



Fred J. Page High School

Page High School is United in the Pursuit of Excellence.

STUDENT HANDBOOK

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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WELCOME

Welcome to Page High School. It is our hope that your high school experience at Page is inspirational, meaningful, and foremost prepares you to meet the challenges of life.

This student handbook and activity planner has been prepared for your use as a guide and a tool. Please become familiar with the policies and procedures outlined in the handbook section. It is impossible to cover all situations that you may encounter in detail. In absence of specific instructions you should comply with the spirit of good citizenship that is a mark of the Page High School student.

TELEPHONE DIRECTORY

Main Office	472-4730
PHS Fax Number.....	472-4751
Attendance Secretary.....	472-4737
Guidance.....	472-4738
Guidance Fax Number.....	472-4752
Athletics.....	472-4730
PHS Band Room.....	472-4748
PHS Cafeteria.....	472-4739
PHS Media Center.....	472-4731, ext 3815
Page Middle School.....	472-4760
Board of Education (Director of Schools).....	472-4000
School Bus Garage.....	472-4950

ALMA MATER

**On the southern border of our county,
Reared against the sky,
Proudly stands our Alma Mater,
As the years go by.**

**Forward ever be our watchword,
Conquer and prevail.
Hail to thee our Alma Mater,
Page High all hail.**

FIGHT SONG BY Gary Weaver

We are the Page Patriots---
We wear the blue and white.
We've got the spirit—
Listen you'll hear it.
We will stand and fight, fight, fight!
Cheer for the Page Patriots—
We'll sing it loud and clear.
Cheer us on to victory—
The Patriots are here!

STUDENT CODE OF CONDUCT

ATTENDANCE (615) 472-4737

Students must **EXIT** the campus by 3:00 pm unless involved in an after-school activity supervised by a teacher or a coach. When after school activities are over, students should leave promptly with their rides.

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. This is in **state law 49-6-3007 (i) 1,2**

If a student has a total of 5 unexcused absences, a "compulsory attendance law letter" must be sent to the parent. This is in **state law 49-6-3007 (e) 1,2,3**

If a student misses ten consecutive or fifteen total unexcused absences during any semester then the school must send a letter to the department of transportation. (Driver's License revoked) **Board Policy 6.200, lines 9 & 10 as well as state law 49-6-3017 (f)**

Any student over 18 years of age that accrues 10 consecutive absences or 15 total unexcused absences will be withdrawn under state law. They may be re-enrolled only with permission of the principal.

ATTENDANCE PROCEDURES FOR ABSENCES

1. Parents should PHONE the Attendance Office (615-472-4737) between 7:30 a.m. and 10:00 a.m. the day the student is absent. The fax number for the attendance office is 615-472-4751.

2. ALL excused absences require a **WRITTEN VERIFICATION** by a parent or guardian within 3 school days of the student's return to school. You may also e-mail this information to cindyg1@wcs.edu in lieu of sending a note by your student.

PLEASE INCLUDE THE FOLLOWING INFORMATION:

- a. Date(s) Absent
- b. Student's First and Last Name
- c. Grade
- d. Reason for Absence
- e. Parent's Signature
- f. Number Parent can be reached for verification

MAKE-UP POLICY

The student must take responsibility to get assignments when absent. It is recommended that the student go to his/her teacher before or after school if the student cannot obtain adequate information from classmates. For excused absences of 1 to 3 days, the student will have three days to complete all makeup work. For absences of four or more days, as a minimum the student will have the number of days missed plus (+1). The student must meet with the teacher upon return to develop a plan for completing the assigned work. If a student misses one day and returns on test day, then the student should have an extra day to make up the work. However, if the test was announced prior to the absence and the student returns on test day, the student should take the test on the scheduled day. Likewise any work assigned before the absence is due on the day of return to school.

EXCUSED ABSENCES

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day that school is in session. Conditions for which a student's absence may be excused are (County Policy):

1. Illness of the student. The principal may require a doctor's note.
2. Illness in the immediate family, which requires absence of the student from school. The principal may require a doctor's note.
3. Death in the family. Absence should not exceed 5 days.
4. Religious holidays regularly observed by persons of the student's faith.
5. Absences for other reasons may be excused if, in judgment of the principal, the circumstances warrant.
6. The first 10 absences in any school year may be excused if a parent or guardian sends in a written note explaining the reason for the absence. Absences beyond 10 days will be unexcused unless written medical documentation is presented to the Attendance Office.

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~~ (County Policy 6.200). Skipping School – Any student who is absent from class for an unacceptable reason 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 ISS and/or loss of parking privileges. 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. Tardiness to class for more than 10 minutes is considered skipping and unexcused for that period.

PRE-ARRANGED ABSENCES

If a student knows in advance that he/she will not be in school for other reasons than are stated under EXCUSED ABSENCES, the student must have prior approval of the teachers and principal one week in advance. We have Pre-Arranged Absence Forms in the Attendance Office. It is the student's responsibility to request and return all make-up work as designated by his/her teachers. No additional note is needed when the student returns to school.

ARRIVING DURING SCHOOL HOURS

Any student who arrives to school after 7:30 a.m. must check in at the Attendance Office. Likewise, any student who leaves school for an

appointment and returns later in the day should also check in at the Attendance Office.

EARLY DISMISSALS

1. Any student requesting an early dismissal should leave a note signed by his/her parent or guardian in the Attendance Office before 7:30 a.m. When the student returns, he/she should submit an official statement from the professional involved citing the date and time of the appointment.
2. No phone in or faxed requests will be honored due to security issues. A parent or guardian must come to school to have a child released if request is not submitted prior to 7:30 AM.
3. **STUDENTS MUST SIGN OUT** or they will be subject to disciplinary action.
3. Parents are urged to schedule dental and medical appointments outside school hours.
4. A student who becomes ill during the day **SHOULD** report to the Clinic with his/her planner signed by the teacher of his/her class. The student's parents will be contacted to make arrangements for the student's care. Any student being dismissed for illness must see the nurse in order to be excused.

TARDY TO CLASS

Students who arrive late to class (including 1st period) during the first 10 minutes will be assigned a one hour detention to be served the next scheduled day after school (Tuesday, Wednesday, or Thursday).

Students who arrive to class more than 10 minutes late will be referred to the proper administrator for skipping class.

If a student is tardy to three classes on one school day, he/she will receive three separate days of detention.

An assistant principal will discipline students who are habitually tardy.

ACADEMIC REQUIREMENTS

GRADUATION REQUIREMENTS

Upon entering high school, each student must develop a six-year plan of study to prepare for post-secondary life by choosing a pathway of course study. *The* six-year plan will be reviewed each year by parents, students and school counselors. This plan helps assure students that they will meet all graduation requirements and be prepared for the appropriate post-secondary choices. Graduation requirements for specific graduating classes can be found in the PHS Program of Study (available on the school website at <http://www.wcs.edu/phs>).

All students must pass the GATEWAY exams and earn 22 credits (including specific required credits), successfully complete a senior project, and take the ACT during the spring of their junior year.

SCHEDULE CHANGES/DROPS

Guidance Number (615) 472-4738

Students are given the opportunity to make schedule changes prior to the beginning of each semester. It is the responsibility of the students to be aware of the dates and to initiate any changes with their counselors. It is school policy not to make schedule changes after the semester has begun.

Students will not be allowed to drop full-year courses at the semester without administrative approval and teacher recommendation. Also, students will not be allowed to enter full-year courses at the semester unless they are making up deficiencies.

TRANSCRIPTS

Guidance Number (615) 472-4738

Requests for transcripts must be made **in writing** to the guidance office by the student if he/she is over 18 years of age. Requests by parents for transcripts for students under the age of 18 will be accepted when submitted **in writing**. A form entitled "Transcript Request" is available

in Guidance. The cost is \$2.00 per transcript, after the initial, free transcript. The fee covers postages, envelopes, copy costs, etc.

TESTING

A variety of tests are scheduled through the guidance office. Many of these are standardized exams and are required as part of the school curriculum. Most of the tests are given free of charge, but some have costs associated with them. The counseling office can provide additional information about the following fee-based tests: SAT, ACT, PSAT and AP Exams.

TOBACCO

Providing a safe, orderly, healthy environment for all our students is a primary responsibility for everyone at Page High School. Williamson County Board of Education policy and State Law prohibit the use and possession of tobacco products on school grounds by students. Because of the serious health hazards involved with the use of these products, violators of this policy will face severe consequences that could include a citation to court and fine. In addition, programs will be offered to students, with parental approval and support, to help in the cessation of the use of tobacco.

STUDENT BEHAVIOR

Acceptable behavior is a necessity in an educated society. Since all of us are in the business of education, we must be in the business of displaying behavior acceptable to the Page High School society. Behaviors which would not be tolerated in a normal business setting will NOT be tolerated in the education environment.

GENERAL AND CLASSROOM EXPECTATIONS

Students are expected to treat other students, all faculty and support staff with respect. They are also expected to follow Williamson County Board of Education policies on Student Behavior. Students have the right to be treated with courtesy, dignity and respect by administrators, faculty and support staff at Page High School.

Students are expected to arrive in class on time with all materials needed for the class and remain attentive, respectful and on-task throughout the entire class period. Only by following the rules outlined by the teacher in that particular classroom can an atmosphere conducive to learning be insured.

DRESS CODE

Students should use such taste in the selection and wearing of their clothes, make-up and hair styles and maintain such neatness, cleanliness, and self-respect that the school is a desirable place in which to promote learning and character development. For middle schools and high schools, the minimum standard for acceptable, modest clothing during the school day includes items such as the following:

- (1) No "tank" tops, "crop" tops, or fish-net/see through material
- (2) No short skirts or short shorts (maximum is 6 inches above the knee)
- (3) All pants or trousers are to be held at the waist
- (4) Underwear must NOT be visible
- (5) No visible body piercing other than in the ears
- (6) Any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities (TCA 49-6-4215)

The Board of Education encourages individual schools to adopt standards that would exceed the above minimum standards.

Any apparel, dress, or grooming that is potentially disruptive to the classroom atmosphere or educational process is not permitted. Any apparel, dress, or grooming that is dangerous to the health or safety of students or the lawful, peaceful operation of the school is not permitted.

Any apparel or dress that advertises or promotes products or activities prohibited by law or by the Board of Education is prohibited (e.g. profanity, illustrations, or suggestive language, etc.)

No Bandanas or sweatbands should be worn in such a way as to cover the head or any other body part in any way.

Hats should be removed upon entering the building. Failure to comply may result in confiscation of the hat by faculty, staff or administration.

Fish hooks such as the ones on hats are not permitted.

Administrators and teachers shall enforce the dress code policy. The principal or his/her designee shall be the final judge as to compliance with the dress code.

Student uniforms related to student extra-curricular activities (dance, sports team, band, etc.), may be worn during the school day on specific occasions when approved by the school principal.

The Board of Education endorses the concept of a uniform dress code or uniforms to be adopted on an individual school basis.

Responsibility is a very important term at Page High School. Each individual is responsible for his or her own actions. The more responsible one is for his/her actions, the less one will need to deal with negative consequences. Remember that the only person one can change is one's self.

Consequences for inappropriate behavior may include loss of privileges, loss of parking privileges, before or after school detention (with 24 hour notice as required by Board policy,) in-school detention, Friday School, suspension, and assignment to the Alternative Learning Center.

CELL PHONE POLICY

Cell phones may not be used in the classroom for any reason at any time. Any cell phone visible or audible in any classroom space or any place in the school during class time will be taken up and placed in the office.

Students must serve a detention and their phone must be picked up by a parent from the office on the school day following the detention if taken up.

Students may use their phones in the hallways between classes and during their lunch period.

Students who refuse to give their phone to a teacher immediately upon request of any PHS employee will also receive a day of In School Suspension (ISS). They must then serve the detention and have a parent pick up their phone.

The school is not responsible for the loss or theft of any of a cell phone.

TELEPHONE

The office telephone is a business phone and is not to be used by the students. Students will not be allowed to receive phone calls while they are in class. In case of emergency, a message will be taken and relayed to the student.

HEADPHONES/ELECTRONIC DEVICES

Headphones, cassettes/CD players, I-Pods, and electronic games are not part of the educational system. At the teacher's discretion, these devices may be allowed during Directed Study or at other times.

The school is not responsible for the loss or theft of any of the above stated items.

TENNESSEE LAW CONCERNING SUSPENSION

The Administration of Page High School is authorized to carry out disciplinary and related procedures for the successful operation of the school under Tennessee law concerning suspension and disciplinary action. Tennessee law allows principals to suspend students for good and sufficient reason upon satisfaction of due process. Many offenses may result in long-term suspension by the principal/designees.

DETENTION/SUSPENSION/EXPULSION

AFTER SCHOOL DETENTION: This will be held on Tuesdays, Wednesdays and Thursdays from 2:45 p.m. – 3:45 p.m. Students must report on time with academic work to be done. Failure to comply with rules of behavior in After School Detention will result in student being dismissed from detention and referred to the appropriate administrator.

TEACHER DETENTION: Teachers assign detention for violations of class rules or failure to bring materials to class. Teacher detention is served before or after school. It is the student's responsibility to know when and where they are to report for detention. Failure to serve detention will result in disciplinary action.

FRIDAY SCHOOL: Students are assigned to Friday School for a variety of reasons. Friday School starts at 2:45 p.m. and ends at 4:45 p.m. The school system does not provide transportation from Friday School. Failure to serve Friday School will result in out-of-school suspension.

Students may be assigned detention for failure to make academic progress.

Students who fail to serve Detention of any type will be referred to the appropriate administrator for stronger disciplinary action.

SUSPENSION IS A VERY SERIOUS DISCIPLINARY ACTION AND MAY RESULT IF THE FOLLOWING OCCURS:

- Conduct that creates a safety hazard
- Chronic cutting of classes, excessive tardiness, leaving campus without permission, or truancy
- Gambling, extortion, or harassment
- Disrespect in language or behavior toward faculty or staff
- Destruction or defacing school property
- Misconduct at school functions
- Continual referrals to an administrator for misbehavior
- Stealing
- Fighting
- Violation of Williamson County Board of Education Policies

OUT OF SCHOOL, SHORT TERM SUSPENSIONS

Students may be suspended out of school for ten days or less for good and sufficient cause as outlined in the code of conduct. Students suspended out of school are not allowed on and Williamson County School campus for any reason and may not participate in any school sponsored activity.

LONG TERM SUSPENSION

The principal (in accordance) with Tennessee State Laws 49-1309 and 49-2501 shall have the right to suspend any student for longer terms (remainder of the year), for good and sufficient reasons under his/her discretion. Prior to any suspension, the principal shall require a hearing to determine the authenticity of the charge(s). The student shall have the right to an explanation of the evidence supporting the charge(s) and an opportunity to explain his/her side of the story. Following the suspension, the principal must report his/her action in writing at once to the Director of Schools and the parent/guardian or person in loco parentis to the student. The notice must include notification of the rights/responsibilities for application for readmission (procedures set by TCA 49-1309).

BOARD POLICY FOR SPECIFIC STUDENT BEHAVIOR

Sexual Harassment

The Williamson County Board of Education strives to provide students in Williamson County with a climate that is conducive to a quality-learning environment by adopting the following policy. This policy encourages all members of the learning community to be proactive in providing a climate in each school that is inviting, receptive, caring, supportive and flexible. It is meant to discourage sexual harassment by employees or other students. Sexual harassment activity toward any student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures or words of sexual nature which:

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

If a student feels he/she is being sexually harassed, he/she shall report these conditions to the immediate supervisor of the offending person (teacher, counselor, or administrator). In determining whether alleged conduct constitutes sexual harassment, all the circumstances including the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The principal/designee shall be

responsible for investigating all complaints of sexual harassment. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Director of Schools and ultimately to the Board of Education.

ZERO TOLERANCE

I. ZERO TOLERANCE OFFENSES

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:

a.) **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 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.

b.) **Drug Paraphernalia:** Students shall not possess, handle, transmit, use, share or sell drug paraphernalia in any way in school buildings, on school grounds, or on other grounds use for school purposes (including parking lots or athletic facilities), on school buses, or at any school sponsored activity. For purposes of this policy, "drug paraphernalia" shall be as defined in T.C.A. 49-6-4202(3).

c.) **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.

d.) **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.

e.) **ASSAULT.** Students shall not physically assault or verbally threaten to assault a student, 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.

II. "REASONED" JUDGEMENT OFFENSES

State law and the WCBOE have identified other zero tolerance offenses that, depending on the individual circumstances, may warrant “reasoned” judgment by the principal in assigning punishment. These offenses may result in suspensions ranging from 20 days to one calendar year based upon the circumstances and other factors in each case.

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

b) POSSESSION OF WEAPONS OTHER THAN FIREARMS. State law allows the school administrator to use ‘reasoned’ judgment when determining the punishment for the possession, use, handling and/or transmission of items that may be classified as weapons other than firearms. The definition of a weapon is a broad one since any object that could be used to inflict harm or injury to another falls into that category. In determining punishment, the principal will consider the object determined to be the weapon, the circumstances surrounding the incident, and the intent of the student charged with the weapons offense when making his decision. The principal may assign punishment, including suspension, based on these considerations of up to one calendar year.

c) OTHER INSTRUMENTS AND SUBSTANCES. Students are further forbidden to be in possession of or use any instruments or substances such as non scheduled or non-prescription drugs, chemicals, inhalants, pencils, scissors, razors or compasses with the intent to do harm to self or others or in a manner which renders the item dangerous 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.

NOTE: Graduating Seniors who commit a “reasoned” judgment offense that occurs with fewer than 30 school days remaining in the school year will be allowed to perform community service in the school, (five (5) hours equals one day), to be completed before August 1.

III. ADMINISTRATIVE PROCESSING

1. Upon information that a student is suspected of violating this policy, the principal of the school shall notify the student’s parent or guardian and the appropriate law enforcement officials as required by law.

2. The principal shall recommend placement in the Alternative Learning Center.

3. The principal shall notify the local law enforcement agency and the Williamson County Juvenile Services Department.

4. All contraband shall be given to the local law enforcement agency.

5. Hearing: the student and parent have access to an administrative hearing under the provisions of Section IV below. During the suspension period, the student shall not be permitted to attend or participate in extra-curricular activities.

IV. APPEAL

a. Within five (5) days of the date of the suspension an appeal must be requested in writing.

b. The Disciplinary Hearing Authority shall consist of three county administrators named by the Director of Schools or designee from among the following: Directors or any Secondary School Principal. The student's principal will not be a member of the hearing authority. The Disciplinary Hearing Authority must include the Student Support Services Director if the student has been verified as having a disabling condition. The Director of Schools or designee will serve as the non-voting chairman of the hearing authority and will be responsible for scheduling the hearing, conducting the hearing and preparing the written findings of the Disciplinary Hearing Authority.

c. The hearing shall be held no later than ten (10) school days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent and principal or assistant principal by the Director of Schools or designee.

d. After the hearing, the Disciplinary Hearing Authority may:

- 1) Affirm the decision of the principal;
- 2) Order removal of the suspension/expulsion unconditionally;
- 3) Order removal of the suspension/expulsion upon such terms and conditions as it deems reasonable within the policies of the Board
- 4) Recommend the student to the Alternative Learning Center; or
- 5) Suspend/expel the student from any school or assign to ALC for a specified period of time.

e. A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the Disciplinary Hearing Authority.

f. Only after exhausting appeal procedures, the principal or the student (or his parents) may request review by the Board of Education. The appeal to the Board must be presented to the Director of Schools in writing within five (5) days after the date of the Disciplinary Hearing Authority hearing. Absent a timely appeal, the decision shall be final.

g. After a review of the record, the Board may:

- (1) Affirm the decision of the hearing authority,
- (2) Modify the decision to a lesser penalty, or
- (3) Grant or deny a hearing before the Board of Education.

If a hearing is granted, the Board may:

- (a) Affirm the decision of the hearing authority, or
- (b) Modify the decision in any manner, including imposing a lesser or more severe penalty than that of the hearing authority.

The action of the Board of Education shall be final.

V. NOTICE. The principal shall post a summary of this policy and related school discipline procedures within the school and include it in

the school's student handbook and in at least one issue of a parent newsletter or other communication to parents.

STUDENT SEARCHES

The Williamson County School System endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner which ensures that students are not arbitrarily stripped of all personal privacy. The principal of each school or his/her authorized representative possesses the authority to conduct inspection of student's locker, student's school computer accounts, and articles carried upon their persons or vehicles. Such a search shall be based on a reasonable suspicion of the presence of deleterious items but not limited to bombs, handguns, or other dangerous weapons, contraband drugs, alcohol, tobacco, stink/smoke bombs, secreted noise makers and water guns.

In the event of a student's person, personal possessions, his locker, student school computer account or vehicle reveals the student concealing materials, the possession of which is prohibited by federal, state, or local law, local law enforcement authorities shall be notified so they may take appropriate action. (TCA 496-4201)

WHERE DO I GO FOR HELP?

Help is always nearby at Page High School. The entire staff and faculty are committed to helping students in any way necessary. If you do not know where to go, what to do, how to handle a situation or if you just need help in general, please ask any of our staff, faculty, or administration.

In addition, the Page High School web site at <http://www.wcs.edu/phs> provides updated information about activities and events happening at school.

Information about a weapon or any other illegal activity at school should be reported immediately to the School Resource Officer, the Assistant Principal or the Principal. One of the highest priorities is to provide a safe and effective environment for learning and we appreciate student support in striving to keep our school safe.

STUDENT SERVICES/PROGRAMS

CHILD FIND

These agencies work with Williamson County Schools to find children who may need special education: TN Early Intervention Services, WAVES, Head Start, Williamson County Health Department, Department of Human Services, and Department of Children's Services. If you are concerned about a child you know, please contact one of these agencies. You may also call Student Support Services at Williamson County Schools at 472-4130.

STUDENT COUNCIL

Members of the Page Student Council are elected to serve as the voice of the student body and to plan activities that promote social harmony, community awareness, and good citizenship among all students. Projects include Homecoming, Coming Home, assemblies and an annual community food drive.

CLUBS

Page Students have a wide variety of vocational, service, academic, and special interest clubs that they can choose to join. Through these organizations, students have many opportunities to develop leadership and citizenship and to pursue school and community-related interests.

Clubs are many and varied. Due to our board policy, many clubs are required to meet either before or after school. Check with the individual sponsors to find out information regarding a particular club. An informational club fair is usually held after school begins.

Interact Club	FTA (Future Teachers)	STARS
Knitting Club	French Club	FBLA
Environmental Club	Mock Trial	FFA
Rodeo Team	Drama Club	HOSA
Smiles for Kids	FLA (Future Leaders)	DECA
Careers Association	Chess Club	FCCLA
Student Council	Art Club	VICA

National Honor Society	Creative Writing	BLA
Sociedad Honoraria		TSA
Hispanica		

The clubs listed here have been sponsored in the past. Check with the sponsors to identify meeting times and requirements for membership.

MEDIA CENTER (615) 472-4731, EXT 3815

The Page High School Media Center provides services and materials to assist students in becoming effective users of ideas and information. It is open from 7:10 a.m. until the end of school unless otherwise posted. Guidelines for use of the Media Center along with services and programs offered are available in the Media Center.

Internet access is available in the Media Center and throughout the building. Signature of an acceptable use policy is required for use of the internet access. You may obtain your Computer login and password once this form has been returned to the library.

Computer labs are also available for student use. Guidelines are in place for use of the labs.

Check out our web pages for further information on research sources and guidelines for using the internet at <http://www.wcs.edu/phs>.

Technology Tips and School Technology Use Policies

Whenever the Parent and Student turn in the signed Acceptable Use Policy form (AUP), each student at Page High has his/her own user ID number and password to access school networked computers. Each student also has a secure account folder to store all documents created in the school environment. The following guidelines are in place for use of this account.

- Your user ID and password may be obtained from the school network supervisor and will be provided at the beginning of the school year. DO NOT CHANGE THIS INFORMATION.
- You are responsible for security of your account.
- Make certain you always log out of your account when you leave a computer work station.

- Access only YOUR OWN ACCOUNT.
- Never share your ID number or password with another student for any reason.
- Never access files belonging to others in the public directories.
- School personnel may view documents in student accounts at any time.

In addition you should be aware of the following:

- Installation of certain files and programs can damage a computer.
- Harmful viruses may be downloaded and transmitted through online sources and through e-mail.
- Loading and configuring illegal programs can interfere with legitimate programs that we have running on all computers in the building.
- Gaming slows down our Internet connection for all computers in the building.
- Illegally loaded software uses space on our fileserver needed for teacher and student files.
- Many websites are blocked for children's protection. Accessing any blocked website can result in suspension of your computer log in and password.

TO AVOID ANY INTERRUPTION OF OUR COMPUTER NETWORK, DO NOT INSTALL ANY SOFTWARE, MP3 FILES, EXECUTABLE PRORAMS, GAMES OR ANYTHING FOUND ON THE Internet or obtained through e-mail on school computers in your account or on the shared P: drive.

Violation of any of the above will result in your school account being canceled. You will also be held financially accountable for any damage done to any school computer or the school network. Any of the above actions results in disciplinary action by the administration.

CAFETERIA AND LUNCH HOUR

The cafeteria is a place for pleasant relaxation and conversation. Students' lunch period will last approximately 25 minutes. Student behavior in the cafeteria should be based on courtesy and cleanliness.

All students must go to the cafeteria area during their assigned lunch period, whether they eat or not. Food served in the cafeteria will be eaten in the cafeteria area. Students are expected to clean up the area where they ate and deposit litter in the proper receptacle. No student is to leave the cafeteria except with a teacher or with permission from the lunchroom supervisor. There should be no loitering anywhere outside the cafeteria. Outdoor dining will be subject to the discretion of the principal or the assistant principal.

Picnic Benches and outside lunch areas are reserved for SENIORS ONLY.

When dismissed from the cafeteria, students will return to the classroom in an orderly manner by the most direct route. They should return to the classroom on time after their lunch period has ended.

ATHLETICS

Athletics is an integral part of life at Page High School. We encourage all students to become involved in the many different sports offered at Page. We are an active member of the TSSAA which governs the eligibility and participation of all member schools. Each student must have a physical and emergency medical form on file at school before participating in a sport. For information pertaining to free physicals and insurance, please consult the coach of your individual sport. To participate in the athletic program, the student must have made a passing grade the preceding semester in at least FIVE full unit subjects, or their equivalency, be currently enrolled, in regular attendance, and carrying at least five full courses. We believe that our athletes and fans should exhibit good sportsmanship and represent our school well at all athletic contests.

POLICY: To be eligible to participate in college NCAA athletics, all NCAA Division I and II schools require entering freshmen to have:

Division I Schools require 16 core courses

4 years of English

3 years of Mathematics (Algebra I or higher)

2 year of natural/physical science (1 year of lab if offered by high school)

1 year of additional English, Mathematics, or Natural/Physical Science

2 Years of Social Science

4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy)

Division II Schools require 14 core courses

3 years English

2 years of Mathematics (Algebra I or higher)

2 years of natural/physical science (1 year of lab if offered by high school)

2 years of addition English, Mathematics, or natural/physical Science

2 years of social science

3 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy)

There is a sliding scale for Division I schools comparing GPA and ACT scores to meet eligibility. Please refer to www.ncaaclearinghouse.net to see the Test Score/GPA Index Chart. Only core courses are used in the calculation of the grade-point average. There is no Sliding Scale in Division II.

Please refer to the NCAA website, www.NCAA.org for specific information and possible changes in meeting eligibility requirements.

STUDENT INSURANCE

School insurance is available early each year to all students. Purchase of the program is optional. All athletes should be able to show proof of coverage under a family policy or should purchase the school insurance. ***Football injuries are not covered by school insurance.***

VALUABLES

Students are cautioned not to bring large amounts of money or valuables to school. The school cannot be responsible for personal property. It is the students' responsibility to safeguard their property at all times.

DO NOT LEAVE VALUABLE ITEMS in an unlocked, unsupervised classroom at anytime.

Any especially valuable items that are lost or stolen may be reported to the School Resource Officer. Rewards may be offered for the return of extremely valuable items.

Laser pointers are prohibited unless to be used for a specific assignment with approval from the teacher and an administration.

LOST AND FOUND

Articles found in and around the school should be turned in to the Student Services office where the owners may claim their property by identifying it. Every reasonable effort will be made to help students recover lost or stolen items. Any items left at the end of the year will be recycled or donated to charity.

MISCELLANEOUS

LOCKERS

It is strongly recommended that all students purchase a locker at the beginning of the school year. Damages caused by misuse will be charged to the student. Any locker malfunction should be reported to the assistant principal. Search of lockers will follow guidelines and procedures outlined in the State school policies and regulations.

Lockers are cleaned out at the end of the year and all personal items should be removed at that time. Any items left in lockers on the Friday before the week of exams (see calendar in planner for date) will be thrown away.

MEDICAL PROCEDURES

Prescription medicine will be administered according to policy and guidelines outlined by the Williamson County Board of Education. Medication of any type should be kept in the clinic area.

It is the responsibility of any student diagnosed with a serious medical condition to notify the nurse to develop a medical plan each semester of the condition and any special procedures to follow in case of an emergency.

HALL PASS

This planner serves as a hall pass when the destination and time are accompanied by a teacher's signature on the appropriate date. A student **must** have his or her own planner to use as a hall pass.

STUDENT DRIVERS' LICENSE INFORMATION

State law requires that in order to obtain a drivers' license or a driving permit, a person under the age of eighteen must be in regular attendance at school and have passed at least three subjects the previous semester. A form issued by the school must be taken to the testing station at the time a student applies for a license or a permit. In order to obtain this form, a student should make a request in the Student Services Office at least forty-eight (48) hours before the form is needed.

The Driver Testing Station in Franklin is open until 5:00 p.m., Tuesday through Friday. A student has ample time to obtain a permit or license after school. For this reason, any absence from school taken for the purpose of obtaining a permit or license is unexcused.

MOTOR VEHICLES

Juniors and Seniors who wish to drive vehicles to school must fill out a parking permit application. If space is available, sophomores may make a request for a parking permit. Parking spaces will be assigned on a first come, first serve basis starting with the Senior Class. Speeding, reckless driving, or any other violation of motor vehicle regulations could result in the loss of driving privileges or the towing of your vehicle. Failure to prominently display your parking hang tag could result in your vehicle being towed. Excessive absences or tardies could result in loss of parking privileges. Leaving the campus without permission during the day could result in loss of parking privileges. To prevent vehicle damage, parking spaces should be kept free of litter. Excessive littering can cause your parking privilege to be revoked. Remember, driving to school is a privilege. Don't abuse it.

PARKING LOT

Students are not to enter the parking lot during the school day without permission from the office unless accompanied by a faculty member. Bus riders and students dropped off from private vehicles should NEVER enter the parking lot without permission from the office. The speed limit on campus is 10 mph.

VENDING MACHINES

The vending machines are located in the commons area for the convenience of students before and after school, and before his/her lunch period. You should report losses of money in the vending machines to the Student Services Office. In order to keep our school clean and free of pests, consumption of food and drinks in the classroom is by teacher permission only. Clubs or class activities requiring special refreshments must be approved by the principal.

VISITORS

We have a NO VISITOR policy for non-academic visitors. Academic visitors to the school must check in the office as soon as they arrive on campus. Visitors will be provided with a Visitor Badge and should display it prominently while on campus. They should check out of the office when they are leaving the building.

Students will not be allowed to have a visitor at school except for an emergency without the prior approval of the principal or designee.

VISITS TO OTHER SCHOOL

State law requires that visitors to school must report immediately to the office and state their business. Anytime a PHS student visits another school, he/she is encouraged to get prior approval. DO NOT SUBJECT YOURSELF TO BEING CHARGED WITH CRIMINAL TRESPASSING.

BUS DISCIPLINE

Students who ride the bus must follow the rules that are stipulated by the Williamson County Board of Education. The bus driver should be treated with the same respect that is shown to a faculty or staff member. The transportation department will notify parent/guardian and students of bus schedules. Questions regarding bus service or bus referrals should be addressed to the transportation department at 472-4950. Inappropriate bus behavior is subject to disciplinary action. Misbehavior may result in the suspension or loss of riding privileges.

DANCES/EVENTS

Various dances and other events are held at Page High School throughout the year. Students should consider these activities as an extension of the school day in terms of personal conduct and behavior. Except for the Prom, school dances end at 11:00 p.m. Students must make prior provisions for parent pick-up before 11:00 p.m. Students will not be allowed to return to a dance after they have left the building. Hallways and lockers will not be available during or after school dances. No middle school students or students of middle school age will be allowed to attend. All school rules are applicable and in force during dances. Also, please note: ONLY Page High Students may attend school dances. The only time non-PHS students may attend a school dance is PROM.

LITTERING

All trash is to be put in marked trash cans or in designated recycling cans—NOT ON THE GROUND! Due to safety considerations, no glass containers are permitted on campus.

BOOKS/MATERIALS/FEEES

Parents and students are reminded that students are responsible for textbooks checked out to them at the beginning of each new course. Any mandatory assessments due to damage done to textbooks, including lost textbooks or lost library books will be the responsibility of the student to whom the books were checked out. It must be paid before other books are issued to the students. Parents, please check with your student to see if any money is owed in any area. For extremely outstanding debts, parents will be contacted. If the book(s) is found, the money will be refunded to the parent. The teacher will issue a new book to students upon payment for the lost textbook. Lost books should be paid for in a timely manner so that students do not fall behind in the class.

All students, especially graduating seniors, who owe money for lost/damaged textbooks/materials/library books and fees, will be held accountable for all debts that have not been settled by the end of the school year prior to graduation.

SENIORS WHO HAVE NOT TAKEN CARE OF THEIR OBLIGATIONS WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONY UNTIL ALL ITEMS ARE PAID FOR AND OR RETURNED.

Additional Fees

In some cases additional fees are charged. These fees are to be paid to the appropriate person before or at the start of the semester or at the time announced.

Driver's Education	TBA
Graduation Fee	TBA
Guidance (transcripts)	\$ 2.00
Lockers	TBA
Parking Pass	\$15.00
Agenda	TBA
Class Fees (to be announced by individual teachers)	

SCHOOL STORE

School supplies may be obtained from the school store located in the Commons area. The school store is open during lunch hours.

PUBLICATIONS

There are 3 school publications, the yearbook, the Page Turner, and the PTO newsletter. Any student interested in working on the yearbook or the newsletter should interview with the yearbook advisor.

REPORT CARDS AND PROGRESS REPORTS

Periodically, progress reports will be issued during the quarter. Parents may request progress reports more frequently if desired. Report Cards are issued at the end of every nine week quarter. Teachers are encouraged to call home regarding student attendance and academic progress. If there are any concerns, parents should keep in touch with the student's teachers, regarding academics. A Parent Conference with counselors and teachers may be requested at any time.

Parents are encouraged to utilize PARENT CONNECTION to monitor grades. Information on how to sign up for Parent Connection can be found on the website.

CLOSED CAMPUS

Students are not allowed OFF the school campus during lunch or any other unauthorized time. Students are expected to attend all assigned classes.

FINALS

Students must take a final exam unless they are seniors who meet the exemption criteria. All students must have the principal's authorization to take exams at a later date or make them up due to missed exams. Per Board Policy, no exams will be given early.

Students who do not take an exam in a course will receive an incomplete. No credit will be given in any class with an incomplete.

This handbook is presented to the students at Page High School in the hope that it will assist students in the use of school facilities and programs. Any guidelines presented here that are not in accordance with the policies of the Williamson County Schools and the State of Tennessee because of changes or discrepancies will be null and void.