

West Greene High School

Home of the Buffaloes

275 West Greene Drive
Mosheim, TN 37818
Telephone: 423-422-4061
Guidance: 423-422-4204 Athletic: 423-422-7720
Fax: 423-422-4430
School Website:
<http://www.greenek12.org/wghs/>
Greene County Schools Central Office: 423-639-4194

Steven Tunnell – Principal
Deborah Scarlett – Assistant Principal

School Colors: Navy and Old Gold Mascot: Buffalo
School Yearbook: The Westerner

ALMA MATER

Oh, Days In West Greene High School
Spent In Classroom, Clubs, or Track
Each One A Task Of Pleasure
They Can Never Come Back.

Oh, We Love You West Greene High School
As We're Standing Here Today,
And We Will Not Forget
Though We Be Far, Far Away.

We Have Worked And Met The Challenge
Ever Striving For The Sky,
To Make-You Best-Of All The Rest
All Hail! West Greene High!

This handbook belongs to:

Name _____

2014-2015 Greene County Schools Calendar

August 5	Registration (Freshman and New Students only)
August 6	First Full Day for Students
August 7	Administrative Day (No School for Students)
August 29, September 1	Labor Day Break
September 5	Interim Reports Out
October 8	End 1 st 9 Weeks
October 13-17	Fall Break (No School)
October 10	Staff Development (No School for Students)
October 22	Report Cards
November 14	Interim Reports Out
November 26-28	Fall Break (Thanksgiving)
December 17-18	First Semester Exams
December 19	Abbreviated Day - End 1 st Semester
Dec 20-Jan 2	Winter Break
January 5	Administrative Day (No School for Students)
January 6	Begin 2 nd Term
January 13	Report Cards Out
January 19	Holiday-Martin Luther King Day (No School)
February 5	Interim Reports Out
February 16-17	Mid Winter Break (No School)
March 12	End 3 rd 9 Weeks
March 19	Report Cards Out
March 27	Staff Development (No School for Students)
March 30-April 3	Spring Break (No School)
April 20	Interim Reports Out
May 22	Administrative Day (No Students for Students)
May 23	End 2 nd Semester /Final Reports Out

December 8-12	EOC Testing	
May 4-8	EOC Testing	

**IT IS EACH STUDENT'S RESPONSIBILITY TO KNOW
EVERYTHING IN THIS HANDBOOK, INCLUDING ANY
INSERTS.**

Absences

Absentee Reporting System for Students

Each day of a student's absence from school, parents or guardians are requested to contact the school at 422-4061 prior to 8:30 a.m. to report the student's absence. School personnel will attempt to contact all homes of students who are absent but have not been reported absent by their parents/guardians.

Excessive Absences

The law requires that school officials report to the court any parent, guardian, or other person in a parental relationship with a child who is unlawfully absent from school for five days during the school year (this means aggregate of five days) without adequate excuse. The school personnel have the responsibility to inform the attendance officer of students who fall into this category of having excessive absences.

Planned Absences

If it is necessary for a student to be taken out of school due to family activities, we request that the absence be scheduled with teachers and the administration at least one week prior to the planned absence if at all possible. If one or more teachers recommend against the absence, you must understand that the absence may have a detrimental effect on the student's achievement. It is the student's responsibility to obtain assignments and to complete them within the time allocated by teachers.

Alcohol and Drug Use

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare, safety or morals of other students or school personnel for any student to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the board policy and regulations on

administering medicines to students (shall constitute a violation).

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school-sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials, and the student shall be subject to suspension for a period of not less than one (1) calendar year.

Announcements

Announcements are made twice daily. Students are responsible for knowing the content of daily announcements. When announcements begin, all students must be in their seats and sitting quietly to allow the opportunity for everyone to hear what is being said. Announcements will also be posted on each individual teacher computer.

Morning vocational students will report directly to the vocational bus by the 8:00 tardy bell. Afternoon vocational students should report directly to the cafeteria, upon arrival back from vocational school, before being dismissed to lockers at 2:50.

Arson

Students may not willfully and maliciously set fire to any structure, land, or property of any other student or West Greene High School.

Attendance

Attendance is a key factor in student achievement, and, therefore, students are expected to be present each day school is in session. Classroom activities are difficult to duplicate for absent students. Simply completing daily assignments is not an adequate substitute for missed classes.

- **Religious Holiday** - Students shall be excused on recognized religious holidays regularly observed by the student's faith. This does not excuse the student from completing class work for that day.

- **School Sponsored Activities** - Students shall be excused when participating in a school-sponsored activity away from the school building. This does not excuse the student from completing class work for that day.

Attendance Policy

1. Any class periods that are missed more than three (3) times during a nine (9) week period are to be made up time for time in one of the make-up sessions or the student will not receive passing grades for that class. Dates and locations for these sessions will be posted.
2. Any class time missed more than seven (7) times during a term must be made up to receive credit for that class.
3. Students will have the opportunity to make up any work during the make-up sessions. All time for time make up must be made up before the end of the nine (9) weeks.
4. In the event of special circumstances, students who have missed more than three (3) days may appeal in writing with appropriate documents. (Waivers are available in the assistant principal's office and must be completed and returned to that office.) The review board will meet at the end of each nine (9) weeks or as needed and will notify the student of the results of the review. The review board will consist of the guidance counselor, teachers of that student, and an administrator. Days missed because of hospitalization, doctor visit or death in the immediate family will be exempt.
The appeal should include the reason for being absent, attempts to make up time, and time of the absence during the nine weeks. All three factors will be considered. It is the student's responsibility to pick up an appeal form from the office and return it to the office on or before the last day of the nine (9) weeks.
5. For the purpose of this policy a tardy is defined as arrival to the classroom after the tardy bell. When a student is tardy for the third time he/she will be charged a class absence in that class. All tardies over three will be reported to the office.
6. Make up sessions will be scheduled by the principal of each school.
7. Time must be made up in 30, 45 or 90-minute increments.

Bus Transportation (Board Policy)

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on the bus, and all reasonable directions given by the driver shall be followed. The complete School Board Policy for Bus Conduct may be found at www.greenek12.org under Board Policy.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that the behavior is such as to cause disruption on the bus, or if the student disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent and the principal of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and signed by the principal or his/her designee.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the board and rules adopted by the staff of the terminal school.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property. The following rules for bus behavior must be obeyed:

1. Once a student is seated on a bus, he/she will not change seats without permission of the driver.
2. Drivers may assign any or all students permanent seats on the bus if they wish to do so.
3. Students will not be permitted to possess dangerous toys or other items on the bus. Science specimens, which are to be taken to school in glass jars, will also be enclosed in

cardboard or wooden boxes. No drink containers will be permitted on the bus.

4. Students will not use tobacco in any form on the bus.
5. Students will not be excessively noisy while on the bus.
6. Students will be let off a bus only at their designated destination unless written permission from their parents gives authority for the driver to do otherwise. All such requests will be checked out by the principal of the school the child attends.
7. If a student misbehaves and refuses to obey the driver, when he delivers the student home, the driver may refuse to pick the student up again until a conference is held between the parents and the principal. The driver should talk with the parents if at all possible.
8. Students will not be permitted to throw any objects while on the bus.
9. Students will pay for damage done on the bus.
10. Students will obey the driver.
11. Students will not use vulgar or profane language.
12. High school students required to wait at an elementary school for a bus shall be under the supervision of the elementary teachers standing bus duty.
13. High school students are not to ride a bus to the elementary schools to be picked up by someone there. Also, high school students are not to ride with someone to get on a bus there. Violators will be given out of school suspension.
14. If a student is suspended from one bus, the student is suspended from all buses (including the CFT bus) for the duration of the suspension. Parents may provide transportation to CFT; otherwise, the student should stay at home or be picked up during the periods the student would be at CFT.

Cafeteria

The Greene County Schools participate in the National School Lunch and Breakfast Programs and offer free and reduced-price meals based on a student's financial need. Information can be obtained from the front office.

Students are to be in the lobby or cafeteria when the tardy bell rings and are to remain there until the dismissal bell rings to return to class. Students must have permission to leave the lobby or cafeteria for any reason.

A computerized payment system also allows for prepayment by parents to be drawn against daily.

Students who bring lunch from home are to eat in the cafeteria area. During the lunch periods, foods may not be brought in from outside eating establishments without prior approval.

Care of School Property

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. Students are expected to assist in keeping our school clean by proper disposal of waste paper, wrappings, and other debris.

When a student is identified as causing damage to or loss of school property and when the costs of repair or replacement have been determined, steps will be taken to recover these costs. School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board of Education. West Greene High School will withhold the grades, diploma, and/or transcript of the student responsible for these acts or otherwise incurring any debt to the school until the student or the student's parent/guardian has paid for the damages. When the minor and parent are unable to pay for the damages, a program of voluntary work for the minor will be provided.

Center for Technology

The Greene County Board of Education provides bus transportation for students going to the Greene Technology Center and returning from the Center to West Greene.

According to Greene County School Board Policy, the high school principal or assistant principal, upon written request from the parents and/or guardian, has the authority to permit an individual student to drive to the vocational school, if, in the opinion of the principal and/or assistant principal, a need exists. The principal or assistant principal of the home base high school will not give permission for a driving student to transport another student. A student that has proper permission to drive to the vocational school in the afternoon will not be permitted to return to the home base school in the afternoon unless the student has a scheduled school activity.

All matters of attendance, conduct, and grading for the Center for Technology classes will be the responsibility of the Center for Technology administration.

Changing and/or Dropping Classes

Class selection is extremely important to a student's success. All necessary requests to change schedules or drop classes must be completed within the first five days of class. Any materials that have been issued prior to dropping a class must be returned and/or purchased if the materials have been used. Any course, which is dropped after the allotted time, will be recorded as an "F".

Classroom Behavior

Because a class consists of a large number of people working together under the direction of only one person, the teacher, appropriate classroom behavior is very important. If educational goals are to be met, teamwork and cooperation are essential. It is the teacher's job to establish and enforce rules in the classroom. It is the student's responsibility to follow those rules without disruption. Remember, every disruption concerning rules takes away from the education of everyone in the class. Disruptions will not be tolerated. To insure productive learning, come to class on time, be prepared to work, and pay attention in class. Be respectful and courteous to everyone in all classes. When the teacher is talking or someone in class is giving an oral presentation, students should show a sense of courtesy and respect by staying in their seats and giving the speaker their full attention.

Clubs

West Greene High School offers its students an opportunity to become involved in school clubs and organizations. Students may form clubs for their particular interests and teachers serve as club sponsors. Active participation in extracurricular activities is encouraged and is highly valued for college applications and scholarships. Announcements will be made when each particular club will schedule organizational meetings. Some clubs are listed below:

1. Association of the Arts
2. Art Club: Open to Visual Art students with teacher approval.

3. Blue & Gold: Open to all students who wish to promote school spirit and student accomplishment.
4. DECA: Students must have been enrolled or now enrolled in Marketing I or II
5. FBLA (Future Business Leaders of America): Open to all students.
6. FCA (Fellowship of Christian Athletes): Students should regularly attend meetings.
7. FCCLA: Students must have been enrolled or are now enrolled in Home Economics, Parenting and Family, or Family Dynamics.
8. FFA: Students must have been enrolled or are now enrolled in an Agriculture class.
9. First Priority: Open to all students.
10. NHS (National Honor Society): Students must be a junior or senior with a 3.5 GPA and have been at West Greene for at least one semester to be eligible for consideration. A faculty council elects members.
11. Soccer Club-Open to all students who are interested in playing or learning the game of soccer.
12. Student Council: Students are elected or teacher appointed.
13. Tennessee Tomorrow Club: Students must be at least a sophomore with a 3.0 GPA. They must regularly attend meetings and be of good character.
14. TSA: Students must have been enrolled or are now enrolled in Innovations and Inventions, Diversified Technology I, or Diversified Technology II.

Discipline

All students of West Greene High School shall be required to conduct themselves in a manner consistent with school policy. Student conduct, which in any manner disrupts class work, creates disorder, threatens the safety, or invades the rights of others, shall be a basis for disciplinary action and possible expulsion.

School personnel will file a Student Disciplinary Referral Form with the administration when a student initiates or participates in willful and overt disruptive behavior in the classroom, on school grounds, on school vehicles or at a school activity or event.

Student language or action that expresses willful disobedience and defiance of authority and is directed toward

any school employee will lead to disciplinary action. Examples include running from or refusing to accompany teachers or administrators to office; speaking, writing, or signaling obscenities or vulgarities to a member of the faculty or staff; giving false names or otherwise refusing to provide proper identification; refusing to follow instruction of teachers or administrators; or failing to report to the office after being sent by a teacher. **Student behavior, which interferes with the educational process, will not be condoned.**

Dress Code (School Board Policy)

In keeping with the educational purpose of this school district, students are expected to dress and groom themselves as individuals with a sense of responsibility. The district's dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards and provide a positive learning environment. Each student is expected to keep his/her person and his/her clothing clean and neat. It is expected that each student, while exercising the right to dress and groom himself/herself in an individual way, will also show, through his appearance, a high degree of respect for the standards of decency, cleanliness and style acceptable to the school. The administration has discretion in determining the appropriateness of dress. If it is determined that the dress or grooming of a student is inappropriate, the student will be sent home or removed to an alternate setting. Any class time missed during the time the student has gone home to change will be unexcused.

A partial list of guidelines includes:

1. Shirts, blouses or sweaters, pants/dresses and shoes must be worn at all times.
2. The practice of "sagging" is considered to be gang related symbolism and will not be tolerated.
3. No head apparel, including caps, hats, headbands, bandannas, toboggans, or hair stockings will be worn in the building.
4. Clothing shall fit properly and shall not be unreasonably tight or unreasonably baggy.
5. Pants must be worn at the waist. No sagging allowed.
6. Shorts cannot be any shorter than one inch below the extended fingertips when standing. (Any holes in pants/jeans must follow same guidelines as shorts.)

7. Skirts and dresses cannot be any shorter than two inches above the knee. Dresses must completely cover the shoulders.
8. No spaghetti straps, tank tops or muscle shirts, are permitted. Bare midriffs, bare shoulders or backs, and excessively low cut clothing, along with clothing made of see-through material is prohibited. The midriff area must be fully covered at all times.
9. Hair styles, sideburns, and mustaches must be in good taste, clean and well groomed. No unusual hair color will be permitted.
10. Clothing that exhibits written, pictorial, or implied references to illegal substances, drugs, or alcohol, negative slogans, vulgarities, or that which attracts undue attention is prohibited.
11. Prohibited items include (1) long, large and/or heavy chains (2) studded or chained accessories and (3) sunglasses, except for health purposes.
12. Leotards, body suits, biking or jogging shorts, and skintight outer materials such as spandex are not appropriate.
13. For the safety of the school population, trench coats and dusters will not be allowed.
14. Facial jewelry shall be limited to the **ears** only.

Early Dismissal

A student needing to leave early should bring a note to the principal or assistant principal before the first class begins. The note must state

1. Full name of the student
2. Specific reason for requesting dismissal
3. Time student is to be dismissed
4. Signature and phone number of parent/guardian

At that time, the note will be signed. At the specified time, the student will show the note to the secretary and report to the office to sign out of school. Students are counted absent from those classes missed and all time missed must be made up. **REQUESTS MAY BE VERIFIED.**

Students leaving school for any reason other than a school-sponsored activity without proper permission and signing out through the office will be subject to disciplinary action. This procedure must be followed whether or not the parent/guardian is aware of the student's leaving.

Early Dismissals - Permanent

A student, with approval from parents and school authorities, may leave at the end of his/her last scheduled class. A note to this effect must be on file in the office. Students must sign out in the office when leaving.

Educational Trips

In certain classes, educational trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school. If a trip is planned for a course, students are expected to attend. Absences in other classes or school activities due to attendance on educational trips are considered excused. Class work that is missed must be turned in, but absences of this nature are not considered for "time-for-time" purposes. If the student is scheduled for a trip where classes will be missed and it is determined that the student is failing a class, the student can be denied going on the trip.

While on these trips, students are considered representatives of West Greene High School. Students must treat employees, chaperones, and guides with respect and courtesy. School rules apply as to the authorization of adults to supervise students. Prior to attending an educational trip, students must return a permission form signed by their parent/guardian.

Electronic Devices (Personal Communication Devices)

Electronic devices or personal communication devices such as pagers, cellular phones, CD players, and radios will not be seen or utilized by students during the school day. These items are temptations for theft and are disruptive to the learning environment. If stolen, no attempt will be made to locate.

A personal communication device is equipment that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

A person who discovers a student in possession of a personal communication device shall report the violation to the administration. **The device will be confiscated.** The first offense will result in a one week confiscation; the second offense, one month; the third offense, the rest of the year. If a cell phone is confiscated, students will be able to pay \$20 to have the phone returned. All money collected will be placed in

a student incentive account to purchase instructional supplies for students.

Electronic Media - Internet

The Greene County Board of Education supports the right of students to have reasonable access to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner. A written parental request shall be required prior to the student being granted independent access to electronic media involving district 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 or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. **Any West Greene student who violates this permission/agreement will be denied further computer and/or internet usage for a period to be determined by the Principal/Assistant Principal that may range anywhere from six weeks to permanent revocation depending upon the severity of the violation and the number of times a student has violated policies.**

Fees/ Financial Obligations

Each school has received from the Board of Education the authority to collect a \$10.00 fee per student per year. This fee will be paid directly to the office and a receipt will be issued. In addition to Science and Technology classes, other classes may collect fees (\$5.00 per class). Students are required to meet all financial obligations (cost of lost or damaged books, materials, equipment, library fines, or any other financial obligations) before grades will be released or graduation completed. A Freshman Academy fee of \$25.00 will be required of freshman to cover the costs of supplies needed by them.

Fighting

Students shall not cause, attempt to cause or threaten to cause injury to another person or in an act of violence.

Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as

those who are involved in the fight. **Students who, after investigation, are found to be responsible for starting a fight will be sent home immediately and will not be able to return to school until a conference with parent and school officials has been conducted. In addition, students may be charged by the school resource officer if they are involved in a fight that takes place on school grounds, bus, or at a school function.** Students who are intimidated or harassed by another student should report that to a teacher or administrator.

In the event a fight should break out, students are advised to move away from the area of the disturbance, tend to their own business, and not get in the way of administrators or teachers who are trying to deal with the situation. Standing around, standing on tables or chairs, refusing to leave the scene when asked are possible causes for disciplinary action. **FIGHTING WILL NOT BE TOLERATED AT WEST GREENE HIGH SCHOOL, ON THE SCHOOL BUS, OR AT ANY SCHOOL EVENT.**

Graduation Requirements

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record, which cover a planned program of education, and this record shall be kept on file at West Greene High School. The pattern of courses, which shall be required of all students in grades nine (9) through twelve (12), shall be in accordance with the Rules and Regulations of the State Board of Education and the Greene County Board of Education.

Course Requirements

Specific requirements are as follows:

Courses	Entering 2009
English	4
Mathematics	4**
Science	3
U.S. History	1
U.S. Government/Economics	1
World Geography	1
Wellness	1
Foreign Language	2
Fine Arts	1

Physical Education		.5
Personal Finance	.5	
Elective Focus		3
Electives		6
Total Credits		28

**Students must complete Algebra I, Algebra II, Geometry, and a senior level math class.

Honor Graduate Requirements

Beginning with the class of 2013, to receive an Honor Diploma, a student must have a 3.5 GPA and meet the ACT benchmarks (English 18, Math 22, Reading 21, Science 24). Honor graduates will be ranked first, followed by "Graduation with Distinction." Students will graduate with "distinction" by attaining a B (3.0) average and completing at least one of the following: earn a nationally recognized industry certification, participate in a Governor's School, participate in an All State musical organization, be a National Merit Finalist or Semi-Finalist, score an ACT composite of 31, score 3 or higher on two advanced placement exams, earn 12 or more hours of college credit.

Credits for Promotion	No. Credits
Grade 10	6
Grade 11	13
Grade 12	20

Grading System

The letters A, B, C, D, and F, with corresponding numerical values, shall express subject area grades.

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

Testing

Semester (final) tests will be given at each high school in each subject area. The tests will be weighed as ten (10) percent of the semester grade. For courses that do not require an End-of-Course exam, each semester average will be determined by nine weeks averages counting forty (40) percent, mid-term exam at ten (10) percent, and the final exam as ten (10) percent. For the courses requiring an End-of-Course exam, each semester average will be determined by calculating each nine weeks average at 35%, mid-term exam at 5% and End-of-Course exam at 25%. The End-of-Course will be the final exam for the course. Mid-term exam grades will not be reflected as part of the nine weeks grade and will be comprehensive to the end of the nine weeks. The final exam will be comprehensive over the entire semester.

Beginning with the class of 2014, End-of-Course exams will be given in English I, English II, English III, Algebra I, Algebra II, U.S. History, Biology, and Chemistry. The grade for these courses will be calculated by counting the teacher assigned grades for the course 75% and counting the end-of-course test grade 25%.

Types of Diplomas

- **Honors Diploma** - Students must complete 30 credits, maintain a minimum grade point average of 3.5, and complete all other requirements for graduation. Students must complete requirements for Honors Graduate in order to receive an Honors Diploma.
- **REGULAR DIPLOMA:**
Students must complete 28 credits and have a satisfactory record of attendance and discipline. Students with certified/verified disabilities are eligible to receive a regular diploma by completing the same 28 credits and all other graduation requirements.
- **Special Education Diploma:**
Students with certified/verified disabilities will receive a Special Education Diploma upon completion of their IEP

and portfolio requirements but not passing the 28 required credits.

Dual Enrollment Classes

Dual enrollment classes are available through Walters State Community College for students who have a 3.0 GPA, appropriate prerequisite courses, and appropriate ACT scores.

Hope Scholarships

Students qualify for the Hope Scholarship by achieving a 3.0 GPA through the end of their senior year or by scoring a 21 composite on the ACT.

Wilder-Naifeh Technical Skills Grant (Hope Scholarship Program)

Students who enroll at a Tennessee Technology Center in a certificate or diploma program are eligible for this grant.

Tennessee Scholar Requirements

To become a Tennessee Scholar students complete a demanding high school curriculum that emphasizes "on level" and above courses in mathematics, science, social studies, language arts (English and foreign language), and computer literacy. The program also stresses the importance of attendance, dependability, and community service (80 hours). In addition to meeting all graduation requirements, Tennessee Scholars must complete the following requirements: 2 Career Tech Education courses, one of which must be a computer course. They must maintain a C average; have 96% attendance, and no suspensions.

AIM Scholars

AIM Scholars are high school students who have completed a specific curriculum that provides a high level of skills and readiness for the job market and/or higher education. In addition to the courses required by the Tennessee Diploma Project, students must take the following: one computer-related course and three career/technical courses in a related cluster. Students must have a minimum of a C in all classes, 96% attendance, and no suspensions. They must also meet two of the following: evidence of team building (member of 2

clubs or sports), evidence of industry certification or work experience, and evidence of leadership (officer in 2 clubs).

Credit Recovery

A Credit Recovery program will be provided for students who fail any required academic courses. Students will be given course related work under the supervision of a certified teacher either in the summer or in an after school setting.

Hall Passes

All students must have a written or official pass from a teacher or administrator to be in the halls. Students must also sign out/in from class.

Harassment

It shall be a violation of policy for any student or any staff member of West Greene High School to harass another staff member or student through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. This applies whether the conduct is by word, gesture, or any other intimidating conduct, that the other student or staff member regards as offensive.

Homework

The amount and type of homework assigned by teachers will vary by class. Homework is assigned with a definite reason and purpose. Be sure to develop good homework habits. When a student is absent from school for an extended period of time, parents are encouraged to call the school for homework assignments. Please give school personnel adequate time to gather assignments.

Illness During School

Students who become ill during the school day may report to the main office. Arrangements will be made for the student to go home if it is determined to be necessary. If a student spends class time in a restroom, this will be handled as a class

cut. Students should try to notify their classroom teacher of an illness as soon as possible

Immunizations

Tennessee State law requires all students to have up-to-date immunizations. The state and local health departments will check all permanent records. Students will be sent home until all immunizations are current with Tennessee State Law.

Insurance

Insurance is available to all students during the early part of the fall term. Purchase of this program is optional. Students who participate in inter-scholastic athletics are required to carry this insurance or the equivalent. All students taking shop or laboratory courses (Agriculture, Industrial Arts, Family and Consumer Sciences, and Science classes) are strongly encouraged to have accident insurance.

Library

The library is open from 7:50 to 3:15. It provides a quiet atmosphere where students are encouraged to read, relax, study, and use technological resources for research. Books, magazines, newspapers and other materials for supplemental learning are available. Most materials may be checked out; however, a daily fine is charged for all overdue books and materials. An overdue book and materials list is posted in the library and distributed to teachers. Replacement of lost or damaged materials is the responsibility of the individual who checked them out.

Lockers

Lockers will be available for the purpose of storing books, school materials, and supplies. The lockers, however, remain the property of the Greene County Board of Education and may be opened by school personnel at any time. Students, having in their locker items in violation of school board policy, will be subject to disciplinary action. As a precaution against loss of materials from lockers, students must purchase a lock through the school. For security reasons, if the lock is not purchased through the school, school officials will remove it from the locker. The student assigned the locker will pay for any interior damage to lockers. Lockers are to be kept clean and free of stickers and graffiti at all times.

Make-up Work

Students who miss work in a class are permitted to make up work in the Second Chance program. Second Chance is a supervised after school program in which students are allowed to make up work missed or to retake tests, etc. Prior to the absence or upon returning to class, it is the student's responsibility to make arrangements with the teacher for make-up work and the scheduling of tests.

When classes are missed due to attendance at athletic, musical or academic competitions, educational trips, or attendance at a "group" session, it is the responsibility of the involved student to pick up assignments prior to the absence and be prepared to turn in work or take exams the day of return for the missed class or at a time agreed upon by the student and teacher.

Medications – Prescription and Non Prescription

All prescription and non-prescription medication brought to school must be checked in at the front office to be dispensed. It must be in the original container and must be provided by a physician, dentist or nurse practitioner (health care provider), that has the legal right to write a prescription, detailing the name of the drug, dosage, and time interval medication is to be given. The student is to take the medicine in the presence of the person administering the medication. A written record will be kept on each student receiving medication. Parents of any student requiring long-term medication should have a conference with the administration at the beginning of each school year or when there is a change of medication.

Cough syrups, antihistamines, Mylanta, Maalox, pain relievers, etc., must be brought to school in the original container labeled with the student's name, dosage, and time (or stating it is to be taken as needed).

A written record will be kept on any student receiving over the counter medication. Note: Student possession of any form of medication or substance not prescribed specifically for them will be subject to disciplinary action.

Messages (Student)

To avoid interrupting classes any more than necessary, **the office will not deliver messages and packages to classrooms.** Flowers, balloons, and any other item, which

may interrupt a classroom atmosphere, will not be delivered to the student's classroom. Emergency calls from parents to their child will be accepted and should be directed through the administration.

Money and Valuable Articles

Large amounts of money and valuable articles should not be brought to school. Both should be in possession of the owner at all times, not in a locker. During Wellness or Advanced P.E. classes, valuables must be checked in with the teacher each day. The school will not accept responsibility for stolen or damaged possessions.

Non-Discrimination Policy

It is the policy of the Greene County School System not to discriminate on the basis of color, race, national origin, sex, age, or disability in its educational program, activities or employment policies as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Federal Rehabilitation Act of 1973, and Title II of the Americans With Disabilities Act.

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 lifestyles 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.

Grievance Procedures

In general, any student or employee of this system who believes he or she has been discriminated against, denied a benefit, harassed, or excluded from participation in any system education program or activity on the basis of sex, race, color, age, national origin, religion, or disability, in violation of this policy, may file an oral or written complaint with the compliance administrator. The compliance administrator shall cause a review of the written complaint to be conducted and a

written response mailed to the complainant within thirty (30) working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided to the complainant/s, principal, the Federal Rights Coordinator and the Director of Schools. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Director of Schools, within five (5) working days, indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement.

The Director of Schools shall consider the appeal and provide a written response. If the complainant disagrees with the Director of Schools, appeal may be made to the Board of Education within five (5) working days. The board shall render a written decision within thirty (30) days. (Ref: GCBE Policy 6.305, issued 9/1/01)

Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; and the Americans With Disabilities Act, may be directed to: J. Lynn Hankins, Supervisor of Special Programs, 910 West Summer Street, Greeneville, TN 37743 - Telephone 423-639-4194.

Prohibited Items

Some objects that parents may allow students to possess off campus have no place on a school campus.

Students may not possess any firearm, explosive or other dangerous object. Daggers, knives of any type, stars or razors, ice picks, slingshots, blackjacks, knuckles, and replicas of a firearm, that would lead a reasonable person to believe it was real, are strictly prohibited. Besides items such as weapons of any type, pagers, cellular phones, and other electronic signaling devices, drug paraphernalia are also banned. Other objects which students may not bring to school include the following:

1. tobacco in any form
2. alcohol in any form
3. matches or lighters of any kind
4. spray paint or any aerosol containers (pepper spray, mace, tear gas, etc.)
5. chains attached to pants or wallet
6. squirt guns/water toys
7. pornographic/sexual material

8. tape players/earphones/radios/CD players/iPods/MP3 players, etc.
9. firecrackers or any item that is not necessary for instructional purposes and/or may cause a disruption to the learning process or endanger others
10. laser pointers

Public Transportation

Students transported to school by private vehicle should be aware the driveway between the school building and the concrete wall is one-way traffic. Care must also be taken to not block the way of school buses when being dropped off or picked up from school. In the mornings, students will be dropped off and in the area beyond the concrete wall area. Cars are not allowed between the school building and the concrete wall. In the afternoon, all students who are pickups will be picked up at the back of the school at the band room area.

Recruiter Lists

Parents should notify the school in writing if they do not want their child's name, address, and phone number released to military recruiters.

Restrooms

Students may use the rest rooms before and after school, between class periods, and before and after lunch periods. Students are expected to help keep rest rooms clean and not loiter, smoke, write on walls, or damage the facilities in any way.

Students who, for medical reasons, find it necessary to visit restrooms during class must bring a statement from their medical provider. This statement will be filed in the front office and teachers will be notified. Rest rooms next to the guidance office will be used during lunch periods.

Reward Trip (if available this year)

Students may participate in a spring reward trip if they have no grade (including interim reports) below a C, no more than three absences per nine weeks, and have not spent time in ISS, ABIC or out of school suspension.

Right to Confiscate

Stolen items, contraband, items not needed for instructional courses, items that are specifically forbidden by the school district policy or law, and other dangerous materials may be impounded. These items may be used as evidence in school disciplinary proceedings against the student.

Running in the School Building

Serious injury can result when students are running in the building. Any student running will be subject to possible discipline.

Safety Drills:

Fire drills and tornado drills are held during the school year. When the alarm sounds for these drills all students and faculty will exit the building or go to an assigned area. Please be as quiet and orderly as possible. Each classroom teacher will explain procedures and signals for the drills. Safety is a priority at West Greene High School. Lockdown drills and drug dog inspections of lockers and vehicles will also be held throughout the year. In the event of a lockdown, no parents may enter the building until the lockdown is lifted.

Search and Seizure

Students possess the right to privacy as well as freedom from unreasonable search and seizure of property. That individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students.

The administration has a right to search students' property when in the interest of the overall welfare of other students or when necessary to preserve the good order and discipline of the school. Officials may ask students to reveal the contents of their pockets, lockers, back packs or book bags, or to reveal items carried elsewhere on their person where there is reasonable cause to believe that the student has on his person items that are prohibited by law and Board policy. Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from the student's possession.

Stealing

Stealing may result in possible legal action as well as disciplinary action. Students who steal are considered to be

involved in misconduct and must make restitution. Having possession of another student's property without permission is suspicious behavior; therefore, lost articles should be taken to teachers, administrators, or to the front office. No attempt will be made to locate stolen items that should not have been at school (cell phones, electronic devices, etc.)

Student Conduct

The staff of West Greene High School is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school. The authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction. Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall one student urge others to engage in such conduct.

Students found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

Student Parking

Reserved student parking is located in the front lot (one row back from the concrete wall), and at the end of the gymnasium, and in the Ag. parking lot. Reserved parking spaces are sold at the beginning of the school year for \$20.00 (non-refundable). To reserve a space it is necessary to have a valid driver's license, fill in the registration form, pay the fee, and receive a parking permit.

Driving on school campus is a privilege. This privilege will be denied if a driver does not operate the vehicle in a responsible and mature manner. Violation of any of the following rules could result in driving privileges revoked.

1. All vehicles will be registered in the office and a parking

permit will be displayed at all times the vehicle is on campus. Driving privileges may be revoked if permit is not displayed.

2. **Park in designated parking space upon arrival at school and report directly to the building. Students are not permitted to sit in or on cars, before or after school, during lunch, school programs or any other time during the school day.**
3. **Observe the 5 MPH speed limit on entering and leaving the lot. The operator is subject to having driving privileges revoked if this regulation is not strictly adhered to.**
4. Drivers in the upper parking lot and behind the gym area should exit on West Greene Drive. Drivers in the Ag. parking lot should exit on Midway Road.
5. Vehicles will not travel in front of (between building and concrete wall) or behind the building.
6. Cars should be locked at all times. The school assumes no responsibility for loss, theft, or damage.
7. Student vehicles parked on campus can be searched by school authorities at any time.
8. Students leaving campus for any reason during the school day must be properly signed out in the office.
9. Students are not to go to the parking lot at any time during the school day without permission from the administration, unless they are coming to or leaving school or involved in a school-sponsored activity.
10. Do not take unauthorized students off the campus.
11. Do not be involved in vandalism or pranks on other student's vehicles.

Driving privileges may be revoked if these rules are not followed.

Student Rights and Responsibilities

The Greene County Board of Education expects all school staff, students, and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to the following:

1. Have the opportunity for a free education in the most appropriate learning environment.

2. Be secure in his/her person, papers and effects against unreasonable searches and seizure.
3. Expect that the school will be a safe place.
4. Have an appropriate environment conducive to learning.
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities.
6. Be fully informed of school rules and regulations.

Each student has the responsibility to do the following:

1. Know and adhere to reasonable rules and regulations established by the Board.
2. Respect the human dignity and worth of every other individual.
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. Study and maintain the best possible level of academic achievement.
5. Be punctual and present in the regular school program.
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities.
8. Refrain from behavior, which would lead to physical or emotional harm or disrupts the educational process.
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school sponsored activities.
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials.
11. Possess on school grounds only those materials, which are acceptable under the law and accept the consequences for articles stored in one's locker.

Tardy Policy

Punctuality is a value desired by all future employees of young people. As a result, we are compelled to insist that all students be on time and in their proper places every day to every class as they begin and after breaks. Tardies are very disruptive to other students and the teachers in a class. Tardies also inhibit a student's ability to fully benefit from daily instruction. Students arriving to school after first period begins

must report to the office and sign in. They should provide the secretary with a note explaining why they are tardy. **Tardies accumulate throughout the day and semester.**

The tardy policy in effect at West Greene is as follows:

1st & 2nd - warning from teacher

3rd - will be equal to one absence (Six tardies equals two absences)

4th or more - each teacher will turn-in a referral for each tardy. Referrals may result in detention, in school or out of school suspension.

Telephone

The school office phones are business phones and are not for student use. The only exception is if a student becomes sick and is too ill to stay at school then, with office permission, he or she may use the office phone to call a parent or guardian for transportation home.

Textbooks

The act of the General Assembly setting up the free textbook system provides that these books shall be the property of the Board of Education. Therefore, textbooks are available free to students as a loan. Parents or guardians will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to students. Books will be issued to students by the classroom teacher and according to an inventory number. The condition of each book shall also be recorded. Books should not be exchanged with other students nor should inventory numbers be changed in any way.

Tobacco

Students in the Greene County Schools will not use or possess tobacco products on school property during the school day or while participating in school-sponsored or school board sponsored events, or while in practice or preparation for a school sponsored or school board sponsored event. Use/possession of tobacco products is prohibited for all students on buses transporting students to and from school, while waiting for a bus transfer at any school, or to and from school or school board sponsored events. **The student tobacco bill requires law enforcement or principal/assistant principal to issue a juvenile court**

citation for any student who unlawfully possesses tobacco products. Violators will also be disciplined according to school board policy. Students over 18 will be disciplined according to GCSB policy.

Visitors

Parents and visitors are always welcome at West Greene High School. We encourage parents to see their schools in action. We do ask that visitors report to the front office upon entering the building or prior to visiting the Agricultural Building so we are aware of others on campus. If a classroom visitation is planned, we request that you call the office (422-4061) at least one day before the visitation so that we may make arrangements with the teacher. Students wishing to bring visitors must obtain permission from the administration for them the day before such visitation is to take place. No visitors will be permitted from other schools while those schools are in session.

Unauthorized Persons

Unauthorized persons shall not be permitted on the school campus at any time. All staff members and students are requested to report any such person to the office. Persons who are not authorized to be on the school campus will be subject to having trespass charges filed with the legal authorities.

Weapons

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board to forbid the possession, custody, and use or attempted use, of weapons by unauthorized persons in or around school property, in school vehicles and/or buses, or off the school grounds at a school sponsored activity, function, or event.

Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors, or compasses when they are used or attempted to be used in a manner, which renders the item dangerous, or with the intent to do harm. When it is determined that a student has violated this policy, the principal of the school shall notify the student's parents or guardian and law enforcement officers.

Students who are found to have violated this policy shall be subject to suspension for a period of not less than one (1) year.

Weather Emergencies

In the event of inclement weather or mechanical breakdown, school may be closed or the starting time delayed. School closing, delayed starting time or early dismissal will be announced by Community Safe phone messages and over the following radio and television stations: WGRV (including all radio stations), WXBQ (96.9), and WPJO (99.3) WAEZ (94.9), WJHL-TV (channel 11), WCYB-TV (channel 5) and WBIR-TV (channel 10); information can also be found at www.greenek12.org .

Wellness Attire and Excuses

All students are expected to have appropriate attire for the physical education portion of the wellness class. Students will be required to wear the following clothing during class: tennis/athletic shoes with tied strings, socks, and shirts/sweatshirts or shorts/sweat pants that meet instructor's approval. **Any student not properly attired for class will be given a zero for that day.**

Excuses from the physical education portion of this class are granted upon written recommendation from a physician. Students who are physically unable to participate in regular physical education may be assigned to a modified program. The instructor will design such a program.

Withdrawal From School

Parents withdrawing students from school must initiate the withdrawal procedure in the counselor's office. Before a student's records may be sent to another school, books, library books, fees and obligations must be cleared.

West Greene High School School-Parent-Student Compact Provisions

Please read the following compact provisions. The bolded items are required by section 1118(d) of *No Child Left Behind* legislation. Once you have read and understood all components of this compact, check the blank(s) that apply to you as school personnel, parent, or student and sign your name in the indicated area.

School Responsibilities

West Greene High School will:

_____1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that provides all children the opportunity to meet the State's student academic standards as follows:

- Ensure that all courses are aligned to the State's academic standards and taught by highly qualified teachers;
- Identify at-risk students and provide opportunities for remedial help in core subject areas;
- Offer coursework specifically designed for remediation of potentially at-risk students in critical areas, such as literacy;
- Offer more challenging course options for advanced students.

_____2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

- During summer registration, ninth grade parent/student orientation meetings, and on Parent Conference Days from 3:15-5:15 p.m. as indicated by the Greene County Schools calendar. Parents who have provided a current phone number will receive notification of these times via the Community Safe notification system.
- At the request of a parent, teacher, and/or administrator.

_____3. Provide parents with frequent reports on their child's progress. Specifically, the school will provide reports as follows:

- Through 4½ week interim reports and grade cards at the conclusion of each nine-week grading period. Parents who have provided a current phone number will receive notification of these dates via the Community Safe notification system.
- Secure online access to current grades in each course via username and password;

- At the request of a parent, teacher, and/or administrator.

_____ 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- Via the West Greene High School homepage to teachers' and administrators' email;
- By calling the main office during regular school hours to request a return call from a teacher or administrator.

_____ 5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, scheduled in advance through the principal and classroom teacher.

Parent Responsibilities

_____ I, as a parent/guardian, will support my child's learning in the following ways:

- Participating, as appropriate, in decisions relating to my child's education;
- Promoting positive use of my child's extracurricular time;
- Monitoring my child's attendance;
- Making sure that my child completes homework in a timely fashion;
- Ensure that my child's makeup work is completed in a timely fashion following an absence from school;
- Provide necessary school supplies for my child;
- Encourage and promote remedial help for my child when appropriate;
- Providing current contact information (i.e. phone number, address) so that I can receive automated telephone messages and/or be reached by school personnel;
- Staying informed about my child's education and communicating with the school by promptly reading and responding to, as appropriate, all notices from the school or school district either received by my child or by mail, email, or telephone;
- Serving, to the extent possible, on policy advisory groups, such as parent representatives on the School

Improvement Team, Parent Advisory Council, District Parent Advisory Council, or other school advisory or policy groups.

Student Responsibilities

_____ I, as a West Greene High School student, will share the responsibility to improve my academic achievement and achieve the State's high standards.

Specifically, I will:

- Come to school prepared to learn and actively participate in school/classroom activities;
- Avoid absences and tardiness;
- Demonstrate appropriate student conduct at all times, as described in detail in the Student Handbook;
- Complete class assignments on time;
- Ask for help when I need to, without fear of negative repercussions;
- Read any form of printed material at least 30 minutes every day outside of school time;
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school on the day I receive it;
- Work with my parents and school employees to make the best possible decisions regarding my education and career goals.

I have read the above compact provisions and understand my role in _____'s education and agree to fulfill these requirements to the best of my abilities.

(student's name)

Sign and date on the appropriate line below:

Parent/Guardian:

Student
