

# JEFFERSON COUNTY HIGH SCHOOL

## STUDENT HANDBOOK

### 2017-18

**JCHS MAIN CAMPUS**  
115 W. Dumplin Valley Road  
Dandridge, Tennessee 37725  
Phone: 865-397-3182  
Fax: 865-397-4121  
Website: <http://jc-schools.net/>

**PATRIOT ACADEMY**  
419 West Dumplin Valley Road  
Jefferson City, Tennessee 37760  
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*Jefferson County High School and the Jefferson County School System do not discriminate on the basis of race, ethnicity, national origin, gender, or disability in any of their programs, practices, or activities.  
For more information or questions, please contact:  
Director of Federal Programs, Jefferson County Schools  
P. O. Box 190, Dandridge, TN 37725  
865.397.3194*

#### STUDENT INFORMATION

Name \_\_\_\_\_  
Student Number \_\_\_\_\_  
Homeroom Teacher \_\_\_\_\_  
Counselor \_\_\_\_\_

#### CLASS SCHEDULE

##### Fall Semester

Period	Subject	Teacher	Room
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

##### Spring Semester

Period	Subject	Teacher	Room
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

## **FOREWORD**

This student handbook is designed to be an important source of information for you. We urge you to read it and share its contents with parents and the community. We believe that all individuals are responsible for their own actions at JCHS. Each person should know the positive and negative results of his or her actions before making a decision. The handbook is an excellent reference for successful students throughout the school year. Keep your book with you daily for recording assignments, checking the calendar, locating JCHS policies and procedures. Our responsibility as administrators is to provide a safe, positive environment for learning and teaching. We want to encourage you in every way possible. However, you must do your part to be a winner at JCHS. We ask everyone at JCHS to do the following:

- Be Ready each day for class.
- Be Respectful of yourself and others.
- Be Responsible for your actions and decisions.
- Be Receptive to being challenged academically.

## **MISSION STATEMENT**

*To prepare responsible, productive citizens who are life-long learners*

## **BELIEFS**

- Learning requires personal responsibility while developing problem solving, critical thinking, and communication skills.
- Instruction is centered on student needs and addresses various learning styles.
- Assessment is individualized to measure continuous success.
- Decision making includes all stakeholders and focuses on a safe and positive learning environment.
- School policies are for the well being of all persons involved in school activities.

Our administrative team is committed to providing an environment that will enable each person to do his or her very best. Please let us know if we can assist you in any way.

Dr. Scott Walker, *Principal*

Dr. John Cagle, *Assistant Principal/CTE Director*

Dr. Kevin Cline, *Assistant Principal*

Tami Morelock, *Assistant Principal*

Randy Rogers, *Assistant Principal /Athletic Director*

Jennifer Sanford, *Assistant Principal*

Dr. Monty Sharp, *Assistant Principal*

*The information in this Student Handbook is not inclusive of all Jefferson County School Board policies and is subject to change through administrative decision and/or school board action.*

## **SCHOOL HISTORY**

Jefferson County High School’s main campus opened in August 1975 as a result of the reorganization of all elementary schools and the consolidation of four existing high schools. Students from White Pine, Rush Strong, Maury, and Jefferson High schools combined to form a student body of nearly 1700 in grades 9-12. In its first year of operation, the Tennessee School Board Association recognized the high school as the “School of the Year” in Tennessee. The academic, athletic, and activity programs have continued to excel over the past thirty-five years. Jefferson County High School is accredited by the Southern Association of Colleges and Schools and is recognized as one of the finest comprehensive high schools in the state. In August 2013 the Patriot Academy opened. The academy is where approximately 650 freshmen students begin their high school careers.

## **SITE**

The high school’s main campus is located in the geographic center of Jefferson County. The location is approximately fifteen miles from the most distant commuting student in the county. The main campus consists of sixty acres, including a stadium, gymnasium, playing fields, tennis courts, and the academic complex. The Patriot Academy is located approximately .8 miles from the main campus. The campus rests on 48 acres and includes a gymnasium, athletic fields, and academic building. The total enrollment of both campuses is approximately 2,300 students.

## **ALMA MATER**

From all directions we unite.  
We stand together through the fight.  
As the years progress, we have shown the rest  
That Jefferson County High prevails!  
Red, White, and Blue, we’ll be true to you;  
We are Patriots to the core!  
And years from now, we will show you how  
You’ve made us the best we can be—  
Our Alma Mater we adore!  
We salute you, Jefferson County High!

## **BACKGROUND AND EXPLANATIONS**

“From all directions we unite. We stand together through the fight” — is a reference to the consolidation of the four high schools that came to form Jefferson County High School in the fall of 1975 and the wish for unity among traditionally rival schools—Jefferson, Maury, Rush Strong, and White Pine. “As the years progress, we have shown the rest that Jefferson County High prevails” — refers to the faith that the consolidation will produce an educational facility dominant among area schools. “Red, White and Blue, we’ll be true to you. We are Patriots to the core” —means the school colors were selected from each of the merging schools—Jefferson was blue and white; Maury and Rush Strong orange and blue; White Pine red and white. Since the first graduating class was to be the class of 1976, the Bicentennial year, *Patriots* was an ideal name for a new mascot. “And years from now, we will show you how you’ve made us the best we can be” —illustrates gratitude for a high academic standard and its consequences. “Our Alma Mater we adore. We salute you, Jefferson County High!” —is a pledge of commitment and love for “Our Mother” school.

# ACADEMIC PROGRAM

## Course Credits

No credit can be earned through correspondence schools. A course may not be taken over to improve a passing grade. Once a student has received credit in a course, that course cannot be taken over for credit or to improve a grade. No credit can be earned through correspondence courses/schools.

## Curriculum

The comprehensive curriculum provides students the opportunity to complete the diploma project, which includes a focused area of study. Career and technical, fine arts, JROTC, dual-enrollment, and Advanced Placement courses are available in addition to the core subjects.

## Final/TN Ready/End-of-Course Exams

Final exams and EOCs will be administered by the instructor on designated exam days. The final exam may not count more than 25 percent of the nine-week grade, and that grade must be reflected in the final average. If scores are available, state-mandated EOC/TN Ready exams account for 25 percent of the second semester average (or the second nine weeks). No student may make up a final, TN Ready, or EOC exam unless the absence is excused.

## Final Grades

Final grades are determined by combining both nine weeks grades for a semester course or both semester grades for a year-long course. The average determines pass or fail. The individual teacher should inform failing students as soon as possible.

## Grade Weighting for Honors, College-level, and A.P. Courses

For Advanced Placement (A.P.) courses, five (5) points will be added to a student's average at the end of each grading period. For honors and college-level courses, three (3) points will be added to a student's average at the end of each grading period.

## Grading scale (JCHS)

Grade point averages (GPA) will be calculated for high school course work based upon the following graduated 4-point scale with additional grade-point weighting of 0.5 for honors/college-level courses and 1.0 for Advanced Placement (A.P.) courses. The JCHS grading scale shall be used for report cards, class rank, honor roll, etc.

<u>Grade range</u>	<u>Regular</u>	<u>Honors/College-level</u>	<u>A.P.</u>
A – 93-100	4.0	4.5	5.0
B – 85-92	3.0	3.5	4.0
C – 75-84	2.0	2.5	3.0
D – 70-74	1.0	1.5	2.0
F – 69 and below	0	0	0

## Grading scale (State)

State law requires that students applying for HOPE scholarships and other state scholarship funds be evaluated utilizing the state's grading scale listed below. Only this scale will be sent to the state for lottery scholarship purposes. Students planning to attend college should remember that colleges will include the second semester of the senior year to get a student's grade point average.

<u>Grade range</u>	HOPE Scholarship
A – 93-100	4.0
B – 85-92	3.0
C – 75-84	2.0
D – 70-74	1.0
F – 69 and below	0

### **Graduation**

Students are required to attend at least seven semesters and meet the local graduation formula, as well as state and local graduation requirements. Students must earn a minimum of four credits fewer than they could have earned.

### **High Honors/ Honors**

Jefferson County High School recognizes all seniors who have attained a 4.1 or higher grade point average (GPA) as members of the *high honors* group. This group of high honor students will choose the graduation speakers within their own members. JCHS also recognizes seniors who maintain a 3.7 to 4.0999 grade point average as *honor* students. Rank and GPA will be calculated upon completion of the seventh semester, utilizing the 5.0 GPA.

### **Honor Roll**

Scholarship is recognized and encouraged through an academic honor system. The honor system is an incentive for those whose average in each of his/her subjects is at least 85. Those students who achieve all grades of at least 85 will qualify for the “B” honor roll; those students who achieve all grades of at least 93 will qualify for the “A” honor roll.

### **Make-Up Work**

Students who have an absence (whether from excused or unexcused) are required to make up work that they have missed. ARRANGING TO MAKE UP WORK IS THE RESPONSIBILITY OF THE STUDENT IMMEDIATELY UPON HIS/HER RETURN. In the event of an extended absence (five (5) or more days), special arrangements may be made with the counseling department regarding make-up work. A zero or incomplete will be recorded for work a student fails to make up. Make-up work missed by the student at the end of a grading period must be made up before or after school immediately upon the student’s return under the instructor’s supervision. Eligibility for make-up or credit will be an administrative decision if there is a question.

### **Transcripts**

The transcripts needed for transfer, military use, scholarship consideration, college applications, or prospective employer information may be requested from the counseling office. A student may request up to four copies of his/her transcript at no charge, provided each is required for a definite purpose as outlined above. Each subsequent request will be charged one dollar to cover mailing and handling. All transmissions of transcripts require that the individual student has fulfilled all financial and other obligations.

## **SCHOOL POLICIES AND PROCEDURES**

### **Announcements**

Notice of club meetings, athletic and social events, and general information is announced each morning via the intercom and displayed on the LCDs in the commons area. The *Patriot Points* is another source of announcements. It is published on the school web site: <http://jchs/jc-schools.net/>. A

person desiring to have a notice published must have it approved by the administration before it can be placed on *Patriot Points*. Any bulletin board announcement posted on school facilities should be for school-sponsored or school-related events only and must bear an administrator's stamp.

### **Assemblies**

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment—unlike radio, television, or movies—the performers are very conscious of their audience. Talking, whispering, whistling, stomping of feet, and booing are discourteous. Yelling is appropriate only at pep rallies. Certain assemblies may require an admission fee. If students do not wish to attend an assembly, they will remain in a designated supervised area.

### **Assistance of Law Enforcement Agencies**

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his designee may request the assistance of a law enforcement officer to (1) search any area of the school premises or any student; or (2) identify or dispose of anything found in the course of a search conducted in accordance with this policy. The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

### **Cafeteria/Commons**

Breakfast and lunch are served in the cafeteria at a nominal cost. Students may pre-pay for their meals on a monthly basis either in person or via the internet. (See cafeteria manager.) Free and reduced meals applications are distributed at the beginning of each school year or anytime thereafter if a family feels they are eligible. (Applications available from the cafeteria manager.) Students who are unable to pay for their meals at the time of service are allowed to charge. Students charging breakfast and lunch will receive reimbursable meals. A student who does not have money to pay for their meal must receive an approval slip from a school official **prior to entering** the lunch line to charge a meal. Notification letters will be sent home with the student after three charges. If a student reaches five charges a letter will be sent home and a school official will notify the household of the charges. After reaching the fifth charge students will need to bring a meal from home until the charges are paid. **Students are not allowed outside of cafeteria or courtyard during lunch. Hallways are off limits.**

### **Care of school property**

Students are responsible for the proper care of all books, materials, and furniture supplied by the school. Students who disfigure property, break windows, or cause damage to school property or equipment will be required to pay for the damage or to replace the item. Disciplinary action will also be taken. Any unlawful act taking place on the school grounds or on buses not only makes the student subject to penalties which the courts may prescribe, but could also result in suspension or dismissal from school.

### **Change of address or telephone number**

All students must inform the office **immediately** of any changes of address or telephone number.

### **Closed Campus**

JCHS operates on a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not started, until dismissal either by the bell or appropriate checkout procedure through the office. **NOTE: All students must sign in/out through the front office when arriving late or departing early during the school day.**

## **Clubs**

Student clubs and organizations are school, career, and service oriented. The principal shall approve all clubs and organizations within the school. One or more staff members will serve as sponsors of each activity and will attend all meetings. An approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office. The director of schools shall approve all requirements imposed by clubs which have restricted membership. Sororities, fraternities, special interest, and all secret organizations are prohibited.

## **Counseling**

Each student in grades 10 through 12 is assigned an academic counselor according to his/her last name. All 9<sup>th</sup> grade students are served by a designated school counselor. All counselors are available to assist students with scholarship applications, college/technical/trade school information, financial aid, and other areas of interest after high school. A pass is required to visit the counseling office.

## **Dances**

At any school-sponsored dance, a ticket must be presented at the door. Guests may be admitted if accompanied by a JCHS student with prior administrator approval. Any student bringing a guest is responsible for the conduct of the guest. All dances are chaperoned. All rules pertaining to student conduct while in school are in effect. Offenders are subject to disciplinary action. **Once admitted to a dance, a student who elects to leave will not be readmitted.**

## **Facilitating searches**

Dogs or other animals trained to detect drugs by odor or otherwise may be used in searches, but such animals shall be used only to pinpoint areas in need of search. In determining when a search is necessary, the principal may consider reports from faculty members, students, and other sources.

## **Fees**

Fees are charged to students who attend JCHS. All students pay a \$20 general fee and a \$5 media center fee annually; seniors pay an additional \$50. There is also a fee charged in some individual courses. Student will be supplied this information each semester.

## **Fire Safety Procedures**

Fire drills will be held periodically during the school year. When the signal for a fire drill is given, all work should cease immediately. Lights must be turned off, and students must leave the room in a quiet, orderly manner through the nearest exit. Only exits leading to the external perimeter of the building are to be used in evacuation. Everyone should continue to move away from the building to a point that will not block sidewalks or traffic patterns for emergency vehicles. All persons must move at least 150 feet from the building and remain in place until the signal is sounded for return to the building. Fire drills are a necessary safety precaution for the welfare of everyone at JCHS. During any drill, everyone must leave the building in order to assist in an efficient execution of the drill.

## **Hallways**

Students shall not be in the hallways during class without a pass from their classroom teacher. A student out of class without a pass will be escorted back to his or her respective class. Students should always ask the teacher to issue a pass prior to leaving the classroom, in addition students must sign out. Students should be in the hallway during class in emergencies only or on official classroom business, such as going to the library or office. No student is to be in the hallways before or after school hours without administrative approval.

## **Insurance**

All students are eligible to enroll in the student insurance program offered at the beginning of each school year. In certain classes, proof of insurance is required. This proof or the school insurance application and premium are due within one week from the beginning date of school. The student must complete the insurance application and turn in to the office. It should be noted that this is a secondary insurance policy. In the event of an accident or injury, the following procedures should be followed:

1. The student should report the accident/injury immediately (as soon as possible) to a staff member and to the school nurse.
2. A claim form must be obtained in the school office to file for benefits. The instructions must be followed and the claim filed within ninety (90) days from date of injury.

## **Internet Usage**

Students in Jefferson County will participate in projects using the Internet in a directed manner to support curriculum and research activities. Teachers and students will use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate materials to meet their educational needs. The administration reserves the right to revoke a student's Internet/computer privileges. These guidelines are provided so that you are aware of the responsibilities involved with using the Internet.

Prohibited or illegal internet activities, including, but not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

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

## **E-mail**

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system unless used for legitimate educational purposes. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection. Students may establish an email account through state or district approved sites for specific educational assignments monitored by faculty (i.e. college for TN). Email addresses will be subject to the District's policies in addition to any other terms of service.



## **Lockers**

At the main campus lockers are available on an optional basis for all students. They are offered at the beginning of the school year through the staff of the JROTC department. Lockers at the Patriot Academy will be assigned by homeroom teachers. It is the student's responsibility to see that his locker is kept locked and in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. No one should leave class to go to his locker except with special permission. All school property, including lockers and storage areas, are subject to search for good cause. TCA 49-6-4203c

## **Media Center**

The media center staff is available for those who need help. Students may use the media center before school beginning at 7:30 A.M.. Students may also utilize the media center after school until 3:30 P.M.. When visiting the media center with a class, students should enter the facility in a quiet and orderly fashion. They should observe media center rules, which include having no food, drinks, candy, or chewing gum, and they should work quietly and respectfully. Students should observe the rights of others by returning borrowed materials by the due date.

## **Nurse**

Students with pre-existing health problems are to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems include vision or hearing deficits, diabetes, epilepsy, recent surgery, medication, or any condition that may limit the student at school. If it is necessary for a student to receive medication during school hours, a note from the parent/physician indicating the name of the medication, dosage, time to be given, and duration of time that medication is to be taken should be sent to the school nurse. Students should pick up medication when they are no longer taking it. If the medicine is not picked up, it will be destroyed at the end of the school term. **No medication, prescription or non-prescription, is to be kept in the student's possession or locker. Students in violation of this policy will be subject to disciplinary measures.** Students becoming ill or injured during the school day should report to the school nurse, either accompanied by a staff member or with a note. Students should not go between classes, except in an emergency situation. All students must have an admit note when they return to class. If there is a necessity to go home, the nurse will inform the parent, and the student will be released through the normal checkout procedure.

## **Parent Conferences**

There are two designated conferences dates during the school year. Parents who would like to request additional meetings may make appointments for conferences with teachers (during their planning periods), counselors, or a principal by telephoning the school office.

## **Parking and Traffic**

The following student driving and parking procedures will be enforced. Any violation of any of these policies will be subject to disciplinary action.

- Parking is permitted for junior and senior drivers only on a space-available basis. Hardship permission may be granted in certain circumstances provided space is available. This applies to the school day only.
- A valid Tennessee driver's license, registration, wheel tax, proof of insurance, and a parking fee of \$25 are required of all student drivers for each vehicle.
- Student drivers must comply with all state and national traffic rules and laws.
- Students may park in designated student parking areas only. A student must display the proper JCHS parking tag on his or her vehicle along with local and state registration requirements.
- Fire lanes and bus lanes must be kept clear at all times.

- No student may park in a construction zone or a restricted area.
- Upon arrival on campus, the students should exit vehicles and enter the building immediately.
- No student will return to the parking lot without an administrator's permission.
- Bicycles and motorcycles are to be parked behind the security office upon the student's arrival on the main campus and not be used until the end of the school day. Motorcycles must have a parking permit. No bicycles or motorcycles are permitted at the Patriot Academy.
- Skateboards, roller blades, roller skates, and scooters are prohibited on all campuses.

### **Musical Instruments/Electronic Devices**

Musical instruments must be taken to the band/chorus room or a designated area at beginning of each day. Musical instruments are prohibited unless deemed necessary by a teacher or club sponsor. Possession of electronic devices or any other device that is deemed disruptive to the school environment is prohibited. **JCHS is not responsible for lost or stolen items.**

### **School Closings**

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. This situation will be announced over local radio and television stations, the Blackboard Connect System, as well as posted on the Jefferson County Schools website, <http://jc-schools.net/>. If no report is heard, one can assume that school will be in session on regular schedule. **Please do not call the school.** Telephone lines must remain open for emergencies.

### **Searches for illegal items**

Backpacks, purses and billfolds, lockers, vehicles, storage areas, packages, and containers are subject to search for alcohol, drugs, drug paraphernalia, dangerous weapons, or any property which is not properly in the possession of the student. TCA 49-6-4203c

### **Student valuables**

Students are cautioned not to bring large amounts of money, expensive jewelry, radios, cameras, etc., to school or leave money or other valuables unattended, in lockers, or in the P.E. dressing rooms. JCHS is not responsible for articles stolen or lost at school.

### **Textbooks**

Textbooks are available, without cost to students, as a loan. Students are accountable for all free textbooks. The Jefferson County School System must be reimbursed for any books that are damaged, destroyed, stolen, or misplaced. If a student loses a book during the school year, he/she must pay for the lost book before another one can be issued. Classroom teachers and the librarian make the decisions regarding book damage.

### **Visitors to the School**

JCHS policy is to accept only those visitors who have legitimate business at the school. **Personal visitors may not have lunch with students.** All visitors must first report to the main office to receive a visitor's pass. Visitor passes will not be issued during examinations or at any other times that an administrator deems inappropriate. An administrator may refuse to issue a visitor's pass any time he/she feels it is in the best interest of the school to do so. *NOTE: Visitors will be asked to present a valid driver's license in order to receive a pass.*



# ATHLETICS

Jefferson County High School is a member of the Tennessee Secondary School Athletic Association (TSSAA). This is the governing body for all high school athletics in Tennessee. The school belongs to the Inter-Mountain Athletic Conference (IMAC) in all sports except football. Other schools in the IMAC conference are Cherokee, Cocke County, Morristown-East, Morristown-West, Sevier County, Seymour and South Doyle.

## Eligibility

To be eligible to participate in athletics a student must:

1. Be in good standing at Jefferson County High School.
2. Meet all TSSAA regulations.
3. Meet all academic rules. (Students must have a passing grade the preceding year in at least six (6) full unit subjects or their equivalency. Courses that have been passed cannot be repeated for athletic eligibility.)
4. Have insurance.
5. Have permission of his/her parents or guardians.
6. Have a current physical examination.
7. Live in the Jefferson County zone.
8. Signed Code of Conduct form by athlete and parent/guardian.

## COACHING STAFF

**Athletic Director: Randy Rogers**

### Fall Sports Head Coaches

Cheerleading ..	Lyndsey Bible
.....	Anne Herndon
Cross Country ..	William Ehrenclou
Football ..	Spencer Riley
Golf ..	Sarah Jane Manis
Volleyball ..	Kylie Whaley
Soccer (Girls).....	Shawn Way

### Winter Sports Head Coaches

Basketball (Girls).....	Rick Sinard
Basketball (Boys).....	Matt Johnson
Swimming.....	David Cooper
Wrestling.....	Logan Hollingshead

### Spring Sports Head Coaches

Baseball.....	Zac Reese
Softball.....	Hillary Howard
Soccer ..	Shawn Way
Tennis ..	Teresa Adams
Track ..	Bill Delozier

**The Jefferson County High School Athletic Department offers participation in the following sports:**

**Baseball**

Practice starts in February and the school plays approximately thirty games. The first game can be played in March. The season ends with the district, regional, or state tournament in May.

**Boys' Basketball**

There are three teams: Freshmen, Junior Varsity, and Varsity. Practice begins in October and the first game is played in November. Jefferson County plays approximately fourteen freshman games, twenty junior varsity games, and twenty-four varsity games. The basketball teams are allowed to have a maximum of ten days of practice during the spring months of April and May. The season ends in March with the district, regional or state tournament.

**Girls' Basketball**

There are three teams: Freshman, Junior Varsity, and Varsity. Practice begins in October and the first game is played in November. Jefferson County plays approximately fourteen freshman games, twenty junior varsity games, and twenty-four varsity games. The basketball teams are allowed to have a maximum of ten days of practice during the spring months of April and May. The season ends in March with the district, regional or state tournament.

**Cheerleading**

Practice begins during the summer. The season lasts from August to March.

**Cross Country**

Practice can start in July and the first meet is held in August. The team can participate in eleven meets during the season. The season ends in October with a regional and state meet.

**Football**

There are three teams: Freshman, Junior Varsity, and Varsity. The ninth grade will play approximately nine games, the Junior Varsity will play approximately nine games, and Varsity will play ten games. Practice begins in July with the first contest in August. The season ends with regional or state playoffs. The football team is allowed a maximum of ten practice days in the spring months of April or May.

**Golf**

Practice can start in July. The first match will be played in August. The teams will play approximately fourteen matches. The season ends in October with regional or state tournaments.

**Boys' Soccer**

Practice starts in February and the team will play approximately sixteen matches. The first match will be played in March and the season ends in May with a district, regional, or state tournament.

**Girls' Soccer**

Practice starts in July and the team will play approximately sixteen matches. The first match will be played in August and the season ends in October with a district, regional, or state tournament.

**Softball**

Practice starts in February and the school plays approximately thirty games. The first game can be played in March. The season ends with a district, regional, or state tournament at the end of May.

### **Swimming**

Practice starts in October and the first meet is held in November. Swim season extends through January. Swimming is not sanctioned by the TSSAA.

### **Tennis**

Practice starts in February and the team plays approximately sixteen matches starting in March. The season ends in May with a district, regional, or state tournament.

### **Track**

Practice for track starts in February. The first meet will take place in March. The team will participate in approximately eleven meets. The season ends with district, regional, or state meets in May.

### **Girls' Volleyball**

Girls' volleyball practice begins in July and the first contest will be played in August. The team will play approximately thirty-five matches. The season ends with a district, regional, or state tournament in October.

### **Wrestling**

Practice starts in October and the first match is held in November. The team can participate in approximately eighteen matches throughout the season. The season ends with a regional or state tournament in February.

## **CODE OF CONDUCT FOR ATHLETIC EVENTS**

Good sportsmanship is expected at all Jefferson County Schools events. Good sportsmanship is a responsibility of players, parents, coaches, advisors, faculty, cheerleaders, students, adult spectators, and officials. Promotion of good sportsmanship at Jefferson County Schools' events should include a demonstration of respect for participants and officials. All involved in a school-sponsored event should maintain self-control throughout the contest. Rules of the event should be understood and skill and performance should be recognized regardless of team affiliation. Good sportsmanship is the cornerstone of a quality educational and athletic program.

Good sportsmanship and proper conduct are behaviors that are learned by engaging with others, modeling good behavior, and planned instruction. It is the responsibility of the administration, staff, coaches, parents, and the community at large to create a climate that fosters the development of these behaviors. This is accomplished by encouraging and modeling positive and appropriate behavior within the sporting environment, while at the same time striving for excellence.

The Jefferson County School Board of Education requires schools to monitor spectator behavior at all school-sponsored activities. Accordingly, an event supervisor may request any person involved in misconduct to leave the premises and may contact the police for assistance. The school administration has the authority to suspend individuals from all school-sponsored activities for a period of time for any type of misconduct.

## **STUDENT CONDUCT**

The Board of Education believes that acceptable behavior is an essential ingredient of an effective educational program. It expects students to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and their school. The professional staff is expected to ensure student conduct which allows for an acceptable learning atmosphere both in and outside the classroom and to help students develop self-discipline and self-direction. To this end, the

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

## **DISCIPLINE POLICY**

Jefferson County High School utilizes an Assertive Discipline Program. Students should be sure to familiarize themselves with this process. It is a program to alter the behavior of students who choose not to conduct themselves in a positive manner. The basic purpose of assertive discipline is to create a setting where teachers can teach and students can learn. This requires respect between students and teachers, so that the rights of both groups are not violated. To help teachers and students understand the underlying principles of assertive discipline, it will be useful to develop a common language which will improve understanding between all groups during regular school hours and at school functions.

1. Civility- Understanding that there is a right and wrong way to conduct oneself, depending on the situation.
2. Honesty- Having a respect for truth and for the property of others.
3. Integrity- Following your conscience and keeping your head regardless of what other people do.
4. Courtesy- Treating others as you want to be treated.
5. Prudence- Thinking before you act; considering the consequences before you act; considering alternatives.
6. Tolerance- Making an effort to understand others, even if you do not agree with them; to living and let live.

What this school is or wishes to become depends on what the students are or wish to become. This is not something that can be given to you; rather, it must come from within. The faculty may initiate it, but the student body must complete it-or it won't be completed at all. Don't wait on someone to make your situation better; begin the task yourself. We promise to help you and support you along the way. **If you win, we win.**

## **ASSERTIVE DISCIPLINE PLAN EXPLANATION OF PROCESS**

1. To allow for flexibility and creativity between the teacher and the administrator, if adjustments need to be made in the hierarchy of punishment(s), they should be made only after consultation between the administrator and the teacher.
2. If, in the teacher's and/or administrator's opinion, a student's behavior requires special attention, the student may be put on a behavior contract.
3. If a teacher perceives that a student might be having a behavioral or academic problem that would interfere with his/her learning or that of the other students, the teacher may refer the student to the appropriate counselor as an alternative to referral to an administrator.

4. Teachers are encouraged to make frequent parental contact concerning students with behavior problems. Conferences with the students, the teacher, an administrator, and parents should be held as often as needed.
5. The PURPOSE of this plan is to establish a clear and consistent hierarchy of punishment to enable the administration to deal promptly and fairly with students who violate school rules. It is also the purpose of this discipline plan to establish a safe and orderly school environment in which the rights of all students are protected and the efforts of the teachers to maintain order and teach students are supported. Common sense usually tells us what type of behavior is or is not acceptable at school. All students are expected to conduct themselves in a manner that reflects respect and consideration for the rights and property of others. Although the handbook may not specifically identify a certain behavior as inappropriate, it is assumed students know the difference between right and wrong. The principals, teachers, and staff reserve the right to determine whether or not a student's behavior is inappropriate. The hierarchy of punishments ranges from the less severe to the more severe, ultimately reaching the point where expulsion is recommended. It is the philosophy of the faculty and administration that although expulsion from school is a matter with serious implications for the student and his/her family, it is a step which circumstances necessarily dictate either because of the severe nature of the offense(s) committed or because of the habitual nature of the violations committed by the student. The guiding principle of this or any other good system of school and classroom management is that its purpose is not to punish, but to teach and encourage students to accept responsibility for their actions and decisions, and to regard the rights of others with as much reverence as their own.
6. Before the administrative discipline plan will take effect, the student will be referred to his/her area administrator. Most referrals come from teachers as a result of a violation of the classroom discipline plans. In order for a student to be referred to an administrator as a result of a violation of the teacher's classroom discipline plan; one or two types of infractions would have occurred. Either the student would have committed a severe classroom disruption (consisting of an overt refusal to obey a teacher, fighting, vandalism, or any action which stops the class from functioning); or the student would have committed three violations of the classroom rules during a nine-week period. At either of those two points, the student would be referred to an administrator. Classroom steps start over at the beginning of each nine-week period.
7. On the first referral to an administrator, the student will be given at least one (1) day ISS, or OSS, or placed in the alternative school, or recommended for expulsion (depending upon the severity/nature of the offense). Additionally, the parent is contacted either by way of a conference, a phone call, or a copy of a letter sent home by regular mail. If a conference is required, the administrator is to set it up with the parent. If the parent fails to show, the student then will be suspended out of school until the parent attends a conference. Referral to the guidance counselor is also recommended, and the teacher is urged at this point to also make contact with the parent. A behavior contract may be used at this point.
8. Upon the second referral to an administrator, the student will be given at least two (2) days ISS, or OSS, or placed in the alternative school, or recommended for expulsion (depending upon the severity/nature of the offense). Additionally, the parent is contacted either by way of a conference, a phone call, or a copy of a letter sent home by regular mail. If a conference is required, the administrator should set it up with the parent. If the parent fails to show, the

student then will be suspended out of school until the parent attends a conference. Referral to the guidance counselor is also recommended, and the teacher is urged at this point to also make contact with the parent. A behavior contract may be used at this point.

9. Upon the third referral to an administrator, the student will be given at least three (3) days ISS, or OSS, or placed in the alternative school, or recommended for expulsion (depending upon the severity/nature of the offense). A parent conference is also required at this point. As with the 1<sup>st</sup> and 2<sup>nd</sup> offenses, failure to attend a conference will result in the student receiving OSS until a conference with the parent can be held. Referral to the guidance counselor is also required, and the teacher is urged at this point to also make contact with the parent. A behavior contract may be used at this point.
11. Upon the fourth referral to an administrator, the student will receive at least four (4) days OSS, or placed in the alternative school, or recommended for expulsion (again depending upon the nature/severity of the offense). A parent conference is required with the administration of Jefferson Academy. Failure to attend the conference will result in the student being placed on the fifth level of the Administrative Assertive Discipline Plan. Referral to the guidance counselor is also required.
12. Upon the fifth referral to an administrator, the student will receive OSS pending placement in the alternative school, or recommended for expulsion.
13. Disciplinary plans written in a student's I.E.P. will take precedence over the normal Assertive Discipline Plan.
14. Consequences of disciplinary actions that cannot be served at the end of a school year due to time constraints will be carried over to the beginning of the next year.

### **ASSERTIVE DISCIPLINE PLAN**

#### 1st OFFICE REFERRAL

ISS or OSS or Placement in Jefferson Academy or Recommendation for expulsion  
and referral to guidance (optional),  
and parent conference or call (optional),  
Behavior contract (optional).

#### 2nd OFFICE REFERRAL

ISS or OSS or Placement in Jefferson Academy or Recommendation for expulsion  
and referral to guidance (optional),  
and parent conference or call (optional),  
Behavior contract (optional).

#### 3<sup>rd</sup> OFFICE REFERRAL

ISS or OSS or Placement in Jefferson Academy or Recommendation for expulsion  
and required referral to guidance,  
and required parent conference,  
Behavior contract (optional).



#### 4th OFFICE REFERRAL

OSS or Placement in Jefferson Academy or Recommendation for expulsion and required referral to guidance, and required parent conference with the Administration of Jefferson Academy, Behavior contract (optional).

#### 5th OFFICE REFERRAL

OSS pending placement in Jefferson Academy or Recommendation for expulsion.

### **RELATIONSHIP BETWEEN STUDENT AND TEACHER**

A student's most direct and frequent contact with a school official is with the classroom teacher. When a student has a problem that relates to a specific class, the following steps should be followed in trying to solve the problem:

1. The student should discuss the matter with a teacher at a time other than class time and at a time which is mutually convenient.
2. If that fails, the student, the parent, and the teacher should discuss the matter.
3. The next step would be to involve the assistant principal.
4. From the assistant principal, the matter would go to the principal.
5. Actions which cannot be resolved at the level of assistant principal would go to the principal, the Assistant Director of Schools, the Director of Schools, and the School Board, in that order.

At any point, particularly in the early stages, a guidance counselor can be involved to help solve the problem.

It is strongly recommended that all students become completely familiar with the guidelines of the program and use them to make this the best school year of their career.

### **IN-SCHOOL SUSPENSION (ISS)**

One of the disciplinary options used at Jefferson County High School is in-school suspension. It is isolated study for students who have violated certain school policies. Students are assigned to in-school suspension by the administration only, and students must report directly to the ISS room with all books, pencil, and paper at 8:20 A.M. on the date assigned. Students assigned ISS will have all school privileges revoked during their assignment, and may not re-enter the regular school program until all in-school suspension time has been served. Failure to comply with ISS rules could result in the student being assigned additional time in ISS, being placed on OSS, or being assigned additional office referrals. The class is located in Room 511.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

According to T.C.A. 49-6-3401, any school administrator of any public school in this state is authorized to suspend a pupil from attendance from such school, including its sponsored activities, or from riding a school bus, for good or sufficient reasons. T.C.A. 49-6-3401 also provides that if a principal, or assistant principal determines that an offense has been committed which would justify suspension **for more than ten (10) days**, he/she may suspend a student unconditionally for a specified period of time or upon such terms and conditions as may be reasonable. The student, the parent or guardian, or any other person holding a teaching license who is employed by the school system (if requested by the student) may file an appeal to a disciplinary hearing authority (DHA) for any suspension over 10 days. The appeal must be in writing, and it must be filed with the director of schools within five (5) days after receipt of the notice of suspension.

## DETENTION

If detention is assigned by an administrator, it will be held after school. Students may be required to remain as long as ninety minutes beyond the school day as a disciplinary action. **In case the student rides a bus or is in a car pool, one day notice will be given.** Administrators are not required to establish detention times for the convenience of the student. If a student is assigned a tardy or administrative detention and fails to serve it, the student will be disciplined according to their placement on the appropriate level of the Assertive Discipline Plan.

## BEHAVIOR CONTRACT

After discussion with an administrator, a teacher may place a student on a behavior contract. This contract will be more severe than the typical classroom plan. The typical behavior contract results in the student being referred to an administrator sooner than would occur under a classroom discipline plan. A student may also be placed on an administrative behavior contract for a relatively serious offense or continued misconduct. An administrative contract gives the student a specified period of time in which to prove that he/she will obey school rules. Administrative behavior contracts may be extended into the next semester or school year. After a student returns from Jefferson Academy, an offense could result in being placed back on a behavior contract for the remainder of the semester or year.

# SPECIFIC DISCIPLINE POLICIES

*In addition to the penalties listed below, each violation will be added as a step on the Assertive Discipline Plan.*

## ALCOHOL POLICY

Students will not possess, distribute, consume, or be under the influence of alcoholic beverages, in school buildings, school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials. The penalty for first offense violations of the alcohol policy will be to remand the student to Jefferson Academy until such time he/she successfully completes the Academy's instructional and behavioral programs. During the suspension period, the student should implement and complete an alcohol education program that would include the effects and consequences of alcohol use on personal health and safety. (Program to be approved by Jefferson Academy). ***NOTE: Parent/student will be responsible if any expense is incurred for the alcohol education services.*** If a student violates the alcohol policy a second time, he will subject to expulsion from the school system for a minimum of one (1) calendar year from the date of infraction.

## ASSAULT POLICY

Any physical assault by a student on an employee of the Jefferson County Board of Education shall result in expulsion for one (1) year, with possible petition to court. According to T.C.A. 49-6-4301, any teacher observing or having knowledge of an assault and battery or vandalism which endangers life, health, or safety which is committed by a student on school property is to report the action immediately to the principal of the school. The principal having knowledge of an assault and battery or vandalism endangering life, health, or safety committed by a student on school property or who receives a report of such action is to report such action immediately to the local Police Department or the Sheriff's Department.

## BUS CONDUCT POLICY

Bus service is an extension of the classroom. Therefore, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus and all directions to be followed. Students shall remain well back from the roadway while awaiting the bus. Pupils shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached. Students shall keep their hands, arms, and heads inside the bus. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisle. The emergency door must be used for emergency only. Students who must cross the street at a bus stop shall wait until they receive a signal from the bus driver. When students must cross a street upon entering or leaving the bus, it shall always be done in front of the bus far enough in front of the bus so that the driver may adequately observe them. This means that students shall be able to see the face of the bus driver. The driver shall hold his bus with warning lights flashing until the crossing has been completed. In the afternoon, any student who desires to get off the bus at any location between the school and the pick-up point must present the bus driver with a note granting permission from his/her parent/guardian and approval by the principal or designee (signature required) of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental/guardian permission with approval by the principal or designee (signature required). Transient students shall be expected to abide by the discipline policies adopted by the Jefferson County Board of Education and rules adopted by the staff of their terminal school. The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if determined by the principal that his/her behavior is such as to cause disruption on the bus, or when he/she disobeys state or local rules and regulations pertaining to pupil transportation.

The first offense for fighting on a bus will result in five days out of school suspension, citation to court, and added as a step on the Assertive Discipline Plan. The second offense for fighting will result in a recommendation for placement in Jefferson Academy or expulsion, and citation to court. The first offense for use of tobacco will result in three days out-of-school suspension, citation to court, and added as a step on the Assertive Discipline Plan. The second offense for tobacco use will result in three days out-of-school suspension, citation to court, and added as a step on the Assertive Discipline Plan. The third offense for tobacco use will result in placement in Jefferson Academy and citation to court. Offenses that involve drugs, alcohol, or are sexual in nature will follow the school's Assertive Discipline policy with further discipline. An attempt shall be made to notify parents in person or by phone concerning any suspension and/or expulsion of bus privileges. In addition, written notice shall be mailed. The parent may be required to discuss the matter with the principal assistant principal, and transportation supervisor before transportation privileges are restored. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. It is the responsibility of the principal, assistant principal, and/ or transportation supervisor to notify the bus driver of disciplinary action taken (the same day of occurrence if possible). Students are not permitted to sell food products on school buses. Eating on field trips while on the bus may be allowed due to the length of the trip. However, a time shall be designated when students are permitted to eat (they are not permitted to eat continuously during the trip). The teacher(s) and students on the trip are responsible for cleaning up all waste.

## BUS DISCIPLINE

### 1<sup>st</sup> Bus Referral to an Administrator

- Warning or Assigned Seat or Bus Suspension (5 Days) or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional),
- Meeting with the Bus Driver and Student (Optional)

### 2<sup>nd</sup> Bus Referral to an Administrator

- Bus Suspension (5 or 10 Days) or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus,
- Meeting with the Bus Driver and Student (Optional)

### 3<sup>rd</sup> Bus Referral to an Administrator

- Bus Suspension (10 or 30 Days) or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional)
- Meeting with the Bus Driver and Student (Optional)

### 4<sup>th</sup> Bus Referral to an Administrator

- Bus Suspension (30 Days) or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional)
- Meeting with the Bus Driver and Student (Optional)

### 5<sup>th</sup> Bus Referral to an Administrator

- Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional)
- Meeting with the Bus Driver and Student (Optional)

Any student that is enrolled in a class that meets at the main campus of JCHS or at the maintenance department will be transported via school bus. The school bus is an extension of school therefore; students shall conduct themselves in a manner consistent with classroom behavior and in accordance with bus safety standards. All school rules apply during bus travel. Students are under the supervision of the bus driver and/or teacher while on his/her bus and all directions given by him/her shall be followed. Any misbehavior reported by the bus driver or teacher will be addressed using the JCHS Assertive Discipline Policy.

## DISRESPECT POLICY

In cases of general disrespect, the consequence is up to ten days in-school suspension or out-of-school suspension. In cases of severe disrespect, overt refusal to follow administrative directions, or in the threatening of an employee, the minimum consequence for first offense will be ten days out-of-school suspension and/or placement in Jefferson Academy or expulsion and/or petition to court. Second offense will result in placement in Jefferson Academy or expulsion and/or petition to court.

## DISCRIMINATION/HARASSMENT/BULLYING/INTIMIDATION POLICY

### **Discrimination/Harassment (Sexual, Racial, Ethnic, Religious, Disability)**

Students shall be provided a learning environment free from sexual, racial, ethnic and religious and/or disability discrimination/harassment. It shall be a violation of this policy for any student to

discriminate against or harass another student through disparaging conduct or communication that is related to a disability or is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment. Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious and/or disability nature which:

1. Substantially interfere with the student's work or educational benefits, opportunities, or performance; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

### **Bullying/Intimidation/Cyber-Bullying**

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. Cyber-bullying means bullying undertaken through the use of electronic devices. The 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. This policy also addresses conduct when the act of bullying or cyber bullying takes place off school property or outside of a school sponsored activity, it is directed specifically at a student or student has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

### **Hazing**

Hazing means any intentional or reckless act in this state, on or off LEA property, by one (1) student acting alone or with others, that is directed against another student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety.

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

There will be no retaliation against any person who reports harassment or participates in an investigation. The willful filing of a false report will itself be considered harassment and will be treated as such.

## **DRESS CODE POLICY**

Students should dress appropriately at all times. Dress should never distract from school activities or prove a hazard to the student's safety or the safety of others. If, in the judgment of the school administration, a student is not appropriately attired or exhibits grooming which constitutes a distraction or disturbance to the school environment, the student may be sent home and not be readmitted until he/she is properly attired or groomed.

The following attire is considered inappropriate:

- Hats/headbands

- Tank tops, jerseys, shirts, blouses, sweaters, or dresses which are inappropriately revealing or suggestive (NO spaghetti straps)
- Clothing with large or revealing holes.
- Clothing that allows undergarments to be visible when standing or sitting
- Clothing that has obscene or profane language, depiction of alcoholic beverages or unlawful substances, and or gang related
- Clothing which exposes the midriff (Tops must extend below the beltline and/or be tucked in at all times)
- Skirts, shorts, pants, and dresses which are not knee length or longer
- Sleeveless shirts worn by males
- Clothing that contains messages, slogans, or symbols that promote racial discord
- Body-piercing jewelry (except for the ears)
- Hair that is an unnatural hair color or distracts from the learning environment
- Jewelry/accessories with metal spikes or chains

**Additionally:**

- Trousers must be secured/belted at proper waist level.
- Shoes must be worn at all times.
- All tops must start at the base of the neck and extend to the tip of the shoulder.

The administration may notify the student’s parent or guardian and have the student remedy the problem by changing clothes, removing/reversing objectionable clothing, jewelry, and head covering. The student may be sent home to change clothes or have clothes brought to him. When the problem has been corrected, the student can return to class. If the violation cannot be corrected, the student will be assigned to ISS for the day. Repeated violations will be added as a step on the assertive discipline plan.

**DRUG POLICY**

Students shall not consume, use, possess, give, exchange, transfer or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, or intoxicant of any kind. This also includes, but is not limited to, abuse of inhalants and prescription drugs. The above violations are subject to disciplinary action if they occur on school real property; at a school activity at any time whether on or off campus; or in a school vehicle. In accordance with state law, any student who unlawfully possesses any drug including any controlled substance, legend drug and/or drug paraphernalia shall be expelled for a period of not less than one (1) calendar year. The principal shall also notify the proper law enforcement authorities.

**ELECTRONIC COMMUNICATIONS DEVICE/CELL PHONE POLICY**

Before entering Jefferson County High School (or any facility under the supervision of school officials) all pagers, cell phones, or similar electronic communications equipment must be powered off and remain off during school hours. Students who violate this policy shall receive the following discipline:

First offense: Device confiscated for thirty calendar days (device released to parent/legal guardian only)

Additional Offenses: Two days OSS. Device confiscated for thirty calendar days (device released to parent/legal guardian only)

Note: All components of cell phones (SIM cards, etc.) will be confiscated with the cell phone. The electronic device policy includes all forms of message modes currently available in electronic communication devices, (i.e., voice communication, text messages, and transmission of visual images). Use of cameras on personal communication devices is strictly prohibited during school hours. Failure to surrender a phone or electronic communication device will result in a violation of the disrespect policy. Additionally, electronic pagers can be considered drug paraphernalia by Tennessee state law (TCA 49-6-4202).

### FIGHTING POLICY

When students are involved in a fight, defined as an exchange of physical blows, combatants will receive the following discipline:

First Offense: Five days out of school suspension, citation to court, and placement on a behavior contract.  
Second Offense: Recommendation for placement in Jefferson Academy or expulsion, and citation to court.

Note: In all instances, law enforcement officials will be called. Additionally, students who incite fights but are not actively involved (that is, students who carry rumors, put others up to fighting, or carry information back and forth between other individuals who subsequently fight) subject themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report it to a teacher or administrator. Teachers are to report these incidents immediately to an administrator. In sum, **fighting will not be tolerated on the campus, on the school bus, or at any school-sanctioned event.**

### INAPPROPRIATE DISPLAY OF AFFECTION POLICY

No inappropriate display of affection between students is permissible. Students who violate this policy will be disciplined according to Assertive Discipline Plan.

### PRESCRIBED/LOOK ALIKE /OVER-THE-COUNTER DRUGS POLICY

Abuse of prescribed drugs and/or over-the-counter drugs and/or look-alike drugs shall be considered in the same manner as illegally obtained substances. Students shall not attempt to market or distribute any substance, which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance. Students under prescribed medications must identify themselves to appropriate school officials upon arrival at school and the prescribed medication shall be retained during the school day and administered by the principal's designee. All prescriptions shall bear the name of the medication, directions for administration and the name of the issuing pharmacy. When a principal or designee determines that a student is in violation of the above policy, the student will be suspended from school following the suspension guidelines in Board Policy **6.316**.

### TOBACCO POLICY

Students shall not possess or use tobacco products (including e-cigarettes or vapors) at any school event or activity, nor while being transported by school or school system-provided vehicles. At each level of offense for possession or use of tobacco, matches, lighters, etc., these items will be confiscated permanently. Students who violate this policy shall receive the following discipline:

First Offense: Three days out-of-school suspension and citation to court.

- Second Offense: Three days out-of-school suspension and a behavior contract for the remainder of the school year and citation to court.
- Third Offense: Placement in Jefferson Academy, and citation to court.

## **WEAPONS AND DANGEROUS INSTRUMENTS POLICY**

Students shall not possess, handle, transmit, attempt to use, or threaten to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. Dangerous weapons for the purposes of this policy shall include, but are not limited, to a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury, or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Students are further forbidden to use any substance such as chemicals or any instruments such as pencils, scissors, razors, or compasses when they are used or attempted to be used in a manner which renders the item dangerous or with the intent to do harm. Upon information that a student is suspected of violating this policy, the principal of the school will be notified immediately. The principal will notify the student's parent/guardian, and the appropriate law enforcement officials as required by law. If, after appropriate inquiry and obtaining of the facts of the accusations, the student is found to be guilty, he/she may be suspended, placed in the Jefferson Academy, or expelled for not less than one year. NOTE: Pocket knives are not permitted at JCHS.

## **ZERO TOLERANCE OFFENSES**

In accordance with state law, and to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

Bringing or possessing a firearm on school property;

Committing or threatening battery/assault as defined in TCA 39-13-102 upon a teacher, principal, administrator, another student, school resource officer, or employee of the school;

Transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat causes actual disruptive activity at the school that requires administrative intervention.

If it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice system as required by law, and the student shall be expelled for a period of not less than one (1) calendar year. Additionally, the student may be required to show proof of satisfactory psychological examination before being readmitted.

## **ATTENDANCE POLICY**

The Compulsory Attendance Law (TCA 49-6-3007; 49-6-3001) requires that all children in Tennessee, six years old to seventeen years old, shall attend school continuously. Also, the law affirms that the primary responsibility for regular attendance resides with the parents and/or guardians. Principals will report promptly to the Director of Schools or designee the names of all children who have withdrawn or have been absent an aggregate (total) of five (5) days without an excuse. The school shall send a written notice to the parents/guardians when their child has accumulated five (5) unexcused absences. Upon receiving this written notice, the parent shall comply with compulsory attendance law within three (3) days. If compliance is not met at the end of three days, the Director of Schools or his designee



shall implement the procedural steps outlined by the school system for reporting truancy cases to the attendance officer. These procedural steps may include a referral to Family Resource Center, Jefferson County Truancy Review Board, and/or Juvenile Court. Absence is defined as inattendance for an entire day, a major portion of the school day, or seventy-five percent (75%) of any class, study hall, or activity during the school day for which the student is scheduled. Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. *NOTE: A student who is absent for any reason is eligible to make up work specified by the teacher upon request by the student. Upon returning to school, a student with an excused absence must obtain an admit slip from the front office and display this slip to their teachers so that these teachers can mark their record accordingly. A new class attendance count begins as a new semester begins (JCHS Attendance Policy).*

Excused absences shall include:

1. Personal illness with doctor's note.
2. Medical appointment
3. Death in the family
4. Religious observances
5. Legal or court appearance
6. Circumstances which in the judgment of the principal create emergencies over which the student had no control.
7. One day is provided for students when their parent or custodian is deployed into active military service. One day is also provided for students when the parent or custodian returns from active military service.

Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised. *NOTE: A student may not exceed five (5) school-approved activities in a full semester. Absences over this limit will be counted against the regular policy (JCHS Attendance Policy).*

Late arrivals/early dismissals disrupt the learning day and are strongly discouraged. Such arrivals/dismissals will be allowed only:

1. In case of emergencies
2. With a valid doctor's appointment
3. With a validation of funeral attendance of immediate family including spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, uncle or aunt. *NOTE: Any student arriving late or leaving early must sign in/out through the front office.*

A student will be allowed to sign out of school only under the following conditions:

1. The parent or guardian comes into the front office to sign his/her student out for a legitimate reason, or
2. Written request is received in the front office prior to the beginning of the first period. The note must have the student's full name, date and time of dismissal, phone number where parent or guardian can be reached for verification, and parent/guardian's signature (JCHS Attendance Policy).

Clock time for unexcused late arrivals or unapproved early dismissals will accumulate on the student's attendance record and will be considered as part of the student's aggregate days missed as determined by the school calendar. These aggregate days may be reported to parents for five (5) day notifications

and to the attendance officer for ten (10) day notifications in compliance with Compulsory School Attendance Law.

### DRIVING PRIVILEGES

After ten (10) consecutive or fifteen (15) reported absences (excused or unexcused) by a student during any semester, an attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or verifying that the student has met attendance requirements that will allow him/her to retain or obtain a driver's permit or license. Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board. The appeal shall be made in writing to the director of schools five (5) days following the action or the report of the action, whichever is later.

### LOSS OF CREDITS DUE TO ABSENCES

A student who exceeds more than eight (8) absences in a full semester may not receive credit for any class in which he/she exceeds the limit.

1. No credit will be given for the entire semester even if all the absences occur in one or the other nine-week grading period. The report card will reflect a zero credit in each course in which the student has exceeded the limit. Parents will receive notification by mail.
2. In addition to the loss of credit, unexcused absences will be eligible for school discipline and referral to Juvenile Court.
3. A student and his parent may appeal loss of credit due to hardship (i.e., medical condition, death in the immediate family, and/or other reasons) by submitting an Attendance Appeal Form with supporting documentation at least five (5) days prior to the end of the semester to the principal in charge of attendance. The student will receive his/her earned credit if the appeal is approved. If the appeal is denied, the student will receive no credit for the course.

## TARDY POLICY

The instructional day for high school must be at least seven (7) hours long, including lunch. Since instructional time is very important, students must be seated and prepared for the lesson to begin when the tardy bell rings. Three (3) tardies in one class period will result in a referral to a principal.

First offense: 1 day ISS

Second offense: 2 days ISS and an office referral

Additional offenses: Each violation added as a step in the Assertive Discipline Plan.

## TRUANCY REFERRALS TO JUVENILE COURT

The Director of Jefferson County Schools hereby notifies parents/guardians of the truancy reporting procedures. Truancy cases shall be reported to a Juvenile Court appointed TRUANCY REVIEW BOARD. Jefferson County Schools shall provide student record information (including Family Resource Center contacts) to the Truancy Review Board for those students who have accumulated five (5) or more unexcused absences. Parent/guardian may file an objection to the child's school record being shared with the Truancy Review Board. This may be done (after receiving a notice) by giving a written statement of objection to the principal of the child's school, or it may be done within three (3) days following the first truancy notice given by the student's building principal. If no objection has

been filed within three (3) days, student unexcused absences shall be reported to the Truancy Review Board. A petition shall be filed in Juvenile Court for a truant student whose parent/guardian has filed a written objection to a Truancy Board review. The school shall continue to send written notices to parent(s)/guardian(s) after each five (5) days of accumulative absences. Parents/guardians must provide documents to the principal verifying any absence due to medical, funeral, legal, or religious holidays. These should be provided the day the student returns to the school.

## **TESTING SCHEDULE 2017-2018**

As required by Public Chapter 892, this is a listing of state mandated assessments for the 2017-18 school year. The purpose of these tests are to measure how much a student grows academically over the course of a school year. Quick score reports will be used to help calculate final grades for report cards when available. Individual student performance reports will be sent to parents when available.

### **State Mandated Assessments:**

#### **TNReady Assessment**

##### **Courses:**

- a. English I, II, III
- b. Algebra I, II, Geometry
- c. United States History

#### **End of Course Assessments**

##### **Courses:**

- a. Biology I
- b. Chemistry

#### **ACCESS – English Language Learner Assessment**

**Purpose and Use:** Administered to English Learners to evaluate English proficiency

**Administration Dates:** Spring 2018

#### **Special Education Assessment – MSAA Alternative Assessment**

**Purpose and Use:** Administered to students with the most severe cognitive disabilities to measure academic achievement against modified, more accessible academic standards

**Administration Dates:** Spring 2018

### **District Assessments:**

**Easy CBM** – Grades K-8 Literacy and Math Screener / Benchmark – administered 3 times per year for RTI2

**TNReady Practice tests** – Administered throughout the school year

<b>Tennessee Department of Education Assessments</b>			
<b>Test</b>	<b>Purpose &amp; Use</b>	<b>Courses</b>	<b>Window</b>
<b>TN Ready</b>	The TN Ready assessment provides valuable information to the student, stakeholders and school on college and career readiness for each content.	English I, II, II Algebra I, II Geometry United States History	Fall Semester Nov. 27 – Dec. 15 Spring Semester April 16 – May 4

<b>End of Course</b>	The End of Course assessment provides valuable information to the student, stakeholders and school on college and career readiness for each content area.	Biology Chemistry	Fall Semester Nov. 27 – Dec. 15 Spring Semester April 16 – May 4
<b>ACCESS</b>	Administered to English Learners to evaluate English proficiency	English Language Learners	Spring 2017
<b>MSAA</b>	Administered to students with the most severe cognitive disabilities to measure academic achievement against modified, more accessible academic standards.	Qualifying Exceptional Children Services Students	Spring 2017
<b>ACT</b>	The ACT provides the student, stakeholders, and school valuable information on college and career readiness. The ACT is required for admission to many Technical Schools, Community Colleges and Universities. The assessment is also used to determine eligibility for scholarships.	Juniors	March 20, 2018

<b>Jefferson County Schools Assessments</b>			
<b>Test</b>	<b>Purpose &amp; Use</b>	<b>Courses</b>	<b>Window</b>
<b>TN Ready Practice Tests</b>	The TN Ready practice assessment provides valuable information to the student, stakeholders and school for preparation of TN Ready assessments.	English I, II, II Algebra I, II Geometry United States History	To be determined
<b>PreACT</b>	The PreACT provides the student, stakeholders, and school valuable information on student progress for ACT readiness.	Sophomores	Spring 2018
<b>ASVAB</b>	The ASVAB provides valuable information to the student, stakeholder, and school for career exploration and college and career readiness.	Juniors	Fall 2017
<b>PSAT</b>	The PSAT provides the student, stakeholders, and school valuable information on college and career readiness. In addition, the PSAT is the National Merit Scholarship Qualifying Exam.	Juniors	Fall 2017

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# CLASS-TIME BELL SCHEDULES

## Regular Daily Schedule

Period 1:	8:20-9:50
Period 2:	9:56-11:30
Period 3:	11:36-1:36
1 <sup>st</sup> Lunch:	11:36-12:06
2 <sup>nd</sup> Lunch:	12:06-12:36
3 <sup>rd</sup> Lunch:	12:36-1:06
4 <sup>th</sup> Lunch:	1:06-1:36
Period 4:	1:42-3:20

## One-hour Delay

Period 1:	9:20-10:30
Period 2:	10:36-11:46
Period 3:	11:52-1:52
1 <sup>st</sup> Lunch:	11:52-12:22
2 <sup>nd</sup> Lunch:	12:22-12:52
3 <sup>rd</sup> Lunch:	12:52-1:22
4 <sup>th</sup> Lunch:	1:22-1:52
Period 4:	1:58-3:20

## Two-hour Delay

Period 1 or Period 2:	10:20-11:45
Period 3:	11:51-1:43
1 <sup>st</sup> Lunch:	11:45-12:15
2 <sup>nd</sup> Lunch:	12:15-12:45
3 <sup>rd</sup> Lunch:	12:45-1:15
4 <sup>th</sup> Lunch:	1:15-1:43
Period 4:	1:49-3:20

*(Subject to Adjustment by Administration)*

