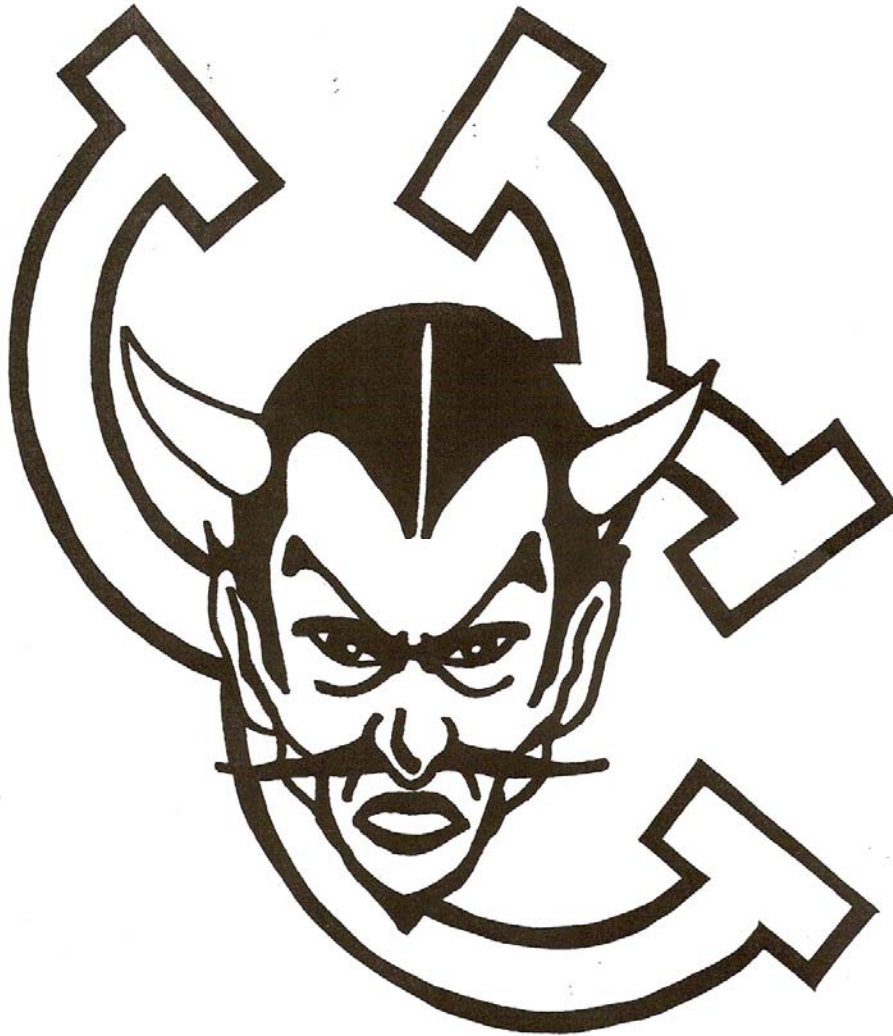


# UNICOI COUNTY HIGH SCHOOL

STUDENT HANDBOOK 2008-2009



PLEASE WRITE YOUR NAME HERE \_\_\_\_\_



# CODE OF CONDUCT FOR STUDENTS AT UCHS

1. A STUDENT SHALL BE DEFINED AS A PERSON, JUVENILE OR ADULT, WHO IS REGULARLY ENROLLED IN GOOD STANDING IN AN EDUCATION PROGRAM PROVIDED BY OR APPROVED BY THE UNICOI COUNTY BOARD OF EDUCATION AND ON PREMISES OWNED OR CONTROLLED BY THE UNICOI COUNTY BOARD OF EDUCATION.
2. IN ADDITION TO THE GENERAL RULES SET FORTH HEREIN, THE STUDENT IS EXPECTED TO OBEY ALL RULES AND REGULATIONS ADOPTED BY THE UNICOI COUNTY BOARD OF EDUCATION FOR THEIR CONDUCT. STUDENTS SHALL NOT ENGAGE IN ANY ACTIVITIES PROHIBITED HEREIN NOR SHALL THEY REFUSE TO OBEY ANY ORDER GIVEN BY A MEMBER OF THE FACULTY OR STAFF WHO IS ATTEMPTING TO MAINTAIN PUBLIC ORDER.
3. ANY STUDENT WHO VIOLATES THESE RULES AND/OR REGULATIONS MAY BE SUBJECT TO WARNING, REPRIMAND, PROBATION, SUSPENSION OR EXPULSION, IN ADDITION TO ANY CUSTOMARY DISCIPLINE, WHICH THE UNICOI COUNTY BOARD OF EDUCATION DISPENSES.

Unicoi County High School  
700 S. Mohawk Dr.  
Erwin, TN 37650

Phone: (423) 743-1632  
Fax: (423) 743-1636

Unicoi County CTE Center  
100 Okolona Dr.  
Erwin, TN 37650

Phone (423) 743-1639  
Fax: (423) 743-1671

Web: [www.unicoischools.com](http://www.unicoischools.com)

## Administrators at UCHS

Rebecca Love, Principal  
Charles Baxter, Director, CTE  
Kevin Lingerfelt, Asst. Principal  
Diana Thompson, Asst. Principal  
Glenn Fisher, Asst. Principal (8<sup>th</sup> Grade)  
Doug Cooper, Athletic Director



## IMPORTANT DATES Calendar 2008-2009

August 5,6,7,8	In-Service
August 11	First Day of School (Dismiss 10:45-11:00)
September 1	Labor Day (School Closed)
September 25	Parent/Teacher Conferences (Dismiss 12:45-1:00)
September 29–October 3	Fall Break (School Closed)
November 4	Professional Development Day (School Closed)
November 26,27,28	Thanksgiving Holiday (School Closed)
December 22-January 2	Winter Break (School Closed)
January 19	Martin Luther King Day (School Closed)
February 3	Writing Test (Grades 5,8,11)
February 10 (Election)	Professional Development (School Closed)
March 16-20	Spring Break (School Closed)
April 13-16	TCAP Testing (Grades 2-8)
May 1	Professional Development Day (School Closed)
May 5-7	Gateway Testing (High School)
May 25	Memorial Day (School Closed)
May 28	Professional Development Day (School Closed)
May 29	Last Day of School (Report Cards)

### Test Dates

<u>Date</u>	<u>Test</u>	<u>Grades</u>
February 3	TCAP Writing Assessment	8 <sup>th</sup> and 11 <sup>th</sup> Grades
April 13-16	TCAP Achievement	8 <sup>th</sup>
May 5-7	Gateway (Alg. I, Bio. I, Eng. II)	Enrolled/as needed
May 11-15	Fnd II, Eng. I, US History, Phy. Science	Enrolled
July 14-16	Gateway (Alg. I, Bio. I, Eng. II)	As needed

### ACT Assessment Test Dates

<u>Date</u>	<u>Regular Registration Postmark Deadline</u>	<u>Late Registration Postmark Deadline</u>
September 13	August 12	August 22
October 25	September 19	October 3
December 13	November 7	November 20
February 7	January 6	January 16
April 4	February 27	March 13
June 13	May 8	May 22

PSAT for Juniors - October 15

SAT Test Dates as follows:

October 4, November 1, December 6, January 24, March 14, May 2, June 6.



# UNICOI COUNTY HIGH SCHOOL

**“Home of the Blue Devils”**

Member of SACS since 1929 and TSSAA

**Our mission is to attain educational excellence.**

## **Vision Statement:**

***Unicoi County High School seeks to empower individuals with the skills necessary to accept responsibilities in order to make a positive contribution to society.***

## **ALMA MATER**

***There's a name that thrills our being,  
Fills our very hearts with pride.  
Tis' the school we love and honor,  
And there's none on earth beside.***

***Loyal are thy sons and daughters,  
Ever joyful, brave and true,  
Heaven grant that we may ever,  
Show abiding love for you.***

***Chorus: So dear School, thy fondest memories,  
We will cherish 'til we die  
Hail to thee, our Alma Mater,  
Hail to thee, Dear Erwin High.***



**School Team Name: Blue Devils**  
**School Colors: Blue and White**

**School Yearbook: Nolichucky**  
**School Newspaper: Devil's Tale**



## BELL SCHEDULE

Students who wish to enter the building before school begins may do so provided they go to the Commons Area, the Cafeteria, or 8<sup>th</sup> grade to the Gym. All students are offered a FREE breakfast in the Cafeteria daily.

First Period	7:45-8:50	
Second Period	8:57-9:55	
Third Period	10:02-11:00	
Fourth Period	11:07-12:35	
	8 <sup>th</sup> Grade Lunch	10:30-11:00
	First Lunch	11:07-11:37
	Second Lunch	11:37-12:06
	Third Lunch	12:06-12:35
Fifth Period	12:42-1:40	
Sixth Period.....	1:47-2:45	

\*\*Add a minute at the beginning and subtract a minute at the end of each class to get the CTE Center Class Schedule.

## SCHEDULE CHANGE PROCEDURE

Mentoring (homeroom) teachers and guidance counselors will help advise students with planning class schedules. No schedule will be changed after the **first** week without parent/teacher approval. Some changes may be made by counselors to even class membership. The teacher should receive the students' textbook prior to granting approval for a student's class change.

Students should see Guidance counselors regarding schedule changes. Principal approval is needed to change schedules.



## GENERAL INFORMATION

### Financial Obligation

All students are required to meet financial obligations, such as the cost of lost or damaged textbooks or library books, materials, equipment, unpaid library fines, fees, rental on graduation garments, balance on pictures, announcements, etc. ordered through the school. The school fee for UCHS students is \$15.00 to be paid at the beginning of the school year. Grades, transcripts, and diplomas will not be released until financial obligations are paid in full at least 5 days prior to the end of the semester.

### Fire Drills

State and city law requires several fire drills per year for the protection of students in case of an emergency. Students must not talk while leaving the building during a drill. Other instructions concerning all drills will be given to the students by their homeroom and classroom teachers.

### Hall Passes

Students are required to have written hall passes when they are out of the class during the class period, with day and time included on the pass.

### Library

Library hours: 7:30am - 3:30pm. Failure to observe library regulations could result in disciplinary action or suspension of Library privileges.

### Lockers and Backpacks

Lockers will be assigned to students at the beginning of the school year. Students are to use assigned lockers only! **Students are required to keep lockers locked at all times.** Students cannot change lockers without permission from their homeroom teacher. Weekly checks of lockers will be made at random by mentoring teachers, administration, and the School Resource Officer (SRO). **Lockers are subject to search for drugs, stolen articles, or weapons according to state law.** For security reasons, backpacks will not be allowed in classrooms.

### Lost and Found

Lost and Found Department is located in the main office. All items that are found should be turned in to the main office. The school is not responsible for any lost or stolen items.



## **Parent/Guardian Involvement**

Under NCLB and Title I, you have the right to be involved in your child's education. The Unicoi County Schools Family and Community Involvement Policy and Plan have been posted on the school system website at [unicoischools.com](http://unicoischools.com). We urge parents to attend PTO, and to support club and athletic activities. We encourage parents to attend conferences with teachers, especially regarding graduation, and to feel free to call on us at any time. Parents are encouraged to schedule appointments with teachers or Guidance counselors as needed, or when concerns arise.

## **Phone Calls**

Students must obtain a pass from the teacher in order to use the designated telephones during school hours (emergencies only). Pay phones are located on the first floor in the Commons area. Students will not be called to the office to receive phone calls except in case of an emergency.

## **Public Notice to Parents**

Unicoi County Schools will disclose certain information, known as directory information, to colleges and military recruiters. Parents or eligible students may refuse to let the schools release any or all of this information. **If you do not want this information released, you must send in written notice annually to the Unicoi County Director of Schools before August 20th.** The following information regarding student is considered directory information: (1) name, (2) address, (3) phone number, (4) date and place, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the students, and (11) other similar information that would not generally be considered harmful or an invasion of privacy if disclosed, such as a photograph.

**Any parent/guardian signing the approval of the media release form grants permission for the students' image to appear in the yearbook, newspaper, brochures, newsletters, video and digital images.**

## **Publicity of Events**

To publicize any school activity over TV, radio, or through newspapers, permission must be obtained from the principal. Any organization desiring to place posters or other advertising media in school for either school or outside activities must have approval from the office.

## **Qualifications**

Parents of students may request information from the school administration concerning the qualifications of teachers and/or paraprofessionals who instruct their students.



## School Trips

All trips taken by a high school class or club must be curriculum-based. **With our End-of-Course and Gateway Exams our students need to be in class as much as possible.** Students may not participate in any Field Trip Activity without satisfactory attendance, grades, and behavior. Any student leaving the school for a school sponsored exercise must have written permission from a parent on a form supplied by the school. All school rules apply on trips.

## Student Identification

**Students are issued UCHS ID cards (as soon as possible) and must have and display upon request at all school functions and during the regular school day.**

## Vehicle Registration and Procedures

**ALL students entering or exiting UCHS before 8:00 am or after 2:30 pm MUST enter and exit the school from the Okolona Drive entrance. Only under special circumstances (as approved by the administration) will students be allowed to enter or exit through the Mohawk Drive entrance.**

The following rules apply to all student motorists of UCHS.

1. All vehicles that a student will drive or expect to drive to school must be registered with the SRO. Registration will include:
  - a. \$15.00 registration fee per school year. No exceptions.
  - b. Completed application card.
  - c. Registration tag must be displayed on the rear view mirror at all times. If lost or stolen, notify the office immediately. The re-issuance charge is \$1.00.
  - d. Registration fee is due the first two weeks of school. No exceptions. All monies should be given to bookkeeper.
2. Parking:
  - a. The Senior Parking Lot is at the immediate back entrance of the high school.
  - b. All other parking is in the back and beside the Senior Parking lot. Student parking is **NOT** allowed at the front of the main building, or at the Middle School.
  - c. CTE students will park at CTE with appropriate permit.
3. When students, drivers and those riding with them, arrive at the school, they must leave the vehicle as soon as it is parked.
4. Students are not allowed to leave campus once they arrive without checking out through the office.
5. Students are not allowed to go to a car in the parking lot or to sit in a parked car during school hours. Books, assignments, gym clothes, money, etc. should be brought into the building when students first arrive at school.



6. The vehicle must be operated in a careful manner on school grounds and on roads near the school. Reckless driving on campus will result in loss of the parking permit. **All vehicles, by law, are subject to search if reasonable suspicion indicates the vehicle might contain drugs, weapons, or stolen goods.**
7. Students caught skipping classes and/or leaving campus will forfeit campus driving privileges.

### **Visitors**

We do not allow students to have visitors on campus. It is a distraction to our educational process.

### **Walkway**

Students are asked to walk to and from the High School to the CTE Center on the sidewalk. Standing on the walkway or going to vehicles in the parking lot is not allowed.



# CURRICULUM GUIDE

## Technical Curriculum

- English I
- English II \*\*
- English III
- English IV
- Algebra I\*\* \_\_\_\_\_
- Math \_\_\_\_\_
- Math \_\_\_\_\_
- Math\* \_\_\_\_\_
- Biology I\*\* \_\_\_\_\_
- Science \_\_\_\_\_
- Science \_\_\_\_\_
- US History
- US Gov/Econ
- W Geography W History
- Wellness Education I
- Wellness Education II \*
- Technical Cluster (3 cr.  
In same program area)
- Electives
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## University Curriculum

- English I
- English II\*\*
- English III
- English IV
- Algebra I\*\* \_\_\_\_\_
- Algebra II \_\_\_\_\_
- Geometry \_\_\_\_\_
- Math\* \_\_\_\_\_
- Biology I\*\* \_\_\_\_\_
- Science \_\_\_\_\_
- Science \_\_\_\_\_
- US History
- US Gov/Econ
- SS Elect (WG, WH, EH)
- Wellness Education I
- Wellness Education II \*
- Foreign Language I
- Foreign Language II
- Visual or Performing Art
- Keyboarding OR  
Information Technology  
Foundations
- Electives

## Dual Curriculum

- English I
- English II\*\*
- English III
- English IV
- Algebra I\*\* \_\_\_\_\_
- Algebra II \_\_\_\_\_
- Geometry \_\_\_\_\_
- Math\* \_\_\_\_\_
- Biology I\*\* \_\_\_\_\_
- Science \_\_\_\_\_
- Science \_\_\_\_\_
- US History
- SS Elective
- US Gov/Econ
- Wellness Education I
- Wellness Education II
- Foreign Language I
- Foreign Language II\*
- Visual or Performing
- Keyboarding OR  
Information Technology  
Foundations
- Technical Cluster  
(3 programs in same area)

**\*Beginning with the graduating class 2010 - Twenty-Two (22)**

**Credits required for Diploma and No Early Graduation at UCHS**

\*\*Required to pass Gateway Exams in order to receive regular diploma.

Twenty Credits Required for Graduating class of 2009.

### Honors Diploma 2007-2008 Requirements

- 3.5 Grade Point Average
- **95% Attendance for four years beginning with Freshman year**

<b>A: 93-100</b>
<b>B: 85-92</b>
<b>C: 75-84</b>
<b>D: 70-74</b>
<b>F: Below 70</b>



## Grading System

UCHS shall use the uniform grading system established by the State Board of Education. Refer to chart below for grade ranges:

<b>A: 93-100</b>
<b>B: 85-92</b>
<b>C: 75-84</b>
<b>D: 70-74</b>
<b>F: Below 70</b>

Students will earn an attendance grade for each semester. Students with no more than 3 excused absences are **EXEMPT** from semester exams.

Mid-term progress reports are sent to parents 4½ weeks from the beginning of the grading period and report cards are sent out at the end of each 9 weeks. (see school calendar)

Semester tests will count 15% of the semester grade unless student is exempted.

Gateways/End Of Course exams will count 20% toward the final grade in the course.

Student Type	1 <sup>st</sup> Grading Period	2 <sup>nd</sup> Grading Period	Semester Exam	Attendance	Semester Grade
Take Test	35%	35%	15%	15%	100%
Exempt	40%	40%	Exempt	20%	100%

The procedure for calculating current GPA's is listed on the UCHS website.

Class ranking is sequentially based on GPA. Ties are broken by the number of GPA credits.

Students earn 3 additional points at the end of each 9 weeks for Honors and Dual Enrollment Courses and 5 additional points at the end of each 9 weeks for AP courses. The preceding points are added by the student's teacher each 9 weeks grading period.



### **Credit Recovery Program**

Credit Recovery is defined as a course-specific skill based extended learning opportunity for students who have previously been unsuccessful in mastering content or skills required to receive course credit or earn promotion. It shall be offered during summer school. The content and curriculum will be delivered thru instructional technology. The following regulations shall apply to students in Credit Recovery:

- 1) Students must complete an application process and have parent or guardian consent to attend.
- 2) Counselors shall determine (thru analyzing transcripts) what courses can be taken.
- 3) Student must have earned a semester grade of not less than 50 in the course they wish to recover.
- 4) Participation will be voluntary. Students are expected to attend daily and take notes. School rules for attendance and discipline shall apply.
- 5) Grades awarded in Credit Recovery shall be based on attendance, note taking, and scores earned on master tests in the subject taken. Credit Recovery grade will be averaged with the original failing grade to determine the final grade for the course.
- 6) Grades will be entered on student transcripts and in the student management system, and reported to students and parents/guardians. The new averaged grade will replace old in academic history.

### **UNICOI COUNTY SCHOOLS - Attendance Policy (6.200)**

Attendance is a key factor in student achievement and therefore, students are required to be present each day school is in session.

The Attendance Supervisor shall oversee the entire attendance program, which will include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Provide documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.



Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Personal illness
2. Medical appointments
3. Religious observances
4. Court subpoenas/not guilty
5. Illnesses of immediate family member
6. Death of immediate family member

Parents are encouraged to make medical appointments after school hours. Students should return to school with a doctor's excuse.

## **ATTENDANCE RELATED INFORMATION**

1. Vacations are not an excused absence.
2. School-sponsored trips are not counted as an absence
3. Extreme weather conditions with no bus service will not count as an absence.

You will be contacted by the school if your child's attendance is as follows:

### **First Contact/Referral**

School level Truancy Review team after:

- Three (3) unexcused absences.
- Three (3) unexcused tardies/checkouts.
- Five (5) parent notes.
- Fifteen (15) total absences.

### **Second Contact/Referral**

Referral to Unicoi County truancy Board after:

- Five (5) unexcused absences.
- Five (5) unexcused tardies/checkouts.

The following recommendations may be made at the Unicoi County School Truancy Board hearing:

- Referral to Choices Truancy Program for students in grades 8-12 (Mandatory)
- Recommendation to school for additional services.
- Other referrals as indicated.
- Referral to Juvenile Court.

If parents and students do not appear when scheduled for their Unicoi County Schools Truancy Board hearing, a court petition will be filed with the Unicoi County Juvenile Court. In addition, if parents and/or students refuse to accept or participate in services recommended by the Unicoi County School Truancy Board, a Juvenile Court petition will also be filed.

**Students must demonstrate a satisfactory level of attendance and academic progress to receive a learners' permit or drivers' license.**



**Students who violate the Department of Safety standards risk having all driving privileges revoked.**

### **Third Contact/Referral**

If truancy issues are not resolved, referral will be made to Unicoi County Juvenile Court.

Any administrative decision regarding attendance may be appealed initially to the Director of Schools and ultimately to the Board. The appeal shall be made in writing to the Director of Schools **within five (5) days following the action or the report of the action**, whichever is later.

### **DRIVERS' LICENSE REVOCATION**

According to T.C.A. 49-6-3017 any person under the age of 18 must maintain satisfactory academic progress and have satisfactory attendance. The specifics of what satisfactory academic progress and satisfactory attendance is explained in detail in the code below:

#### **49-6-3017. Minors withdrawn from secondary school – Denial of motor vehicle license or permit.**

- (a) In accordance with the provisions of title 55, chapter 50, the department of safety shall deny a license or instruction permit for the operation of a motor vehicle to any person under eighteen (18) years of age who does not at the time of application for a driver license present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person is:
- (1) Enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained such certificate;
  - (2) Enrolled and making satisfactory academic progress in a secondary school of this state or any other state; or
  - (3) Excused from such requirement due to circumstances beyond the applicant's control.
- (b) A student who fails to maintain satisfactory academic progress based on end of semester grading may not be considered as being in compliance with this section until such student makes a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of any subsequent grading period.
- (c) For the purposes of this section, "withdrawal" means more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. For the purposes of this section, suspension or expulsion from school or confinement in a correctional institution is not a circumstance beyond the control of such person.



## **TRUANCY**

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

Students who are absent five (5) days without adequate excuse will be reported to the director of schools who will, in turn, provide written notice to the parents/guardians of the student's absence.

## **PERFECT ATTENDANCE**

Perfect Attendance is defined as not being absent or tardy for any class during the school year.

Students maintaining **perfect** attendance shall be eligible to participate in scheduled rewards events.

## **MAKE-UP WORK**

1. Homework: Excused absences only - Students are responsible for turning in all homework assignments prior to checking out for any foreseeable reason. Three school days are allowed for making up work when absent.
2. Test: If a test is announced prior to an absence and the student returns the day of the announced test, he/she is required to take that test. If the test was not announced prior to the absence, the student has three days to make arrangements with the teacher concerning missed work/test(s).

## **STATE-MANDATED TESTS/GATEWAY EXAMS**

Students entering the 9<sup>th</sup> grade must successfully complete Gateway Exams in Algebra I, Biology I, and English II as required by the State Department of Education to receive a regular diploma from any Tennessee high school. The required cutoff (passing) scores will also be established by the State Department of Education.

Gateway and other State Department of Education required End-Of-Course exams will count **20%** of the final grade in the course.

**All students who miss a scheduled Gateway Test must take the test at the next administration in order to meet their Gateway diploma requirements.**

## **REQUIRED CLASSES**

All students must attend six classes per day or an accredited work-based learning program.



### **Check-Out Procedure**

All students arriving late or leaving early must report to the main office. In the case of illness a parent or guardian will be contacted when possible. Even though a student has driven an automobile to school, a parent or guardian must still check the student out. Doctor or dentist appointments will be honored when an appointment card is shown. The principal or assistant will evaluate other situations.

**NOTE: *Students will not be allowed to check out from school unless a parent or guardian comes to the school and checks them out.***

### **Clinic**

The clinic is located in the main office on the first floor. Our clinic is open to all students, faculty and staff. We have a nurse on duty to provide for the medical needs of our students. It is the Parents' responsibility to provide the clinic with the necessary medical information concerning the student's medical needs during school hours.

### **CLINIC GUIDELINES**

1. Only students who need **medical** attention should be sent to the clinic.
2. The clinic nurse will keep documentation on every student entering the clinic.
3. Each student visit to the clinic will be assessed on individual need.
4. Accidents that require an accident form to be completed must be reported to the clinic. A copy of the Accident Report must be kept on file in the clinic. Parents will be notified of the accident.
5. Should a student become ill at school, he/she must go to the nurse, who will then assess the need to call home for a parent/guardian to come and pick up the student.
6. Students should not call parents to come and check them out for illness before seeing the nurse. The nurse will call the parents to come to school if necessary.

### **Illness**

If a student becomes ill at school, he/she must report to the office. Unless the student is running a fever or exhibiting obvious signs of illness, the student will be asked to return to class. Under no circumstances may students call home to ask parents to check them out without office referral. It is very important that you give the school several emergency phone numbers in the event of an emergency.



## Emergency Forms

Emergency forms are required for every student enrolled at UCHS. Emergency forms must be turned in within the first two weeks of school. If at any time during the school year, a change of address, custody, phone number, address and/or emergency contact phone numbers change, the office **MUST** be notified. If a change in custody occurs, court documents must be presented and on file in the students permanent record. In event of an emergency or severe discipline issues, parents may be contacted at their place of employment.

## CAFETERIA

### Breakfast

Breakfast is free for all students at UCHS.

### Rules

1. Walk to the cafeteria, and use only the front door to enter.
2. Do not step ahead of others in line.
3. Clean the table after you have finished your meal.
4. Return your tray to the proper place.
5. No food is to be carried from the cafeteria.
6. No candy or other food items may be sold in the cafeteria as fund raisers.
7. Non-approved foods or drinks are not allowed in the cafeteria and vending machine products are to be consumed in the commons area.
8. Throwing of food, paper, or other unauthorized object will result in one day ISS on the 1<sup>st</sup> offense, not only in the cafeteria but any area at UCHS. Second offenses and beyond are subject to suspension from school.

**NOTE:** Students may bring their lunch if they do not wish to use the cafeteria service. Those carrying their lunch in plain bags are to eat it in the cafeteria.



## **SCHOOL BUS CONDUCT**

A pupil shall become ineligible for pupil transportation when his/her behavior is such as to cause dissension on a school bus, or when he/she disobeys state and local rules and regulations pertaining to pupil transportation. This quotation comes from Tennessee State Rules, Regulations and Minimum Standards.

1. Pupils are under the supervision of the bus driver.
2. Once a pupil is seated on a bus, he/she will not change seats without permission.
3. Drivers may assign pupils permanent seats on the bus if they wish.
4. Pupils will not be permitted to have any dangerous toys or other items on the bus.
5. Pupils will not use tobacco in any form on the bus.
6. Pupils will not be excessively noisy while on the bus.
7. Pupils will be let off the bus only at their designated destination unless permission from their parents gives authority for the driver to do so.
8. Buses will not stop at stores to permit students to make purchases.
9. The principal of a school, upon the recommendation of a bus driver, may suspend a pupil from riding a school bus due to misconduct.
10. If a pupil misbehaves on the way to his/her home and refuses to obey the driver, the driver, when he delivers the pupil home, may refuse to haul the pupil again until the parents go to the school and get the matter settled with the principal. Pupils will not be permitted to throw any object while on the bus.
11. Parent, guardian or pupils will pay for any damage done deliberately to the bus.
12. Pupils will obey the driver without any back talk.
13. Pupils will not use any vulgar language while on the bus.
14. Pupils wanting to ride a bus that is not their normal bus must bring a note from parents/guardians to a school administrator who will in turn write a note to the driver of the bus they desire to ride.

## **Respect for School Property**

Students are expected to help preserve school property paid for by taxpayers of Unicoi County. Any student who damages, defaces, steals, or vandalizes school property will be turned over to legal authorities. Students are expected to respect the property of other students. Any student that damages, defaces, or steals another student's property must pay for this property. Any student caught stealing from another student will be turned over to the proper authorities. Students who destroy school property are expected to pay for this damage. They may be suspended until payment is made. This is punishable by state law.



### **Respect for School Staff**

Students are expected to cooperate fully with and obey instructions from any personnel assigned to our school. The staff includes: teachers, custodians, cafeteria workers, clerks, bus driver, substitute teachers, student teachers, principals, and other school support personnel. Students are to address all staff members with respectful words and tone. Students are encouraged to use ma'am and sir when addressing adults. Students are responsible to all staff at all times while on campus and while attending school activities/events while on campus here or at other schools. The school staff has supervisory responsibilities in all areas of the campus at all times and at school activities/events on Unicoi County School Board property and on other school campuses when we are participants.

### **Respect for Visitors**

All official visitors are considered to be honored guests and will be treated with courtesy and respect. All visitors must have a pass issued from the office. The pass must be in full view for others to see.

### **Respect for Fellow Students**

Each student is expected to show respect for the rights and feelings of other students and to behave in such a way as to draw the respect of others. Courteous treatment is encouraged. Tolerance of differing beliefs and appearance is essential. **Display of affections between students will be limited to holding hands.** Any further display leads to the destroying of reputations and to embarrassment of others; therefore such action will not be condoned. Extreme public displays of affection will have the following consequences:

First offense – Warning and Parent Contacted

Second offense – 1 day ISS, Parent Contacted

Third offense – 3 days ISS, Parent Contacted

Continuous violators of these guidelines will be subject to immediate suspension and possible expulsion.

### **Student Discrimination/Harassment and Bullying/Intimidation School Board Policy 6.304**

Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.



Student discrimination/harassment will not be tolerated.

Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. May be perceived as unwelcome and inappropriate sexually motivated touching or verbal contact; or
2. Unreasonably interfere with the student's work or educational opportunities; or
3. Create an intimidating, hostile or offensive learning environment; or
4. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
5. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

### Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, or school-provided transportation, or at any official school bus stop immediately before embarking and immediately following debarking.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceeding, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.



## DRESS CODE

The purpose of a student dress code is to stress decency, modesty, and appropriate taste in appearance. A dress code is enforced to avoid tendencies on the part of students to call attention to themselves to the point of interfering with the school program. It is the responsibility of the parent to ensure students leave home dressed appropriately for school. **Teachers and administration have the right to determine if attire or appearance is inappropriate for school.**

**All dress policies apply for field trips, dances or any other school activity.**

- Excessively large or baggy clothes shall not be worn.
- No holes are allowed in clothing.
- Garments must be a length and fit that are suitable to the build and stature of the student. Midriffs should not be visible at any time.
- All upper garments must have sleeves that cover the shoulder.
- Necklines of all upper garments must be modest
- Sweatshirts/sweaters may be worn out and within two inches of the waist.
- T-Shirts must be worn two inches below the belt line or tucked in.
- Shirts normally are not to be turned inside out, but in some special situations may be turned inside out.
- Pants, skirts, skorts, shorts, etc. shall be worn at the waist (no low rise garments) and must be knee-length or longer. Leggings worn under skirts, etc. will **NOT** meet the dress code.
- Pants/skirts shall not extend below the heel of the shoe in length
- Pajamas, including flannel PJ's, or anything that resembles sleepwear are not allowed
- No undergarments shall be visible.
- Students will not wear or display any emblems denoting inflammatory intent.
- Wearing clothing with writing or characterization denoting obscenity, vulgarity, occult or inflammatory intent, or wearing clothing advertising drugs, alcoholic beverages, wrestling, or tobacco products are prohibited
- Going without shoes is prohibited (due to the safety issue, shoes must be tied at all times)

## Accessories

- Pierced jewelry shall be limited to the ear. No other visible body piercings are allowed. Jewelry depicting drugs, alcohol, violence or sex is prohibited.
- Dog collars, hats, caps, curlers, bandanas, pajamas, sunglasses (unless prescribed by a physician), handkerchiefs worn on the head, gloves, wristbands, and wallet or neck chains that are considered a safety hazard **are prohibited.**
- Extreme hairstyles or colors are prohibited.



Students not adhering to the proper dress policy will be placed in ISS until parents/guardians are notified and proper clothing provided. Lack of cooperation will result in ISS/OSS based upon the situation. **When students are pulled out of class for violations, they will not be allowed to make up the work they miss in their classes while waiting for new clothes.** If they are sent home, they will be given zeros for work they miss that day.

## **DISCIPLINE**

### **Tobacco Products**

The Surgeon General has advised that use of tobacco is hazardous to one's health. In promoting good health habits, students cannot have tobacco products on campus. If a student has tobacco products in his/her possession, the punishment will be the same as for using tobacco products. Under current Tennessee State Law, a court appearance is possible.

### **Portable Electronics (6.312)**

Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the off mode and must be kept in assigned locker and may not be used during school hours. A device used outside these parameters shall result in confiscation of the device until such time as it may be released to the students' parent or guardian. A student in violation of this policy is subject to disciplinary action.

Use of camera on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action.

Personal electronic devices such as CD players, Ipods or MP3 players may be stored in assigned lockers. However, the use of the devices during school hours is strictly forbidden. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the students' parent or guardian. A student in violation of this policy is subject to disciplinary action.

**Any items lost or stolen are not the responsibility of the school or system.**

### **Discipline Code**

The purpose of a discipline code is to insure a safe, orderly environment. Consistent and fair measures will be applied when disciplining students.

1. Only the director of schools or principal of the high school has the authority to suspend a student. This is done after:
  - a. The student is told of his/her violation or wrong.
  - b. The student has had an opportunity to tell his/her version of the situation.

The parents, director of schools and attendance supervisor are notified by a letter from the principals' office of the suspension. Parents are notified to take the student home. When parents cannot come the student will stay until the end of



the school day, unless it is in the best interest of the student and the school for him/her to be removed from the premises, wherein he/she will be taken home by law officials.

2. Only the Board of Education has the power of expulsion.

**Discipline Guidelines \*DRB = Discipline Review Board \*\*PC=Parent Conf.**

<b>VIOLATION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Alcohol, drugs, and narcotics: sell, use, possess, distribute, or look like.	10 days OSS, Police/Parents notified Referral to DRB. Possible Zero Tolerance & court	Same as first offense.	Same as first offense.
Fireworks, firearms, weapons, knives, dangerous instruments. Possessions, use or threaten with.	10 days OSS referral to DRB. Police/Parents notified. Possible Zero Tolerance & Court	Same as first offense.	Same as first offense.
Student physically attacking a teacher.	10 days OSS. Referral to DRB. Parents/Police notified. Possible Zero Tolerance & court	Same as first offense.	Same as first offense.
Profanity directed at school personnel.	10 days OSS.	Recommended expulsion	Same as second offense.
Tobacco products, lighters: use or possession.	Confiscation 2 days ISS. Possible Court appearance.	Confiscation 2 days OSS – Parent Conf. - Court Appearance	Confiscation – 4 days OSS – Parent Conf. – Court Appearance
Fighting and/or threats to others: Aggressor may be treated more severely.	5 days OSS Charged with Disorderly Conduct/Public Affray. Defender may be given ISS for part of time and no charges. 2 days ISS transition time upon return from suspension.	8 days OSS Aggressor charged with Assault. Both may be charged with Disorderly Conduct/Unruly Juvenile. 2 days ISS transition time upon return.	10 days OSS Charged with Assault/Unruly Recommend Alternative Placement
Disrespect to Staff.	5 days ISS - PC	3 days OSS - PC	5 days OSS–PC
Profanity	1 day ISS	2 days ISS	3 days ISS
Damage/vandalism of school or private property.	2 days ISS Restitution 4 hrs school svc. Possible court	1 day OSS Restitution 8 hrs school svc Possible court	2 days OSS Restitution Possible court appearance
Forgery/Lying	1 day ISS	2 days ISS	2 days ISS-PC
Student Forgery/ Lying to Teacher	2 days ISS Parent contact	3 day OSS Parent contact	5 days OSS Parent Conference
Cheating	Zero grade, parent letter	Zero grade, parent conf.	Zero grade, 1 day ISS
Harassment of a student.	2 days ISS	4 days ISS	4 days OSS



Bus Misconduct	1 day ISS and/or period of bus suspension	5 days ISS and/or period of bus suspension	Recommended expulsion from the bus for the rest of the year.
Public displays of affection. (Kissing/hugging)	Warning Parent notification	1 day ISS Parent notification	3 days ISS Parent notification
Technology usage violation	3 days ISS – Loss of usage	5 days ISS	10 days ISS
Stealing	3 days ISS Restitution Parent notification Possible court	4 days OSS – Parents notified, Possible court	10 days OSS – Parents Notified, Court
Skipping Class (not present for any reason without permission)	1 day ISS Parent notification Loss of campus driving privileges for 6 weeks	2 days ISS Parent notification Loss of campus Driving privileges For 6 weeks	Parent notification, possible referral to Truancy Board
Unexcused tardy to class	Teacher contact with parent; 3 tardies = 1 absence	Reduction in weekly attendance grade for 4 unexcused tardies Parent conference	Referral to Truancy Board. Notify parent

### **Gang Activities (6.3101)**

<b>VIOLATION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Dress including symbols that are gang related	Parents notified, student to leave school to change or go to ISS	Five (5) days suspension.	Expelled for the rest of the year.
Harassment, Intimidation, Threats	Ten (10) days suspension	Expelled for the rest of the year	
Harassment of school officials or defacing property	Expelled for the rest of the year		

**NOTE: It would be extremely difficult to list all infractions. This chart is meant to assist administrators, teachers, parents and students in recognizing the importance of appropriate behavior and administering an appropriate and just disciplinary action. For those infractions not listed, the principal and/or the assistant principals will use their own discretion. The administration also may find it necessary to increase penalties due to the severity and/or frequency of the violation(s).**



### **Out of School Suspension (OSS)**

Students are encouraged to make up all school assignments as if the student were absent, however students will receive no credit for the work. The days missed by a student due to a suspension will be recorded on his attendance record. Students suspended will be allowed to take semester exams by State Law.

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

#### **ISS RULES:**

1. No food, drinks, or gum.
2. No talking - work quietly.
3. Bathroom breaks only at scheduled times, unless you have a doctors' excuse.
4. If you are tardy - you must serve that period over.
5. Failure to report to ISS - One extra day of ISS (you signed the green slip, read it)
6. Sleeping - One extra day of ISS.
7. You must complete all class assignments, if not completed you do not get credit for being in ISS that day.
8. ISS teachers may assign extra periods or days with administrative approval.
9. Class assignments completed in ISS will be worth full credit and will be returned to the students' teachers.
10. After ten (10) cumulative ISS days, begin giving OSS and consider court hearing.

## **SCHOOL BOARD POLICIES**

### **Zero-Tolerance Offenses (6.309)**

The Board of Education agrees in order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons; any student who engages in the following behaviors will be subject to suspension requirement on a case-by-case basis. Nothing in this section shall be constructed to prohibit the assignment of students to an alternative school.

1. Students who bring or unlawfully possess a drug or dangerous weapon onto a school property or to any event or activity.
2. Any student who while on a school bus, or on school property or while attending any school event or activity:
  - a. Unlawfully possess a drug or dangerous weapon; or
  - b. Commits battery on a teacher, or other employee of the school.

Ref.: TCA. 49-6-4018

Note: Due process stops with the Superintendent.



## **Weapons and Dangerous Instruments**

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

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school, and possible criminal charges.

## **Firearms (as defined in 18 U.S.C. 921)**

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

## **Drugs**

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

## **Battery**

In accordance with state law, any student who commits battery upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

## **Student Alcohol and Drug Testing (6.3071)**

**All students are hereby advised via this Student Handbook that they shall be subject to testing for drugs and alcohol during the school year.**

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol or drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs/alcohol;
3. A search of persons and containers produced evidence of a presence of drugs and/or alcohol; or
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or others reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.



Upon receiving reasonable information, the principal shall take the following steps:

1. Call the student into the principal's office or another private place;
2. Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
3. Inform the student of the substance and the information available to them, which is basis for the determination that a test is necessary.
4. Inform the student of the procedures that shall be followed in administering the test.
5. Give the student an opportunity to decline the test and inform the student if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary hearing authority;
6. Notify the parent or guardian of the student of the impending test.
7. The student will be taken to Unicoi County Memorial Hospital for testing via the prescribed manner with an identifying number which in no way will reveal the identity of the student.

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reason therefore, shall be destroyed.
2. If the result of the analysis is positive, the students and parents or guardian shall be given written notice of the result. In addition, they shall receive referral information that shall include in-patient, out-patient, and community-based drug and alcohol treatment programs.
3. In the case of positive results of the analysis, the principal shall suspend the student and refer the matter to the disciplinary hearing authority for further action.

### **Technology Usage and Procedures for Unicoi County Schools**

Unicoi County High School students have access to computers, network, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information. It allows us to find, synthesize, and share information in a variety of unique ways. The Internet has come about because groups of individuals have chosen to network their computers in order to share information. A small minority has made objectionable materials available over the Internet. The Unicoi County School System takes every precaution to restrict access to this information. However, an industrious user may discover it. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet or any part of the school system network.



Terms and Conditions of Use of Technology in Unicoi County Schools:

1. Passwords, if issued, will not be shared among users.
2. All network communication must be polite and free from inappropriate language.
3. Electronic mail is not guaranteed to be private.
4. Personal work and electronic mail shall be deleted regularly due to space limitations.
5. No personal address or other private information will be provided in any network communication.
6. No attempt to tamper with other people's information will be permitted.
7. It is the user's responsibility to seek guidance from the system administrator if a question of proper use arises.
8. The Unicoi County School System does not condone and specifically forbids the unauthorized duplication of software.
9. Users will abide by the copyright law.
10. Students will be monitored.

**NOTE: *Students and parents/guardians will be required to sign a user's agreement***





We have read the Student Handbook for UCHS and verify that we have read this handbook by signing below:

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Student Name – Please Print Legibly

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Student's Name - Please sign/date

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Parent's Name – Please Print Legibly

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Parent's Signature/date

---

Homeroom Teacher

Please return signed sheet to your homeroom teacher. Please return prior to 15 August, 2008.

