**Lookout Valley**

**High School and Middle School**

**350 Lookout High Street Chattanooga, Tennessee 37419**

**Title I School**

**2016-2017**



Principal

Rick Rushworth

Office: Fax:

Guidance: Cafeteria:

Assistant Principal Ronda Lyons

825-7352

821-7951

825-7352 ext.227 and 228

825-7355

Property of:

**NOTICE TO PARENTS**

The drop-off time for those students who do not ride a school bus is 6:50 a.m. Supervision is not provided until 6:50 a.m. The pick-up time for those students who do not ride a school bus is 2:15 p.m. Please comply with the above drop-off and pick up times.

Thank you,

Mr. Rushworth

*It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies.*

**Lookout Valley High School and Middle School**

**Vision Statement**

The vision of Lookout Valley Middle/High School is to strive for academic excellence in a rigorous learning environment that prepares students to become responsible citizens and life-long learners.

**Mission Statement**

Lookout Valley Middle/High School partners with all stakeholders to maintain a student-focused, twenty-first century learning community.  We strive to provide optimal educational opportunities enabling all students to develop skills, acquire knowledge, and become life-long learners.

**Belief Statements**

1. We believe all students have the opportunity for a personalized, rigorous and engaging  
   curriculum that supports a variety of instructional strategies, learning styles, and activities for all  
   students.
2. We believe our school fosters equity and values diversity for all students, regardless of race,  
   gender, or socioeconomic status while promoting a safe and positive environment.
3. We believe implementing assessments and accountability standards, which include  
   standardized testing scores, end-of course tests scores, increased attendance and  
   graduation rate will foster high academic performance of all students.
4. We believe in the importance of an effective, qualified, and student-oriented teaching staff  
   involved in on-going professional development that support self-assessment, and quality  
   instruction.

5. We believe in a character education program that will foster qualities such as patriotism,  
respect, integrity, dependability, and responsibility.

1. We believe the students, faculty, staff, parents, and community stakeholders are enlisted as  
   partners to improve the quality of our school through shared decision-making, policy evaluation,  
   and school improvement planning.
2. We believe technology is an integral part of the instructional and learning process, equipping  
   students with vital skills for post-secondary and life-long success.
3. We believe in the fundamental need of literacy embedded throughout the curriculum to foster  
   enhanced performance of the students in the overall intellectual capacity within a variety of academic and work-related fields.

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| **ADMINISTRATION, FACULTY & STAFF** | | | |
|
| [Rushworth](mailto:rushworth_r@hcde.org) | Rick | Principal | [rushworth\_r@hcde.org](mailto:rushworth_r@hcde.org) |
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| Rowell | Amber | College Access Coordinator | rowell\_a@hcde.org |
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| Sartin | Pat | Registrar | sartin\_pat@hcde.org |
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| Steele | Donna | Math 6 | steele\_donna@hcde.org |
| Stephens | Arioth | Biology | stephens\_arioth@hcde.org |
| Tamburello | Tom | Auto Maintenance/ Repair | tamburello\_thomas@hcde.org |
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| Walliser | Amy | Educational Asst | walliser\_amy@hcde.org |
| Ward | Bill | Gov/Eco, World/US Hist | ward\_bill@hcde.org |
| Webb | Tony | SS 7/SS 8 | webb\_t@hcde.org |
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**To the Student**

This handbook contains important rules and regulations pertaining to Lookout Valley HS/MS. You and your par­ents should carefully read and study this information. Familiarize yourself with the contents and keep this handbook for easy reference during the school year. Ignorance of the rule is not an acceptable excuse for violation.

Lookout Valley HS/MS is your school. You, as a student, will determine the kind of school it will be. The faculty and administration hope you will have an enjoyable and successful year!

**2016-2017 Hamilton County Department of Education**

**Attendance Law/HCDE Policy/Procedures**

**Attendance Law Explained**

According to the law (Tennessee Code Annotated 49-6-3001(c)) every parent, guardian, or other person residing in this State having control or charge of any child between the ages of six (6) and seventeen (17), both inclusive, shall cause such child or children to attend a public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided.

Any child who is habitually and unlawfully absent from school must be reported to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such manner as the judge may determine to be in the best interest of the child. The judge may assess a fine of up to fifty dollars (50.00) or five (5) hours of community service against the parents or legal guardians of Kindergarten through grade twelve (K-12) children if the child is absent more than five (5) days during any school year. (Tennessee Code Annotated 49-6-3007(f)).

**Hamilton County Department of Education Board Policy (6.200)**

**The following are legal reasons for excusing a student from attending school:**

*Personal Illness***-** Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician’s statement may be required.

*Death in Immediate Family*- Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.

*Family Illness***-** Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician’s statement concerning the necessity of the student’s assistance.

*Religious Holiday*- Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.

*Personal*- Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian, and the principal or his designee is required.

*Approved School-Sponsored Activities*- Students shall be marked present when participating in a school-sponsored activity away from the school building.

**HCDE attendance procedures for 2016-2017 are as follows:**

By law students must attend school daily. It is the parent's responsibility to report all absences to the school. HCDE will allow parent/guardian excuses to serve as documentation for three (3) personal illness days only. After three (3) parent/guardian excused personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (as defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent/guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school. HCDE will not begin legal actions until after a student is absent for more than five (5) days without adequate legal excuse (as defined above.)

**If the following conditions apply, a referral will be made to the school social worker:**

**After ten (10) or more unexcused absences:**

Parent/guardians will be notified via legal notice indicating that their child has become truant and a petition may be filed with Hamilton County Juvenile Court. If unexcused absences continue after the Informal Truancy Hearing at Juvenile Court, parent/guardians will be petitioned to attend a Formal Hearing before a Juvenile Court Judge at which time fines and community service may be assessed.

**\*\*\*Attendance Notification Contract in back of handbook to be turned in to child’s teacher. \*\*\***

**Make Up Work**

Excused absences (those meeting state attendance rules) shall entitle students the opportunity to make up work missed and this work shall receive full credit. Make-up work for unexcused absences is required and may result in reduced credit. (Reduction may not exceed 10%). Request for make-up work is the re­sponsibility of the student. Students must complete their make-up work at the convenience of the teacher and within an appropriate amount of time.

**School Responsibility in Dealing with Chronic Absentees**

The school personnel have the responsibility to inform the attendance clerk of students who fall into this category. After doing so, the school has the continued responsibility to keep both students and parents informed as to the academic impact caused by absenteeism.

**Tardiness**

Tardiness will not be tolerated as it consistently detracts from the time spent on task. Each interruption takes away from the class concentration. Middle and high school students should also understand that three tardies will be treated as one absence for grading purposes in each subject in which tardies occur within a single nine-week period.

All students who arrive at school after the beginning of the student school day (7:15) must sign in at the front office for an admit slip and will be marked tardy. Students will be marked tardy for arriving late for individual classes during the school day.

Below is the Tardy Policy that is in effect at Lookout Valley HS/MS. A tardy will be counted if the student is not seated in his/her desk when the bell rings.

1st Tardy - Teacher will warn

2nd Tardy - Teacher will discipline

3rd Tardy - Notification of parent/Teacher discipline

4th Tardy - Disciplinary action

If a student is tardy to school, the student must sign in at the office and take his/her tardy slip to his/her first period teacher. A student missing over 1/2 day by dismissal or tardy will be counted absent for the day. A student missing half or more than half, of any class shall be counted absent for that class.

**Dismissal of Students**

(1) All dismissals must be approved by the office.

1. The school requires a written request signed by the parent or guardian stating the date, the time of dismissal, the reason for the request and a phone number of the parents or guardian. This must be presented to the office prior to 7:15 a.m. on the day of the dismissal.
2. When a parent, guardian or designated person by him/her and is listed on the emergency card picks up a student at school during the day, this person must sign a log book in the school office and indicate the student's name, date, time of dismissal, reason for dismissal, and his/her own name.
3. Students leaving the campus without being properly dismissed are subject to suspension. STUDENTS MAY NOT LEAVE THE CAMPUS FOR LUNCH.  
   **Withdrawals**

In the event a student needs to withdraw from Lookout Valley HS/MS during the school year, the follow­ing procedure should be followed to assure completion of the student's records and release of records to the receiving school:

1. The custodial parent or legal guardian must notify the guidance office of the student's intention to withdraw. This should be done prior to the student's last full day in attendance.
2. Complete and turn in any outstanding work, tests, etc.
3. Return all library books.
4. Pay any debts owed to the cafeteria, library, or office (including unpaid fees, fund-raising debts, and/or charges for lost or damaged books.)
5. Prior to homeroom of the student's last full day of attendance, pick up a checkout sheet from the guidance office and follow the instructions for completion of the checkout, returning all textbooks to the classroom teachers.
6. Before leaving, return the checkout sheet to the guidance office. The student will be given a copy and any refund due at this time.

**Driver's License Certification**

Tennessee Code Annotated states that a student must have satisfactory attendance and academic progress based on end of semester grading. With regard to driver's license certification, a student must miss no more than 10 consecutive or 15 total unexcused days per semester and pass at least 5 full unit subjects or their equivalency. Absences which are excused with regard to driver's license certification are those which are excused under state attendance rules. These are personal illness, death in immediate family, family illness, religious holiday, personal, and school sponsored activities. Absences which are unexcused are truancy, cutting class, out of town, no excuse submitted, missed the bus, out of school suspension, trouble with auto, unexcused tardy, failure to check in when tardy to school, absent without parent's permission, and not properly dismissed.

**NOTICE OF RULES GOVERNING BUS PUPILS**

Students may only ride the bus to which they are assigned. School Board Policy no longer permits students to ride a bus to which they are not assigned except in the case of an extreme emergency.

**TENNESSEE STATE BOARD OF EDUCATION STATES:**

"A pupil shall become ineligible for public transportation when his behavior is such as to cause dissension on a school bus or when he disobeys State or Local Rules and Regulations pertaining to pupil transportation."

1. Be on time at the designated school bus stop. Help keep the bus on schedule, as buses will not wait  
   for late arriving passengers.
2. Do not stand in the roadway while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Do not extend arms or head out of the bus window.
5. Stay in your seat and do not attempt to move about while the bus is in motion.
6. Loud talking or yelling is prohibited as this could divert the driver's attention and cause a serious accident.
7. Profane or immoral language, improper conduct and smoking are prohibited on the bus.
8. Keep books, packages, coats, and all other objects out of the aisles.
9. Do not throw any object on the bus or any objects out of the bus window.
10. Be absolutely quiet when approaching or crossing railroad tracks.
11. Do not damage any part of the bus, inside or out. Persons responsible for damage will be made to pay for cost of repairs.
12. Help look out for the safety and comfort of small children.
13. Driver is in full charge of the bus and pupils. Pupils must obey the driver at all times.
14. Pupils must not cross the road in back of the bus; always cross in front.
15. In case of a road emergency, remain on the bus until instructions are given by the driver.

**Bus transportation shall be conditioned on good behavior and observance of the above rules. Drivers are authorized to enforce these rules, and pupils who violate them will be denied the privilege of bus transpor­tation.** Be courteous to fellow pupils and others riding the bus. Help us keep a safe transportation system by Good Behavior and Good Conduct. Students are to ride their assigned bus. Drivers are not permitted to allow non-assigned students to ride their buses.

**Regarding Bus Stops:**

1. The following link is the bus stop locator. It allows a parent to put in an address and find the closest stop to their home. It gives the bus number and the stop times. <http://96.4.230.161/edulog/webquery/>
2. This next link is for requesting a bus stop. If parents feel like the stop is too dangerous or there is not a stop close to them then they can request a bus stop. Please note that requesting does not mean they will actually receive one. <http://www.hcde.org/?PN=Pages&SubP=Level1Page&L=2&DivisionID=14531&DepartmentID=15142&PageID=20876&ToggleSideNav=ShowAll>

**ARRIVAL AND DEPARTURE**

**Bus Riders**

Upon arriving in the morning, bus riders will exit the bus in front of the school and enter the building through the front doors. Middle School students will proceed directly to the cafeteria. No students will be permitted in the instructional areas before the first bell. High school students not eating breakfast are to report directly to the gym or library.

Disciplinary measures will be taken against students who exit the bus before arriving at school. Students leaving campus after arrival in the morning are subject to disciplinary measures.

Dismissal of bus riders in the afternoon will be through the front doors. No one will remain in or reenter the building unless under the direct supervision of a teacher. Students are not to leave the school campus while waiting on afternoon buses. During inclement weather, students will wait inside.

**Car Riders and Walkers**

Parents transporting children to school are expected to have them at school by 7:07 A.M. **Parents must use the traffic loop in front for loading and unloading students.** VIOLATORS ARE SUBJECT TO CITATION BY THE CHATTANOOGA POLICE DEPARTMENT. All student car riders must enter the front doors and go directly to the appropriate area (see bus riders).

Parents of car riders should pick up students promptly at 2:15 P.M. in front of the building. No student should be left unattended after 2:30 P.M.

Walkers should arrive at school by 7:07 A.M. All students should proceed directly to the appropriate area. Walkers are to leave the school campus immediately when dismissed at 2:15 P.M.

**Student Parking Policy**

Students who drive to school will be assigned a numbered space and issued a parking permit through the bookstore. The cost will be $45.00 per year. STUDENTS ARE TO USE ONLY STUDENT DESIGNATED PARKING SPACES. A good habit to form upon arriving at school is park it, lock it, and leave it. Do not return to your car during the school day without permission.\* Remember that school buses have the right of way. Speed limit -15 m.p.h. VIOLATION OF PARKING RULES MAY RESULT IN LOSS OF DRIVING PRIVILEGES OR THE VEHICLE BEING REMOVED FROM CAMPUS BY A TOWING CONTRACTOR. \*IN THE EVENT THAT A VEHICLE IS REMOVED BY A TOWING CONTTACTOR, ALL EXPENSES WILL BE THE RESPONSIBILITY OF THE OWNER OF THE VEHICLE. **Vehicles on campus are subject to be searched by school officials.**

**\* Students are not allowed to sit in parked vehicles at any time during the school day. This includes before school.**

**Inclement Weather Early Dismissal Procedures**

Please follow the dismissal procedures in order to

* Dismiss students, faculty, and staff safety in a timely manner
* Limit confusion and congestion in the loading zones

1. Students riding buses will dismiss and load in the front of the building as always.
2. Students walking home will be dismissed at school dismissal time.
3. Student driving cars will be dismissed early to drive home if the emergency dismissal form is on file in the office. They are to sign out in the principal’s office with all students authorized to ride with them.
4. Students picked up in cars will be picked up at the back of the school by the library entrance. Cars are to loop around the back parking lot until their student(s) loads, then exit campus. Cars will NOT enter the front circular drive, but should proceed to the left side of the school to pick up students at the library entrance.

Please be aware that these are our current plans for inclement weather dismissal. However, a change in the type of weather or the severity of the weather may necessitate a change in plans.

**Loitering on School Grounds**

It is a violation of Tennessee State Law for any student in the day or night to prowl or loiter upon or about the grounds of any public or private school.

**CLASSROOM CONDUCT AND DISCIPLINE**

Discipline is the responsibility not only of the teachers, but also of the parents and the students while attending school. The behavior of students attending our school shall reflect standards of good citizenship demanded of members of a democratic society. It is the parents’ obligation, by teaching and example, to develop in the student good behavioral habits as well as proper attitudes toward the school. To ensure student success, parents should, at regular intervals, check with school officials concerning their student’s school conduct.

It is impossible for teaching or learning to take place unless good order is maintained. Students must adhere to a code of good behavior not only for their own benefit, but for the benefit of others. Teachers have the authority to make their own rules of behavioral expectations pertaining to their individual classroom.

1. The student shall bring all needed materials to class, including assigned homework, enter the room in an orderly manner, be seated quietly and be ready for work when the bell rings.
2. Remember the rules about behavior in the classroom are the same when a substitute teacher is present. Any names left by the substitute will result in disciplinary action by the regular teacher.
3. **Cell Phones** and other electronic communication devices should not be used, visible, or heard during the school day without administration approval.

**Consequences:**

1st time offense: Phone/device returned next school day, after parent contacts school administrator

2nd time offense: Phone/device kept at school for 10 days

3rd time offense: Phone/device kept at school for 15 days or end of quarter (whichever is longer)

4th time offense: Phone/device kept at school until end of school year

1. **Book bags or backpacks** must be placed in the locker before first period and left there during the school day. Students are to go to the locker between sixth and seventh periods to gather necessary items to be taken home. Students may take their book bags to their seventh period class.
2. **Dress Code**:
   1. No obscene, inappropriate, or suggestive writing, symbols, designs, or pictures are allowed on any items worm or brought to school. Nothing displaying or advertising tobacco, alcohol, or drugs is allowed on any item worn or brought to school.
   2. Shirts: can be polo/golf style, button down, or T-shirts. All shirts must have sleeves. No sheer or see-through shirts may be worn without an additional dress code shirt worn underneath. Sweaters, sweatshirts, turtlenecks, and hoodies are allowed. Midsections and chests must be covered-no “cleavage” showing. Clothes with holes/tears may not be worn.
   3. Pants: “Sagging” will not be permitted. To prevent such occurrences, pants must be worn at the natural waistline. Pants are not to have holes, tears or distressed finish even if there is cloth behind the open area. Shorts may be worn, but must be knee length (no athletic shorts).
   4. No yoga pants, joggers, sweat suits, wind suits, running suits, or athletic shorts may be worn.
   5. Shorts, skirts, and dresses may be worn but must be knee-length or longer. Dresses must have sleeves or be worn with an appropriate sweater or jacket over them. The sweater or jacket must consistently cover the upper body appropriately. Leggings, “jeggings,” or tights must be worn with knee-length garments.
   6. No flip-flops shoes or house shoes may be worn. Shoes/sandals must be secure on the foot.
   7. Hats, bandanas, caps, head wraps, sweatbands, sun visors, and sunglasses are not to be worn anywhere in the school building and should be kept in the student’s locker.
   8. All oversized coats must be kept in the locker. They are not to be worn in the building. Lightweight jackets are allowed.
   9. All clothing and attire are subject to administration/faculty approval.
3. **Fighting/Assault and Battery**-Physically hitting someone is dangerous anytime, but particularly so in school. It is dangerous because the chances of someone getting hurt are great. If a dispute arises, it is always best to try to talk it out. Horse play often leads to a real fight; and therefore, will also not be tolerated. Counselors or other school personnel are available to help settle arguments. Fighting and any other form of physical assault will lead to suspension.
4. Any student with a serious discipline record on file in the office will not be allowed to participate in field trips but will be required to attend school.
5. **Student Suspension**-Any principal, principal-teacher, or assistant principal is authorized to suspend a pupil from attendance at a school, including sponsored activities, both at school and away from the school campus, or from riding the school bus, for good and sufficient reasons. Reasons for such suspension may include, but shall not be limited to one of the following:
   1. Willful and persistent violation of the rules of the school or truancy.
   2. Immoral or disreputable conduct or vulgar or profane language.
   3. Violence or threatened violence against the person of any personnel attending or assigned to the school.
   4. Willful or malicious damage to real or personal property of the school or the property of any person attending or assigned to the school.
   5. Inciting, advising, or counseling other to engage in any of the acts listed above.
   6. Marking, defacing, or destroying school property.
   7. Possession of pistol, gun or firearm, real or look-alike, on school property.
   8. Possession of a knife or other weapon(s) as defined in TCA 39-17-1301 on school property.
   9. Any other conduct prejudicial to good order or discipline in any public school.
   10. Off-campus criminal behavior, which results in the student being legally charged with a felony.
   11. The use, possession, or sale of alcohol on school property, a school bus, or at any school activity or event.
   12. Possession of any chemical, such as tear gas or mace, which has the capacity to injure or make an individual defenseless.
   13. The use, possession, sale, or transfer of tobacco or tobacco products.

**\*Students may not attend extracurricular activities while under suspension.**

9. **Appropriate Behavior**

a. Students should keep to the right as they move in the hallway between classes.

b. Any student in the hall during class period must have a red pass.

c. Students are not to be on the gym floor except during their class.

d. Students should not run in the halls.

e. Tobacco and tobacco products or the use thereof is prohibited on school grounds

or at any school event.

f. Chewing gum and eating food is at the discretion of the teacher.

g. Gambling and gambling devices such as dice and poker cards are prohibited.

h. Assemblies-Lookout Valley HS/MS students have a reputation for courteous

behavior in school assemblies. Students shall give full attention to the speaker

or performers and show appreciation only through clapping hands at the

appropriate time. Whistling, shouting, and foot stomping are not appropriate. Visitors form a lasting impression of our school and community by our behavior at assemblies.

1. Cheating –Any student caught cheating in any form will receive a 0 for the assignment. The second offense of cheating will result in a 0 for the assignment and an office referral resulting in disciplinary action.
2. Interpersonal Relationships-Hand holding is the only appropriate personal contact that is acceptable among students during school or school-sponsored activities.

**Hamilton County Board of Education's Expectation of Student Conduct**

The Hamilton County Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. Hamilton County students are expected to behave in a way that does not interrupt the education of other students.

This policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.1 This policy also addresses any conduct taking place off of school property or outside of the school sponsored activity if this conduct is directed at a specific student or students and has the effect of either creating a hostile educational environment or substantially disrupting the educational environment or learning process.

**Hamilton County Board of Education's Commitment**

The Hamilton County Board of Education is fully committed to providing a safe and orderly learning environment for all students in order for them to achieve academic success. This environment shall be free from discrimination, harassment, sexual harassment, hazing, bullying or cyber-bullying.

The Hamilton County Board of Education will not tolerate acts of discrimination, harassment, sexual harassment, hazing, bullying, or cyber-bullying toward students by other students or staff. In addition, the Board of Education will not tolerate conduct aimed at defining a student in a sexual manner, and conduct impugning the character of a student based on allegations of sexual promiscuity.

**Discrimination and Harassment**

It shall be a violation of this policy for any employee or any student to discriminate against or harass another student on the basis of sex, gender identity, race, ethnicity, disability, or religion.2 Discrimination and harassment will not be tolerated.3

For purposes of this policy, discrimination and harassment include words, gestures, threats, or any other conduct that is severe or pervasive and that creates a hostile environment that substantially interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school.

Examples of discrimination and harassment include any act that, alone or in combination with other acts, has the effect of:

1. Unreasonably interfering with the student's work or educational opportunities; or
2. Creating an intimidating, hostile or offensive learning environment; or
3. Implying that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Implying that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity; or
5. Defining a student in a sexual manner; or
6. Impugning the character of a student based on allegations of sexual promiscuity.

**Bullying, Cvber-Bullving, and Hazing**

It shall be a violation of this policy for any student to bully or haze another student whether directly, through a third party, or through the use of electronic devices such as text messages or posts on social media sites.

For purposes of this policy, bullying includes any act that substantially interferes with a student's educational benefits, opportunities or performance. If the act occurs on school grounds, on a school sponsored activity, on school sponsored transportation or at a school designated bus stop, it is bullying if it has the effect of harming a student or damaging his or her property; knowingly placing a student in reasonable fear of harm to the student or to his or her property; causing emotional distress to the student; or creating a hostile educational environment. If the act occurs off school property or outside of any school sponsored activity, it is nevertheless bullying if it is directed at a specific student or students and has the effect of creating a hostile educational environment or a substantial disruption to the educational environment or the learning process.

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include inappropriate text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles.

Hazing is any act intended or reasonably expected to endanger the physical or mental health of a student or students, or to humiliate, intimidate or demean a student or students in connection with joining or maintaining membership in any team or organization affiliated with any school or school program.

**Procedures**

Victims of or witnesses to discrimination, harassment, bullying, cyber-bullying, or hazing shall report these incidents immediately to a teacher, counselor, building administrator, or anonymously on the Quick Tip link located on the Hamilton County Department of Education website.4 The willful filing of a false report will itself be considered harassment and/or bullying and will be treated as such.

Any staff member who witnesses any action that may be a violation of this policy or who receives any report of any alleged conduct that would constitute a violation of this policy must report to the principal/ designee as quickly as possible, but in no event more than 24 hours after receiving the report.

If the principal is involved in the incident or if the adult/student is uncomfortable reporting the incident to the principal/designee of the school, the following reporting options can be used:

* Title VI Coordinator, Title VI of the Civil Rights Act of 1964 (race, color, national origin) 423-209-8654
* Title IX Coordinator, Title IX of the Education Act of 1972 (sex) 423-209-8654
* 504 Coordinator, Section 504 of the Rehabilitation Act of 1973 (disability) 423-209-8593

All allegations shall be fully investigated by a building administrator and/or school official. Every building administrator shall record complaints of discrimination, harassment, bullying, cyber-bullying, and hazing and shall document how the administrator or other school officials responded to each complaint and the final disposition of each complaint. Administrators may not take disciplinary action based solely upon anonymous complaints.

At the end of each school quarter, each building administrator shall send a report summarizing complaints of discrimination, harassment, bullying, cyber-bullying, and hazing to the Director of Schools. Each building administrator is expected to be aware of trends in his or her school and to investigate and respond accordingly.

Even when a complaint has not been reported anonymously, the confidentiality of all parties and witnesses will be respected. However, because confidentiality must be balanced against the school system's obligation to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses, when known by school system officials, may be disclosed in appropriate circumstances to agencies and persons with a need to know.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action.

Building administrators are responsible for educating and training their respective staff and students as to the terms of this policy and the procedures for reporting discrimination, harassment, bullying, cyber-bullying, and hazing.

At the start of every school year, as part of opening his or her Power School account, students shall be required to review this policy and acknowledge having read it.

**Consequences**

For students, a substantiated charge of discrimination, harassment, bullying, cyber-bullying, and hazing may result in consequences ranging from behavioral interventions to suspension or expulsion. Additionally, acts of discrimination, harassment, bullying, cyber-bullying, and hazing may also be prosecuted as criminal acts under the laws of the State of Tennessee.

The following factors will be considered in determining the consequences and appropriate remedial action:

* The developmental level and maturity levels of the parties involved;
* The levels of harm as determined by the student's ability to be educated in a safe and orderly environment;
* The surrounding circumstances;
* The nature of the behavior(s)
* Past incidences or continuing patterns of behavior;
* The relationships between the parties involved; and
* The context in which the alleged incidents occurred.

For employees, a substantiated charge shall result in disciplinary action up to and including termination. Additionally, acts of discrimination, harassment, bullying, cyber-bullying, and hazing may also be prosecuted as criminal acts under the laws of the State of Tennessee.

Cross References:

Appeals To & Appearances Before the

l.TCA§ 49-6-4501-4506

1. TCA§ 49-6-3109
2. Title VII; 29 CFR §1604.11;

Davis v. Monroe County Board of Education, No. 97-843 Board 1.404 (U.S. Sup. Ct. May 24, 1999)

4. Title IX (20 U.S.C §§1681-1686)

**Zero Tolerance Violations**

According to state and federal law, a student who commits a zero tolerance offense is expelled for one calendar year, unless modified by the Superintendent. This includes offenses on school properties, including buses and at school-sponsored activities. All violations will be reported to local law enforcement officials.

The following are zero tolerance offences:

1. Possession of a firearm, explosive, poison gas device, bomb or similar device.
2. Illegal possession of a controlled substance or drug.
3. Striking a teacher, principal, administrator or any other employee of the Hamilton county Department of Education, or an SRO.
4. Transmitting by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school.

**DISCIPLINE FOR VIOLATIONS OF SCHOOL RULES - CONSEQUENCES.**

Students who have violated school and /or classroom rules will receive disciplinary action which is appropriate for the particular offenses. Efforts will be made to communicate with parents to help prevent further misconduct by students. Each time students commit an offense against established rules, they will proceed through one or more of the following steps:

1. Student conference with teacher and appropriate intervention.
2. Student conference with administrator.
3. Assignment of one or more of the following:

A. Lunch detention or work detail

B. After-school work detail

C. After-school detention

D. Extended Detention (21/2 hrs.)

E. Suspension from school

4. Parent Contact

A. Letter

B. Phone

C. Conference

Severe misconduct or repeated misconduct will obviously result in more severe consequences. Parental support for school assigned consequences is extremely important in the process of modifying student behavior.

Students failing to serve any assigned consequences will receive additional consequences until the original consequence is served. **Failure to serve assigned consequences may result in suspension.**

**CORPORAL PUNISHMENT**

1. The school principal must give approval to the use of corporal punishment in the school, not in each individual instance, but in principle.
2. In all but those acts of misconduct that are so antisocial or disruptive in nature as to shock the conscience, the student must have received prior notice that specific misbehavior could occasion the use of corporal punishment.
3. Corporal punishment must not be used as a first line of punishment, but only after attempts to modify behavior by other means have failed.
4. Corporal punishment must be administered only in the presence of a second school official or teacher as a witness.
5. The witness must be informed beforehand and in the student's presence of the reason for the punishment, to allow the student to protest spontaneously. There is no requirement that the student be afforded a formal opportunity to present his side to the second person.
6. Upon request, the child's parent must be provided a written explanation by the person  
   administering the punishment of the reasons for the punishment and of the name of the witness.

**DAMAGE TO SCHOOL PROPERTY**

Parents or guardians of a student under eighteen (18) years of age or a student eighteen (18) years or older shall be responsible for all damage intentionally, willfully or negligently inflicted on school property by that student.

**EXAM EXEMPTION POLICY:**

1. All high school students will take final exams with one exception. Second semester seniors will be exempt from final exams if they meet all the following criteria:
2. A 75 or above average for the second semester.
3. No more than two days absent for the second semester.
4. Having no suspensions or adverse disciplinary

Each class stands alone with reference to exemptions. Evening school counts against perfect attendance and exam exemptions.

**GANG RELATED ACTIVITIES**

Anything associated with gang activity, either directly or indirectly, will not be tolerated at Lookout Valley HS/MS. Clothing, appearance or apparel, hand signs or gestures, drawings and notes are among the items that must be avoided. Any violation of the policy may result in immediate suspension from school.

**GRADING POLICY**

Grades are used as a method of communicating academic progress to the parents from the student's teachers. Parents will receive a grade card every nine weeks informing them of the student's progress for that grading period.

All parents and students may log in to Power School to monitor grades, assignments and attendance. Anyone not having Internet access to Power School may request a printed copy of a student’s progress from the Guidance Department. If the parents have questions or concerns as a result of these reports, THEY ARE STRONGLY ENCOURAGED TO CONTACT THEIR CHILD'S TEACHER.

**GRADING SYSTEM (**subject to changes as made in Minimum Rules and Regulations).

In grades 1 - 12 numerical grades will be used to report student progress. The grading scale to be followed in awarding credit is as follows:

A 93 - 100

B 85-92

C 75-84

D 70-74

F 69 and below

**SAFETY PROCEDURES**

**FIRE, TORNADO AND CRISIS DRILLS**

The school is equipped with an emergency alarm system. Students will be familiarized with this system. Your teacher will tell you what action to take, which exit to use, and where to stand. During drills, DO NOT TALK AND DO NOT RUN. Tornado drills will be held before the tornado season and students will be given appropriate instructions at the time. Check the Emergency Instructions posted in each of your classes for specific information.

**PROCEDURES TO FOLLOW FOR AN IN-SCHOOL CRISIS OR EMERGENCY EVENT**

In the event of an emergency event, teachers will be given the code word "LOCK DOWN" via the intercom to identify danger. Please follow these procedures when you hear the code word "LOCK DOWN" and the corresponding color "Red." The color red indicates there is imminent danger:

1. Lock and close all doors - turn off lights - close blinds.
2. Huddle all students in the farthest corners of the classroom away from the door and away from all view.
3. Keep students QUIET!

Please follow these procedures when you hear the code word "Lock Down" and the corresponding color "Yellow." The color yellow indicates the necessity for "Lock Down," but not imminent danger.

Reasons for a Yellow "Lock Down" could include:

1. a visit by the drug dogs
2. a medical emergency

Procedures:

1. Lock and close all doors.
2. Keep students in the classroom. Under only extreme conditions should a student be allowed out of class.

**SEARCHES**

**A. Search of Lockers**

1. When individual circumstances in a school dictate, a principal may order that lockers or other enclosures used for storage by students and other areas accessible to students be searched in his presence or in the presence of other staff members.
2. Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs, or drug paraphernalia by students, which are known to the principal or other staff members, information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the principal, which give reasonable cause that drugs, drug paraphernalia or dangerous weapons are held on school property by one (1) or more students.
3. A notice shall be posted in each school that lockers and/or other storage areas are school property and are subject to search for drugs, drug paraphernalia, dangerous weapons or any property which is not properly in the possession of the student.

**B. Search of Students and Containers**

1. A student and the student’s personal belongings may be subject to physical search, or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search or because of information received from a teacher, staff member or other student if such action is reasonable to the principal.
2. All of the following standards of reasonableness shall be met:

a. There are reasonable grounds to suspect that a particular student has violated school policy.

b. The search will yield evidence of the violation of school policy or will lead to a disclosure of a dangerous weapon, drug paraphernalia or drugs.

c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students.

d. The scope of the search is reasonably related to the objectives of the search, and is not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

e. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution.

3. School personnel may not conduct a strip search of a student.

**C.** **Search of Vehicles, Motorcycles, Bicycles**

A principal and/or designee, may search any vehicle parked or otherwise located on school property if there is probable cause to believe that it contains a dangerous weapon, drug paraphernalia or drugs, or contains evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body.

**METAL DETECTOR SEARCHES/ADMINISTRATIVE PROCEDURES**

**1. INDIVIDUAL STUDENTS**

A. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

B. If a school official has reasonable suspicion to believe that a particular student is in possession of  
contraband, he or she may conduct a metal detector check of the student's person and personal effects in  
accordance with 2D, E, and F below.

**2. PROCEDURE FOR METAL DETECTOR CHECKS OF RANDOMLY SELECTED STUDENT GROUPS**

A. School officials may conduct metal detector checks of groups of individuals if the checks are done in a  
minimally intrusive, non-discriminatory manner utilizing random selection. When a school official decides to conduct a group metal detector check, he or she will select the classes to be checked at random. The selection shall be made in the presence of another adult.

B. Before conducting the metal detector checks, a school official will enter the classroom and explain the scanning process to students in class.

C. A school official will check each student by visually searching the student's desk and then escorting the student with his personal effects into the hall to proceed with the metal detector check. A school official will closely observe students at their desks to make sure that no objects are removed from pockets or personal effects.

D. In the hall, the school official will ask the student to remove all metal containing objects from his or her clothing and personal effects. The school official will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an official who is the same sex as the student.

E. If the metal detector is activated during the scanning the student's effects, the school official will open the bag, purse, etc., and look for weapons. lf the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal contains objects from his or her person. If the metal detector is again activated, a same sex official will conduct a pat down search of the student's outer clothing in the area where the metal detector was activated. The pat down search will be done in the presence of an adult witness and away from other students, if possible. If the official detects an object on the student's person, the student will be given an opportunity to remove the object.

F. If the student refuses to consent to a pat down search or to remove an object from his or her person after a pat down search, school officials shall take steps to detain the student, if possible. Also, a school official shall immediately summon local law enforcement officers and apprise the responding law enforcement officers of all information in the school official's possession relative to the attempted search of student.

**3**. **REFUSAL TO COOPERATE WITH SCHOOL OFFICIALS**

A student's (1) initial refusal to permit a metal detector check as this procedure, (2) a student's refusal to follow the check and search as part of this procedure (3) a student's refusal to permit a pat down search pursuant to this procedure will be grounds for immediate disciplinary action including but not limited to suspension from school. If a student fails to permit a metal detector check as provided in this procedure, local law enforcement officers shall be immediately notified.

**4. USE OF STATIONARY METAL DETECTORS**

A. Stationary metal detectors may be used to scan individuals attending a school function.

B. If the stationary metal detector is activated, the procedures listed in 2D, E and F will be utilized to search the individual.

**CAFETERIA RULES**

Extra school breakfasts are provided in the cafeteria for $2.00. Extra school lunches are also available for $3.00. Extra milk and a wide variety of other items such as pizza, juice, chips and ice cream may be purchased for an additional charge. Students may bring lunch from home, if they wish. Also, you may use MyPaymentsPlus.com to:

1. View your student’s account balance online at any time (free of charge)
2. Quickly make payments toward your student’s account for extra meals or items (auto-pay available for a fee)
3. See what your child is purchasing in the cafeteria (free of charge)
4. Set up automatic email reminders to notify you when the balance is low (free of charge)

Most students have been taught appropriate table manners at home. Therefore, we believe it is reasonable to expect the following minimum standards of behavior from them:

1. Students must remain seated.
2. No wandering (visiting) from table to table.
3. Absolutely no throwing food or objects.
4. No pounding, drumming or banging on tables.
5. Each group is responsible for leaving its area as clean as it found it.
6. Students are not to break line. If caught breaking lines the second time, disciplinary actions will take place.
7. Students are to speak in an appropriate voice level and not horseplay in the cafeteria.
8. High school students may go to the library or to the gym if they do not wish to eat lunch during their lunch period. Middle school students must remain in the cafeteria during their lunch period.
9. Food and drink outside of the cafeteria will only be permitted with prior administrative approval. Lunch dismissals are not allowed for purchasing outside lunch.
10. Students will not be allowed to charge any meal or extra items.

**GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **BREAKFAST** | |  |
|  | PaidPre-K-12 | $2.00 |
|  | Reduced Pre-K-12 | $ .30 |
|  | School Adult (HCDE) | $2.50 |
|  | Visitor | $2.75 |
| **LUNCH** |  |  |
|  | Paid 6-12 | $3.00 |
|  | Reduced PreK-12 | $.40 |
|  | School Adult (HCDE) | $3.75 |
|  | Visitor | $4.50 |
|  | Holiday/Special Meal | $5.00 |
|  | Extra Milk | $0.50 |

**Bell Schedule**

***High School* - Regular Schedule**

1st bell 7:07

1st        7:15 - 8:10

2nd       8:15 - 9:05

3rd        9:10 - 10:00

4th 10:05 -10:55

5th        11:00 –11:50

***High School Lunch:*** 11:50 – 12:20

6th        12:25 -1:15

7th        1:20 - 2:15

***Middle School* - Regular Schedule**

1st bell 7:07

1st 7:15 - 8:10

2nd 8:15 – 8:58

3rd  9:03 – 9:46

4th 9:51 – 10:34

***MS Lunch / Directed Studies / RTI:***

Group #1 lunch (Buffington, Johnson, Slatton, & Steele): 10:34 – 10:59 DS: 10:59 – 11:39

Group #2 lunch(Quinn & Rorex): 10:39 – 11:04 DS: 11:04 – 11:39

Group #3 lunch(B. Higney, D. Higney, & Webb): 10:44 – 11:09 DS: 11:09 – 11:39

5th 11:44 – 12:27

6th 12:32 - 1:15

7th 1:20 - 2:15

**Two Hour Delay** (same for entire school - no Directed Studies)

1st bell 9:07

1st 9:15 - 9:50

2nd 9:55 – 10:30

3rd 10:35 – 11:10

***Middle School******Lunch / 4th period***

Lunch:

8th: 11:10 – 11:35 then to 4th period

7th: 11:15 – 11:40 then to 4th period

6th: 11:20 – 11:45 then to 4th period

4th period ends at 12:15

***High School******4th period / Lunch***

4th period: 11:15 – 11:50

HS lunch: 11:50 – 12:15

5th 12:20 – 12:55

6th 1:00 – 1:35

7th 1:40 – 2:15

**CLUBS / ORGANIZATIONS**

A program of activities is available at Lookout Valley High and Middle School. Students should have the opportunity to initiate and develop specific interests, plan and administer school programs, participate in governance organizations and augment the academic offerings of the classroom through participation in departmental clubs, service clubs, scholastic and honorary organizations.

HS - NATIONAL HONOR SOCIETY HS - STUDENT COUNCIL

HS - CLASS OFFICERS HS/MS - STARS

HS - GIRLS' STATE HS/MS - BAND

HS - BOYS1 STATE HS/MS – FCA

HS-CLIMBING CLUB MS-BETA CLUB

MS-CLIMBING CLUB

**ATHLETIC TEAMS**

**Sports eligibility will be determined by the previous year’s grades. A student must have 5 credits per year to remain eligible as per TSSAA guidelines. Individual teams may require more stringent eligibility requirements.**

***High School*** ***Middle School***

Football Football

Basketball (Boys & Girls) Basketball (Girls & Boys)

Volleyball Volleyball

Baseball Baseball

Wrestling Track

Softball Softball

Tennis (Boys & Girls) Tennis (Boys & Girls)

Cheerleading Cheerleading

Soccer (Boys)

**IMPORTANT INFORMATION**

**FEES**

Lookout Valley HS/MS charges a nominal fee to cover costs not covered by the Hamilton County Depart­ment of Education. The fee for 2016-2017 will be $55.00. This fee is used to provide additional postage, printed materials, workbooks, computer paper, etc.

**LOCKERS**

Hall lockers are assigned by homeroom teachers. Damage or defacing will be handled as per #4 and #6 of Principal's Suspension Code. STATE LEGISLATION ENACTED IN 1981 MAKES SCHOOL LOCKERS AND OTHER SCHOOL STORAGE AREAS SUBJECT TO SEARCH BY SCHOOL AUTHORITIES. *Lockers are not to be* rigged to open without the combination and should be kept locked. Combinations should not be given to anyone. Sharing of lockers is prohibited. Any problem with lockers or combinations should be reported to the homeroom teacher immediately.

**LIBRARY**

The library resource center is open for use by students from 7:00 A.M. until dismissal time in the afternoon. Books are checked out for 2 weeks. Students are expected to return all materials, in good condition, on or before the due date. Fines are levied for overdue materials. These fines increase each additional school day the books are over­due. If a book is damaged or lost, the student is expected to pay the cost of repair or replacement. Encyclopedias and other reference books may be checked out overnight with special permission. They must be re­turned immediately the following school morning. Fines for late overnight materials increase daily. If a student brings an excused absence with late books, there will be no fine.

**LOST AND FOUND**

If books, clothing, or other items are found, turn them in to the office. Check there first for lost articles and textbooks. After a reasonable amount of time, unclaimed articles will be disposed of or donated.

**P.T.A.**

Parents and teachers meet periodically during the school year and all are urged to attend. Communication between home and school promotes better understanding.

**SCHOOL YEARBOOK**

The "Spirit" is published in the spring. Orders are taken in the spring. Other information will be given as appropriate.

**USE OF TELEPHONE & TELEPHONE MESSAGES FOR STUDENTS**

Students must have permission from an administrator or a pass from their teacher to use the office phone. Calls for forgotten items are highly discouraged. Responsibility is part of the learning process. Students are requested to make "after school" plans prior to their departure from home each morning. Classroom instruc­tion will be interrupted only for urgent calls.

**TELEPHONE NUMBERS**

423-825-7352 General Info Extension 223 Principal

Extension 225 Assistant Principal

423-821-7951 FAX Extension 221 Secretary

Extension 222 Attendance Clerk

Extension 224 Bookkeeper

Extension 226 Registrar, Guidance Office

Extension 227 School Counselor

Extension 228 School Counselor

423-825-7355 Cafeteria

**TEXTBOOKS**

Textbooks are furnished without charge. The teacher in each class will issue the necessary books to stu­dents. Each book will have an identifying number in the proper space. Students are responsible for taking care of the books and keeping them in their own locker. Books damaged beyond normal wear will be assessed for such damages. Lost books must be paid for before a replacement book can be issued. Refunds will be made for books found.

**VISITORS**

We welcome parents and other visitors to our school. All visitors must have administrative approval before visiting classes or areas of the school. Visitors must check in the main office and receive a visitor’s pass. Students may not bring relatives or friends to visit during the school day.

**NOTICE OF RIGHTS TO PRIVACY ACT**

This school will release directory information to such agencies as police, courts of law, educational insti­tutions, and the various military branches. If you would like to exclude the release of this directory information for your son/daughter, or if you are 18 and in control of your records, please let the school know.

Directory information includes only name, address, and phone number. The release of any other infor­mation from a student's files must be with parental consent unless ordered by a court of law. (See form at back of book.)

**INTERNET USE POLICY**

A signed parental permission slip must be on file each year for any student having Internet access. (See form at back of book.)

**EMERGENCY CLOSING OF SCHOOL**

In case of inclement weather, please DO NOT CALL the school. Instead, listen to FM 92 (WDEF) as it will have up-to-date information which is reliable. The Times/Free Press info line maybe called at 209-1100, ext. 7002. Phone calls, text and emails will be sent from Central Office through the Connect 5 system.

**IMMUNIZATIONS (See towards back of this handbook**)

**PROMOTION AND RETENTION GUIDELINES - MIDDLE SCHOOLS**

Promotion requires that a student pass math and English (or language arts if taught as a block of English and reading) and any two of the following academic classes: science, social studies, and reading (if taught as a separate subject from English). (Foreign language taught for a full year may also count as an academic class, but will not be taught in summer school. Language arts encompassing both English and reading shall count as two academic classes.)

1. Passing is based on the year's average.
2. A minimum score of 70 for the year's average in each academic subject must be obtained.
3. With one failing grade, a student may be promoted without summer school, unless that failure is in math or English (or language arts if blocked).
4. With two or three failing grades, a student may attend summer school with the principal's permission and upon satisfactory performance, be promoted. (English and reading taught separately may be remediated in one language arts block in summer school.)
5. With four or more failing grades, a student may not attend summer school and will be retained.
6. At the conclusion of summer school, a copy of summer school grades indicating satisfactory performance will be placed in the student's cumulative record as documentation for promotion.
7. Exceptions may be made for students who score at the 50th percentile or above in the failed curriculum area on the state mandated standardized achievement test.
8. The Light's Retention Scale may be administered as a guide in considering retention and/or promotion.
9. THE PRINCIPAL HAS THE FINAL DECISION ON PROMOTION OR RETENTION.

**GRADUATION REQUIREMENTS FOR INCOMING NINTH GRADERS**

To meet the requirements for graduation in the Hamilton County School System, a student must:

* Earn a minimum of 23 units of credit for traditionally scheduled schools or 28 units of  
  credit for the block scheduled schools.
* Have satisfactory records of attendance and conduct

A Diploma of Special Education will be awarded to the student who has satisfactorily completed an Individualized Educational Program (IEP) and who has a satisfactory record of attendance and conduct.

A student who *has not completed* the required work *shall not participate* in graduation exercises.

An exchange student who meets Hamilton County's graduation requirements may graduate and receive a high school diploma.

**HIGH SCHOOL GRADE CLASSIFICATION**

|  |  |
| --- | --- |
| Grade | Traditional Schedule |
| 10 | 5 credits |
| 11 | 11 credits |
| 12 | 16 credits |

**HAMILTON COUNTY GRADUATION REQUIREMENTS**

**Beginning with the CLASS OF 2013**

**"All students will pursue a focused program of study preparing them for postsecondary study. While all students may not enter postsecondary training immediately following high school, they must be prepared for lifelong learn­ing."**

Subject Course/Credit

English 4

Math 4 (Algebra I, Geometry, Algebra II and 1 Advanced Math,)

Students must take math each school year.

Science 4 (Physical Science, Biology, Chemistry/Physics, and

1 other lab science)

Social Studies 3 (World History/World Geography/World Cultures/

World Studies/American History/American Studies, and American Government and Economics)

Wellness or 1

PE .5

Personal Finance .5

Foreign Language 2 (same language)

Fine Arts 1

Capstone experience such as a senior project or service learning required.

Elective Focus 3

**REQUIRED 23 CREDITS - TRADITIONAL**

**28 CREDITS - BLOCK**

**VALEDICTORIAN/SALUTATORIAN**

The valedictorian must the highest numerical average, rounded to the nearest hundredth. The salutatorian must have the second highest numerical average, rounded to the nearest hundredth. The valedictorian’s and salutatorian’s course selection for their four years of high school must include core courses from the highest level offered in English, mathematics, social studies, and science at each high school. The valedictorian and salutatorian must be enrolled in the school from which he/she graduates a the beginning of the junior year.

**REPEATING COURSES TO IMPROVE A GRADE**

Students may repeat courses to improve their grade average, provided that this is not for Valedictorian determination. For determining valedictorian, only ninth grade students may repeat a course to improve their grade point average. The highest grade earned in a course, which has been repeated, will be used in determining a student's grade point av­erage and class rank for all other purposes other than determining valedictorian. There is not a time limit on repeating courses for the single purpose of improving GPA.

**STUDENT HONORS**

Recognizing academic excellence is a dynamic, ongoing process at Lookout Valley HS/MS. Students are recognized for their achievement in academics by honor rolls, star rolls, Superintendent's academic Letters, Beta Club and National Honor Society..

1. Students earning A's and B's and no U's in conduct will be named to the Honor Roll. This includes all grades.
2. Students earning all A's and no U's in conduct will be named to the Star Roll. This includes all grades.  
   **NATIONAL HONOR SOCIETY**

Requirements for membership in the Joseph L. Bean Chapter of the National Honor Society effective for the 2011-2012 school year.

Junior candidates must have a minimum cumulative grade point average of 3.45 earned beginning with the ninth grade thru the first semester of the junior year. Invited candidates must show good character, be respectful to superiors and peers, and abide by all school rules and standards. Prospective members may have no more than one suspension and no suspensions the semester prior to induction. Any instance of civil transgression may eliminate the candidate for consider­ation. Service requirements considered might include but not limited to church activities, scouts, volunteer work at hospi­tals, nursing homes, and shelters. Peer tutoring will also be included. Leadership involves taking an active role in school activities, providing a good role model for fellow students, and generally setting a standard for other students to emulate. Selection of prospective members will be conducted by a faculty committee of five high school teachers. The advisors will not be a part of this process. ***Maintaining Membership***

**Scholarship:** To remain in good standing members must maintain a GPA of 3.45 minimum. If a member falls below this minimum level he/she will be placed on probation and have one semester to regain the minimum GPA. If the grade point average remains below the minimum, the student will relinquish the right to NHS recognition at award ceremonies and graduation.

**Service:** Members must attend all meetings and or NHS functions. Chronic absenteeism will result in probation or dis­missal. Members will be expected to perform 12 hours of service documented per semester.

**Leadership:** Members will be encouraged to perform in leadership roles such as student government, teacher aides, and other school projects.

**Character:** Members are to serve as good role models for other students. Members showing disrespect for staff or other students will be warned or placed on probation. Any out of school suspension or other conduct related to discipline that reflects upon the honor society is subject to dismissal by the faculty council. **ELIGIBILTY FOR BETA CLUB (Middle School):**

1. Must have a 3.4 GPA based on final average in core subjects only.

* For 7th graders: Average based on 6th grade year and 1st and 2nd quarter of 7th grade year
* For 8th graders: Average based on 7th grade year and 1st and 2nd quarter of 8th grade year

1. No F’s in exploratory subjects 1 year prior to induction.
2. No suspensions in current year of induction.
3. Must have recommendation of core subject teachers.
4. Be a student at LVMHS for at least 2 quarters prior to induction.

**CLASS OFFICER ELECTION GUIDELINES**

All students must show a "C" average and must be on grade level having five credits for sophomore status, 11 credits for junior status, and 16 credits for senior status. The student must display good behavior and have good character. Candidates may have no more than one suspension during their high school years and must have been enrolled at LVHS the prior semester.

**MR/MISS LOOKOUT VALLEY**

The senior class will nominate four boys and four girls for this honor. The final selection of Mr. and Miss Lookout Valley is by the vote of the entire high school student body. In order to qualify for court or attendants, students must meet the following criteria: (1) be enrolled at Lookout Valley during his/her entire junior and senior years, (2) be in the upper 1/2 of the Senior Class, (3) have all S's in conduct, (4) have no more than one suspension, no Alternative Learning Day School, and no Alternative Learning Evening School, (5) have no more than 5 absences per term (school service is not included) and (6) be recommended by the faculty. (7) must be graduating with their freshman cohort. The Lookout Valley High faculty will review recommendations and extenuating circumstances and a final list will be presented to the seniors in voting.

***Underclass Representatives qualifications for Mr. and Miss Lookout Valley Court*** In order to qualify for the court, the student must meet the following criteria: (1) on grade level and on track for promotion, (2) have all S’s in conduct, (3) have no more than one suspension, no alternative learning day school, and no alternative learning evening school, and (4) have no more than 5 absences per term (9 weeks).

**HOMECOMING NOMINATIONS**

1. The candidate/representative must be on grade level and on track for promotion.
2. The candidate/representative may not have been suspended more than one time from the ninth through the

twelfth grade.

\*3. The person elected Homecoming Queen is not eligible for election as Miss LVHS but is eligible to be on the Miss LVHS court.

\* Applies to senior candidates only.

**SUPERLATIVES**

Both senior and underclassmen must have a cumulative 2.0 GPA or higher.

**Summary: Tennessee Immunization Requirements For Child Care and School**

Tennessee Department of Health Rule Chapter 1200-14-1-.29

For the first time in 10 years, the Tennessee Department of Health (TDOH) has changed and updated its immunization requirements for child care, pre-school and school entry. The effective date of most changes is July 2010. Detailed official guidance, including the immunization schedule and the new Immunization Certificate, will be made available no later than April 1 online at http://twis.tn.qov or at the TDOH website: http://health.state.tn.us/CEDS/reguired.htm

Children in Child Care Facilities (new requirements underlined):

* Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
* Hepatitis B (HBV)
* Poliomyelitis (IPV or OPV)
* *Haemophilus influenzas* type B (Hib): age younger than 5 years only *(this requirement  
  is resumed following suspension during a national Hib vaccine shortage 2008-2009)*
* Pneumococcal conjugate vaccine (PCV): age younger than 5 years only
* Measles, Mumps, Rubella (1 dose of each, usually given together as M MR)
* Varicella (1 dose or history of disease)
* Hepatitis A (1 dose by 18 months of age)

Children entering Kindergarten (new requirements underlined):

Diphtheria-Tetanus -Pertussis (DTaP, or DT if appropriate)

Hepatitis B (HBV)

Poliomyelitis (IPV or OPV): final dose on or after the 4m birthday now required

Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)

Varicella *(2* doses or history of disease): previously only one dose was required

Hepatitis A (2 doses): *effective July 1, 2011*

Children entering 7m grade (new requirements underlined):

* Tetanus-diphtheria-pertussis booste r ("Tdap")
* Verification of immunity to varicella *12* doses or history of disease)

Children who are new enrollees in a TN school in grades *other than* K or 7a:

Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate) Hepatitis B (HBV): previously only for Kindergarten, 7th grade entry Poliomyelitis (IPV or OPV): final dose on or after the 4m birthday now required Measles, Mumps, Rubella (2 doses of each, usually given together as MMR) Varicella (2 doses or history of disease): previously only one dose was required

Children with medical or religious exemption to requirements:

* Medical: Healthcare provider must indicate which specific vaccines are medically  
  exempted (because of risk of harm) on the new form. Other vaccines remain required.
* Religious: Requires only a signed statement by the parent/guardian that vaccination  
  conflicts with their religious tenets or practices, //documentation of a health  
  examination is required, it must be noted by the health care provider on the  
  immunization certificate. In that case, the provider may explain the absence of  
  immunization information by checking that the parent has obtained a relig ious  
  exemption.

***[Mst updated February 2, 2010***

**BOARD MEDICATION POLICY**

Medications should be limited to those required during school hours and necessary to maintain the child in school. Medications should be administered by school nurses or other non-medical school personnel designated by the school principal. Any student who is required to take medication during the regular school day must comply with the following regulations:

1. A written permission form for medications and over-the-counter medications will be provided to the  
   school by the School Health Program Office upon request. This form must be *completed* and  
   signed by both the parent(s) and child's licensed healthcare provider.
2. A new permission form must be provided to the school at the beginning of each new school year.  
   The permission form must be updated by the child's licensed healthcare provider when there is a  
   change in dosage or time of medication.
3. Medication must be brought to the elementary school office by a parent or guardian in the original  
   bottle and refilled in like manner, and labeled with the child's name. No medication is to be taken to  
   or from school by the elementary student.
4. Middle and secondary school students are permitted to bring medication to school provided it is  
   taken to the designated school personnel immediately upon the student's arrival at school.
5. School personnel will administer or dispense, as appropriate, all medications whether prescription  
   or over-the-counter. The school nurse will provide instruction the proper administration of  
   medication to school faculty.
6. All medication will be kept in locked storage boxes that are available, or in acceptable secure  
   locked locations in school.
7. Any unused medication must be picked up by parent or legal guardian at the end of the school  
   year. Unused medication that is not picked up on or before the last day of school or medication  
   that has expired will be properly disposed of by the school.
8. School nurses will monitor storage and proper documentation of medications administered, on a  
   regular basis, to insure that medications are handled properly.
9. All medications administered will be given in accordance with the above guidelines.
10. Prescribed emergency medications to address life-threatening situations must be readily  
    accessible to the student at all times. These may be in the student's possession or in a  
    designated location as is appropriate to the situation (field trips, etc.) Examples of these  
    medications include but are not necessarily limited to: asthma inhalers, epi-pens, glucose  
    tablets, glucagon injection, Benadryl, and others.
11. The school system retains the right to reject requests for administering medication that is not in  
    compliance with the above guidelines.

2012-2013 School Health Program 4.41



Hamilton County Department of Education School Health Program

**Routine Medications**

Medications at school are an issue that all parents must understand. School Staff is willing to help students with taking required medications at school. State Law and Hamilton County School District Policy, dictate a few requirements. Any medication (this includes inhalers, and over the counter medication and short term medication) **that** must be taken during the school day, must be brought to the office. Inhalers can also be carried by the student if the written prescription from the doctor on file in the office specifies it is to be carried.

To help comply with this policy, district medication(s) forms are available in the office. Ask your pharmacy to provide a medicine bottle(s) for each different medication to be used at school. All medication given by school staff must:

1. **have a written physician instruction**
2. **have a signed parent permission**
3. **be in a pharmacy or manufactured labeled container.**

You are welcome to come to the school and give medication to your child at the appropriate time if you do not wish to have the school staff assist.

In order to comply with state law and to protect the safety of your child, this policy must be followed strictly. This is to insure the health and well-being of all students, and to support the "Drug Free Schools."

**School Health 07/200.1**

Thank You School Nurses

**Hamilton County Schools Responsible Use Policy**

The Internet and email provide invaluable resources and communications to Hamilton County students and employees (hereafter referred to as "user"). Users accessing the Internet are representing the Hamilton County School System and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution. The District's Internet Safety Policy and the Technology Acceptable Usage Agreement shall be reviewed, evaluated and revised, as needed, annually.

**Scope of Use:** To ensure that students receive a quality education in an intellectually stimulating environment, it is the goal of the Hamilton County Schools to provide all students with access to a variety of technological resources. The creation of a large and varied technological environment demands that technology usage be conducted in legally and ethically appropriate ways consistent with the policies and instructional goals of the Hamilton County Schools. Thus, it is the intention of the Hamilton County Schools that all technological resources be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is understood that all users of Hamilton County Schools will use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions, or companies.

**Rules for Usage:** The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Hamilton County Schools. Use of any and all technological resources is a privilege and not a right. Any violation of the Acceptable Usage Agreement may result in termination of usage and/or appropriate discipline. **All Hamilton County Schools students and their parent/guardians and all Hamilton County Schools employees must sign this agreement as acknowledgment of receipt of these procedures and policies.**

**I. ACCESS:**

A. Any user who accesses the district's network or any computer system for any purpose agrees to  
be bound by the terms of the Agreement, even if no signed Agreement is on file.

B. The use of all Hamilton County Schools technological resources is a privilege, not a right, and  
inappropriate or suspected inappropriate use will result in a cancellation of those privileges  
pending investigation.

C. The district's network or any computer system is in effect an extension of the classroom  
experience. The user, student or employee, should use the same judgment as they would in a  
classroom.

D. Students accessing the internet by any means other than the District's network while in a Hamilton  
County School facility is prohibited unless approved by administration. The HCDE network is  
filtered to meet CIPA compliance. (Refer to VI. Internet Filtering.) Students are accountable for  
their actions when connected to an outside network. HCDE is not liable.

E. All computers connected to the Hamilton County Schools HCDE Radius (wireless) or wired must  
be the property of Hamilton County Schools unless approved by a principal or supervisor.  
Individuals are prohibited from connecting a computer to the Hamilton County School's network  
without first obtaining permission from a supervisor staff member. HCDE Guest wireless is  
available for personal and HCDE assigned devices. All devices connected to the HCDE network  
are subject to the same guidelines.

F. Individuals may use only accounts, files, software, and technological resources that are assigned  
to him/her.

G. Individuals may not log in to or attempt to log in to the network by using another person's account  
and/or password or allow any other person to use his/her password to access the network, e-mail,  
the Internet or other password protected resources

H. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and/or outside the Hamilton County Schools.

I. Individuals identified as a security risk may be denied access to the Districts technological resources.

J. Individuals must not disrupt or attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means. Any use of technological resources that reduces the efficiency of use for others will be considered a violation of this agreement.

K. Individuals must not modify or attempt to modify hardware, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any security system, either with or without malicious intent.

L. The Supervisor and/or site administrators will determine when inappropriate use has occurred and each has the right to deny, revoke, or suspend specific user accounts and access. Users have the right to appeal the decision to the site administrator or Director of Schools.

M. Accessing the HCDE network from outside the network is prohibited without prior authorization.

**II. PRIVACY:**

A. To maintain network integrity and to insure the network is being used responsibly, the Supervisor  
reserves the right to review files and network communications.

B. Users should have no expectation of privacy with regards to any data stored, transmitted or  
accessed on any device using the HCDE network.

C. Because communications on the Internet are often public in nature, all users should be careful to  
maintain appropriate and responsible communications.

D. The Hamilton County Schools cannot guarantee the privacy, security, or confidentiality of any  
information sent or received via the Internet.

E. All computer data including search histories and email communications transmitted on school  
system computers or by means of the school system network are subject to monitoring and may be  
archived.

F. Users are encouraged to avoid storing personal and/or private information on the District and/or  
schools' technological resources.

G. The system-wide technology staff performs routine backups of District servers. However, all users  
are responsible for the backup and storage of any critical files and/or data.

**III. COPYRIGHT:**

A. The illegal use of copyrighted materials is prohibited. Reproductions of documents, graphics,  
pictures, digital recordings, music, etc. shall be subject to fair use guidelines and applicable laws  
and regulations. (For Fair Use guidelines, go to this link: <http://www.copyright.gov/fls/fl102.html>).

B. Illegal copies of software may not be created or used on school system equipment.

C. Any questions about copyright provisions should be directed to the Principal or Supervisor.

D. The legal and ethical practices of appropriate use of technological resources will be taught to all  
students in the system (i.e. during lab orientation, network orientation, etc).

E. If more than one copy of a software package is needed, a site license, lab pack, or network version  
must be purchased. The District Technology Department and the person requesting the software  
will be responsible for determining how many copies should be purchased.

F. The site administrator at each location is authorized to sign license agreements for a site within the  
system. Copies of any system-wide license agreements must be signed by the District Technology  
Department and/or Superintendent and distributed to all schools that will use the software.

G. The District Technology staff or site technology assistant is responsible for installation of all  
software in use on the local area network and/or individual workstations within the Hamilton County  
Schools.

H. Users should not purchase software for use on District computers or other technological resources without prior consultation with the District Technology staff.

**IV. ELECTRONIC COMMUNICATION:**

A. Communications with students/parents/guardians, even if not using school resources, are within  
the jurisdiction of the school district to monitor as they arise out of one's position as an educator.  
For official HCDE business, HCDE employees are strongly encouraged to use an HCDE email  
account when communicating with a student via email.

B. Electronic communication between staff and students should be written as a professional  
representing HCDE. This includes word choices, tone, grammar and subject matter.

C. All data stored or transmitted on school system computers shall be monitored. Hamilton County  
Schools' e-mail accounts may not be used for sending or attempting to send anonymous  
messages.

D. Photos and videos of students and staff should not be shared or posted electronically without  
permission.

E. Hamilton County Schools' e-mail accounts may not be used for sending district-wide emails.

F. Electronic correspondence is a public record under the public record's law and may be subject to  
public inspection.

G. The line between professional life and personal life must be clear at all times. Staff members should only use their educational email account or other approved communication method (Google, Edmodo, etc.) to communicate with students and/or parents and guardians, and should only communicate on matters directly related to education. Relationships associated with such educational social media accounts should only be with members of the educational community, such as administrators, teachers, students, and parent of such students. It is strongly recommended that staff reject requests from individuals who do not fit into these categories.

H. All staff members will be responsible for information that they make public through the use of electronic communication. Teachers are the gatekeeper for the privacy and protection of students. When other people can see your conversations with the students (i.e.- Other "Friends" on Facebook), you may be endangering them and also violating the Family Educational Rights and Privacy Act (FERPA).

I. HCDE employees who wish to utilize an approved HCDE website for communication must notify parents and obtain signed permission from the parent(s) to electronically post/share student pictures.

**V. INTERNET:**

A. The intent of the Hamilton County Schools is to provide access to resources available via the  
Internet with the understanding that faculty, staff, and students will access and use information that  
is appropriate for his/her various curricula.

B. All school rules and guidelines for appropriate technology usage shall apply to usage of the  
Internet.

C. Teachers are responsible for previewing Internet resources that will be presented in the classroom  
prior to their introduction.

D. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and  
responsible manner and by providing written permission from parents, guardians, students,  
employees via this signed agreement.

E. Students who are allowed independent access to the Internet will have the capability of accessing  
material that has not been screened.

**VI. INTERNET FILTERING:**

A. On the District's network, internet access for all users is filtered by a filtering system provided  
through the school system's ISP and by the District firewall system by URL and IP address.

B. URLs and IP addresses may be added to or deleted from the filtered list by the District Technology  
staff.

C. Employees have the ability to override filtered sites. When accessing blocked sites, it is expected  
to preview any resources prior to classroom presentation. Employees are also expected to refrain  
from any inappropriate sites.

**VII. INTERNET SAFETY MEASURES:**

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

1. Safety and security of students when using any form of direct electronic communications;
2. Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line; and
3. Restricting students' access to materials that may be inappropriate or harmful to them.

B. The processes for ensuring that the system's resources are not used for purposes prohibited by  
law or for accessing sexually explicit material are:

1. Monitoring on-line activities of students;
2. Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, pornographic or potentially harmful to students; and
3. Maintaining a usage log.

C. All students will participate in Internet safety training, which is integrated into the District's  
instructional program in grades K-12. Schools will use existing avenues of communication to inform  
parents, grandparents, caregivers, community stakeholders and other interested parties about  
Internet safety.

**VIII. LIABILITY:**

A. The Hamilton County Department of Education does not guarantee the reliability of the data  
connection and does not verify the accuracy of information found on the Internet.

B. The Hamilton County Department of Education does not guarantee the confidentiality of any  
communications or data transmitted on its system.

C. The Hamilton County Department of Education is not liable for any communication that has taken  
place on a personal device.

**Hamilton County Schools Responsible Use Agreement**

I have read and agree to comply with the Hamilton County Department of Education Responsible Use Policy (<http://www.hcde.org/rup>). I understand that any violations of these regulations are unethical, potentially illegal, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken up to and including termination (employee) or suspension/expulsion (student) or possible criminal charges.

**Student/Parent Section Only:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name (Please Print) Location

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Date

As the parent or legal guardian of the student signing above, I grant permission for him/her to access networked computer services such as electronic mail (e-mail) and the Internet. I further understand that deliberate misuse by the student resulting in hardware and/or software damage will be the responsibility of the parent/guardian.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

**Employee Section Only:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Name (Please Print) Location

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Signature

Date

**Parental Notification Form**

**Parents/guardians are requested to sign and date this form. A signature acknowledges receipt of the Nondiscrimination Policy and Grievance Procedure.**

**NOTICE OF NONDISCRIMINATION**

**It is policy of the Hamilton County Boards of Education not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504: (2) Title VI of the Civil Rights Act of 1964: or (3) Title IX of the Educational Amendments 1972. The school system encourages the reporting party or complainant to use the complaint form available from the principal of each school or available from the central office location.**

**Mrs. Karen Glenn Title VI and IX Coordinator 3074 Hickory Valley Road Chattanooga TN 37421 (423) 209-8654**

**Mrs. Nancy Reed 504 Coordinators 3074 Hickory Valley Road Chattanooga TN 37421 (423)209-8590/209-8589**

Date

Parent Signature

**Hamilton County   
Department Of  
Education**

**Request NOT To Film, Videotape or Photograph A Minor**

**I, \_\_\_\_\_\_\_\_\_,**

**parent/guardian of \_\_\_\_\_\_\_\_\_,**

**request that my child NOT be shown and/**

**or identified in a film, videotape or**

**photograph made for media coverage of**

**school events.**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTE: Return this form ONLY if you DO NOT want your minor child filmed, videotaped or photographed.**



HAMILTON COUNTY DEPARTMENT OF EDUCATION

3074 Hickory Valley Road - Chattanooga, TN 37421 423-209-8400

Dear Parent or Guardian:

In compliance with the requirements of The Family Educational Rights and Privacy Act (FERPA), Hamilton County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow Hamilton County Schools to include this type of information from your child's education records in certain school publications. Examples include:

* The annual yearbook
* Honor roll or other recognition list
* Graduation programs
* Sports activity sheets

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 prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, colleges, and universities. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) 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 their prior written consent.

If you do not want Hamilton County Schools to disclose directory information from your child's education records without your prior written consent, **vou must sign and return the following statement TO YOUR STUDENT’S SCHOOL by August 26, 2016.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please sign below and return this letter to the student’s school immediately**.

Your signature indicates your **denial of consent** for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School to grant access to directory information as defined above for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Student’s Name).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Parent/Guardian) Date

***AFTER COMPLETION OF THIS LETTER, PLEASE RETURN TO STUDENT’S SCHOOL.***



Departamento del Educacion del Condado de Hamilton 3074 HICKORY VALLEY ROAD Chattanooga, Tennessee 37421 423/209-8400

Estimado Padre o encargado:

En cumplimiento con los requisites del Acta de los Derechos Educacionales de la Familia y Derecho a la Privacidad (The Family Educational Rights and Privacy Act, FERPA), las escuelas del Condado de Hamilton pueden divulgar la "informacion apropiadamente scnalada en el directorio" sin consentimiento escrito, a menos que usted haya aconsejado al distrito de lo contrario. El proposito primario de la informacion del directorio es permitir que las escuelas del condado de Hamilton incluyan este tipo de informacion de los expedientes de la educacion de su nino en cicrtas publicaciones de la escuela. Algunas de estas publicaciones incluyen:

* El anuario de la escuela
* El cuadro de honor u otra lista de reconocimiento
* Programas de la graduacion
* Paginas de actividades deportivas

La informacion del directorio, que es informacion que generalmente no sc considera dafiina o una invasion a la privacidad de esta scr divulgada. se puede tambien divulgar a organizaciones exteriores sin el previo consentimiento escrito del padre. Las organizaciones exteriores incluyen, pero no se limitan a, las companias que fabrican los anillos de la clase o publican los anuarios, colegios y universidadcs. Ademas, dos leyes federales requieren de las agendas educativas locales (Local Educational Agencies, LEAs) que reciben ayuda bajo el Acta de Educacion Elemental y Secundaria de 1965 (Elementary and Secundary Educational Act, ESEA) de proveer a los reclutadores militares, si ellos asi lo piden, de tres tipos de informacion del directorio - nombrcs, direcciones y numeros dc telefonos - a menos que los padres hayan aconsejado a LEA que no desean que la informacion de su esludiante sea divulgada sin su previo consentimiento escrito.

Si usted no desea que las Escuelas del Condado de Hamilton divulguen la informacion del directorio de los expedientes de la educacion de su nino sin su previo consentimiento escrito, usted debc firmar y devolver la declaracion siguicntc a la ESCUELA DE SU ESTUDIANTE antes del 26 de agosto de 2016.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Favor de firmar abajo y devolver esta carta a la escuela de su estudiante inmediatamente.**

Su firma indica su negación al consentimiento a la escuela\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a dar acceso a la

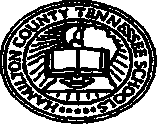
información del directorio según lo definido anteriormente de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Imprima el nombre completo del estudiante**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Firma del padre/encargado) Fecha

**FAVOR DE DEVOLVER ESTA CARTA A LA ESCUELA DEL ESTUDIANTE DESPUÉS DE COMPLETARLA.**



**Hamilton County Department of Education**

Student Services 2016-2017 Attendance Notification Contract Tennessee State Law requires that all children between the ages of six (6) and seventeen (17), both inclusive, must attend school regularly.

The Hamilton Co. Department of Education has determined that each child will be allowed three (3) absences per school year that may be excused by a note from a parent/guardian. These should only be used in cases when a child is sick, but the parent/guardian determines that a doctor visit is not necessary.

After three (3) parent/guardian excused personal illness days, any further absences must be excused by professional documentation. These include doctors, mental health professionals, dentists, courts, or other professional services. Other legal reasons for excused absences are death in immediate family, religious holiday regularly observed by the faith (prior approval required), and approved school sponsored activities. (HCDE Board Policy 6.200) Excused must be turned in to the appropriate school official within five (5) days of the student returning to school.

After five (5) unexcused days, the school will notify the parent/guardian that their child must attend school on a regular basis by mailing the Attendance Notification Letter. Upon receipt of the Attendance Notification Letter, if the parent disagrees with the number of absences, it is their responsibility to contact the school for an attendance meeting and to provide documentation to support claims.

If a student acquires ten (10) or more unexcused days (no legal reason for absences as defined above) the school will make a formal referral to the School Social Worker. If the child continues to accrue unexcused absences after the referral, a Legal Notice will be mailed to the parent/guardian indicating that their child has become truant. This notice shall serve as intent to file a petition with Hamilton County Juvenile Court unless proper documentation is provided to the school within five (5) days of receipt of this notice.

Please print all Information *except signature*

School

Student Name

Student Date of Birth I, , have read and understand the information

regarding Tennessee State Law and Hamilton Co. Department of Education Attendance Policy as they apply to my child.

Parent/Guardian Signature Date

**Please return to the school office for placement in your cumulative record.**

