

A Message from the Principal

Dear Student of Tennessee High School:

As your principal, let me welcome you to Tennessee High School. I trust that those of you who are returning members of the student body have established new and challenging objectives and goals for the new school year.

To those students new to our proud school, I give a warm welcome as you enter THS for the first time. It is my hope that you will experience the same pride as the many members of the “Viking Nation” who have walked these corridors before you.

This handbook offers information designed to improve communication among parents, students, and school personnel. We urge that both you and your parents read this handbook and keep it throughout your school year. If you should have any questions or if any items need clarification, please call me or any member of the administrative team.

Our job is to help you learn – notice that I did not say teach you. Learning is something in which you must actively participate in order to reap the rewards of scholarship. The role of a teacher and an administrator is to assist you in this learning effort. All of us have responsibilities at our school. The staff of THS promises to make a good-faith effort to accept ours. In return, I ask you to do the following:

- Set high standards/goals for yourself
- Be willing to accept responsibility for your actions and decisions
- Conduct yourselves as ladies and gentlemen
- Treat others as you would like to be treated by them

Remember that how you start your school year may determine your success at the end.

My sincerest hope is that every student at Tennessee High School maximizes his or her personal successes this school year.

Yours in Viking Pride,

Jim N. Butcher
Principal

DIRECTORY

ADMINISTRATION:

Mr. Jim Butcher	Principal	423 652-9588
Mr. Blair Henley	Assistant Principal – Technology Education	423 652-9377
Mr. Paul Pendleton	Assistant Principal – Athletics & PE	423 652-9361
Mr. Steve Sochalski	Assistant Principal – Discipline & Building	423 652-9319
Dr. Annette Tudor	Assistant Principal – Student Services	423 652-9412
Ms. Doris Peters	Program Assistant for Curriculum	423 652-9402
Mr. Seymour Ray	Program Assistant for Attendance	423 652-9411

GUIDANCE COUNSELORS:

Ms. Leslie Skeens	Students Last Name Beginning A-G	423 652-9405
	Students Last Name Beginning H-O	423 652-9406
Ms. Whitney Singleton	Students Last Name Beginning P-Z	423 652-9325

OTHER IMPORTANT NUMBERS:

Attendance line (for reporting absences).....	423 652-9499
Athletic Office	423-652-9361
Band Room	423 652-9315
Bookkeeping	423 652-9318
Cadmus (Yearbook).....	423 651-9398
Cafeteria.....	423 652-9350
Guidance office.....	423 652-9317
Library.....	423 652-9424
Main Office.....	423 652-9494
Weather Hotline/School Closing.....	423 652-9554

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 on their health insurance. The secondary coverage may not necessarily pay the complete balance due.

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' Volleyball
Girls' Soccer

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
Wrestling

CHEERLEADERS

Cheerleaders will operate under the same guidelines as all other athletes (TSSAA). Only students who are currently enrolled in the Bristol Tennessee City School System may audition for the cheerleading squads. Parochial students who are rising freshmen and are eligible to attend the Bristol Tennessee City Schools will be considered eligible for tryouts.

ELIGIBILITY

Eligibility rules are set up by the TSSAA and the Bristol Tennessee Board of Education.

A summary of TSSAA Eligibility Rules 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 web site may be accessed at: <http://www.tssaa.org>.

- A student must earn five credits the preceding school year if less 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 at 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.
- 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 to our school:

- A student can only be eligible for participation in 9th grade athletics if they have *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

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 in order to be successful both as a student and as an adult. The Tennessee High School administration and staff offer the following guidelines and incentives to assist and encourage students to achieve these goals of punctuality and attendance:

- (1) Plan appointments, trips, and activities for non-school days.
- (2) Get plenty of rest and take care of yourself to ward off illness.
- (3) Keep up with your studies and assignments; be prepared.
- (4) Be involved; participate and enjoy the school experience.
- (5) Seek help and guidance when you need it; help others when you can.

ATTENDANCE INCENTIVE

For those students who are able to maintain excellent attendance, punctuality and citizenship, the following incentives are being offered:

- Six-weeks test: Students with two (2) or fewer absences, two (2) or fewer tardies, and no assignments to ISS (In-School Suspension) or OSS (Out-of-School Suspension) will have the option to count or not count the **six-weeks test grade** toward their final six-weeks grade. (All students must take the six-weeks test. A minimum grade of 60 is required in order to not count the test grade toward the final six-weeks grade.)
- Semester Exams: Students with two (2) or fewer absences, two (2) or fewer tardies, and no assignments to ISS or OSS will have five (5) points added to their **semester test (day) grade**.
- **Approved school related activities do not count against the incentive.**

ATTENDANCE PROCEDURES

ABSENCE PROCEDURES

Parents are expected to contact the school on the date of the student's absence.

Please call the school between 7:00 a.m. and 8:30 a.m. The school phone number for receiving these calls is **652-9499**. This number will have a 24-hour recording device that you may use for reporting absences before 7:00 a.m. (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 semester.

Attendance personnel will make every effort to contact the parent/guardian at home/work on the date of each absence unless contact has been made with the school.

DETENTION

Detention may be used as a disciplinary measure for infractions of school rules including failure to serve time with a teacher for tardies. Students are expected to attend detention on the assigned dates. Failure to attend may result in additional disciplinary measures. A twenty-four-hour written notification will be given prior to detention being served.

EARLY DISMISSAL (Withdrawal)

In order to facilitate a safe and orderly procedure for checking students out of school and to maximize the use of instructional time, the following procedures are in place with regard to withdrawals:

1. A parent/guardian may notify the Attendance Center of a withdrawal request by calling **652-9499** prior to 7:30 a.m. Parents should supply necessary information at this time, such as student name, grade level, parent/guardian name, time of withdrawal and reason for withdrawal. Please include the name and telephone number of the appropriate health care professional when medical withdrawals are requested.
2. A student may bring a written appointment card from a medical facility, or a note from the parent, to the Attendance Center prior to 7:30 a.m. for a withdrawal that day.
3. Students are expected to pick up their pre-arranged withdrawals, or present their appointment cards, for withdrawals prior to 7:30 a.m. at the Attendance Center.
4. Students must sign out at the Attendance Center before leaving campus with an authorized withdrawal. Parents, guardians or other authorized persons must sign the student out from the office unless the student has permission to drive themselves.
5. If a student leaves school and returns the same day, he/she must sign in at the Attendance Center.
6. If a student becomes sick at school, he/she must withdraw from the Attendance Center before leaving school. Calls must be made from the Attendance Center.
7. Once a student arrives on campus (which also includes the parking lot), the student must have permission from the administration if they wish to leave the campus for any reason.

EXCUSED ABSENCES

1. The student's personal illness or hospitalization – A physician's statement or a parent conference may be required after the fifth day of absence. A physician's statement may be required at any time should the principal deem it necessary. If the illness or the hospitalization exceeds ten consecutive days, the student should apply to the supervisor of student personnel for homebound instruction.
2. An illness or incapacitating condition of a family member that requires the temporary help of a student. (A physician's statement may be required.)
3. A death in the immediate family – (Family includes parents, step-parents, guardian, grandparents, brother, sister, step-brother/sister, aunt, uncle.)
4. Recognized religious holiday/events – Parents or guardians must apply in writing to the school principal two calendar days prior to a religious holiday/event for which the student needs to be excused. Such applications must include a written statement from their particular church or synagogue. Such statements must include the student's name, inclusive dates that the student will be absent, and a statement affirming that the holiday/event is one that occurs annually on a regular date.
5. Required court appearance – A student may be excused from school attendance for required court appearances. (A written verification from appropriate authorities must be provided.)
6. Approved school-related activities – Students are excused from school for approved school-related activities.

7. **Cultural/educational activities (Board Policy 8.101)** – Students may be excused from school to participate in cultural and educational activities. The following guidelines shall be used by school principals in approving cultural/educational activities:
 - A. maximum of five 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 at least two days prior to the activity.
 - C. A request will not be approved after the activity has occurred.
 - D. 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.
 - E. If a student uses more than the maximum days allowed, the first five days of absence will be considered excused.

HALL PASSES/RESTROOM

Every student must have a pass to be in the halls during regular class time. Any student found in the halls without a pass will be subject to administrative discipline.

TARDY TO CLASS

Definition of a tardy A student is tardy to class if he/she is not in his/her assigned area when the tardy bell sounds.

1st tardy – Discipline by classroom teacher

2nd tardy – Discipline by classroom teacher

3rd tardy – One day ISS

4th tardy – Two days ISS

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

6th and subsequent tardies – A range of disciplinary options that may include ISS, OSS, and/or alternative school placement

*** This procedure starts over every semester ***

UNEXCUSED ABSENCES

Students who have not communicated an absence by parental phone call/message should report to the Attendance Center before entering class.

If the absence is **excused**, an admit slip will be issued. Note: parents/guardians are requested to call on the date of the absence, not after the absence has occurred. A recurring failure to call on the date of the absence(s) may result in detention being issued to the student.

If the absence is determined to be **unexcused**, the student will be subject to truancy punishment that may include, but is not limited to:

- Parent conferences
- Parent attendance with student may be requested
- In-school Suspension
- Referral to counseling
- Referral to Attendance Review Committee
- Alternative School Placement
- Out-of-school Suspension

- Referral to Board of Education
- Referral to Juvenile Court

Grades from days or classes missed due to **unexcused** absences will be graded at 80%.
(Board Policy 8.101)

Viking Quest for Success Program

Categories for Recognition:

- Perfect Attendance
- 3.5 or better grade point average
- Teacher's Choice Award:
 - Viking Pride (citizenship, effort, attitude, etc.)
 - Class grade raised by 2 letter grades

Guidelines:

- Students can be included multiple times for the categories listed.
- Each entry is for each six weeks, beginning with the first six weeks and ending with the fifth six weeks, therefore students can start fresh each new six week grading period.
- Teachers will choose one student for the Viking Pride award each six weeks but may have multiple students for the class grade improvement category.

CLUBS

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

Beta Club is one 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.

Bible Club is a club for singing, devotion time, and Bible reading.

Future Business Leaders of America (FBLA) Students must be or have been enrolled in an Applied Technology business or computer class to join.

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

Civinettes is a school and community service club open to 10th, 11th, and 12th grade girls. It is a branch of the Bristol Civitan Club and some after school meetings and activities are required.

Civitan Club is a school and community service club open to all Tennessee High boys. It is a branch of the Bristol Tennessee Civitan Club.

Club 121 is a faith based club which meets weekly at 7am on Tuesdays and during club times. Its goal is to serve THS and the community and to encourage people.

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

Drafting Skills USA is open to advanced Drafting/CAD students. The club does service projects for the school and community. It also competes in district and state drafting contests, and attends local and state leadership conferences. At the end of the year there is a club picnic at Steeles Creek Park.

Family, Career and Community Leaders of America (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, Advanced Culinary Arts, Early Childhood Education Careers and Advanced Early Childhood Education Careers or has been enrolled in one of these courses in the past.

Fellowship of Christian Athletes (FCA) is open to any interested student. Members have Bible studies, prayer groups, and participate in community service.

59ers Reenactment Club is a club where members portray history by participation in living history programs, battle reenactments, and encampments.

French Club has a two-fold purpose. It performs service to the school and in the community. Members learn and share in traditions and culture of France and French-speaking people. They must be enrolled in the corresponding class or have been enrolled previously.

Future Teachers of America (FTA) promotes interest in the teaching profession. It finances scholarships for future teachers by selling doughnuts on Thursday mornings. It honors THS teachers with refreshments in May. As a service club, it assists with Operation Christmas Child and THS Thanksgiving Baskets.

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

Health Occupations Students of America (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 is sponsored by the local Rotary Club of Bristol. It provides service opportunities on the international, local, and school level. One or two fundraisers are held each year to support the club's several projects.

Latin 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.

Maroon & White is for students who have an interest in journalism and writes articles for the school newspaper.

National Art Honor Society is a nationally affiliated art club for students enrolled in the second or higher levels of art. Members must be enrolled in the corresponding class during the current year or previous years.

Natural Helpers are selected by fellow students. These peer "helpers" are trained to listen to fellow classmates, keep confidences, and refer students to trained professionals when indicated.

Relay for Life

Spanish Club provides community service activities such as food baskets at Thanksgiving, and cultural activities such as visits to an authentic Mexican Restaurant.

Student Council 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** is a club 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. In 2003, Tennessee High School's team was the 2003 Tennessee TV Production Champion and placed 21st out of 52 teams at the national competition in Kansas City, MI

The National Honor Society (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 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 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.

Viking Writer's Guild..see sponsor for details

MIGHTY VIKING BAND

Members of the Tennessee High School Mighty Viking Band will exude 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.

DEFINITIONS

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.

Assault : 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.

Bullying : A person being bullied or victimized when he or she is exposed repeatedly and over time, to negative actions on the part of one or more persons.

Controlled substance : 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.

Cultural/educational activities : Students may be excused from school to participate in cultural and educational activities.

Expression of Hate : Violent or non-violent acts against people, property, or organizations where the victim has been selected because of their actual or perceived race, color, national origin, ethnicity, gender, gender expressions or identity, disability, or sexual orientation.

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.

Gang Affiliation : 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.

Hazing : Any intentional or reckless act on or off school property in which one or more students direct comments or actions against any other student or students that endanger or coerces a student to endanger his/her mental or physical health or safety of the offended student(s). In accordance with school board policies 8.146 and 8.173, a student guilty of hazing may receive punishment ranging from verbal reprimand to suspension and/or expulsion depending on the nature and severity of the offense.

Incendiary device : Any device capable of exploding, possibly causing a fire, or physical and/or property damage. Matches and cigarette lighters do not fall under this category.

Loiter : To hang around or linger in an aimless, non school related capacity.

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.

Possession : Holding the product, having it concealed in clothing, in personal articles, on your person, or having the product in a school locker.

Present : Students are in attendance in regularly scheduled classes at the school where they attend.

Remand : Assignment to the alternate school.

Students assigned **in-school suspension** shall be regarded as constituting a part of the public school attendance in the same manner as students who attend regular classes. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

Sexual harassment : Sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

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.

Tardy : Students are not in their assigned work area when class begins.

Threat : A verbal or written communication of intent to do harm on another person or property. Since threats have received wide spread media coverage and cause a great concern to parents, students, and school personnel, 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.

Unexcused Absences : Unexcused absences will be determined by the building-level administrator. Grades from days or classes missed due to unexcused absences will be graded at 80%. In addition, unexcused absences will be handled as a discipline problem under Category II.

To **“use”**: Any holding of a lighted cigarette, cigar, or pipe, and inhaling or exhaling of the smoke of tobacco, or any chewing or dipping of any tobacco product.

2008 – 2009 Bell Schedules

<u>Regular Schedule</u>			<u>Activity 1 Schedule</u>		
1 st period	7:30 – 9:00	90 minutes	1 st period	7:30 – 8:49	79 minutes of class
2 nd period	9:08 – 10:48	100 minutes	Activity Period	8:57 – 9:22	25 minutes
	10:38 – 10:48	Viking News	2 nd period	9:30 – 10:59	79 minutes of class 10 minutes of Viking News
3 rd period / Lunch			3 rd period / lunch		
1 st lunch	10:48 – 11:13	25 minutes	1 st lunch	10:59 – 11:24	
Class	11:21 – 12:52	91 minutes	Class	11:32 – 1:03	91 minutes
2 nd lunch	11:21 – 11:46	25 minutes	2 nd lunch	11:32 – 11:57	
Class	10:56 – 11:21	25 minutes	Class	11:07 – 11:32	25 minutes
	11:54 – 12:52	58 minutes		12:05 – 1:03	58 minutes (83 minutes)
3 rd lunch	11:54 – 12:19	25 minutes	3 rd lunch	12:05 – 12:30	
Class	10:56 – 11:54	58 minutes	Class	11:07 – 12:05	58 minutes (83 minutes)
	2:27 – 112:52	25 minutes		12:38 – 1:03	25 minutes
4 th lunch	12:27 – 12:52	25 minutes	Class	11:07 – 12:38	91 minutes
Class	10:56 – 12:27	91 minutes	4 th lunch	12:38 – 1:03	
4 th period	1:00 – 2:30	90 minutes	4 th period	1:11 – 2:30	79 minutes

<u>Activity 2 Schedule</u>			<u>Snow Schedule</u>		
1 st period	7:30 – 8:50	80 minutes	1 st period	9:30 – 10:24	54 minutes
2 nd period	8:58 – 10:28	90 minutes	2 nd period	10:32 – 11:36	64 minutes
	10:18 – 10:28	Viking News		10:26 – 11:36	Viking News
3 rd period/lunch			3 rd period/lunch		
1 st lunch	10:28 – 10:53		1 st lunch	11:36 – 11:58	22 minutes
Class	11:01 – 12:32	91 minutes	Class	12:06 – 1:28	82 minutes
2 nd lunch	11:01 – 11:26		2 nd lunch	12:06 – 12:28	22 minutes
Class	10:36 – 11:01	25 minutes	Class	11:44 – 12:06	
	11:34 – 12:32	58 minutes (83 minutes)		12:36 – 1:28	74 minutes
3 rd lunch	11:34 – 11:59		3 rd lunch	12:36 – 12:58	22 minutes
Class	10:36 – 11:34	58 minutes (83 minutes)	Class	11:44 – 12:36	
	12:07 – 12:32	25 minutes		1:06 – 1:28	74 minutes
4 th lunch	12:07 – 12:32		4 th lunch	1:06 – 1:28	22 minutes
Class	10:36 – 12:07	91 minutes	Class	11:44 – 1:06	82 minutes
4 th period	12:40 – 2:00	80 minutes	4 th period	1:36 – 2:30	54 minutes
Activity 2	2:00 – 2:30				

CAFETERIA

Tennessee High School operates on a closed lunch period. Students are not allowed to leave campus for lunch. All students will report to the cafeteria at the assigned lunch period. Students are expected to use acceptable manners and to keep the cafeteria clean. When they are finished eating, students are to dispose of all trash before leaving the cafeteria. Students are to remain in the cafeteria during lunch. Any student who leaves campus without permission may be assigned in-school suspension, out-of-school suspension, or restricted lunch.

All students, **unless approval has been given to be in another area**, will report to the cafeteria within the eight minutes allowed. The cafeteria/lunch time will be handled in the same manner as classrooms.

CAFETERIA RULES:

- NO FOOD IS TO BE REMOVED FROM CAFETERIA WITHOUT AUTHORIZATION
- NO STUDENT IS PERMITTED TO LEAVE THE CAFETERIA WITHOUT A WRITTEN PASS
- ALL STUDENTS ARE RESPONSIBLE FOR THROWING AWAY THEIR OWN TRASH
- **PARENTS ARE DISCOURAGED FROM DROPPING OFF FOOD/DRINKS FROM OFF CAMPUS VENDORS DURING SCHOOL HOURS. THIS TYPE OF FOOD WILL NOT BE PERMITTED IN THE CAFETERIA.**

TENNESSEE HIGH SCHOOL MEAL PRICES

Meals may not be charged at THS.

There is a \$30 service charge for a returned check. Checks presented to our program with insufficient funds will be collected by a check collecting agency.

<u>Breakfast:</u>	
Student (Paid)	\$1.50
Student (Reduced)	\$0.30
Adult	\$1.75

<u>Lunch:</u>	
Student (Paid)	\$2.25
Student (Reduced)	\$0.40
Adult	\$3.00

<u>A La Carte Breakfast:</u>	
One entrée	\$1.50
Biscuit or bread	\$0.25
Muffins	\$0.75
Fruit or Juice – 4oz	\$0.50
Milk	\$0.75

<u>A La Carte Lunch:</u>	
Chef Salad	\$1.50
Entrée/Bread or Pizza	\$1.50
Sandwich	\$1.50
Nachos/Chili/Cheese	\$1.50
Vegetable/Fruit (1/2 cup)	\$0.75
French Fries	\$0.75
Bread (1)	\$0.25
Milk	\$0.75
Bottled Water	\$1.00
Bottled water trade for milk	\$0.25
Flavored Waters	\$1.25

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.

DRIVER'S LICENSE APPLICATION

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 requirements.

DRIVER'S LICENSE 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. Suspensions shall be considered unexcused absences. 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.

HEALTH ISSUES

School Health Clinic:

Our school is equipped with a health clinic and staffed with a part-time licensed practical nurse (LPN). The LPN functions under the supervision of a full-time system-wide registered nurse (RN). The school nurse provides a standard of care in accordance with the State of Tennessee and Bristol Tennessee City Schools Board of Education. She/he manages vision and hearing screening, responds to emergencies, provides medical procedures as needed by students, assesses student illness and provides care, contacts parents, communicates with the physician and administers medications as needed. If an injury or illness has occurred, the school nurses will assess the student and contact the parents accordingly. The school nurse does not administer medications including topical ointments, ibuprofen or cough drops unless brought from home and a medication form signed (see medication).

Individual Health Plan (IHP):

Any student with a medical condition needs to have an IHP. This plan provides the school nurse and school staff with important information for managing the student's medical needs and responding appropriately to a medical emergency. These forms are confidential and will be shared with only the staff involved with the student. These forms are also maintained by the school nurse and kept in a medical file in the health clinic. IHPs are sent at the beginning of the school year to parents who have listed a medical alert with the school. If your child has developed a new medical condition that the school is not aware of please discuss this with your school nurse and request an appropriate IHP to complete.

Medications:

School personnel cannot dispense any prescription or nonprescription medication to any student unless the medication is brought to the school by a parent in the original container. Medication will not be accepted in a baggie, envelope or foil. A medication form must be signed by the parent. All prescription medication must have a doctor's signature on the medication form. Students are not allowed to carry any medication on their person with the exception of emergency medications (inhalers, epi pens). However, emergency medications must also have a doctor's order on file with the school nurse. If you prefer, you may come to the school and administer the medication or discuss with the ordering physician an alternate dosing schedule (i.e., outside of school hours).

Screenings:

Each year, the school nurse will conduct a vision and hearing screening. The screenings conducted at school are screenings only and are not meant to replace a professional eye/ear exam or yearly physical. Nonetheless, the school screening tests are carefully and accurately performed and will provide an indication of your child's functioning at this time. Screenings are not conducted on every grade but a select group only. A letter will be sent home informing you of your child's performance on the screenings.

LIBRARY MEDIA CENTER

The Tennessee High School Library Media Center (LMC) is an integral part of the total curriculum and as such contributes to all of its goals and objectives. 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 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, microfiche, etc.) are available for students to use in the LMC. Teachers may check out various audiovisual materials/equipment and laptops (mobile wireless labs) to support the curriculum in their own classroom.

The Library Media Center is open from 7:00 a.m. until 3:30 p.m. each full day that school is in session. The LMC currently has extended hours on Wednesdays (3:30 – 5:30pm) and Thursdays (5:30 – 7:30pm). Extended hours are **contingent upon extended contracts being granted.**

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.

Students using the LMC facilities will follow the acceptable standards in the discipline manual. 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).

LOCKERS

A locker and a combination lock are assigned to each student. The locks and lockers are the property of Tennessee High School and are subject to search with probable cause and administrative approval. A fee will be assessed for lost locks. Locks other than those furnished by the school are not approved and are subject to removal. 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. Students should not share locker combinations with anyone or store money or valuables in a locker.

LOST AND FOUND

Items found on the campus and in the building will be kept in the office for the duration of the school year. Students who find items should turn them in to the office. Students who have lost items should check with the bookkeeper in Room 2486 in the Main Office.

MAKE-UP WORK

Make-up work is the responsibility of the student and parent. It is the responsibility of the student to arrange, within three days of returning from the absence, to complete missed work. Failure of the student to initiate a request for make-up work within the three days will result in loss of credit for these assignments. All make-up work should be completed within a reasonable time as determined by the classroom teacher. Make-up work due to an unexcused absence will be graded at 80% of face value.

MESSAGES FOR STUDENTS AND 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.

PARENT TEACHER STUDENT ASSOCIATION

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.

YEARBOOK PHOTOGRAPHS

To ensure quality color background, photographs will be made by the same company under contract with the school. No photographs from outside studios will be accepted for color pages.

Senior girls must wear black drapes, and senior boys must wear black tuxedo jackets, white shirts, and black ties provided by the studio. 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.

MEDICATION

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:

- 1) Bring the medication in the original container. Medication in baggies, envelopes or foil will not be accepted.
- 2) A Medication Form, obtained from the school must be completed with the parent signature. Prescription medication forms must be signed by the prescribing physician.
- 3) Any medication not picked up at the end of the school year will be discarded.

If parents choose to not have their child's medications dispensed during school hours by school staff they may:

- 1) Come to the school and give the medication to their child at the appropriate time(s).
- 2) Discuss with their doctor and alternative schedule for administering medication (i.e., outside of school hours). If medication is ordered three times a day, it should be given before school, after school, and at bedtime unless the doctor states otherwise.

As Needed Medication

Parents may choose to bring "as needed medications" in the original container (i.e., Ibuprofen, cough drops, Mylanta) to be kept in the school clinic throughout the school year. Parents must indicate the use and dose for each provided medication on the Medication Form. The school nurse or designee will dispense the medications as needed by the student and record on a medication log. Parents of younger children will be notified of any as needed medication taken at school via a letter from the school nurse.

Emergency Medication and Diabetic Supplies

According to Tennessee State Laws, 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 their 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 question about the policy or other issues related to the administration of medication in the schools, please contact the school or school nurse. In fairness to those responsible for giving the medication and to protect the safety of your child, THERE WILL BE NO EXCEPTIONS TO THIS POLICY.

TENNESSEE HIGH SCHOOL - STUDENT FEES 2008-2009

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 - Part A	5.00
Algebra I - Part B	5.00
Algebra II	5.00
American Business Legal Systems	15.00
Anatomy & Physiology	15.00
Art I	20.00
Art II	25.00
Art III	25.00
Art IV	25.00
Art (AP)	25.00
Auto Mechanics (Workbook)	12.00
Biology I (Honors)	15.00
Biology	15.00
Biology II & AP	15.00
Business Finance	15.00
CAD (\$3.00 per semester)	3.00
Calculus Workbook (AP)	16.00
Chemistry I	15.00
Chemistry (Honors)	15.00
Chemistry (AP)	20.00
Computer Science (AP)	15.00
Concert Choir	15.00
Contemporary Issues	20.00
Cosmetology	25.00
Creative Writing I, II	10.00
Culinary Arts I, II, & III	20.00
Current Issues	15.00
Desktop Publishing	15.00
Diversified Technology I, II	6.00
Document Design/WP	15.00
Drafting (\$3.00 per semester)	3.00
Drivers Education	20.00
Early Childhood Education Careers I, II, III	15.00
Ecology	10.00
Electronic Media Management and Operations	5.00

Electronic Media Productions	5.00
English 9	10.00
English 9 (Honors)	15.00
English 10 (Honors)	15.00
English 10	10.00
English 11	10.00
English 11 (Honors)	15.00
English 12 (Honors)	15.00
English (AP)	15.00
English 12	10.00
Family & Consumer Science	20.00
Foundations I	5.00
Foundations II	5.00
French I, II, III and IV (Workbooks and/or readers)	13.00
Geometry	5.00
German I, II, III and IV	15.00
Government/Economics (Honors)	15.00
Health Science and Technology	15.00
Innovations in Technology	15.00
Interior Design (per semester)	3.00
JROTC (per semester)	15.00
Leadership Challenge Class	10.00
Lifetime Leisure Activities	20.00
Machine Shop	10.00
Madrigals	15.00
Media Concepts	5.00
Medical Therapeutics	15.00
Music Theory	20.00
Mythology/Etymology (Workbook)	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 (AP)	15.00
Pre-Calculus	5.00
Psychology (AP)	15.00
Rehabilitative Therapy	15.00
Spanish I, II, III and IV	14.00
Speech and Drama	15.00
Statistics	5.00
The War Between the States	10.00
United States History (AP)	15.00
Visual Art	5.00
Web Design/E-Commerce	15.00

DISCIPLINE CODE

A system-wide discipline code handbook will be distributed to each student. Please refer to the handbook for system-wide discipline codes as well as the Tennessee High codes noted below.

BOOKBAGS, BACKPACKS, & GYM BAGS

These items are to be placed in the student's locker upon arriving at school and are not to be carried in the halls or in the classroom during the school day. These items may be removed from the locker at the end of the school day

BUSES

Transportation services are provided by the school system as a privilege. The school bus is considered an extension of the school and all discipline rules will apply. Violation of bus rules of conduct may also result in revocation of bus riding privileges.

CELL PHONES

Students are not permitted to use or have a cell phone on their person between 7:30 a.m. and 2:30 p.m. (normal school operating hours) at Tennessee High School. If brought to school, the cell phone must be kept in the student's locker and turned off until the end of the student's instructional day. For emergency purposes, telephones are available at the front desk in the main office. If a student is found using a cell phone, in possession of a cell phone, or has his/her cell phone ring between 7:30a.m. and 2:30 p.m., the cell phone will be confiscated and turned over to an administrator.

1st Offense: Student warning and cell phone will be confiscated for the remainder of the day plus one additional day.

2nd Offense: Cell phone will be confiscated for a minimum of 5 school days. The parent/guardian **must** pick up the cell phone.

3rd Offense: Cell phone will be confiscated for a minimum of 30 days and the student will receive 2 days of ISS. The parent/guardian **must** pick up the cell phone.

Upon reasonable suspicion all cell phone memory may be reviewed. Refusal to give a cell phone to school personnel will be considered insubordination and will result in referral to an administrator for 2 days of O.S.S.

CHEATING

Cheating is defined as (1) giving or receiving information, except by teacher permission; (2) forging student class work or homework; or (3) forging parental signatures on anything.

Any student found to be cheating on any assignment, quiz, or test will be referred to THS administration immediately. A conference will be held with the student, teacher and administration to determine appropriate disciplinary action. This policy shall apply to both written and unwritten assignments both in and out of class. Cheating shall apply to both receiving and giving information and the use of plagiarized information of any kind.

DRESS CODE

Students are encouraged to dress appropriately and wear clothing that will ensure a neutral environment conducive to learning and that will protect the educational process. Clothing should not violate the health, safety, or decency aspect of the school operations and should not interfere with classroom procedures. It is at the discretion of the administrator and/or faculty as to what is appropriate for the learning environment. This includes whether garments are inappropriately tight or revealing. In matters of opinion, the judgment of administrators will prevail.

Students walking the halls will adhere to all Tennessee High dress requirements. Having a PE class next period or coming from a PE class will not be considered a valid reason for violating dress code policy. Sweat pants can be worn to cover athletic shorts until the student arrives at his /her PE class.

SHIRTS/BLOUSES:

- Shirts/Blouses must have a collar or crew neckline that exposes **no more than a dollar bill's width below the collarbone**. If the shirt has buttons, it must be buttoned to meet the above requirement.
- Muscle shirts, tank tops, midriff shirts, halter tops, tube tops, and spaghetti strap tops are not appropriate in the school environment.
- Shirts/blouses worn outside the waistband must be of sufficient length so that no flesh is exposed.

SWEATERS/SWEATSHIRTS:

- Sweaters 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.

PANTS/SHORTS:

- Pants/Shorts must be worn at the waist and be size appropriate. No sagging where undergarments are exposed.
- Pants/Shorts must have **NO** rips, tears, or holes **anywhere on them**.
- Shorts must not be any shorter than 2 ½ inches (width of a dollar bill) above the top of the kneecap.

SKIRTS, DRESSES, AND 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:

- All outerwear must be removed and put in your locker upon arrival at school.

HAIR/HEAD WEAR/HATS

- No unnatural hair coloring (i.e. pink, orange, purple, etc.) is permitted.
- No head coverings are permitted. This includes, but is not limited to, hats, scarves, sweatbands, stockings, do-rags, bandanas, etc. Students may not have in their

possession a hat or headwear during the school day. These items should be placed in the student's locker upon arrival at school. CTE students, or classes that require headgear, must store their hats or headgear in that classroom in the designated area assigned by that teacher. Hats may not be carried from these classrooms by the student, including in the student's pocket.

OTHER GENERAL REQUIREMENTS:

- All clothing should be clean and in good repair.
- Students with special conditions requiring special considerations should contact an administrator.
- No see-through clothing or cutouts are permitted.
- No industrial chains, pet chains, collars around neck, wrists, or waist or chains attached to wallets.
- 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. (Examples of some inappropriate displays include, but are not limited to the following: sexual innuendoes – Hooters, Big Johnson, Coed Naked. Hate symbols – Nazi emblems, KKK. Illegal activities – “Drink till you drop”, “The more I drink the better you look”). There can be and are many others. Students who have a question about the appropriateness of their clothing should consult an administrator.
- Accessories must not disrupt the educational process or draw undue attention to the individual. They 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 visible at any time during the day.
- Spirit group uniforms worn to attend class must meet all dress code requirements.

In the event that a student violates the Tennessee High dress code policy, the following guidelines will apply:

First Offense: Student will be required to call parent/guardian to bring appropriate attire or wear clothing provided by the school (if available) or be assigned ISS.

Second/Subsequent Offenses: Same as first offense plus ISS.

Additionally, any student with 4 or more dress code violations must report to a designated person each day upon arrival for a dress code “check” for a determined time.

HEADPHONES, CD PLAYERS, IPODS, IPHONES, MP3 PLAYERS, ETC.

These items and any other types of digital media players are not to be used in the halls or classrooms during the school day, and are subject to confiscation if found in the possession of the student.

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.

OFF CAMPUS ACTIVITIES/EVENTS

While attending or participating in any school sponsored activity, whether at home or away, Tennessee High students represent their school, the school system, and the community. It is extremely important that students recognize this and act accordingly. School rules, policies, and procedures remain in effect regardless of where the activity or event takes place.

PUBLIC DISPLAY OF AFFECTION

Students are to refrain from excessive display of affection beyond holding hands while at school. Violations will be subject to disciplinary action.

RESTRICTED AREAS

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

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

Skateboards

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

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 anyplace on campus other than the student parking lots may have their vehicles towed away at the owners' expense.**

Senior Parking Lot

- Complete a vehicle registration form
- Pay a fee of \$3.00
- Receive a parking decal

Southside Parking Lot

- Complete a vehicle registration form
- Pay a fee of \$3.00
- Receive a parking decal

General parking lot rules are:

- 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.
- Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
- Students are not to drive in a reckless manner, speed, carry passengers outside the passenger compartment, etc. This may result in in-school suspension and/or a student being prohibited from bringing an automobile on campus.
- Once cars are parked in a parking lot they are not to be moved without permission before dismissal of school.
- 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.

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.

Violation of the above is subject 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.

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 actions.

VISITORS TO SCHOOL

All visitors to the school must report to the principal's office. Requests from students to bring friends, relatives, or others to school and accompany them to class will not be approved.

ADVANCED PLACEMENT CLASSES

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. Students must submit fees prior to ordering AP Exams.

COUNSELING SERVICES

The school counselors coordinate guidance services, including personal and educational counseling, information on careers, colleges, testing, etc. Students who want to see a counselor should make an appointment with the secretary in the Guidance and Counseling Center before school, after school, during activity period, or during their lunchtime.

The Guidance and Counseling Center will be open from 7:00 a.m.-3:00 p.m. Monday through Friday.

<u>Student's Last Name</u>		<u>Counselor</u>
A-G	-	Ms. Skeens
H-O	-	
P-Z	-	Ms. Singleton

FINAL TERM EXAMINATIONS

Final examinations, covering representative work from the total term, are administered at the close of the last six weeks of each term. The grade from these examinations will comprise one-seventh (1/7) of the final term grade. All students will take all exams.

FINANCIAL OBLIGATIONS

Students are responsible for insuring that all financial obligations to the school are taken care of in a timely manner. Students with outstanding financial obligations (lost textbooks, library obligations, fundraisers, etc.) will have all academic records “frozen” until such obligations are met. These records include grade cards, transcripts, student records, diplomas, etc.

GATEWAY EXAMS

Students are required to pass a Gateway Exam in Algebra I, Biology I, and English II as part of the graduation requirements. Gateway exams are offered during the fall, spring, and summer terms.

GRADE CLASSIFICATION

The number of credits the student has earned will determine a student's grade level. The classification shall be:

Freshman	0-5 credits
Sophomore	6-11 credits
Junior	12-19 credits
Senior	20 and above credits

Grade classifications are determined at the beginning of each school year and remain as such throughout the entire year.

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.

Exchange students will not be included in compiling academic honors.

GRADUATES OF DISTINCTION

The Graduate of Distinction honor will be awarded to those graduating seniors who have excelled in the most rigorous curriculum Tennessee High School affords its students. To qualify, students must complete 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). Those scholars who achieve Graduate of Distinction honors will be recognized as Tennessee High School's top academic students.

Standardized testing is a recognized measure of academic success at Tennessee High School; therefore starting with the class of 2009, a new requirement will be added to the Graduate of Distinction qualifying standards. To attain Graduate of Distinction status, otherwise qualifying students must also achieve a score of 29 or higher on the ACT or 1280 or higher on the SAT.

This testing benchmark is aligned with the state of Tennessee's General Assembly Merit Scholarship qualifications.

Please note: Grades for the first seven terms and Advanced Placement course selections for the eighth term will be used to identify potential Graduates of Distinction candidates. Final determination of Graduates of Distinction status will be based upon achievement for the entire high school career. For the purposes of recognition and planning,

candidates will be informed of their Graduate of Distinction status at the end of the 5th six-weeks grading period of their senior year.

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 diplomas from the school’s guidance office on the Monday following graduation. We encourage all qualifying students to participate in all graduation activities.

GRADUATION REQUIREMENTS * **

The Tennessee Department of Education requires that all students choose and complete a graduation path: university or technical. Students meet with a counselor to review their four-year plans and portfolios before selecting their course work for each year. Students must earn the required credits, pass the Competency Test or Gateway Exams, complete an exit exam (ACT, SAT, or Work Keys), and have a satisfactory record of attendance/conduct in order to receive a diploma. An Honors Diploma requires a grade point average of 3.0 or above.

*** With No Child Left Behind (NCLB) Legislation, graduation requirements change. Please stay informed of graduation requirements through your Guidance Counselor.**

****Beginning with the class of 2009, a credit in Geometry will be required of all students to meet graduation standards.**

Subject	University Path	Technical Path
Computer	1	1
English	4	4
Fine Arts	1 (Art, Drama, Music)	None
Foreign Language	2 (Same Language)	
Math	3 (Including Algebra II)	3 (including Geometry)
Physical Education	1	1
Science	3	3
Social Studies	3 (1 World Geography or World History; 1/2 Economics & 1/2 Government; 1 US History)	3 (1 World Geography or World History; 1/2 Economics & 1/2 Government; 1 US History)
Vocational		4 Units in Same Cluster
Wellness	1	1
Electives	9	8
Total	28	28

RECORDS REQUEST

Please allow three days to process a transcript request or attendance verification for driver's licenses.

RELEASE OF DIRECTORY INFORMATION

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.

REPORTING STUDENT PROGRESS

Student progress is reported to parents every six weeks of the school year. This written report contains attendance information in addition to the academic progress in each class. The exact dates for the distribution of these grade cards are listed in the school calendar. Grade cards for students with obligations to the school such as overdue library books, lost textbooks, financial obligations, etc., will not be distributed. Parents who do not receive a grade card within a reasonable time after the date listed in the calendar should notify the school. At the midpoint of each grading period, an interim report will be sent home with students.

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.

SIX-WEEKS' TESTS

Six-weeks' tests for all students will be administered first, second, fourth, and fifth six-weeks. The weight of the six-weeks' test will be 25%.

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. Students should be sure that their names are written in their textbooks and are responsible for any textbooks left in the classroom that are assigned to them. Lost and damaged textbooks must be paid for through the business office before additional textbooks are issued. Textbooks must be replaced at wholesale price.

TRANSFER STUDENTS

No credit will be accepted from any school without receipt of an official transcript (see Grade Conversion Procedure). 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.

ZERO TOLERANCE OFFENSES

Any student enrolled in the Bristol City Schools who commits a Zero tolerance offense at anytime 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.

2008 – 2009 CALENDAR OF EVENTS

Interim Student Reports

September 2 - 5	January 26 - 30
October 13 - 17	March 16 - 19
December 1 - 5	May 4 - 8

Report Card Distribution

September 24	February 25
November 5	April 8
January 7	May 28

School Closed for Holidays

Teacher Work Day.....	August 12
Race Day.....	August 22
Labor Day.....	September 1
Election Day.....	November 4
Thanksgiving.....	November 26 – 28
Christmas.....	Dec. 22 – Jan 2
Teacher Work Day.....	January 5
Inservice Day.....	January 19
Winter Break.....	February 13 – 16
Inservice Day.....	March 20
Good Friday.....	April 10
Spring Break.....	April 20 - 24
Race Day (spring).....	TBA
Memorial Day.....	May 25
Teacher Work Day.....	May 27

Semester Ending Dates

1 st	Days.....	December 19
2 nd	Days.....	May 28

Miscellaneous Dates

Senior Retake Photographs.....	August
Underclassmen & Staff Photographs.....	August 19
Underclassmen & Staff Retake Photos.....	September 18
Class Night at Tennessee High.....	May 15
Graduation at Tennessee High.....	May 23
Last Day of School.....	May 28

State Testing

First Term:

PLAN Test (all sophomores).....	Fall 2008
ACT Test (all juniors).....	Spring 2009
E.O.C. Tests in English 9 and Math Foundations.....	December 9
E.O.C. Tests in Physical Science and U.S. History.....	December 10
E.O.C. Make-up Tests.....	December 11
Gateway Mathematics Test	December 2
Gateway Language Arts Test.....	December 3
Gateway Science Test.....	December 4
Gateway Make-up Tests.....	December 5

Second Term:

11 th Grade Writing Assessment.....	February 3
11 th Grade Writing Assessment Make-ups.....	February 4

Gateway Mathematics Test.....	May 5
Gateway Language Arts Test.....	May 6
Gateway Science Test.....	May 7
Gateway Make-up Tests.....	May 8
E.O.C. Tests in English 9 and Math Foundations.....	May 12
E.O.C. Tests in Physical Science and U.S. History.....	May 13
E.O.C. Make-up Tests.....	May 14
Summer:	
Gateway Mathematics Test.....	July 14
Gateway Language Arts Test.....	July 15
Gateway Science Test.....	July 16

Students must pass all three Gateway Tests to receive a regular high school diploma. In addition, all tests, with the exception of the 11th Grade Writing Assessment, 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.

Discipline Procedures at Tennessee High

INFRACTION	DESCRIPTION	DISCIPLINARY ACTION
CATEGORY I		
Tardy to class	All students are on time to their classes or have a written excuse	1st - Discipline by Teacher
	See "Attendance" in Student Handbook	2nd - Discipline by Teacher
		3rd - 1 Day ISS
		4th - 2 Days ISS
		5th - 3 Days ISS or TLC
		6th and on – ISS, OSS, or TLC
Classroom Disturbance	A student interferes with the education of others	1st - Discipline by Teacher
		2nd - ISS (1 day) 3rd (2 days)
		Repeat - 3 Days ISS, OSS or TLC
Improper Language or Profanity	Using improper, profane, vulgar language, or making vulgar, immoral gestures	1st - Discipline by Teacher
		2nd - ISS
		3rd (2 days ISS)
		Repeat - 3 Days ISS, OSS or TLC
Cheating	Giving or receiving information without Teacher's permission. Copying another student's work or plagiarizing information	1st - Conference with Student, Teacher, and Administrator to Determine Disciplinary Action
Refusing to Participate/Work /Dress Out for PE	Students' refusal to prepare assignments and/or participate in class activity	1st - Teacher Discipline
		2nd – Referral to Administrator
Forgery of Notes, Excuses, or School Documents	Forging parental signatures on school documents	1st - Discipline by Teacher
		Repeat - ISS
Dress Code Violation	Violation of dress code policies (See Student Handbook "Dress Code")	1st - Warning /Call Parent and Change
		2 nd & 3 rd - same as 1 st plus ISS
		4 th – dress code check
Public Display of Affection "PDA"	Display of affection between students other than hand holding	1st - Warning
		2nd - 1 Day ISS and Parent Contact
		Repeat - 3 Days ISS and Parent Contact, OSS, or TLC

Horseplay	Rough, boisterous, physical play which disrupts order and could cause injury	1st - Warning 2nd - 1 Day ISS Repeat - 2-3 Days ISS or OSS, TLC
Cafeteria Violations	Breaking any of the rules for the cafeteria	1st - Warning 2nd - 1 Day ISS Repeat - 2-3 Days ISS
CATEGORY II		
Skipping Class	"Willfully" not reporting to or returning to class	1st - 1 Day ISS with Parent Contact 2nd - 2 Days ISS with Parent Contact 3rd - 3 days ISS 4th - 3 Days TLC 5th - 3-5 Days TLC; Parent Conference and Referral to Attendance Review Committee
Leaving class/campus without permission	Leaving class or school grounds without proper authorization	1 st – 1 Day ISS 2 nd – 2 Days ISS 3 rd – 3 Days ISS Repeat – OSS or TLC
Vandalism	Willful, playful, or malicious damage	ISS, OSS, or TLC - Depending on severity/possible Community Service Contract *SRO Involvement
Tobacco	Possession or use of tobacco products on school grounds, or while at school-sponsored activities. Also includes: lighters, matches, cigarette papers, etc.	1st - 1 Day ISS with Parent Contact 2nd - 2 Days ISS with Parent Contact* 3rd - 3 days ISS with Parent Contact* Repeat - OSS or TLC *SRO Involvement with Police Report
Theft/Possession of Stolen Property	Taking or having in one's possession, stolen property, or taking and not paying for food in the cafeteria	1st - Minor - 1 day ISS Major - 5 days OSS Repeat - OSS, TLC *SRO Involvement

Harassment/ Bullying	Verbal, physical, or sexual harassment of any kind; includes hazing, intimidation, threatening, touching inappropriately, etc.	1st - 2 Days ISS 2nd - 3 Days ISS Repeat - OSS/TLC *SRO Involvement
Technology Infractions	Inappropriate use or abuse of technology, computers, or any other type of technology system	1st - Warning 2nd - 3 Days ISS 3rd - 3 Days OSS Repeat - TLC
Cell Phones	Possession of cell phone, or any other personal communication device (TCA 49-6-4202, 4214)	See "Student Handbook" under Cell Phones
Gambling	Playing cards, dice, matching, etc. for any form of personal gain, or where students gain or suffer as a result of the play	1st - Warning and Loss of Gambling Items 2nd - 1 Day ISS Repeat - 3 Days ISS, OSS, or TLC
Lewd Conduct	Participation in vulgar or immoral actions. Possession of pornographic materials of any type	1st - ISS 2nd - OSS Repeat - TLC
Trespassing	Being on school property during OSS or failure to leave an activity when asked	Referral to Law Enforcement
Medication Violation	Failure to have a medication folder or permission form on file. This includes prescription, non-prescription, or distributing non-prescription medication	1st - Warning 2nd - 1 Day ISS Repeat - 3 Days ISS
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
Bus Violations	Breaking any of the rules for buses. All school rules apply while riding a bus	1st - Warning or 1 Day ISS Repeat - 2 Days ISS and/or Bus Suspension
Insubordination	Student's refusal to follow directives of teacher or staff	1st - Discipline by Teacher 2nd - ISS Repeat - 2-3 days ISS, OSS, or TLC

Gang Affiliation/ Pagers	Wearing, carrying, or displaying any item denoting any type of gang affiliation or exhibiting behavior or gestures which symbolize gang membership (TCA 49-6-4215)	1st - 1 Day ISS 2nd - 3 Days ISS Repeat - OSS or TLC *SRO Involvement
Incendiaries/ Chemicals (Possession)	Possessing or selling any incendiary device or chemical container (firecrackers, stink bombs, etc.)	1st - 1 Day ISS 2nd - 3 days ISS Repeat - OSS or TLC
Threatening or Intimidating	Verbal or physical implication of future harm	1st - 2 Days ISS 2nd - 3 Days ISS Repeat - OSS/TLC *SRO Involvement
Improper Language Directed Towards Another	Obscene, foul, slanderous, libelous, or abusive language directed towards students or personnel	1st - 1 Day ISS 2nd - 3 Days ISS Repeat - OSS/TLC
Laser Devices	Possession or use of any laser device during school hours or school-sponsored events	1st - 1 Day ISS and Device Confiscated 2nd - 3 Days ISS Repeat - OSS/TLC *SRO Involvement
Aggressive Interference with Normal School Operations	Any conduct that causes the disruption, interference, or obstruction of any school purpose	1st - 1 Day ISS 2nd - 2 Days Repeat - ISS/OSS/TLC
CATEGORY III		
Truancy	Chronic or persistent unexcused absences from school or class	1st - Referred to Attendance Director ISS, OSS, or Possible Referral to Juvenile Court
Fighting	Punches exchanged between students. No distinction made between who started fight and who was "just defending" if punches are aggressively exchanged by both students.	1st - 3 Days OSS 2nd - TLC *SRO Involvement

Illegal Substance (Under the Influence of...)	Coming to school or a school-sponsored event under the influence of drugs or alcohol	1st - 3 Days OSS Repeat TLC *SRO Involvement
Bomb Threat	Any written, oral, or implied threat	5 Days OSS or TLC *Referral to Law Enforcement
Extortion	Threatening another to gain an advantage of any kind	3 Days OSS or TLC *SRO Involvement
Arson/False Alarm	Willfully setting fires or making a false fire report. Pulling fire alarm as a joke or stunt.	5 Days OSS or TLC *Referral to Law Enforcement
Violent Acts	Violent behaviors posing possible danger to another	5 Days OSS or TLC *SRO Involvement
Indecent Exposure	Any willful display of inappropriate parts of the body or undergarments	5 Days OSS or TLC *SRO Involvement
Incendiaries/ Chemicals	Detonating any incendiary device or chemical container (firecrackers, stink bombs, etc.)	3 Days ISS or OSS *SRO Involvement
Assault (verbal)/ Slander	Strong abusive language directed at other students, faculty, or staff; threatened violence towards staff	1st - 3 Days ISS Repeat - OSS or TLC *SRO Involvement
Assault (physical)	Physically attacking another student, without retaliation by the offended party; or school personnel with the intent to do physical harm.	1st - 5 Days OSS 2nd - TLC *SRO Involvement
Drug Paraphernalia	Possession, sale, or distribution of drug paraphernalia TCA 49-6-4214 TCA 49-6-4202	1st - 3 days OSS Repeat - TLC

CATEGORY IV		
Weapons	Zero Tolerance Offense	Long-term Expulsion will be recommended (1 year minimum)
Battery on School	Zero Tolerance Offense	Long-term Expulsion will be recommended (1 year minimum)
System Employee		
Drug or Alcohol Possession	Zero Tolerance Offense	Long-term Expulsion will be recommended (1 year minimum)

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 Name)

(Student Signature)

(Date)

**Acknowledgement of Receipt
By Parents/Guardians**

I am aware that my student, _____, has received a copy of the Tennessee High Student Handbook for 2007 – 2008. 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.

(Parent/Guardian Signature)

(Date)

