Administration

Mr. Bill Harlin, Executive Principal
billh@wcs.edu
615-472-5202

Dr. Kate Burgun, Assistant Principal
katherine.burgun@wcs.edu
615-472-5206
Office Staff

Mandy Derrick, School and Attendance Secretary

amanda.derrick@wcs.edu

615-472-5206 (phone)  615-472-5221 (fax)

Joyce Ciccarelli, Bookkeeper

joyce.ciccarelli@wcs.edu

615-472-5203 (phone)
School Counselling Center

**Mary Kay Carter**, School Counselor for Sophomores
marykayc@wcs.edu
615-472-5211 (phone)

**Kristen Cherry**, School Counselor for Freshmen
kristenc1@wcs.edu
615-472-

**Misty Dunn**, Counselling Center Secretary
misty.dunn@wcs.edu
615-472-5216
NHS Orientation Days

Pick up student schedule, locker, textbooks, parking pass; pay fees; buy NHS swag and athletic passes; and sign up for PTSO.

Debit and credit cards will be accepted and fees can be paid online.

**Sophomores**

Monday, August 1, 2016
5:00-7:00 p.m.

**Freshmen**

Tuesday, August 2, 2016
5:00-7:00 p.m.
Schedule Change Policy

If your student needs to make a schedule change prior to school starting, you will need to complete a schedule change request form. These forms are available on our school website. We will process these requests as soon as possible and contact you to let you know if your request can be fulfilled.

After August 5, valid schedule change requests will only be considered through the first ten (10) school days.

Please contact your student’s counselor and complete a schedule change request form.

NOTE: We may not be able to honor schedule changes due to the limited availability of many of our courses.
August 5, 2016

1st Day of School
Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st period</td>
<td>7:30-7:55</td>
</tr>
<tr>
<td>2nd period</td>
<td>8:00-8:22</td>
</tr>
<tr>
<td>3rd period</td>
<td>8:27-8:50</td>
</tr>
<tr>
<td>4th period</td>
<td>8:55-9:18</td>
</tr>
<tr>
<td>5th period</td>
<td>9:23-9:45</td>
</tr>
<tr>
<td>7th period</td>
<td>9:50-10:12</td>
</tr>
<tr>
<td>8th period</td>
<td>10:17-10:40</td>
</tr>
<tr>
<td>Pep Rally</td>
<td>10:45-11:05</td>
</tr>
</tbody>
</table>

*All students MUST pick up a new schedule on the first day of school. Schedules will be available at 7:00 a.m.*
### Regular Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Start - End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st period</td>
<td>7:30-8:18</td>
</tr>
<tr>
<td>2nd period</td>
<td>8:23-9:10</td>
</tr>
<tr>
<td>Break</td>
<td>9:10-9:20</td>
</tr>
<tr>
<td>3rd period</td>
<td>9:20-10:07</td>
</tr>
<tr>
<td>4th period</td>
<td>10:12-10:59</td>
</tr>
<tr>
<td>5th period</td>
<td>11:04-11:51</td>
</tr>
<tr>
<td>6th period: Homeroom</td>
<td>11:56-12:26</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>12:26-12:54</td>
</tr>
<tr>
<td>6th period: Lunch</td>
<td>11:51-12:24</td>
</tr>
<tr>
<td></td>
<td>Homeroom</td>
</tr>
<tr>
<td></td>
<td>12:24-12:54</td>
</tr>
<tr>
<td>7th period</td>
<td>12:58-1:45</td>
</tr>
<tr>
<td>8th period</td>
<td>1:50-2:37</td>
</tr>
</tbody>
</table>
### Power Monday Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st period</td>
<td>8:15-8:56</td>
</tr>
<tr>
<td>2nd period</td>
<td>9:01-9:42</td>
</tr>
<tr>
<td>Break</td>
<td>9:42-9:52</td>
</tr>
<tr>
<td>3rd period</td>
<td>9:52-10:33</td>
</tr>
<tr>
<td>4th period</td>
<td>10:38-11:19</td>
</tr>
<tr>
<td>5th period</td>
<td>11:24-12:01</td>
</tr>
<tr>
<td>6th period:</td>
<td>12:06-12:36</td>
</tr>
<tr>
<td>Homeroom</td>
<td>12:36-1:04</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:01-12:29</td>
</tr>
<tr>
<td>6th period:</td>
<td>12:34-1:04</td>
</tr>
<tr>
<td>Lunch</td>
<td>1:09-1:50</td>
</tr>
<tr>
<td>Homeroom</td>
<td></td>
</tr>
<tr>
<td>7th period</td>
<td></td>
</tr>
<tr>
<td>8th period</td>
<td>1:55-2:37</td>
</tr>
</tbody>
</table>

Dates: 8/22, 9/12, 9/19, 9/26, 10/24, 10/31, 12/5, 12/12, 1/23, 1/30, 2/6, 2/27, 3/13, 4/3, 4/17, 4/24.
Traffic Patterns

- All students who are car riders must be dropped off at the back entrance of the school prior to the start of school, and they will be picked up for dismissal at the back entrance.
- Bus riders will be dropped off at the gymnasium entrance. When leaving NHS, they will also board busses at the gymnasium.
- Bus riders board on the Nolensville High School campus. They should not get on the bus at Mill Creek MS. If students are caught boarding the busses at the middle school, an administrator may issue disciplinary consequences.
- Students who are tardy will enter the front doors of the school to sign in as late.

*If your student is riding the bus with someone else please be certain to include your student’s first name, last name, phone number of parent, address, and bus number of the friend’s bus and turn the note in before 9:20 a.m. that morning.
Dress Code

- All tops must have sleeves. This means tank tops, spaghetti straps, muscle shirts, and off the shoulder tops are not allowed. This applies to dresses as well.

- All tops must cover cleavage and midriffs and must have no more than the top two buttons unbuttoned unless the student is also wearing an undershirt that meets dress code.

- All pants and jeans must be worn at the waist and cannot be sagging.

- All headwear (hats, stocking caps, hoods, bandanas, headscarves, sunglasses, etc.) must be removed prior to entering the building and cannot be worn on school campus during school hours unless student has received permission from administration due to medical or religious reasons.
Dress Code (continued)

- Leggings are not allowed unless shirt or dress worn over leggings is no shorter than tips of fingers.

- Skirts, dresses and shorts must be no shorter than tips of finger. (Athletic shorts are only allowed on designated Spirit Days and must be no shorter than tips of fingers.)

- Language, images, symbols, etc. that could be offensive or cause a disruption are not allowed on clothing.

- Appropriate undergarments are required at all times but must not be visible at any time. This means underwear cannot be visible even when seated.
Dress Code (continued)

- **Shoes must be worn at all times.** This means house shoes, slippers, and bare feet are not allowed.

- **Chains or spikes are not allowed on clothing or accessories.**

- **Exotic contacts are not allowed.**

- **Body piercings other than in ears must be concealed at all times.** Ear gauges must be filled at all times.
Dress Code (continued)

- Long overcoats are not allowed.
- Holes, tears, or fringe are not allowed on clothing.
- Clothing related to a gang affiliation or a group initiation are not allowed.

*Any other clothing or accessories that administration considers to be inappropriate, offensive, or distracting are not allowed.*
Attendance

When students are absent, they and their parent/guardian must ensure the following:

- The parent/guardian must call the Front Office (615-472-5200) by 9 a.m. on the day of the absence.

- The parent/guardian will send a signed note to Front Office the day following the absence that includes 1) the student’s first and last name, 2) the date of absence, 3) the reason for absence, and 4) the phone number.
Attendance: Unexcused Absences

Tennessee State Law requires regular attendance at school (Public Acts of Tennessee 1947, Chapter 87). Parents will be notified in writing when their child has accumulated five unexcused absences.

***After 5 unexcused absences in a school year, school systems are mandated by Tennessee law to file a truancy court petition with the Juvenile Service System.
Attendance: Excused Absences

Excused absences will be granted for the following:

- Illness: A medical doctor’s note may be required.
- Illness of immediate family member that requires absence of the student: A medical doctor’s note may be required.
- Death of an immediate family member: The absence should not exceed 5 days.
- Religious holiday that is regularly observed by persons of the student’s faith: A note from the religious leader may be required.
- Doctor appointment: Medical Doctor’s note must be provided. Parent notes will not be accepted. The doctor’s office can fax a note to Student Services at 615-472-5211.
- Court appearance: Court document must show the date and time required.
- DMV visit to obtain driving permit or license: Show license or permit upon return. It is encouraged to complete and return to school within 2 hours.

*All other absences must be pre-arranged. Pre-arranged absences should be arranged at least 5 days in advance of the absence.

*After 10 absences during a school year, no absence will be excused without a medical doctor’s note per Tennessee law.
Attendance: Pre-arranged Absences

Other absences such as family trips, extra-curricular competitions, etc. must be pre-arranged and may be excused by an administrator if:

- The Front office receives a letter requesting an excused absence (including early dismissal) at least **five school days** prior to the expected date of absence and it includes student’s name (first and last), date of absence, reason for absence, phone number, and parent/guardian signature.

- Students have at least a 95% attendance rate and are passing all classes.

- The total number of days missed in the school year does not exceed 10.

- Please note that if the absence request is denied and the student is still absent, the absence will be considered unexcused and any work missing during the absence will be due on the day of return.
Attendance: Early Dismissal

Early dismissals will be granted for the same reasons as excused absences. Early dismissals by phone are not acceptable. Emails without a scanned handwritten signature are not accepted.

For an early dismissal, students must do the following:

1. Provide a signed, written notice from a parent. Note may be hand signed, scanned, and emailed, faxed, or hand delivered to Student Services by 9:20 (end of break).
2. Pick up Early Dismissal slip;
3. Sign out prior to departure from school;
4. Sign in if returning to school the same day; and
5. Show proper documentation upon return to school.
Attendance: Early Dismissal

- The notice must include the Student’s Name (First and Last), Date & Time of Dismissal, Reason for Dismissal, Phone Number where Parent/Guardian can be reached, and a handwritten signature. If parents call with an unexpected appointment, the front office secretary must receive a fax (472-5221) prior to students leaving; otherwise, the parent must come in at the time of departure and show a photo ID to sign students out.

*If a student fails to follow these procedures before leaving school campus, an administrator may issue consequences for skipping school.

* We will not honor early dismissals after 2:00 p.m. Students will be asked to wait until the 2:37 dismissal time to leave. Please contact an administrator if there are extenuating circumstances.
Attendance: Dismissal Due to Illness

- Students that become ill during the school day must receive permission from the teacher to go to the school nurse.

- Contact with a parent/guardian by the school nurse is required before students are released.

- Students will NOT be dismissed through the Front Office with only a parent phone call or email.

- The school nurse must be contacted directly or parents must come into the school and check out the student.
Attendance: Late Arrival

- Any student who arrives late to school will enter through the front office and sign in.

- Every student must have a **Doctor’s note or a written note from the parent** stating the reasoning for the late arrival.

- If a student signs in without a note the tardiness will be considered unexcused and the student may be assigned a disciplinary consequence.

- If a student has 5 or more late arrivals to school in a semester and does not have a doctor’s note, an administrator may issue the student an In School Suspension.
Attendance: Late Arrival

*Car Trouble or Traffic are not excused.

*A note stating “Personal Reasons” will require more information to be considered as excused.
Students who arrive late to a class may be assigned one detention by an administrator and must serve the detention within a week.

Students who are repeatedly tardy will be referred to their administrator and will receive additional consequences.

<table>
<thead>
<tr>
<th>Tardiness to Class</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Warning</td>
</tr>
<tr>
<td>2</td>
<td>Detention</td>
</tr>
<tr>
<td>3</td>
<td>Detention</td>
</tr>
<tr>
<td>4</td>
<td>Friday School</td>
</tr>
<tr>
<td>5</td>
<td>Friday School</td>
</tr>
<tr>
<td>6+</td>
<td>ISS</td>
</tr>
</tbody>
</table>
Attendance: Athletics/Extracurricular

- Students 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.

*An administrator must approve any exceptions to this policy.

NOTE: Students are not allowed to participate in any athletic practice session, contest, game, rehearsal, special event, or performance on the day of an ISS assignment.
Attendance: Make-Up Work Guidelines

- Students are responsible for securing assignments when absent.

- When absent, students should check their teachers’ websites to secure missed assignments. Parents/students may communicate with teachers and request that work be left in the Front Office for pick up. Please allow for time for teachers to gather and submit missed work.

- For absences shorter than three days, students will have three days after returning to school to make up any work that was assigned and completed during the absence.

- If students are absent for a review day before a test is given and returns to school on the test day, they must take the test on the day they return as long as the test was announced in advance.
Attendance: Make-Up Work Guidelines

- For absences three days or longer, students will have the number of days missed plus one day to make up any work that was assigned and completed on the day was absent.

*Students with extended absences should contact their school guidance counselor to make arrangements for missed assignments.*
Attendance: Compulsory Attendance Letter

Mandy Derrick, School and Attendance Secretary

amanda.derrick@wcs.edu

615-472-5206 (phone) 615-472-5221 (fax)

*All students seeking a driver’s permit and license must have a signed compulsory attendance letter.

*Please allow for 48 hour notice to pick up compulsory attendance letter.
Deliveries

Please allow students to take responsibility for items left at home, i.e. homework, lunch, textbooks, permission slips etc.

We do not have the staffing to deliver items to students throughout the day.

Please drop off only essential items labeled with the student’s name to the Front Office.

Students may pick up items from the front office during break, lunch, study hall, or homeroom or between classes.
Deliveries

Money or checks will not be accepted in Front Office.

Items such as balloons and flowers will not be delivered. (Parents are encouraged to not send these items to their student at school.)

Lunches (or money for lunches) will need to be taken directly to the cafeteria by the parent. (Please note lunch times.)
Parents may put money in their student’s lunch account in the cafeteria or online at MySchoolBucks.com.
*We will not allow food deliveries from restaurants (not even if parents deliver it.)

*School staff are not responsible for any items dropped off for student pick up.
Medications

Medication procedures are consistent with the State of Tennessee Law TCA 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 for Non-Competent Students. Parents or legal guardians must bring their child’s medication to school. **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.

*Students found with medication may receive severe disciplinary consequences, i.e. In School Suspension or referral to Alternative Learning Center.*
Course Syllabus and Grading

All teachers will provide students with a course syllabus during the first week of school. The syllabus will outline the course expectations, list any needed supplies and class fees, and explain grading methodology.

*Please review each course’s syllabus with your student.

Common Grading Scale

- Tests/Major Projects 40%
- Quizzes 20%
- Writings 20%
- Homework/Classwork 20%
## Grade Point Averages

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Grade Value</th>
<th>Grade Points Standard</th>
<th>Grade Points Honors</th>
<th>Grade Points Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91-100</td>
<td>4</td>
<td>4.5</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>81-90</td>
<td>3</td>
<td>3.5</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>72-80</td>
<td>2</td>
<td>2.5</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>70-71</td>
<td>1</td>
<td>1.5</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Other Grade Codes:**

- **I** = Incomplete
- **P/F** = Pass/Fail
Grade Point Averages

*For Advanced Placement (AP) courses, teachers will add five (5) points and for Honors courses, teachers will add three (3) points to each semester grade.

*The Williamson County Grading Scale is different than the Tennessee Uniform Grading Scale (TN UGPA). The TN UGPA is used to calculate and report a student’s GPA to the State of Tennessee for Hope (Lottery) Scholarship consideration:

A  93 -100
B  85 - 92
C  75 - 84
D* 70 - 74
F*   0 - 69
Family Access

Parents can check their student’s grades online at the following link: http://www.wcs.edu/parents-students/wcs-family-access/

If you do not already have a Family Access account or have forgotten your username and password, you may get account information at orientation nights next week.

*You will need to provide photo identification in order to access your Family Access account information.
Fees

Activity Name & Fee

- Theater $50.00
- TV Broadcasting $25.00
- English Honors $30.00
- English Standard $20.00
- Marketing Class Fees $10.00
- Band Fees $85.00
- Biology $25.00
- Geometry $10.00
- Pre-Calculus $20.00
- Health Science for Nursing $25.00
Fees

Activity Name & Fee

- Algebra I and I Honors $3.00
- Art $50.00
- Chemistry $30.00
- Culinary Arts $50.00
- Spanish I $5.00
- Spanish II $5.00
- Spanish III $5.00
- Strings $50.00
- Student Parking Pass $10.00
- Athletic Fee $100.00
Athletic Passes

Student Athletic Pass - $75.00
Parent Athletic Pass - $100.00
We reserve the right to update the Student Handbook as necessary.

Please access the most up to date Student Handbook on the Nolensville High School website.

[www.wcs.edu/nhs](http://www.wcs.edu/nhs)
Strengths Finder

Building on Strengths for students and teachers

Students and teachers take a Strengths Quest Assessment

Both groups will find out their top five strengths and what they mean and how they can use them to build on their success.
Legacy Campaign

Deadline October 15
Key Dates

Williamson County Athletics Media Day - August 4

Homecoming - Sept. 2

Open House - Tuesday, Sept. 13 at 6:30 pm

Parent Teacher Conferences - First Semester - Tuesday, Oct. 4 between 3:30 pm and 6:30 pm.
KICK-OFF MEETING

03.02.16
7:00pm
BAND Room
Nolensville High School

Please review the entire Student Handbook with your student before the first day of school.