



**SUMMIT HIGH SCHOOL
SPARTANS**

“A PINNACLE OF EDUCATION”

STUDENT AGENDA

Sarah Lamb
Principal

2830 Twin Lakes Road
Spring Hill, TN 37174
www.wcs.edu/shs

Front Office: 472-5100

Front Office Fax: 472-5121

Attendance: 472-5110

Cafeteria: 472-5109

Counseling Center: 472-5112

Library: 472-5118

School Nurse: 472-5111

Student Services: 472-5110

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Mission Statement

The family at Summit High School exists to cultivate lifelong learners who embody excellence in academics, athletics, and the arts in a safe environment that is supported by our families, staff and community.

Vision Statement

To be a supportive community of active learners.

Contents of this planner are subject to change during the course of the school year. Revisions and additional school policies and procedures will be communicated to students and parents and posted on the school website (<https://www.wcs.edu/shs/>).

WHERE TO GO AND WHO TO SEE

| WHAT | WHO | WHERE |
|----------------------------------|--------------------------|-------------------------------|
| Accident Forms | Nurse | Clinic |
| Audio Visual | Librarians | Media Center |
| Bus Schedule | Secretary | Front Office |
| Attendance/Check In/Out | Attendance Secretary | Student Services |
| College Admissions | School Counselors | Counseling Office |
| Crisis Counseling | School Counselors | Counseling Office |
| Crisis Counseling Discipline | Assistant Principals | Front Office/Student Services |
| Crisis Counseling Discipline | STARS Counselor | Counseling Office |
| | Assistant Principals | Front Office/Student Services |
| Free/Reduced Lunch | Cafeteria Manager | Cafeteria |
| Graduation Requirements | School Counselors | Counseling Office |
| Letters of Compulsory Attendance | Student Services | Student Services |
| Lockers | Administrative Assistant | Front Office |
| Lost and Found | Attendance Secretary | Student Services |
| Medication Forms | Nurse | Clinic |
| Parent Conferences | Teachers | Classrooms |

| | | |
|--------------|----------------------------------|--------------------------|
| Report Cards | Assistant Principal | Front Office |
| Textbooks | Librarian | Library |
| Transcripts | Registrar | SHS website/Front Office |
| Parking | Assistant Principal/Front Office | Front Office |
| Scheduling | Assistant Principal | Front office |

ACADEMICS (BOARD POLICY 4.6051)

The following units of credit shall be required for graduation. Students shall complete the required core curriculum and the additional path requirement. All students shall enroll in six credit classes each year in high school unless exempted. Exemptions to the six-credit class requirement not covered by an I.E.P. or 504 plan shall be submitted in writing to the Superintendent for approval.

CORE CURRICULUM Units of Credit

English Language Arts 4

Mathematics 4

Science 3

Social Studies 3

Wellness 1

Physical Education 0.5

Personal Finance 0.5

Sub-Total 16.0

Each graduate must have completed 180 hours of computer education at some time during the student's educational career that can be documented or verified and must establish technology literacy prior to graduation. Students who transfer from another state during their senior year are exempt from this requirement.

The High School Transition Policy (2010) requires students to take a mathematics course each year while in high school to complete a 4-

credit core that must include Algebra I, Geometry, Algebra II, (or the equivalent of these courses), and one advanced math course.

Students shall be required to complete 3 units of Science credit including the following: Biology I, Chemistry or Physics, and a third lab science. Completion of both Principles of Technology I and Principles of Technology II may substitute for Physics.

Students shall be required to complete 3 units of Social Studies credit including the following: United States History; World History and Geography, European History AP, or Human Geography AP, Economics, and U.S. Government.

Career and Technical Education (CTE) substitutions: Certain CTE courses may be used to fulfill the 0.5 Economics credit requirement provided the teacher meets the requirement as set out in federal or state requirements. These CTE courses may only substitute if the student has selected an elective focus that includes a CTE program of study. The 0.5 Physical Education credit requirement may be met by substituting a documented and equivalent time of physical activity in marching band, JROTC, cheerleading, dance team, TSSAA interscholastic athletics, or athletics for high school students which are under the management of a Tennessee not-for-profit entity and which are approved by the Superintendent and other areas approved by the Board.

ADDITIONAL PATH REQUIREMENTS Units of Credit

World Language 2

Fine Arts 1

Elective Focus 3

Sub-Total 6

TOTAL 22.0

Students not planning to attend a university may request a waiver of the world language and fine arts requirements to expand and enhance their elective focus. Approval of such should come from the Office of the Assistant Superintendent for Middle and High Schools.

The elective focus may be Science and Math, Humanities/Fine Arts, AP/IB, Military Science or CTE. WCS students completing a CTE elec-

tive focus shall be required to earn a minimum of 3.0 credits from a single career cluster as designated by TDOE. Academic Intervention may also be available as an elective focus for students with an Individualized Education Plan (IEP). or those who qualify to receive English Language Learner (ELL) services.

Individual high schools may set additional credit requirements with only approval from the Board. These requirements shall be listed on each school's website.

WILLIAMSON COUNTY SCHOOLS RESIDENTS PARTICIPATING IN A FOREIGN EXCHANGE PROGRAM

Williamson County students who participate as a foreign exchange student will not receive high school credits for a foreign exchange experience absent a special exception which may be granted by the Superintendent upon request by an individual student. Determination shall be made on an individual basis.

HIGH SCHOOL COURSE CREDIT

Limits on the amount of high school course credit that may be earned for students following a traditional four-year graduation plan are as follows:

- A maximum of ten (10) credits may be earned during a full calendar (12 months) year.
- A maximum of eight (8) credits may be earned during a regular academic (180-day school calendar) year.
- A maximum of two (2) credits may be earned during a full summer.
- A maximum of six (6) credits, cumulative throughout high school career, may be earned in summer school to be counted for meeting graduation requirements.
- A maximum of six (6) credits during the high school career may be earned through a credit recovery program. Students who have attempted and failed a semester in certain course(s) may be approved to earn credit through the credit recovery program. Administrative guidelines will establish parameters for earning

credit through this program. On the student's transcript, "CR" will be listed by the course name to indicate the course was completed through credit recovery. Credit recovery is not accepted or recognized with the NCAA.

- Any exception to this policy must be requested in writing. The request must be approved in writing by the principal and the Superintendent and reported to the Board.

Limits on the amount of high school course credit for students following a Fast Track option to early graduation are as follows:

1. A maximum of eleven (11) credits may be earned during a full calendar (12 months) year.
2. A maximum of nine (9) credits may be earned during a regular academic (180-day school calendar) year.
3. A maximum of three (3) credits may be earned during a full summer.
4. A maximum of nine (9) credits, cumulative throughout high school career, may be earned in summer school to be counted for meeting graduation requirements.
5. Any exception to this policy must be requested in writing. The request must be approved in writing by the principal and the Superintendent and reported to the Board.

FOCUSED PLAN OF STUDY:

EACH 8TH GRADE STUDENT, PARENT/GUARDIAN AND FACULTY ADVISOR OR SCHOOL COUNSELOR WILL JOINTLY PREPARE AN INITIAL FOUR-YEAR PLAN OF STUDY. BY THE END OF THE 10TH GRADE, THE STUDENT, PARENT/GUARDIAN AND SCHOOL WILL FOCUS THIS PLAN TO ENSURE COMPLETION OF THE PROGRAM OF STUDY AND TRANSITION TO POST-SECONDARY STUDY AND WORK. THIS PLAN WILL BE REVIEWED ANNUALLY BY THE STUDENT AND FACULTY ADVISOR OR SCHOOL COUNSELOR AND REVISED AS APPROPRIATE.

HIGH SCHOOL COURSES TAKEN IN MIDDLE SCHOOL:

The following high school courses taken before high school will receive high school credit by passing (grade 70 or above) both semesters of the course and will be recorded as Pass/Fail with no grade point (GPA) value: Algebra I, Geometry, and Level I World Languages. If taught at honors level, these courses will count towards the Williamson County Honors Diploma. Additional high school courses will not receive high school credits absent a special exception which may be granted by the Superintendent of Schools or designee upon request by an individual student or guardian. Determinations shall be made on an individual basis.

ASSESSMENTS:

Students, other than exempted seniors, will be required to take either state, district, or teacher-developed final examinations in core high school courses or exams provided by College Board or the International Baccalaureate Program. State End of Course (EOC) examinations will include Algebra I, Geometry, Algebra II, English I, English II, Biology I, and U.S. History.

District or teacher-developed tests will be administered in all other core courses. Grades will incorporate state-provided exam results at the minimum weight allowed by the Tennessee State Board of Education. Locally provided exam results will be incorporated into student grades at the same weight as state-provided exam results.

COLLEGE COURSES:

Courses taken for college credit will be recorded as Pass/Fail with no grade point (GPA) value. Students enrolled in statewide dual credit courses will receive traditional grades on both their report cards and transcripts. Results from the dual credit challenge exam will appear as a separate entry on student transcripts.

E-COURSES:

E-courses are offered only to students enrolled in high school. Enrollment in e-courses should occur in consultation with the student's high school counselor and should be approved by the school principal or designee. The student must pass the class under the standards established by an accredited institution offering the course. This course will be entered on the high school transcript as Pass/Fail with no grade point (GPA) value.

Online Learning Program

WCS offers online classes for credit. See your counselor for details and visit this weblink:

<https://www.wcs.edu/district/departments/secondary-education/olp/>

Grading and Reporting

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

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

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

Progress reports are available in Family Access through Skyward mid-way through each nine-week grading period for all students.

Credit Recovery is a computer-aided tutorial system which allows students to remediate and receive credit for courses which have been taken and failed. Various courses are offered outside of the normal school day throughout the year and students must go through an application process. See counseling for course offerings, times, and dates of classes. A fee may be assessed at the time of enrollment. NCAA does not recognize the credit recovery courses.

Report cards are mailed if a student is failing a course, all others are available on Family Access.

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

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

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

GPA CALCULATION FOR HIGH SCHOOL COURSES: BOARD POLICY 4.600

This weighted grading scale shall be used for all official purposes including report cards, GPA, class rank, honor roll, etc., except the Lottery /Hope Scholarship described below.

TENNESSEE UNIFORM GRADING SCALE FOR LOT-

TERY/HOPE SCHOLARSHIP: State law requires that students applying for lottery scholarships and other state scholarship funds be evaluated utilizing the State's uniform grading scale:

| | |
|----------|------------------|
| A | 93 -- 100 |
| B | 85 -- 92 |
| C | 75 -- 84 |
| D | 70 -- 74 |

CLASS RANKING AND HONORS RECOGNITION:

For the graduating classes through 2019

For purposes of determining honor graduates (e.g., top 10, top 10%, top 20, valedictorian, salutatorian, etc.), ranking in senior class will be used and will be calculated on ALL high school course work. For high school 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 re-calculated to match the Williamson County Schools scale. All students who are enrolled for the entire final semester of the senior year will be included in class ranking and in determination of honor graduates and honor recognition as graduating seniors.

The schools will calculate the class rank for only the top 10% of the graduating class.

For the graduating class of 2020 and Beyond

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 and above |
| Magna Cum Laude | 4.00-4.24 |
| Cum Laude | 3.75-3.99 |

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 above criteria, then the highest achieved ACT will be used to make valedictorian and salutatorian determinations.

SEMESTER EXAM POLICY (BOARD POLICY 4.7001)

- All 9th, 10th, 11th and 12th grade students will take a semester test in each class.
- **Senior Exemption** – Semester and final exams, in a subject, shall not be required for those high school seniors who have maintained a 91 average in that subject, have been absent no more than 6 days (including college visitation days approved in advance by the Principal) during the semester and have not

been suspended (in or out of school) during the semester. Exemptions do not apply to Tennessee mandated tests. For locally developed exams, seniors who meet the criteria for exemption are not required to take the final exam. Teachers will report the number of exempt students for each course to their principal. Absences due to school-approved activities (field trips, athletics, etc.) do not count against the student or approved college visits.

- No one will be allowed to miss a semester test except for surgery, death in the family or school-sponsored events, such as athletics or competitions. The parents must contact the school in a written notice detailing the nature of the emergency. The Principal may require a medical note. The Principal's discretion will be used for outstanding circumstances.
- No semester test will be administered before the approved date of the test.
- All appeals regarding exemptions go through the Director of Schools.

INCOMPLETES

Students who receive an incomplete (which will be represented by "INC") on a report card should make up the work and get the grade changed by the end of the next marking period. In the event the grade has not been changed by the end of the next marking period, the grade will stand.

DROP-AND-ADD POLICY

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

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

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 students should consult the teacher for ways to improve.
2. **Student is expected to 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, and/or additional remediation projects.**
3. If the problem still exists, the parent should talk to the teacher. Conversation can occur over the phone or through e-mail, 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, and the grade-level assistant principal. The team will form a plan of action.

ATTENDANCE

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

The 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.

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.

ATTENDANCE RESPONSIBILITIES

Students

- Be present and on time for all classes.
- Secure assignments whenever absent.
- Make sure your parents call Student Services by 10 a.m. on the day of the absence.
- Bring your parent or medical note to Student Services the day following your absence.
- Pre-arranged absences must be approved by the administrator one-week prior to the absence. Includes more than one day away from school/college trip.

Parents/Guardians

- Make sure your child is in school every day unless there is a valid reason.
- Call Student Services by 10 a.m. on the day your child is absent.
- Send a parent or medical note (first 8 per year are automatically excused) to school including the following information:
 - Student Name
 - Date(s) of absence
 - Reason for absence or tardy
 - Parent signature and immediate contact information

Teachers

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

Student Services

- Attempt to call parents of absent students by 10:00 am each day.
- Monitor students with attendance problems.
- Send letters to parents after 5 unexcused absences.
- Notify administration when juvenile referrals are needed.
- Assist teachers in enforcing attendance policy.

ATTENDANCE PROCEDURES

EXCUSED ABSENCES (BOARD POLICY 6.200)

Parents are requested to contact Student Services by 10 a.m. on the day of the absence. Parents are to send a note to school the day following the absence. Excused absences may be granted for the following:

- Illness of the student: The principal may require a doctor's statement. Although a doctor's statement may be required at any time for an absence to be excused, it will be required after 4 absences of any kind.
- Illness in the immediate family which requires absence of the student. A doctor's statement may be required.
- Medical Appointment: A medical excuse note must be provided – parent notes will no longer be accepted. The doctor's office can fax a note to Student Services at 615-472-5121.
- Death in the immediate family: (should not exceed 5 days).
- Religious holidays: regularly observed by persons of the student's faith. A statement from the minister or other person recognized by the given religious group may be required.
- Absences for other reasons as approved by administration

EARLY DISMISSAL (BOARD POLICY 6.208)

Any student with an early dismissal note from their parent/guardian must submit it to Student Services before going to their first class of the day (by 7:50 AM on regular days). **No phone-in or emailed requests will be honored due to security issues.** A parent or guardian must come to school to have a child released if the request is not submitted prior to the first class. In order for early dismissal to be excused, you

must follow the guidelines listed for excused absences. **No early dismissals will be allowed after 2:15.**

On “special” school days - the day before prom or breaks, review days, exam days, or other days determined by the administration, students are required to turn in a note prior to the school day (7:50AM) or a parent must personally sign the student out.

DISMISSAL DUE TO ILLNESS

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

- **ALL STUDENTS WHO LEAVE FOR ANY OF THE ABOVE REASONS MUST SIGN OUT THROUGH STUDENT SERVICES. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION.**
- **ALL ATTENDANCE REQUIREMENTS ALSO PERTAIN TO EIGHTEEN-YEAR-OLD STUDENTS.**
- **STUDENTS MAY NOT EXCUSE THEMSELVES FROM SCHOOL.**

SIGNING OUT AND RETURNING DURING THE SCHOOL DAY

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

ATHLETIC OR EXTRACURRICULAR ACTIVITIES

Each coach or sponsor has his/her own policies on missing school on the day of a contest or event.

PRE-ARRANGED ABSENCES FOR COLLEGE VISITS

Seniors may be allowed two visits per year; juniors may be allowed one visit per year. College visits does not count as an absence toward senior exemption from semester exams. When the student returns to school, he/she must bring a statement from the college admission office on college letterhead to verify the visit. Students are responsible for all work missed.

CHRONICALLY ABSENT:

Students who miss more than 18 days of school will be considered chronically absent by the State of Tennessee. A note will be placed in their file.

FIELD TRIPS (BOARD POLICY 4.302)

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

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

EXAMS, HOLIDAYS, AND UNUSUAL EVENTS

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

CHECKING IN AFTER AN ABSENCE

Upon returning to school after an absence, a note from a parent/guardian must be presented to the Student Services Office before school. The note should include: printed student first and last name, date of absence, reason for absence, parent/guardian signature, and a phone number where a parent/guardian can be reached during the day. If the

absence is excused, the student will be given an excused slip that must be shown to each teacher. Student Services will only issue admit slips for excused absences that are verified within three days of returning to school. Once an excused slip is given, it is the responsibility of the student to show the slip to their teachers. This is the only record the student will receive of an excused absence and should be kept as confirmation of the excused absence. If the slip is misplaced, another slip will not be written.

LATE ARRIVAL TO SCHOOL

All doors other than the main entrance doors will be locked at the beginning of the school day. Any student who arrives late to school must park in the back parking lots and will enter through the main entrance.

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

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

TARDY TO CLASS OTHER THAN LATE ARRIVAL TO SCHOOL

Students must report to 1st period ON TIME. The tardy policy is outlined below:

SHS Tardy Discipline Framework

| Offense | Resolution |
|---|---|
| 1 st – 4 th Tardies | Verbal Warning/Informal Student Conference |
| 5 th – 7 th Tardies | Admin Referral/Formal Conference with Admin Plus 1 Day ISS |
| 8 th – 9 th Tardies | Office Referral/Formal Conference with Admin and Guardian(s)/Parent(s) Plus 2 Days ISS |
| 10 th Tardy or More | Possible Juvenile Petition (Unruly) |

Tardies start over at semester break.

MAKE UP WORK GUIDELINES

- It is the student's responsibility to secure assignments when absent.
- When absent, Student Services will request work upon request.
- For absences shorter than three days, a student will be expected to complete missed assignments in a timely manner after returning to school to make up any work that was assigned and completed during the absence.
- For absences three days or longer, the student will be expected to complete missed assignments in a timely manner after returning to school to make up any work that was assigned and completed on the day he/she was absent.
- Any assignment, test, or quiz assigned prior to an absence must be turned in or taken upon the day of student's return to school.
- If a student is absent for a review day before a test is given and returns to school on the test day, he/she must take the test on the day he/she returns as long as the test was announced in advance.

UNEXCUSED ABSENCES

Any student whose absence is unexcused will be expected to make up the work missed or due on dates of absence. All missed class 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. **(School Board Policy 6.200)**

Skipping School – Any student who is absent from class for an unacceptable reason for more than 5 minutes is considered to be skipping and the absence is unexcused. Lunch, homeroom and study hall are considered class periods. The penalty for skipping will result in disciplinary action such as ISS and/or loss of parking privileges if a car is involved. Skipping during exam week will bring about an ISS assignment at the beginning of the next semester. Repeated violators may be referred to Juvenile Court and the ALC. Seniors are reminded that any type of suspension means a loss of exam exemptions.

After the first class of the school day, tardiness to class of more than 5 minutes is considered skipping and an unexcused absence for that period.

COMPULSORY ATTENDANCE LAWS

- **To be able to take the test for a Learner’s Permit, you must request a Compulsory Attendance Letter. The request must be turned in to Student Services at least 2 days prior to needing it.**
- If a student has a total of 2-3 unexcused absences, a “warning letter of compulsory attendance law” should be sent to the parent and a conference should be held with the parent. State Law 49-6-007 (i) 1, 2
- If a student has a total of 5 unexcused absences, a “compulsory attendance law letter” must be sent to the parent. State Law 49-3-3007 (e) 1, 2, 3.
- For every absence following ten absences a medical note is required for the absence to be excused.
- If the student continues to be absent 3 days from the date of the compulsory attendance law letter, then an unruly court petition for truancy must be filed. State Law 49-6-3007 (e) 1, 2, 3
- If a student missed ten consecutive or fifteen total unexcused absences during any semester, then the school must send a letter to the State Department of Transportation (driver’s license revoked) Board Policy JB, lines 9 & 10 and State Law 49-6-3017 (f)

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

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

A student who fails to maintain “satisfactory academic progress,” based on end of semester grading, may not be considered to be in compliance until the student makes a passing grade in at least three full unit subjects or their equivalency at the conclusion of any subsequent grading period. For example: If you are requesting a Compulsory Attendance

Letter in the Spring, your Fall semester grades (in December) are considered. If you are not passing at least three (3) classes, then you will have to wait until the final grades in the Spring (at the end of the school year) to submit a second request.

CODE OF CONDUCT

The Board of Education, and the faculty and staff at SHS, believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society. **(Board Policy 6.3061)**

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

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

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

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

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

- Students assigned OSS may not attend or participate in any school activities including weekend school activities.
- Students will only read or study teacher-approved materials pertaining to one of their classes or alternate material assigned by the ISS teacher.
- Students will not be allowed to have any electronic devices including, but not limited to: iPods, cell phones, mp3 players, cameras.
- Students will not communicate with any other student.
- Students will sit up straight in their desks.
- Students will not sleep, eat, or drink anything other than water.

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

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

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

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

- Respect the worth and dignity of each individual and respect the rights of fellow students.
- Exhibit good behavior and manners, dress appropriately, and use appropriate language.
- Come to school with the attitude that the purpose for being in school is to learn.
- Come to all classes with proper tools (books, pencils, etc.) and with all assignments completed.

- Be familiar with and adhere to all school policies and rules, and be willing to accept the responsibilities that accompany rights and privileges.
- Attend school regularly and be on time to all classes.
- Turn in all assignments by their due date.
- Treat others in a manner that builds them up rather than tears them down.
- Seek to make the school better for everyone by positive contributions.
- Represent the school with pride and quality behavior, both on and off campus.
- Exhibit a sense of pride toward the school and exercise proper use and care of equipment and facilities.

ACADEMIC HONESTY

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

- Knowingly taking or providing information of any form into a test and/or homework situation for the purpose of responding to test items.
- Plagiarism: The submission of another person's published words or ideas as one's own. This includes not just verbatim copying of an author's work but also paraphrasing from that work without giving appropriate reference to the original source.
- Copying the work of others or providing the work knowingly to another student. This includes electronic copying.
- Providing test information to others in or out of class.
- Taking test questions (complete test, answer key, teacher's edition) to provide assistance in later test situations.
- Selling or buying papers.
- Forging of excuse notes.
- Sharing of information by the use of calculators is not allowed. This is a form of cheating.

Students will be asked to redo the work that was submitted under dishonest circumstances. The teacher will contact the student's parent or guardian and refer the student to the administration.

Dishonesty and misrepresentation of student work will not be accepted. Recommended Disciplinary Actions are:

| | |
|--------------------|---|
| 1st Offense | Parent notification and 1 day of ISS |
| 2nd Offense | 2 days of ISS and parent conference |
| 3rd Offense | 3 Days ISS and parent conference |

BALCONY

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

BULLYING (BOARD POLICY 6.3032)

Bullying will NOT be tolerated. Bullying or harassment can be intimidation, threats of any kind, assaults on students, or attacks on personal property. These acts can be either physical or emotional and are always harmful to the victim. Bullying and harassment are never justified or excusable as “kids being kids”, “just teasing”, or any other rationalization. The victim is never responsible for being a target of these acts. All students will sign a Bullying Pledge at the beginning of each year. Swift and appropriate disciplinary action will be administered to those who bully their peers.

Bullying:

Bullying is aggressive behavior that involves unwanted, negative actions. Bullying involves a pattern of behavior repeated over time. Bullying involves an imbalance of power or strength.

The Markers of Bullying:

- Intent to harm
- An imbalance of power
- Threat of further aggression
- Witnessing a victim's distress

The Different Types of Bullying:

1. **Physical:** any physical contact that would hurt or injure a person like hitting, kicking, punching, etc.
2. **Verbal:** name-calling, making offensive remarks, or joking about a person's religion, gender, ethnicity, socioeconomic status, or the way they look.
3. **Social:** includes spreading rumors or stories about someone, telling others about something that was told to you in private, and excluding others from groups. Threatening someone else and frightening that person enough to make him or her do what the bully wants.
4. **Cyber:** is done by sending messages, pictures, or information using electronic media, computers (email & instant messages), or cell phones (text messaging & voicemail).

Discipline of Bullying

- Investigation by Administrator
- Parent Contact within 24 hours
- **Consequences range from peer remediation to ALC remandment and possible court petition**

BUS CONDUCT (BOARD POLICY 3.400)

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

CAFETERIA/EATING AREA RULES

No food from outside eateries is permitted. All students are expected to eat and remain in the cafeteria or other designated eating areas during their lunch times. Students are expected to dispose of all trash and clean up after themselves. Proper manners are expected in the cafeteria. Use of improper manners will face disciplinary action.

CELL PHONES/ELECTRONIC DEVICES

Students are prohibited from using cell phones during instructional time; this includes hallways, bathrooms, and study halls. These devices will be confiscated and will only be returned after the student serves a detention.

- 1st Offense** **Warning** – Phone returned to student at end of day.
2nd Offense **Detention** – Phone returned at end of day; parent contact.
3rd Offense **ISS** – Parent must pick up device.

Refusal to give up a cell phone will prompt the involvement of the Administration, could result in a court petition, and result in ISS.

Cell phones are permissible during class change and lunch unless a student is in a remediation session with a teacher. All personal electronic devices such as cell phones, iPods, or mp3 players are only allowed at the teacher's discretion. Summit High School does not assume any responsibility should any of these items be lost, damaged, or stolen.

Summit High School's Administration with reasonable suspicion has the right to search all electronic devices.

COMPUTER USE (BOARD POLICY 4.406)

All students must comply with the Williamson County Board of Education Policy IFBDA, the Student Internet Access Contract, and the Williamson County Schools Computer Guidelines. A written parental request shall be required prior to the student being granted independent access to electronic telecommunications including the Internet involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online 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 educa-

tional objectives of the school district. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertising or political lobbying is also prohibited.

2. **Privileges:** The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. The system administrators will deem what is inappropriate use, and their decision is final.

3. **Network Use:** All students have a personal login for access to computers and a personal account for storage of files related to schoolwork. The account is accessible only on computers located at Summit High School. Students must save all documents to this network account.
 - a. Student email is provided by Williamson County Schools at <http://mail.myplace.wcs.edu>.
 - b. Students are not permitted used of other online email accounts at school.
 - c. Students are to use their personal login to access only their own account and files.
 - d. Do not allow anyone to use a computer while you are logged in. All students should logoff from the network before leaving their computer.
 - e. Use of software designed to gain passwords or access beyond the rights assigned to a user or computer are strictly prohibited. Use of such programs risk the security of the network and is considered "hacking". Violators will be prosecuted.
 - f. No user shall encrypt files or folders or attempt to hide files or folders stored on a network server or local workstation. Any encrypted or hidden files will be deleted. Encrypted and hidden files are a security risk since they cannot be managed by IT administrators.
 - g. Students are prohibited from installing any software on any computer. Illegal downloads or use of copyrighted software, music, videos, pictures or other files is strictly

prohibited.

- h. Use of a broadcast messenger service such as “net send” to send messages over the network is prohibited except in the case of an emergency and then only with approval of a teacher or administrator.
- i. Student use of online games is prohibited.

- 4. **Vandalism**: Vandalism will result in a cancellation of privileges and/or further disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- 5. **Security**: Security on any computer system is a high priority, especially when the system involves many users. Never share your password or account number with anyone. You will have full responsibility for the use of your account and can be held responsible for any policy violations that are traced to your account.
- 6. **Obscene and inappropriate content**: No profane, obscene, or inappropriate language, comments, or any other written, oral, or visual means of communication should occur over and Internet connection or served associated with Summit High School and Williamson County Schools.
- 7. **Violations**: Any violation of the regulations above is unethical and may constitute a criminal offense. Students who violate the above terms and conditions will receive a minimum of 1 Day of ISS. Should a person commit any violation, his/her access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.
- 8. **Social Media**: At no time during the school day is any student permitted to access any personal social media accounts unless it is part of a teacher assigned classroom activity.

DISRESPECT TOWARD STAFF PERSONNEL

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

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

All Offenses – Detention to ALC.

Part B – A student shall not assault a staff member, either verbally or in writing.

All Offenses – Zero Tolerance (see policy)

Part C – A student shall not physically assault a staff member.

All Offenses – Zero Tolerance (see policy)

DISRESPECT TOWARD ANOTHER STUDENT

Students are expected to treat each other with the utmost respect.

Forms of disrespect include, but are not limited to: Graffiti, notes, cartoons containing discriminatory language, name calling, bullying, jokes, rumors, racial, sexual, and ethnic remarks.

DISRUPTION OF THE NORMAL SCHOOL DAY

A student shall not continuously and/or intentionally do anything that will interfere with the normal operation of the school. Non-compliance could result in Summit High School administration filing a juvenile petition.

DRESS CODE (BOARD POLICY 6.310)

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

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 hallways, classroom is up to the discretion of the teacher.
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 extracurricular 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.

**With dress code, one general rule always prevails:
If you have any doubts about the appropriateness of any article of clothing...DON'T WEAR IT!**

ELEVATOR

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

FIGHTING

Students involved in a fight at Summit High School could be remanded to the ALC per district and state disciplinary policies. Students are encouraged to seek conflict resolution from school principals, school counselors, the STARS counselor, or teachers in an effort to resolve the problem prior to an outbreak of fighting. Students found to be inciting, setting up, or causing a fight will be subject to the same or similar disciplinary action.

FOOD AND BEVERAGES (NO OUTSIDE FOOD PERMITTED)

Because of the fragile nature of glass bottles and the danger of broken glass to students, glass bottles are not to be brought on campus by students. Glass bottles are also not permitted in the parking lot area. Water will be allowed in classrooms with the individual teacher's permission ONLY. Students are not allowed to "order in" unless it is an organization-sponsored event and approved by the Administration.

FORGERY

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

GAMBLING

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

HALL PASSES

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

HARASSMENT (BOARD POLICY 6.304)

Harassing behavior or harassment because of race, color, national origin, religion, sex, disability, height, and/or weight of students by other students of this school is unlawful under both Tennessee and Federal law, and is contrary to the commitment of Summit High School to provide a stable learning environment. Summit High School will not tolerate any harassment of students. It is the practice of Summit High School

that all contact amongst students, teachers, and other employees of Summit High School be in keeping with respect for the individual, be of a nature which does not make a person feel uncomfortable, and be conducive to a stable work/learning environment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct of a sexual nature. Under certain circumstances, sexual harassment may constitute sexual abuse and will be reported to the appropriate authorities.

INSUBORDINATION

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

LOCKERS

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

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

Locks are not provided in the athletic areas, please bring one to lock up personal items. Failure to comply with locker policy will result in the loss of locker use.

MEDICATION POLICY

Medication procedures are consistent with the State of Tennessee Law 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 EpiPens and Non-Competent Students.
- Parents or legal guardians must bring their child's medication to school and check in through the school nurse. Students are not allowed to bring their own medication. This includes prescription as well as non-prescription medication.
- The first dose of medication must always be given at home in case of an adverse reaction.

PRESCRIPTION MEDICATION: (BOARD POLICY 6.405)

All prescription medication will be housed in the school nurse's office. Prescription medication can be self-administered in school while being supervised by the school nurse or designee by following these guidelines:

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

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

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

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

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

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

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

NURSE'S CLINIC:

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

END OF YEAR PROCEDURES:

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

EMERGENCY PLANS:

Any student with a serious medical condition requiring an EpiPen or other emergency medication must have an emergency care plan. These are updated/revised each school year. **Failure to follow the medication policy may result in violation of the zero-tolerance policy for drugs and controlled substances.**

PARKING/DRIVING PRIVILEGES:

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

- All students must register their cars with the 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 rearview mirror so that the number is visible from the outside.
- Sale or transfer of permits between students or to any other car is prohibited.
- Cars may be parked only in the designated student parking lot.
- First-year drivers must complete the Checkpoints driving course, in order to obtain their hangtag.
- 2nd year and beyond will need to turn in the social contract in order to receive their hang tag.
- **Students are not allowed to go to their cars during school hours without permission from the front office staff.**
- Students who leave campus without the school's permission will be subject to the loss of parking privileges, whether driving a vehicle or not.
- Parking violations, such as parking in the faculty lot, parking in a prohibited area, speeding, or going the wrong way on a one-way street, will result in the suspension of the parking permit.
- Students who drive to school and park on school property agree to the search of their vehicles by administrators who have "reasonable suspicion" that the student's car contains drugs, alcohol, weapons, or other items not permissible at school.
- All cars (students/parents) should be parked in a designated parking space for all events.

PROFANITY, OBSCENITY, AND VULGARITY

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

1st Offense

Warning and/or 1 Day of Detention

2nd Offense

2 Days of Detention & Parent Contact

3rd or More Offenses

ISS and Parent Contact

PUBLIC DISPLAY OF AFFECTION

Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to them. This behavior creates a poor image of the school and of the student body. Discipline for inappropriate public display of affection will range from a warning to ALC.

SEARCH AND SEIZURE (BOARD POLICY 6.303)

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. Although school authorities will respect the rights of students in their lockers and property, it should be made clear to all that lockers are the property of the school, and a student's locker or other possessions may be searched in the event "reasonable suspicion" dictates the administration take such action. In addition, students who drive to school and park on school property agree to the search of their vehicles by administrators who have "reasonable suspicion" that the student's car contains drugs, alcohol, weapons, or other items not permissible at school.

SKATEBOARDS/ROLLERBLADES

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

SKIPPING

Skipping is missing part of a class, all of a class, or multiple classes without the prior approval of parents and/or the office staff or the individual teacher whose class is being missed. Arriving more than 5 minutes late to a class will be considered skipping. Anytime a student leaves

school without prior permission from the office staff, he/she is skipping. If a car is involved, the driver of the car will lose parking privileges for a determined period of time.

Skipping a class, leaving early, and not going immediately to assigned location = Detention.

Leaving the school building and/or campus = ISS.

THEFT

Depriving someone of their property without their permission.

Discipline

- Investigation by Administration
- 3 days In-School Suspension
- Possible Juvenile Court Petition

TOBACCO/E-CIGARETTE/VAPING

Students shall not be allowed to possess, smoke, or use tobacco/electronic cigarette devices in any form while on school property or while participating in a school-sponsored event, or while on school buses to and from school, or on school buses to and from school-sponsored events. Possession of tobacco/e-cigarette in any form anywhere by a juvenile is prohibited by law and could result in a citation to Juvenile Court with a subsequent fine and/or other behavioral consequence.

- **1st offense** – 3 days ISS, court citation, parent meeting, and possible meeting with counselor for information on subject matter
- **2nd offense** – 5 days ISS, court citation, parent meeting, and possible juvenile court petition

VANDALISM

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

VISITORS

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

WRITTEN, VERBAL, AND SYMBOLIC EXPRESSION

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

ZERO TOLERANCE POLICY (BOARD POLICY 6.309)

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

DRUGS:

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

ALCOHOL:

Students shall not possess, handle, use, be under the influence of, share or sell alcohol in school buildings, on school grounds, or other grounds used for school purposes (including parking

lots or athletic facilities), school buses or at any school-sponsored activity.

WEAPONS:

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

ASSAULT:

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

DRUG FREE YOUTH ACT (JUVENILE OFFENDER ACT)

DENIAL OF DRIVING PRIVILEGES BY COURT:

1. When a person, younger than 18 years of age, but 13 years of age or older, commits any offense or engages in any prohibited conduct described in this subsection, then at the time the person is convicted of the offense, or adjudicated a delinquent child, unruly child or status offender, the court in which the conviction or adjudication occurs shall prepare and send to the Tennessee Department of Safety, Driver control Division, within 24 hours of the confiscation or adjudication, an order of denial of driving privileges for the offender. This section applies to any criminal offense, status offense, violation, infraction or other prohibited conduct involving the possession, use, sale, or consumption of any alcoholic beverage, wine or beer or any controlled substance as defined by law, or involving the possession or carrying of a weapon on school property. The denial of driving privileges authorized by this section applies when the prohibited conduct occurs before the offender attains the age of 18, regardless of when a conviction or determination occurs. The department of safety shall promulgate an "order of denial" for use by the courts.

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

CHILD FIND

Is it hard for you to:

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

You can get help!

Summit High School has many ways to help students who find it hard to see, hear, or learn. Contact Assistant Principal or speak with one of your teachers or guidance counselors to see how we can help you.

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@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:

- 1) 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; and
- 2) the 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 Maria Griego, 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 Denise Goodwin, Assistant Superintendent of Elementary Schools at 472-4000.