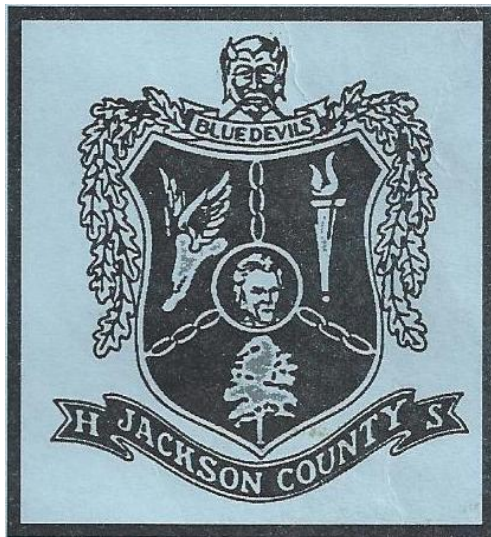


JACKSON COUNTY HIGH SCHOOL

2011-2012
HANDBOOK

“Home of the Blue Devils”



www.jacksoncountyhighschool.net

190 Blue Devil Lane
Gainesboro, TN 38562
(931) 268-9771

Jackson County School System
2011-2012 School Calendar

August 2, 2011	Registration for all students, 10:00 dismissal
August 4, 2011	First full day for students
September 5, 2011	Labor Day, no school
October 10-14, 2011	Fall Break, no school
October 20, 2011	Parent-Teacher conferences
November 23, 24, 25, 2011	Thanksgiving Break, no school
December 6-8, 2011	High School Gateway Testing
December 6-12, 2011	High School End-of-Course Testing
December 16, 2011	Last Day before Christmas, 10:00 dismissal
January 3, 2012	Return from Christmas Break
January 16, 2012	Martin Luther King Day, no school
February 7 OR March 6	Presidential Primary, no school
Feb 27-March 9, 2012	High School Gateway Testing
March 26-30, 2012	Spring Break, no school
March 22, 2012	Parent-Teacher Conferences
April 6, 2012	Good Friday, no school
April 30-May 16, 2012	High School Gateway Testing
May 1-16	High School End-of-Course Testing
May 18, 2012	Last Day of School, 10:00 dismissal

Welcome!

The administration and faculty of Jackson County High School welcome you. Having you as a student is both a pleasure and a challenge. The school is committed to the goal of providing excellence in education and meeting the needs of the rural youth which it serves.

We hope that you will take advantage of the many opportunities available in academics, vocations, athletics, extracurricular activities, and social-personal relations. The success you have as a student will depend mainly on your attitude toward school and learning your responsibility, school citizenship, your efforts, and your relationships with others.

We challenge each of you to select and work toward worthwhile goals and take advantage of the many opportunities to learn how to live, work, and play in a mature responsible manner.

This handbook should be a guide to help you plan and act wisely and will provide information about school rules and policies.

We wish you the best of luck and will be encouraging, assisting, and supporting you in your endeavors toward success.

Sincerely,

Charles J. Breidert
Principal

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Where students can go for information

Front office

- To apply for readmission to class after absence or tardy
- To obtain assistance when ill
- To report a student accident
- To obtain application for free/reduced meals
- To file insurance claims
- To bring in or look for lost articles

Guidance office

- To enroll in school
- To withdraw from school
- To obtain information about grades or school record
- To have high school transcripts sent
- To obtain applications and bulletins for testing
- To get help interpreting test scores
- To discuss military interests
- To obtain student aid information
- To obtain educational, career, and occupational information
- To obtain assistance in planning programs of study and making future educational and career plans
- To get help choosing a college, vocational, technical, or trade school
- To make a class or schedule change
- To obtain counseling for academic, social, or personal problems

Class Sponsors

When students enter as freshmen, they are assigned class sponsors. These faculty members serve as advisors for the four years they are in high school. The sponsors help to keep up with the students' progress and are in charge of all class activities.

Students are assigned faculty advisors to serve as their home room teachers throughout their high school years. Class advisors will:

- Assist school counselor as needed in testing, surveys, scheduling
- Be responsible for helping their advisees develop career choices and a program of study
- Identify students who are having difficulty and notify parents and counselor
- Keep academic portfolios for each advisee containing the academic record for graduation as well as current progress for students
- Periodically update advisees family contact information and notify data clerk of changes to be made in school database
- Help supervise school activities during school hours and special events.

Daily Schedule

7:35	Students released from Commons
7:40 – 7:50	Homeroom (advisor’s classroom)
7:55 – 9:25	First Block
9:25 – 9:35	Break
9:35 – 11:05	Second Block
11:05 – 11:10	Break
11:10 – 11:35	First Lunch Line
12:10 – 12:35	Second Lunch Line
12:40 – 1:05	Third Lunch Line
1:05 – 1:10	Break
1:10 – 2:40	Fourth Block

Code of Conduct

In the Classroom

Teacher Authority

Each teacher is the authority in his or her classroom. Whenever this booklet is silent on a particular question, individual teachers may establish rules to be observed in their classrooms. Any teacher in school or on school property will correct any student at any time with full authority.

Substitute Teachers

Substitute teachers should be approached in the same manner as when the regular classroom teacher is present.

Respect for building, equipment, textbooks, and school materials

Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature will be considered a very serious matter. Damaged items will be repaired or replaced at the expense of the students at fault and their parents.

On the Bus

Students are expected to follow state and local rules and regulations pertaining to pupil transportation and to display appropriate behavior from the time he boards the bus until he leaves the bus at the approved destination. Disruptive conduct may lead to loss of transportation privileges.

Changes in transportation must be documented in writing and turned in to the office at the beginning of the day.

In the Cafeteria

The cafeteria, besides being a lunch room, is a place where good social relationships can be developed. Each student is expected to practice the general rules of good manners which one should find in the home.

Students are:

- expected to form a line from the right side of the commons area
- not to cut line
- to buy one tray at a time
- return trays after eating
- leave the table and surrounding area clean and in good order
- **NOT** to leave the commons area without permission from the lunch room supervisor.

Student Relationships

Student relationships are normal and expected. There should be no body contact except holding hands. Violation of this rule will result in detention and parent notification. Repeated violations will result in ISS and parent notification.

Detention

Students may be assigned detention for any minor infraction of a classroom or school rule. Detention will be served after school within two weeks of the infraction. Students are responsible for transportation home. Reasons for detention may include, but are not limited to, misbehavior in class, failure to do assigned class work or homework, tardiness to homeroom or class. Teachers will notify the parents and inform them of the behavior.

Corporal Punishment

Any teacher or school principal may use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order within the public schools. (TCA 49-9-103) Should corporal punishment be necessary it will be administered in private and witnessed by at least one other professional staff member.

Dress code

1. Appropriate footwear must be worn at all times. Shoes, sandals, and flip-flops may be worn. No house shoes.
2. No holes above the knee. Patches must be appropriate.
3. Skirts, shorts and dresses must reach mid thigh when seated.
4. Blouses and dress shirts must be buttoned appropriately. No cleavage to be seen.
5. No tank tops or shirts with sleeves cut out. Tops and shirts must come below the belt line.
6. No undergarments are to be seen.
7. No see-through clothing.
8. No hats to be worn in the building.

9. No clothing or belongings should display or represent drugs, alcohol, sex, violence, lewd images, or vulgar language.
10. No piercing other than the ears.
11. Students will be required to cover any tattoos that pose a health issue (infection) or that display drugs, alcohol, sex, violence, lewd images, or vulgar language.
12. No chains, do-rags, sweatbands, bandanas, trench coats, rain slickers, or gang related clothing or belongings.

Upon the first violation of the dress code the student will be given the opportunity to change clothes and parents will be notified. Subsequent violations will result in ISS and parent notification.

Gambling

No gambling or gaming devices, including cards of any kind, will be allowed. If they are found, devices and cards will be confiscated and will remain with the assistant principal and will not be returned.

Hall Pass

If a student is in the hallway during class, he/she is expected to have a hall pass in his/her possession. Students should only be signed out of the classroom for emergencies. Classroom sign out sheets should include the date, time, student's name, and destination. Failure to have a hall pass will result in detention.

In-School Suspension (ISS)

ISS is to be used to assist teachers who are having repeated discipline problems. It may also be used for major disruptions. Teachers must send a referral form to the ISS teacher at the time the student is sent. For repeated offenses the teacher must provide documentation of classroom behaviors and disciplinary procedures and must notify the parent.

After a student has been referred to ISS three times, subsequent referrals will result in placement at the Alternative Learning Center (ALC).

Student Suspension

The principal or assistant principal may suspend any student from attendance at school or any school related activity, or from a specific class, or from riding the school bus for good and sufficient reasons. Suspension may be out of school or placement at the Alternative Learning Center (ALC). Any student suspended from school or placed at ALC may not attend or participate in any extracurricular activity. A student may be referred to ALC for a minimum of 2 days and a maximum of 180 days.

Reasons for suspension include, but are not limited to:

1. Willful and persistent violation of school rules.
2. Immoral or disreputable conduct including vulgar or profane language or gestures, or sexual harassment toward another student, teacher, or staff member.
3. Violence or threatened violence against another student or any school personnel.
4. Willful or malicious damage to school property or personal property on school grounds.
5. Possessing a knife or other weapon on school property.
6. Criminal activities on campus.
7. Engaging in behavior which disrupts a class or school sponsored activity.
8. Altering records or misrepresentations of information, forging notes from home, or forging teacher's signature on any school document.
9. Disregard of directions or commands given by any person in authority (insubordination).
10. Repeated offenses.

11. Possession of drugs, alcohol, tobacco, or paraphernalia.
12. Inciting or advising others to engage in any of the behaviors herein enumerated.

Procedures for Suspension

Unless a student's continued presence in the school or class presents an immediate danger to the student or others, the student shall not be suspended until the student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

Upon suspension the principal shall make an immediate attempt to contact the parent or guardian and inform them of the suspension. The student shall not be sent home until the end of the school day unless the parent or guardian has been contacted

The principal or his designee shall notify the parent or guardian and superintendent in writing; (1) of the suspension and the cause for it, and (2) request a meeting with the parent or guardian, the student, and the principal to be held as soon as possible but no later than five days following the suspension.

Immediately following the scheduled meeting, whether or not attended by the parent or guardian, or student, the principal shall develop a plan for correcting the behavior when the student returns to school.

If at the time of the suspension the principal determines that an offense has been committed which would justify suspension for more than ten days, he may suspend the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.

The principal shall give written or actual notice to the parent or guardian and the student has a right to appeal the decision to suspend for more than ten days. All appeals must be filed in writing within five days after receipt of the notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school system, if requested by the student.

The appeal for the decision shall be to the Board of Education or to the Disciplinary Hearing Committee appointed by the board and consisting of at least three certified employees. The hearing shall be no later than ten days after the beginning of suspension. The notice of the time and place shall be given in writing to the parent or guardian and the student by the principal.

As a result of the hearing the Disciplinary Hearing Committee may:

1. Order the removal of the suspension unconditionally
2. Order the removal of the suspension upon such terms and conditions as it deems reasonable
3. Assign the student to ALC
4. Assign the student to Adult High School
5. Suspend the student for a specified period of time

A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the Disciplinary Hearing Committee. The student or principal may request a review by the board of education within five days of the decision.

After review of the record, the board may affirm the decision of the committee, modify the decision to a lesser penalty, or grant a hearing by the board.

After the hearing, the board may affirm the decision of the hearing committee or modify the decision in any manner, including imposing a more severe penalty than that of the hearing committee.

If the suspension occurs during the last ten days of any term, the student shall be permitted to take such final examinations or submit such work as necessary to complete the courses of instruction for that term., subject to conditions prescribed by the principal.

Students under suspension from one school in the school system cannot enter another school in the system.

Zero Tolerance Behavior

Any student who engages in the following behavior will be subject to suspension for a period not less than 180 school days.

1. Students who bring or possess a drug, alcohol, or dangerous weapon on school property, a school bus, or to any school event or activity.
2. A student who commits battery on a teacher or other school employee.

The Director of Schools shall have the authority to modify this suspension requirement on a case by case basis.

Drug and Alcohol Use

Selling, giving, possessing, using, or being under the influence of drugs or alcohol on school property, including buses, is strictly prohibited by law. Violators will be turned over to the local law enforcement officers and subject to school board policy of expulsion from school for 180 school days.

Students shall not possess, distribute, or be under the influence of illegal drugs or alcohol on school property or at any school sponsored activity on or off school grounds.

Students shall not market, distribute, or possess any substance which is represented to be, or is substantially similar in color, shape, size, or markings to a controlled substance on school property or at any school sponsored activity on or off school grounds.

Upon information that a student is suspected of violating this policy, the principal of the school will be immediately notified. If it is determined that board policy has been violated, the principal shall notify student's parent or guardian and the appropriate law enforcement officials.

Tobacco Products

The use or possession of tobacco or tobacco products is prohibited on school premises in conjunction with Federal Law. Failure to comply with this policy will result in ISS for the first offense, then ALC for subsequent offenses. Students under the age of 18 will be cited to juvenile court by the principal, in accordance with State law, for possession of tobacco products on school property.

Attendance Policy

All students at JCHS are to attend all classes for which they are scheduled. In order to be eligible for graduation, seniors must meet the required attendance for their scheduled classes.

- Types of absences are excused and unexcused.
- Only unexcused absences are cause for truancy proceedings to be outlined later in this section.
- **Five (5) days per year may be excused with a parent note.**
- Absences may also be excused with a note from a doctor or dentist, funeral home, or court official.
- Absences for school related trips may be excused. The student must be passing all classes and have prior approval from his/her teachers and the principal.
- A maximum of three school days will be allowed for a student to bring proper documentation in order for an absence to be excused.
- Any student absent from class must report to the office at 7:35 to obtain an admit slip.
- Any student absent from any class must present that teacher with an admit slip before being admitted to class whether the absence was excused or unexcused.

- Students who are absent are responsible for making arrangements for all work missed on the day they return.
- Upon the fifth absence, excused or unexcused, the teacher will notify the student’s parent or guardian of their absences in writing.
- Upon the eleventh (11th) absence, excused or unexcused, the student automatically fails the class unless the student elects to do Time–For–Time for each absence beyond ten.
- Late arrivals must sign in and early departures must sign out in the office. Students who have signed out are not permitted to return to school unless they sign back in and report to class.
- Students must be in class 80 minutes in order to be counted present.

Truancy

Truancy runs for the **entire school year**.

- Upon the 7th unexcused absence the student will be referred to the Truancy Board. If the student and parent fail to attend the scheduled truancy meeting, the student and parent will be cited to juvenile court.
- The Truancy Board will determine if mitigating circumstances should cause some or all absences to be excused.
- If Truancy Board finds no mitigating circumstances, the student will be informed that upon the 10th unexcused absence he/she will be cited to juvenile court.
- Upon the 10th unexcused absence the student will be cited to juvenile court.

Contact information

Any change in the student’s address or phone numbers must be reported to the attendance clerk. The correct information enables the school to send all mail to the proper address and to contact the home when necessary including notification of school closings using our automated calling system.

Classification of students

Students are classified according to the minimum number of units passed. The following is the classification scale:

Sophomore	6
Junior	12
Senior	18

Graduation Requirements

Class of 2012 minimum requirements

Total credits required: 26

Math: 3 Credits

Including either Geometry or Algebra II

Science: 3 Credits

Including one physical science course and Biology

English: 4 Credits

Social Studies: 3 Credits

Wellness: 1 Credit

Elective: 12 Credits

Class of 2013 and beyond minimum requirements

Total credits required: 26

Math: 4 Credits

- Algebra I 1 Credit
- Algebra II 1 Credit
- Geometry 1 Credit
- Upper level math course 1 Credit

Students who have not earned a 19 on the mathematics component of the ACT by the beginning of their senior year are recommended to complete the Bridge Math course.

Science: 3 Credits

- Biology I 1 Credit
- Chemistry or Physics 1 Credit
- Another Lab Science 1 Credit

English: 4 Credits

- English I 1 Credit
- English II 1 Credit
- English III 1 Credit
- English IV 1 Credit

Social Studies: 3 Credits

- World History or World Geography 1 Credit
- U.S. History 1 Credit
- Economics .5 Credit
- Government .5 Credit

Physical Education and Wellness: 1.5 Credits

Personal Finance: 0.5 Credits

Foreign Language: 2 Credits

Fine Art: 1 Credit

- The Fine Art and Foreign Language requirements may be waived for students who are sure they are not going to attend a University and be replaced with courses designed to expand and enhance the elective focus.

Elective Focus: 3 Credits

- Students completing a CTE elective focus must complete three units in the same CTE program area or state approved program of study.
- Math and Science

- Fine Arts (band)
- Humanities

Additional Electives: 4 Credits

Grading and Reporting

Students will receive grade reports each nine weeks and at the end of each term. A progress report will be provided to each student at the midpoint of each nine week grading period. These reports should be reviewed by the student and then taken home for parental review. If you have any questions concerning grades, please contact the teacher. Grades are recorded in numerical form. A student passes a class with a minimum average of 70.

Equivalent letter grade values

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

To encourage students to attempt more difficult course work and reward those who rise above the average in selecting higher level courses, those students enrolled in Honors Courses (i.e. Honors Biology, Honors Algebra, and dual credit courses) will have 3 points added to their final average. This will ensure that those students are not penalized by their selection of more difficult courses.

Testing Policy

All students will take a comprehensive mid-term and final exam in each course. End of Course and Final exams will count 25% of the second semester grade.

Semester Honor Roll

To be eligible for semester honor roll a student must have:

- A Honor Roll = All A's (93 or above)
- A/B Honor Roll =All A's and B's

Senior Honors

Students must be pursuing a core course curriculum as outlined below in order to be eligible for senior honors such as valedictorian, salutatorian, honor students (students who have 93 or higher average in the core course curriculum), and other designated honors. Core course information will also be the basis for scholarships and college admissions when requested.

The core course curriculum will apply to transfer seniors or other students graduating with the class. Transfer students must meet the resident requirements. To be valedictorian or salutatorian a student must have attended JCHS for 5 semesters. Honor students must have attended for 3 semesters.

Core Course Curriculum

- English 4 units
- Algebra I, Algebra II, Geometry or Advanced Math 3 units
- Physical Science, Biology, Chemistry, Physics 3 units
- Social Studies(U.S. History, World History
½ Economics, ½ additional credit for either
World Geography, Economics, or U.S. Government) 3 units
- Wellness 1 unit
- Total14 units

The core courses listed will be the only courses on the student’s record which will be averaged for the purpose of being in the senior honor group. The student should have completed 14 units in the core curriculum by the end of the first semester of the student’s senior year. If a student takes the fourth year math or science, the student’s six highest semester grades will be used to determine the student’s honor average. For the additional ½ credit of economics, World Geography, or U.S. Government, the highest grade of one of these will be used.

In an effort to protect the privacy and self-esteem of other class members, no other class rankings will be made. Should a student not in the honors group desire a cumulative average, such average will be determined on an individual basis.

If any certified gifted student’s IEP-team exempts the student from any part of the core curriculum, the IEP-team must at that time declare what course will be substituted for the exempted course.

Valedictorian Tie

In the event of a tie for valedictorian in core classes, grades will be averaged for all high school classes. Averages computed will be for seven semesters on a 100 point scale. If there is still a tie there will be multiple awards.

Repeating a course

Should a student elect to repeat a class for which they have earned a passing grade, the grade earned repeating the class will be used for computing the GPA. The other course grade will become null and void. The repeated course will not count toward eligibility for sports.

Credit Recovery

Credit recovery will be available only to juniors and seniors who lack credit in a course required for graduation and meet the following criteria:

- Student must have earned a minimum grade of 60.
- Student must have recommendation from teacher whose class is being recovered.
- 20 hours of after school credit recovery are required to make up each nine-weeks grading period failed; however, in summer school this requirement is raised to 35 hours for each nine-weeks grading period failed.
- Student must meet the school attendance policy.
- The highest grade earned in credit recovery is a 70.
- Freshmen and sophomores must repeat failed classes.

Driver's License Revocation

Any student 15 years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if he/she has not received passing grades in 2 full unit subjects or the equivalent at the end of the term (18 week grading period.) A student shall be deemed deficient in attendance when he/she drops out of school prior to the age of 18 or has 10 consecutive or 15 total unexcused absences during a single term (18 week grading period.)

A copy of the notice is sent to the Department of Safety by the attendance supervisor or superintendent. The notice will also be mailed to the student's parent or guardian.

Driving and Parking Regulations

Students who drive to school must have earned three credits in the previous term, possess a valid driver's license, provide proof of liability insurance, and register the car with the principal's office at the cost of \$10 per permit. Upon completion of the registration process, the student will be issued a parking permit and assigned an individual parking space where only they will be allowed to park. Parking spaces will be issued on a first come, first served basis. Violations will result in removal of parking permit and driving privileges. Violators may be towed. Students are not allowed to return to their cars at any time during the school day without permission from the principal or assistant principal.

Drop and Add Periods

At the beginning of each school term students will be given one week on their own and two weeks at the recommendation of the teacher to make **necessary** changes in their schedule. Students will secure the appropriate form and information from their advisor and complete the proper procedure established for this purpose. Students must have the approval of the principal, the counselor, and all faculty affected by the change.

Elected Officers

Any student running for any office must have an overall average of 80 or higher to be eligible. Any student running for a superlative position, attendant, or queen must have an overall average of 70.

Electronic Devices

All electronic devices are to be turned off from 7:00 a.m. until 3:00 p.m. Students who serve on volunteer fire departments will not be dismissed as law requires compulsory attendance. Upon the first offense the device will be taken for the remainder of the day, the student will be assigned a detention, and parent will be notified. Subsequent offenses will result in ISS, parent notification, and the device will be retained until the parent picks it up. Repeated offenses may result in student placement in ALC.

Emergency school closings

School will be closed for inclement weather or emergencies only in the most severe cases. School closing information and/or bus route changes will be announced on the School Hotline 268-4050, and TV and radio stations as early as possible to alert parents to closing or early dismissal. The automated phone system will call homes and cell phones to announce closings. Please keep phone numbers up to date and notify the school of any changes.

Loitering

No student is allowed on campus without supervision of a Jackson County Schools employee (i.e. loitering, skateboarding, etc.) Anyone on campus without supervision may be charged with trespassing.

Immunization Requirements

Any student initially entering school without a permanent Tennessee Certificate of Immunization or a temporary Tennessee Certificate of Immunization will not be allowed to attend school unless he/she has a medical or religious exemption. Any student transferring from out of state or a non-public school will not be permitted to enroll in school without an immunization certificate. Students transferring from public schools within Tennessee must provide proof of immunization within 30 calendar days in order to remain in school.

Lockers

Lockers are issued to students at the beginning of the year by the student's advisor. Each student is responsible for keeping his/her assigned locker clean inside and outside. Any locker malfunction should be reported to the advisor or the office personnel. Students are cautioned not to keep money or other valuables in their lockers. Lockers are the property of the school and are subject to search at any time.

Medication and Accident Procedures

No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health depends upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will administer the medication in compliance with written instructions signed by the parent or guardian which must include:

1. Student's name
2. Name of medication
3. Name of physician
4. Time to be administered
5. Dosage and directions for administration
6. Possible side effects
7. Termination date for administering the medications.

The medication must be delivered to the principal's office in person by the parent or guardian unless the medication must be retained by the student for immediate administration (i.e. students with asthma.)

Non prescription medication may be administered only with written request and permission of the parent or guardian. The medication will be administered in accordance with label directions or instructions from the student's physician.

The administrator/designee will:

1. Inform appropriate school personnel of the medication being administered.
2. Keep an accurate record of the administration of the medication.
3. Keep all medication in a locked cabinet except medication retained by the student per physician's order.
4. Return unused prescription to the parent or guardian.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication. A copy of this policy shall be provided to a parent or guardian upon request for long term administration of medication.

All student accidents will be reported to the school nurse. Arrangements to transport the student to the hospital will be made if necessary, and the student's parent or guardian will be notified as soon as possible. The teacher who has responsibility for supervision of the injured student will file an accident report as soon as possible. In case of sickness, the student will be brought to the front office and parent or guardian will be called to pick up the student.

Office Telephone

Office telephones are for business purposes only. Callers are requested to leave messages as students will not be taken from class except in emergency situations. A pay telephone is available for routine student use. Pay phone calls should be limited to three minutes to give other students the opportunity to use the phone.

Release of Records

Records for any student may be released to parents and other agencies with parental permission. If a student is age 18 or older and not claimed as a dependant, the **student** has the right to release information to parents or other agencies.

School Functions

All student functions will be organized through the respective sponsors. Approval for activities and functions will be secured from the principal. All school rules apply for all school functions. For a junior to be eligible to attend the Junior/Senior Prom, he/she must have earned 12 units of credit before Christmas of his/her junior year.

School Trips

Any student going on any trip must attain prior written approval from all current teachers and the principal and must be passing all classes to be eligible. Any student leaving the school-sponsored trip must have written permission from a parent on a form supplied by the school. Student behavior must be appropriate to school standards and all school rules apply.

School Visits for Seniors

Seniors may visit colleges or other post-secondary educational institutions as needed under the following conditions:

- Visits must be set up through the guidance office
- Visits must be approved by the principal
- Visits must be spaced out during the school year
- Students must bring documentation of their visit from the School's Admissions Office the day they return to school.

A maximum of **two** days will be excused for this purpose. For students who do not plan to attend a post-secondary school these two days may be used for job interview that are set up by the school, or for testing for induction into the military.

Senior Release

All senior exams will be administered the week prior to graduation/end of school. The last five days of school will be considered Senior release days. Seniors are not allowed to return to campus that week except for scheduled graduation practices or school activities arranged by the teachers and approved by the principal.

The graduation date will be determined in the spring of each school year by the administration and senior sponsors and approved by the Board of Education.

Harassment of Students

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 or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature.

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 environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the 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, on school provided transportation, or at any school bus stop immediately before boarding or immediately following deboarding.

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.

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 proceedings, 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 the need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

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.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Sign Out Policy

Any student, including students 18 years of age and older, seeking early dismissal from school shall deliver a note to the principal or assistant principal upon the student's arrival at school. The note will include:

- Parent or guardian's signature
- Time of student's departure
- Reason for dismissal
- Means of student transportation
- Contact phone number for parent or guardian verification

Before leaving campus the student must sign out in the office. No student shall be allowed to leave the campus for lunch. Except in the event of an emergency, phone calls will not be accepted to sign a student out. Parents must speak to the principal or assistant principal to sign out a student by phone. Failure to sign out correctly will result in detention.

Leaving campus without permission will result in ISS and parent notification. Repeated violations will result in assignment to ALC and suspension of driving privileges.

Student Athletes

Student athletes must have passed six courses for initial credit in the previous year and must be enrolled in at least three courses in the current term. Courses repeated for which credit has been given will not count toward eligibility. A student who is ineligible at the beginning of the school year can become eligible by earning a minimum of three credits during the first term. He/she will be eligible to participate in the second term. Questions about TSSAA rules should be addressed to the athletic director as they change frequently. It is the student's and coaches responsibility to determine a student's eligibility.

Summer School

Summer school may be offered depending on the needs of the students. A sufficient number of students must enroll for summer school to be offered.

Textbooks

Textbooks are loaned to students for their use during the school year and are to be kept clean and handled carefully. Lost or damaged books must be paid for by the student. Any student who fails to pay for a lost or damaged textbook shall not be issued any additional textbooks, report cards, diplomas, progress reports, or transcripts or earn credit in the course for which the textbook is used.

Time for Time

Time for time may be used to make up seat time if a student will fail a class for missing more than ten days. Time for time must be made up before or after school hours.

Each student who would like to make up an absence in time for time must get a time for time sheet from each classroom teacher for which time is being made up.

Assignments must be provided by the classroom teacher and should include enough work to keep the student busy for 90 minutes. If the student does not bring ample work the supervising teacher has the right to create additional assignments.

Unauthorized Vehicles on Campus

Unauthorized vehicles are not to be on campus. Students are not to communicate in any way with occupants of unauthorized vehicles. No student is to sit in or ride in any unauthorized vehicle at any time. Persons who do not check in at the principal's office can be prosecuted for criminal trespassing.

Visitors

All visitors to the school should register with the front office upon arrival for official business with faculty or staff.

Wellness Excuses

If a student cannot participate in the regular physical education part of the wellness class, the student must have a statement from a doctor outlining the physical education activities in which the student may participate. The wellness teacher is required to modify the student's course of study to meet his or her individual tolerance as outlined by the doctor.

Withdrawal from School

A student who finds it necessary to withdraw from Jackson County High School should notify the counselor and complete proper withdrawal procedures. All textbooks must be returned. At the time of withdrawal, the students records will be brought up to date, and copies of any necessary documents will be provided to the student. **A student will not receive a diploma** nor will grades be transferred or released if the student owes money to the school or any school related organization.

USDA is an Equal Opportunity Provider and Employer

In accordance with Federal law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

Jackson County School System Non Discrimination Policy

It is the policy of the Jackson County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Title VI of the Civil Rights Act of 1964 states: No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Inquiries regarding compliance with Title VI, Title IX, and Section 504 may be directed to Joe D. Barlow or Betty Pruett at the Jackson County Board of Education, 711 School Drive, Gainesboro, TN 38562. If you feel you have been discriminated against or have a complaint, please contact Mr. Barlow or Mrs. Pruett at 931-268-0119. If you have a complaint, there are forms at each school and at the Central Office to register the complaint.

In accordance with the policy of the Board, the following procedure governs the processing of student discrimination/harassment grievances:

1. Any student who wishes to file a discrimination/harassment grievance against another student or employee of the district may file a written or oral (recorded, if possible) complaint with the

superintendent, principal, counselor, or Title IX coordinator. The administrator taking the complaint will document the time, place, complaint, and incident and immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and identity of the student(s) or employee(s) involved.

2. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. The investigation shall be completed within ten (10) days of the filing of the grievance. Results of the investigation, along with the recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.
4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or investigating administrator, the grievant may request a hearing by the grievance committee.
5. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty (20) days from the date of the request.
6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.
7. Within ten (10) days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations of the committee or furnish a report to the grievant explaining why the recommendations will not be implemented.
8. Upon receipt of the superintendent's report, grievant may file a written appeal with the Board. The Board shall within thirty (30) days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

Special Education Child Find
Identification and Location of Children with Disabilities and/or Gifted

The Jackson County School System provides special education and related services, and special accommodations to children who are disabled and/or gifted. Under state and federal laws, public schools are required to provide a free, appropriate, public education to all children who are disabled and/or gifted between the ages of three (3) and twenty-two (22), and may not on the basis of disability, discriminate against these children.

This notice is a part of an effort to locate and serve those children who may need special education, gifted services and related services, and/or special accommodations. If you know a child, age three (3) to age twenty-two (22), who may qualify for special education services and is not receiving available services, please call **(931) 268-0119** or write to the following address:

Jackson County Board of Education
Attention: Special Education Supervisor
711 School Drive
Gainesboro, TN 38562

TENNderCare

TENNderCare is Tennessee's commitment to see that children and teens have the best start to a healthy life. TENNderCare is a free program of check ups and health care services for children from birth to age 21 who are TennCare eligible.

A check up includes: a health history, complete physical exam, Lab Tests (as appropriate), vision/hearing screening, developmental and behavioral screenings (as appropriate) and advice on how to keep your child healthy. In addition, dental and behavioral health services are available.

For more information, call the Jackson County Health Department at (931) 268-0218. To speak directly with a Community Outreach TENNderCare Representative, contact **Jackie Stone** at (931) 268-0218.

The Jackson County School System is committed to providing the best education for each student. We realize that parents play a vital role in the accomplishment of this mission so we encourage their involvement and strive to keep them informed of their rights.

- Jackson County School System does not discriminate on the basis of race, sex, color, national origin, age, religion, or handicap in the provision educational opportunities, activities, or other administered programs.
- A parental involvement policy and parent-teacher-student compact will be distributed to the parents by each Title I school. A copy of each document may be obtained by contacting the school office. In schools eligible for Title I funds, a written parental involvement policy will be developed jointly with and distributed to parents of children. Each Title I school will also hold at least one annual meeting for the parents to inform them of the school's participation in programs funded under the No Child Left Behind Act.
- Parents have the right to request information regarding the professional qualifications of classroom teachers who instruct their children. If students are provided services by paraprofessionals, parents may also request information regarding the qualification of paraprofessionals. Teachers' certifications can be found by accessing the Tennessee Department of Education Teacher Licensing Web site: www.k-12.state.tn.us/tcertinf or by contacting the school principal or the school system's federal projects' director.
- Parents must receive notification if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
- Parents will be notified of their child's eligibility for service in migrant, homeless, or Limited English Proficiency programs.
- Parents will have access to system and school report cards as developed by the TN Department of Education (usually available in late fall of each year) through the web site: www.state.tn.us/education or at the school and/or system office. Results will also be publicized through local media.
- Parents must receive information on the achievement level of their child on each of the state academic assessments as soon as it is practicably possible after the test is taken. Assessment results will be distributed by the child's school.
- Parents may visit the TN Department of Education Web site: www.state.tn.us/education/curriculum.shtml or visit the school to access a description of the Tennessee Curriculum Standards, assessment information, and proficiency levels students are expected to meet.
- Parents must be notified if their child is enrolled in a school identified for improvement, corrective action, or restructuring. Currently, no school in Jackson County has been identified as in need of improvement.

- If a school fails to make adequate yearly progress, parents will be informed regarding the availability of school choice options and supplemental education services.
- Under the TN Board of Education's Unsafe School Choice Policy, any public school student who is a victim of a violent crime as defined under the Tennessee Code Annotated 40-38-111(g) or the attempt to commit one of the offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.
- Parents of a student identified as having a limited English proficiency (ELL-English Language Learner) must be notified in a timely manner of the child's participation in the ELL program, details of the program, right to waive participation, and specific information on the child's level of English Proficiency.
- Parents must be informed and involved in violence and drug prevention efforts including program content and activities. Parents may request in writing their child's exemption from participation in such activities.
- Parents will be notified regarding their rights before any third-party surveys are distributed to students.
- Schools in which at least 40% of the children are from low-income families have school-wide program authority under which schools may consolidate funds from federal, state, and local sources to upgrade the entire educational program of the school.
- Parents of secondary school students have a right to request their child's name, address, and telephone number not be released to a military recruiter without their prior written consent. Requests should be addressed to the federal projects director at the central office.
- Federal law affords parents and students over 18 years of age certain rights with respect to educational records. School Board Policy relating to student privacy and parental access to information is available in the School Board Policy Manual located at each school and at the central office. Notification of Rights and Release of Directory Information under FERPA (Family Education Rights and Privacy Act) will also be conducted through local media announcements.
- The Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act will require our district to take steps to find all children, including preschool age children, with disabilities who live in our district, screen them to determine their disabilities, and provide them with appropriate special education services. Also Part C of IDEA requires our district and state to notify the community of services available for children with disabilities under age 3 and take steps to find and screen these children so that they can receive appropriate special education services.

Jackson County Board of Education Hazing Addition to Interscholastic Athletics Policy

The following statement should be added to the current interscholastic athletics policy:

Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities as part of the athletic program.

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program. The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school. One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program. An approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office. The director of schools shall approve all requirements imposed by clubs, which have restricted membership. The nature of initiation shall be outlined and presented in writing to the club sponsor and the principal of the school for approval prior to the actual initiation. **Hazing** by students acting alone or with others is strictly prohibited. Any organization, which permits an initiation to go beyond the scope of activities planned and previously approved, will be suspended until reinstated by the principal. A student found guilty of misbehavior may receive punishment ranging from verbal reprimands to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record. Sororities, fraternities, and all secret organizations are prohibited.

Internet Acceptable Use Policy

The Board supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

Employees

Before any employee is allowed to use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the director/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

The director of schools shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. Prohibited and illegal activities, including but not limited to the following.¹

- Sending or displaying offensive messages or pictures
- Using obscene language
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access to any computer
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Buying or selling on the Internet

Students

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:¹
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access
 - Violation of copyright laws
 - Trespassing in another's folders, work or files
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the Internet

INTERNET SAFETY MEASURES

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students²

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.²

A written parental consent shall be required prior to the student being granted access to electronic media involving district's technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

E-MAIL

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored.

Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.³

INTERNET SAFETY INSTRUCTION⁴, PROFESSIONAL DEVELOPMENT, OUTREACH PROGRAMS

The District will provide on-going staff development for teachers and staff on Internet use and internet safety. Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. Parents and students will be provided with materials to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

VIOLATIONS

Violations of this or a procedure promulgated under its authority shall be handled in accordance with existing disciplinary procedures of this District.

HANDBOOK AGREEMENT

I _____ and _____
student name (please print) parent name (please print)

have read completely the Jackson County High School Handbook of Rules and Conduct that has been approved by the Jackson County Board of Education. I understand that being a student, regardless of age, sex, race, or creed, I will abide by ALL rules and conduct regulations stated in the current handbook for each school year.

Student Signature

Parent Signature

Date Signed

Turn in to your advisor by the end of the first week of school or the end of the first week the student receives the handbook.

**JACKSON COUNTY HIGH SCHOOL
ACCEPTABLE USE & STUDENT PERMISSION FORM**

Student User Agreement:

As a student of the Jackson County School System, I agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions. Please initial each item below and sign.

_____ agree to use the network responsibly;

_____ grant permission to have my materials published to the school web page.

Student Signature

Date

Parent/Guardian Permission:

As a parent, I have read and agree to the Internet Acceptable Use Policy. I grant permission for the above named student to access the Internet and to have his/her materials published on the school's web page. These permissions are granted for an indefinite period of time unless otherwise requested. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use-setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

Consent to Publish Student's Name/Picture:

I agree to the following release of information regarding my child. The school system may feature my child in the local broadcast and print media, on the school or school system's web site, publications and programs.

Student's Name _____

(Please Print) Last Name First Name

Parent/Guardian Signature

Date

Home Phone _____

Turn in to your advisor by the end of the first week of school or the end of the first week the student receives the handbook.

**JACKSON COUNTY HIGH SCHOOL
PICK-UP PERMISSION FORM**

Parents,

Please provide the following information regarding people who may pick up your child at any time:

Names

Relationship

SSN

Legal Alert (If yes, please attach court papers)

Yes No

Turn in to your advisor by the end of the first week of school or the end of the first week the student receives the handbook.

PERMISSION FOR MEDICATION

Name of Student _____

Medical Alert (if yes, please specify)

Yes No

Medication: Tylenol or Antacid Tablets per age appropriate dosage

Purpose of medication: For Complaint of Headache or Nausea

I hereby give my permission for my child to take the above medication at school. I understand that I will be notified if symptoms worsen so that I may seek a physician's services.

Signature of Parent/Guardian

Date

*****A new form is required each year.

Turn in to your advisor by the end of the first week of school or the end of the first week the student receives the handbook.

Alma Mater

On Old Gainesboro's Northern Border
Reared Against the Sky
Proudly Stands Our Alma Mater
As the Years Roll By
Forward Ever Be Our Watchword
Conquer and Prevail
Hail to Thee Our Alma Mater
J.C.H., All Hail!!!