

Sequatchie County High School  
Student Calendar 2020-2021

August 3	First day of classes
September 7	Labor Day No school
September 21	Parent/Teacher Conference No school
October 5-9	Fall Break
November 11	Veteran's Day Observed
November 23	Staff Development
November 24	No School for Students
November 25-27	Thanksgiving Break
December 18	Abbreviated Day #1
December 21-Jan. 4	Winter Break
January 5	Students Return to School
January 18	Martin Luther King Jr. Day No school
February 15	No School for Students
March 29-April 2	Spring Break
May 14	Graduation
May 20	No school- Administrative Day
May 21	Abbreviated Day #2

\*All abbreviated days end at 12 noon. Breakfast and lunch are served.

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Dear Students, Parents/Guardians:

Welcome to the 2020-2021 school year at Sequatchie County High School. We are excited about the changes we are experiencing this year, and happy to have each of our students with us. Parents, we hope you take advantage of the grade portal, Skyward, which will allow you to monitor your child's attendance, discipline and grades via the internet. We have had several changes in our faculty so there are new faces to get to know. With all of the issues facing us today, we would like for all of our students to know they can use their education to change their world for the better and that we take the job of education very seriously. We, also, sincerely hope you will partner with us as parents to make sure our students have the best possible experience at SCHS.

### **Daily Schedule**

#### **7:50-9:15 A Block**

9:15-9:30 Optional Break/Class Exchange

#### **9:30-10:55 B Block**

10:55-11:00

#### **11:00-12:50 C Block and Lunch**

1<sup>st</sup> lunch      11:00-11:25

2<sup>nd</sup> lunch      11:20-11:45

3<sup>rd</sup> lunch      11:40-12:05

4<sup>th</sup> lunch      12:00-12:25

12:50-12:55 Class Exchange

#### **12:55-1:25 RTI/"Skinny Block"**

1:25-1:30

#### **1:30-2:50 D Block**

#### **Alternative School**

The Alternative School is located on the SCHS campus but is a separate school. Students are assigned to Alternative School by the school administration for disciplinary reasons. Students in Alternative School are prohibited from participating in or attending extra-curricular activities including practice for sports, and are not permitted in the school building (including before and after school) unless accompanied by alternative school personnel (See Conduct/Discipline/General School Rules).

### **Announcements**

*PA System:* All announcements to be made on the PA system must be submitted in writing to the office. Generally, announcements will be made at the beginning of the day, between certain class periods, and at the end of the day. No others will be made except in case of an emergency.

*Bulletin Board:* All announcements or information to be placed onto the bulletin board must be approved by the principal. No flyers or posters should be taped over the murals in either the hallways or the commons area.

*Posters:* No posters are to be placed in the building without the approval of the office. After the event, posters are to be removed by the person or group having placed them. Special care should be taken when the posters are placed on the walls with murals, as they can be easily damaged.

### **Assembly Programs**

All students are required to attend all student body assemblies unless excused through the office. All speakers must be approved by the principal/assistant principal before their services are secured. Good behavior is essential during these programs out of respect for those conducting the assembly. Students who do not attend SCHS classes fulltime or individuals who are not enrolled at SCHS may not participate in special programs, unless approved in advance by administration.

### **Athletic Participation**

## TSSAA eligibility regulations:

- A student's eligibility for athletic participation is based on his/her academic performance during the previous school year.
- A student who drops out of school before the end of the year will not be eligible for participation for a full calendar year.
- A student shall be ineligible after he or she has attended high school for eight semesters.
- A student cannot participate in athletics if he/she becomes 19 years of age on or before August 1.
- Any person participating in any athletic program is strongly urged to carry adequate medical insurance coverage.

## Attendance

Sequatchie County Board of Education Policy states:

1. We will abide by Tennessee state law for attendance and truancy. Parents will be notified when their child has accumulated five (5) unexcused absences and after each successive accumulation of five (5) unexcused absences. Students will be expected to bring in excuses for absences but these will not factor into a pass or fail policy per class.
2. Excessive Absenteeism: In the event that a student misses five (5) or more unexcused days without adequate excuse, the student will be subject to the progressive truancy intervention plan.  
Tier I: A required parent conference and written attendance contract.  
Tier II: An assessment to determine the cause of the absenteeism which may lead to a referral to school and/or community services.  
Tier III: In the event that the unexcused absences continue or are not addressed by the parent/guardian, a referral to the truancy board will be made and may lead to the referral of juvenile court.
3. Excused absences will consist of a written note from a doctor or dentist. **Excuses are for the student only**, not family members who are sick or in the hospital. Students must turn in excuses to the office within 5 school days of the absence. Parents are encourage to write notes if a child is sick, but does not go to the doctor. These may be useful if a student is deemed truant because of excessive absences.

\*For the 2020-2021 school year, SCHS will excuse up to 5 days of unexcused absences when a fever is present and documented in the parent note.

4. Students will be allowed to have only five (5) unexcused absences in a semester class and three (3) unexcused absences in a quarter class. Students may miss three (3) additional days in a semester class and one (1) additional day in a quarter class, but those must be made up in Time-for-Time by December 20 for the Fall semester and May 20 for the Spring semester. If the student exceeds the allotted number of unexcused absences and/or fails to make up the days in Time-for-Time, he or she will receive no credit for that class.
5. Any student that has nine (9) unexcused absences in a semester will lose his or her parking permit/space and no refund will be given.
6. Three unexcused tardies will equal one absence. Records for these tardies will be kept by the teacher of record and most will not appear in Skyward. The teacher's attendance book is the official record of attendance.
7. After any absence, students will have three days upon return to school to make up all missed work before the grades for that work turn to zero.
8. For unexcused absences, the teacher may take points off for missing quizzes, class assignments, etc. The teacher may also have to give an alternative assignment, especially with unexcused absences.
9. Students who have missed 10 consecutive or 15 total unexcused days will NOT be eligible for a drivers' permit or license and will also lose a permit/license already earned.
10. "Late to class" is defined as any time less than or equal to five minutes at the beginning of a class period. "Early dismissal" is defined as any time less than or equal to five minutes at the end of a class period.
11. A student will be considered absent from class for any time over five minutes missed from that class. On the third late arrival, early dismissal, or any combination of the two, the student will be charged with an absence.
12. Time Outs count as unexcused absences.
13. ISS does NOT count as an absence.
14. In order for a student to receive an SDA (School Day Absence), he/she must get approval three school days in advance. An SDA or assigned duty list must be turned in by the student (or sponsoring teacher). A student



who is failing or who has excessive absences will not be granted an SDA. A student may have only three (3) SDA absences per year.

15. An SDA is an **absence** due to school-related activities in which a student is not required to attend (for example, a field trip that is not required for a class or for a grade). This may include some 4-H activities, when a student is representing the community.
16. An Assigned Duty day will be an absence that must occur due to school-related activities in which the student is required to attend (for example, a ballgame that occurs during the school day). **These will not count as an SDA or as absences from class, and there is no limit on the number of assigned duty days a student may have.** If a student is failing a class he/she may not be granted an SDA or Assigned Duty Day and may not be allowed to go on field trips for other classes.
17. The three-day make-up policy does not apply for SDAs and Assigned Duty days, as the students know in advance they will be missing class. They should come to school the following day prepared as if they had been in class, including being ready to take pre-announced tests, or handing in pre-assigned work.
18. **To get a driver's license, a student must have an attendance certificate from the office. There is a sign up list in the office to apply for these.**
19. To keep a driver's license, a student must pass at least three classes and not violate state attendance laws.

### **Tennessee State Law**

**An attendance letter will automatically be sent to parents on the 5<sup>th</sup> unexcused absence and every fifth unexcused absence thereafter. On the 5<sup>th</sup> unexcused absence, the student may be turned over to the juvenile authorities for action.**

### **Automobile Regulations**

The parking lot in the back of the building (facing the baseball field) is reserved for teachers. There are spaces reserved for visitors and the handicapped in the front parking lot. The rest of this lot is reserved for seniors. Other student parking is to the gym side of the building. This area is monitored throughout the school day by video cameras. Handicapped parking spaces are for use only by those vehicles properly identified to park in them. The following regulations regarding motor vehicles apply:

- Proof of insurance is now required by laws in order to get a parking permit.
- Driving to school is a privilege, not a right and will be extended to students who follow procedures. Permission to drive to and from school may be revoked at any time when a student is found to be abusing the privileges.
- Students must purchase a permit at the school office in order to park a vehicle on the school campus. Parents/guardians and students must read and sign a copy of parking regulations and information about the vehicle before a permit can be issued. (Cost of permit: \$15.00)
- Any student driving/parking a vehicle not registered is subject to disciplinary action. Any violation could result in the vehicle being towed at driver/owner expense. Sequatchie County High School is not responsible for any damage that may result from removing a vehicle from the campus.
- Permits are valid only for the current school year. In the event of the loss of a permit, the loss should be reported to the office immediately. The first time a permit is lost or misplaced, a new one will be issued at no charge, but the student will be charged \$15.00 for any other replacement.
- The parking permit must be placed in a front window when the vehicle is parked on campus; otherwise, a warning will be issued and recorded.
- Parking permits are not transferable. Any student driver who moves to another school, including Alternative School, must relinquish his/her permit in the office.

- Speed limit on campus is 10 mph.
- Any student driving any motor vehicle to school must meet all state regulations.
- Students who drive should not arrive before 7:40 a.m.
- No loitering is permitted in the parking areas before, during, or after school. Students must leave cars as soon as they arrive and may not enter the parking lot during the school day unless permitted by the office.
- Any student who has a vehicle on school campus which must be picked up by someone else during the school day must inform the office of the vehicle model and tag number so that security can be alerted that the vehicle is being removed by an authorized person.
- Student vehicles should NOT be parked in the faculty parking area. Any student vehicle parked in this area will be subject to tow immediately.
- Vehicles parked on school grounds are subject to search at any time.
- Students and teachers are not to block the roadway.
- Visitors are to park in the front of the school and report to the front office to sign in.
- All parking problems (loss of permit, driving different vehicle, etc.), should be reported to the office.
- Before a student will be permitted to park in the school lot, he/she must provide the following information: name of driver, make and model of vehicle, tag number, color, student driver's license number, and proof of insurance.

*The administration reserves the right to revoke parking permits/driving privileges for violation of school rules.*

### **Before School Regulations**

Students arriving at school before 7:40 a.m. are to go to the commons area.

Students may not leave the commons for any reason without permission from the

teacher on duty. Some bus students arrive early; however, others should not plan to arrive until 7:40.

### **Beta Club**

Only juniors and seniors are eligible to become members of the Beta Club. To be invited to join, you must have a 93 cumulative average. The faculty sponsor of the Beta Club determines the number of community service hours to be completed per year of membership.

### **Bullying Policy**

In order to maintain a safe and educational environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. If any student feels he/she has been a victim of an action mentioned above, he/she should report the incident to any staff member.

### **Bus Regulations**

It is of great concern to the Sequatchie County Board of Education, the Director of Schools and all employees of the Board that each student has a safe bus trip each day. Riding the bus is a privilege. Improper conduct on the bus will result in that privilege being denied. The following school bus policies will be followed by all bus riders:

- The students will board the bus in an orderly manner, be seated and remain in their seats until they reach their destination. No standing or switching seats is allowed. The driver may assign seats.
- There will be no loud talking or unnecessary noise on the bus.
- Throwing objects of any kind will be prohibited on the bus. No objects shall be thrown out the windows at any time.
- No heads, arms, hands, etc., shall be out the windows.
- There shall be no eating, drinking, smoking, cursing, or fighting on the bus.
- In normal weather conditions, bus riders should be visible to the driver at the normal pick-up time and place.
- Students must stand well clear of traffic lanes while waiting for the bus. If students must cross the road getting on or off the bus, they should make

sure traffic has stopped and walk at least twelve (12) feet in front of the bus upon receiving a signal from the bus driver.

- Students will not be allowed to get off the bus except at home or school without written permission from the parent or guardian and the principal.
- Students shall not cut, mark or disfigure the bus in any way. Intentional vandalism to a bus will result in automatic suspension from the bus for a period of time to be determined by the severity of the offense.
- Any student in violation of these rules or any other sound rules or regulations imposed by the driver shall be reported to the principal of the school for discipline and shall, upon the discretion of the principal and the bus driver, be recommended for a minimum three-day suspension on the first offense; five days for the second offense; ten days for the third offense; and barred from riding the bus for the remainder of the school year for the fourth offense.
- The bus driver is in charge of his/her bus and is to be obeyed.
- Cell phones may not be used on the school bus.

### **Bus Safety Complaint Procedures**

In the event that a safety concern should arise involving a school bus driver, a report should be made to the transportation supervisor, Melissa Cordell. Written complaints shall be submitted on forms located on the district website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor. Complaints may be made via phone by dialing (423) 949-3617. To access the online complaint form, go to the website [www.sequatchieschools.net](http://www.sequatchieschools.net) and click on departments. Then choose transportation and scroll down to related links. Click on "Complaint Form". Download and complete the form and return it to the transportation supervisor at P.O. Box 488, Dunlap, TN or email it to [mcordell@sequatchie.k12.tn.us](mailto:mcordell@sequatchie.k12.tn.us). The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four hours of receipt and shall submit a preliminary report to the director of schools within forty-eight hours. Within sixty days, the transportation supervisor shall submit a final written report to the director of schools.

### **Bus Seat Belt Use Policy**

A. It is the goal of the Sequatchie County Schools' Transportation Department to provide the safest transportation system available. It is a requirement of the Transportation Department that any student being transported by a school bus in the district that is equipped with seat belts must use the seat belts and/or integrated child-safety seats. Bus drivers will announce before leaving that all students shall be in their seats with their seat belts fastened. Students refusing to use seat belts in a legal and safe manner will be subject to their school's disciplinary policy.

B. Bus drivers and aides will be trained annually on the required use of seat belts on buses that are equipped with seat belts and/or integrated child-restraint seats. Additionally, bus drivers and aides will be trained annually on the consequences for noncompliance with this policy.

C. Parents and students will be trained annually on the proper use of seat belts on buses that are equipped with seat belts and/or integrated child-restraint seats. Additionally, parents and students will be trained annually on the consequences for noncompliance with this policy. Seat restraint use is mandatory on buses equipped with seat belts.

### **Cafeteria Services**

The cafeteria uses computerized cash registers. Students must recite the last four digits of their Social Security number as their account number to the cashier as they go through the line. Students are encouraged to make deposits into their accounts from 7:30-7:55 a.m. in front of the cafeteria. Charges are not allowed. If a student does not have money in his/her account, he/she must pay with cash. Free students may make deposits into their accounts to pay for extra items. Students are permitted to pay for cafeteria break items from their accounts. The cafeteria cannot cash checks through the line. Any checks must be for the amount of purchase only or for deposits only. Any questions should be directed to Mrs. Marsha Carr Talley at 949-4005. Home packed lunches may be brought to school, but no food or drink with restaurant packaging (including fast food and drinks) should be brought into the building due to the Federal Lunch Program Guidelines.

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are*

*prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (800) 632-9992. Submit your completed form or letter to USDA by: 1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410: 2) Fax: (202) 690-7442: or 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)*

## **Cell Phones**

- Students may use cell phones in class as part of class projects with **specific** permission from the classroom teacher.
- Cell phones which ring, beep, or are being used during class time, assemblies, or instruction will be confiscated. If a student has a phone OUT in plain sight, it will be assumed the phone is in use.
- Cell phones being used to bully, harass, or threaten a student or teacher will be confiscated and possibly turned over to the School Resource Officer for investigation.
- Please keep in mind that anything brought onto school grounds is subject to search by school officials, according to Tennessee state law.

### Consequences

- 1<sup>st</sup> offense- Student must relinquish cell phone to the office during school hours for three (3) consecutive school days and may pick the phone up at the end of each school day. On a level 1 offense, students may opt to pay a \$20 fine to have their cell phone privileges back. **THIS IS NOT A REQUIREMENT.**

- 2<sup>nd</sup> offense- Student must relinquish cell phone to the office during school hours for three (3) consecutive school days and may pick the phone up at the end of each school day and serve 1 day of ISS.
- 3<sup>rd</sup> offense- Student must relinquish cell phone to the office during school hours for three (3) consecutive school days and may pick the phone up at the end of each school day and serve 3 days of ISS.
- **Refusal to turn over a cell phone, unlock the cell phone, or removing the battery from a cell phone, will result in an automatic 5 day suspension from school**

### **Change of Schedules**

Students should plan their schedules very carefully as it is very difficult to change. State law limits the number of students that may be in a class. A request for a change of schedule will be granted only if it is necessary and then only if there is room in the class requested. **All schedule changes must be made through the Guidance office.**

### **Class Officers (Requirements)**

In order to hold a class office, a student must meet the following requirements:

- A candidate must have an average of 83 or above in the preceding year with no more than one failed class.
- No second year freshman student may be elected. No student who has spent more than 8 semesters in high school will be eligible for office.
- A student seeking office must have an approved conduct and attendance record. Freshman candidates will be approved only after checking the Middle School records for grades, conduct, and character.
- Class officers may be removed from their position because of poor conduct or a lack of leadership.

### **Clubs**

All clubs must have a faculty sponsor and be approved by the principal/assistant principal. All club meetings should be approved in advance through the office. When clubs meet for the first time, a list of members must be turned in to the office. A regular club meeting schedule will be given to students and teachers at the beginning of the school year.



## **Code of Conduct**

Since every SCHS student has the right to learn, each student will observe a code of personal conduct which in no way will interfere with the educational opportunities of he/her classmates. The administration and faculty of the school will make and enforce such rules as are necessary for the efficient operation of the school. Minor classroom disturbances such as being tardy to class, failure to bring materials, sleeping in class, excessive talking, or disruptive behavior will be handled through the Time Out program.

## **Committees**

A number of committees composed of SCHS staff, parents, and students are actively involved in improving our school and in helping to set policy. These committees work on many issues affecting students, such as attendance, discipline, and curriculum. Students who participate have an important role in influencing life at SCHS. All students are encouraged to volunteer for or serve on a committee when asked and to become active in the committee's work.

## **Computers**

School computers are for educational/school use only. Prohibited behavior includes checking and receiving e-mail, using chat rooms, downloading from the Internet, installing unauthorized software, or copying school software. Students shall not change any setting on school computers. Any misuse of computers will be a Level 2 disciplinary offense. All students must have a parent and student signed Internet permission slip before they may have access to the Internet.

## **Concessions**

The concession stand in the commons area will be open during morning break, after school, and on special occasions. No food or drink may be consumed in the classrooms without teacher-approved reason. Trash and aluminum can containers will be provided for appropriate litter disposal.

## **Conduct/Discipline**

All students at SCHS are under the supervision of all teachers at all times. At all school activities, the faculty members in charge shall have full authority and the rules of good conduct and cooperation should be observed at all times. A student attending any school activity is subject to regular school regulations. All athletic events are under the supervision of the school, and the TSSAA regulations hold the school responsible for the conduct of these events. Students are subject to regular school policies at all games. Poor sportsmanship and bad conduct may result in SCHS being suspended from athletic participation.

### **Conduct: General School Rules**

- The use of chewing gum by the students will be left to each teacher's classroom rules.
- Hats will not be worn in the school building at any time (except on special "hat days").
- Students should be secure teacher permission before taking photos in the classroom.
- Laptop computers may not be used in the classroom unless they are approved by the teacher for specific in-class activities.
- Locks and lockers will be issued to each student. There will be locker checks periodically to insure the proper use of school locks. Any lock not issued by the school but placed on a locker will be cut off.
- The office will issue parking permits to licensed drivers only. The parking lot will be monitored mornings and afternoons. There will also be random checks at other times during the school day.

### **Credit Recovery**

**Students who fail certain classes may "recover" those credits in credit recovery, through the Credit Recovery program in the computer lab. However, there are now rules as to how and when those credits will be recovered.**

- To be eligible to recover a credit in Credit Recovery, your failing grade must not be below a 50.

- Upon passing the subject in Credit Recovery the final grade will be a 70 and credit recovery will be noted on the student transcript.

### **Discipline Referrals to the Office**

Whenever a student's conduct warrants disciplinary action by the principal, an effort will be made to inform the parent/guardian of the offense and the disciplinary action taken. The following levels of discipline have been approved. Please note that Time Outs are different from Discipline Referrals; a teacher may send a student to Time Out for one class period for minor classroom disruptions. When a teacher writes a discipline referral, the office will make a decision as to punishment. The administration has the right to modify or increase discipline depending on the individual circumstance.

#### **LEVEL 1—OFFENSES AND CONSEQUENCES**

**OFFENSES:** Dress code violations, minor cafeteria disturbances, violations of bus rules, repeated time-outs, referrals, disrespect to faculty/staff, profanity, PDA, etc. Detentions not served by the assigned date will result in punishment.

**CONSEQUENCES:** Detention, parent conference, ISS, assigned bus seating, suspension from bus, conference with principal, behavior contract, and counseling.

**LEVEL 2—OFFENSES AND CONSEQUENCES:** Alternative School or In School Suspension. The following offenses are more serious and normally result in Alternative School or ISS placement. Students assigned to the Alternative School will be there for a minimum of ten (10) days. The final disposition of students and the number of days will be left to the discretion of the principal of the parent school. Students placed in the Alternative School will be prohibited from participation in or attending any extracurricular activity during their time in Alternative School (i.e. ballgames, plays, school trips, etc.). Parents must come to sign the student out of the Alternative School on the last day. If not, the student will be kept in the Alternative School for two (2) additional days, then suspended from school. On the 4<sup>th</sup> referral to Alternative School, the student may be taken to juvenile court and will be put in the Alternative School until Placement Board action.

**OFFENSES:**

- Excessive/vile use of profane or obscene language (written or spoken).
- Harassment—willful intimidation, insulting, or being verbally abusive, or in writing, to any member of the school staff or student body.
- Defiance of any school employee.
- Abuse or willful destruction of school property and/or personal property of others on the school grounds.
- Fighting—any conflict between two or more individuals. (Now results in ISS placement for two days.)
- Possession and/or use of any tobacco products and paraphernalia.
- Unlawful assembly or organization of any group(s) which might be a hazard to the safety or welfare of students and /or school official.
- Leaving campus without permission. (Now results in ISS placement for two days.)
- Other considerations:
  - Theft/Possession of stolen property.
  - Possession of obscene or pornographic material
  - Possession of fireworks or igniting material.
  - Gambling.
  - Activation of fire equipment.

Repeat level one referrals to office or refusal to comply with disciplinary action.

#### CONSEQUENCES:

1<sup>ST</sup> Offense- 2 days

2<sup>nd</sup> Offense- 4 days

3<sup>rd</sup> Offense- 6 days

Note: Any instance of vandalism or destruction of school property will have as a consequence restitution (payment for repairs or replacement of damaged property).

### LEVEL 3: OFFENSES AND CONSEQUENCES

Suspension Level 3 offenses will result in automatic suspension and possible referral to the school board for expulsion.

- Arson
- School threats including but not limited to bomb, shooting, vandalism, injury, disruption, etc.
- Sexual acts or acts of sexual nature not limited to battery, intercourse, attempted rape or rape, and indecent exposure.
- Aggravated battery intentionally causing great bodily harm, disability, or permanent disfigurement.
- Any violation which the administration may deem as reasonable to fall within this category, after consideration of extenuating circumstances.
- Possession and/or use of any alcohol products.
- Repeat level one or level two referrals to the office.

### LEVEL 4: OFFENSES AND CONSEQUENCES

#### ZERO TOLERANCE

#### OFFENSES:

- Possession, use, transfer, or sale of drugs and related paraphernalia
- Battery upon school personnel
- Possession or use of any dangerous weapon in school buildings, on school grounds, or in school vehicles at any time (including but not limited to a firearm, explosive, bowie knife, ice pick, dagger, slingshot, switchblade, knuckles).
- The above offenses count as zero tolerance on school grounds, during school hours, and including all school functions.

#### CONSEQUENCES:

Level 4 offenses will result in an automatic suspension for a period of not less than one (1) calendar year.

\*\*\*NOTE: Any accumulation of Level 1, 2, or 3 offenses will be treated as a more serious offense and consequence will become more severe. Tennessee state law mandates that school administrators protect the safety and educational

environment of all students. Therefore, the principal/assistant principal reserves the right and authority as outlined by the Tennessee Code Annotated to declare the rules outlined here null and void should a severely disruptive behavior problem occur that mandates immediate action.

### **Dress Code**

- School dress and grooming must be modest, moderate, and decent. Apparel and appearance that tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgement of the faculty/administrators will prevail. Any student failing to comply with this will be dealt with on an individual basis. Action will be taken to correct the problem if it is deemed necessary. Please keep in mind that every unique dress situation cannot be addressed. The following restrictions will be enforced:

#### **Pants:**

**(Students may wear the following)**

**Jeans**

**Khaki Type Pants**

**Skirts (appropriate and modest,  
modest = 2" above the knee**

**Tights (worn ONLY under modest  
dresses and skirts)**

#### **Shirts:**

**T-shirt**

**Polo's**

**Sweaters**

**Sweat shirts**

**Hoodies**

**\*Shirts may remain untucked as long as students can raise arms above the head without showing any skin front or back.**

The following pertaining to clothing is **PROHIBITED** at all times:

1. Profanity or inappropriate logos of any kind.
2. Hats or hoods worn inside the building.
3. Holes in any clothing item.
4. Yoga pants, leggings, jeggings (unless worn under modest dress or skirt).
5. Miniskirts or shorts.
6. Sleeveless tops, tank tops, or spaghetti strap tops.
7. Shirts that are low cut or have holes in the front or back.
8. Sagging pants (pants must be worn at the natural waist).

## **Consequences for Dress Code Violations**

1st Offense – Detention

2<sup>nd</sup> Offense – One day ISS

3<sup>rd</sup> Offense – Two days ISS

4<sup>th</sup> Offense – One day suspension

5<sup>th</sup> Offense – Long-term alternative school

## **Dress Code for Pregnant Students**

All dress code rules apply and dress code consequences are the same as for all other students.

## **Drug Testing for Athletes**

All student athletes at Sequatchie County High School are subject to a drug screening during the school year. If a screening is deemed necessary by the coach and administrative staff because of concerns for the health and safety of the student athlete and his/her peers, the entire team will be screened. If an athlete fails the screening, he/she will be subject to the discipline of the coaching staff in his/her sport and will be tested again in 30 days. If he/she fails the second time, he/she will be dismissed from the team. He/she may try out for the next season, but must pass the drug test before being accepted.

## **Elective Focus**

Students must complete at least three credits in an elective focus. You may choose from the following:

- Automotive Technology
- Therapeutic Nursing Services (Health Science)
- Fine Arts
- Office Management
- Residential & Commercial Construction
- Social Health Services

- Dietetic and Nutrition
- Horticultural Science
- Veterinary Science
- Humanities (Social science classes such as Sociology, Psychology...)
- STEM (Science, Technology, Engineering, and Math) These include upper level math and science classes such as Pre-Calculus, college level math, Physics, Chemistry II, etc.
- Mechatronics
- Language Arts

### Exams

All students will be required to take a comprehensive midterm exam in all classes that grant one full credit. Midterms will be at the end of the first nine weeks for term 1 and at the end of the third nine weeks for term 2. Quarter classes will be required to take a final exam only. Students will not be exempt from final exams. If a final exam is missed, a doctor or dentist excuse is required in order to make-up the exam. Classes that have a required End of Course exam (English 9, English 10, Algebra I, Algebra I-B, Algebra II, Geometry, Biology, Biology I-B, and U.S. History) may use the End of Course exam as a substitute for a final exam. The EOC exam is required by Tennessee to count 15% of the final grade. Because of the way block classes are calculated, we choose to calculate semester grades in the following manner:

<b>Semester 1</b>	<b>Semester 2</b>
1 <sup>st</sup> nine week – 42.5%	3 <sup>rd</sup> nine week – 42.5%
2 <sup>nd</sup> nine week – 42.5%	4 <sup>th</sup> nine week – 42.5%
Final Exam/EOC – 15%	Final Exam/EOC – 15%
100%	100%

### Extracurricular Activities



The following sports/activities are offered at SCHS:

Baseball, Boys' and Girls' Basketball, Softball, Football, Boys' and Girls' Soccer, Dance, Track, Cross Country, Wrestling, Volleyball, Band, Bowling, Choir, Flag Corps, Beta Club, Youth Leadership, LEO Lions Club, Fellowship of Christian Athletes, HOSA, FCCLA, Skills USA, Chess Club, Astronomy Club, Book Club, FFA, Comic Book Club, Photography Club, German Club, Spanish Club, Sound Booth, Connect Crew, Student Council, D&D, and History Club.

### **Failed Courses**

A student may repeat any failed course and the failing grade for the first attempt will not be considered in the GPA calculation. The grade of the repeated course (even failed) shall be counted as part of the GPA. The failed course (only if repeated) will be represented on transcript as FA.

### **Fire and Tornado Drills**

Fire and tornado drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom indicating how to evacuate in case of fire or tornado.
2. WALK. No talking. Move quickly and quietly to the designated area.

### **Fund Raising Activities**

All fund raising activities must be approved by the group sponsor and submitted for approval to the principal/assistant principal. All projects should give fair return in service or products for money received. An activity form is to be submitted for each project and approved in advance.

### **Grade Classification**

5 credits- Sophomore

12 credits- Junior

18 credits – Senior

26 credits – Graduate

### **Grade Point Average/Numerical Average**

Students across Tennessee will now be on a Tennessee -mandated grading scale that gives students extra points for more rigorous courses and higher grade point averages. Students' grades will be averaged on both the alpha (4 point scale) and the numerical scale. The numerical average will be used to determine class rankings, such as Valedictorian, Honor Court and all other honors. It is recommended that all students work hard to do the best they can, so that they can keep their average as high as possible. Students who get off to a poor start often have a difficult time improving their average.

College classes that are taken and required by the Tennessee State Board of Education and are taken during school hours will be entered on the transcript and included in the average. State law requires that students applying for lottery scholarships and other state scholarships funds be evaluated utilizing the State's Uniform grading policy. The grade point average is commonly used by colleges to determine eligibility for entry, and eligibility for lottery scholarships and financial assistance administered by the TN Student Assistance Corporation (TSAC). The State's uniform grading scale is listed below:

93-100	A	4.0
92-85	B	3.0
84-75	C	2.0
74-70	D	1.0
69-0	F	0.0

### **Weighted GPA scale for seniors graduating in 2019**

Honors Classes High School Class	Dual Enrollment & Dual Credit	Regular
A = 5.0	A = 6.0	A = 4.0
B = 4.0	B = 5.0	B = 3.0
C = 3.0	C = 4.0	C = 2.0
D = 2.0	D = 3.0	D = 1.0
F = 1.0	F = 2.0	F = 0.0

Weighted GPA approved in the State’s uniform grading system for students graduating in 2020 and beyond:

Honors Classes School Class	Dual Enrollment	Dual Credit	Regular High
A = 4.5	A = 5.0	A= 4.75	A = 4.0
B = 3.5	B = 4.0	B = 3.75	B = 3.0
C = 2.5	C = 3.0	C= 2.75	C = 2.0
D = 1.5	D = 2.0	D = 1.75	D = 1.0
F = 0.5	F = 1.0	F = .75	F = 0.0

The calculation of the GPA is determined by dividing the sum of the quality points, including grade point weighting, by the total number of courses attempted. No grade over 100 may be given on the report card. Athletic PE will count only one time towards the grade point average.

Grades in dual enrollment courses, dual credit courses, or industry certification classes will have four (4) points added to each calculated nine week grading period and the 4 points added to the final exam. Students enrolled in these classes must take the final exam or challenge exam to receive additional percentage points. Statewide Dual Enrollment students are only eligible for percentage points if passing the dual enrollment class. Grades in Honors Courses will have three (3) points added to each grading period and three (3) points added to any final exam administered.

**Grading Scale**

Below is the mandated grading scale for all Tennessee high schools.

A	93-100	B	85-92
C	75-84	D	70-74
F	0-69		

**No grade over 100 may be given on the report card.**

## Early Graduation-Move on When Ready

*For those students that wish to graduate more than a semester early and start college.*

- Meet the following requirements:
  - 18 credits including:
    - English 9, English 10, English 11, and English 12
    - Algebra I, Algebra II, and Geometry
    - United States History
    - 2 courses in the same foreign language
    - 1 course from the following (Economics, Government, or World Geography)
    - 1 course from the following (Art, Drama, Band, or Choir)
    - Wellness
    - Biology
    - Chemistry
- 3.2 GPA on 4.0 scale
- Scores of mastery/advanced level on each End of Course (EOC) assessment taken
- Meet ACT benchmark scores in the following subtests:
  - 19 or higher on Math
  - 18 or higher on English
  - 19 or higher on Reading
- Achieve a passing score on nationally recognized language proficiency assessment
- Complete two (2) credits in AP, IB or dual enrollment classes

**State Honors Diploma:** recognized at graduation

- Score at or above **ALL** the subject area college readiness benchmarks on the ACT
  - Math 22
  - Reading 22
  - Science 23
  - English 18
- 3.0 or higher average

### **State Distinction Diploma:**

recognized at graduation

- Students must graduate with at least a 3.0, or B average

Complete ONE of the following:

- 31 or higher composite on the ACT or SAT equivalent
- Earn four (4) or more College Credits (12 or more semester hours of post-secondary credit)
- Earn Statewide recognition or award at a skill or knowledge based state tournament, convention, or competition hosted by a statewide student organization, and/or qualify for national recognition by a national student organization
- Participate in at least on (1) of the Governor's Schools
- Participate in one (1) of the State's ALL State musical organizations
- National and/or State recognized Industry Certification

### **Honors Diploma**

Student must graduate with a 4.0 GPA on Weighted Scale AND take at least 3 classes from the following:

- Honors Classes
- Statewide Dual Credit Classes
- Dual Enrollment Classes

### **District Distinction Diploma**

3.0 GPA

Industry Certificate in Interested Career or Regionally recognized Industry Certificate

### **National Career Readiness Certificate**

Earning Gold or Platinum Medal on ACT Workkeys Test

### **TN Tri-Star Scholar**

19 ACT Composite or Higher  
Capstone Industry Certification

### **Graduation Ceremony**

All students who meet the minimum requirements for graduation which are listed in the Rules, Regulations, and Minimum Standards of the Tennessee State Board of Education and Sequatchie County Board of Education shall be awarded a high school diploma. A student is required to obtain satisfactory grades and a reasonable attendance and conduct record in order to qualify for a high school diploma. Sequatchie County High School does not accept correspondence or American School credits.

- To participate in the graduation ceremony, each student must have completed ALL requirements as set forth by the Sequatchie County Board of Education and the state of Tennessee.
- Students must have been a student at SCHS for the entire school year to participate in the graduation ceremony unless approved by school administration.
- Students must test out to get credit for home school subjects.
- Students must complete four years of high school classes and have satisfactory grades and attendance.
- Because graduation is part of receiving a diploma, the administration reserves the right to withhold the diploma of any student who causes a disruption of any kind during the graduation ceremony. Receiving a diploma is a right a student earns by having completed state and local educational requirements. However, participation in graduation exercises is a privilege which can be withdrawn for misconduct at other graduation events. In order to participate in the graduation ceremony, students must abide by the following rules:
  - All seniors who participate in the SCHS graduation ceremony must attend graduation practice, unless prior arrangements have been made.
  - All graduation ceremony participants must follow all school rules, plus additional rules specifically created for the graduation ceremony. Any personal demonstration of any kind or failure to

comply with written or verbal instructions will result in that particular student not receiving his/her diploma.

- Appropriate dress for graduation events, which is stricter than the normal school dress, will be determined by the administration and will be provided to seniors will in advance of the ceremonies.
- Community Service Recognition: Students who voluntarily complete at least ten (10) hours of community service **each semester** shall be recognized at the graduation ceremony

### **Graduation Requirements**

4 math credits- State law requires that one of the Math credits must be earned during the Senior year (Algebra I-A does NOT count as a math credit- It's an elective credit only)

3 Science credits (Includes Biology, Chemistry, and another lab science)

4 English credits

3 Social Studies credits (World History, U.S. History, and U. S. Government/Economics)

1.5 credits Wellness and P.E.

.5 Personal Finance credit

3 Elective Focus credits

2 Foreign Language credits\*

1 Fine Art credit\*

Complete the ACT or SAT

Have a satisfactory record of attendance and discipline

\*These requirements may be waived if the parent signs a form stating the student has no intentions of going on to college.

### **Guidance Services**

It is the philosophy of the guidance office that all students have gifts, talents, and dreams which must be recognized and valued, encourage, and strengthened. Moreover, each student has unique abilities which enable him or her to give something back to society. Each person may contribute to the welfare of all in careers, in vocations, and by his or her example in all aspects of life. The purpose of the guidance office at Sequatchie County High School is to assist all students toward developing their skills, talents and hopes to the fullest extent. The counselors are available before and after school and during breaks to offer assistance to any and all students. Using teacher discretion, teachers may refer students during their class, but only in emergency situations. Our guidance department is equipped to furnish the student with information he would like to have about different professions, careers, and educational opportunities. It is the responsibility of all students to contact the counselor for a conference. If the counselor is in conference when a student would like to consult her, the secretary will make an appointment. Parents are urged to come and consult the counselor about the students' vocational or educational plans, or about any difficulties a student may be having. Appointments may be made by calling the School Office, 423-949-2154. The activities of the Guidance Office are organized into nine general areas:

1. Personal Inventory – Records/Information on academic achievement, test results, health and activity records; as well as for graduates. There is a charge of \$2.00 for transcripts made for students who have already graduated. Copies of diplomas are \$5.00.
2. Counseling – Conferences with students about educational, vocational, and personal problems.
3. Information Services – Information about schools, colleges, occupations, and careers, financial aid, etc.
4. Individual Program Planning – Assistance in selection of appropriate high school courses so that the student may accomplish his or her career and educational goals.
5. Group Guidance – Scheduling of films and speakers, small group work in interpreting results of career-oriented testing and new student information.
6. Consultation – Conferences with parents, teachers, and administrators.



7. Other Services - The Freshman Facilitator will visit eighth graders in April before they come to high school and provide orientation for all incoming ninth graders in June. The high school counselor will coordinate Senior Week, plan Junior/Senior College Fair, coordinate financial aid workshops, have Senior Scholarship meetings throughout the year, and provide liaison services with other agencies.
8. Parent-Teacher Conferences – The counselor welcomes conferences regarding a student, except for disciplinary purposes. Conferences can be arranged with a teacher during the teacher’s planning period.
9. Testing – The guidance office schedules the ACT testing done at SCHS, which is an official ACT testing site.

### **Homebound**

Any student who has been placed on homebound status may not be on school property and/or at an extracurricular activity (i.e. dances, games, etc.) unless approved through the office beforehand.

### **Incompletes**

In the event of an incomplete on a student’s grade card at the end of any report period, the deficiency must be removed by the time designated by the specific teacher. If circumstances warrant additional time, a request should be made through the principal’s office. If incompletes are not removed in the time allotted, the grade will be figured with a zero for work not completed.

### **Library/Media Center Policies**

The library hours are from 7:30 A.M. until 3:00 P.M. Additional hours are available upon request. In order to work in the library during class time, students must present a library pass giving their name, the date, the time they left the classroom, and their teacher’s signature. No pass is necessary to check out a book before school, after school, or between classes. A student may come from any class to check out materials by pass from his/her teacher. Upon entering the

library, the student must immediately present a library pass to the librarian at the circulation desk. No food or drink will be allowed except water.

Circulation of Books: Books are loaned for two weeks. Reference books, magazines, newspapers, and vertical files are to be used in the library and may not be checked out. Overdue notices will be posted regularly. Students who have overdue materials will not be allowed to take materials from the library until the overdue materials are returned. Students with overdue or lost books at the end of the school year will have their report cards held. A copy machine is available. The fee will be set up by the librarian. Students must also pay for copies printed for the computers. Students are permitted Internet access in the library, but the use of the Internet is monitored by the librarian, and/or the teacher in charge.

### **Lockers**

Lockers are available for student use and are assigned at the beginning of the school year. Locks may be rented from the office for \$5.00 and must be returned to the school at the end of the school year. Failure to return the lock will result in an additional \$5.00 replacement fee. Each student is responsible for his/her assigned locker. Any damage, including graffiti, vandalism, etc., will result in a charge for repair of locker up to the full replacement cost of the locker, depending on the extent of the damage. Students may NOT place any kind of sticker or poster on the outside of lockers. Anything placed on the inside must be easily removable.

### **Mission Statement**

Sequatchie County High School's mission is to develop educate, responsible, independent, and productive citizens.

### **School Motto**

SCHS... developing educated, responsible citizens.

## **Nondiscrimination Policy**

It is the policy of the Sequatchie 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. It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life-styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society. Inquiries regarding compliance with the above may be directed to Mr. Pete Swafford, Director of Schools; Sequatchie County School: P.O. Box 488, Dunlap, TN 37327.

## **Notice of Concern**

Grade cards are sent out at the end of each nine weeks grading period. Tennessee state law requires that a notice be sent to parents at least every six weeks. Therefore, SCHS will send out a notice of concern at the halfway mark of each grading period to notify parents if a student is in danger of failing at the 4.5 week mark. This could be for grades or for attendance issues. Parents are also encouraged to contact your student' teachers either via e-mail or by calling the office and speaking to the teachers or by setting up appointments to meet with them.

## **Passes**

*To Leave Class:* Any student being temporarily excused from class by the teacher must carry their handbooks or hall pass. Since adequate restroom breaks are provided between classes, only one person will be excused for this purpose from class at one time. Passes are to be held to a minimum; normally no pass at all should be issued during class period. Student must have permission from the office to go to the parking lot for any reason.

*To Leave Campus:* No student is to leave campus for any reason without first getting permission from the principal's office.

### **Plagiarism/Cheating**

Plagiarism is the act of copying the words of someone else and passing them off as your own. The most common type of plagiarism involves directly copying the encyclopedia or passages from the internet without citing the source, but it can include the copying of even part of a sentence written by someone else without giving credit to the true author. Students are expected to do their own work at all times, and to cite sources when using someone else's ideas or words. Students who are caught cheating or plagiarizing the work of others will be given a zero, no matter how much the assignment counts toward the final class average. Note: All material turned into a classroom teacher becomes school property and may be retained at the teacher's discretion.

### **Family Educational Rights and Privacy Act Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Sequatchie County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Sequatchie County Schools may disclose appropriately designated directory information without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Sequatchie County Schools to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; Honor roll or other recognition lists; Graduation programs; Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's written consent. Outside organizations include, but are not limited to, companies that manufacture class rigs or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESIA) to provide military

recruiters, upon request, with three directory information categories – names, addresses and telephone listings, -unless parents have advised the LEA that they do not want their student’s information disclosed without prior written consent. If you do not want Sequatchie County Schools to disclose directory information from your child’s education records without your written consent, you must notify the District in writing within five (5) days of the beginning of school. Sequatchie County Schools has designated the following information as directory information: Student’s name, Address, Telephone Listing, Date and place of birth, Dates of attendance, and Photograph.

### **Junior/Senior Prom Rules**

1. Prom is a privilege not a guarantee.
2. Juniors and Seniors may bring traditional dates.
3. All prom dates must be pre-approved by an SCHS office administrator prior to the Prom. Final approval will reside with the principal, assistant principal, or chairman of the prom committee. The following things will negate your chances of attending prom: chronic absenteeism and major discipline referrals.
4. No junior or senior can purchase a ticket for an underclassman (or anyone else) unless he or she is the actual date of that junior or senior. You must arrive and leave with any underclassman or out of SCHS date.
5. Students who are not SCHS students must be listed on the guest list as a date of a current Junior or Senior and must enter and leave with their date. If you leave without your date who is not a junior or senior at SCHS, you will be disciplined the following school day.
6. No person under the ninth grade will be allowed to attend.
7. No person who is 21 on the day of the prom or the day after will be allowed to go to the SCHS prom.
8. Students must be in formal attire. Hats, shorts, jeans, togas, or anything deemed inappropriate will NOT be permitted.
9. Any students suspected of entering the prom under the influence of illegal intoxicants will be asked to leave. First, a parent will be called. Second, the SRO will conduct a more thorough investigation. If deemed necessary, the

student or students will be turned over to the Hamilton County Police Department and then disciplined at school on the following school day.

10. Once students and guests enter the prom, they will not be permitted to leave, then return.
11. You are responsible for the actions of your date. Your signed form is on file in the office.
12. No prom tickets will be sold at the door.
13. Rules are subject to change, and may be revised by the Prom Committee and the administration.
14. If you have been to alternative school during the school year, you will not be allowed to attend prom unless you have written approval from the Principal.
15. Prom is a privilege. Outside school discipline and behavior will be taken into consideration before permission will be granted for prom attendance.

### **Report Cards**

Reports of student grades may now be viewed on line through the Skyward account. Any parent/guardian requesting a paper copy of the report may have one printed at his or her request. The printed report may be picked up at the front office or mailed in a self-addressed stamped envelope. Additionally, no grade over 100 can be given in any subject.

### **School Activities**

Any activity involving Sequatchie County High School or Sequatchie County High School groups must be approved by the principal prior to making definite plans for the event. It is the intent of this school to sponsor events which are wholesome in every way to our students and which will build only a good reputation for our students and our school.

### **School Day Absences**

In order for a student to receive an SDA (School Day Absence) he/she must get it approved three days in advance. An SDA or assigned duty list must be turned in by the student or sponsoring teacher. A student who is failing or who has excessive absences will not be granted an SDA. A student may have only three (3) SDA absences per year unless otherwise approved by the principal/designee.

### **School Psychological Services**

The school psychologist provides services to students, staff and parents to help the student have a successful school experience. These services may include individual or group counseling on topics such as self-esteem, underachievement, peer relationships, or other topics chosen by students and/or parents and teachers. The school psychologist also works with a team of professionals to determine if a student qualifies for special education services. Students are referred to the school psychologist by themselves, teachers, or parents. The school psychologist is in the school to help each student.

### **Security of Building**

To insure the safety of all students and staff, all students and visitors MUST enter the building only through the main entrance under the canopy. One exception is that between 7:40-7:55, students who drive to school may enter through the lobby of the SCHS Annex near the library. In addition, no bottles or cans of soft drinks, water, juices, etc. may be brought from outside the school into the building. A task force of SCHS staff and local police will do periodic checks of building security and may impose additional safeguards. The police review may include a search of the premises and its contents. In the event of a breach in security, the school will go into some form of lockdown. An announcement of LOCKDOWN or LOCKDOWN CODE RED means that everyone stays put until an ALL CLEAR announcement is made. Lockdown instructions will be posted in each classroom.

### **Sign-in/Sign-out Policy**

*Sign-in:* Any student who arrives late to school must sign in the front office before going to class. If a student arrives more than five (5) minutes into a class period without an excused tardy, he or she may have to remain in the time-out area until the end of that class. Students enrolled in the Vocational

Rehabilitation program must sign in with personnel in the Vocational Rehabilitation office located in the SCHS Annex.

*Sign-out:* Under no circumstances shall a student be dismissed from school prior to the end of the school day or into any person's custody without direct prior approval from the office. Any student who plans to leave early must provide written direct permission from a parent/guardian including a phone number for the parent/guardian for verification to the office before 7:50 a.m. All notes are subject to verification by the office prior to approval. No phone calls or text messages will be accepted. If a note is not turned in before 7:50, the parent/guardian must be physically present at the school office to personally sign out the student. Any student who has approved permission may leave early at the designated time only after signing out in the office. Students will not be allowed to sign out at any time during C block unless they return with a note from a doctor indicating a medical appointment during that time. A student may be released early to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent/guardian will be notified at the earliest possible opportunity. If it is necessary for a parent to bring a book, lunch, coat, or other items, or to deliver a message during school hours, he/she must come to the office. This service must be done through the secretary to prevent classroom interruption. If it is necessary for a parent to speak to his/her child, the student will be called to the office.

### **Student Grievance Procedure**

Student complaints and grievances shall first be made to the teacher, then to the principal. If not resolved, the matter may be appealed to the director of schools and ultimately to the Sequatchie County Board of Education.

### **Summer School Attendance**

Students may attend Summer School to make up credits. Daily attendance is required for credit, although students may also work at home on their own time with permission from the Summer School director.

### **Suspensions**



There are two types of suspensions: student choice and principal choice.

1. Student choice: a student is sometimes allowed to choose suspension rather than Alternative School. By making this choice, the student will be counted absent, and will not be able to make up any work, and will make a zero each class period missed as a result of the suspension.
2. Principal Choice: A student is suspended from school without being given the option of going to the Alternative School. The student will be counted absent from class, but will be allowed to make up work missed. It is the responsibility of the student to see the teacher about work missed.

## Telephones

**The telephone in the office is for school business, and students will not be allowed to use the office phone during school hours. Students may be called to the phone for emergency messages at the discretion of the principal.**

Emergency calls will be made for students by the office staff. Phone numbers at school:

Office .....	949-2154
Field House .....	949-4205
Guidance .....	949-8221
Gym .....	949-5055
Vocational Rehab .....	949-6387

## Testing

There are eight subjects that currently require State testing at the end of the course. These are: English 9, English 10, Algebra I, Algebra I-B, Algebra II, Geometry, Biology, Biology I-B, and U.S. History. Students must take the test on the state-designed days. If the student is absent from the test, he must have a doctor's excuse to make up the test. There is no summer make-up day for the End-of-Course tests.

## **Textbooks**

Textbooks used in the school are provided by the State and the property of the Sequatchie County Board of Education. All books are identified by an inventory number. Students must not exchange books with other students or change inventory numbers. Classroom teachers will conduct book checks at the end of each grading period. Any lost books must be paid for prior to receiving a grade card. For seniors, lost textbooks may be paid for before the student will be allowed to receive diplomas. Any lost text books may be picked up the library for a \$1.00 fee.

## **Time-for-Time**

Time for time will begin at 2:55 and end at 4:15 (80 minutes). If any student arrives late, he/she will get credit only for time served. Students will meet outside the office if no location announcement has been made. Teachers hosting Time-for-Time will keep a Master Log with the names of the student who attended, for which subject and which teacher the time was served. Any irregularities need to be reported to the teacher. In order to attend Time-for-Time, the student must sign up in the office before 2:50. It is the student's responsibility to return the work to the teacher the next day in order to get credit for that day. The teacher will keep track of the days made up. Cell phone usage is not allowed during Time-for-Time.

## **Time Out**

Time Out is located in Room 1-B. Students who are more than five minutes late to class for any class period may be asked to report to time-out by their teacher and are counted absent for the entire class period. Students who are disruptive and are sent to time-out for disciplinary reasons will be counted absent. After the fourth time-out, the student will receive one day of ISS and for every subsequent time out the student will receive a day of ISS.

## **Top Ten Seniors**

Any senior who is in Top Ten must have taken one or more of the following math and one or more of the following science classes:

Math: Statistics, Advanced Math, Pre- Calculus, or a college level class from Chattanooga State through the dual enrollment program.

Science: Biology II, Chemistry II, Physics, Anatomy & Physiology, or a college level science class from a dual enrollment program.

## **Types of Diplomas**

1. The Regular Diploma is awarded to students who:
  - a. Earn state/local board required units of credit
  - b. Have satisfactory records of attendance and conduct
  - c. Completed ACT or SAT
2. The Special Education Diploma is awarded to students who:
  - a. Have satisfactorily completed an individualized Education Plan
  - b. Have satisfactory records of attendance and conduct, but have NOT earned the specified units of credit.
3. The Occupational Diploma is awarded to students who:
  - a. Have satisfactorily completed an individualized Education Plan
  - b. Have satisfactory records of attendance and conduct
  - c. Mastery of Skills, Knowledge, and Experience Mastery Assessment (SKEMA)
  - d. Completion of 2 years of paid or non-paid work experience as defined in student's IEP.

A student **MUST** receive a regular diploma to count as a graduate of Sequatchie County High School, for the AYP Graduation Rate which I monitored and reported by the state report card.

## **Unpaid Bills**

Students who have financial obligations to the school will not receive grade cards, diplomas, correspondence, or transcripts.

## **Valedictorian and Salutatorian**

Valedictorian:

1. Have the highest numerical average.
2. Enrolled in Sequatchie County High School for 4 out of 7 semesters.
3. Must have met the requirements to be ranked in the top ten.

Salutatorian:

1. Have the second highest numerical average.
2. Enrolled in Sequatchie County High School for 4 out of 7 semesters.
3. Must have met the requirements to be ranked in the top ten.

## **Vendors/Visitors**

Students will not be permitted to bring friends or relatives to visit them during school hours. Vendors/Visitors approved by the school must first show valid ID, sign in, and secure a pass from the office. A visitor's badge or sticker will be provided and must be worn during the entire school visit. All visitors must return to the office to sign out prior to leaving the premises. No visitors will be permitted to remain in the building or on the school campus unless they are on school business. Visitors for special programs/assemblies (other than parents/ guardians) must be given prior approval through the office.

## **Vocational Rehabilitation Program**

Services available include interest testing, vocational assessments, counseling and guidance, adjustment services, job readiness classes, on the job training, tuition costs, and assistance with job placement. The case manager for this program at SCHS is Ms. Elise Young. She may be reached at 423-949-6387

## **Withdrawal from School**

If a student should move or withdraw from school, it is his/her responsibility to notify the Guidance Counselor, secure a checkout sheet, and have it signed by each teacher. In order to have student's record cleared, it is necessary that all textbooks and library books be returned and any amounts owed be paid.

