



INDEPENDENCE HIGH SCHOOL

"A Community Focused on Learning and Leadership"

STUDENT AGENDA

Dr. Todd Campbell

Principal

1776 Declaration Way
Thompson's Station, TN 37179
www.wcs.edu/ihs

Front Office: 472-4600
Front Office Fax: 472-4621
Attendance: 472-4605 Cafeteria: 472-4615
Counseling Center: 472-4606 Library: 472-4610
School Nurse: 472-4611

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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MISSION STATEMENT

The mission of Independence High School is to partner with parents and guardians to cultivate achievement and integrity in a caring environment that models critical thinking, responsible citizenship, respect for individuals, and a spirit of community where students reach their highest potential.

VISION

Independence High School is dedicated to developing life-long learners by empowering students to self-advocate and commit to excellence in every endeavor. We seek to partner with parents and guardians to prepare students for their future by promoting choice and student individuality. By creating a community of learning, we provide a safe environment that is encouraging and challenging. IHS' highly qualified educators commit themselves to teach, guide, and model in a way that learning is rigorous, relevant, and gratifying. Through the development of meaningful relationships within the IHS community, students gain the ability and confidence to exhibit qualities of integrity and leadership.

BELIEFS

We believe in maintaining a safe environment for all students.

We believe in developing and maintaining positive relationships.

We believe in preparing students for successful futures including leadership roles.

We believe in the value of displaying appreciation for students' individual character and intellectual contributions.

We believe that the student must be an active participant in his/her own learning experience.

We believe in maintaining a collaborative professional learning community.

We believe that adults at our school should model the characteristics we wish to see, and are working to develop, in our students.

We believe that decisions should consider the interests of all members of the IHS community and should be effectively communicated.

We believe in using different instructional strategies to enable all students to learn.

We believe in using relevant assessment that meets and exceeds local, state and national standards.

We believe that IHS must partner with parents, guardians, and community members to provide the best possible educational opportunity for all students.

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Contents of this planner are subject to change during the course of the year. Revisions and additional school policies and procedures will be communicated to students and parents and posted on the school website. www.wcs.edu/ihs

Independence High School 2009 – 2010 Calendar

Date	Definition
August 13	First full day for students
September 7	Labor Day
September 29	School ½ Day - Parent Teacher Conferences
October 14	End of First Quarter Grading Period
October 19-20	Fall Break
November 25-27	Thanksgiving Holiday
December 15-18	First Semester Exams
December 18	School ½ Day - End of First Semester
December 21-Jan 1	Winter Holiday
January 4	First Student Day Second Semester
January 18	Martin Luther King, Jr. Day
February 15	Staff Development (No Students)
March 8	Staff Development (No Students)
March 9	ACT Testing: All 11 th Grade Students
March 12	End of Third Quarter Grading Period (47 days)
March 22-29	TCAP
Apr 2-9	Spring Break
May 18-21	Semester Exams
May 21	Last ½ Day for Students – End of Second Semester

WHERE TO GO AND WHO TO SEE

WHAT	WHO	WHERE
Accident Forms	Nurse	Clinic
Attendance	Attendance Secretary	Student Services
Audio Visual	Librarians	Media Center
Bus Schedule	Secretary	Front Office
Check In/Out	Attendance Secretary	Student Services
College Admissions	School Counselors	Counseling Office
Discipline	Assistant Principals	Front Office / Student Services
Crisis Counseling	School Counselors	Counseling Office
	Assistant Principals	Front Office / Student Services
	STARS Counselor	Counseling Office
Free / Reduced Lunch	Cafeteria Manager	Cafeteria
Graduation Requirements	School Counselors	Counseling Office
Letters of Compulsory, Attendance for Driver's Permit	Attendance Secretary	Student Services
Lockers	Attendance Secretary	Student Services
Lost and Found	Attendance Secretary	Student Services
Medication Forms	Nurse	Clinic
Parent Conferences	Teachers	Classrooms
	School Counselors	Counseling Office
Parking	Attendance Secretary	Student Services
Registration	Counselors	Counseling Office
Report Cards	Assistant Principal	Front Office
College Testing	Counselors	Counseling Office
Schedule Changes	Counselors	Counseling Office
Student Planners	Attendance Secretary	Student Services
TCAP, Gateway Testing, End-of-year	Department Chairs	Classrooms
Textbooks	Librarian	Library
Transcripts	Secretary	Counseling Office

**** If there are classroom issues, please discuss the situation with the classroom teacher first. If the situation is not resolved after speaking with the teacher, please see the Assistant Principal or the Principal.**

ACADEMICS

GRADUATION REQUIREMENTS

1. A total of 22 units must be earned. See current year's program of studies for details.
2. For the class of 2010, 2011, and 2012, students can choose among three paths to graduation: University Path, Technical Path, or Dual Path. For the class of 2013 students must earn 22 by completing 16 credits in the core curriculum and 6 credits in an elective focus area. See the Program of Studies for the class of 2013 for additional details.

GRADE POLICIES

For purposes of communicating with college admission offices and scholarship granting agencies, and for determining honor graduates (valedictorian, salutatorian, top 10%), ranking in the senior class is used and is calculated on ALL high school course work. All students who are enrolled for the entire final semester of the senior year are included in class ranking and in determination of honor graduates and honor recognition as graduating seniors.

For transfer students, the cumulative GPA is not recalculated, but is entered as a base GPA combining with in-system courses. The GPA is converted to our 4-point scale in calculating cumulative Grade Point Average (GPA) for class ranking purposes.

The averaging policy for certain courses allows students to pass even though they failed the first semester. This is possible only if the average of both semester grades is a 70 or better for the following high school courses which are math, foreign language, chemistry, physics, and accounting. If the year-end average is 70 or better, a unit of credit will be earned. However, credit will not be given when the second semester grade is the failing grade.

To audit means to take a class for no credit. Usually, a student audits the first-semester of a full-year course when in the previous year the student passed the first semester, but failed the 2nd semester. This practice allows the student to be ready to take the 2nd semester for credit and be successful. The student is required to complete all work, including tests and the semester exam. The letter grade is recorded on the transcript but not calculated into the GPA.

The WCS Summer School Policy offers two sessions in summer school equivalent to two semesters in the regular year. Summer school is most often remedial, serving to aid the student who has failed a course. The summer school grade is averaged with the cumulative GPA. It does not replace the failed grade. Students can earn a maximum of two (2) credits during Summer School. A maximum of six (6) credits, cumulative throughout high school career, may be earned in Summer School to be counted for meeting graduation requirements.

Progress reports are mailed mid-way through each nine-week grading period for all students.

Credit Recovery is a computer aided tutorial system which allows students to remediate and receive credit for courses which have been taken and failed. Various courses are offered outside of the normal school day throughout the year and students must go through an application process. See counseling for course offerings, times, and dates of classes.

Report cards are mailed quarterly.

The Honor Roll is announced and published at the end of each quarter, and is determined by meeting the GPA requirements.

Level	GPA
Principal's List	4.00 and higher
High Honor Roll	3.75 to 3.99
Honor Roll	3.50 to 3.749

The grading system for grades 9-12 is as follows:

<u>Grade</u>	<u>Grade Range</u>
A	91 - 100
B	81 - 90
C	72 - 80
D	70 - 71
F	Below 70

The transcript is an historical document of all courses taken at IHS. Letters, not numbers, are used in reporting grades on the transcript. All grades, passing and failing are permanently recorded on the transcript. When a course is failed and then repeated either in WCS Summer School or during the regular school year, the new grade does not replace the failed grade. The course and grade are added to the transcript and averaged into the cumulative GPA. **The Calculation of the GPA** is determined by dividing the sum of the quality points, including accelerated quality points, by the potential credits. Credit given to all courses taken in high school is counted. Grade point averages (GPA) are calculated on the following graduated 4-point scale with additional grade point weighting of 0.5 for Honors courses and 1.0 for Advanced Placement (A.P.) courses.

<u>Grade Range</u>	<u>Regular</u>	<u>Honors</u>	<u>A.P.</u>
97 – 100	4.0	4.5	5.0
94 – 96	3.7	4.2	4.7
91 – 93	3.5	4.0	4.5
87 – 90	3.3	3.8	4.3
84 – 86	3.0	3.5	4.0
81 – 83	2.7	3.2	3.7
77 – 80	2.3	2.8	3.3
72 – 76	2.0	2.5	3.0
70 – 71	1.0	1.5	1.9

SEMESTER EXAM POLICY

- All 9th, 10th and 11th grade students will take a semester test in each class.
- **Senior Exemption-** Semester and final exams, in a subject, shall not be required for those high school seniors who have maintained a 91 average in that subject, have been absent no more than 6 days (including college visitation days approved in advance by the Principal) during the semester and have not been suspended (in or out of school) during the semester. Exemptions do not apply to Tennessee mandated Gateway and end-of-course tests. For locally-developed CCAs, seniors who meet the criteria for exemption are not required to take the final exam. Teachers will report the number of exempt students for each course to their principal. Absences due to school-approved activities (field trips, athletics, etc.) do not count against the student.
- No one will be allowed to miss a semester test except for surgery, death in the family or school sponsored events, such as athletics or competitions. The parents must contact the school in a written notice detailing the nature of the emergency. The Principal may require a medical note. The Principal's discretion will be used for outstanding circumstances.
- No semester test will be administered before the approved date of the test.

INCOMPLETES

Students who receive an incomplete (will be represented by a grade of zero or a blank) on a report card should make up the work and get the grade changed within 10 days of the end of the marking period. In the event the grade has not been changed within 10 days (unless other arrangements have been made with the administration) of the end of the marking period, the incomplete assignment will be officially changed to a zero and then the grade will be averaged.

DROP-AND-ADD POLICY

Only under special circumstances and with an administrator's recommendation, a student may change a course within the first ten school days. Please see the IHS Program of Studies for more specific scheduling information.

VALID schedule change requests are considered only through the first ten school days. Valid course or level changes **do not include** dropping a level because students change their minds over the summer, want a different teacher, desire a more favorable schedule, have not done the summer reading, or desire to have classes with friends.

Full-year courses may not be dropped at the end of the first semester. Exceptions to this policy can be made only by appealing to the Principal. If the exception is granted, the student will be required to take an equally challenging semester course.

At the semester, teachers may recommend course level changes based upon their observation and evaluation of student performance.

ATTENDANCE

It is our expectation that all Independence High School students will attend school every day school is in session. We expect parents to support us in reaching that goal. Regular, uninterrupted attendance is an essential ingredient in the learning process.

The purposes of the following policies are to establish guidelines for attendance, to clarify terms used in the process, to identify who is to assume the necessary responsibilities for attendance and, primarily, to foster regular attendance for all students.

ATTENDANCE RESPONSIBILITIES

Students

- Be present and on time for all classes.
- Secure assignments whenever absent.
- Make sure your parents call Student Services by 10 a.m. on the day of the absence.
- Bring your parent note to Student Services the day following your absence.

Parents/Guardians

- Make sure your child is in school every day unless there is a valid reason.
- Call Student Services by 10 a.m. on the day your child is absent OR by prearranged note prior to the absence.
- Send a note to school including the following information:
 - Student Name
 - Date of absence
 - Reason for absence or tardy
 - Parent signature and immediate contact information

Teachers

- Keep accurate attendance records and report accurate information to Student Services.
- Notify Student Services of suspected skipping or other attendance irregularities.
- Give assignments to students in a timely manner whenever informed of any prearranged absence and to Student Services whenever requested by staff.

Student Services

- Attempt to call parents who have not called Student Services by noon.
- Monitor students with attendance problems.
- Send letters to parents after 3 unexcused absences and/or 10 excused absences.
- Notify administration when juvenile referrals are needed.
- Assist teachers in enforcing attendance policy.

To receive perfect attendance recognition at Honors Night, the student must not be tardy or absent during any school day.

ATTENDANCE PROCEDURES

EXCUSED ABSENCES

Parents are requested to contact Student Services by 10 a.m. on the day of the absence. Parents are to send a note to school the day following the absence. If parents do not send in a note AND make contact by phone, the absence will be considered unexcused. Excused absences may be granted for the following:

- Illness of the student. The principal may require a doctor's statement. Although a doctor's statement may be required at any time for an absence to be excused, it will be required after 10 absences of any kind.
 - Illness in the immediate family which requires absence of the student. A doctor's statement may be required.
 - Medical Appointment ** A medical excuse note must be provided – parent notes will no longer be accepted. The doctor's office can fax a note to Student Services at 472-4624.
 - Death in the immediate family (should not exceed 5 days).
 - Religious holidays regularly observed by persons of the student's faith. A statement from the minister or other person recognized by the given religious group may be required.
- Absences for other reasons as approved by administration

EARLY DISMISSAL

Any student with an early dismissal note from their parent/guardian must submit it to Student Services before going to their first class of the day (by 7:30 AM on regular days). **No phone in or emailed requests will be honored due to security issues.** A parent or guardian must come to school to have a child released if the request is not submitted prior to the first class. In order for early dismissal to be excused, you must follow the guidelines listed for excused absences.

On "special" school days - the day before prom or breaks, review days, exam days, or other days determined by the administration, students are required to turn in a note prior to that day or a parent must personally sign the student out.

DISMISSAL DUE TO ILLNESS

Students who become ill during the school day must receive permission from the teacher to go to the school nurse. If it is recommended that the student check out, contact with a parent/guardian by the school nurse is required before the student is released. **Students will not be dismissed through Student Services with a parent phone call. The School Nurse must be contacted directly or the parent must come into the school and check out the student.**

ALL STUDENTS WHO LEAVE FOR ANY OF THE ABOVE REASONS MUST SIGN OUT THROUGH STUDENT SERVICES. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY MEASURES BEING TAKEN.

**ALL ATTENDANCE REQUIREMENTS ALSO PERTAIN TO EIGHTEEN YEAR OLD STUDENTS.
STUDENTS MAY NOT EXCUSE THEMSELVES FROM SCHOOL.
SIGNING OUT AND RETURNING DURING THE SCHOOL DAY**

Students are not permitted to check out and return during the school day unless they have a medical appointment. Documentation from the physician will be required at the time the student signs back in. **Students are not permitted to sign out for lunch, to pick up projects or books left at home, to change into uniforms or any other non-medical reason.**

ATHLETIC OR EXTRACURRICULAR ACTIVITIES

Any student missing four or more periods will not be allowed to participate in that day's activity. Students who are ill and unable to attend school on the day of an athletic or extracurricular activity will not be permitted to participate on that date. Students involved in extracurricular and athletic activities are expected to arrive at school on time and remain in school for the entire day. Any exceptions to this policy must be approved by an administrator. The policy shall be whatever percent of the day a student misses; he/she will not participate in that same percent of time in the extracurricular activity.

PRE-ARRANGED EXCUSED ABSENCES

Students must present a note from their parents detailing the date and reason for the requested absence (e.g. family trip, family event at another school, extracurricular competition). The note must be taken to Student Services at least **ONE WEEK** prior to the requested absence. The one week period allows grades and attendance to be verified and arrangements to be made with teachers. Failure to do so could result in the request being denied. The student will be given a form by Student Services, which must be signed by all of his/her teachers. The administration will look at the student's attendance record, as well as current academic performance, to decide whether or not to grant the request. **Only those students who have a 95% attendance rate and at least a C in all classes can expect to be approved.** A maximum of 5 days of non-sickness pre-arranged absences may be excused.

PRE-ARRANGED ABSENCES FOR COLLEGE VISITS

Seniors may be allowed two visits per year; juniors may be allowed one visit per year. College visits will count as an absence toward senior exemption from semester exams. When the student returns to school, he/she must bring a statement from the college admission office on college letterhead to verify the visit. Students are responsible for all work missed.

FIELD TRIPS

When checking out early for a field trip, the student should notify his/her teacher at the beginning of the period they will be leaving. Upon leaving class, go immediately to the place the group has arranged to meet to leave the school.

A field trip will not count as an absence, but students will be responsible for making up all work. The student will receive a form from the teacher sponsoring the field trip. This form must be signed by all of the student's current teachers indicating whether the work will be due the day prior to the field trip or the day the student returns to school.

Exams, Holidays, and Unusual Events

Please note that special circumstances apply on school days before and after holidays and other special events (i.e. Spring Break, Semester Exam weeks, etc.). The day immediately before and the day immediately after a break, doctor's statements will be required for all illnesses and doctors' appointments. This same rule will apply to other days that change the normal routine of the school day.

For the 2009-10 school year, some of the dates covered by this special requirement are:

Scheduled Event	Dates Requiring Doctor's Statement	All Pre-Arranged Requests Must be Received in Student Services By:
Fall Break (October 19-20)	October 16 and October 21	October 9, 2009
Thanksgiving (November 25-27)	November 24 and November 30	November 17, 2009
Winter Break (Dec. 21 - January 1)	December 14-18 and January 4	December 7, 2009 There are additional requirements for December 14-18 since it is Exam Week. Contact Student Services for more information.
Spring Break (April 2 - 9)	April 1 & April 12	March 25, 2010
Last Week of School	May 17-21	There are additional requirements for May 17-21 since it is Exam Week. Contact Student Services for more information.

CHECKING IN AFTER AN ABSENCE

Upon returning to school after an absence, a note from a parent/guardian must be presented to the Student Services Office before school. The note should include: student name, date of absence, reason for absence, and a phone number where a parent/guardian can be reached during the day. If the absence is excused, the student will be given an excused slip that must be shown to each teacher. Student Services will only issue admit slips for excused absences that are verified within three days of returning to school. Once an excused slip is given, it is the responsibility of the student to show the slip to their teachers. This is the only record the student will receive of an excused absence and should be kept as confirmation of the excused absence. If the slip is misplaced, another slip will not be written.

LATE ARRIVAL TO SCHOOL

All doors other than the main entrance doors will be locked at the beginning of the school day. Any student who arrives late to school will enter through the main entrance.

When a student arrives to school, he/she should report to Student Services. He/she should have a note from a parent/guardian and present it to the Student Services Office. The student will sign in and will be given a note to enter class. A student may not enter class without a note from the Student Services Office.

If the late arrival is excused, the student will be given an excused slip that must be shown to each teacher. If the absence is unexcused and the arrival is during first period, the student will be issued a detention for the following day. If it is during second through eighth periods, an unexcused note will be issued.

TARDY TO CLASS OTHER THAN LATE ARRIVAL TO SCHOOL

Students who are tardy to first period must sign in at the Student Services Office. The tardy policy is outlined below:

1st Period Tardy/Unexcused Absence

Each tardy/unexcused absence to 1st period will result in a detention the next day.

1st – 8th Period Tardy/Unexcused Absence

Tardies/unexcused absences to periods 1-8 will result in the following consequences

- 3 tardies/unexcused absences – 1 detention
- 6 tardies/unexcused absences – 2 detentions
- 9 tardies/unexcused absences – Friday Opportunity School
- 12 tardies/unexcused absences – 2 days ISS and Parent Conference

***Tardies accumulated after twelve will result in further disciplinary actions taken which could include Out of School Suspension and/or a petition to appear in Juvenile Court.

- A student who arrives unexcused to class after ten minutes into the period will be denoted as skipping class and are considered (unexcused) absent and are not allowed to make up missed work.
- Excessive tardies or skipping may result in a petition to appear in Juvenile Court and /or placement in ALC.
- Tardies are cumulative for an entire nine weeks.

MAKE UP WORK GUIDELINES

- It is the student's responsibility to secure assignments when absent.
- When absent, students should check the teacher's web site to secure missed assignments. Student Services can request work only after a student has been absent 3 days.

- For absences shorter than three days, a student will have three days after returning to school to make up any work that was assigned and completed during the absence.
- For absences three days or longer, the student will have the number of days missed plus one day to make up any work that was assigned and completed on the day he/she was absent.
- Any assignment, test, or quiz assigned prior to an absence must be turned in or taken upon the day of student's return to school.
- If a student is absent for a review day before a test is given and returns to school on the test day, he/she must take the test on the day he/she returns as long as the test was announced in advance.

UNEXCUSED ABSENCES

Unexcused absences will result in a zero or its equivalent on any graded assignment or assignment due on the date of the absence.

Skipping School – Any student who is absent from class for an unacceptable reason for more than 10 minutes is considered to be skipping and the absence is unexcused. Lunch and directed studies are considered class periods. The penalty for skipping will result in disciplinary action such as ISS and/or loss of parking privileges if a car is involved. Skipping during exam week will bring about an ISS assignment at the beginning of the next semester. Repeated violators may be referred to Juvenile Court and the ALC. Seniors are reminded that any type of suspension means a loss of exam exemptions.

After the first class of the school day, tardiness to class of more than 10 minutes is considered skipping and an unexcused absence for that period.

COMPULSORY ATTENDANCE LAWS

- If a student has a total of 2-3 unexcused absences, a “warning letter of compulsory attendance law” should be sent to the parent and a conference should be held with the parent. State Law 49-6-007 (i) 1,2
 - If a student has a total of 5 unexcused absences, a “compulsory attendance law letter” must be sent to the parent. State Law 49-3-3007 (e) 1,2,3.
 - For every absence following ten absences a medical note is required for the absence to be excused.
- If the student continues to be absent 3 days from the date of the compulsory attendance law letter, then an unruly court petition for truancy must be filed. State Law 49-6-3007 (e) 1,2,3
- If a student missed ten consecutive or fifteen total unexcused absences during any semester, then the school must send a letter to the State Department of Transportation (driver's license revoked) Board Policy JB, lines 9 & 10 and State Law 49-6-3017 (f)

DENIAL OF MOTOR VEHICLE LICENSE (STATE LAW 49-6-3017)

This state law applies to all individuals 15-17 years of age and requires suspension action be taken against licensed individuals as well as denial of the opportunity to obtain a driver's license for unlicensed individuals. The law requires that students be enrolled and making “satisfactory academic progress” in a secondary school. As used in this law, “satisfactory academic progress” means making a passing grade in at least **three full unit subjects** or their

equivalency at the conclusion of any regular **school semester**. A student who fails to maintain “satisfactory academic progress,” based on end of semester grading, may not be considered to be in compliance until the student makes a passing grade in at least three full unit subjects or their equivalency at the conclusion of any subsequent grading period. For example: If you are requesting a Compulsory Attendance Letter in the Spring, your Fall semester grades (in December) are considered. If you are not passing at least three (3) classes, then you will have to wait until the final grades in the Spring (at the end of the school year) to submit a second request.

CODE OF CONDUCT

The Board of Education, and we at IHS, believe that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society.

While an effort has been made to write a complete code, the following rules are not considered to be a complete list. Faculty and administration acting as en loco parentis may discipline students for unforeseen inappropriate behavior.

Where a range of consequences are possible, the administrator will determine the appropriate punishment based upon the severity of the incident, and the consequences listed in the handbook.

The principal is charged with the proper enforcement of discipline in the total school setting. He/she has the discretionary authority to use or authorize other certified personnel to use the following disciplinary measures to correct pupil behavior:

- Assign Out-of-School Suspension (OSS)
- Prescribe other acceptable disciplinary measures
- Suspend driving and parking privileges on school property
- Call Juvenile authorities and/or notify police
- Arrange student and/or parent conference
- Refer to Juvenile Court
- Assign Alternative Learning Center Placement (ALC)
- Assign In-School Suspension (ISS)
- Assign Friday Opportunity School
- Restrict privileges
- Assign detention, including school service hours

Rules for ISS, detention, but are not limited to the following:

- Students who are in ISS or OSS may not attend or participate in any school activities including weekend school activities.
- Students will only read or study teacher approved materials pertaining to one of their classes or alternate material assigned by the ISS teacher
- Students will not communicate with any other student

- Students will sit up straight in their desks
- Students will not sleep, eat, or drink anything other than water

Students are reminded that these rules are applicable at any time the student is on any school grounds, en route to and from school, during all school activities on or off campus, and at all times the student is under the supervision of the school or school officials.

It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but also the duty to insist on good behavior. The right of discipline extends to all areas of the school program.

It is a fundamental requirement of an orderly school that student respect for the faculty and administration will be accompanied by an equal respect for the students on the part of the faculty and administration.

The primary purpose of Independence High School is teaching and learning. For this purpose to be accomplished, every person—student and staff—must accept the responsibility for contributing to an appropriate teaching and learning climate:

- Respect the worth and dignity of each individual and respect the rights of fellow students.
- Exhibit good behavior and manners, dress appropriately, and use appropriate language.
- Come to school with the attitude that the purpose for being in school is to learn.
- Come to all classes with proper tools (books, pencils, etc.) and with all assignments completed.
- Be familiar with and adhere to all school policies and rules, and be willing to accept the responsibilities that accompany rights and privileges.
- Attend school regularly and be on time to all classes.
- Turn in all assignments by their due date.
- Treat others in a manner that builds them up rather than puts them down.
- Seek to make the school better for everyone by positive contributions.
- Represent the school with pride and quality behavior, both on and off campus.
- Exhibit a sense of pride toward the school and exercise proper use and care of equipment and facilities.

ACADEMIC HONESTY

All students are expected to produce their own, original work. Violations of this concept include, but are not limited to the following:

- Taking information of any form into a test situation for the purpose of responding to test items.
- Plagiarism. The submission of another person's published words or ideas as one's own. This includes not just verbatim copying of an author's work but also paraphrasing from that work without giving appropriate reference to the original source.
- Copying the work of others when the copied material is to count as a grade. This includes electronic copying.
- Providing test information to others in or out of class.
- Taking test questions (complete test, answer key, teacher's edition) to provide assistance in later test situations.

- Selling or buying papers.
- Forging of notes
- Sharing of information by the use of calculators is not allowed. This is a form of cheating.

Students will not be given credit for work submitted under dishonest circumstances. The teacher will contact the student's parent or guardian and refer to the administration. Dishonesty and misrepresentation of student work will not be accepted.

Recommended Disciplinary Actions are:

1st Offense Zero on assignment, parent notification by teacher, administration notified

2nd Offense 1 Day ISS and 1st Offense consequences

3rd Offense 3 Days ISS and 1st Offense consequences

AGENDAS

Students must have their agenda with them at all times when they are on school grounds during school hours and immediately before and after school hours. It may serve as an assignment notebook, and it contains much important information about the IHS schedule. Perhaps most importantly, the student planner contains a pass out of class, which the teacher must sign to leave class. If students do not have their own planners, the teacher will not allow them to leave class.

BALCONY

No student will throw or drop objects, pretend to throw or drop objects, pretend to throw individuals, pour liquid, pretend to pour liquid, spit over the balcony or otherwise participate in dangerous or disruptive balcony behavior.

BUS CONDUCT

No glass containers or balloons are allowed on buses. The Director of Schools or the principal may suspend the right and privilege of transportation from any student attending the Williamson County Schools to whom transportation is provided due to misconduct or misbehavior of each student en-route to or from school. Any students who interfere with the safe operation of a school bus will be held accountable.

CAFETERIA / EATING AREA RULES

All students are expected to eat and remain in the cafeteria or other designated eating areas during their lunch times. Students are expected to dispose of all trash and clean up after themselves. Proper manners are expected in the cafeteria. Use of improper manners will face disciplinary action.

CELL PHONES/ELECTRONIC DEVICES

Students are prohibited from using cell phones during instructional time. These devices will be confiscated and will only be returned after the student serves a detention.

- 1st Offense Detention—returned once detention is completed
 - 2nd Offense Detention—returned only to parent once detention is completed
 - 3rd Offense Friday Opp. School—returned once FOS is completed
- Refusal to give up cell phone will result in 1 Day ISS

Personal electronic devices (Gameboys, PSPs, etc.), are not allowed at any time. All personal electronic listening devices (CD players, i-pods, MP3 players, etc.) are only allowed during study hall and late start days, and should not be visible outside of the study hall classroom during the regular school day. IHS does not assume any responsibility should any of these items be lost, damaged, or stolen.

COMPUTER USE

All students must comply with the Williamson County Board of Education Policy IFBDA, the Student Internet Access Contract, and the Williamson County Schools Computer Guidelines. A written parental request shall be required prior to the student being granted independent access to electronic telecommunications including the Internet involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian on minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/legal guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request.

Terms and Conditions for the Internet:

1. Acceptable Use: The use of electronic media must be in support of education and research and consistent with the educational objectives of the school district. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertising or political lobbying is also prohibited.
2. Privileges: The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. The system administrators will deem what is inappropriate use, and their decision is final.
3. Network Use: All students have a personal login for access to computers and a personal account for storage of files related to school work. The account is accessible only on computers located at Independence High School. Students must save all documents to this network account.
 - a. Students do not have email accounts on the Williamson County School network.
 - b. Students are not permitted use of other online email accounts at school without special permission of a staff member as required for a class or specific assignment.
 - c. Students are to use their personal login to access only their own account and files.

- d. Do not allow anyone to use a computer while you are logged in. All students should logoff from the network before leaving their computer.
 - e. Use of software designed to gain passwords or access beyond the rights assigned to a user or computer are strictly prohibited. Use of such programs risk the security of the network and is considered “hacking”. Violators will be prosecuted.
 - f. No user shall encrypt files or folders or attempt to hide files or folders stored on a network server or local workstation. Any encrypted or hidden files will be deleted. Encrypted and hidden files are a security risk since they cannot be managed by IT administrators.
 - g. Students are prohibited from installing any software on any computer. Illegal downloads or use of copyrighted software, music, videos, pictures or other files is strictly prohibited.
 - h. Use of a broadcast messenger service such as “net send” to send messages over the network is prohibited except in the case of an emergency and then only with approval of a teacher or administrator.
 - i. Student use of online games is prohibited.
4. Vandalism: Vandalism will result in a cancellation of privileges and/or further disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
 5. Security: Security on any computer system is a high priority, especially when the system involves many users. Never share your password or account number with anyone. You will have full responsibility for the use of your account, and can be held responsible for any policy violations that are traced to your account.
 6. Violations: Any violation of the regulations above is unethical and may constitute a criminal offense. Students who violate the above terms and conditions will receive a minimum of 1 Day of ISS. Should a person commit any violation, his/her access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.
 7. Items kept on the P drive or on the U drive that are not pertinent to academic achievement will be deleted and the student will face disciplinary action.

DISRESPECT TOWARD STAFF PERSONNEL

Students are expected to treat each other and IHS staff members with respect at all times.

Part A - A student shall not be verbally disrespectful toward any staff member. The use of an obscenity directed toward a staff member would be a severe form of disrespect.

Part B – A student shall not assault a staff member, either verbally or in writing. All Offenses – Zero Tolerance (see policy)

Part C – A student shall not physically assault a staff member. All Offenses – Zero Tolerance (see policy)

DISRESPECT TOWARD ANOTHER STUDENT

Students are expected to treat each other with the utmost respect. Forms of disrespect include, but are not limited to: Graffiti, notes, cartoons containing discriminatory language, name calling, bullying, jokes, or rumors, racial, sexual, and ethnic remarks.

DISRUPTION OF THE NORMAL SCHOOL DAY

A student shall not continuously and/or intentionally do anything that will interfere with the normal operation of the school.

DRESS CODE

At the beginning of the day in first period, teachers will check their students for appropriate dress. Those students not in compliance with the rules will be sent to their respective Assistant Principal, will be required to change into appropriate clothing provided by the school, and will be subject to further disciplinary action.

Below is the dress code policy:

1. Hats, stocking caps, hoods, bandannas, headscarves, or headwear of any kind must be removed when entering the building during the school day, including before school. If not removed, the headwear will be confiscated. All of the above stated items should not be visible at any time during the school day.
2. Shoes are required at all times. House shoes are not permitted (see guideline #5).
3. Holes or rips in jeans or other clothing must not be excessive and must be at or below the knee.
4. Appropriate undergarments are required. Underwear and/or skin must **not** be visible, even when seated. This rule includes during the lunch period when seated at the lunch table.
5. Clothes designed as sleepwear and/or house shoes are not allowed to be worn to school (this includes pajama pants/bottoms).
6. For the safety of all, no chains or spikes may be worn on clothing or as accessories.
7. The length of dresses, skirts, or shorts must be no shorter than six inches above the knee. Measurement for length will be taken at the bend of the back of the knee to the shortest point of the skirt, including the top of the slit.
8. Clothing that would be considered offensive to any race or culture or could cause dissention should not be worn. Clothing may not have any message dealing with profanity, alcohol, tobacco, or drugs or advertise a business that sells these. There may also not be any shirts with sexually suggestive messages (such as, Coed Naked shirts, Big Johnson shirts, or Hooters shirts), nor should they contain racially or culturally inflammatory messages and symbols.
9. No visible body piercing jewelry other than through the ears may be worn, such as, eyebrow studs, nose rings, tongue studs. No piercing jewelry of any kind that is a safety

hazard may be worn. During school hours, students will be asked to remove jewelry not in compliance with this rule. Band-aid or other cover-ups will not be allowed.

10. Bare midriffs, “crop” tops, or tank tops are not allowed. Mesh tops or see-through material must have a shirt made of non-see-through material underneath. No spaghetti straps or off-the-shoulder shirts or dresses may be worn during the school day. The method to measure this will be a width of a dollar bill. Young ladies are to make sure that their chests and midriffs are appropriately covered at all times. No cleavage or bare midriffs.
11. Individual teachers will determine clothing regulations for particular activities in a classroom (such as, closed-toe shoes for labs, performance attire, physical education dress, etc.).
12. No bandannas, gang or drug-related clothing or clothing with insignia representative of gangs may be worn at any time on school premises or at school activities.
13. Clothing for any type of group initiation is not allowed.
14. Uniforms worn for extracurricular activities must follow dress code or additional clothing must be added.
15. All pants or trousers are to be held at the waist.
16. Any other clothing that administration considers as inappropriate or offensive will not be permitted.

With dress code, one general rule always prevails:

If you have any doubts about the appropriateness of any article of clothing...DON'T WEAR IT!

ELEVATOR

The elevator is off limits to all students unless given specific permission by Student Services and are issued an elevator pass. Students who are given permission for legitimate reasons must abide by all rules given to him or her at the time. At times, a student with elevator permission may be allowed to have a classmate assist them with books. In these cases, only one other person may ride the elevator with the student having permission to ride. Failure to abide by this policy may result in disciplinary action.

FIGHTING

Students involved in a fight will be suspended, referred to the ALC, and are subject to a petition being filed in Juvenile Court. Students are encouraged to seek conflict resolution from school principals, school counselors, the STARS counselor, or teachers in an effort to resolve the problem prior to an outbreak of fighting. Students found to be inciting, setting up, or causing a fight will be subject to the same or similar disciplinary action.

FOOD AND BEVERAGES

Because of the fragile nature of glass bottles and the danger of broken glass to students, glass bottles are not to be brought on campus by students. Glass bottles are also not permitted in the parking lot area. The consumption of any food or beverage is restricted to the common areas or the cafeteria area. Water will be allowed in classrooms with the individual teacher's permission ONLY, provided the water is in a clear and spill-proof container. Students are not allowed to "order in" unless it is an organization-sponsored event and approved by the Administration.

FORGERY

Falsifying records including, but not limited to, a parent signature, staff signature, misrepresentation on the phone, etc., will be treated as forgery. Any student presenting a forged document or note, or participating in a forgery, will be subject to disciplinary action.

GAMBLING

Students involved in gambling at Independence High School will be subject to disciplinary action.

HALL PASSES

Students leaving their classroom must have a school approved pass. A student seen in the hall should be expected to show his/her pass.

HARASSMENT

Harassing behavior or harassment because of race, color, national origin, religion, sex, disability, height, and/or weight of students by other students of this school is unlawful under both Tennessee and Federal law, and is contrary to the commitment of Independence High School to provide a stable learning environment. Independence High School will not tolerate any harassment of students. It is the practice of Independence High School that all contact between students, teachers, and other employees of Independence High School be in keeping with respect for the individual, be of a nature which does not make a person feel uncomfortable, and be conducive to a stable learning environment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct of a sexual nature. Under certain circumstances, sexual harassment may constitute sexual abuse and will be reported to the appropriate authorities.

INSUBORDINATION

Insubordination includes but is not limited to: a refusal by the student to follow a directive from an authority figure, failing to identify one's self when requested by any staff member, failing to follow directions or instructions, and being dishonest to any IHS staff member. Any acts of insubordination will be immediately directed to administration and appropriate disciplinary actions will be taken.

LOCKERS

Each student will be issued an individual locker so he/she will have a secure place to store school supplies and personal items needed at school. Do not store valuables or money in your locker and do not give out your locker combination. If your locker is not working properly or you feel someone has tampered with it, inform Student Services. The following rules apply to lockers:

- Do not deface or damage any part of your locker (only put items inside doors that are easily removed).
- Do not switch lockers without administrative approval, which will be given only for a good reason.
- Do not leave food, pop cans, etc. in lockers for extended periods of time.
- The administration retains the right to periodically inspect lockers for cleanliness.
- The student assigned a locker will be held responsible for all contents of that locker.
- Students are required to clean their locker at the year's end.
- Students are not allowed to share lockers.
- Students are reminded that lockers are the property of the school. Student lockers may be searched if there exists a "reasonable suspicion" that the locker contains any item that is either illegal or inappropriate.

Failure to comply with locker policy will result in the loss of locker use.

MEDICATION POLICY

Medication procedures are consistent with the State of Tennessee Law STATE LAW 49-5-415 and are implemented in our schools countrywide.

- Authorization forms: Authorization to Assist Competent Students with Self-Administration of Medication must be completed for each school year. A separate form must be completed for each medication. There are separate forms for Epi-pens and Non-Competent Students.
- Parents or legal guardians must bring their child's medication to school and check in through the school nurse. Students are not allowed to bring their own medication. This includes prescription as well as non-prescription medication.
- The first dose of medication must always be given at home in case of an adverse reaction.

PRESCRIPTION MEDICATION:

Prescription medication can be self-administered in school while being supervised by the school nurse or designee by following these guidelines:

- The school must have an authorization form completed by both the parent or legal guardian and the physician.
- The medication must be in the original container, match the physician's orders exactly and must be labeled by the pharmacy.
- If the prescription is to be given for less than one week at school (as with some antibiotics) the physician's signature is not required. The medication must be in an original container properly labeled by the pharmacy and an authorization form completed.
- If your child is taking an antibiotic that is prescribed three times a day, this should be administered before school, after school and at bedtime. Do not send this medication to school.

Parents or legal guardians must bring the medication to school. Empty prescription bottles will be given to the student to bring home unless you inform the school otherwise.

- Competent students are allowed to keep inhalers on their person as long as that is specified on the authorization form and signed by both parent and physician.

Violation of the prescription medication policy may result in a zero-tolerance offense and students are subject to the zero-tolerance policy.

OVER-THE-COUNTER (NON-PRESCRIPTION) MEDICATION:

Over-the-counter medication can be self-administered in school while being supervised by the school nurse or designee by following these guidelines:

- The parent or legal guardian must complete the authorization form.
- The medication must be in the manufacturer's original bottle, sealed, with the student's name on the bottle/box. No opened containers can be accepted.
- No medication can be given past the expiration date.

NURSE'S CLINIC:

All students who are ill, or feeling ill, are encouraged to see the school nurse. In order to do so, students must see their teacher first to obtain a nurse's clinic pass. The student is responsible for filling out the pass prior to bringing to the clinic. The medication policy also requires the Nurse's supervision and students must obtain a pass from their teacher prior to going to the clinic.

END OF YEAR PROCEDURES:

Only empty prescription bottles will be sent home with a student. At the end of the school year, if a parent does not pick up their child's medication, two designated school personnel will dispose of the leftover medication per IHS policy procedure and document the disposal.

EMERGENCY PLANS:

Any student with a serious medical condition requiring an Epi-pen or other emergency medication must have an emergency care plan. These are updated/revised each school year.

Failure to follow the medication policy may result in violation of the zero tolerance policy for drugs and controlled substances.

PARKING/DRIVING PRIVILEGES:

Students who are licensed drivers are reminded that driving to school is a privilege, not a right. The following rules apply to the parking lot and student driving:

- All students must register their cars with Student Services. Students must complete a vehicle registration form and pay the appropriate parking fee. Replacement permits will be issued at an additional charge.
- The current year's permit must be located on the rear view mirror so that the number is visible from the outside.

- Sale or transfer of permits between students or to any other car is prohibited.
- Cars may be parked only in the designated student parking lot.
- **Students are not allowed to go to their cars during school hours without an authorized school pass.**
- Students who leave campus without the school's permission will be subject to the loss of parking privileges, whether driving a vehicle or not.
- Parking violations, such as parking in the faculty lot, parking in a prohibited area, speeding, or going the wrong way on a one-way street, will result in the loss of the parking permit.
- Students who drive to school and park on school property agree to the search of their vehicles by administrators who have "reasonable suspicion" that the student's car contains drugs, alcohol, weapons, or other items not permissible at school.
- All cars (students/parents) should be parked in a designated parking space for all events.

PROFANITY, OBSCENITY, AND VULGARITY

The use of profane language (swearing), obscene gestures, or vulgar behavior will not be tolerated.

PUBLIC DISPLAY OF AFFECTION

Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to them. This behavior creates a poor image of the school and of the student body.

SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. Although school authorities will respect the rights of students in their lockers and property, it should be made clear to all that lockers are the property of the school, and a student's locker or other possessions may be searched in the event "reasonable suspicion" dictates the administration take such action.

In addition, students who drive to school and park on school property agree to the search of their vehicles by administrators who have "reasonable suspicion" that the student's car contains drugs, alcohol, weapons, or other items not permissible at school.

SKATEBOARDS/ROLLERBLADES

The use of skateboards and roller blades on high school property, day or night, seven days a week, is strictly prohibited due to the potential danger to the users and pedestrians.

SKIPPING

Skipping is missing part of a class, all of a class, or multiple classes without the prior approval of parents and/or the office staff of individual teacher whose class is being missed. Arriving more than 10 minutes late to a class will be considered skipping. Anytime a student leaves school without prior permission from the office staff he/she is skipping.

If a car is involved, the driver of the car will lose parking privileges for determined period of time.

TOBACCO

Students shall not be allowed to possess, smoke, or use tobacco products in any form while on school property or while participating in a school-sponsored event, or while on school buses to and from school, or on school buses to and from school sponsored events. Possession of tobacco in any form anywhere by a juvenile is prohibited by law and will result in a citation to Juvenile Court with a subsequent fine and other punitive consequences.

VANDALISM

No student will intentionally damage or deface any school building, school-owned property, or personal property located at the school. A police report may be filed plus full restitution will be required. Students who commit or are involved in vandalism may be suspended from school, placed in the ALC, and/or subject to a petition being filed in the Williamson County Juvenile Court. Discharging a fire extinguisher falls under the category of vandalism.

VISITORS

All visitors must check in to the front office. Only parents/guardians are allowed to visit students during the lunch period. All alumni or other guests must visit teachers or students before/after school hours.

WRITTEN, VERBAL, AND SYMBOLIC EXPRESSION

The school retains a responsibility to maintain an appropriate educational environment. As such, posting or distribution of any written material, but not limited to, advertising, community events, etc., must receive administrative approval prior to its dissemination. Signs may only be posted at approved locations. Failure to obtain permission will necessitate removal of the signs.

ZERO TOLERANCE POLICY

State Law and/or the Williamson County Board of Education has classified certain offenses as requiring a mandatory one calendar year suspension upon a determination by the principal that a student has committed one of these offenses commonly referred to as zero tolerance offenses. The following are offenses that automatically result in a suspension of one calendar

year. On a case by case basis the Director of Schools may modify the one year suspension for:

DRUGS:

Students shall not unlawfully possess, handle, use, be under the influence of, share, or sell drugs or any controlled substances in any way in school buildings, on school grounds, or on other grounds used for school purposes, (including parking lots or athletic facilities), on school buses, or at any school sponsored activity. “Drug” means any controlled substance, marijuana, alcohol, legend drug, drug paraphernalia, or any other substance whose possession or use is regulated in any manner by any governmental authority. Exception: Use of tobacco products is not a zero tolerance offense. See policy 1.803 (Tobacco/Free Schools).

ALCOHOL:

Students shall not possess, handle, use, be under the influence of, share or sell alcohol in school buildings, on school grounds, or other grounds used for school purposes (including parking lots or athletic facilities), school buses or at any school sponsored activity.

WEAPONS:

Students shall not possess, handle, transmit, use or attempt to use firearms or any dangerous weapon in school buildings or on school grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

ASSAULT:

Students shall not physically assault or verbally threaten to assault a teacher or other school employee while on a school bus, on school property, or on other grounds used for school purposes, or while attending any school activity or event.

DRUG FREE YOUTH ACT (JUVENILE OFFENDER ACT)

Denial of driving privileges by court:

1. When a person, younger than 18 years of age, but 13 years of age or older, commits any offense or engages in any prohibited conduct described in this subsection, then at the time the person is convicted of the offense, or adjudicated a delinquent child, unruly child or status offender, the court in which the conviction or adjudication occurs shall prepare and send to the Tennessee Department of Safety, Driver control Division, within 24 hours of the confiscation or adjudication, an order of denial of driving privileges for

the offender. This section applies to any criminal offense, status offense, violation, infraction or other prohibited conduct involving the possession, use, sale, or consumption of any alcoholic beverage, wine or beer or any controlled substance as defined by law, or involving the possession or carrying of a weapon on school property. The denial of driving privileges authorized by this section applies when the prohibited conduct occurs before the offender attains the age of 18, regardless of when a conviction or determination occurs. The department of safety shall promulgate an "order of denial" for use by the courts.

2. If a court has issued an order of denial of driving privileges, the court, may review the order and may withdraw the order at any time the court deems appropriate, except as provided in the following:
 - a. A court may not withdraw an order for a period of 90 days after the issuance of the order if it is the first such order issued by any court with respect to the petitioning person: and
 - b. A court may not withdraw an order for a period of 1 year after the issuance of the order if it is the second or subsequent such order issued by the court with respect to the petitioning person.
3. For a motion for withdrawal to be properly before the court for consideration, the local district attorney general must have received at least 10 days' prior notice of the motion along with the time and place where it will be considered. The motion must be joined in by a custodial parent or legal guardian of the offender, if the offender is an unemancipated juvenile at the time the motion is made. A custodial parent or legal guardian must appear in court with the offender if the offender is an unemancipated juvenile at the time the motion is made. The motion shall state whether any prior orders of denial have been issued by any court and shall include as exhibits any prior orders of denial so issued.
4. The local district attorney general or assistant district attorney general shall have the right to appear, present evidence and be heard at proceedings under this section.

CHILD FIND

Is it hard for you to:

- see the blackboard clearly?
- read papers or books?
- hear or understand what people say?
- read?
- do math?
- understand what the teacher tells you to do?
- keep your grades up?
- keep your supplies/backpack organized?

You can get help!

Independence High School has many ways to help students who find it hard to see, hear, or learn. Contact Karen Caldwell, Student Support Services Department Head at karenc@wcs.edu, or speak with one of your teachers or guidance counselors to see how we can help you.