic.	1 st - One (1) day ISS Repeat offenses - ISS and/or OSS *Possible SRO involvement
Skipping/ Leaving Class	Not reporting to or returning to class / leaving class without permission	1st – One (1) day ISS with Parent Contact 2nd – Two (2) days ISS with Parent Contact 3rd – Three (3) days ISS with Parent Contact 4th & On – OSS with Parent Conference and Possible

		Referral to Attendance Review Committee
Technology Infractions	Inappropriate use or abuse of technology or any other type of technology system. Possession of personal computers.	1 st - Admin. Conference 2 nd - One (1) day ISS 3 rd - Two (2) days ISS Repeat offenses – OSS *Possible loss of network access
Theft/Possession of Stolen Property Definition of Possession: <i>Holding the product, having it concealed in clothing, in personal articles, on your person, or having the product in a school locker.</i>	Taking or having in one's possession, stolen property, or taking and not paying for food in the cafeteria	ISS and/or OSS Repeat offenses - OSS *SRO Involvement

<p>Threatening/ Intimidating</p> <p>Definition of Threat: <i>A verbal or written communication of intent to do harm to another person or property. It is important for students to know that all threats will be taken seriously by the school administration. The school system does not consider threats to be a joking matter.</i></p>	<p>Verbal or physical implication of future harm (includes cyber-bullying)</p>	<p>1st - Two (2) days ISS 2nd - Three (3) days ISS Repeat offense - OSS *SRO Involvement</p>
<p>Tobacco</p>	<p>Possession or use of tobacco products on school grounds, or while at school sponsored activities. Also includes lighters, matches, cigarette papers, etc.</p>	<p>1st - One (1) day ISS w/Parent Contact* 2nd - Two (2) days ISS w/Parent Contact* 3rd - Three (3) days ISS w/Parent Contact* Repeat offenses - OSS *SRO Involvement with Police Report. Confiscated material will not be returned. Tobacco school is mandatory.</p>

<p>Trespassing</p> <p>Definition of Loiter: <i>To hang around or linger in an aimless, non-school related capacity.</i></p>	<p>Being on school property during OSS or failure to leave an activity when asked</p>	<p>Possible referral to law enforcement for trespassing</p>
<p>Truancy</p>	<p>Chronic or persistent unexcused absences from school or class</p>	<p>Referral to Attendance Director, ISS, OSS, or Possible Referral to Juvenile Court</p>
<p>Vandalism (including all physical facilities, technology software, hardware, and infrastructure)</p>	<p>Willful, playful, or malicious damage</p>	<p>ISS or OSS - Depending on severity - possible community service and/or restitution* *SRO Involvement</p>



CATEGORY III		
Definition of Remand: Assignment to the Alternate Program		
INFRACTION	DESCRIPTION	DISCIPLINARY ACTION
Arson/False Alarm	Willfully setting fires or making a false fire report. Pulling fire alarm or calling 911.	Five (5) Days OSS *SRO Involvement
Assault (physical) Definition of Assault: <i>A physical attack on a person. Aggravated assault is defined as a physical attack in which a weapon or other instrument is used to cause harm to a person.</i>	Physically attacking another student, without retaliation by the offended party or school personnel with the intent to do physical harm.	1 st - Five (5) Days OSS Repeat offenses – OSS or expulsion *SRO Involvement
Assault (verbal-student)	Strong abusive language directed at other students and/ or threatened violence towards students.	Minimum Three (3) Days OSS *SRO Involvement
Assault (verbal-staff)	Strong abusive language directed at staff.	Minimum Five (5) Days OSS *SRO Involvement

Bomb Threat	Any written, oral, or implied threat.	Five (5) Days OSS* *SRO Involvement
Consumption of Any Intoxicating Substance	A student who has consumed an intoxicating substance prior to arriving on campus. Includes alcohol, drugs, and/ or other.	Minimum Three (3) Days OSS* *SRO Involvement
Drug Paraphernalia	Possession, sale, or distribution of drug paraphernalia TCA 49-6-4214 TCA 49-6-4202	Minimum Three (3) Days OSS* *SRO Involvement
Extortion	Threatening another to gain an advantage of any kind	Minimum Three (3) Days OSS* *SRO Involvement

Fighting	Punches exchanged between students. <u>No distinction will be made between who started fight</u> and who was "just defending" if punches are aggressively exchanged by both students.	1st - Five (5) days OSS* 2nd – OSS* *SRO Involvement
Gross Insubordination	Student's refusal to follow directives	1 st – Minimum three (3) days OSS Repeat offenses – OSS *SRO Involvement
Illegal Substance (Under the Influence of...)	Coming to school or a school-sponsored event under the influence of drugs, alcohol, or other.	1 st – Minimum Three (3) Days OSS Repeat offenses - OSS *SRO Involvement
Indecent Exposure	Any willful display of inappropriate parts of the body or undergarments	Five (5) Days OSS *SRO Involvement
Racial Harassment	Racial harassment of any kind	ISS or OSS* *SRO Involvement

Reckless Endangerment	Reckless or dangerous acts	ISS or OSS* *SRO Involvement
Sexual Harassment	Sexual harassment of any kind.	ISS or OSS* *SRO Involvement
Violent Acts	Violent behaviors posing possible danger to another	Five (5) Days OSS* *SRO Involvement

THS Vikings!

CATEGORY IV

Definition of Expulsion: *Removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.*

Definition of Suspension: *Dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall suspensions be applied to avoid expulsion from school.*

INFRACTION	DESCRIPTION	DISCIPLINARY ACTION
Weapons	Zero Tolerance Offense	Ten (10) days OSS and Long-term Expulsion will be recommended* One (1) year minimum *SRO Involvement
Battery on School System Employee	Zero Tolerance Offense	Ten (10) days OSS and Long-term Expulsion will be Recommended* One (1) year minimum *SRO Involvement
Drug or Alcohol Possession Definition of Controlled Substance:	Zero Tolerance Offense	Ten (10) days OSS and Long-term Expulsion will be Recommended* One (1) year minimum *SRO Involvement

<p><i>A drug or other substance identified under schedules I, II, III, IV, or V in section 202© of the Controlled Substance Act (21 USC 812©). This definition includes all drugs for which a physician's prescription is required.</i></p>		
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DRESS CODE

Bristol Tennessee City Schools has dress standards in place in order to promote the culture of the school system as one of self-respect as well as the respect for others. Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school. **Shirts and shoes are required in school and at all school events.** School administrators have the obligation to determine when a student is attired in a manner which is likely to cause disruption or interference with the operation of the school and will take appropriate administrative action, which may include suspension. **The administration has full discretion to determine what is appropriate.**

Teachers are to enforce the dress standards per the parameters below:

Shirts/Blouses:

- Shirts/Blouses must have a neckline that exposes **no cleavage**. If the shirt/ blouse has buttons or a zipper, it must meet the above requirement.

- Muscle shirts, tank tops, midriff shirts, halter tops, tube tops, spaghetti strap tops, and backless or off the shoulder tops are not permitted in the school environment.
- Shirts/blouses worn outside the waistband must be of sufficient length so that no flesh is exposed.

Sweaters/Sweatshirts:

- Sweaters, sweatshirts, and hoodies are permitted as long as they meet the shirt/blouse dress code or worn over a shirt or blouse that does meet the dress code. The hood may not be worn on the head.

Pants/Shorts:

- Pants/Shorts must be worn at the waist and be size appropriate. No sagging is allowed.
- Pants/Shorts must have **NO** rips, tears, frays, or holes where skin or any garment worn underneath is exposed.
- Shorts must not be any shorter than 2 ½ inches (width of a dollar bill) above the top of the kneecap.

Skirts, Dresses/Jumpers:

- Skirts, dresses, and jumpers must not be shorter than 2 ½ inches (width of a dollar bill) above the top of the kneecap. A slit in the dress or skirt cannot exceed the length of a dollar bill (6 inches) above the top of the kneecap.
- The top of the dress must meet the shirt/blouse requirements of the dress code or have a shirt that does meet the requirements beneath or over the dress. Backless dresses, low cut dresses, or dresses with spaghetti straps will not be permitted.

Coats/Jackets:

- Coats and jackets must be removed and put in lockers upon arrival at school.

Headwear/Hats:

- **No head coverings are permitted.** This includes, but is not limited to, hats, hoodies, scarves, sweatbands, stockings, do-rags, bandanas, etc. **Students must not have in their possession a hat or headwear during the school day.**

These items must be removed upon entering the building and placed in lockers.

Other General Rules:

- All clothing should be clean and in good repair.
- See-through clothing or cutouts are prohibited.
- Industrial chains, wallet chains, accessories with spikes, pet chains, collars around the neck or wrists are prohibited.
- Clothing that displays the names of/or advertisements of drug, alcohol, tobacco products, profane, vulgar, violent, illegal, immoral, hate messages, or sexual innuendoes are prohibited.
- Accessories must be free of offensive or suggestive words or graphics, contain no references to drugs, alcohol, tobacco, illegal/immoral substances, or activities.
- Shoes must be worn at all times.
- Students are not allowed to wear, carry, and/or display gang paraphernalia or items associated with gangs, including pagers. Student attire cannot be modified (for example – rolling up pant leg) to display gang affiliation.
- No sunglasses may be worn or be visible at any time during the day.
- Spirit group uniforms worn to class must meet all dress code requirements.
- Blankets, pajamas, flannel pants, house shoes, or any sleepwear or accessories are prohibited.
- Gloves are not allowed to be worn during class except where instructed by teacher (i.e. shop class).

DRIVER'S LICENSE/CERTIFICATE OF ATTENDANCE

Application (Must allow three days to process each request)

Tennessee Law requires every school or school district to verify that a 15-, 16-, or 17-year-old applicant or holder of a Tennessee Driver's License has met the compulsory attendance and academic requirements. Students must request a Certificate of Attendance from the Guidance Office to apply for their permit at the DMV.

Revocation

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if she/he has not received passing grades in at least two (2) full unit subjects or their equivalency at the end of term grading. A student shall be deemed deficient in attendance when she/he has ten (10) consecutive or fifteen (15) days total unexcused absences during a single term. A copy of the notice sent to the Department of Safety by the attendance teacher or the director of schools shall also be mailed to the student's parent or guardian.

ELECTRONIC DEVICES

Definition of a Personal Communication Device: *A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A personal communication device stored in a vehicle on school grounds is not considered to be in the possession of the student.*

Students will be allowed to use personal cell phones before school, during regular class changes, and during the students' lunch break. **THESE ARE THE ONLY TIMES DURING THE SCHOOL DAY THAT ARE CONSIDERED "NON-INSTRUCTIONAL TIME"**. All other times including, but not limited to, excusal from class to the restroom or some other destination, are considered "INSTRUCTIONAL TIME", when all cell phone use is prohibited. Students are not allowed to have their phones visible during class time. **It is the SOLE responsibility of the student to have his/ her phone silenced or turned off.**

- The consequence for student use of a cell phone(including texting) during instructional/class time is confiscation of the device (including battery and SIM card) for a period of seven (7) days for the first offense with additional increments of seven (7) days for each additional violation. Students may choose to have their cell phones returned before the end of the seven (7) day period by paying a \$20.00 **non-refundable fine** at the end of the school day. The money collected will be recorded by the THS bookkeeper and deposited into a student incentive fund.
- A student's refusal to turn over a cell phone (including battery and SIM card) will be considered gross insubordination, and the student will be suspended out of school. The student will also lose cell phone privileges for the remainder of the school year.
- A student who has had his/ her cell phone confiscated cannot bring another cell phone to school during the period of confiscation. This infraction will be considered gross insubordination.
- Students who have phones in class are responsible for having their phones turned off or otherwise silenced so that incoming calls or texts will not cause a disturbance. Students are responsible for phones in their possession. Consideration is not given regarding whether the phone is theirs or if the use was accidental. Student phones will be subject to search if confiscated.
- The taking of photos or the recording of videos, whether by cell phone or any other device, in places where privacy is a reasonable expectation, is strictly prohibited.
- Using cell phone cameras to record altercations on school grounds or at school events is prohibited. In such cases, phones may be confiscated as evidence and consequences will be assigned.

- The use of cell phones for the purpose of cheating is strictly prohibited. As a means of protecting instructional time and/or providing test security, teachers may elect to collect students' cell phones during any class and return them at the end of the period.

Recreational Devices

IPODS, MP3 Players, CD/DVD/tape players, and voice - activated tape recorders ARE NOT TO BE SEEN, USED, OR TURNED ON during instructional time. By law, electronic pagers are not allowed on school property at any time without the permission of the principal (**TCA49-6-4214**). **PROHIBITED ITEMS WILL BE CONFISCATED** and disciplinary action will be taken. If above items are confiscated, a parent must make arrangements to pick up the item(s). Stolen, misplaced or other loss of electronic devices is the responsibility of the student. School personnel **WILL NOT** conduct searches or other investigations for stolen items of this nature. While on school grounds or while attending any school related event or activity, students are prohibited from taking and/displaying unauthorized photographs, video recordings and/or any type of digital image of other students and of school.

- **1st Offense**

Teacher(s) will confiscate the item and bring the item, labeled with the student's name and teacher's name, to administration. Parents will be notified to make an arrangement to pick the item up **AFTER** school dismisses.

- **2nd Offense**

Teacher(s) will confiscate the item and send the item labeled with the student's name and teacher's name to administration. ISS will be assigned and the item will be held at the discretion of the administration.

Laser Devices

Possession of laser devices on school system property during school hours or during school sponsored events is prohibited. These devices are subject to confiscation if found in the possession

of the student. Students may be assigned in-school suspension or out-of-school suspension for possessing laser devices.

EXAMS

Exams will be given in all subjects. The weight of an EOC exam will be 25% of the final average. The weight of all other exams will be 14% of the final average.

FIELD TRIPS

Students with good attendance, minimal tardies, and passing grades will be eligible to participate in school-sponsored field trips. Students with failing grades and/or poor attendance may not be eligible to attend school-sponsored field trips.

FINANCIAL OBLIGATIONS

According to state law, school systems “are authorized to withhold grade cards, diplomas, certificates of progress, or transcripts of a student who has taken property which belongs to a local education agency...” [Rule 0520-1-3-03(13)]. Students with outstanding financial obligations (lost textbooks, library obligations, fundraisers, etc.) will have all academic records “frozen” until such obligations are met.

GRADES

Grade Classification

Students shall be classified by grade according to the year they enter 9th grade. Students have four years plus a summer to be considered an on-time graduate.

Grade Point Average

Student final grade point averages for graduation will be based on eight terms and will be reflected on the final transcript. Final class standing will be determined by the numerical averages of the senior class.

Grading Scale

When numerical grades (e.g., a 96 or an 87) issued by the school are converted to letter grades (e.g., an A or B) and/or the four-

point (4.0) system for colleges, universities, or other purposes such as the BETA Club, the National Honor Society, NCAA, and rank in class, the following procedures will be used:

Final grades recorded in the student cumulative academic record will be converted to letter grades using the following scale:

<u>LETTER</u>	<u>NUMERICAL GRADE</u>	<u>GRADE POINT VALUE</u>
A	93 – 100	4 points
B	85 – 92	3 points
C	75 – 84	2 points
D	70 – 74	1 point
F	69 and below	0 points

The overall grade point average is computed by totaling all the grade points and dividing the total by the number of courses taken. Transcripts from any regionally accredited schools will be marked according to the scale used by the sending school. If no scale is available from the sending school, grades will be recorded according to the following scale:

A=97 B=89 C=80 D=72 F=65

Grades submitted by colleges or universities for dual-enrollment credit will be documented using these same procedures. Dual enrollment grades will be posted to transcripts after completion of the Tennessee High School term in which the course was taken. Exchange students will not be included in compiling academic honors. Students successfully completing Honors Classes will have three (3) points added to their final semester average.

GRADUATION

School and Business Expectations of the Tennessee High School Graduate

- Has a good work ethic; is dependable, punctual, and appropriately dressed.

- Has good attendance.
- Is committed to the job; takes the job seriously.
- Is a team player.
- Displays an enthusiastic attitude.
- Takes ownership; realizes the stake in company profits.
- Understands the economics of the company.
- Is innovative, creative, and imaginative; thinks “outside the box”.
- Thinks and communicates with clarity and precision.
- Strives for accuracy.
- Is considerate of others.

Graduation Ceremony

Students who have met all graduation requirements on the day of graduation may choose to participate in graduation activities. Graduating students and their parents who choose to participate will be required to sign a graduation participation agreement. This agreement will outline the behaviors that are considered acceptable for participants in the ceremony. Students who successfully complete the high school graduation exercise can obtain their diploma from the school’s guidance office on the Monday following graduation. We encourage all qualifying students to participate in all graduation activities.

Graduates of Highest Distinction

The Graduate of Highest Distinction honor will be awarded to those students who have excelled in the most rigorous curriculum Tennessee High School affords its students. To qualify, students must complete the course and the AP exam in a minimum of four Advanced Placement courses and maintain a cumulative numerical average of 95 or above throughout their high school career (calculated by adding all numerical grades received for final term grades, then dividing by the number of courses taken). Students must also achieve a score of 29 or higher on the ACT or 1280 or higher on the SAT. Those scholars who achieve Graduate of Highest Distinction honors will be recognized as Tennessee High School’s top academic students.

Beginning with the Class of 2013

Students may graduate with Honors and Distinction by meeting the following:

Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT and attain a “B” average will graduate with honors. Students will be recognized as graduating with “distinction” by meeting the above and completing at least one of the following:

- earn a nationally recognized industry certification
- participate in at least 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 advanced placement exams
- earn 12 or more semester hours of post secondary credit recorded on transcript

GRADUATION REQUIREMENTS

- A high school diploma will be awarded to students who (1) earn the specified 28 units of credit, and (2) have satisfactory records of attendance and conduct.
- A transition certificate may be awarded at the end of the fourth year of high school to students with disabilities who have (1) taken classes toward a high school diploma (22 units of credit), (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 Individualized Education Plan (IEP) certificate will be awarded to students with disabilities who have (1) satisfactorily completed an individualized education plan (2)

- successfully completed a portfolio, and (3) have satisfactory records of attendance and conduct.
- All students are required to take a math class each school year. Students are required to achieve, by the time they graduate, at least the following: Algebra I, Geometry, and Algebra II (or the equivalents) plus one additional mathematics course beyond Algebra II. Students with qualifying disabilities in math as documented in the individualized education plan (IEP) shall be required to achieve at least Algebra I and Geometry (or the equivalent).
 - Students are required to achieve, by the time they graduate, at least Biology I and either Chemistry or Physics plus another laboratory science. Students with qualifying disabilities in reading and/or math as documented in the individualized education plan shall be required to achieve at least Biology I and two other lab science credits.

Graduation Requirements			
English	4 Credits	English I	
		English II	
		English III	
		English IV	
Math	4 credits	Algebra I	Students must take a math course every year.
		Geometry	
		Algebra II	
		One additional credit beyond Algebra II	
Science	3 Credits	Biology	
		Chemistry or Physics	
		One additional Lab Science	

Social Studies	3 Credits	Modern History or World Geography	
		US History	
		Government/Economics	
Physical Education	2 Credits	Wellness	2 semesters of JROTC may substitute for Wellness.
		PE/Driver's Education	
Foreign Language	2 Credits	2 years of the same Language	Credit requirement may be waived for students not planning to attend college.
Fine Arts	1 Credit	Art, Choral Music, or Instrumental Music	Credit requirement may be waived for students not planning to attend college.
Program of Study	3 Credits	Focused Elective Program of Study	Choose from: AP, Fine Arts, Humanities, JROTC, Math / Science, CTE
Computers-Personal Finance	1 Credit	Personal Computers course will be combined with Personal Finance	
Electives	5 Credits		
Total Credit	28		

Tennessee Scholars Program

For a senior to be recognized as a Tennessee Scholar, the student must meet all the following requirements:

- 4 English courses
- 4 Mathematics courses (Algebra 1, Geometry, Algebra 2, and one higher level course)
- 3 Lab Science courses (Biology 1 and Chemistry, 1 higher science [Physics preferred])
- 3 Social Studies courses (History, Government, and Economics)
- 1 Fine Arts course
- 2 Foreign Language courses in the **same language**
- 1 course in Personal Finance
- Must satisfy all Physical Education/Health requirements
- Any combination of two of the following or individually
 - a) 2 Career Technical Education credits or 2 additional AP classes or 2 Dual Credit, Dual Enrollment, online classes
 - b) 2 Additional International Baccalaureates
- 80 hours of community service
- Overall —C average
- 95% attendance each year
- No out-of-school suspensions
- Successful completion of all exit exams
- Approved dual credit and/or online courses are acceptable.

HALL / RESTROOM PASSES

Every student must have a pass to be in the halls during regular class time. Students should not be given passes during the first and last fifteen (15) minutes of each period. Any student found in the halls without a pass will be subject to administrative discipline.

HARASSMENT

Tennessee High School is committed to safeguarding the rights of all students within the school to learn in an environment that is free from all forms of harassment. A student shall not use violence, force, noise, coercion, threat, 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- or off-campus. Neither shall a student urge other students to engage in such conduct. Harassment, intimidation, and other conduct that may be considered “bullying” will not be tolerated, including cyberbullying. *Cyberbullying means bullying undertaken through the use of electronic devices.* Students are encouraged to report harassment of any kind to a teacher, staff member, or administrator.

HEALTH ISSUES

All student medication(s) should be administered by a parent or guardian at home unless exceptional circumstances exist.

School Health Clinic (8:00 AM – 2:00 PM)

Our school is equipped with a health clinic and staffed with a part-time licensed practical nurse (LPN). The clinic is a resource provided for students in need. Students abusing this resource will be subject to disciplinary action. A Student Health Form will be sent home at the beginning of the school year. This form is also available on the school system website under the Resources tab at Health Matters.

Individual Health Plan (IHP)

Any student with a medical condition needs to have an Individual Health Plan (IHP). IHPs are developed at the beginning of the school year or as needed/requested by the parent(s).

Medications

In accordance with Tennessee State Law, T.C.A. 49-5-415 and the Bristol Tennessee Board of Education Policy Number 8.136, the following procedures will be followed at Tennessee High School:

Prescription and Non-Prescription Medication

If a student must have medication of any type given during school hours, including over-the-counter drugs, a parent will need to bring the medication in the **ORIGINAL CONTAINER** and complete a THS Medication Form with the parent and prescribing physician signatures. Any medication not picked up at the end of the school year will be discarded.

Emergency Medication and Diabetic Supplies

According to Tennessee State Law, students may carry on their person, rescue medications such as inhalers, epinephrine injections and glucagon. Diabetic supplies such as insulin, glucometer, lancets and needles may also be kept with the student. However, a Medication Form with a prescribing physician's signature must be provided to the school. The physician will need to indicate if a student is to carry these items on his/her person or if it needs to be kept in the school clinic and managed by the school nurse. The student's name should be written on all rescue medications and diabetic supplies.

If you have any questions about the policy or other concerns related to the administration of medication in the schools, please contact the school nurse or the school.

HONORS COURSES

Honors courses are taught at a rigorous academic level. Students completing honors courses will have three (3) points added to the final average. Students enrolled in an AP course who opt out of taking the AP exam will receive credit for the corresponding honors course.

LIBRARY MEDIA CENTER

The Library Media Center's role is to broaden the educational experiences of users by linking them with materials, services,

resources, and equipment in the most effective and efficient way possible. The LMC includes a thirty (30) station computer research lab (various software packages) in addition to the traditional library containing a large variety of materials available for checkout. In addition, many other materials (reference books, encyclopedias, magazines, newspapers, online databases, etc.) are available for students to use in the LMC. Students may check books out for three weeks (15 school days). If books are returned late, students must pay a fine of 5 cents for each day overdue (maximum \$2.00 fine). Students may print files in the computer lab or request copies from the copy machine – both for a charge of 10 cents per page. The Library Media Center is open daily on scheduled school days. For specific hours, visit the THS Library website. All students accessing electronic media must abide by the BTCS' *Acceptable Use Policy* (which states that school computers are to be used for educational assignments only). No food or drink is allowed in the LMC.

LOCKERS

A locker and a combination lock are assigned to each student. The locks and lockers are the property of Tennessee High School, and lockers are subject to search with probable cause and administrative approval. A fee of \$5.00 will be assessed for lost locks. Only THS issued locks are acceptable. Lockers are not to be shared with other students. Students are responsible for items contained in their assigned lockers. **Lockers should always be locked when not in use. The school is not responsible for contents of lockers or for items taken from them.**

LOST AND FOUND

Items found on the campus and in the building will be kept in the office for a reasonable amount of time. Students who find items should turn them in to the office. Students who have lost items should check in the office.

MAKE-UP WORK

Make-up work is the responsibility of the student. It is the responsibility of the student to complete missed work. Upon return to school the student has the same amount of time to make up assignments as the length of the absence(s) incurred. Grades from days or classes missed due to unexcused absences or OSS will be graded at 80%.

MESSAGES FOR STUDENTS FROM PARENTS

It is important to maximize time on task for all students while minimizing classroom interruptions; therefore, office personnel **will not** interrupt classes to deliver non-emergency messages to students. Parents should refrain from communicating (i.e. texting, phone calls, messaging, etc.) with students except during the student's lunch.

NINE-WEEK TESTS

A mid-term (nine-week test) for all students will be administered at the end of the first nine-week period of each term. The weight of the nine-week test will be 14%.

NOTIFY ME

NotifyMe is an email/text notification system by which parents and students receive updated school information. Each grade level and the athletic department utilize this program. Parents must register for this free service by going to www.btcs.org and clicking on the NotifyMe icon.

OFF-CAMPUS ACTIVITIES/EVENTS

BTCS and THS school rules, policies, and procedures remain in effect regardless of where the activity or event takes place.

PARENT TEACHER STUDENT ASSOCIATION
(PTSA)

The Tennessee High School PTSA works to promote the welfare of students, to raise standards of home life, and to secure adequate laws for the care and protection of children and youth. The primary purpose is to bring into closer relation the home and the school so that parents and teachers may cooperate in the educational process. All Tennessee High School parents are welcome to become active members of this organization and to contribute to fostering the educational development of all THS students.

POWERSCHOOL

Parents and students have daily access to grades, assignments, and attendance through PowerSchool. PowerSchool can be accessed at www.btcs.org. For login information, please contact your guidance counselor.

RELEASE OF ADDRESS AND PHONE NUMBER

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States. **You have a right to withhold directory information.** If you wish to withhold the release of directory information related to your child to the military, please call our Guidance Department.

REPORT CARDS

Student progress is reported to parents every nine weeks of the school year. This report contains academic progress and attendance information in each class. The exact dates for the distribution of these grade cards are listed in the school calendar. At the midpoint of each grading period, an interim report will be sent home with students. **Parents and students have daily access**

to grades, assignments, and attendance through PowerSchool. For login information, please contact your guidance counselor.

RESPONSIBILITY TO SCHOOL PERSONNEL

Tennessee High School students are under the supervision of any and all school personnel during the entire school day. Students do not have the right to disrupt other students who are pursuing an education. All students are expected to abide by the teacher's classroom rules and/or school personnel requests. When asked, students must identify themselves to any school personnel. Failure to do so will result in disciplinary action.

RESTROOMS

Restrooms are available on each floor for student use. Students are required to use the restroom closest to their assigned area.

- Restrooms in Viking Hall are for classes in Viking Hall only.
- Restrooms in the Mezzanine area are for classes in the Mezzanine area only.

RESTRICTED AREAS

Students are not to be in the following areas during the school day without proper authorization:

- Automobiles or other vehicles parked on campus unless an administrator has issued an auto pass.
- All parking lots and roadways.
- All rooms set aside for staff only (restrooms, offices, etc.).
- Hallways and locker areas during lunch and class times.
- Auditorium, Viking Hall, and CTE shop areas except for scheduled classes.
- Any other unauthorized areas.

SCHOOL MESSENGER

School Messenger is a program used to notify students, parents, and staff of upcoming events. **Contact information must remain**

current; parents are responsible for notifying the school of any phone and/or address changes. Phone, text, and email messages are the means by which notification is sent.

SEARCHES BY SCHOOL PERSONNEL

Any principal, or his/her designee, having reasonable suspicion, 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 of students or visitors (a notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of law.
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct.
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance, and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search. A student may be subject to physical search or a student's pocket, purse, or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other student if such action is reasonable to the principal.

One (1) of the following standards of reasonableness shall be met:

1. A particular student has violated policy.
2. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students.
3. The primary purpose of the search is not to collect evidence for a criminal prosecution.
4. School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

SECURITY

Tennessee High School operates as a closed campus and has a full-time School Resource Officer (SRO). Students are prohibited from opening outside doors for individuals attempting to enter the building. Outside doors must be closed and locked. All visitors are required report to the front office and obtain a Visitor Pass. **All Visitors must wear a Visitor Pass.**

SKATEBOARDS

Skateboards are not permitted on school grounds at any time. They will be confiscated, and violators will be subject to disciplinary action.

STUDENT FEES 2012-2013

Tennessee High School suggests a fee structure that enables students to have access to instructional materials and educational opportunities that exceed the state minimum standards. The payment of these fees is not required; payment is optional.

ACT/SAT Prep.	5.00
Administrative & Information Management	15.00
Adult Living	20.00
Advanced Algebra/Trigonometry	5.00
Advanced Web Design	15.00
Algebra I and II	5.00

American Business Legal Systems	15.00
Anatomy and Physiology	15.00
Art I	20.00
Art II, III, IV and Advanced Placement	25.00
Auto Mechanics	12.00
Biology	15.00
Biology I – Honors	15.00
Biology II	15.00
Biology – Advanced Placement	20.00
Bridge Math	5.00
Business Finance	15.00
Calculus – Advanced Placement	16.00
Chemistry I	15.00
Chemistry – Advanced Placement	20.00
Chemistry – Honors	15.00
Computer Science – Advanced Placement	15.00
Concert Choir	15.00
Contemporary Issues	20.00
Cosmetology	25.00
Creative Writing I and II	10.00
Culinary Arts I, II and III	20.00
Current Issues	15.00
Diversified Technology I and II	6.00
Document Design/WP	15.00
Drivers Education	20.00
Ecology	10.00
Electronic Media Management and Operations	5.00
Electronic Media Productions	5.00
English I, II, III and IV	10.00
English I, II, III and Honors	15.00
English IV – Advanced Placement	15.00
French I, II, III and IV	13.00
Geometry	5.00

German I, II, III and IV	20.00
Government/Economics – Honors	15.00
Health Science and Technology	15.00
Innovations in Technology	15.00
JROTC (per semester)	10.00
Leadership Challenge Class	20.00
Lifetime Leisure Activities	15.00
Machine Shop	15.00
Madrigals	15.00
Media Concepts	7.00
Medical Therapeutics	15.00
Music Theory	20.00
Mythology/Etymology	20.00
Networking Essentials	15.00
Personal Computers	6.00
Physical Education	10.00
Physical Education – Advanced	10.00
Physical Science – Honors	15.00
Physics	10.00
Physics – Advanced Placement	20.00
Pre-Calculus	5.00
Psychology – Advanced Placement	15.00
Rehabilitative Therapy	15.00
Research Topics in Science	20.00
Spanish I, II, III and IV	5.00
Speech and Drama	15.00
Statistics	5.00
The War Between the States	10.00
United States History – Advanced Placement	15.00
Visual Art	7.00
Web Design-E-Commerce	15.00
Wellness	10.00

TEXTBOOKS

Textbooks issued to students are the property of the Bristol Tennessee Board of Education. Students are responsible for the care and safekeeping of these books and are to turn them in at the end of the course.

TRANSCRIPT

All requests for transcripts should be made through the Guidance Office. Please allow three (3) school days to process.

TRANSFER STUDENTS

No credit will be accepted from any school without receipt of an official transcript. Students who transfer from schools not approved by the State Department of Education must pass a term examination for each credit transferred to Tennessee High School.

TRANSPORTATION

Automobiles

Any student is permitted to drive to school and to park in an authorized student parking space. Students are not to park in faculty spaces. **Students who park any place on campus other than the student parking lots may have their vehicles towed at the owner's expense.**

Senior and Southside Parking Privileges:

1. Complete a vehicle registration form
2. Pay a fee of \$3.00
3. Receive and display the appropriate parking decal

General Parking Lot Rules:

- Students are not to loiter in parking lots or in cars. Students should enter the building immediately after parking their cars and exit the parking lots immediately after entering their vehicles.
- Difficulty in finding parking will not be a valid reason for being tardy.

- The school is not responsible for providing parking spaces for students or for any damage to vehicles parked on campus.
- Vehicles are subject to search.
- Students are not to drive in a reckless manner, speed, carry passengers outside the passenger compartment, etc. This may result in disciplinary action, including the loss of parking privileges.
- During school hours, the student parking lots are off-limits for all students except those with an authorized withdrawal from school or an auto pass from an administrator.
- **Speed limit on campus is 5 miles per hour.**

Buses

Transportation services are provided by the school system as a privilege. The school bus is considered an extension of the school and discipline rules will apply. Violation of bus rules of conduct may also result in revocation of bus riding privileges. Please refer to the system-wide “*Student Safety and Discipline Handbook for Grades K-12*” for details regarding buses.

VISITORS TO SCHOOL

All visitors must enter the building through the main entrance facing Edgemont Avenue, report directly to the Main office, sign in, and request a Visitor Pass. Any failure to comply will be considered trespassing.

Requests from students to bring friends, relatives, or others to school will not be approved.

YEARBOOK PHOTOGRAPHS

To ensure consistent quality, all student photographs will be made by the same company under contract with the school. No prank-style photographs (wigs, hats, inappropriate make-up, etc.) will be included in the yearbook. Pictures will be approved and printed based upon the discretion of the sponsor. The THS

Cadmus staff accepts no responsibility for lost photographs, including those submitted for senior ads.

ZERO TOLERANCE OFFENSES

To ensure a safe and secure learning environment, the following offenses will not be tolerated:

WEAPONS

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 school vehicles and/or buses or off the school

FIREARMS (AS DEFINED IN 18 USC 921)

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. TCA 49-6-401(g); TCA 49-6-3401(g)

DRUGS

In accordance with state law, any student who unlawfully possesses any drug or alcohol including any controlled substance or legend (prescription) drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. TCA 49-6-401(g); TCA 49-6-3401(g)

Synthetic drugs that are used or are intended for use in an abusive and/or intoxicating fashion and substances that “look like” a controlled substance are prohibited. In instances involving look-a-like substances, there must be evidence of the student’s intent to pass off the item as a controlled substance. (New Board policy)

BATTERY

In accordance with state law, any student who commits battery upon any teacher, principal, administrator, any other employee of the school system, or school resource officer shall be expelled for

a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. TCA 49-6-401(g); TCA 49-6-3401(g)



At Tennessee High, we produce
Students that exemplify.....

Vision,

Integrity,

Knowledge, and

Independence for the

Next

Generation, and who demonstrate

Personal

Responsibility

In

Daily

Effort.

*** **WARNING** *** – Viking Pride is highly contagious and can also be contracted by parents, grandparents, brothers, sisters, teachers, and other community members.

Acknowledgement of Receipt By Students

I have received a copy of and have read the Tennessee High Student Handbook.

Please Print Student Name

Student Signature

Date

Acknowledgement of Receipt By Parents/Guardians

I am aware that my student, _____, has
(PRINT STUDENT NAME)
received a copy of the Tennessee High Student Handbook for 2012 – 2013 school year. I understand that the handbook is used as a guide for student behavior and information. I also understand that my student has had the chance to become familiar with the contents of this book.

Print Parent/Guardian Name

Parent/Guardian Signature

Parent Address

Date

Parent Phone

Parent Email