

# McKenzie High School



## Student Handbook 2017-2018

23292 Highway 22  
McKenzie, Tennessee 38201

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Website: [www.mckenziehighschool.org](http://www.mckenziehighschool.org)

**Student Name**

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**Parent Name**

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## BELL SCHEDULE

2017-2018

### Schedule One

7:45	Dismissed to lockers
7:55	Go to First Block
8:00	Tardy to First Block
9:25	Break
9:35	Go to Second Block
9:40	Tardy to Second Block
11:05	11 <sup>th</sup> & 12 <sup>th</sup> go to lunch 9 <sup>th</sup> & 10 <sup>th</sup> go to HR/AP
11:09	9 <sup>th</sup> & 10 <sup>th</sup> Tardy to HR/AP
11:32	9 <sup>th</sup> & 10 <sup>th</sup> go to lunch 11 <sup>th</sup> & 12 <sup>th</sup> go to HR/AP
11:37	11 <sup>th</sup> & 12 <sup>th</sup> Tardy to HR/AP
12:00	Go to 3 <sup>rd</sup> Block
12:05	Tardy to Third Block
1:30	Go to Fourth Block
1:35	Tardy to Fourth Block
3:00	Bus students dismissed
3:05	Remaining students dismissed
3:15	Teachers dismissed

### Schedule Two (Assembly Schedule)

7:45	Dismissed to lockers
7:55	Go to First Block
8:00	Tardy to First Block
9:20	Break
9:30	Go to Second Block
9:35	Tardy to Second Block
10:55	11 <sup>th</sup> & 12 <sup>th</sup> go to lunch 9 <sup>th</sup> & 10 <sup>th</sup> go to HR/AP
10:59	9 <sup>th</sup> & 10 <sup>th</sup> Tardy to HR/AP
11:22	9 <sup>th</sup> & 10 <sup>th</sup> go to lunch 11 <sup>th</sup> & 12 <sup>th</sup> go to HR/AP
11:27	11 <sup>th</sup> & 12 <sup>th</sup> Tardy to HR/AP
11:50	Go to 3 <sup>rd</sup> Block
11:55	Tardy to Third Block
1:10	Go to Fourth Block
1:15	Tardy to Fourth Block
2:30	Go to Assembly
3:00	Bus students dismissed
3:05	Remaining students dismissed
3:15	Teachers dismissed

## FOREWORD

Welcome to McKenzie High School. This handbook is prepared to assist you in making the many educational decisions facing you during this school year in high school and to inform you regarding the rules and procedures of our school. Most importantly, it is an informal contract forging a bond among students, parents, teachers, administrators, staff, and the community as to the manner in which our school operates.

I think that the beginning of a school year affords us all the opportunity to start anew, to challenge ourselves to do what is right for ourselves and for others. The community of McKenzie has expended a great deal of money to assist us in educating you in preparation for future jobs or other educational experiences. You have the challenge to aspire to high goals and to take advantage of the offerings here at McKenzie High School. McKenzie High School and the Board of Education have established high standards. To reach those standards will require a great dedication and commitment on your part. It is my hope that you will learn life skills along with academic skills and knowledge to make you a life-long learner in our world.

The high school experience will allow you to grow. With the variety of courses, teachers, and teaching strategies and techniques, you will have the chance to expand your horizons and visit places and ideas that you have never visited before. I challenge you to grow to your maximum ability. Whether it is interscholastic athletics, laboratory experiences, dramatic activities, musical programs, or social interactions, your growth may be enhanced here at McKenzie High School if you enter with a positive attitude and a willingness to do so. I trust that you will.

Finally, as principal of McKenzie High School, I appreciate and understand the tradition of excellence that surrounds this school. I encourage you take pride in the appearance of our school and to become the type of student ambassador that will make us proud of you. I personally vow my time and energies to make this year enjoyable and rewarding. Together, we will make McKenzie High School the best school possible.

Tim Watkins  
Principal

## **MISSION STATEMENT**

McKenzie High School will provide a safe, quality environment where students can grow and develop skills necessary to become productive members in a changing society.

## **ACADEMIC PLANNING**

Eighth grade students, with guidance counselor assistance and parental approval, will plan a four-year program when they pre-register for ninth grade. In preparing this plan, students will review the number of credits necessary to graduate and the Focus that student will follow for the next four years. Upper-class students will review the six-year plan with the guidance counselor each spring at the time of registration to assure they are fulfilling requirements for graduation. All students are required to register for eight (8) units. After the sophomore year, students upgrade the four-year plan to a four-year plan to prepare for post-secondary education and employment.

Classes with fewer than ten (10) students enrolled are subject to the approval of the McKenzie Special School District Board of Education.

## **SCHEDULING**

McKenzie High School follows the 4 x 4 Block Schedule. As a general rule, the school follows this format:

- 2 terms a year/ 2 quarters a term
- 4 classes per day per term
- 85 minutes in length per class
- 5 days per week
- 45 days per quarter/ 90 days per semester
- 8 possible credits per school year
- 28 credits required for graduation
- 32 credits possible to earn

## **DIPLOMAS**

Students may earn a Regular High School Diploma – awarded to students who have earned the necessary credits and have met attendance requirements.

### ADDITIONAL INFORMATION:

1. Prior to graduation, students must successfully complete all required credits in order to earn the privilege of walking the line at graduation services.
2. Students who are in the fifth year of high school have the option of leaving school after meeting the required classes for graduation.
3. Fifth-year students who complete those requirements for graduation at the end of the first semester and elect not to take further courses the second semester may not participate in spring sports, prom and banquet, or other school activities, but may participate in graduation exercises, provided the student attends graduation practice sessions.

## **EARLY GRADUATION POLICY**

Seniors who have completed all 28 credits for graduation by the end of the fall semester of their senior year and have made post-secondary arrangements (see below) will be allowed to graduate at the end of that semester. Proof of post-secondary arrangements must be provided to the school by November 30<sup>th</sup>. Students who choose to graduate early will be allowed to attend Prom and Graduation activities during the spring semester, provided they comply with all school policies governing these events and adhere to the school's conduct requirements. Students intending to graduate at the end of the fall semester must inform the school of their intent by August 1<sup>st</sup> of their senior year. Transcripts will be marked with the December graduation date and sent to the appropriate institution. Students will not receive a diploma until after graduation ceremonies in May.

### Accepted Post-Secondary Arrangements

- Full-Time Enrollment in a 2 year or 4 year college or University
- Full-Time Enrollment in a TCAT
- Enlistment in the Military with a shipment date by March 15
- Full-Time Employment (minimum 30 hours per week)

Students graduating early will not be allowed to:

- participate in extra-curricular activities (sports, band, clubs, etc.).
- visit staff or students during school hours.
- be on school property during school hours except to meet with the guidance counselor or principal.

## **GRADUATION WITH HONORS AND DISTINCTION**

- McKenzie High School Honor Graduates earn the privilege of wearing the gold honor tassels and cords at graduation.

- They must have a 92.0 or above cumulative GPA for the eight (8) semesters or score at or above the benchmarks on all subject areas of the ACT or equivalent scores on the SAT.
- Students who graduate with a B average and complete at least one of the following will graduate with distinction:
  1. Participate in at least one of the Governor’s Schools
  2. Be selected as a National Merit Finalist or Semi-finalist
  3. Attain a score of 31 or higher composite on the ACT
  4. Earn 12 or more semester hours of transcribed post-secondary credit

McKenzie High School will maintain its Distinguished Scholars program for the purpose of recognizing the academic accomplishments of its seniors.

### **DISTINGUISHED SCHOLARS PROGRAM**

The Distinguished Scholars program for McKenzie High School was instituted with the Freshman Class of school year 2002/2003. The stipulations included in this program will govern the class ranking and the selection of the Valedictorian and the Salutatorian for the graduating class of 2005/2006 and thereafter.

- A. Class ranking for Distinguished Scholars will be determined by averaging only the 24 required courses. The remaining eight (8) elective courses will be included in the total GPA, but will not affect class ranking.
- B. A student must maintain a 92.0 overall average for eight (8) semesters.
- C. Distinguished Scholars will be given preferential ranking, followed by Honor Students and then those receiving a regular diploma. The Valedictorian / Salutatorian will be determined from the students in the Distinguished Scholars Program.

### **DISTINGUISHED SCHOLARS (Classes of 2018-2020)**

English	Honors in II, III, and IV	4
Math	Algebra I, Algebra II, Geometry, Pre-Calculus, Statistics, or Calculus	5
Science	Physical Science, Biology I, Chemistry I, and two of the following three: Biology II, Chemistry II, or Physics	5
History	U.S. History, World History	2
Fine Arts		1
Foreign Language		2
Economics and Personal Finance		1
Government		1
Wellness		1

PE	1
Elective: Advanced Computer Apps. Dual Credit Sociology, Dual Psychology, or Public Speaking	1
<b>Total</b>	<b>24</b>

**DISTINGUISHED SCHOLARS (Classes of 2021 and following)**

English	Honors in II, III, and IV	4
Math	Algebra I, Algebra II, Geometry, Pre-Calculus, Statistics, or Calculus	5
Science	Physical Science, Biology I, Chemistry I, and two of the following three: Biology II, Chemistry II, or Physics	5
History	U.S. History, World History	2
Fine Arts		1
Foreign Language		2
Economics		1/2
Personal Finance		1/2
Government		1/2
Wellness		1
PE		1/2
Elective: Advanced Computer Apps. Dual Credit Sociology, Dual Psychology, or Public Speaking		1
<b>Total</b>		<b>23</b>

**CORE CURRICULUM**

**The Core Curriculum for students entering high school in 2010 - 2016 is as follows:**

4.0 units	English
4.0 units	*Math (one unit taken each year)
3.0 units	**Science
4.0 units	***Social Studies
2.0 units	Physical Education, and wellness
2.0 units	****Foreign Language
1.0 unit	****Fine Arts
3.0 units	Focus Electives
<u>5.0 units</u>	General Electives
28.0 units	

- \* Students shall be required to achieve, by the time they graduate, at least the follow: Algebra I, Geometry, and Algebra II (or the equivalents) plus one additional mathematics course beyond Algebra I. All students will be enrolled in a math class each year.
- \*\* Students shall be required to achieve, by the time they graduate, at least Biology I and either chemistry or physics plus another laboratory science.
- \*\*\* The social studies curriculum shall include United States History, Economics, Government, and Personal Finance.
- \*\*\*\* In exceptional circumstances, schools may waive the foreign language and fine art requirement for students who are not planning to attend a college or university to expand and enhance their elective focus.

**The Core Curriculum for students entering high school in 2017-2018 and following is as follows:**

4.0 units	English
4.0 units	*Math (one unit taken each year)
3.0 units	**Science
3.5 units	***Social Studies
1.5 units	****Physical Education, and wellness
2.0 units	*****Foreign Language
1.0 unit	*****Fine Arts
3.0 units	Focus Electives
<u>6.0 units</u>	General Electives
28.0 units	

- \* Students shall be required to achieve, by the time they graduate, at least the follow: Algebra I, Geometry, and Algebra II (or the equivalents) plus one additional mathematics course beyond Algebra I. All students will be enrolled in a math class each year.
- \*\* Students shall be required to achieve, by the time they graduate, at least Biology I and either chemistry or physics plus another laboratory science.
- \*\*\* The social studies curriculum shall include United States History, World History, Economics (1/2 Credit), Government (1/2 Credit), and Personal Finance (1/2 Credit).
- \*\*\*\* All students must take a ½ credit of Physical Education regardless of extra-curricular participation.
- \*\*\*\*\* In exceptional circumstances, schools may waive the foreign language and fine art requirement for students who are not planning to attend a college or university to expand and enhance their elective focus.



## TESTING INFORMATION

All students will be required to take the following TNReady end-of-course exams: English I, English II, English III, Algebra I, Algebra II, U.S. History, Biology I and Chemistry I. While a passing benchmark will not be set, the grade earned on these tests will factor into a student's overall average.

Eleventh grade students will take the ACT per State directives. Eleventh grade students also are given the opportunity to take the Preliminary Scholastic Aptitude Test (PSAT), the first step in National Merit Scholarship Competition. Juniors will take the ASVAB test conducted by the military to help the guidance department with aptitude and career choices and options.

All students are required to take a college entrance exam. Students may elect to take the ACT or SAT examination. The State of Tennessee will provide funding for two (2) exit exams per student. We recommend that students take the ACT for the first time in April of the junior year. The test is given five (5) times during the school year, giving students the opportunity to take the test again if necessary. An ACT test prep course is available to interested juniors and seniors prior to each testing date if funding is available.

Testing Dates: (These are the testing dates available at the time of printing. These are subject to change due to changes by the State Department of Education

Fall TNReady Exams: Nov. 27-Dec. 13

ACT: March 20

Spring TNReady Exams: April 16-May 3

ASVAB: November 17

## **COURSES OFFERED AT McKENZIE HIGH SCHOOL**

\*Must have taken and passed the required pre-requisites, have met the admission requirements of the cooperating college or university, and have a minimum 3.0 GPA.

### BUSINESS MANAGEMENT/MAKETING

Intro to Business/Marketing  
Marketing I  
Entrepreneurship  
Computer Applications  
Business Communications  
Adv. Computer Applications  
Business Economics/Personal Finance  
Marketing CO-OP  
Career Exploration  
Accounting

### LANGUAGE ARTS

English I  
English II/ Advanced English II  
English III/ Advanced English III  
English IV/ Applied Communications/  
Dual English IV\*  
Spanish I  
Spanish II  
Library Skills Practicum  
Journalism  
Public Speaking

### SOCIAL STUDIES

Dual U.S. History  
U.S. Government  
World History  
U.S. History and Dual U.S. History\*  
Psychology and Dual Psychology\*  
Sociology  
Contemporary Issues

### HEALTH SCIENCE

Health Science  
Medical Therapeutics  
Anatomy and Physiology  
Nursing Education

### MATHEMATICS

Algebra I  
Algebra II  
Unified Geometry  
Dual Trigonometry\*  
Dual Pre-Calculus\*  
Dual Calculus\*

### PHYSICAL EDUCATION

Lifetime Wellness  
General Physical Education  
Advanced P.E. - BB  
Advanced P.E. - Weightlifting  
Driver Education

### SCIENCE

Physical Science  
Biology I  
Chemistry I  
Biology II and Dual Biology  
Chemistry II  
Physics

### FINE ARTS

Art I  
Art II  
Art III  
General Music  
Instrumental Music/Band  
Theory & Harmony (VM)

### AGRICULTURE

Agriscience  
Plant Science and Hydroculture  
Greenhouse Management  
Landscaping/Turf Management  
Natural Resource Management

## VOCATIONAL/TECHNICAL COURSES

### CARROLL COUNTY TECHNICAL CENTER - HUNTINGDON

Allied Health Careers	Manufacturing Technology
Auto Mechanics Technology	Marketing II
Clinical Internship	Metal Technology
Collision Repair Technology	Principles of Technology I & II
Criminal Justice I, II, III, & IV	Rehab Careers
Health Science	Clinical Internship
Diagnostic Medicine	

NOTE: All vocational courses are offered for two (2) blocks, with one (1) credit per block.

## CLASSIFICATION OF STUDENTS

McKenzie High School students will be classified according to the number of credits earned as follows:

Freshmen -	First year students and those with fewer than 6 credits
Sophomores -	Students with at least 6 credits, but fewer than 13 credits
Juniors -	Students with at least 13 credits, but fewer than 20 credits
Seniors -	Students with at least 20 credits

\* The administration reserves the right to place students in Homerooms.

## GRADES/REPORTING

The following are the numerical grading ranges used to determine grades for a nine-week period:

A = 93-100 B = 85-92 C = 75-84 D = 70-74 F = 60-69 I = Incomplete

“Incomplete” is given when work is not completed for a nine-week period. If the work is not completed prior to the end of the next grading period, the I becomes an F.

### **GRADING SYSTEM:**

Each teacher will explain his/her grading system to each class at the beginning of the term. Teachers can use their own method for determining daily averages (tests, homework, projects, etc.) but the following standard is to be used in order for consistency to be maintained.

The first Nine Weeks grade of each term will be calculated by counting daily average as 75% and a Mid-Term exam as 25%. The second nine weeks of each term is determined using the daily averages of the class. Classes that have a state end of course exam will use the score of that exam as 25% of the second nine weeks grade. (Grade verification sheets are to be turned in to the guidance office. Teachers should check carefully to be certain that grades were calculated properly and that grade averages for students are acceptable). Final grades are determined as follows: final examination will count as 20%, the first nine weeks grade will count as 40% and

the second nine weeks grade will count as 40% of the final grade. For those exempt from the final exam, the mean of the two 9-week averages will be the final grade.

Report cards are given to students in homeroom on the announced dates following the closing of each nine-week period. Cards should be signed and returned. If a parent would like to discuss student progress with a teacher, the guidance counselor, or the principal, he/she may telephone the School Office at 352-2133 to arrange a conference.

## **CREDIT RECOVERY**

Credit recovery may be offered depending on funding. If credit recovery is offered the following guidelines will apply.

### **CREDIT RECOVERY PROCESS AND GUIDELINES**

#### **I. Eligibility**

- a. Students must have scored at least a 60 in the course prior to taking the course through credit recovery.
- b. The regular classroom teacher must also recommend the student for credit recovery.
- c. Students assigned to credit recovery for attendance issues will take the entire course.

#### **II. Admission**

- a. Guidance confirms prior course enrollment and grade to ensure appropriateness of request.
- b. Administrative approval allows the student to enter the program.
- c. Students must complete Credit Recovery application and turns in with parent signature.
- d. A signed contract must be returned upon enrollment in the program.
  - i. Staff member utilizes A Plus results to provide counsel concerning anticipated program success.
  - ii. Staff member explains program.
    1. Computer assignments requirement for units not mastered
    2. 80% mastery required per unit
    3. Grade computation (See section III below.)
  - iii. Attendance expectations – consistency

### **III. Coursework**

#### **a. Assignments.**

##### **i. Student takes notes for each unit assigned.**

1. If a student is not successful on a unit mastery test, the unit must be repeated.

##### **ii. Student completes all assignments for each unit.**

#### **b. Posttest**

##### **i. Student attempts mastery test for each course component.**

1. If mastered (80%), student proceeds to the next unit of study.
2. If not mastered, student repeats the assigned level requirements.

##### **ii. The credit recovery facilitator maintains a copy of mastery test results.**

### **IV. Grading**

#### **a. The maximum grade for a credit recovery course will be 70%.**

#### **b. The credit recovery grade will be recorded on the student's transcript in place of the original grade received. Student placed in credit recovery for attendance will receive their original course grade. Schools procedures must include transfer of A Plus student Mastery printouts and the Credit Recovery grades from facilitating teachers to appropriate school officials after completion. (Use the original application with the printout as an attachment.) (Student notebooks should be archived for one year after completion.)**

### **V. Student failure or Removal from Credit Recovery**

#### **a. Students not following Credit Recovery rules and regulations are removed from the course.**

##### **i. Students may reapply for the next term**

##### **ii. Students, if accepted for the second attempt, must complete the entire process.**

1. Application, Approval, Assignments, Mastery Tests

## **GUIDANCE SERVICES**

The guidance counselor is available to assist students with personal, social, and academic problems either by appointment or on a “walk-in” basis. If requested by a student or a parent, referral services are available. The guidance counselor will work with parents, teachers, and students to find workable solutions for school problems.

Permanent records are maintained in the Guidance Office. Much of the information is confidential, but students are permitted access to the materials in the presence of the guidance counselor or the principal. Parents may telephone the guidance counselor or the principal as the need arises.

The guidance counselor will also work in small or large group settings to assist students in goal-setting, decision-making, career awareness and exploration, interest and ability assessments, and vocational/technical school or college exploration. A fall College Fair will be provided for seniors; a Financial Aid Workshop is provided for senior parents in January; and a spring College Fair is provided for juniors.

## **NURSE / HEALTH OFFICE**

The school nurse is available for students who need medical attention while at school. Our goal is to assist students with medical necessities to insure students remain at school and return to their respective classrooms.

Students are urged to discuss any health problems with the nurse. Except in cases of emergency, students must obtain a pass to the nurse’s office. Please remember that absences due to a student’s presence in the nurse’s office are not excused unless that student is exhibiting symptoms of illness (i.e., fever, vomiting, etc.)

All injuries must be reported to the nurse. First aid treatment will be administered and parents notified.

Students and parents are requested to inform the nurse of any health problems which should be a matter of record. This is done the first day of school and should be updated as new problems or concerns arise.

Medications – with the exception of EpiPens and Asthma Inhalers, all prescription and OTC (over-the-counter) medications are kept in the school health office. A medication request form, completed and signed by the physician and parent, must be submitted to the nurse. All prescribed medications must be in the original container. Written permission for any OTC medications is also required and renewed annually. This form can be obtained from the nurse.

Parents are encouraged to send to school any OTC medications that your child frequently uses as the supply in the nurse’s office is limited. Questions about specific medication procedures or health concerns should be directed to the school nurse.

## HEALTH RECORDS

In accordance with state law, immunization certificates are required for students to attend McKenzie High School. The following are required for high school attendance:

- DTAP 4 doses
- POLIO 4 doses
- VARICALLA 2 doses or history of disease (Immunization needed for K and 7<sup>th</sup> grade or any new entrants into Tennessee schools regardless of grade.)
- HEP B 3 doses
- MMR 2 doses

\* All transfer students must have a green card from the Health Department.

## ATTENDANCE

School will not be in session on those days the Superintendent of the Carroll County Board of Education deems hazardous to the safe operation of buses. Area radio stations will announce school closing by 7:00 A.M. If possible, they will also announce re-opening by 5:00 P.M. the day before re-opening.

By law, students must remain in school until the day they become eighteen (18) years of age. Regular attendance is an essential ingredient for a student to achieve success in school; therefore, the following policies will be in effect at McKenzie High School:

- Students will be required to make up work assigned during the absence for all classes missed within three (3) days after returning to school. **After missing a class six (6) days within a term, students will be required to make up any time missed during Time for Time.**
- Work or exams assigned prior to the absence is due upon return to school. Students may appeal for extra time in cases that require the student to be hospitalized.
- Out-of-school suspensions are counted as part of the student's six (6) maximum absences for the term; in-school suspensions will not be counted as absences.
- After three (3) days of absences per term, parents will be notified by mail or by telephone by the high school office according to state law regarding truancy (TCA 49-63007).
- Students who are in violation of the attendance guidelines will not receive credit in the affected classes. **Questions concerning absences may be appealed to the principal.** Students transferring into McKenzie High School will be subject to this attendance policy on a proportional basis for the remainder of the school year.
- Students who represent McKenzie High School in after-school activities must attend at least two (2) class periods in school in order to practice or participate in that activity. These activities will include, but are not limited to, cheerleading, athletics, band, and the Marketing Education Co-op program.

- To serve as a positive incentive for perfect attendance, students who have missed no more than one (1) day per term will be exempted from the final exam. The exam privilege is lost if the student has missed more than the required number of days, if the student has been assigned in-school suspension for more than three (3) days, if the student has been placed on homebound instruction, if the student has been assigned alternative school placement, or if the student is failing the subject for the term. It is the student's option to take an exam rather than to be exempt, if it appears to be in his/her advantage to take the exam.
- SENIORS may miss a day of school, if absolutely necessary to take care of college/a vocational entrance exam, scholarship competitions, interviews, etc., as long as the student does not owe TFT or is not failing a class. However, **seniors must have prior approval from the high school** and the school to be visited to go on a College Day visit and must provide documentation of the visit. Students will NOT be excused for a College Day if he/she owes obligations in Time for Time. No College Day will be taken after April 15 or during End of Course exams, Mid-Terms, or Final Exams
- SCHOOL RELATED ABSENCES: Students who miss school to participate in a school-sponsored and/or related activity will not be counted absent. School-sponsored and/or related activities are defined as activities that are part of an athletic team, band, club or class that is sponsored by McKenzie High School.
- NON-SCHOOL-SPONSORED EXTRACURRICULAR ABSENCES: Students who participate in non-school-sponsored extracurricular activities may receive an excused absence (maximum of 10 per school year) if the student provides proper documentation of the days to be missed and the student's parents submits a written request at least 7 days prior to the absence. The absences will count towards the test exemption policy and the time for time policy.
- RESTRICTED DAYS: The Principal may designate a day as a Restricted Day. Students must have a doctor's excuse to have an excused absence on a Restricted Day. The Principal will notify the students in advance through the morning announcements.

### **ABSENCE PROCEDURES**

1. If you must be absent on a given day, your parents should call the office to inform personnel of the need to be absent that day.
2. If you have been absent, report to the assistant principal before 1<sup>st</sup> Block on the day you return to school.
3. If you are absent part of the school day, you must sign in with the assistant principal immediately upon your arrival.
4. If a student must leave campus for any reason, he/she must request permission from the principal or assistant principal, and must sign out in the office. If a parent does not come to school to sign out a student and sends a note, a phone number must be provided so that the note can be verified before the student leaves the campus.
5. Failure to sign out will result in disciplinary action.



6. Parents will be notified by the school after three (3) days, six (6) days, and ten (10) days of absences. This will be done by mail or through telephone conversations.
7. Students who skip school or leave campus without permission will be subject to disciplinary action, including In-School Suspension or Alternative School placement.
8. Absences in excess of three (3) days are unexcused unless the student submits a doctor's diagnosis. After five (5) unexcused absences, students are subject to truant petitions filed with the Carroll County Juvenile Court System.

### **TIME FOR TIME**

McKenzie High School students will be required to meet both grade and attendance requirements to receive course credit. The Time for Time program is designed to address the problems of absenteeism, tardiness, and the high drop-out rate. In order to enforce any effective absentee policy, it is imperative that grades and credit be considered separately. Regardless of a student's grade in a course, he or she is required to be present a minimum number of classes in order to earn a credit.

IT IS THE RESPONSIBILITY OF THE STUDENT TO ARRANGE FOR MAKE-UP WORK AND TO SCHEDULE TIME FOR TIME WITH THE APPROPRIATE PERSON. Credit will not be earned unless work is completed within the set time. A grade of 0 will be assigned for work not made up. Students must receive documentation verifying that time has been made up. In addition, the student must bring work and materials to Time for Time and behave in an appropriate manner in order to be allowed to earn credit for the time missed.

### **TIME FOR TIME ATTENDANCE**

Students who accumulate more than six (6) absences (excused or unexcused) in a term at McKenzie High School will not receive credit for that course unless time is made up in the Time for Time program. After a student has three (3) absences, all future absences will be considered unexcused unless the school is provided a **doctor's statement** stating student was too sick/contagious to attend school. When a student accumulates more than six (6) absences in any class, notification is immediately made by the assistant principal to the student and Time for Time staff. **Time for Time may be appealed by the parent to the principal in cases of the student being hospitalized, a documented chronic illness, or a death of an immediate family member.**

Tardies result in disciplinary action handled by the assistant principal. Every three (3) tardies in a class results in an additional absence.

## ASSIGNMENT TO TIME FOR TIME

1. The student must make-up time missed in excess of six (6) days in any class.
2. School-sponsored and/or related activities will not count as part of the student's six (6) maximum absences for the term.
3. Out-of-school suspensions and/or expulsions are counted as part of a student's maximum six (6) days.

## TIME FOR TIME PROCEDURES

1. After missing six (6) days in any class, the student will assigned Time for Time. In the event that the student has missed up to ten (10) total days without making up time, parents will be notified by mail. The copy mailed will explain that the student has lost credit unless time is made up immediately.
2. The student must have work to complete during Time for Time sessions.
3. Upon completion of the Time for Time session, the Time for Time staff will document the student's time served.
4. No student will be allowed to make up absences in advance.
5. All excessive absences must be made up during the term in which they occur.
6. Extensions will be granted only to students missing days during the final two (2) weeks of a term due to circumstances entirely beyond their control. The McKenzie Board of Education has granted McKenzie High School final jurisdiction on all attendance matters as it relates to Time for Time.
7. Time for Time credit can only be given by Time for Time staff.
8. **Co-op students will not serve Time for Time during their co-op hours.**
9. On any given day, it can be anticipated that there will be students making up tests and making up Time for Time under the supervision of career ladder teachers.
10. A log will be maintained by the Time for Time staff for additional verification.
11. Time for Time will meet on 4 Saturdays to be determined by the administration. The total sessions that a student may clear are 16.
12. Time for Time may be appealed for students who have been hospitalized or suffer from a documented chronic illness.
13. **Students who owe Time for Time may be excluded from school trips that require them to miss classes in which they have missed more than six (6) times.**

## TARDINESS

Promptness is a personal asset that should be learned at an early age. A student is considered tardy if he/she enters the assigned area after the tardy bell rings. The teacher will record the tardy in his/her class log. Three (3) tardies in a class will count as one absence and must be made up in Time for Time. Teachers will submit this information to the Assistant Principal's Office. **Students tardy to First Block must check in to the office before going to class. Students checking out of school after 2:30 will receive a tardy in their 4<sup>th</sup> block class. This will not be a disciplinary issue. However students will receive an absence in 4<sup>th</sup> block class for every 3<sup>rd</sup> tardy.**

## **TARDY POLICY**

<u>Per Class</u>	=	<u>Per Semester</u>
3 tardies	=	1 absence, 30 minute detention
4 tardies	=	1 hour detention
5 tardies	=	1 hour detention
6 tardies	=	2 absences, one hour detention
7 tardies	=	3 days In-School suspension
8 tardies	=	5 days In-School suspension
9 tardies	=	5 days Alternative School

## **BREAK**

1. The school will not provide change for use of the drink/snack machines.
2. The school will not be responsible for lost money.
3. Each student is responsible to clean up after themselves. This includes any spills, wrappers, cans, bottles and paper.
4. All food and drinks must be finished before class starts.
5. All snacks and drinks must be purchased before entering lunchroom.
6. No drinks or food are to be taken into bathrooms.

\*\* Breaking these rules will result in loss of machine use and/or loss of break time for everyone.\*\*

## **DISCIPLINE**

Discipline of students will be handled by classroom teachers except in cases that are serious or chronic. A student invites disciplinary action anytime he/she creates a disturbance that distracts teachers or students. Discipline is a means of protecting the interests of the entire school and at the same time assists students in self-improvement. Disciplinary action administered by school officials is intended to be corrective rather than punitive in nature.

Measures usually employed by school officials for disciplinary reasons may include, but are not limited to, the following:

- Conferences (student/teacher/parent)
- Referral to guidance counselor, principal, and/or assistant principal
- Detention before or after school
- Corporal punishment
- In-school suspension (Students assigned ISS will be required to turn in all electronic devices to the secretary at the beginning of each day. The devices will be returned at the end of each day.)
- Saturday school
- Alternative school
- Out-of-school suspension
- Expulsion
- Community Service

The method of discipline employed depends on the nature of the offense, the past disciplinary record of the student, and other pertinent factors. Students who conduct themselves as young ladies and gentlemen and who respect the rights of others seldom create discipline problems.

### **ALTERNATIVE SCHOOL**

The Carroll County principals and superintendents have created an Alternative School to serve the high schools in our county. Placement of students in the Alternative School will be the result of chronic or severe behavior problems.

1. Students will be placed in Alternative School for a minimum of five (5) days.
2. Students are responsible for their transportation to and from Alternative School. Classes will be held at the Carroll County Vocational Center in Huntingdon.
3. Students will be required to bring their own lunch.
4. If a student is absent from Alternative School, he/she must complete assigned time before returning to home school.
5. If a student is assigned to the Alternative School, he/she will not be allowed to attend or participate in any school sponsored or related activities.  
*Exception: If a student completes Alternative School time, he/she could participate in activities that occur following the end of that school day.*
6. A suspended student's instructor will be responsible for sending work to the Carroll County Technical Center. The instructor will also grade and evaluate all completed work.
7. Students sent to Alternative School will be required to take final exams.
8. Students must complete all work before returning to regular classes.

### **PROHIBITED ACTIONS**

1. Possession and/or threatening to use guns, knives, or other dangerous weapons.
2. Leaving campus without permission once the student arrives at school will be punishable by 1 day of ISS for each class missed.
3. Violence, intimidation, or racism of any form is not condoned by the Board of Education and will not be tolerated in the schools of this district.
4. Having visitors at school.
5. Sitting in a car parked on campus.
6. Making a purchase for a class/club and charging without authorization. (A purchase order, signed by the sponsor and the principal must be secured).
7. Eating outside the cafeteria except food purchased in vending machines.
8. Gum chewing in any area of the school.
9. Bringing soft drinks or food from restaurants into the school to eat or drink in the cafeteria or having others deliver such food to school.
10. Playing personal radios, tape recorders, CDs, DVDs, pagers, cellular phones, etc., during times not designated in the Electronic Device Policy.

11. Damaging or destroying school property.
12. Possession and/or use of drugs or other illegal substances. (NOTE: Students must obtain permission from the principal to take prescription drugs while at school.)
13. Threats and extortion.
14. Profane or indecent language.
15. Refusal to follow legitimate requests made by teachers or school administrators.
16. Stealing.
17. Giving or receiving help on examinations.
18. Excessive tardiness or absenteeism.
19. Possession of fireworks.
20. Misbehavior which will cause bodily injury to another or self.
21. Striking a school employee. See the Zero-Tolerance Policy.
22. Gambling.
23. Any conduct or activity that is detrimental to the health and safety of the students.
24. Selling any items at school without the principal's approval.
25. Improper use of computers, Internet, or other electronic equipment.
26. Public display of affection – kissing, embracing, caressing, hand-holding, etc.

### **STUDENT ALCOHOL AND DRUG TESTING**

MSSD Board Policy 6.3071

Principals are authorized to order drug test for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers produced evidence of a presence of drug and/or alcohol.
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.

Upon receiving reasonable information, the principal shall take the following steps:

1. Call the student into the principal's office or another private place;
2. Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
3. Inform the student of the substance of the information available to him/her which is the basis for the determination that a test is necessary;
4. Inform the student of the procedures which shall be followed in administering the test;
5. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary hearing authority;
6. Notify the parent or guardian of the student of the impending test.

The appropriate witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the student and which will assure that the integrity of the specimen itself is not compromised.

The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student.

The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board.

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed.
2. If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the results. In addition, they shall receive referral information which shall include counseling, in-patient, out-patient, and community-based drug and alcohol treatment programs.

### **Random Drug Testing**

Due to the severity of the drug use problem, both locally and throughout the State, students involved in any voluntary extracurricular activities may be subject to random drug tests. Parents and students will be informed of this policy prior to participation and shall sign a consent to the drug testing and a release of information as a condition of participation.

## **ELECTRONIC DEVICES**

Students who bring electronic devices to school do so at their own risk. The school is not responsible for lost, stolen, or damaged electronic devices. Students may use electronic devices in classes for instructional purposes only when directed to by the classroom teacher and only in the manner described by the teacher. Students may use electronic devices during activity period in the gym, back lobby and cafeteria. If a student uses an electronic device in a manner other than those previously mentioned or uses the device in a manner that is considered inappropriate or disruptive to the school climate or educational process, a teacher or administrator will confiscate the electronic device. School staff may prohibit a student from using an electronic device during allowed times and locations at the staff members discretion. For the first offense, the electronic device will be kept for one (1) week. The device will be returned at the end of the school day one week from the date of being confiscated. For the second offense, the electronic device will be kept for the remainder of the school year.

## **GUM/CANDY POLICY**

Students are not allowed to chew gum, straws, etc. at McKenzie High School.

1 <sup>st</sup> offense	=	Write off 20 times, 30 minutes detention
2 <sup>nd</sup> offense	=	45 minutes detention and write-off (25 times)
3 <sup>rd</sup> offense	=	1 hour detention and write-off (40 times)
4 <sup>th</sup> offense	=	2 one hour detentions, write-off each day (50 times)
5 <sup>th</sup> offense	=	2 days in-school suspension
6 <sup>th</sup> offense	=	3 days in-school suspension

## **INTERNET ACCEPTABLE USE POLICY**

Internet access is available to students and teachers in the McKenzie Special School District. We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource-sharing innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. McKenzie Special School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (McKenzie Special School District) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a McKenzie Special School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

### **Internet Terms and Conditions of Use**

1. Acceptable Use:

The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the McKenzie Special School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited

to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2. Privileges:

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student or teacher who receives an account will be part of a discussion with a McKenzie Special School District staff member pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of McKenzie Special School District may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Network Etiquette:

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c) Illegal activities are strictly forbidden.
- d) Do not reveal personal addresses or phone numbers.
- e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f) Do not use the network in such a way that you would disrupt its use by other users.
- g) All communications and information accessible via the network should be assumed to be private property.

4. Security:

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your McKenzie Special School District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the Internet.

5. Vandalism:

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above-listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

McKenzie Special School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. McKenzie Special School District will not be responsible



for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. McKenzie Special School District specifically denies any responsibility for the accuracy or quality of information obtained through its use.

### **TOBACCO POLICY**

Students will not use or possess tobacco products in any form while on school property, attending or participating in a school-sponsored event, while on school buses to and from school, or on school buses to and from school-sponsored events.

- 1<sup>st</sup> offense = 5 days in the Alternative School
- 2<sup>nd</sup> offense = 10 days in the Alternative School
- 3<sup>rd</sup> offense = Student will be required to appear before the Disciplinary Hearing Authority

In addition, students under the age of 18 will be cited in Juvenile Court according to T.C.A. for each infraction.

### **ZERO TOLERANCE POLICY ILLEGAL DRUGS AND DANGEROUS WEAPONS/INSTRUMENTS**

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, dangerous weapons and violence, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The superintendent will have the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

1. Students who bring or possess a drug, drug paraphernalia, or a dangerous weapon onto a school bus, onto school property, or to any school event or activity.
2. Any student who, while on a school bus, or school property, or while attending any school event or activity:
  - a. is under the influence of a drug, alcoholic beverage, or
  - b. possesses a drug, drug paraphernalia, or dangerous weapon; or
  - c. assaults or threatens to assault a teacher, student, or other person.

### **Juvenile Offender Act (TCA 49-6-451)**

When a student between the ages of 13-18 engages in and is convicted of such prohibited conduct as possession, use, sale, consumption of any alcoholic beverage, wine, or beer or any controlled substance or involved in the possession or carrying of a weapon on school property, the student/offender can be issued a denial or suspension of driving privileges until age 18 by the Tennessee Department of Safety, Driver Control Division.

## **ABUSIVE BEHAVIOR POLICY**

The McKenzie Board of Education considers discipline and respect for authority as cornerstones for students to achieve academically, to develop socially, and to mature morally. With the recent escalation nationally of reported cases of verbal and emotional abuse by students toward faculty and staff, the Board of Education addresses these issues in the following policy. Emotional and verbal abuse will include, but will not be limited to, open defiance of faculty and staff; insubordination; threats; harassment; profanity; obscenity; and vulgarity.

The punishment for inflicting emotional or verbal abuse toward faculty and staff will be as follows:

1. The first offense will carry a minimum punishment of a five day (5), alternative school placement. If the offense is deemed of a greater severity, the principal may impose up to a ten-day (10), out-of-school suspension. On re-admission, the offending student(s) must be accompanied by parents or guardian for an explanation of the penalty for further infraction.
2. The second offense will carry a minimum punishment of a ten day (10), alternative school placement. If the offense is deemed of greater severity, the principal may again impose up to a ten-day (10), out-of-school suspension, or the principal may refer the problem to the school board for possible expulsion of that student for the remainder of the school year.

Any act of physical force on the part of a student toward faculty or staff will fall under the Zero Tolerance Policy or a possible expulsion by the Board of Education.

## **OFF-CAMPUS BEHAVIOR**

Certain off-campus behavior may cause a student to be subject to punishment by school officials, up to and including suspension. These behaviors include:

- Drug trafficking or arrest.
- Violence or threatened violence against another student or staff member.
- Vulgar, obscene or threatening language or gestures directed toward school staff.
- Vandalism to the personal property of school staff.
- Bullying, harassment, or intimidation of other students or staff members that interferes with the educational process.

## BEHAVIOR AT ASSEMBLIES AND SCHOOL-SPONSORED EVENTS

- Students will proceed to assemblies in an orderly and quiet manner.
- Talking prior to a program is acceptable when done quietly and with an immediate neighbor.
- When the program begins, students should stop talking and pay attention.
- Laughter and applause are acceptable, but unruly behavior is not.
- At the close of the assembly, students will leave as directed in an orderly manner.

## DRESS CODE

It is the intent of McKenzie High School to provide a learning environment in which student dress is not a distraction. In keeping with the philosophy of the parents and the community, we encourage neat, clean, and appropriate dress at school.

As such, students dress will be subject to the following guidelines:

1. All students will wear a shirt that has a minimum of a crew neck/t-shirt neckline. Any shirt not having a crew neckline may be worn with a t-shirt underneath.
2. Shirts, sweatshirts, & sweaters must be the same length all the way around and must extend to the top of the pocket area on the pants, but not below the pocket area on the pants.
3. Students may not wear clothes with holes or faux holes.
4. Students will wear shorts, skirts, or dresses at least knee length. (Cheerleading skirts are excluded)
5. Students will not wear sagging pants. All pants will be worn at the natural waist and all shirts will be the proper fit. A belt will be worn if needed. If a belt is worn it will be buckled.
6. Students will not be allowed to wear clothing that advertises drugs, alcohol, cigarettes, controlled substances, violence, sex, suicide, satanic worship, cults, skulls and crossbones, or a glorification of death.
7. Form fitting garments will not be worn as outer garments. **This includes all compression wear, tights, and leggings.**
8. Students will wear clothing with sleeves over the shoulders.
9. Students will not wear clothing that is see-through, backless, or shows the midriff.
10. Haircuts, hairstyles, or hair color that is non-traditional to the point of causing a distraction is not allowed.
11. Caps, bandanas, chains, dark glasses, picks, and combs will not be allowed.
12. Visible body piercings will be limited to the ears only.
13. MHS administration reserves the right to require students to change clothing that violates the intention of the dress code or is deemed a distraction to others.

THIS POLICY APPLIES TO ALL SCHOOL-RELATED ACTIVITIES HELD ON SCHOOL PREMISES

### Consequences of violations of the Dress Code:

1. All students violating the dress code will be required to change. In the event that they have no proper clothes to change into at school, they will call a parent or guardian for a change of clothing.
2. Students waiting on clothing to be brought to school will sit in the administrative wing. Being out of class over 30 minutes will constitute an absence in the class missed and less than 30 minutes a tardy.
3. All dress code violations will be written up and recorded as a disciplinary infraction by the assistant principal.
  - 1<sup>st</sup> offense: write-up by administration/letter to parents
  - 2<sup>nd</sup> Offense: one-hour after-school detention
  - 3<sup>rd</sup> Offense: two one-hour after-school detentions
  - 4<sup>th</sup> Offense: ISS for three days for the fourth.
4. Following the first violation, students will be required to return a signed statement attesting to parental notification of violation of the dress code. After the second violation parents will need to meet with the administration.

### **PARKING LOT AND CARS**

A parking facility is provided for teachers and students. Each student driving a car to school will purchase a parking permit; the yearly fee is \$10.00. This parking permit may be purchased in the office. With limited space, seniors will have priority, followed by juniors and then underclassmen. Only 160 permits will be sold, the maximum for the student parking lot. The permit must be displayed prominently by hanging on the rearview mirror so that it is easily seen from the front of the vehicle. To purchase the permit, students should be prepared to give a valid driver's license number, plate number, make and model of the car in which the permit will be used.

Cars should be locked each day if the student possesses valuables in the car. Under no circumstances should students sit in cars parked on campus. Traffic lanes, entrances, and exits should be kept clear at all times. Students who park improperly may lose their parking privileges. All motor bikes will be parked in the faculty lot by the cafeteria. All areas of parking are subject to change, depending upon conditions and/or circumstances.

Driving to school is a privilege. Students who drive fast or recklessly may lose that privilege at the discretion of the administration. Students who fail two (2) or more subjects in a 9-week period or semester will lose the privilege of driving to school. Students may not sell or give their parking permit to another student. Students who drive a vehicle to school without a parking permit will be assessed a \$5.00 fine.

## **DRIVER'S LICENSE RESTRICTIONS**

The Department of Safety will deny a license or permit for the operation of a motor vehicle to any person less than 18 years of age:

- a. who does not at the time of application for a driver's license present a diploma.
- b. who is not enrolled and making satisfactory progress in a course leading to the GED certificate, or
- c. who does not have satisfactory attendance in secondary school in Tennessee or in another state.

A student under 18 years of age who applies for a driver's license must provide proof of satisfactory attendance from the main office of McKenzie High School.

When 10 consecutive or 15 total reported absences by the student during any semester occurs, an attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or verify that the student has met attendance requirements that will allow him/her to retain or obtain a driver's license.

Any questions regarding these restrictions should be directed to the principal.

## **SCHOOL BUS POLICY**

Students have the privilege of bus transportation in Carroll County. In order to maintain that privilege, students are expected to abide by the rules of conduct. These rules apply while students are on the bus or on any school property while waiting to board or transfer buses or while exiting the bus. More than one infraction may occur during one bus route. A student who is suspended from one bus is suspended from all county buses for transportation to and from school. The rules listed below are an outline of minimum consequences. Offenses will be documented and, if possible, parents will be notified. Students may not continue bus transportation upon the fourth violation of any sort.

1. Any offense such as carrying a weapon or other offense deemed a serious endangerment or serious sexual misconduct (serious as determined by the principal) will result in suspension from bus transportation for the remainder of the year. Zero tolerance policies will be in effect.
2. Possession of tobacco products, smoking, possession of matches or lighters, sexual misconduct or other offense deemed an endangerment (by the principal), destruction of property, throwing objects, or fighting (as determined by the principal):
  - 1<sup>st</sup> offense - Payment of property damages and five (5) days suspension from bus transportation.
  - 2<sup>nd</sup> offense - Payment of property damages and ten (10) days suspension from bus transportation

3<sup>rd</sup> offense – Payment of property damages and suspension from bus transportation for the remainder of the school year

3. Horseplay, not being seated, profanity, or possession of food or drink:

1<sup>st</sup> offense - Warning from the driver or principal.

2<sup>nd</sup> offense – Three (3) days suspension from bus transportation

3<sup>rd</sup> offense - Ten (10) days suspension from bus transportation

4<sup>th</sup> offense - Suspension from bus transportation for the remainder of the school year

4. Large items (18"), balloons, and glass containers are prohibited on buses. Band instruments may be given to the bus driver to place.

**After a 10-day suspension or third offense, the student and his/her parents must meet with the bus driver, bus department representative, and the principal before the student begins to ride the bus to school again.**

State law forbids bus drivers from allowing students to exit a bus at an unaccustomed stop without written permission from a parent/guardian and acknowledgement by a school official. Students must have written permission by a parent and a school administrator prior to boarding a bus for an unaccustomed stop.

### **VIDEO TAPE POLICY**

Students may be videotaped while being transported to and from school or extracurricular activities. The purpose of the taping is to monitor student behavior. Parents have the right to view the educational records of their children. However, without permission from the parent(s), personally identifiable information cannot be released to persons other than school personnel who are directly responsible for the students. Video recordings held for review of student behavior will be maintained in their original form pending resolution. Parents may file a complaint in the FERPA Office if Carroll County schools fail to comply. The supervisor of transportation of Carroll County schools and the superintendent will be able to view the tapes as a necessary part of supervision. Students may also be videotaped within the school using the school security camera system. The above guidelines regarding confidentiality of all students apply.

## **PERSONAL PROPERTY**

McKenzie High School is not responsible for personal property brought to the school. Students should not bring to school any more money than is actually needed for the day. Purses and book bags containing money or valuables should never be left unattended. All personal property should be clearly identifiable. Physical Education students will leave all valuables with the student designated by the teacher. Lost and found articles will be handled through the high school office.

## **LOCKERS**

Each student will be assigned a locker at the beginning of the school year. The locker belongs to the school and can be checked by school personnel at any time. Lockers will be assigned by homeroom in specific areas where possible and each homeroom teacher will be provided with the locker numbers of each student in his/her homeroom. Students will use locks for their locker provided by the school. There will not be a rental fee for the lock, but if a lock is damaged or lost, the student to whom it is assigned will be responsible for paying the replacement cost of \$6.00 per lock.

Teachers will not allow students to go to lockers during a class period unless there is an emergency. As the school is providing lockers and locks, each student is responsible for keeping up with his/her own materials. The school will not accept the responsibility. There will be periodic unannounced locker checks. Students should use only the lock and locker assigned to them.

## **TELEPHONES**

Under certain circumstances, students may use the office phone to call home. Phones should not be used for social or trivial reasons. Students should be willing to tell the office the reason for the call.

## **CLUBS AND ORGANIZATIONS**

The purpose of clubs and organizations at McKenzie High School is to promote and develop leadership skills, for that reason, students may hold the presidency in only two clubs during a given academic year. A student may not hold the Student Council, Beta Club, or Class presidency at the same time. McKenzie High School endorses the idea of multiple people holding office to teach a wide range of people the responsibility of holding an office.

### **BETA CLUB:**

The Beta Club is an academic, honorary service club. Membership is extended to students who have a non-rounded 92 or better GPA and exhibit the characteristics that are indicative of a Beta as set forth in the National and Local Beta Constitution. Inductees into the club owe a one time national due and a yearly local due totaling \$25.00 upon application. Annual local dues are \$10.00 thereafter. Activities and projects include serving as guides for the fall and spring Parent-Teacher conferences, Newborns in Need-Sleepers in September Project,

and other projects in which the club votes to participate. Members attend the State Convention in Nashville and have the opportunity of attending the National Convention each summer. After the initial induction students must maintain a non-rounded 92 cumulative GPA and maintain Beta character to remain in the club.

DECA:

DECA is an association of marketing students that offers leadership, responsibility, recognition, and self-accomplishment. DECA events emphasize academic and vocational excellence as well as the value of competition and the importance of the free enterprise system. Members can compete on the regional, state and national levels. Students must be enrolled in a Marketing class or have Marketing as a focus of study at McKenzie High School to be eligible for membership. Dues are set by the sponsor.

F.B.L.A.:

The Future Business Leaders of America Club is an organization devoted to those students who are currently taking Business Management courses or have Business Management as a focus of study at McKenzie High School. Students compete in interscholastic contests pitting skills learned against other students across the state. Dues are set by the sponsor at the introductory meeting. FBLA dues are \$20.00.

FCA:

The Fellowship of Christian Athletes is a voluntary group of young people who meet to express their individual Christian beliefs. The club is open to any student, not simply Christian athletes. Meetings afford students the opportunity to reflect upon their beliefs and to discuss how to minister to other students in an appropriate manner in the public school sector.

FFA:

The National FFA Organization is an organization designed to promote knowledge and understanding of agriculture and agriculture-related services. The club is devoted to the development of leadership skills and healthy competition while working in agriculture-related areas. The club is open to all students who are taking a course or have a focus of study in the area of agriculture.

FTA:

The Future Teacher Association is an organization for those students who have an interest in teaching after they complete their formal education. The FTA will assist teachers in certain limited ways and will provide tutorial service for students experiencing problems in academic classes.

HOSA:

Health Occupations Students of America (HOSA) is a national student organization that strives to promote career opportunities in the healthcare industry and to enhance the delivery of quality healthcare to all people. This club is open to any student that is currently enrolled in a health science course or has Health Science as a focus of study. HOSA dues are \$15.00.



KEY CLUB:

The Key club is a high school affiliate of the local Kiwanis Club. The Key Club is dedicated to community service and performs several service projects during the year. The Key club meets monthly with its school liaison representative and a representative from the Kiwanis Club.

LEO CLUB:

The Leo Club is the high school affiliate of the local Lions Club. The Leo Club meets monthly to plan service projects in the community. Leo Club members have assisted with Lions Club projects, school beautification, and several other worthwhile activities. Members are chosen by the Lions Club from a list of applications. Leo Club dues are \$4.00.

LIBRARY CLUB:

The Library Club's main function is to encourage reading. Each member pays \$5.00 dues and at each meeting members tell of their favorite book and one member gets to choose a book for the Library. A field trip is normally planned for the spring.

M-CLUB:

Members must have earned a varsity letter as an athlete or as a cheerleader and must pay dues. The dues for M-Club are \$5.00. Members will help select Homecoming royalties and will help organize the Basketball Homecoming.

MINORITY COUNCIL:

This organization meets with the principal monthly. The purpose of the council is to provide information and ideas from the minority perspective and to be a liaison between the administration and the minority students. The Council will also sponsor a program during Black History Month and will perform service projects to increase the role of minority students at McKenzie High School.

PRINCIPAL'S ADVISORY COUNCIL:

The PAC is a hand-picked student group that reports directly to the principal. They represent a broad cross-section of students and provide the principal with information, opinions, and ideas from the student body. They meet monthly.

RENAISSANCE CLUB:

The Renaissance Club consists of students who are currently enrolled in art or music classes or who have already completed one of those classes. The club is involved with projects for school beautification and efforts to learn more about art and music techniques, careers, and trends. Members are responsible for decorating for Homecoming dances, other special school events and in other ways using skills to help the school. There are fund-raising projects to purchase art and music supplies for the school.

### SCIENCE CLUB:

Aims of the Science Club include increasing knowledge of science, perfecting science skills, serving the community, and understanding the importance of science in our lives. Dues are \$5.00 per year. In order to be a member, a student must have a B average in science and a C average in all other courses taken the previous year. These averages must be maintained during the current year.

### SPANISH CLUB:

The Spanish Club consists of students who have had or are currently involved in a Spanish class at McKenzie High School. The purpose of the club is to promote an understanding of the Spanish culture and to develop tolerance for a diversity of ideas and customs. Membership fees are \$2.00 with the money going toward the appreciation of other cultures.

### STUDENT COUNCIL:

This group consists of six (6) Officers and a representative from each homeroom. Student Council officers are chosen by a school-wide election in the spring. Student Council provides a variety of activities during the year including assembly programs, dances, and community projects such as a food drive for the needy at Christmas.

Student Council Election Procedure: Students, who meet eligibility requirements prior to the election, present to the Student Council president a petition bearing the names of fifty (50) student voters who support their candidacy. A complete ballot of candidates for Student Council offices will be prepared and distributed by the Student Council. To be eligible for office, a student must have made the honor roll at least one (1) of the two (2) nine-week periods during the previous semester before an election. The Student Council president must be a member of the coming year's senior class, and the vice-president must be a member of the coming year's junior class.

## **YEARBOOK**

The Rebel, McKenzie High School's yearbook, is edited by student staff members. Application to the yearbook staff is made in the spring of each year and final selection is made by the sponsor with approval from the principal.

## **HIGH SCHOOL BAND**

Membership is open to all students at McKenzie High School who have successfully completed the beginning band course. Transfer and other students will audition for membership. Band members who satisfactorily participate in the marching band and the concert band will receive one credit per semester. Band members must attend the summer band camp sponsored by McKenzie High School and must also attend after-school practices as determined by the band director. All horn players are expected to be enrolled in band both semesters, with the exception of taking another class that is required for graduation (approved by the principal). Senior band members may opt to co-op their last semester as long as they fulfill parade requirements.

## **BAND AUXILIARY CORPS**

1. Day of audition will be designated at least two (2) weeks in advance by band director.
2. Students will be judged on the point system by a qualified judge.
3. Drum major requires a field routine and must conduct any rhythm pattern. The students going out for flag and rifle corps will provide a routine.
4. Students must have an academic average of C for the school year.
5. Students must have participated in band prior to audition.
6. Students will be responsible for expense of summer clinic and other items that are required. The clinic will be chosen by the band director.
7. In the non-competition season, the auxiliary corps will play in the band.
8. Any student that has quit he band program for any reason may not audition for the auxiliary.
9. Auxiliary members are strongly urged to remain in band both semesters. If you take another class 2<sup>nd</sup> semester you will be expected to participate in spring parades and practices. Non-participation will result in loss of the privilege of attending the banquet and removal from auxiliary audition for the upcoming year.

## **ATHLETICS**

The purpose of the McKenzie High School Athletic Department is to provide teams that will represent with pride the school and city in competitive inter-scholastic contests. In order to participate, a student must meet the standards of the Tennessee Secondary School Athletic Association, and must abide by the rules that are established for team conduct. The athletic program strives to teach winning, teamwork, sportsmanship, and leadership, and to promote and reward excellence. Students in grades 9-12 are eligible to participate in TSSAA-sponsored activities provided they meet the following criteria:

1. Abide by all rules and regulations set forth by the McKenzie High School coaches and administration.
2. Pass at least three (3) full unit subjects the preceding semester or six (6) credits the previous year.
3. Be regularly enrolled, attend regularly, and carry at least three (3) full courses each semester.
4. No student will be eligible to participate in athletics after he/she has graduated from high school (four (4) years from date of enrollment in grade nine).
5. No student will be eligible to participate in any athletic contest if he/she becomes nineteen (19) years of age on or before August 1.

McKenzie High School sponsors teams in football, girls' and boys' basketball, baseball, softball, golf, track, cheerleading, and girls' and boys' soccer.

## **CHEERLEADERS**

The purpose of the Cheerleading Squad will be to promote school spirit and to develop a sense of good sportsmanship among the student body. The cheerleaders will be selected by a panel of judges chosen by the sponsor and the principal. A candidate for cheerleading must maintain the same academic standard imposed by the TSSAA (see Athletics) and will adhere to the rules set by the administration, faculty advisor, and the cheerleading sponsor.

## **GENERAL POLICIES APPLICABLE TO ALL SPORTS**

Student athletes who represent McKenzie High School are expected to adhere to policies established by the Board of Education, school administration, athletic staff, and head coaches, as follows:

1. No tobacco usage.
2. No drinking of alcoholic beverages.
3. No use of non-prescription illicit drugs.
4. Training rules will be set by the coach.
5. Proper language and behavior will be used by coaches and players alike.
6. All athletes will ride to and from athletic contests according to the arrangements made by the coach.
7. Athletes who conduct themselves in any way that might jeopardize McKenzie High School's standing in the TSSAA will be suspended immediately. The Athletic Committee, consisting of the high school coaches and principal, will determine if and/or when the athlete may continue participation.
8. Each coach will require personal grooming of athletes which will encourage total community support.
9. All students who participate in athletics must have their parents sign a statement that the family insurance plan covers their child.
10. All high school athletics are covered by a school board insurance policy during travel, practice, and games.
11. Students must attend at least two blocks to participate in practice or play in a game on the day of the absence.
12. Athletes are expected to perform at a high standard both in and out of school as they represent McKenzie High School wherever they are.

## **STUDENT ATHLETE DRUG, ALCOHOL, AND CRIMINAL OFFENSE POLICY**

1. Student athletes, who are picked up, arrested, cited and/or found guilty of alcohol possession or under the influence of alcohol will sit out one game in football and two games/matches in all other sports (The discrepancy is for the difference in the allowable number of contests). Student athletes who violate this standard for a second time will be removed from the team for the rest of the year.
2. Student athletes, who are picked up, arrested, cited and/or found guilty of possession or use of an illegal substance or the improper possession or use of a prescription or non-prescription substance will be suspended from all sports for a calendar year.
3. Student athletes arrested or charged with a felony will be suspended from all athletics pending the outcome of any legal proceedings.
4. Student athletes found guilty of a felony will be suspended from all athletics for one calendar year.
5. Misdemeanor criminal offenses will be dealt with on a case by case basis by the Head Coach in consultation with the Principal.
6. Violations of Drug or Alcohol Policies while on campus or at a school event or activity will be handled according to McKenzie High School and MSSD Board Policies.
7. Athletes who violate these policies during off-season periods will have the suspensions enforced during the first week of the regular season of the first sport in which the athlete participates following the violation.

## **REGULATIONS: ATHLETIC FUNCTIONS AND SOCIAL CLUBS**

The day-to-day regulations of McKenzie High School are extended to include any athletic, social, or other functions sponsored by the school or involving the name of McKenzie High School. All school rules and policies are in effect during school-sponsored activities.

## **TRANSPORTATION OF STUDENTS TO OUT-OF-TOWN ACTIVITIES**

Students who ride to out-of-town activities in transportation provided by or arranged for by school personnel will ride to and from the activity according to the original plan except that; Students will be released to parents who present themselves in person to the sponsor in charge and state that the student will ride with them.

## **FUND RAISING**

The philosophy of McKenzie High School is to offer to the public a dollar's value in quality merchandise, entertainment or service for each dollar collected. Each club or organization must adhere to this philosophy in order to receive permission to operate fund-raising projects. All fund-raising projects must be approved by the principal and conducted in a manner that will insure student responsibility.

## **WITHDRAWAL FROM SCHOOL**

A student may not legally enroll in a school without having properly withdrawn from his previous school. Students who withdraw from McKenzie High School will notify the guidance counselor in advance of the withdrawal. The guidance counselor will provide a withdrawal form to be signed by all of the student's teachers, the librarian, the attendance teacher, the cafeteria manager, and the homeroom teacher. The completed form will be returned to the guidance counselor at the end of the day; she will provide withdrawal papers so that the student may register at the new school. Students are required to return all textbooks and library books and pay all fees or fines before withdrawing. Only when these obligations are completed will student records be released to the new school.

## **ENROLLING**

Students living outside the McKenzie Special School District will not be allowed to transfer into the McKenzie schools unless extenuating circumstances merit the transfer. Such transfer will have prior approval of both the McKenzie Board of Education and the Board of Education of the district where the student has been attending school. A student may transfer into the McKenzie schools at any time during the year if his parent(s) or guardian(s) move their residence within the McKenzie district. Said parent or guardian must have full legal custody.

## **TEXTBOOKS**

Textbooks are provided by the State of Tennessee and are expected to last for six (6) years. Any abuse to a textbook beyond the normal wear expected during a school year will be a reason to assess a fine to pay for the abuse of the book. Lost books will be paid for according to the years the book has been in use and the condition of the book.

Each time a book is issued to a student, the teacher will note the subject, book number, year used, and condition of the book. This information protects the student as well as provides the basis for a fine if the book is returned in a damaged condition.

## **EXTRA HELP TO STUDENTS**

Teachers are available for extra help to students from 7:45 to 8:00 A.M., during the teacher preparation periods, and from 3:00 to 3:15 P.M. after school. Students are encouraged to avail themselves of this opportunity for extra help.

## THE SIDNEY JOE MORRIS LIBRARY

Library hours are from 7:30 A.M. to 3:30 P.M., Monday – Thursday, and 7:30 A.M. to 3:15 P.M. on Friday, for research, pleasure reading, and computer usage. Library passes are required unless students are visiting the library as a class. Passes are issued to students by classroom teachers. Students are not to visit the library in lieu of lunch without special permission in advance from the librarian. The library will be closed during all school assemblies, pep sessions, special meetings, mid-term and final examinations.

All non-reference books may be checked out at the circulation desk for a two-week period with one renewal. A fine of 25¢ per day will be charged beginning on the first day the book is overdue beyond the two-week period.

Reference books (those that have an “R” at the top of the call number on the spine) are to be used in the library during the school day. With special permission, they may be checked out overnight or over a weekend. This can be done only at the end of the school day. These books must be returned by school opening the next morning. A fine of 25¢ per *hour* will be charged for each hour these books are overdue.

Students who lose or damage a book must pay the replacement cost of the book. In the case of a lost book, should it be found and returned **undamaged**, the money will be refunded; however, the maximum overdue fine of \$5.00 will be deducted from the refund.

A more extensive list of library rules and policies is available in the library, but please note these important rules:

- Students may **not** bring **food, drinks, or book bags** into the library.
- Students will enter and exit by the 100 wing doors, unless instructed otherwise.
- Students will use school computers for educational purposes and limited high quality, personal development activities only, i.e. resumes, college applications, FAFSA, etc. No gaming is allowed.

## BOOKSTORE

Supplies needed for class can be found in the school bookstore which is operated by the marketing classes. Students may make purchases before school each morning, during break, and during homeroom period. All profits from sales are used for the benefit of the school. Bookstore hours are 7:45 to 8:00 A.M., during break, and during homeroom time.

## **LUNCH / LUNCH PROGRAM**

Lunch will be considered a class. Students are to be on time to the cafeteria. Students are to remain in the cafeteria during lunch and should never leave until dismissed by a school official. Students are expected to exhibit good behavior and maintain a reasonable amount of cleanliness at their table. Take pride in the appearance of the cafeteria.

Cafeteria meals for students are on a cash basis. Students will pay the cafeteria cashier at the end of the serving line using an I.D. number to access their account on the computer. The computer conceals the status of all students. Students are urged to pay in advance by the week or month to speed service. Students will not be permitted to charge extras. Students are allowed to charge up to three (3) meals. Once the student reaches the allowable charge limit an alternate meal will be given to the student. The students are notified by the cashier when their account is low of funds. The student is notified by the manager when they have a negative balance.

Students who eat in the cafeteria and who desire to purchase extra portions of food must do so as they go through the line; no one will be allowed to re-enter the line to get forgotten food. Students who wish to bring their lunch must eat in the cafeteria and may purchase milk or juice without buying a regular lunch. Students are NOT allowed to have anyone bring in food purchased from outside the school. Beverages without a lid cannot be taken out of the cafeteria. All students must remain at school during their lunch period. Vocational students and co-op students will not be permitted to leave campus until 11:30 A.M. They are expected to eat in the cafeteria.

### FREE AND REDUCED-PRICE MEALS:

Each student who has a need for a free or reduced-price lunch or breakfast should complete the application for assistance. These applications will be provided on the first day of school and should be returned to the principal's office within one (1) week. Students applying will be informed confidentially of their status. If family income changes during the school year, a new application must be completed and returned to the office. Eligibility may occur at any time. If in doubt, ask.

### MEAL PRICES

Breakfast is served 7:30-7:55. It is free to all students. Teachers' price is \$1.00. Visitors' price is \$1.25.

Lunch prices are as follows: Full Price \$2.00, Reduced Price \$0.40, Teachers \$2.75 and Visitors \$3.25.



## **STUDENT EXPENSES**

There will be a \$10.00 lab fee for art. All science classes will require students to pay \$15.00 lab fees. Some classes require workbooks and students will pay for these. Any supplies necessary for instruction such as pencils, papers, etc., are the property of students and should be considered personal expenses. All drivers' education students will pay a \$45.00 fee. All computer class students will pay a \$5.00 fee. Nursing education students will pay a \$40.00 fee.

Seniors must purchase a diploma cover and diploma (approximately \$30.00) and a cap and gown (approximately \$30.00).

Students should not make payments to any school personnel unless a receipt is issued or a collection log is signed. The receipt will be needed if payment is ever questioned.

Some school clubs require nominal dues for each active member.

## **STUDENT INSURANCE**

Students who participate in laboratory classes, shop classes, band, athletics, or any other activity where out-of-town trips are necessary, must have proof of insurance provided by their parents.

## **STUDENT RECOGNITION**

### Academic Who's Who:

Students receiving Academic Who's Who recognition will be selected by McKenzie High School teachers. The representative categories will include all academic areas and several extracurricular areas.

### Mr. and Miss McKenzie High School:

Each senior homeroom will nominate three girls and three boys for Mr. and Miss McKenzie High School. Seniors may nominate from their homeroom or the class at large. From the seniors nominated, the faculty will select the top three girls and top three boys. The student body will then vote for their preferred candidate for this award.

### Class Favorites:

Class Favorites (junior, sophomore and freshman) will be chosen as follows: Each homeroom will nominate three girls and three boys from their homeroom or the class at large. The yearbook sponsor will create a ballot with the top three nominees listed for the class to choose an overall class favorite.

### Senior Superlatives:

In the fall seniors will select Senior Superlatives. Each senior homeroom will nominate three girls and three boys for each category of Senior Superlative. Class nominations may come from the class at large. The yearbook sponsor will make a ballot of the top three nominees from the class for the seniors to choose an overall winner.

## **HONORS BANQUET**

Annually, the McKenzie Rotary Club has sponsored an Honors Banquet in the spring for students who have excelled academically. Students will apply in February or early March; they must have earned a 92.0 GPA for the previous two (2) semesters (spring and fall), and they must have satisfactory attendance and conduct. (A conduct grade of U is unacceptable.) Qualified students will be given personal invitations

\* NOTE: Attendance at the Honors Banquet is not related to membership in the Beta Club.

## **ACADEMIC LETTER**

Students may earn an Academic Letter provided they meet the following requirements:

- Overall grade point average of 95 with no semester grade below 88.
- Achieve grades in an honorable and trustworthy manner.
- Have no major discipline referral to the office.
- Earn a 95 or above for the first three 9-week grading periods.

## **VISITORS**

- All visitors must report to the school office upon entering the building to get a Visitor's Pass.
- Students will not be allowed to have visitors at the school during the school day.

## **RELIGIOUS FREEDOM**

The Federal Constitution includes two clauses in the First Amendment that treat religion: free exercise and establishment of religion. The free exercise clause means that a person may believe what he/she wishes. Government will not interfere with a person's religious beliefs. Government, however, restricts the practice of one's belief if it harms or abuses the rights of others. The establishment clause means that government is neutral in matters of religion. It does not favor one religion over another, many religions over some, or all religions over none. It does not promote one religious activity over another nor does it compel participation in a religious activity.

The staff at your school has undergone annual training concerning the First Amendment's two clauses that treat religion and the three McKenzie Special School District Board policies that provide guidance for religion and prayer in the curriculum and the schools. They can in their official capacity help you to understand your individual rights but while in their official capacity they must remain neutral in all matters of religion.

Your site administrator and your site librarian have a copy of MSSD Board policies. You may want to review and acquaint yourself with policy numbers 4.804, 4.804, and 4.805.

## **SAFETY DRILLS**

### **FIRE:**

The fire alarm horn, the intercom, or other device about which teachers have been informed will be used.

### **INSIDE PROCEDURE:**

1. Student nearest exit will begin a single-file march out of the building by route previously announced by teacher. (No running, pushing, shoving, or talking.)
2. Students should not carry books out of the building.
3. All windows and doors should be closed.
4. Each teacher will predetermine an alternate route.
5. Teachers will follow their class from the building, making certain that all students are evacuated.
6. Fire procedure for each classroom will be predetermined and reviewed for students by each teacher at the beginning of the year.

### **OUTSIDE PROCEDURE:**

1. Assemble a safe distance from the exit used.
2. Maintain strict order at all times.
3. Teachers will check the roll and make sure all students are accounted for.
4. The principal will signal for students to return to the building.

Our building is equipped with modern fire alarm equipment which should never be used unless there is a fire.

### **TORNADO:**

The following definitions need to be understood:

1. Tornado Watch – The conditions are right for a tornado and the school has received confirmation that these conditions exist in our area.
2. Tornado Warning – It has been confirmed that a tornado has been sighted in our area.
3. Tornado Drill – The procedure that we will follow in case of a tornado watch or warning. All students are expected to take the tornado drill seriously. Your cooperation in helping to be prepared will be expected. Our objective is for all to be in as safe a place as possible if a tornado were to hit our building.

When a warning is given it will be announced over the intercom, or a whistle will be blown three (3) times for students to take their positions. The following procedure will be used:

1. Students are to go to the nearest main corridor.
2. Students should face the wall in a kneeling position with their hands over their heads, as close to the wall as possible.

Students will return to their regular classroom activity when the "all clear" is announced over the intercom by the principal.

#### EARTHQUAKE:

Students will follow the instructions for a tornado drill until the tremor is over. At that point, all students will leave the building according to the fire drill instructions.

#### ARMED INTRUDER:

1. The school will be locked down. A lockdown is defined as a situation where all students return to or remain in their classrooms. Teachers should lock the room and refuse to admit anyone except by visual identification.
2. Attendance must be taken. Missing or injured students should be reported through the use of emergency radios in the classrooms.
3. All entrances to the school should be kept locked at all times.
4. Under no circumstances release anyone into the hallway.
5. Once the school is secure, police officers or school administrators will unlock classrooms to release teachers and students.

#### BOMB THREAT:

1. An announcement will be made over the intercom for directions
2. The police will be notified as soon as possible.
3. The Central office should be notified.
4. The Crisis Team should meet immediately.
5. Team members responsible for identification of students and staff should make sure all students and staff are accounted for.

## HOMELESS EDUCATION

A homeless individual is someone who lacks a fixed, regular, and adequate nighttime residence. This includes anyone who, due to a lack of housing, lives:

- In emergency or transitional shelters
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, awaiting foster care
- In cars, parks, public places, bus or train stations, abandoned buildings
- Doubled up with relatives or friends
- Migratory children living in these conditions

Homeless students face multiple challenges and barriers to success in school. The Education for Homeless Children and Youth Program provides resources and technical assistance to ensure homeless students are enrolled in school and have the support and resources necessary for success. If you would have questions related to the education of homeless children and youth, or would like additional information, please contact:

Ladona Herrin  
McKenzie Board of Education  
114 West Bell Avenue  
McKenzie, TN 38201  
Phone: (731) 352-2246  
Fax (731) 352-7550  
E-mail: [herrinl@k12tn.net](mailto:herrinl@k12tn.net)

## TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

The Tennessee Legislature recently enacted Public Chapter 585 which requires school districts to include in student handbooks, and/or other information disseminated to parents and guardians, information on contacting child advocacy groups and information on how to contact the Tennessee Department of Education for information on student rights and services.

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

West Tennessee Regional Resource Center  
100 Berryhill Drive  
Jackson, TN 38301  
Phone: 731-421-5074  
Fax: 731-421-5077

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at <http://www.thearctn.org>  
44 Vantage Way, Suite 550  
Nashville, TN 37228  
Pbone: 615-248-5878 Toll-free: 1-800-835-7077  
Fax: 615-248-5879 E-mail: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>  
712 Professional Plaza  
Greeneville, TN 37745  
West Tennessee: 901-756-4332  
[Jeness.roth@tnstep.or](mailto:Jeness.roth@tnstep.or)

## **NONDISCRIMINATION POLICY**

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, handicap, national origin and race.

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

It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of career, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.”

## **ANNUAL NOTICE TO PARENTS**

In compliance with state and federal law, the McKenzie Special School District will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected disabled students, contact Mary Colling at 731-352-2246.

## **GRIEVANCE PROCEDURE**

Any complaint alleging discrimination on the basis of sex, handicap, or race involving any program or service provided by the McKenzie Special School District will be submitted in writing to the designated person.

All employees should address their grievance to their immediate supervisor. All grievances involving students should be addressed to the school principal. All non-employee

and non-student grievances should be addressed to the chief administrator of the facility in which the alleged discrimination occurred. The person to whom the grievance is addressed will respond with ten (10) work days from the date the grievance is received. Any decision made by the respondent may be appealed within thirty (30) days to the next higher authority within the school district. The person receiving the appeal will respond within ten (10) days.

This procedure will be used until the complaint reaches the McKenzie Special School District Board of Education. The Board will consider the matter at its next regular meeting or with forty-five (45) days of the complaint or appeal's being filed in writing with the secretary of the Board. The Board will ensure that due process has been provided during the resolution of the complaint. The Board of Education will make a final ruling on the complaint or appeal.

Inquiries regarding compliance with Title VI, Title IX, or Section 504 may be directed to:

Superintendent of Schools  
114 West Bell Avenue  
McKenzie, TN 38201  
731-352-2246

### **STUDENT CONCERNS AND COMPLAINTS**

Decisions made by school personnel -- such as aides, teachers, or assistant principals -- which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within three (3) school days.

However, if the principal does not make a decision within five (5) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.



## **STUDENT DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION AND CYBERBULLYING**

The McKenzie Special Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

### **DEFINITIONS**

**Bullying/Intimidation/Harassment-** An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

**Cyber-bullying-** A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

**Hazing-** An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

“Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

## COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student’s person or property;
- It has a substantially detrimental effect on the student’s physical or mental health;
- It has the effect of substantially interfering with the student’s academic performance; or
- It has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

## RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

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

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Director of Schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures. Student Discrimination/Harassment, Bullying/Intimidation, and Cyberbullying

## REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-1016.

## RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

## **DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES**

*Filing a Complaint* -- Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

*Investigation* -- Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18<sup>th</sup>) birthday. The director of schools shall keep the Board informed of all complaints.

*Decision and Appeal* -- if the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director of schools findings of fact, appeal may be made to the Board of Education within five (5) workdays. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

Inquiries regarding complaints and grievances you have should be directed to the following school officials:

Randy Thomas and Shelia Ridley  
23292 Highway 22  
McKenzie, TN 38201  
731-352-2133

## **STUDENT RELEASE OF INFORMATION AND THE NCLB LEGISLATION**

McKenzie High School along with other public schools routinely and legally release student directory information to the public, i.e. names, addresses, and telephone numbers. Additionally, effective July 1, 2002, any school receiving federal funds under the Elementary and Secondary Education Act (ESEA) must provide to military recruiters, upon request, secondary students' names, addresses, and telephone numbers.

This page serves as a notice to parents that they may opt out of providing student directory information to the public or to the military. The school generally will only provide this information for such activities as the honor roll, programs and bulletins for athletics and plays, or other similarly related material that applies to school functions. The school never sells or provides marketers with student lists or student directory information. If a parent wants to withhold student directory information, he/she should give notice to the school in writing to prevent the release of information.

## **SPECIAL NEED SERVICES**

McKenzie Special School District identifies children with disabilities between the ages of three and twenty-one. Disabilities include Autism, Deaf-Blindness, Deafness, Developmental Delay, Emotional Disturbance, Functional Delay, Hearing Impairment, Intellectually Gifted, Specific Learning Disability, Intellectually Disabled, Multiple Disabilities, Orthopedic Traumatic Brain Injury, and Visual Impairment. Students must be evaluated and meet eligibility criteria in order to receive special education services. Contact a school principal or the special education supervisor at 731-352-2246 to refer a student for screening and possible evaluation for services.

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