



**NOLENSVILLE HIGH SCHOOL  
STUDENT HANDBOOK AGREEMENT**

**2019-2020**

I have been made aware of and understand the policies and procedures contained in the Nolen High School Student Handbook. I understand these policies apply to school and school sponsored events both on and off campus.

I have read and understood the Nolen High School Honor Code, and I pledge that on my honor, I will neither give nor receive help on any school work. I also understand that the handbook will be subject to updates throughout the year.

By signing this agreement form, the student and parent(s) acknowledge receiving the Student Handbook and agree that they both, parent(s) and student, understand this document and agree to abide by it.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

Students, please return this agreement form to your homeroom teacher.



## **NOLENSVILLE HIGH SCHOOL STUDENT HANDBOOK**

1600 Summerlyn Drive  
Nolensville, TN 37135

Front Office: Phone: 615-472-5200 Fax: 615-472-5221

**Principal: Dr. Bill Harlin**

Assistant Principal: Ms. Ellen Browne

Assistant Principal: Mr. Bryant Gunter

Assistant Principal: Dr. Clarissa Haymon

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## **FEDERAL NOTICES**

Pursuant to the terms of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232(g), Williamson County Schools designates the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose the following student information without prior written consent: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, weight and height of members of an athletic team, and most recent previous educational agency or institution attended. Parents must notify their child's school in writing if they do not want his/her directory information released. Under provisions of the Elementary and Secondary Education Act of 1965 and other federal law, directory information will be provided to recruiters from the armed services upon request. Parents must notify their child's school in writing if they do not want his/her directory information released to military recruiters.

## **SECTION 504 NOTICE**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) are acts which prohibit discrimination against persons with a disability in any program receiving federal assistance, among others. Both acts define a person with a disability as anyone who: has a mental or physical impairment which substantially limits one or more major life activities (major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working); has a record of such impairment; is regarded as having such an impairment, or has had a record of such an impairment.

In order to fulfill its obligations under Section 504 and the ADA, Williamson County Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person on the basis of a disability will knowingly be permitted in any of the programs or practices in the school system. The school district has specific responsibilities under both acts, which include the responsibility to evaluate and determine if the child is eligible under Section 504/ADA, and to then afford access to appropriate educational accommodations. If the parent or guardian disagrees with the determination made by the professional staff of the School District, he/she has the right to a hearing with an impartial hearing officer. For further information, contact Jill Merritt, 504 Coordinator at 615-472-4000.

## **RIGHTS OF CHILDREN WITH DISABILITIES AND PARENT RESPONSIBILITIES**

Parents may access information about child advocacy groups and information on how to contact the state department of education for information on student rights and services from the following agencies:

Tennessee Department of Education Legal Services Division 710 James Robertson Parkway Andrew Johnson Tower 5th floor Nashville, TN 37243-0380 Phone: 615-741-2851 Fax: 615-253-5567 or 615-532-9412

Williamson County Schools Student Support Services 1320 West Main Street Franklin, TN 37064 Phone: 615-472-4130 Fax: 615-595-4930

## **CHILD FIND**

Williamson County, in compliance with federal and state law, performs a countywide child find. Child find uses screening to find students in both public school or private school located in the geographic region, who may need special education services and supports. There are two types of

screening. The first is a general screening of preschool age children throughout the school year. These screenings are on-going throughout the school year and serve preschool age children. The other kind of screening is only for school age children. A child can be referred for screening by school personnel, the family, and/or individuals in the county (physicians, child care providers, etc.) This should be done any time it is suspected that a child has a disability. Children can be screened for the following areas:

- Hearing
- Vision
- Communication Skills
- Social Skills
- Motor Skills
- Behavior/Adaptive Skills
- Academic and Pre-academic Readiness Skills/Development

### **Who can I call if I am concerned?**

1. If your child is an infant or toddler under the age of 2.5 years, then contact TEIS at (615) 904-3636.
2. If your child is between the ages of 3-5 and you are a resident of Williamson County Schools call Student Support Services at (615) 472-4130.
3. If your child is enrolled in a Williamson County School, report your concerns to your child's principal and the principal will talk with you about the next steps of the RTI<sup>2</sup> process.
4. If your child is home schooled or attending a private school in the geographic region of the Williamson County Schools, then call Kim Palmer, at (615) 472-4132, Student Support Services.

The federal law of IDEIA (Individuals with Disabilities Improvement Act of 2004) requires each school district to spend a proportionate amount of federal allocation for services for students with special needs enrolled by parents in home school or private school each year.

### **CHILD ADVOCACY GROUPS CONTACT INFORMATION**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

**The ARC of Williamson County** 129 W. Fowlkes Street Suite 151 Franklin, TN 37064 Phone: 615-790-5815 Fax: (615) 790-5891

**Support and Training for Exceptional Parents (STEP)** 712 Professional Plaza Greeneville, TN 37745 Phone: 615-463-2310 Web: <http://www.tnstep.org>

**Tennessee Disability Law and Advocacy Center (DLAC)** 2416 21st Avenue South Suite 100 Nashville, TN 37212 Phone: 615-298-1080 Toll free: 1-800-342-1660 email: [GetHelp@DLACTN.org](mailto:GetHelp@DLACTN.org)

**Tennessee Voices for Children** 1315 8th Avenue South Nashville, TN 37203 Phone: 615-269-7751 Fax: 615-269-8914 TN Toll Free: 800-670-9882 [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database:

<http://kc.vanderbilt.edu/tennesseepathfinder/ServiceFinder/Default.aspx>.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and Williamson County Schools do not intend this as an endorsement or recommendation for any individual organization or service represented in this list.

### **WILLIAMSON COUNTY SCHOOLS STATEMENT OF NON-DISCRIMINATION**

Williamson County Schools in its employment of personnel and in its educational activities with students does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. Employees of Williamson County Schools are appointed as coordinators of the various activities ensuring compliance with federal laws and regulations including the U.S. Department of Education regulations implementing: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Vocational

Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap. U.S. Department of Justice regulations implementing: Title II of the American Disabilities Act of 1990. Employees include Title VI & ADA Coordinator Rebecca Owens, Title IX Coordinator Dana Ausbrooks, IDEA Coordinator Carol Hendlmyer, and Title II Coordinator Laurette Carle. Contact them at: 1320 West Main Street, Franklin, TN 37064, 615-472-4000. Individuals who need assistance or have a complaint should contact the above listed individuals. Williamson County Schools provides equal access to youth groups such as Boy Scouts and Girl Scouts.

### **TEACHER INFORMATION**

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers and any paraprofessionals providing support to the child. Parents must be provided, upon request, state qualifications and licensure criteria for teachers and paraprofessionals. For more information, contact the Human Resources Department at 472-4050.

### **HOMELESS EDUCATION**

You qualify for consideration under the McKinney-Vento Homeless Education Act if any of the following apply: if you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations, or if you live with friends or relatives because of the inability to afford adequate housing. If any of

these apply, you may be entitled to all services, rights and protection provided under this law. Your children have the right to attend a school no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior to becoming homeless if requested. Students, if qualified, are also allowed to enroll in a school without a permanent address, without school records or without proof of immunization. These will be obtained by school personnel. For further information, contact Denise Goodwin, Assistant Superintendent of Elementary Schools at 472-4000.



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1st period	7:40-8:22 (42 minutes)
2nd period	8:27-9:07 (40 minutes)
Break	9:07-9:17 (10 minutes)
Homeroom	9:17-9:37 (20 minutes)
4th period	9:42-10:22 (40 minutes)
5th period	10:27-11:07 (40 minutes)
6th period Lunch (Group 1) Lunch (Group 2) Lunch (Group 3)  Class (Group 1) Class (Group 2) Class (Group 3)	11:07-11:34 (27 minutes) 11:34-12:01 (27 minutes) 11:59-12:26 (27 minutes)  11:39-12:26 (47 minutes) 11:12-11:34/12:06-12:26 (42 minutes) 11:12-11:59 (47 minutes)  Bells at 11:32, 11:59, 12:24, 12:51
7th period	12:31-1:11 (40 minutes)
8th period	1:16-1:56 (40 minutes)
Pep Rally	2:00-2:47

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### Half Day Schedule

<b>1st period</b>	<b>7:40-8:07 (27 minutes)</b>
<b>2nd period</b>	<b>8:12-8:38 (26 minutes)</b>
<b>4th period</b>	<b>8:43-9:10 (27 minutes)</b>
<b>5th period</b>	<b>9:15-9:41 (26 minutes)</b>
<b>6th period</b>	<b>9:46-10:12 (26 minutes)</b>
<b>7th period</b>	<b>10:17-10:43 (26 minutes)</b>
<b>8th period</b>	<b>10:48-11:15 (27 minutes)</b>

SCHOOL CALENDAR 2019 – 2020		
1 <sup>st</sup> Semester = 87 Instructional Days		2 <sup>nd</sup> Semester = 90 Instructional Days
Day	Date	Definition
Wednesday – Thursday (No Students)	July 31 - August 1	New Teacher Induction
Friday (No Students)	August 2	Administrative Day (All Teachers Report)
Monday (No Students)	August 5	District-Wide Professional Development Day
Tuesday (No Students)	August 6	Site-Based Professional Development Day
Wednesday (No Students)	August 7	Site-Based Professional Development Day
Thursday (No Students)	August 8	Administrative Day (All Teachers Work in Classroom)
Friday (Students ½ Day)	August 9	½ Day for Students (1 <sup>st</sup> – 12 <sup>th</sup> Grades)
Monday	August 19	First Full Day for Kindergarten Students
Monday (No School)	September 2	Labor Day (System Closed)
Tuesday	September 17	Constitution Day (Students in School)
Wednesday	October 9	End of First Quarter Grading Period
Thursday & Friday (No School)	October 10 - 11	Fall Break (System Closed October 10-11)
Tuesday	November 5	Election Day - Local (Students in School)
Monday	November 11	Veterans Day Observation (Students in School)
Monday – Friday (No School)	November 25 – 29	Thanksgiving Holiday (System Closed Nov. 25 - 29)
Thursday (Students ½ Day)	December 19	End of First Semester
Friday (No Students)	December 20	Administrative Day (All Teachers Work in Classroom)
Monday - Friday (No School)	December 23 – January 3	Winter Break (System Closed Dec. 23 - Jan. 3)
Monday	January 6	Students & Teachers Return – Full Day
Monday (No School)	January 20	Marlin Luther King, Jr. Day (System Closed)
Monday (No Students)	February 17	Presidents' Day District Professional Development Day
Tuesday (No Students)	March 3	Election Day - Primary Site-Based Professional Development Day
Wednesday	March 11	End of Third Quarter Grading Period
Monday – Friday (No School)	March 16 – 20	Spring Break (System Closed March 16 - 20)
Friday (No School)	April 10	Spring Holiday (System Closed)
Thursday (Students ½ Day)	May 21	Last Day for Students – End of Second Semester
Friday (No Students)	May 22	Administrative Day for Teachers
Friday - Sunday	May 22 - 24	Graduation Window
Monday	May 25	Memorial Day (System Closed)
Friday	July 3	Independence Day Observed (System Closed)

#### Professional Development Days

Five (5) days as listed below are in this calendar for professional development. Three (3) days must be scheduled by each teacher outside the scheduled school calendar.

August 5	-	District-Wide
August 6	-	Site-Based
August 7	-	Site-Based
February 17	-	District-Wide
March 3	-	Site-Based

#### Parent Teacher Conferences

Parent Teacher Conferences will be scheduled between October 14<sup>th</sup> and November 1<sup>st</sup> for a total of 6 hours before/after school. Schools may schedule conferences up to three hours on one day. Individual schools choosing to split their conference hours into two days should ensure they do not occur within the same week. Conference hours shall be documented and approved by the Superintendent of Schools or Designee.

#### Snow Days

Up to ten (10) snow days are accumulated in the school calendar through extended work (stockpile) days and will not be made up. If more than ten (10) days are missed due to weather related conditions, the Calendar Committee will make a recommendation to the Superintendent of Schools from the following days: 2<sup>nd</sup> Semester Professional Development days; 2<sup>nd</sup> Semester Spring Break days; Spring Holiday; additional days at the end of the school year calendar.

Approved: November 26, 2018  
Revised: March 25, 2019

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<b>Fall</b>	<b>Spring</b>
August 19, 2019	January 13, 2020
August 26, 2019	January 27, 2020
September 9, 2019	February 3, 2020
September 16, 2019	February 10, 2020
September 23, 2019	February 24, 2020
October 14, 2019	March 9, 2020
October 21, 2019	March 23, 2020
October 28, 2019	March 30, 2020
November 11, 2019	April 13, 2020
November 18, 2019	
December 2, 2019	

<b>What</b>	<b>Whom</b>	<b>Where</b>
Accident Forms	Nurse	Clinic
Attendance Questions	Attendance Secretary	Attendance Office
Audio Visual	Librarian	Media Center
Bus Schedule	Secretary	Front office
Check IN/ Check OUT	Attendance Secretary	Attendance Office
College Admissions	Counselor	Counseling Office
Discipline	Administrators	Individual Offices/ Extensions

Crisis Counseling	School Counselor	Counseling office
	Assistant Principals	Individual Office
	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 (Secretary in the summer)	Attendance Secretary (Secretary in the summer)
Lockers	School Counseling Secretary	School Counseling Office
Lost and Found	Secretary	Front office
Medication Forms	Nurse	Clinic
Parent Conferences	Teachers	Classrooms
	School Counselors	Counseling office
Parking	Secretary	Front Office
Registration	Counselors	Counseling Office
Report Cards	Mr. Gunter	Individual Office Extension
Textbooks	Mr Gunter	Library
Transcripts	Registrar	Counseling Office



## Academics

**Graduation Requirements:** Students must earn a total of 22 credits. They must choose a focus in one of the following areas: Humanities and Fine Arts, Math and Science, Advanced Placement, or a focus within the Career and Technical Education area.

## Grade Policies

For the graduating class of 2020 The weighted GPA will be calculated on all course work using the Williamson County Grading Scale. GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship purposes. Both the Williamson County weighted GPA and the Tennessee Uniform GPA will appear on the transcript. Williamson County Schools will not rank students numerically.

For the purposes of honors recognition WCS will use the following Latin System:

Summa Cum Laude: 4.25 GPA and above

Magna Cum Laude: 4.00-4.24 GPA

Cum Laude: 3.75-3.99 GPA

Valedictorian and Salutatorian will be chosen using the following criteria:

1. Student must qualify for the highest Latin System honor awarded in the respective school.
2. Student must sit for the AP exam for every course in which enrolled and must achieve a score of 3 or above on 75% of AP exams taken.
3. Student will participate in at least 20 hours of community service above and beyond any other community service required by other organizations. Students must provide documentation of the completed community service hours and documentation of the completed community service hours required by other organizations to their counselor.

In the event multiple students meet the aforementioned criteria, then the highest achieved ACT composite controls.

(WCS Board Policy 4.600)

The **averaging policy** for certain courses allows students to pass even though they failed the first semester. If a student fails the first semester (grade is below a 70) but earns a second semester grade high enough that both semester grades can average to a 70 or higher (ex. First semester Algebra I grade was a 66, but second semester grade is a 74), credit can be awarded for the full year. This is possible in math, world language, chemistry, physics, and accounting. 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, students audit the first-semester of a full year course when in the previous year they passed the first semester, but failed the 2nd semester. This practice allows students to be ready to take the 2nd semester for credit and be successful. Students are required to complete all work, including tests and the semester exam. Letter grades are recorded on the transcript. Because Williamson County Board Policy requires that each student be enrolled in six, for credit classes, an audited course must take the place of a study hall.

**Credit Recovery** is an opportunity for students to complete course work in order to receive credit for a course previously failed. To be eligible for Credit Recovery, students must have earned a grade of 50% or higher in the failed course. Upon admittance to the Credit Recovery program, students will keep a notebook of required materials and will need to master all Credit Recovery modules for that course. The grades for each mastered module will be averaged to compile a credit recovery grade. To receive credit for a course, students must achieve a 70% or higher on all the required coursework. The course will be added to the transcript as a pass/fail grade and will have CR listed on the transcript.. It will not alter the original failing transcript grade. Students interested in Credit Recovery should speak to their school counselor. There is a \$50 fee per semester course for Credit Recovery.

**The following courses are available for students to take in Credit Recovery:**

<b>Math</b>	<b>English</b>	<b>Science</b>	<b>Social Studies</b>	<b>Other</b>
Algebra I (ALEX)	English I	Biology	World Geography	Lifetime Wellness
Algebra II	English II	Chemistry	World History	Spanish I
Geometry	English III	Physical Science	U.S. History	Spanish II
Bridge Math/ SAILS	English IV	Physics	Government	Personal Finance
Stats			Economics	Psychology
Pre-Calculus				
Calculus				

**Grades are reported quarterly and an online report card is available through Parent Access in Skyward. Numbers, not letters, are used in reporting grades on the report card. The report card may be printed at home if desired.**

**Grade Scale and Grade Points for grades 9-12 is as follows:**

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

**Other Grade Codes:**

I = Incomplete P/F = Pass/Fail

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

For Advanced Placement (AP) courses, teachers will add five (5) points to the fall semester grade and will add 5 points to the spring semester grade only if the AP student takes the AP test. If the student does not take the AP test in the AP class, the teacher will give no additional points to the student's spring semester grade.. Honors courses, teachers will add three (3) points to each semester grade.

The transcript is a historical document of all courses taken at NHS. **Letters, not numbers, are used in reporting grades on the official transcript.** All grades, passing and failing are permanently recorded on the transcript. When a course is failed and then repeated 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. When a course is failed and repeated in credit recovery or online, the grade is reflected as pass/fail on the transcript and not averaged into the GPA.

**The Calculation of the GPA** is determined each semester by dividing the sum of the quality points, including accelerated quality points, by the potential credits. 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.

For **Transfer Students**, the cumulative GPA on the transcript for transferred work will be used without any recalculation other than conversion to a 4-point scale except that honors and Advanced Placement courses will be recalculated to match the Williamson County Schools' scale.

### **Semester Exam Policy**

Excused absences will be granted during exam week only 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 will 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.**

Students skipping the semester or final exam, will receive an incomplete on the test and an incomplete for the course until the exam is taken.

**Senior Exemptions** The Williamson County School Board has created policy ([4.7001](#)): Semester and final exams in a subject shall not be required for those high school seniors who have maintained an A average in that subject, no unexcused absences, and have not been suspended during the semester. Absences may be excused by the Principal pursuant to the standards of Board Policy 6.200, Attendance. Unless mandated by the State of Tennessee, 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. The Superintendent may excuse the attendance requirement where it has not or cannot be met due to a hardship or other extraordinary circumstances.

If students miss more than 20 minutes of a class period, they are considered absent, and this would count as an unexcused absence. Absences due to NHS field trips, school athletics, and pre-approved college visits do not count against students. The exemption policy does not apply to state-mandated tests like TNReady.

Seniors who are exempt from their exams will also be exempt from their study period. Seniors who are exempt from their exams are excused for absence during the exam.

**AP Exams guarantee exemptions.** Any student (even those with ISS) who has taken an AP exam is exempt from that AP class' final exam.

**ISS leads to the senior taking final exams for every class in which there is a typical classroom final or for any AP class for which the student chooses not to take the AP exam.** Any student in an AP class who has chosen to take the AP exam MAY ALSO choose to take a classroom final in hopes of boosting a semester grade.

### **Drop-and-Add Policy**

Whenever students are permitted to change a class, they will have two options: 1) Make up all the work from the first day of the semester of the new class including the summer reading assignments, or 2) complete all the work from the initial class and transfer that completed grade to the new class. Students transferring from an AP or honors class to a lower level class during the semester will transfer without earning the honor or AP points.

Valid schedule change requests are considered only through the first ten (10) 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.

For many classes, a teacher recommendation is necessary. **Parents who wish to override that course recommendation may do so by completing a course override form.** The student must remain in the course for the full school year.

**Problems with a Class:** Students experiencing problems in a class will not be removed from the class outside the policies stated above. When problems develop, the following procedures will be followed:

1. Student will consult the teacher for ways to improve. They will look first at attendance and assignment completion. 2. Students will engage in the solutions offered by the course instructor. This may include, but is not limited to, one-to-one tutoring with the teacher, small group tutoring offered before or after school, or additional remediation projects. 3. If the problem still exists, parent-teacher communication is necessary, ideally through a parent-teacher-student conference. 4. If the problem persists, a meeting should be arranged with the student, parent, teacher, and administrator. The team will create an action plan for student performance. It must be implemented for two weeks. The plan of action will include.

- Student must meet with the teacher to create a plan for success.
- The student must have satisfactory attendance and effort shown in class.
- Completion of all classwork and homework assignments.
- Completion of all quizzes and tests in class.

**Requesting a Class Change** If problems persist to the extent that parents and students are requesting a class change, parents can request a school meeting that includes the teacher, the student, the parent(s), the appropriate school counselor, and the assistant principal. The team will review steps already taken by the student/teacher/parent to help determine an appropriate action plan.

A schedule change is NOT guaranteed and will only be considered if steps 1-4 have been completed.

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

Students are not allowed to drop down to a lower class level without a recommendation from their teacher.

## **Attendance**

All Nolensville High School students will attend school every day school is in session. It is expected that parents support reaching this goal. Regular, uninterrupted attendance is an essential ingredient in the learning process. -Students should plan to attend school for as many periods as possible even on days they have doctor's appointments, court appearances, and DMV appointments.

To be awarded **Perfect Attendance**, the student must not be tardy or absent during any period of the school day.

## **Procedure for Absences**

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 Attendance 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, 4) the phone number of the parent, and 5) the parent's signature.

### **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 3 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.

No other absences will be excused without prior principal approval.

**After 8 excused absences during the school year, no absence will be excused without a medical doctor's note.**

### **Early Dismissals**

Early dismissals will be granted for the same reasons as excused absences.

Early dismissals by email or phone are not accepted.

For an early dismissal, students must do the following:

1. Provide a signed, written notice from a parent (note or fax needs parent signature) to Student Services before going to the first class of the day;
2. Pick up Early Dismissal slip from attendance office;
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.

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 parent signature.

If parents call with an unexpected appointment or other serious reason for early dismissal beyond 11:00 a.m., 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.

### **Dismissal Due to Illness**

Students that 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 checks out, 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 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.

**If the student contacts a parent and makes arrangements for dismissal prior to being seen in the clinic, the**

school nurse will not excuse the student’s dismissal or absence from school. The parent will have to provide an excuse note for attendance to review and determine whether the absence is excused. If the school nurse determines that the student does not have health issues that require an excused early dismissal, the parent must follow the early dismissal policy for the school to allow the student to leave.

**All Dismissals**

- All students who leave for any of the above reasons must sign out with the attendance secretary. Failure to do so will result in disciplinary action.
- All attendance requirements also pertain to eighteen year old students.
- Students may not excuse themselves from school.
- Only a parent or guardian can sign a student out, which must be done before 2:00 pm.

**Late Arrival to School**

Students must arrive on time to school and to all classes every day. 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. Students may have 8 parent notes to excuse tardiness to school. After 8 parent notes, a doctor’s note will be required. If a student signs in without a note the tardiness will be considered unexcused and the student may be assigned a disciplinary consequence. All late arrivals will be treated as tardies.

**Car Trouble or Traffic are not excused. A note stating “Personal Reasons” will require more information.**

**Tardy to Class**

Students who are excessively tardy in a semester may be subject to a juvenile court petition for unruliness. Students who are tardy will be referred to their grade level administrator and will receive consequences. Students will receive one detention for every tardy.

**Consequences for Tardies**

Tardy to class	Assigned detention
Skipped Detention	Assigned Two detentions
Second Skipped Detention	Assigned Friday School
Skipped Friday School	Assigned ISS

**Pre-Arranged Absences**

Other absences such as college visits, extra-curricular competitions, etc. must be pre-arranged and may excused by the principal only if all of the following criteria are met:

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, and phone number. Students must have at least a 98% attendance rate and be passing all classes in order

for the request to be considered. 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 and disciplinary consequences may be issued by the grade level administrator.

**We highly recommend all family trips be scheduled outside of the school year, for they likely will not be approved as excused absences.**

**College Visits:** Seniors may tour prospective post-secondary institutions during the school year for no more than four (4) days per year. The student must bring documentation from the post-secondary institution indicating that the student visited. The visit will be considered as a field trip for attendance purposes. In order for our students to take full advantage of this privilege, the following information needs to be completed and returned to the attendance office within three (3) school days following the student's visit to the post-secondary institution. Students must complete this required [WCS Post Secondary Field Trip Form](#). Students are responsible for all work missed.

9th-11th graders may request to go on a college field trip, but it will not count as a field trip. It will be counted as one of the allotted excused absences. Students may not exceed a total of 8 excused absences for the year.

**Field Trips:** Field trips will not count as absences, but students will be responsible for making up all work. It is at the discretion of the students' teachers whether missed work will be made up prior to the trip or upon the day of return to school.

**Exams and Holidays:** Please note that special circumstances apply for holidays, PSAT, ACT, TNReady and semester exams. A doctor's note will be required for all illnesses the day immediately before and the day immediately after holidays, school scheduled breaks, PSAT, ACT, TNReady and semester exams, as well as each day of exam week.

**Athletic and Extracurricular Activities:** 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. If the student has completed the ISS assignment, the student may compete/ participate.

### **Make-Up Work Guidelines**

Students are responsible for securing assignments when absent.

When absent, students should check the website to secure missed assignments. Parents/students may communicate with teachers and request that work be left in the Front Office for pick up.

**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.



**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.

**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.

\*Students with extended absences should contact their school counselor to make arrangements for missed assignments.

### **Unexcused Absences from School and Truancy Process**

In accordance with new state attendance guidelines, Williamson County Schools has implemented a Progressive Truancy Intervention Plan to monitor student attendance. Parents will be notified as unexcused absences accumulate to proactively help with truancy concerns.

- o 3 unexcused absences - Parents will receive a phone call regarding unexcused absences.
- o 5 unexcused absences - The principal/principal's designee will schedule a meeting with the student, parent(s), and school team members to provide needed supports while creating an attendance contract to monitor progress.
- o If the student continues to accumulate unexcused absences, a school-based truancy board will evaluate progress and determine appropriate next steps which could include a truancy petition with juvenile court.

**Skipping Class:** Students who are absent from class or late to class by more than 20 minutes for an unacceptable reason are considered to be skipping and the absences are unexcused. Lunch and directed studies are considered class periods. Coming late to school more than 20 minutes is considered skipping class. The penalty for skipping will result in Friday School or ISS. Seniors are reminded that any type of suspension means a loss of exam exemptions.

Students who are absent, come in late, or have left school early may not return to school without checking in at Front Office. Students found in the school without complying with the above procedure will be considered skipping and consequences will follow.

**Senior Skip Day** is not allowed. If seniors are absent on senior skip day, parent/guardian notes shall be required the following day. If a note is not presented to the attendance office, then ISS will result.

### **Driver's Permit/ License**

In order to get a driving permit students must have a compulsory attendance letter from Student Services that verifies the criteria below:

Students must be enrolled and making a passing grade in at least three full unit subjects at the conclusion of any regular school semester. (Summer School and Credit Recovery do not count.) Students must not have accumulated more than ten (10) consecutive or fifteen (15) total unexcused absences during any semester.

Students can fill out a request form in the front office. Once a request is received, the school needs 2 school days to process the letter. Drivers' permits and licenses will be revoked if the above criteria are not maintained.

### **Deliveries**

When students forget items at home, it is important that parents allow them to take responsibility for their own things. Items that are dropped off in the Front Office will not be delivered. Students must pick up their items in the front office between classes. Money or checks will not be accepted in Front Office. Items such as balloons and flowers will not be accepted; 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. Parents may put money in their student's lunch account in the cafeteria if their students forget their lunches.

## **Lockers**

Students will be issued an individual locker so they will have a secure place to store school supplies and personal items needed at school. It is important not to store valuables or money in a locker and not to give out a locker combination. If a locker is not working properly or has been tampered with, inform the Front Office.

The following rules apply to lockers:

- Students may not deface or damage any part of any locker.
- Students may only put items inside the door that can easily be removed.
- Students may not write, use tape or put stickers on lockers.
- No decorations of any kind are to be displayed on the outside of the lockers.
- Students may not switch lockers without administrative approval.
- Student may not leave food or drinks in a locker for extended periods of time.
- The administration retains the right to periodically inspect lockers for cleanliness. Students assigned a particular locker will be held responsible for all contents of that locker. Students are required to clean their lockers 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.

## **Parking and Driving on Campus**

Students 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 complete the Checkpoints Driver training seminar with their parents in order to be eligible to obtain a parking permit. Any student who parks on school campus without having completed the Checkpoints Driver training seminar is subject to disciplinary consequences.

All students must register their cars with Front Office.

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 student parking lots.

Students are not allowed to go to their cars during school hours.

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 like any non-designated parking space, speeding, driving on the grass or sidewalk, driving recklessly, or going the wrong way on a one-way street will result in the loss of the parking permit and/or Friday School or ISS.

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 car contains drugs, alcohol, weapons, or other items not permissible at school.

All cars should be parked in a designated parking space during school hours and for all events. School administration reserves the right to tow any vehicle that is not parked properly. Friday school will be assigned to students parking in inappropriate places.

## **Code of Conduct**

1. Students will accept responsibility for their education, decisions, words, and actions.
2. Students will act in a way that best represents school, parents, community, and self to promote a safe, healthy environment in which to learn.
3. Students will be active in the school and community.
4. Students will maintain a balance among academics, co-curricular activities, and community projects, continually giving the best effort to each.
5. Students will support their fellow students and their activities.
6. Students will respect cultural diversity, individuality, and the choices and rights of others.

These six general principles form the foundation of the code of conduct at Nolensville High School.

Students are expected to abide by these principles at school and school sponsored events.

## **Expectations for Classroom Behavior – Respect, Responsibility, and Determination**

1. Arrive to class on time.
2. Arrive prepared for class with all materials necessary for class that day.
3. Stay attentive to the task at hand until dismissed by the teacher.
4. Show respect and consideration for others.
5. Demonstrate care and consideration for school property and the property of others.

Each teacher is able to establish the rules and procedures for his or her classroom. Students are expected to observe those rules and to respond promptly to the direction of the teacher.

## **Specific Rules and Regulations**

The following list of specific rules is not intended to be all-inclusive. Students will be subject to disciplinary action any time a behavior is disruptive, illegal, or inconsiderate of others. The specific consequences will be assigned by an assistant principal in accordance with the policies outlined in this guidebook.

## **Responding to Passes**

If students receive a pass to report to a school official (counselor, Front Office, or administrator) OR are sent to a school official by another staff member, they must report promptly. If students do not comply, they will be subject to disciplinary consequence as assigned by an assistant principal.

### **Disruption of the Normal School Day**

Students shall not continuously and/or intentionally do anything that will interfere with the normal operation of the school. If students do not comply, they will be subject to disciplinary consequences as assigned by an assistant principal.

### **Hallways/Commons Area**

In order to ensure that there are no disruptions during instruction, students may not be in the hallways or commons area during class time without teacher approval and completing the hall pass process. In addition, during class changes students should remain respectful and orderly and not loiter or block traffic of students. If students do not comply, they will be subject to disciplinary consequence as assigned by an assistant principal.

### **Use of Unsupervised Areas**

Students may not be present in any unsupervised or locked area of the building (e.g. Athletic facilities, locker rooms, weight rooms, band room, NPAC, computer labs, classrooms, parking lot, etc.). Students must be under faculty/staff supervision at all times. Students must leave the campus at the end of the day unless they are involved in a supervised activity. If students do not comply, they will be subject to disciplinary consequence as assigned by an assistant principal.

### **Cafeteria/Outside Eating Areas**

All students are expected to eat and remain in the cafeteria during their lunch times.

Upon entering the cafeteria, students must take a place at the end of the service line. They do not “cut” in front of others already in line. Students will leave the table and floor clean and free from garbage when students are finished eating. Students do not throw food.

Vending machines are only to be used before and after school, during the 10 minute break after 2nd period and during lunch.

If students do not comply, they will be subject to disciplinary consequence as assigned by an assistant principal.

### **Balcony**

No students will throw or drop OR pretend to throw or drop objects, liquid, or spit over the balcony. If students do not comply, they will be subject to disciplinary consequence as assigned by assistant principal.

### **Littering**

Students must maintain a clean and sanitary environment in the school and on the school grounds. Littering is not allowed. If students do not comply, they will be subject to disciplinary consequence as assigned by assistant principal.

### **Elevator**

The elevators are off limits to all students unless given specific permission by the school nurse and issued an elevator pass. Students who are given permission for legitimate reasons must abide by all rules given to them. At times, students with elevator permission will 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. If students do not comply, they will be subject to disciplinary consequence as assigned by assistant principal.

### **Public Displays of Affection**

Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to themselves. This behavior creates a poor image of the school and the student body. If students do not comply, they will be subject to disciplinary consequence as assigned by assistant principal.

### **Inappropriate Sexual Behavior**

Inappropriate sexual behavior at any time on school grounds or during school sponsored events is unacceptable. A parent conference will be held and student will possibly be assigned to the ALC.

### **Conduct on School 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 students travelling to or from school.

### **Conduct in Assemblies and Pep Rallies**

Conduct at assemblies, athletic contests, concerts, pep rallies, etc. should be guided by the principle of consideration for others. If students do not comply, they will be subject to disciplinary consequence as assigned by assistant principal.

### **Conduct in the Classroom**

Behavior which interferes with instruction is a serious violation of the Code of Conduct. The teacher has the right and responsibility to retain order in the classroom. The severity of the consequence will depend on the extent of this disruption.

### **Conduct While Operating Vehicles on School Grounds**

Driving to school is a privilege not a right. Students that operate vehicles on school grounds must do so with the utmost regard for the safety of themselves and others. The Nolensville/Mill Creek campus serves students K-12. NHS students must take extreme caution in keeping younger students on campus safe. Speeding as determined by school staff or concerned parents in school parking lots is absolutely prohibited. Speeding, burning out, donuts, drifting or other forms of dangerous driving will result in severe disciplinary action from school administration.

### **Consequences of Inappropriate Behavior**

If students violate the rules of Nolensville High School, consequences will likely follow. The specific consequences will be determined on the basis of the individual student and on the severity and/or frequency of the offense. Parents will be notified of Friday School placements and In & Out of School Suspensions.

## **Detention**

Administrators will assign detention for tardiness and other classroom infractions. Detention is held on Wednesdays and Fridays from 3:00 -4:00 pm in the designated location (After school detention supervisor classroom).

The sole activity permitted during detention is quiet study. Students failing to bring materials with which to study or work will not be admitted. All school rules apply during detention, including those regarding electronic devices, headwear, and food & drinks.

Failure to report to detention will warrant further disciplinary action by an administrator.

## **Friday School**

Students may be assigned a Friday School by an administrator for instances of inappropriate behavior or for failure to serve detention. Friday School will be held weekly from 3:00 – 5:00 pm on Fridays in the Detention Supervisors classroom. The sole activity permitted during Friday School is quiet study; students failing to bring materials with which to study or work will not be admitted. All school rules apply during Friday School, including those regarding electronic devices, headwear, and food & drinks.

Athletes who are assigned to Friday School during the season must fulfill these obligations as scheduled. No participation of any kind (i.e. registration, weigh-ins, practices, warm-ups, etc.) is allowed on a Friday prior to the completion of the Friday School obligation. A student may participate in a contest, game, or practice once all obligations are fulfilled.

Failure to report to Friday School will result in two Friday Schools. If either one of the make-up Friday schools is missed, students will be assigned 1 day of In-School Suspension (ISS).

## **In-School Suspension (ISS)**

ISS shall be assigned by an administrator for actions described in this guidebook. If students are given a day of ISS, they must report to the ISS no later than 7:40 am and remain there until 2:47 pm. Students must silently study or complete homework. Students may be asked to do manual labor, i.e. pick up trash around campus, restock supplies, etc. at ISS supervisor's discretion. All school rules apply in ISS. Students may not use electronic devices unless needed for an assignment and unless directly supervised. Students may not wear hats, caps, or hoods. No food or drinks allowed besides lunch. Students must eat lunch in ISS. No sleeping is allowed. In addition, students will leave the room only during specified restroom breaks. Students must complete all assigned course work.

Failure to comply with any of these provisions will result in a parent conference and an extension of the ISS assignment.

NOTE: Students are not allowed to participate in any extracurricular or athletics activities until they have completed their time in ISS.

## **Honor Code**

We, as a community of scholars, firmly believe in the importance of academic honesty. Academic excellence is a hallmark of our school, and each of us takes pride in achieving success on our own merit. We acknowledge that temptation to get ahead by any means is strong, but we also know that we are capable of rising above the pressures and temptations, and producing our own high caliber work. This means that we do not give nor receive help in

academic pursuits, whether in class or on outside assignments. We recognize that sometimes students fall prey to the demands to provide answers to other students, but as honorable NHS students, we realize that this only infringes on our own ability to succeed, as well as our friend's. We believe that the completion of our own work provides a feeling of confidence and accomplishment that helps us to achieve more than what dishonesty would. It is with this pledge that we declare that any destination, however prestigious, is not worthwhile if we arrive dishonestly. This creed ensures that we will work on our own accord, and following this policy will allow us to go out into the world to make a difference in our own lives and in the lives of others.

### **Student Responsibilities**

Students will demonstrate the highest standards of personal integrity and honesty; Consult the teacher when any question of the honor code arises; Not tolerate others breaking the honor code; and, advise a teacher or administrator when they know cheating occurred.

### **Teacher Responsibilities**

Teachers will clearly define honest and dishonest academic work like cheating; Clearly define boundaries of collaboration; Clearly define procedures relating to all school work; Stress the importance of honesty; monitor student behavior closely during all testing; reduce the opportunities for dishonest behavior; and enforce consequences by reporting all honor code violations.

### **Administrator Responsibilities**

Administrators will work with students, staff, and parents to create a culture of academic integrity; Distribute a copy of the honor code to all parents, faculty, and students; Require teachers to enforce the honor code; Be fair and consistent when dealing with honor code violations; Maintain accurate records of honor code violations; Support teachers by enforcing consequences; Require all parties to sign documents; Give teachers feedback on honor code referrals; And, communicate disciplinary proceedings to necessary staff members to enforce consequences.

### **Honor Code Infractions**

Infractions of the honor code include the following:

Cheating, Plagiarism, Lying and Forgery, Illegal Use of Technology

**Cheating** includes, but is not limited to, the following:

Communicating with another student during a test, quiz, or any other form of evaluation Copying or allowing copying in any testing situation Copying or allowing copying of homework, class work, projects, or other material unless specifically allowed by the teacher Using unauthorized notes or devices Attempting to cheat, submitting falsified information for grading purposes, obtaining a copy of and/or information about an examination or giving information about such examinations without the knowledge of the teacher. Collaboration, considering that study or homework collaboration is not considered academic dishonesty unless the teacher prohibits or limits procedures or expectations Securing a copy of a test prior to taking it. Removing a test paper from the classroom without permission Relaying information or accepting information concerning test items and/or format Using resources meant solely for teacher use.

**Plagiarism** includes, but is not limited to, the following:

Presenting, as one's own, words, works, or opinions of someone else without proper acknowledgment; Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment

The following are examples of plagiarism:

Failure to document with quotation marks any material copied directly from other sources; Failure to provide a bibliography; Use of another's work as one's own, particularly in the creative arts, i.e., themes, poems, musical compositions, artwork, or book.

**Lying and forgery** include, but are not limited to, the following:

Intentionally telling an untruth or falsehood; Any form of deceit, attempted deception, or fraud; Lying to administrators, faculty members, and other staff; Falsifying any school document; Signing any signature that is not one's own; Altering or falsifying notes and passes; Submitting or taking credit for work prepared in a group or collaborative activity in which the student did not contribute.

**Illegal use of technology** includes, but is not limited to, the following:

Illegally using or accessing computers, software, telecommunications and related technologies; Being involved in willful acts that cause physical, financial, emotional, mental or other harm; Disrupting information technology in any manner; Illegal copying of videotapes or broadcast material; Violating Internet Acceptable Use Procedure (AUP) or WCS BYOT policies.

## **Disciplinary Action**

After an honor code violation, the administrator schedules a conference with student and contacts parents. The administrator assigns consequences for the offense and documents the proceedings in the student's disciplinary file.

### **Consequences**

#### **First Offense**

Consequences for the first offense will include, but not be limited to, the following:

Forfeiture of credit for the work (a zero), if applicable; Conference with an administrator, including the parent(s), student, and teacher; Friday school at the discretion of the administrator; Temporary suspension from leadership positions as determined by administrator, e.g., sports captains, club officers and activities; Temporary suspension in honor societies as determined by administrator, and possibly other disciplinary action as appropriate, i.e. detention, Friday School, ISS, or ALC.

#### **Second and Subsequent Offenses**

The administration deals with additional offenses of the honor code more severely. Disciplinary actions for these offenses include the following:

Forfeiture of credit for the work (zero), if applicable; Conference with the administrator, including the parent(s), student, and teacher at the discretion of the administrator; Expulsion from all honor societies and leadership positions for 1-4 years to be decided by administrator;) and other disciplinary action as appropriate, i.e. Friday School, ISS, or ALC; If the infraction occurs during senior year, senior exemptions will be revoked for all or remainder of senior year.



## **School and Student Rights and Rules**

### **Written, Verbal, and Symbolic Expression**

The school has a responsibility to maintain an appropriate educational environment. Students have a right to express themselves; however, it cannot obstruct the education of another student or disrupt the school day. Posting or distribution of any written material must be approved in advance by the administration prior to its dissemination.

### **Search and Seizure**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. The 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 of "reasonable suspicion," which allows administration to take such action.

Any principal, or designee, having reasonable suspicion of a violation of a law, a school rule, or the existence of a potentially dangerous situation may search any student, place, or thing on school property or in the actual or constructive possession of any student during an off-campus school activity.

Students may be subject to physical search, or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, other student, or other person if such action is reasonable to the principal.

### **Due Process**

Students have the right to due process, which means the school must allow a student(s) the opportunity to tell his or her side of the story when implicated.

### **Contraband Card Playing/Money Games**

Card playing or any games involving money are not allowed at any time during the school day. Failure to comply will result in disciplinary action by an administrator.

### **Fireworks**

The use, possession, or distribution of fireworks is not permitted. In all cases, police will be notified and disciplinary action may be assigned by an administrator.

### **Matches, Lighters, Etc.**

Matches, lighters or any flame igniting devices are not permitted.

Failure to comply will result in disciplinary action by an administrator.

## **Medication**

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 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.**

### **Prescription Medication**

Prescription medication can be administered by the school nurse 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 but the medication must be in an original container properly labeled by the pharmacy and an authorization. If a student is taking an antibiotic that is prescribed three times a day, this should be administered before school, after school and at bedtime. This medicine may not be sent 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 parents 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.

### **Over-The-Counter (Non-Prescription) Medication**

Over-the-counter medication can be administered by the school nurse 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.

Failure to comply with these rules may result in disciplinary action as determined by an administrator. Consequences may include ISS or ALC referral.

### **End of Year Procedures for Medicines**

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 student's medication, it will be disposed.

### **Emergency Plans**

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.**

### **Obscene and Libelous Materials**

Distribution or possession of material that is obscene or libelous is prohibited in school, on or adjacent to school property, or at school-related activities. Obscene material is that which an average person, viewing the material as a whole and applying community standards for children of a relevant age, would find, depicts, or describes sexual conduct in an offensive way, appeals to a prurient interest, and lacks serious literary, artistic, political, or scientific value. Libelous material is that which tends to falsely injure the reputation of another. Violation of this policy will result in disciplinary action by an administrator.

### **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. E-cigarettes are considered a tobacco product. Possession of tobacco in any form anywhere by a juvenile is prohibited by law and will result in a tobacco citation. In addition to the court referral, an administrator will assign automatic 3 days of in school suspension.

### **Dress Code**

In order for WCS to maintain a safe learning environment that minimizes distractions, the minimum standards for acceptable clothing during the school day are as follows:

1. Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an opaque top garment;
2. Skin and undergarments must be covered with opaque clothing from the underarm to mid-thigh. Mid-thigh is defined as the mid-point between the waist and mid-knee;
3. All pants, trousers, shorts and skirts must be held at the waist;
4. Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts;
5. Hats may be worn in buildings with the permission of building administration; (Hats are not permitted with the exception of designated spirit days)
6. Appropriate shoes are required;
7. Any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA 49-6-4215).

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

Student uniforms related to student extra-curricular activities (band, cheerleading, dance, sports team, etc.) must be in compliance with this policy during the academic day.

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

### Consequences

<b>1st</b>	Correct Dress Code Violation - required change
<b>2nd</b>	Correct Dress Code Violation; Parent Notification
<b>3rd</b>	Detention; Correct Dress Code Violation; Parent Notification

\*Student will not be allowed to return to class until dress code violation is corrected.

### Harassment

Williamson County Board of Education's Anti-Harassment & Bullying policies will be strictly adhered to in the case of any bullying, intimidation or any form of Harassment. Every member of the school community is entitled to attend school free from harassment, intimidation, threats, or fear. It is the policy of the Williamson County Board of Education not to discriminate on the basis of sex, race, national origin, color, creed, religion, age, marital status, disability, or any other class protected by law in its educational programs, activities, or employment policies as required by the referenced federal and state statutes. Any student or school personnel shall be punished for infractions of this policy if the following occurs:

The harassing conduct is sufficiently severe, persistent, or pervasive enough that it affects the ability of the student or school personnel to participate in or benefit from any educational program, activity, or creates an intimidating, threatening or abusive environment for students, faculty, or staff. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance.

### Harassment may include but is not limited to:

Graffiti, notes, or cartoons containing discriminatory language; Name calling, jokes, or rumors; Negative stereotypes or hostile acts which are based upon a person's sex, race, national origin, color, creed, religion, age,

marital status, disability, or any other class protected by law; Written or graphic materials containing discriminatory comments or stereotypes that are posted or circulated and aimed at degrading individuals or members of protected classes; Threatening or intimidating conduct directed at another because of the other's race, national origin, color, creed, religion, age, gender, marital status, disability, or any other class protected by law; A physical act of aggression or assault, or other acts of aggressive conduct, upon another because of, or in a manner reasonably related to, an individual's race, national origin, color, creed, religion, age, marital status, disability, or any other class protected by law.

Any violation of this policy will result in ISS, possible referral to ALC, and/or possible juvenile court petition.

### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.

#### **Sexual harassment may include but is not limited to the following:**

1. Sexual advances;
2. Verbal harassment or abuse;
3. Subtle pressure for sexual activity;
4. Touching of a sexual nature, including inappropriate patting or pinching;
5. Intentional brushing against a student or employee's body;
6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
7. Demanding sexual favors, especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
8. Graffiti of a sexual nature;
9. Displaying or distributing sexually explicit drawings, pictures or other written materials, including making and playing sexually explicit audio/video tapes/digital video/vines/ or any other information downloaded, streamed, or displayed on a portable device;
10. Sexual gestures, including touching oneself sexually or talking about one's sexual activities in front of others;
11. Sexual or "dirty" jokes; or
12. Spreading rumors about or rating other students as to sexual activity or performance.

Violations of this policy may result in ISS, a referral to ALC, and/or juvenile court petition

**Students who exhibit a pattern of intimidation/bullying/ or harassment of any kind will be recommended for expulsion.**

### **Insubordination and Disrespect**

Students are asked to respond respectfully and promptly to the directions of any NHS staff member and to act respectfully toward staff members at all times. Refusal to do so is considered a serious breach of the NHS Code of Conduct and will result in disciplinary action by an administrator.

Verbal, written, or physical assault of NHS staff is a zero tolerance offense.

### **Disrespect Toward Another Student**

Students shall behave in a respectful manner toward other students. Graffiti, notes, cartoons containing discriminatory language, name calling, jokes or rumors, racial, sexual, and/or ethnic remarks may all be classified as disrespect and may warrant disciplinary action by an administrator.

### **Bullying/Hazing/Intimidation**

Bullying and bullying-related behaviors (e.g. cyber-bullying, intimidation, hazing, harassment, etc.) are unacceptable behaviors, are strictly prohibited, and will not be tolerated. Students found to be acting in violation of this policy shall be subject to discipline, up to and including suspension or expulsion. Principals shall be responsible for publicizing this policy, including notice to students and employees that this policy applies to behavior at all school-sponsored activities. All WCS employees shall be responsible for implementation of this policy. Each school shall implement a bullying awareness program.

Bullying: Bullying is defined by Tennessee law as any act that substantially interferes with a student's educational benefits, opportunities or performance, and has the effect of: 1) Physically harming a student or damaging a student's property; 2) Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property; 3) Causing emotional distress to a student or students; or 4) Creating a hostile educational environment.

**“Hazing”** includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance; forced exposure to the elements; forced prolonged exclusion from social contact; sleep deprivation; forced requirement or encouragement of the wearing or carrying of any obscene or physically burdensome article; assignment of pranks to be performed; other such activities intended to degrade, embarrass and ridicule, humiliate; or any other forced activity that could adversely affect the mental or physical health or safety of a student, or staff member.

Violations of this policy could result in ISS, referral to ALC, juvenile court petition, and/or expulsion.

### **Horseplay/Pranks**

Horseplay and pranks between students, of any kind, will not be tolerated. Consequences will follow at the discretion of administration based on the severity of the prank/horseplay.

### **Inappropriate Language or Gestures**

The use of profane language (swearing), obscene gestures, or vulgar behavior will not be tolerated. Failure to comply may warrant disciplinary action by school staff.

### **Fighting**

Disputes between members of the school community shall be resolved through the proper channels. Students are expected to seek conflict resolution from school principals, counselors, the STARS counselor, or teachers in an effort to resolve the problem prior to an outbreak of fighting.

Pushing, shoving, wrestling, hitting to cause bruises or bleeding, failure to stop when a faculty member intervenes, or causing disruption to the school day, etc. will be considered fighting regardless of the intent. If students are involved in a fight (which also includes inciting, setting up, or causing the conflict), they should be prepared to receive the consequences listed below.

Furthermore, the school may be required to file charges of assault or battery against students involved. Fighting may be considered gross disobedience or misconduct.

Failure to comply will result in ISS, referral to ALC, a juvenile court petition, and/or expulsion.

### **Portable Electronic Equipment – Bring Your Own Technology (BYOT)**

Students are allowed to use personal technology during academic class periods only if the teacher has given consent. Usage of portable electronic devices during academic classes must fall under the guidelines of the WCS BYOT policy and must be for academic enrichment only.

**NHS assumes no responsibility should this technology or its accessories be lost, damaged, or stolen.**

**Portable Music Players:** Students are allowed to use portable music players in directed study. This permission is at the discretion of the directed study teacher and may be denied at any time. Students who use portable music players or cell phones for the purpose of listening to music in the hallways between classes must do so with one earpiece removed for safety reasons.

**NHS assumes no responsibility should these players or their accessories be lost, damaged, or stolen.**



## Consequences for using these devices at inappropriate times:

<b>1st Offense</b>	Teacher confiscates the device and submits it to the front office. Student may get the device at the end of the school day from the front office.
<b>2nd Offense</b>	Teacher confiscates the device and submits it to the front office. A parent must pick the device up. Student will serve an after school detention.
<b>3rd Offense</b>	Teacher confiscates the device and submits it to the front office. A parent must pick the device up. Student loses technology privilege. Student will serve a Friday school.

## Technology Use

See <http://www.wcs.edu/boardpolicy/sect4/4406p.pdf> for updates by WCS

## Computer Use

A parental request shall be required prior to students 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. Net Etiquette: You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Avoid offensive or inflammatory speech. Be courteous and polite.
  - b. Use appropriate language. Profanity or obscenity is not permitted at any time.
  - c. Do not reveal your personal address or phone numbers of students or colleagues.
  - d. Note that the e-mail is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in such a way that you disrupt the work of others.
  - f. All communications

and information accessible via the network should be assumed to be private property. Do not quote personal communications without the author's prior consent.

4. **Vandalism:** Vandalism will result in a cancellation of privileges. 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 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. 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 stored on school computers that are not pertinent to academic achievement will be deleted and the student will face disciplinary action.**

8. **Inappropriate Use of Technology That Transmits Digital Images:** The inappropriate use of telecommunication devices capable of taking and/or transmitting digital photographic images can create a risk factor in locker rooms, restrooms, private areas, and other locations where students and/or staff have a reasonable expectation of privacy. Depending on the severity of the incident, a student who misuses technology may have privileges revoked, receive ISS, a referral to ALC, and/or petition to juvenile court.

### **Trespassing**

Students are not allowed in the school building or on school grounds without staff supervision. Students found on grounds, including in the parking lots, during off-school hours without staff supervision will be charged with trespassing.

### **School Pranks**

Students involved in the planning or participation of a school prank that includes trespassing and/or vandalism will be subject to one or more of the following consequences:

Loss of privileges (including participating in graduation ceremonies), community service, restitution of costs, ISS, ALC, and/or juvenile court petition

### **Vandalism and Theft**

Vandalism, theft, destruction of property, and possession/sale of stolen materials are inconsistent with a key concept in the NHS Code of Conduct: Consideration of Others.

Consequences for participating in or knowingly going along with persons that vandalize or steal any school building, school-owned property, or personal property located at the school or school event may include the following:

Loss of privileges, community service, restitution of costs, ISS, ALC, and/or juvenile court petition

### **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:

**Alcohol:** Students shall not possess, handle, transmit, 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.

**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 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 used 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).

**Drugs:** Students shall not unlawfully possess, handle, transmit, 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, prescription drugs, medication, 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).

**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.

### **"Reasoned" Judgment 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.

**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.

**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 while attending any school activity or event. 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/her decision. The principal may assign punishment, including suspension, based on these considerations of up to one calendar year.

**Other Instruments and Substances:** Students are further forbidden to be in possession of or use any instruments or substances such as non-scheduled or nonprescription 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, six (6) hours equals one day, to be completed before August 1 to receive diploma.

### **Conflict Resolution**

The following procedure is followed to resolve classroom concerns:

The first step is always to contact the teacher directly; contact via e-mail is recommended.

If you are unable to resolve the issue with the classroom teacher, you may:

1. Contact the teacher's department chair; then,
2. The grade level assistant principal for your student's grade; then
3. The school-level principal.

### **Visitors/ Shadowing**

Only students currently enrolled in another high school (grades 9-12) may visit as guests at Nolensville High School. These students must be either from another school system or another state, wanting to attend NHS in the future or foreign students visiting with a host family. A permission form will be obtained in the guidance office, and completed and approved by the Principal at least one day in advance. Visitors shadow another student for part of the school day and will be dismissed at 11:00 am.

Former students may not visit for lunch or during the school day.

\*\*Nolensville High School has the right to update all policies and procedures outlined in this handbook throughout the school year.