



**PAGE
HIGH
SCHOOL**

PAGE HIGH SCHOOL

Principal

Dr. Shane Pantall

Assistant Principals

Mr. Randy Hatley

Dr. Katie Hill

Ms. Kelly Sailors

Phone:

615-472-4730 Main Office

615-472-4738 Counseling

615-472-4737 Attendance

Fax:

615-472-4751

www.wcs.edu/phs

Colors:

Blue and white



PAGE HIGH SCHOOL 2019-2020 CALENDAR

Date	Event
August 9	First Day for Students (Half Day)
August 20	Open House 5:30 pm
September 2	Labor Day (No School)
October 1	ACT (Seniors Only)
October 9	End of First Quarter
October 10-11	Fall Break (No School)
October 16	PSAT
November 25-29	Thanksgiving Holiday
December 16-19	First Semester Exams
December 19	End of First Semester (Students ½ Day)
December 20	Administrative Day (Teachers in Classrooms)
December 23- Jan. 3	Winter Holiday
January 3-4	Professional Development Day (No Students)
January 6	First Day of Second Semester
January 20	MLK Day (No School)
February 17	Professional Development Day (No Students)
March 3	Professional Development Day (No Students)
March 11	End of Third Quarter
March 16-20	Spring Break
March 31	Junior ACT
April 14-April 22	TNReady (EOC) Assessments
April 10	Spring Holiday (No School)
April 18	Prom
May 4-15	AP Assessments
May 14-19	Second Semester Exams (Seniors Only)
May 18-21	Second Semester Exams
May 21	Last Day for Students (½ Day)
May 22	Administrative Day (No Students)
May 23	Graduation

POWER MONDAYS

Fall: August 19, August 26, September 9, September 16, September 23, September 30, October 14, October 21, October 28, November 11, November 18, December 2

Spring: January 13, January 27, February 3, February 10, February 24, March 9, March 23, March 30, April 13

WHERE TO GO AND WHOM TO SEE

WHAT	WHOM	WHERE
Accident Forms	Nurse Karri Tomlin	Clinic
Athletics	Benji Gray	Gym
Attendance	Vicki Holder	Main Office
Audio Visual	Librarians	Media Center
Bus Schedule	Marilyn Crothers	Front Office
Discipline	Assistant Principals	Main Office
Computer Log In	Carol Hogue	Library
Crisis Counseling	School Counselors STARS Counselor (Emily Rate) Assistant Principals	Counseling Counseling Front Office
Free/Reduced Lunch	Rita Green	Cafeteria
Graduation Requirements	School Counselors	Counseling
Letter of Compulsory Attendance for Driver's Permit	Carrie Vitucci	Front Office
Lockers	Marilyn Crothers	Front Office
Lost and Found	Marilyn Crothers	Front Office
Medication Form	Nurse Karri Tomlin	Clinic
Parent Conferences	Teachers School Counselors	Classrooms Counseling
Parking	Marilyn Crothers	Front Office
Registration	Counselors	Counseling
Report Cards	Randy Hatley	Front Office
College Planning	Counselors Rebecca Wilson Hillary Walter Jim Mahan Allison Varallo	Counseling A-F G-O P-Z At-Risk Counselor
Testing	Kelly Sailors	Front Office
Textbooks	Carol Hogue	Library
Transcripts	Cindy Gonzales	Counseling

ALMA MATER

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

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

FIGHT SONG BY Gary Weaver

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

MISSION STATEMENT

Our mission is to develop young men and women with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs.

We are...

P – Productive Citizens

A – Academically Excellent

T – Technologically Educated

R – Real-World Ready

I – Invested Beyond the Classroom

O – Optimistic Problem Solvers

T – Tolerant and Accepting

S – Stronger Together

ACADEMIC POLICIES

9-12 GRADE GRADUATION REQUIREMENTS

The state has developed new rules for graduation starting with the Class of 2013. Students will no longer have paths to choose for a diploma. Rather, all students will complete 22 credits: 16 credits of core courses that include English, math, science, social studies, personal finance, and physical education plus 6 credits of additional courses that include foreign languages, fine arts, and a focus area (3 credits of courses aligned in curriculum). One credit is awarded for a full year of study and one-half credit is awarded for completing a semester course.

22 Credits for Graduation									
CORE CURRICULUM 16 Credits							ADDITIONAL PATH REQUIREMENTS 6 Credits		
	English 4 Credits	Math 4 Credits in high school	Science 3 Credits	Social Studies 3 Credits	Personal Finance .5 Credit	Wellness 1.5 Credit (.5 may be substituted)	Foreign Language and Fine Arts 3 Credits (May be Waived)	FOCUS courses 3 Credits (6 FOCUS Credits with waivers)	
EXPLORE assessment data used to initiate a plan of study for all students									
9 th	English I	Algebra I	Biology	Geography or a world history	Personal Finance .5 credit	Lifetime Wellness	Choose one area:	Choose one area:	Choose one area:
10 th	English II	Geometry or Tech Geometry	Chemistry or Physics			Phys. Ed. .5 credit (may be substituted)	French or Spanish	Band, Music, Visual Arts, Theatre Arts	Humanities and Fine Arts, Math and Science, CTE cluster, Military Science
PLAN assessment date used for post-secondary and career advisement									
11 th	English III	Algebra II	1 credit lab science	U.S. History					
ACT Assessment and Career Advisement Provided									
12 th	English IV	1 credit beyond Algebra II		U.S. Gov/Econ					

FOCUS Area: Students must earn at least three credits in a focus area. If students obtain waivers for Foreign Language and Fine Arts, they must earn 6 credits in a focus area. Focus areas are courses in curriculum: AP, Humanities and Fine Arts, Math and Science, Military Science, and Career and Technical clusters.

Middle School Credits: All middle school courses which may count as credit for high school must be taught at honors level and be subject to all criteria of an honors level course. The following high school courses taken below high school will receive high school credit by passing (grade 70 or above) both semesters of the course and will be recorded as a credit with Pass for the grade with no grade point (GPA) value: Algebra I, Geometry, and level I Foreign Languages. Middle school math credits accelerate student learning but do not substitute for the four-year math requirement in high school.

TNReady (EOC/CCE) Tests: All students will be required to take either the state or district-developed examinations (TNReady-English & Math) (EOC-Science & SS). Students do not have to pass any particular test, rather, the grade for each test is 15% of the semester grade. The student, however, must pass the courses to graduate. The district has developed Common Comprehensive Examinations in all other core courses, which are also 15% of the semester grade.

ACT – American College Testing Program (ACT Test Program): To meet graduation requirements, all juniors will take this test in the spring, and we encourage them to continue working on improving their score during senior year. The WCBE pays the fee. Four 35-50 minute tests are given in English Usage, Mathematics Usage, Social Science Reasoning, and Natural Science Reasoning. The school goal is an average of 26.

<u>Test Date</u>	<u>Registration Deadline</u>	<u>(Late Fee Required)</u>
September 14, 2019	August 16, 2019	August 17-30, 2019
<i>October 1, 2019</i>	<i>All PHS Seniors</i>	<i>FREE</i>
October 26, 2019	September 20, 2019	September 21-October 4, 2019
December 14, 2019	November 8, 2019	November 9-22, 2019
February 8, 2020	January 10, 2020	January 11-17, 2020
<i>March 31, 2019</i>	<i>All PHS Juniors</i>	<i>FREE</i>
April 4, 2020	February 28, 2020	February 29-March 13, 2020

Senior Project: Senior Project is a Page High School graduation requirement. See the Page High web page for Senior Project guidelines and information about successful completion of the project.

CLASS RANKING AND HONORS RECOGNITION:

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.

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

DIPLOMAS

Regular Diploma: Students who have fulfilled the requirements for graduation set by the State of Tennessee and the Williamson County Board of Education as outlined above receive a regular diploma.

Diploma with Honors: According to State guidelines, students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with Honors.

Diploma with Distinction: According to State guidelines, students will graduate with distinction who attain a B average and complete at least one of the following:

- 1) Earn a nationally recognized industry certification
- 2) Participate in at least one of the Governor’s Schools

- 3) Participate in one of the state's All State musical organizations
- 4) Earn statewide recognition or award at skill-or knowledge-based state tournament, convention, or competition hosted by a statewide student organization, and/or qualify for national recognition by a national student organization
- 5) Be selected as a National Merit Finalist or Semi-Finalist
- 6) Attain a score of 31 or higher composite score on the ACT
- 7) Attain a score of 3 or higher on at least two Advanced Placement exams
- 8) Earn 12 or more semester hours of transcribed college credit

Williamson County Honors Diploma: To earn a Williamson County Honors Diploma, students shall complete the core curriculum and four credits of science, plus the additional path requirements which include an elective focus. Except as described in this paragraph, course requirements for the Williamson County Honors Diploma are the same as for the regular diploma. A minimum of 14 credits must be at Honors or Advanced Placement level or through dual enrollment as described below. Students must qualify for Latin honors by having a 3.75 or higher academic average on either a 4.0 or 5.0 scale.

Students who are accepted for dual enrollment or early admission to a college or university may have college courses considered for meeting the 14 honors credit requirement if the course taken at the university level is offered at the Honors or Advanced Placement level by WCS. For example, English 101 and English 102 would meet one credit requirement replacing AP English IV. When a student receives high school pass/fail credit at the middle school level, the credit will be counted as an honors class toward meeting the Williamson County Honors Diploma requirement if the class was taught at an honors level. Otherwise, the course will be listed as a high school credit but will not count toward meeting the Williamson County Honors Diploma requirements.

PHS Scholars' Diploma: The Page High Scholars' diploma is awarded to students who have successfully completed all the requirements of the Scholars program during their junior and senior years. PHS Scholars are chosen through a rigorous application and interview process in the fall of their junior year.

Special Education Diploma: A special education diploma may be awarded at the end of their fourth year of high school to students with disabilities who have (1) not met the requirements for a high school diploma, (2) have satisfactorily completed an individualized education program, and (3) have satisfactory records of attendance and conduct. Students who obtain the special education diploma may continue to work towards the high school diploma through the end of the school year in which they turn twenty-two years old.

Occupational Education Diploma: Designation acknowledging completion of a specialized program intended to facilitate the development of employable skills and maintenance of a satisfactory attendance and discipline record.

Alternate Academic Diploma: Requirements of the diploma align to the academic course work and ACT requirements of students earning a regular diploma in order to ensure that all students are provided access and opportunities to learn and participate in rigorous meaningful instruction. In order to earn the AAD, a student must have participated in high school alternate assessments, earned the prescribed 22 credit minimum, received special education services, and made satisfactory progress on an IEP, satisfactory records of attendance and conduct, and completed a transition assessment that measures post-secondary education and training, employment, independent living, and community involvement.

WCS Diploma Honoring Volunteerism: Students are eligible to receive this recognition when they graduate. Students must have a minimum of 10 volunteer hours every semester they are in high school. Please follow these guidelines:

- Students cannot be paid to do volunteer work
- Volunteer work cannot be done for a family member
- The student is responsible for tracking volunteer hours and submitting them through our [Volunteer Hours Form](#)

GRADING POLICIES

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 final exams are not required for those high school seniors who have maintained a 91 average, have **NO** unexcused absences (**excluding college visitation days approved in advance by the Principal**) during the semester and have not been suspended during the semester.

The Averaging Policy for certain courses allows students to gain a full credit even though they failed the first semester. This is possible only if the average of both semester grades is a 70 or better. However, credit will not be given when the second semester grade is the failing grade. Summer school courses are not part of this policy. This policy applies only to courses in which a student must master first semester skills and concepts in order to be successful in second semester: Math, Foreign Languages, Chemistry and Physics. If a student is successful under this policy, the Report Card/Transcript **credits only** are changed to reflect the fact. The earned credit for the second semester of the course is changed manually from .5 to 1.0. Grades remain on record as earned.

Testing for credit is possible for students who have completed work or a course equivalent to a high school level course (except U.S. History). Students must score 70 or better on the examination in order to receive credit toward graduation. The course name and a course grade of "Pass" with no grade point (G.P.A.) value will be entered on the transcript with the notation Credit by Exam.

Home-schooled students entering Page High must pass the County Common Comprehensive Assessments for those courses completed at home in order to receive credit for those courses at PHS. Grading and transcript notation will follow the procedures of testing for credit.

Report cards Report cards are no longer mailed. Grades, progress, and report cards can be accessed online via Family and Student Access.

The transcript is a historical document showing all courses taken in high school. 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 during the regular school year, **the new grade does not replace the failed grade**. The course and new grade are added to the transcript and averaged into the cumulative GPA.

Percentage Points for Advanced Coursework

1. Students enrolled in honors courses will get 3 percentage points added to their grade each semester.
2. Students enrolled in local and statewide dual credit courses will receive 4 additional percentage points added to each semester grade. The state requires statewide dual credit students to take the challenge exam, and students must take the final required for local dual credit courses.
3. Students enrolled in industry certification courses may earn 4 additional percentage points added to each semester grade. For the first semester, the teacher will add the 4 points. For the second semester, students must sit for the appropriate exam in order to earn the 4 additional percentage points.
4. Students enrolled in AP and IB courses may earn an additional 5 percentage points added to each semester grade if they sit for the AP or IB exam. For the first semester of an AP or IB class, the teacher will add the 5 percentage points to the grade. For the second semester, the student must sit for the exam in order to earn the additional 5 percentage points.
5. Dual enrollment courses are assessed on a pass/fail basis.

Quality Points

1. One-half quality point shall be added to the numerical point value of the letter grade received for students in an honors course or an industry certification course.

2. Three-fourths quality point shall be added to the numerical point value of the letter grade received for students in a statewide or local dual credit course.
3. One full quality point shall be added to the numerical point value of the letter grade received for students in AP or IB courses.

GRADUATION CEREMONY

Qualification for and participation in graduation or commencement ceremonies shall be limited to seniors who have satisfactorily completed the requirements for a diploma. Students completing requirements in the summer may participate in a district-wide summer graduation ceremony.

Credit Recovery is a program that allows students to recover credits (Max: 6 Credits) required for graduation. Students must contact their guidance counselor. A grade of a 50 for the class failed is required to qualify for CR. A fee of \$50.00 per semester class is required. Credit Recovery is not an option for Algebra I; a remediation program is required to fulfill the credit requirement.

College courses taken for college credit, even when taken for dual high school/college credit, are recorded as pass or fail with no grade point (GPA) value.

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

Grade	Grade Range
A	91 – 100
B	81 – 90
C	72 – 80
D	70 – 71
F	Below 70
I	Incomplete
P/F	Pass/Fail

The Calculation of the GPA is determined by dividing the sum of the quality points, including accelerated quality points, by the total courses attempted. Credit given to all courses taken in high school is counted. Grade point averages (GPA) are calculated on the following graduated 4-point scale with additional grade point weighting of 0.5 for Honors courses and 1.0 for Advanced Placement (A.P.) (except for Math Studies 0.5).

Letter Grade	Numeric Value	Regular	Honors	AP
A	91-100	4	4.5	5.0
B	81-90	3	3.5	4.0
C	72-80	2	2.5	3.0
D	70-71	1	1.5	2.0
F	0-69	0	0	0

SCHEDULING POLICIES

Students take six courses for credit and one study period. Students wishing to take a seventh course and no study period must submit a request form signed by a parent. After the Master Schedule is finished, seven course requests will be scheduled only if scheduling permits. A request form can be obtained from the Guidance Office. If a parent wishes to override a recommendation made by the school pertaining to the student’s schedule, the

student must remain in the class the parent selected until its completion. An override form can be obtained from the Guidance Office.

Registration for next year's courses is February through May of 2019. Page High School sets the number of sections and builds its Master Schedule based entirely on student requests for courses. The spring registration determines the courses the school will offer the following fall. Once the Master Schedule has been created, students are obligated to take the courses they requested. In other words, students will not be allowed to change their minds in August or September or January. Students and parents, therefore, should plan their schedules in a thoughtful, careful manner to match their abilities and their educational needs.

1. **The Only Changes Allowed in August:** Valid schedule corrections only to update course selections based on summer school credits or to correct a scheduling error made by the school take place the first 10 school days of each semester. The beginnings of the semesters cannot be times to revise schedules as a result of changing intentions or changing minds. The Master Schedule has already been created.
2. **No Dropping in Level:** Students who requested and who were recommended for Honors and Advanced Placement courses will be obligated to take these courses. Students may not drop a level because they changed their mind or because they did not do the summer reading or because they desire a different teacher or later because they find the work difficult.
3. **Course may not be dropped during the semester:** Students may not change or drop a course during the semester (after the first 10 days) to avoid failing or to get out of work different from their expectations, even if the course is an elective the student had to take to complete 6 credits or to substitute for a full class. Students with low grades should seek help from various resources available to improve and be successful.
4. **Full-Year Courses Last One Year:** Full-year courses may not be dropped at the end of the first semester, even if only an elective or only to drop a level. Exceptions to this policy can be made only by appealing to the Principal. The usual consideration is whether the student has been academically misplaced. If the exception is granted, the student will be required to take an equally challenging semester course.
5. **Courses must be taken in Sequence:** Students must pass one level of a course before they take the next level of the same course. Therefore, students must pass both semesters of Spanish I before they can take Spanish II. Especially, students must pass English I before they can take English II, English II before they can take English III, and so on. *Sequence courses in the same subject may not be taken concurrently or in reverse order.* Students must sign up for credit recovery to complete sequence courses they have failed, especially for English, which is required every year, so they will be able to graduate within the normal time-span of four years. Students who do not attend summer school to make up sequence course they have failed risk becoming a 5th-year senior in order to graduate.

Problems with A Class

A student who is experiencing problems in a class will not be removed from the class outside the policies stated above. When problems develop, the following procedures should be followed:

1. The student should consult the teacher for ways to improve or receive extra help.
2. The student should seek help from various resources available: teacher tutoring, subject area tutoring sessions, peer tutoring, math tutoring during school hours, the learning lab, and the web-based skills tutoring programs.
3. If the problem continues to exist, the parent should talk to the teacher. Conversation can occur over the phone or through email, but the best communication is still person to person.
4. If the problem continues to exist, the parent can request a school meeting that includes the teacher, the student, the parent(s), the appropriate school counselor, the department chair, and the grade-level assistant principal. This team will form a plan of action.

DISCIPLINE POLICIES

ATHLETICS

The Athletic Department of Page High School strives for a drug free environment. We expect a healthy lifestyle for all of our athletes. Drugs, alcohol, tobacco, or any other negative life choice that hinders the full development of the individual is discouraged. Individuals who choose to partake in these prohibited substances will be disciplined by an administrator and the incident reported to the coach(es) of the individual sport(s) in which the student participates. The individual will be suspended from all Page athletics teams for one academic school year.

In addition to the normal school consequences for the infraction, each coach has, at his/her option, a range of penalties, which include extra drills, probation, suspension, and/or termination from participation in a particular sport. It is the responsibility of each coach to help our youth who participate in athletics to reach their maximum potential and, in doing so; coaches reserve the right to insure that our programs have the highest possible standards for participants, both physically and academically.

Athletic Eligibility

To be eligible to participate in athletics, a student must have passed five credits the previous semester. Students failing to pass five subjects during any semester will be ineligible the following semester. Student academic progress is monitored during the semester also, and athletes failing to make satisfactory progress may be temporarily suspended from athletic competition at the discretion of the coach or may be placed on probation until progress is made. Each student must pass a physical examination before being allowed to participate or practice with any athletic team. Each student must adhere to all rules and regulations of the team. An athlete assigned to ISS is still required to practice but will not be eligible to participate in one game that week.

Spectator Code of Conduct

As representatives of the Page community, we ask that all spectators conduct themselves in a positive sportsmanlike manner. Spectators should support their team by refraining from derogatory remarks, chants or cheers. Any spectator/s found to be in violation of this code will be dismissed from the event and subject to be suspended from future events.

ATTENDANCE

It is our expectation that all Page High School students will attend school every day school is in session. We appreciate the support of parents in reaching that goal. Regular, uninterrupted attendance is an essential ingredient in the learning process. The state of Tennessee requires each school to maintain an average daily attendance (AYP) rate of 95%.

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

Attendance Responsibilities

Students

- Be present and on time for all classes.
- Secure assignments whenever absent.
- Make sure your parents call Front Office by 9:00 AM on the day of the absence. 615-472-4730 or 615-472-4737.
- Bring your parent note or medical excuse to Front Office the morning following your absence.

Parents/Guardians

- Make sure your child is in school on time every day unless there is a valid reason.
- Call Front Office by 9:00 AM on the day your child is absent.
- Send a note to school following the absence detailing the reason for the absence.
- For extended illness, email teachers for assignments.

Teachers

- Keep accurate attendance records and report accurate information to Front Office every period.
- Notify assistant principals of suspected skipping or other attendance irregularities.
- Give assignments to students in a timely manner after an absence.

Front Office/Attendance Secretary

- An electronic phone system will notify parents of daily absence by 10:00 AM.
- Monitor students with attendance problems.

- Send letters to parents after 5 unexcused absences and/or 8 total absences of any kind.

Compulsory Attendance Laws

- If a student has a total of 5 unexcused absences, a “compulsory attendance law letter” must be sent to the parent. State Law 49-3-3007 (e) 1,2,3
- **If a student continues to be absent 3 days from the date of the compulsory attendance laws letter, then a petition for truancy may be filed. State law 49-6-3007 (e) 1,2,3**
- If a student missed 10 consecutive or 15 total unexcused absences during any semester, the school must send a letter to the State Department of Transportation (driver’s license revoked) State Law 49-6-3017 (f)

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.

- 3 unexcused absences - Parents will receive a phone call regarding unexcused absences.
- 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.
- 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.

Denial of Motor Vehicle License (TCA49-6-3017)

This recent state law applies to all persons 15-17 years of age and requires suspension action be taken in regards to persons that do not have a driver’s license as well as those that are licensed. The law requires that students be enrolled and making “satisfactory academic progress” in a secondary school. As used in this law, “satisfactory academic progress” means making a passing grade in at least three full unit subjects or their equivalency at the conclusion of any regular school semester. A student who fails to maintain “satisfactory academic progress,” based on end of semester grading, may not be considered to be in compliance until the student makes a passing grade in at least three full unit subjects or their equivalency at the conclusion of any subsequent grading period.

ATTENDANCE PROCEDURES

Excused Absences

Parents should phone the Front Office (615-472-4730/4737) between 7:30 A.M. - 9:00 A.M. the day the student is absent. The fax number for the school is 615-472-4751. **Parents are to send a note or a medical excuse to school the morning following the absence.** If parents do not send in a note AND only make contact by phone, the absences will be considered unexcused. Excused absences may be granted for the following:

- **Illness of the student.** *The principal may require a doctor’s statement. Although a doctor’s statement may be required at any time for an absence to be excused, it will be required of any student that accumulates 5 unexcused absences, or 8 absences of any kind.*
- **Illness in the immediate family,** which requires absence of the student from school. A doctor’s statement may be required.
- **Death in the immediate family.** Absence should not exceed 5 days.
- **Religious holidays** regularly observed by persons of the student’s faith. A statement from the minister or other person recognized by the given religious group may be required.
- **Absences for other reasons** as approved by administration.

Early Dismissal

Any student requesting an early dismissal must present a note signed by his parent/guardian in Front Office by 7:50. All notes should contain the date, specific reason for leaving, the parent/guardian’s signature, and the parent/guardian’s daytime phone number. The parent/guardian will be contacted to verify the note prior to student release and students will be given a pass for dismissal to the office at the appropriate time. **In an effort to preserve instruction time and minimize classroom disruption, students will remain in class until the next class change if a note is not provided in advance. Students feeling ill must go to the clinic to see the nurse in order to be cleared for early dismissal.** Students leaving without following the procedures of an early dismissal will be considered skipping and will face disciplinary action.

Early Dismissal and Return on the Same Day

Students must follow the same procedures listed above and in addition sign back in at Front Office upon returning to the building and receive a pass to return to class.

Athletic or Extra-Curricular Activities

Students who are ill and unable to attend school on the day of an athletic or extracurricular activity will not be permitted to participate on that date. Students involved in extracurricular and athletic activities are expected to arrive at school on time and remain in school for the entire day. Any exceptions to this policy must be approved by an administrator.

Field Trips

A field trip will not count as an absence, but students will be responsible for making up all work. The field trip sponsor will send a list of all students attending the field trip to the attendance secretary one week prior to departure. Only required field trips will be allowed after April 7.

Clinic

A student should report to class before requesting a pass to the clinic, guidance, or Front Office. **The absence will be considered unexcused for that class period and others that are missed if this procedure is not followed.** An assessment will be made by the nurse. Students who drive will be allowed to drive home if their condition and the parent/guardian allow. Students are not allowed to call parents and leave school without following the listed procedures. Failure to follow the rules will result in disciplinary action.

Checking in After an Absence

Upon returning to school after an absence, a note from a parent/guardian must be presented to the Front Office before school. The note should include: student name, date of absence, reason for absence, and a phone number where a parent/guardian can be reached during the day. **The attendance secretary will distribute a list once a day that list all the confirmed absences.**

Late Arrival to School/Class

- All doors other than the door to the main office will be locked at the beginning of the school day (7:50). Any student who arrives late to school will enter through the front office. Students should not open any outside doors for students and adults.
- If a student arrives to school after the beginning bell has rung, a tardy pass will be issued by the Front Office. The tardy is excused only if
 - The student was ill (must have a note from parent)
 - The student had an appointment (must have a note from doctor)**All other tardies are unexcused and will be assigned detention (see below).**
- If a student arrives to class after the tardy bell has rung, a detention will be assigned (see below). If a student is more than 10 minutes late he/she must have a note from a teacher or the Front Office. If the student does not, the teacher will refer the student to the office for skipping.

Tardy Detention Policy

- Detention is served after school on Tuesdays and Thursdays (3:05-4:05).
- Students earn a detention for every tardy after one (1) warning per semester.
- Students serving detentions must report on time. Students who are tardy to detention will not be admitted. Students must bring textbooks and/or schoolwork or assignments will be given.
- If students refuse to study or follow the detention supervisor's instruction, they will be sent home without credit for detention and referred for administrative action.
- No sleeping, talking, or food is allowed in the detention sessions or Friday School.
- Only medical emergencies will be considered as excused reasons for missing detention. Students will need to bring a note from their physician by 7:25 a.m. on the first scheduled day of school after the missed detention. **Students cannot use work or athletic practices as an excuse to miss detention.**
- If a student misses detention, he/she is subject to Friday School (every Friday 3:05-5:05).

- If a student is absent from school on their assigned detention date, the detention must be served the next scheduled detention day.

Unexcused Absences

- Any student whose absence is unexcused will be expected to make up the work missed or due on dates of absence (County Policy 6.200). All missed work or tests from absences may be made up provided the student makes the request immediately upon returning to school, and provided class time is not taken from other students.

ASSEMBLIES

At all assemblies, all Page High School students are expected to conduct themselves in a manner consistent with the nature of the program. Full attention is to be given to any speaker or program participant. Unacceptable behavior will result in removal from the assembly and other disciplinary procedures.

BUS CONDUCT

Bus riding is a privilege which may be revoked due to misconduct or misbehavior en route to and from school.

Consequences: First violation: written warning to student/parent(s) by driver; Second violation: conference with Principal, parent(s), student, and Transportation Official; Third violation: suspension from school bus. Multiple offenses will be treated as second and/or third offenses. These consequences are the MINIMUM. The principal has full authority to discipline students as he/she determines to be appropriate to protect the safety of students.

CAFETERIA

Lunch is a normal period and is subject to the same attendance rules as a classroom. Students are to remain in the building or outside in the appropriately designated areas. Leaving campus for lunch is not allowed. It is considered skipping and will result in ISS. Going to cars must require an administrator's approval.

No outside food (fast food, take-out etc.) can be brought in to a student.

No backpacks are allowed in the serving line.

CHEATING /MALPRACTICE

Cheating is considered a serious violation of the process of education. It includes, but is not limited to, the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage over other students in schoolwork or activities. It is not acceptable to practice plagiarism, which is the representation of another's ideas or work as one's own (original sources should always be cited); collusion, which is supporting the cheating/malpractice of another; duplication of work, which is presenting the same work for different assignments without prior permission from an instructor; or any other behavior that could create such an unfair advantage.

Some specific examples of cheating/malpractice are unauthorized copying of assignments (including computer documents and files); stealing another student's homework and turning it in as one's own; plagiarism; submitting pre-written work for set classroom exercises or tests; using unauthorized study aides, notes, books, data, or other information; selling or buying or sharing papers without authorization; altering an assignment or test after it has been graded; stealing tests or other materials, or passing such material stolen by others; talking or signaling to another student during a test or quiz; looking at another student's answers during a test or quiz, or permitting another student to look at one's own test or quiz; possessing or using "crib" or cheat sheets; leaving books open on the floor to view during a test or quiz; using unauthorized calculators, palm computers, or other electronic devices to obtain answers during tests or quizzes passing test information on to students in other classes; computer fraud; sabotaging the projects or experiments of other students. Of course, this list of examples is not all inclusive. Furthermore, intending to cheat is considered the same as cheating. Because different subjects and assignments may differ in their regard to cheating/malpractice in some ways, students should be sure to ask their relevant teacher for guidance if requirements are not clear.

Consequences: For the first cheating offense, the minimum consequence the student will receive is a grade reduction (possibly a zero) for the activity, a parent contact by the teacher, and a referral of the incident to the appropriate administrator. For a second offense, at the minimum, the student will be placed in ISS for no less than three days. If a third offense occurs, at the minimum, the student will receive five days ISS or perhaps be

placed in the ALC for unruly behavior. Flagrant acts of cheating, such as falsifying or changing a teacher's records, will result in greater consequences than the minimum.

CODE OF CONDUCT

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

- Students are reminded that these rules are applicable at any time the student is on any school grounds, en route to and from school, during all school activities on or off campus, and at all times the student is under the supervision of the school officials.
- It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but also the duty to insist on good behavior. The right of discipline extends to all areas of the school program.
- Respect the worth and dignity of each individual and respect the rights of fellow students.
- Exhibit good behavior and manners, dress appropriately, and use appropriate language.
- Come to school with the attitude that the purpose for being in school is to learn.
- Come to all classes with proper tools (books, pencils, etc.) and with all assignments completed.
- Be familiar with and adhere to all school policies and rules, and be willing to accept the responsibilities that accompany rights and privileges.
- Attend school regularly and be on time to all classes.
- Turn in all assignments by their due date.
- Treat others in a manner that builds them up rather than puts them down.
- Seek to make the school better for everyone by positive contributions.
- Represent the school with pride and quality behavior, both on and off campus.
- Exhibit a sense of pride toward the school and exercise proper use and care of equipment and facilities.

Prime Time

Prime Time serves as a method to provide students with additional tutoring, ACT preparation, Senior Project, Credit Recovery, Achieve 3000 lessons, remediation & quiz/test makeup during the school day. Teachers and/or Administrators assign students to Prime Time as needed. **Attendance is mandatory.** Failure to attend assigned Prime Time sessions could result in detention, ISS, and in some cases, an unruly petition filed with juvenile services.

Blue Crew

The Page High School Blue Crew Program is a partnership between students and incoming freshmen to ensure that every student is connected with a group of peers and an upperclassman mentor. Blue Crew groups meet during Prime Time every Thursday during first semester.

DELIVERIES

While we realize that students forget items at home, we encourage parents to allow their students to take responsibility for their own things. Items that are dropped off in Front Office will only be delivered during a student's study hall or lunch. Items such as balloons and flowers will not be released to students until the end of the day. ***Due to the nature of our lunch period, we will not accept outside food (fast food, take-out).*** Classes will not be disrupted unless it is in regards to an early dismissal or is authorized by administration.

DRESS CODE

During the first minutes of class each morning, teachers will check their students for appropriate dress. Those students not in compliance with these rules will be sent to the Front Office. Students violating dress code are subject to disciplinary action, including detention and ISS.

(Board Policy 6.310) *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 (Dr. Pantall: “hallways/commons only”);*
 - 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.

FOOD AND BEVERAGES

Snacks and drinks in the classroom are at the discretion of the teacher. Students must follow the particular class rules set by the teacher in the classroom. Violation of these rules will result in disciplinary action. For safety reasons, glass bottles or glass containers are not allowed at any time. **Vending machines are only to be used during class breaks. Students will not be allowed to purchase items from the vending machines during class time.**

FORGERY

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

ELECTRONIC DEVICES

Cell Phones, I-Pods, MP3 Players

These devices may be used in non-instructional locations. If used in inappropriate places, the device will be collected by the teacher and given to the grade level administrator. Student refusal to hand over the device could result in suspension. **Devices will be returned to the student after the detention has been served. If parents must contact their children during the school day they are welcome to leave a message with the Front Office at 615-472-4730 or call them at break or at lunch, but NOT during instructional time. Devices should be turned off during class time unless otherwise instructed. This means no vibration.**

FIGHTING

Students involved in a fight will be suspended and referred to the ALC, and are subject to a petition being filed in Juvenile Court. Students are encouraged to seek conflict resolution from school principals, school counselors, the STARS counselor, or teachers in an effort to resolve the problem prior to an outbreak of fighting. In most instances situations leading to fights can be resolved if pre-fight intervention occurs. Students found to be inciting, setting up, or causing a fight may also be suspended.

HALL PASSES

All students outside of classrooms must have in his/her possession a pass signed by a teacher. Students who are in an unauthorized location are subject to disciplinary action for skipping class.

HARRASSMENT (Board Policy 6.304)

The Williamson County Board of Education is committed to safeguarding the rights of all students, employees and third parties within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of harassment and/or sexual harassment.

It is the policy of the Williamson County Board of Education to maintain a learning and working environment that is free from harassment of any type. The Board prohibits any form of sexual harassment or harassment based upon age, religion, disability, color, and/or national origin or any other class protected by law. All persons are required to make a conscientious effort to fully consider and understand the nature and basis of a harassment or sexual harassment complaint.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel or the Williamson County Schools to harass or sexually harass a student, teacher, administrator or other school personnel through conduct or communication of any form as defined by this policy. The school system will act to promptly investigate all complaints and to promptly and appropriately discipline any student or school personnel who is found to have violated this policy, and /or take other appropriate action reasonably calculated to end the harassment or sexual harassment.

Harassment Defined and Prohibited

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 when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects the ability of the student or school personnel to participate in or benefit from the educational program or activity or the work environment and /or creates an intimidating, threatening or abusive environment.
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance.
3. Harassment may include but is not limited to: graffiti, notes, or cartoons containing discriminatory language; name calling, jokes, or rumors; negative stereotypes and 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 material containing discriminatory comments or stereotypes that is posted or circulated and which is aimed at degrading individuals or members of protected classes; threatening or intimidating conduct; 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, or disability or any other class protected by law.

Sexual Harassment Defined and Prohibited

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:

1. 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
2. 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
3. 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.
4. Sexual harassment may include but is not limited to: sexual advances; verbal harassment or abuse; subtle pressure for sexual activity; touching of a sexual nature, including inappropriate patting or pinching; intentional brushing against a student or employees body; demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures or other written materials, including making and playing sexually explicit audio/video tapes; sexual gestures, including touching oneself sexually or talking about one's sexual activities in front of others; sexual or dirty jokes; or spreading rumors about or rating other students as to sexual activity or performance.

Reporting Procedures

Any person who believes he or she has been a victim of harassment as defined in this section of this policy by a student or school personnel, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment shall report the alleged act(s) immediately to the appropriate school system official as designated by this policy. The Board encourages the reporting party or complainant to use the report form available from the principal of each school or available from the school system office.

Bullying (Board Policy 6.3032)

Bullying, hazing, harassment, intimidation, or menacing by students, staff or third parties are unacceptable behaviors, are strictly prohibited, and shall not be tolerated in the Williamson County School District. Behavior that is found to be in violation of this policy shall be subject to discipline, up to and including expulsion.

Any act including bullying, harassment, hazing, menacing, or intimidation that substantially interferes with a student's educational benefits, opportunities, or performance is prohibited. This shall encompass any act that takes place on school grounds, at any school-sponsored activity, on social media platforms, on school-provided transportation, or at any official school bus stop, and that has the effect of:

- 1) Physically harming a student or damaging a student's property;
- 2) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- 3) Creating a hostile educational environment.

Bullying is further defined as an act with the intent to harass, ridicule, humiliate, or harm another student or staff member through overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other similar behavior.

Examples of bullying include but are not exclusive to:

- 1) Intimidation, either physical or psychological;
- 2) Threats of any kind, stated or implied;
- 3) Assaults on students, including those that are verbal, physical, psychological and emotional; or
- 4) Attacks on personal property.

"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.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature.

Process

a. NOTICE: All school employees are to make clear to students that bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students.

b. REPORTING OF INCIDENT: Students who have been the victim of bullying, harassment, intimidation, or hazing shall report such incidences to their teacher(s) or school administrators. Each school shall have a reporting procedure, easily accessed and understood by students and staff. Employees who have been victims may report the alleged offense to their immediate supervisor. If the immediate supervisor is the accused perpetrator, the victim shall report the incident to the Director of Schools. Victims and persons knowing of an act of bullying, harassing, intimidation, or hazing may report the alleged offense anonymously. Nothing in this policy may be construed to permit formal disciplinary action solely on the basis of an anonymous report.

c. INVESTIGATION: The Principal or Assistant Principal shall investigate within 48 hours all reports of an act of bullying, harassing, intimidating, or hazing. If the victim is an employee, the Director of Schools shall investigate or cause the investigation to be completed.

d. CONSEQUENCES: If the action is confirmed to be true, the Principal/Administrator shall discipline the student and notify the parents of both victim and perpetrator. For employees who are perpetrators, corrective

action shall be taken by the Director of Schools including but not limited to suspension without pay and termination.

e. REPRISAL AND RETALIATION: A school employee, student, or volunteer shall not engage in reprisal or retaliation against a victim of, witness to, or person with reliable information about an act of bullying, harassing, intimidation, or hazing. Reprisal or retaliation incidents shall be disciplined by the Principal or the Director of Schools.

f. FALSE CLAIMS: A student or employee is strictly prohibited from filing a false statement or falsely accusing another of bullying, harassing, intimidating, or hazing. Such student or employee shall be disciplined by the school principal or the Director of Schools.

g. RESPONSIBILITY: Each school shall implement a bullying awareness program. The Principal of the school shall have the official responsibility for publicizing this policy including notice to students and employees that this policy applies to behavior at school-sponsored activities, and shall have the responsibility of implementing this policy in the school.

h. OTHER: Use of language, written or unwritten, hand gestures, or other forms of expression aimed at defining a student in a sexual manner or conduct impugning the character of a student based on allegations of sexual promiscuity is a violation of the Code of Conduct of Williamson County Schools. A student using such expression shall be punished according to the Williamson County Code of Conduct.

HONESTY

Academic honesty is of paramount importance because it supports the integrity of academic study at our school. The personal integrity of all involved and good practice in teaching, learning, and assessment. Intellectual and creative expression is typically protected by law and must be respected. Legal protections include, but are not limited to, patent, trademark, and copyright considerations. Through the practice of academic honesty, the PHS community will also help to reduce the illegal out of school activities that may result in legal proceedings.

INSUBORDINATION

Insubordination is a refusal by the student to follow a directive from an authority figure. Failing to identify oneself when requested by any staff member; failing to follow directions or instructions; and/or failure to give up an electronic device to an authority figure is insubordination and will result in disciplinary action.

LOCKERS

Each student will be issued a locker. Do not distribute your locker combination. The following rules apply to lockers (combinations are kept in Front Office. Must have ID to get your combination) :

- Do not deface or damage any part of your locker.
- Do not switch lockers without administration approval.
- **Do not leave food, soda cans, etc., in lockers for extended periods of time.**
- The student assigned that locker will be held responsible for all the contents of that locker.
- Students are reminded that lockers are property of the school. Student lockers may be searched if there exists a “reasonable suspicion” that the locker contains any item is either illegal or inappropriate.
- Keep lockers locked at all times. The school is not responsible for lost or stolen items out of lockers.

MEDICATION POLICY

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

- 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.

Emergency Medical Plans

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

PARKING PRIVILEGES

Students are reminded that driving to school is a privilege, not a right. Parking may be revoked at any time for failure to comply with school rules or parking guidelines set forth by Page High School.

Students must remain in good standing in their academics, attendance, and punctuality to keep their parking permit.

Academics – must pass all classes or be actively working on credit recovery, and be up-to-date on Senior Project requirements

Attendance – may not accumulate more than 5 unexcused absences and may not be remanded to ALC

Punctuality – may not be late to school more than 5 times

Failure to remain in good standing in any of these 3 categories will result in the loss of student's parking permit.

School Parking Regulations

All vehicles are subject to be searched. Students who drive to school must understand that neither the school nor the Board of Education will be held responsible for the vehicle or its contents. Protect your property and lock your vehicle. Parking on the main campus is reserved for faculty, staff, visitors, and students with parking permits. Permits and replacement permits cost \$15.

All violations are cumulative.

- 10 MPH is the speed limit on campus.
- All license plates need to be kept current.
- Any accident is to be reported immediately.
- Sale or transfer of permits between students is prohibited.
- Parking permits must be attached to the rearview mirror with all information visible from the outside.
- Students may not park in a faculty space or a non-parking area.
- Upon arrival to school, students are to exit their vehicles immediately and enter the building.
- Students are not allowed to leave campus without the office approval during school hours.
- Students must leave campus by 3:30 pm unless they have a supervised activity.
- Students involved in extra-curricular activities **MUST** stay in their assigned parking space after school.
- Students are not allowed to go to their cars during school hours. The only exception will be with permission from the front office or SRO.
- Parking Violation Step Ladder:
 - 1st Offense – Loss of permit for 30 days. No parking on campus.
 - 2nd Offense – Loss of permit for the remainder of the year. No parking on campus.
 - 3rd Offense – 3 days Out of School Suspension and parent conference

Due to upcoming construction on campus, some parking spaces may be relocated. We request your patience through this process as we work to reassign students as necessary.

PUBLIC DISPLAY OF AFFECTION

Affection, such as kissing and prolonged hugging, is intimate and personal and inappropriate for public display. Such display of affection may result in a warning, counseling, parental contact or even a referral to an administrator.

SEARCHES

Under the School Security Act T.C.A. Sections 49-6-4201, all students and visitors are subject to being searched for drugs, drug paraphernalia, dangerous weapons, and other property not properly in their possession. Upon reasonable suspicion, the principal and/or assistant principals may search students themselves, belongings and bags, lockers, and cars when anywhere on school grounds or at school events. School grounds include all designated parking areas.

SKIPPING

Skipping is missing part of a class, all of a class, or multiple classes without the prior approval of parents and/or office staff or of the teacher whose class is being missed. Arriving more than 10 minutes late to a class without an excused note will be considered skipping.

Lunch, homeroom, study hall, pep rallies, and assemblies are class periods. The penalty for skipping will usually result in detention or assignment to in-school suspension and/or loss of parking privileges. Repeated violators may be referred to Juvenile Court and the ALC. Seniors are reminded that any form of suspension means a loss of exam exemptions.

SOCIAL NETWORKS

Students are not allowed to access social networks at any time during the school day for non-academic purposes.

TEXTBOOKS

Students are responsible for their own textbooks when signed out to them and are responsible for returning them at the end of each year. Failure to return books or loss of textbooks will result in paying a fine.

THEFT

Stealing in no way will be tolerated. Stealing in any form will result in disciplinary action or even a juvenile court petition.

TOBACCO/SMOKING/VAPING

State law now specifically prohibits students from possessing or using tobacco products (including smokeless tobacco) on school grounds. Students in violation are to be cited to juvenile court with fines ranging from \$10.00 to \$100.00 per offense and community service as minimum penalties. In addition, such students may be subject to some form of suspension. Repeat offenders will receive extended suspensions and/or referral to the Alternative Learning Center. Possession of tobacco in student vehicles on campus may cause students to lose parking privileges. This includes E-Cigs and Vapor Devices. Devices will be confiscated and destroyed.

TRESPASSING

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

VANDALSIM

No student will intentionally damage or deface any school building, school owned property, or personal property located at the school. A police report may be filed plus full restitution will be required. Students who commit or are involved in vandalism may be placed in In-School Suspension, suspended from school, placed in the ALC, and/or criminal charges may be filed. **This includes, but not limited to, “pranks”.**

VISITORS

All visitors must check in the main office upon arrival and secure an official visitor’s pass. Friends of students **will not be allowed to visit PHS.** No visitors are allowed in the cafeteria without the approval of an administrator.

ZERO TOLERANCE (Board Policy 6.309)

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

a) DRUGS. Students shall not unlawfully possess, handle, use, be under the influence of, share, or sell drugs or

controlled substances in any way in school buildings, on school grounds, or on other grounds used for school purposes, (including parking lots or athletic facilities), on school buses, or at any school sponsored activity. "Drug" means any controlled substance, marijuana, alcohol, legend drug or any other substance whose possession or use is regulated in any manner by any government authority. Exception: Use of tobacco product is not zero tolerance offense

- b) DRUG PARAPHERNALIA. Students shall not possess, handle, transmit, use, share or sell drug paraphernalia in any way in school buildings, on school grounds, or on other grounds 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).
- c) ALCOHOL. Students shall not possess, handle, use, be under the influence of, share or sell alcohol in school buildings, on school grounds, or other grounds used for school purposes (including parking lots or athletic fields), school buses or any other sponsored activity.
- d) WEAPONS. Students shall not possess, handle, transmit, use or attempt to use firearms or any dangerous weapon in school buildings or on school grounds, or any grounds used for school purposes at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.
- e) ASSAULT. Students shall not physically assault or verbally threaten to assault a teacher or other employee while on a school bus, on school property, or other grounds used for school purposes, or while attending any school activity or event.
- f) THREAT OF BOMB, FIRE, OR OTHER EMERGENCY: Making or circulating a false report of bomb, fire or other emergency will carry with it discipline up to a year's suspension and report to law enforcement.

"Reasoned" Judgment Offenses

State law and 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 circumstances and other factors in each case.

- a) ASSAULT. Students shall not physically assault or verbally threaten to assault a student while on a school bus, on school property, or other grounds used for school purposes, or while attending any school activity or event.
- b) POSSESSION OF WEAPONS OTHER THAN FIREARMS. State law allows the school administrator to use "reasoned" judgment when determining the punishment for the possession, use, handling and/or transmission of items that may be classified as weapons other than firearms. The definition of a weapon is a broad one since any object that could be used to inflict harm or injury to another falls into that category. In determining punishment, the principal will consider the object determined to be the weapon, the circumstances surrounding the incident, and the intent of the student charged with the weapons offense when making his decision. The principal may assign punishment, including suspension, based on these considerations up to one calendar year.
- c) OTHER INSTRUMENTS AND SUBSTANCES. Students are further forbidden to be in possession of or use any instruments or substances such as non-prescription drugs, chemicals, inhalants, pencils, scissors, razors or compasses with the intent to do harm to self or others or in a manner which renders the item dangerous in school buildings or on school grounds, or on any grounds at a school-sponsored activity, function or event.

Drug Free Youth Act (Juvenile Offender Act)

Denial of driving privileges by court:

1. When a person, younger than 18 years of age, but 13 years of age or older, commits any offense or engages in any prohibited conduct described in this subsection, then at the time the person is convicted of the offense, or adjudicated a delinquent child, unruly child or status offender, the court in which the conviction or adjudication occurs shall prepare and send to the Tennessee Department of Safety, Driver control Division, within 24 hours of the confiscation or adjudication, an order of denial of driving privileges for the offender. This section applies to any criminal offense, status offense, violation, infraction or other prohibited conduct involving the possession, use, sale, or consumption of any alcoholic beverage, wine or beer or any controlled substance as defined by law, or involving the possession or carrying of a weapon on school property. The denial of driving privileges authorized by this section applies when the prohibited conduct occurs before the offender attains the age of 18, regardless of when a conviction or determination occurs. The department of safety shall promulgate an "order of denial" for use by the courts.
2. If a court has issued an order of denial of driving privileges, the court, may review the order and may withdraw the order at any time the court deems appropriate, except as provided in the following:
 - a. A court may not withdraw an order for a period of 90 days after the issuance of the order if it is the first such order issued by any court with respect to the petitioning person: and

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

STUDENT SUPPORT SERVICES

Supplemental supports and services in all academic areas are available to all students, particularly students who are gifted or qualify through an IEP (IDEA) or an Accommodation Plan (Section 504). In Tennessee, Gifted Services fall under the special education umbrella. Supplemental supports and services may include consultation with content area teachers, and/or direct student support within the classroom, small groups, or on an individual basis. After age 18, students who will continue their IEP may do so by continuing their education with Williamson County Schools through community-based education.

Consulting and/or Direct Student Support Services provide extra supports in a general education classroom. Special education staff is available to lend support to the teacher and students, particularly students who are gifted, special education and those who have 504 needs. When not in the general classroom, the special education staff (including Gifted) may assist students in directed study, the learning lab, small groups, consulting with students and on an individual basis. Specific supports may be given to students who have behavioral issues that impact their academic success. Additional supports may need to be provided to meet their respective needs. The goal of Student Support Services is to provide the needed supports to make students successful during their high school years.

NEED HELP?

Is it hard for you to:

-  See the blackboard clearly?
-  Read papers or books?
-  Hear or understand what people say?
-  Read?
-  Do math?
-  Understand what the teacher tells you to do?
-  Keep your grades up?

YOU CAN GET HELP!

Page High School has many ways to help students who find it hard to see, hear, or learn. Come by the Guidance Office, talk to one of your Teachers, or visit your Assistant Principal to see whether we can help you.

Williamson County Schools/Page High School does not discriminate on the basis of race, color, national origin, sex, or disability.

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, 615-741-2851, Fax: 615-253-5567 or 615-532-9412.

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

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, 615-790-5815, Fax: (615) 790-5891

Support and Training for Exceptional Parents (STEP), 712 Professional Plaza, Greeneville, TN 37745, 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.

Tennessee Voices for Children, 1315 8th Avenue South, Nashville, TN 37203, 615-269-7751, Fax: 615-269-8914, TN Toll Free: 800-670-9882, TVC@tvoices.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 Bill Squires, 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 license 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 Katie Hill, at 472-4735.