



**GO TRIBE!**

**2016-2017**

**Student/Parent Handbook**

**McMinn County High School**

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Athens, Tennessee 37303  
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[www.mcminnhigh.com](http://www.mcminnhigh.com)

This handbook belongs to:

Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

## ADMINISTRATION AND GUIDANCE:

McMinn County Director of Schools .....	Mickey Blevins
Principal .....	John W. Burroughs
Assistant Principal .....	J. Preston Moser
Assistant Principal .....	Dana Moody
Assistant Principal.....	Angie Mayfield
Office Manager .....	Janie Trammell
Bookkeeper .....	Kay Armstrong
Secretary/Attendance .....	Gail Giles
Secretary .....	Melodye Irons
Secretary/Guidance .....	Lisa Mays
McMinn County Career and Technical Education Center Principal .....	Kevin Edwards
Secretary/CTE.....	Tammie Murphy
Director of Guidance .....	Marla Cobb
Counselor .....	Leidy Newton
Counselor .....	Mary Fowler
Counselor.....	Cassie Williams
Administration/Athletic Director .....	Jimmy Haynie
Special Ed. C.T. ....	Josh Carpenter
Special Ed. C.T. ....	Emily Langston
Graduation Specialist .....	Kathy Frazier

Main Office: (423) 745-4142

Guidance Office: (423) 745-7035

## McMINN COUNTY HIGH SCHOOL ALMA MATER:

### Verse 1

Our strong bond can ne'er be broken;  
It can never die;  
Far surpassing wealth unspoken  
Sealed by friendship's tie.

### Verse 2

High school life is swiftly passing;  
Soon its days are done;  
While we live we'll ever cherish  
Friendships here begun.

### CHORUS

Lift our standard ever onward,  
The Black and the Gold.  
Hail to thee dear, McMinn High,  
Praise to thee untold.

## TRADITIONS:

School Colors: Black & Gold • School Mascot: Cherokees

## A NOTE OF ENCOURAGEMENT FROM THE PRINCIPAL

Dear Students and Parents:

First of all, I would like to share with you that it is a tremendous privilege for me to serve as your principal at McMinn County High School. This is a wonderful opportunity for all of us to work together! Please know that I have very high expectations for everyone involved with McMinn County High School. I ask you to seize every occasion for growth. This will make you better as an individual, and cumulatively spark improvement in our school and our community.

Established in 1903, our school is the second oldest high school in the state of Tennessee, and the oldest school in East Tennessee. With this history comes a heightened sense of responsibility. I challenge you to lend your very best efforts and talents to make our school an even better place!

Please see to it that you are very familiar with the information in this handbook. All educators at McMinn County High School will be working together to provide the best education possible for students. Respect the fact that this is a two-way street. All students will be held accountable for adhering to the policies and procedures that are clearly stated in this handbook.

Remember our motto, "Excellence begins with you!" I am looking forward to a wonderful year!

Sincerely,

John W. Burroughs

Be good to yourself. Be patient.  
Be kind. Be forgiving. After all,  
you're all you've got.

## **REGULAR CLASS SCHEDULE:**

The school day for students begins at 8:15 AM and ends at 3:15 PM. It is important to encourage students to be prompt for each class and/or advisory meetings and that parents know their child's schedule and student ID number. Bells are scheduled to ring at the following times:

### **Bell Schedule**

8:15 - 9:10	1 <sup>st</sup> Period	50 minutes + 5 minutes announcements
9:15 - 10:05	2 <sup>nd</sup> Period	50 minutes
10:10 -11:00	3 <sup>rd</sup> Period	50 minutes
11:00 - 12:30	4th Period and Lunch	(50 minutes instruction + 30 minutes lunch)
11:00 - 11:30	Lunch A	Class 11:35-12:30, 55 minutes
11:35	Tardy Bell for Lunch A	
11:30 - 12:00	Lunch B	Class 11:05-11:30, 12:05-12:30, 50 minutes
12:05	Tardy Bell for Lunch B	
12:00 - 12:30	Lunch C	Class 11:05-12:00, 55 minutes
12:35 - 1:25	5 <sup>th</sup> Period	50 minutes
1:30 - 2:20	6 <sup>th</sup> Period	50 minutes
2:25 - 3:15	7 <sup>th</sup> Period	50 minutes

### **Advisory Schedule**

8:15-8:55	1 <sup>st</sup> Period	40 minutes
9:00-9:40	2 <sup>nd</sup> Period	40 minutes
9:45-10:15	Advisory	30 minutes
10:20-11:00	3 <sup>rd</sup> Period	40 minutes
11:00 - 12:30	4th Period and Lunch	(50 minutes instruction + 30 minutes lunch)
11:00 - 11:30	Lunch A	Class 11:35-12:30, 55 minutes
11:35	Tardy Bell for Lunch A	
11:30 - 12:00	Lunch B	Class 11:05-11:30, 12:05-12:30, 50 minutes
12:05	Tardy Bell for Lunch B	
12:00 - 12:30	Lunch C	Class 11:05-12:00, 55 minutes
12:35 - 1:25	5 <sup>th</sup> Period	50 minutes
1:30 - 2:20	6 <sup>th</sup> Period	50 minutes
2:25 - 3:15	7 <sup>th</sup> Period	50 minutes

## **ACTIVITIES/SCHOOL EVENTS:**

Any activity involving MCHS or MCHS groups must be approved by the principal prior to making definite plans for the event. It is the intent of this school to sponsor events which are wholesome in every way to our students and which will build only a good reputation for our students and our school. Any student not involved in an after school event must leave campus by 3:30.

## **ANNOUNCEMENTS:**

All posters/announcements to be displayed or read at McMinn High School must first be approved by the principal or designated official. The individual(s) posting the poster/announcement is responsible for removing it.

## ASSISTANCE IN SELF-ADMINISTRATION OF MEDICATION PROCEDURES:

The Administration at McMinn County High School is implementing the Assistance in Self-Administration of Medications in conjunction with McMinn County School Board Policy-6.401 and Tennessee state law, TCA 49-5-415. Refusal to cooperate with this policy could result in suspension.

STUDENTS ARE NOT ALLOWED TO KEEP MEDICINE WITH THEM.

All medication should be given at home if at all possible. If that is not possible, medication will be given at school as follows:

1. All medications must be taken to guidance or the special education department, registered, logged, and left in one of the departments. The exceptions are Epi-pens and asthma inhalers. These items must be preapproved in writing from a doctor and registered with the school nurse. Forms are available in the office.
2. The students' parent or guardian must fill out the "Authorization to Assist" form for school personnel to assist with self-administration of medication. This will be kept on record. IT will include the student's name, name of medication, name and number of physician, time to be self-administered, dosage and directions for self-administration, possible side-effects, termination date for self-administration, and signature of parent/guardian on the "Authorization to Assist" form.
3. Medication must be brought to school in the original container. **Any medicine sent to school in something other than the original container (such as a baggie) will not be given, but kept until the end of the school day.**
4. Assistance with self-administration shall primarily include storage and timely distribution of medication.
5. If a prescription changes for medication, the parent/guardian must make changes on the "Authorization to Assist" form. This is for you and your child's protection.
6. Any medication not picked up by parents at the end of the year will be logged properly disposed of by the end of the year.

## ATHLETICS:

MCHS fields athletic teams for varsity competition in fourteen sports: football, basketball, baseball, softball, track, cross-country, golf, soccer, tennis, volleyball, wrestling, bowling, cheerleading, and swimming. The school enjoys interscholastic athletic competition with many of the area high schools and is a member of the Tennessee Secondary Schools Athletic Association. Students must pass at least five (5) full unit subjects the preceding semester to participate. When other questions arise about TSSAA eligibility, please consult your coach. Student athletic passes can be purchased in the front office. The pass covers all regular season home games and no post-season games or tournaments.

## ATTENDANCE:

Any student who has accumulated ten (10) or more days of unexcused absence will not be allowed to attend extra-curricular activities as a social suspension. This includes the Homecoming Dance, Junior-Senior Prom, or other school sponsored dances or extracurricular activities.

Students are expected to:

- Be present and on time for all scheduled classes.
- Provide written excuse for each absence(s) from his/her parent/guardian giving the date and reason for the occurrence. Admits to class will be written between 7:55-8:15 a.m. each school day in front of guidance.
- In order to leave school early, students must check out with a blue slip. Parents may come check their students out in person at the attendance desk. If a student is driving or leaving with someone other than a parent, a blue slip may only be obtained by parent note submitted to attendance by 8:15 with parent phone number. A blue slip will only be issued

after MCHS has spoken with a parent. Only in an emergency situation a blue slip will be granted by an administrator by phone. Students must pick up their blue slip **BEFORE** leaving school. Also, students must have their blue slip and check in if returning to school on the same day. **ALL** Blue Slip absences require written documentation within 3 days of the absence or they will be considered **UNEXCUSED**. There is a limit of three unexcused partial day absences. Beyond that, a student will not be granted early dismissal and will do time-for-time in detention for additional unexcused instances of arriving late or leaving early.

- Report to the attendance office to sign in (Tardy Slip) if arriving at school after 8:15 a.m. Tardiness in any given period of time may be met with disciplinary action.

- Make up any assigned work missed during excused absences.

Excused Absences: Student absences will be excused for the following reasons listed below. It is the responsibility of each student's parent/guardian to provide an explanation of absence to the school. Reasons should be for the following:

- Sickness, injury, or death in the family.
- Appointments with a health care professional.
- Documented absence for religious instruction or religious holiday.
- Participation in a school sponsored or academic event/activity **MUST BE** approved 5 days in advance by the principal.
- Required court appearance (written note from law enforcement/court personnel, or copy of subpoena).

The school will excuse up to 5 absences per semester with written note from parent/guardian. Absences beyond 5 per semester will require a note from health care professional or administrative approval to be excused. Absences will be marked unexcused if appropriate documentation is not received within 3 days by attendance office.

It is a policy of this school that all athletes, managers, scorekeepers, cheerleaders, and anyone else connected with an athletic team must attend school on the day of a game in order to attend the game. The only exception is a doctor or dental appointment that was made in advance and could not be changed. A note from the doctor or dentist will be required to verify this. The principal will use discretion when reviewing extenuating circumstances. Electronic Phone System will be used to notify you if your son or daughter was absent.

## **BULLYING:**

Bullying and intimidation are negative actions repeated over time such as intentionally physically harming a student or damaging his/her property, cyberbullying, or knowingly placing the student in a reasonable fear of such, or creating a hostile educational environment. Students shall be provided a safe learning environment which includes on school grounds, at any school-sponsored activity, on school-provided transportation, or at any school bus stop immediately before boarding and immediately following debarking. McMinn County High School will not encourage, permit, condone, or tolerate hazing activities. Alleged victims of these offenses shall report these incidents immediately to a teacher, counselor, or building administrator. These allegations will be fully investigated by a complaint manager.

## **BUS PROCEDURE:**

**Bus transportation is a privilege, not a right.**

All students are to enter the building immediately upon reporting to school. Bus riders should go directly to the cafeteria. Students are to stay on campus until school begins unless they receive permission from the principal.

Afternoon - All bus riders should report to the bus loading area and car riders should report to the student parking lot upon dismissal from school. Buses leave promptly at 3:20, so plan ahead and be on time. Only in emergencies will students be allowed to ride a different bus. He or she must bring a note from a parent with parent contact information to an administrator by 8:15. The note must be verified by an administrator before the student is allowed to ride a different bus. The verified note must be given to the driver of the bus before boarding.

It is important to remember that the bus drivers are in complete charge of the pupils on their buses and their instructions must be followed at all times. Smoking or eating is not allowed on the bus. When you are waiting for your

bus after school, you must stay in the appointed area until the bus arrives. Students must be seated, facing the front of the bus, and quiet while the bus is in motion. Keep hands, head, hair, and other objects inside the bus at all times. Throwing objects on the bus is prohibited. School policies contained in MCHS student handbook pertaining to conduct and behavior will be enforced on buses. **OFFENSES WILL CARRY THE SAME PUNISHMENT AS SIMILAR OFFENSES AT SCHOOL AND MAY RESULT IN LOSS OF TRANSPORTATION PRIVILEGES.** The bus driver must maintain order on the bus; therefore, he/she is authorized to assign seating.

### **CAFETERIA:**

Food prices are set by federal government. The school cafeteria prepares a variety of nutritious foods for staff and students. Food items are priced on an individual basis and must be purchased with cash. Foods purchased in the snack bar and cafeteria are to be eaten only in those areas. Students are expected to return their trays and refuse to the designated area.

Due to new state and federal regulations students will be able to get only one (1) plate as they come through the line. They will also only be able to get one (1) for the student price. The regulations state that any second student plate must be sold at the same price as an adult plate. Therefore, any student who wants to eat a second plate must pay for it in cash and come through the line a second time to get it.

**All students must remain inside the school during their breakfast time. No one is allowed to leave the campus to eat.**

**Meal Charges:** Students may accrue maximum of five (5) lunch meal charges. When the maximum is reached an alternative meal will be provided until a parent/guardian is contacted and other arrangements made. Students may not charge breakfast or a la carte items.

**Cafeteria Accounts:** Parents have the option of depositing money in advance in student cafeteria accounts to cover emergency situation.

**Cafeteria Refunds:** Parents may request a refund of monies from their student’s cafeteria account. Per state requirements, refunds greater than \$2 must be made in the form of a check from the McMinn County Office of the Finance Director and may be requested via Cafeteria Refund Request Form that is available from the school cafeteria manager. Monies left in student accounts at the close of the school year will be carried over to the next school year provided that the student attends the same school.

#### **2016-2017 MEAL PRICES:**

- PreK-12 Breakfast .....No charge for students
- Adult Breakfast ..... \$1.75
- PreK-8 Lunch ..... \$2.25
- 9-12 Lunch ..... \$2.75
- Reduced Lunch .....\$0.40
- Teacher Lunch ..... \$3.50
- Visitor Lunch..... \$4.00
- Visitor Lunch (Holidays) ..... \$5.00
- Extra Milk .....\$0.45

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, and national origin, sex, age or disability.

McMinn County Board of Education Policy states that students and staff can only charge to \$12.00. Students cannot charge a la carte items.

## **CELL PHONE PROCEDURES:**

### **PERSONAL COMMUNICATION AND/OR ELECTRONIC DEVICES**

A "personal communication device" (PCD) such as a cell phone, is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. A personal electronic device is a device that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message.

#### **Personal Communication Devices**

##### ***Use by Students in Grades 9-12:***

Students may possess personal communication devices, while on school property or while attending a school-sponsored activity on or off school property during school hours. However, these devices may not be used before school, during lunch periods or during change of classes. PCD's and personal electronic devices including but not limited to CD players, iPods, MP3 players, netbooks, laptop or notebook computers or iPads must be properly stored, turned off, and not visible. The use of the devices during class time is forbidden unless approved for an academic activity by the principal or the principal's designee.

This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use or storage of PCD's and electronic devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action. The principal or the principal's designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate. A PCD used outside these parameters may result in confiscation of the PCD until it can be released directly to the student's parent or guardian. A student who possesses a PCD, in violation of this policy, is subject to related disciplinary action. Continued or flagrant violations of this policy may result in loss of PCD privileges as well as related disciplinary action.

#### **Inappropriate use of PCD and/or Electronic Devices PreK-12**

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other under age individual at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies. Neither the McMinn County Board of Education nor its employees shall be responsible for the loss, theft, or damage of a personal communication or electronic devices.

## **CHEATING/PLAGIARISM:**

Students are expected to do their own school work. Any student caught cheating, involved in theft, illegal entry or conspiracy, will be reported to the office for disciplinary action. Note: All materials turned into a classroom teacher become school property and may be retained at the teacher's discretion.



## **CLASS CUTS:**

Class cuts are defined as any unauthorized absence from class during the school day. Violations can result in the following: detention, loss of driving privileges, ISS or out-of-school suspension. Additionally, student may not leaving campus without permission. Violation of this policy may lead to the following: detention, driving privileges suspended, ISS or out-of-school suspension.

## **CLASS DISTURBANCES:**

Students who willfully and persistently disturb the learning process for others and disrupt the instruction of the teacher will be subject to detention, in-school suspension, or out of school suspension.

Students need to recognize that while these violations are our most common, out of school suspension is not limited to the above mentioned violations. Any student who plans, organizes, and/or participates in any activity which causes disruption in school, harm to persons, or damage to property is subject to disciplinary action.

## **CLASS INTERRUPTIONS:**

We will be unable to deliver messages or items to students except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency.

The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message.

## **CLASS RANK:**

For the purposes of class rank beginning with the school year 2012-13, students will be ranked in the following order:

### **Diploma of Distinction and Honors Diploma**

Students with a "Diploma of Distinction" or an "Honors Diploma" as defined by the Tennessee Department of Education would be ranked first. Students with a Diploma of Distinction or an Honors Diploma will then be ranked by GPA. Students with a "regular diploma" will be ranked by GPA after all Diplomas of Distinction and Honors Diploma students are ranked.

The result of this ranking will be such that a student with a Diploma of Distinction or an Honors Diploma would be ranked in front of a student with a regular diploma even though a student with a regular diploma might have a higher GPA than a student with a Diploma of Distinction or an Honors Diploma. It shall be the responsibility of the students and parents to understand the requirements of the Diploma of Distinction and the Honors Diploma. School personnel will be available to explain these diplomas.

### **Honors Diploma**

Students who score at or above all of subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors. The ACT readiness benchmarks can be found by visiting the ACT web site at [www.act.org](http://www.act.org).

### **Graduating with a Diploma of Distinction**

Students will be recognized as graduating with "distinction" by attaining a B average and completing at least one of the following:

- Earn a nationally recognized industry certification
- Participate in at least one of the Governor's Schools

- Participate in one of the state's All State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of 31 or higher composite score on the ACT
- Attain a score of 3 or higher on at least two advanced placement exams
- Successfully complete the International Baccalaureate Diploma Programme
- Earn 12 or more semester hours of transcribed post-secondary credit

### **Class Rank of Graduating Seniors (Pride Points)**

Class Rank shall be determined by accumulated grade-point averages from grades 9-12 through the conclusion of the senior year. All grades in all subjects will be included in the computations with the exception of any course taken in the middle grades for which those grades will be assigned a Pass/Fail. All courses are assigned the same quality point value except those courses designated as Advanced Placement and Dual Enrollment courses in the core areas. Advanced Placement and Dual Enrollment core courses will receive an additional Quality Pride point value (.025) for a passing grade per semester. The number of AP/DE courses that receive the additional Quality Pride point (.025) will be limited to the number of AP offerings plus four Dual Enrollment classes (12 semester hours) in the core areas that are in place when a student enters the ninth grade of high school. With the permission of the principal, students are encouraged to take additional AP/DE courses but the Quality Pride points will only be added to the original number of allocated courses. Equivalent classes offered in both Dual Enrollment and AP could only be given a Quality Pride point in one of the classes. An example of this is Dual Enrollment Senior English and AP Senior English. A student may only take one of these offerings. Students who take an "equivalent class" as described before may substitute an AP/DE core class and receive the Quality Pride point, if they have not surpassed the original number of allocated Pride point classes. McMinn County's official grade point average (GPA) is un-weighted for the purpose of the Hope Scholarship reporting.

The calculation of the GPA is determined by dividing the sum of the quality points by the total courses attempted. Grade point averages (GPA) are calculated on the following graduated 4-point scale. After the calculation of the GPA is done, any Quality Pride points that have been accumulated will be added onto the final GPA. Each semester grade (one/half of course) stands on its own for calculation of the course's GPA. For example, a "B" in the first semester and an "A" in the second semester would receive a 3.5 GPA. However, a course receiving a full Carnegie unit offered in a block setting would be calculated using only one grade for the entire course. Credit given to all courses taken in high school is counted.

### **Implementation**

The cap of the number of classes to be given Pride Points for the graduating class of 2016 and beyond is seven full year or 14 semesters of Dual Enrollment/Advanced Placement classes.

### **Grade Point Average and Class Rank**

The cumulative grade point average includes grades earned in all courses taken from ninth grade through twelfth grade. The grade point average is based on a fixed quality point system with additional Quality Pride points added to the final GPA for core courses designated as Advanced Placement or Dual Enrollment.

### **QUALITY POINTS:**

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0.0

### **Advanced Placement Courses**

Five points will be added to the semester cumulative average. All fractions equal to or greater than .5 will be rounded to the next highest whole number. All fractions lower than .5 will be rounded to the lowest whole number.

### **Honors Courses and National Industry Certification Courses**

Three points will be added to the semester average. All fractions equal to or greater than .5 will be rounded to the next highest whole number. All fractions lower than .5 will be rounded to the lowest whole number.

### **Transfer Students**

A student who transfers into a McMinn County school must complete the final two semesters at that school in order to be considered for valedictorian/salutatorian honors.

### **Dual Enrollment Criteria**

- English – 18 Sub test score in English
- College Algebra/Statistics 19 Sub test score in Math
- Chemistry/Anatomy Physiology 19 Sub test score in Science
- Students must have a 3.0 high school GPA.

A student can select (if he or she meets certain criteria set up by the McMinn County Board of Education) to register for any course offered by a post-secondary institution in which McMinn County High School has agreed to do a dual course offering. For example: DUAL ENROLLMENT has been offered by McMinn County High School and Cleveland State Community College for seniors interested in receiving both their senior English course requirement credit and their college freshman English course requirement credit simultaneously. Students who wish to apply for DUAL ENROLLMENT must meet both the academic standards established by McMinn County High School and by the participating college. The college will also require a student to pay fees that coincide with the regular fees charged to a college freshman enrolled in a 3-hour course.

## **CLUBS AND ORGANIZATIONS:**

MCHS has many clubs and organizations for student participation. Further information may be obtained from the various sponsors. All new clubs wishing to organize must make application to the principal's office giving details of club such as by-laws, aims, purposes, and goals. This application will be studied by the Principal, Assistant Principals and Guidance Counselor. A faculty sponsor must be obtained before consideration by the committee.

## **COLLEGE VISITS:**

Seniors may visit one (1) college/university campus during the school year with prior notice and the visit has to be taken before May. Verification from the college must be presented to the Attendance Office the next day when the student returns to school. Also, QA's require notifying the principal five (5) days in advance of event.

## **CORPORAL PUNISHMENT:**

Any principal, assistant principal, or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order at MCHS. A discipline record of the incident shall be recorded and maintained in the school office.

## **DANCE REGULATIONS:**

During the school year dances are held. Dance participants are expected to conduct themselves in accordance with school regulations. All tickets must be purchased at the school with proper identification. Tickets will **not** be sold at the door. Non-MCHS students must be approved by the principal. Smoking, drinking, or any other conduct deemed unacceptable to the regular school policy will not be permitted at a school function.

If a student is suspected of drinking, his/her parents/guardian will be contacted by a chaperone and a Breathalyzer test may be administered. The parent/guardian will be informed as to where the student may be picked up. **Suspension from school will follow. Once a student leaves the building from a dance, he/she will not be permitted to re-enter the building.** Students who are suspended from school will not be allowed to attend a dance.

Administration reserves the right to deny students from any dance or other extracurricular activity as a social suspension because of unacceptable discipline, grades, or attendance.

## **DRESS CODE:**

### **STUDENTS IN GRADES 9-12:**

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of school. Failure to comply with the dress code of the McMinn County School system will result in disciplinary consequences.

We encourage parents to communicate with administration if there is a question about the appropriateness of any particular item of clothing. All apparel must be appropriately sized, with no holes, and free from rips, tears, cuts, or hems that are frayed. Clothing must not be see-through or revealing. Undergarments shall not be visible at any time.

#### *SHIRTS:*

Shirts and blouses shall have sleeves and shirrtails should be appropriate length. T-shirts must be a solid color unless they are school sanctioned. Collared shirts, blouses, coats, and hoodies may be patterned. Shirts, blouses, and outerwear should not expose the midriff or cleavage. Brand name logos must be no larger than a credit card.

#### *PANTS:*

Pants must fit appropriately and be a solid color. Pants should not be sagging or baggy. Skirts and dresses must be to the crease of the knee. Leggings may be worn under skirts and dresses to the crease of the knee. Shorts/skorts, sweat pants, cargo pants, pajamas, spandex, overalls, warm up pants or capri pants are not allowed.

#### *SCHOOL SANCTIONED:*

School sanctioned organization wear (spirit wear) may be worn at any time but must be approved by principal. No homemade/hand written spirit wear will be allowed.

#### *COATS:*

Coats and hoodies must fit criteria of shirts, except larger logos are acceptable on outer wear. Drawings, patterns, or other designs are inappropriate. Trench coats or long coats may not be worn in the school building during school hours.

#### *SHOES:*

Shoes are to be worn at all times.

#### *ACCESSORIES:*

Head coverings (hoods, hats, or sweatbands) and sunglasses are not to be worn in the school. No unnatural colored hair or visible body piercing with the exception of the ear will be allowed.

Large chains, spiked jewelry, or other jewelry that may be dangerous is prohibited. No article of clothing, apparel, jewelry, or tattoos may be worn which implies or otherwise mentions alcohol, tobacco, drugs, sex, gangs, offensive

language, harming of others, hatred or racial prejudice will be permitted. The American flag may be worn in an appropriate manner.

#### **ADMINISTRATIVE DECISIONS:**

The items specifically cited in this dress code should not be viewed as "all inclusive". The administration may make decisions about items that are disruptive to the educational process and deal with those items accordingly.

#### **APPEALS COMMITTEE:**

All appeals concerning dress code violations will take place at the school level. Each principal will appoint an appeals committee consisting of four (4) staff members. A fifth staff member will be appointed an alternate to the committee.

An appeal for dress code violation will be made in writing by a parent or legal guardian to the principal or his/her designee within three (3) days of receipt of notice of the violation. The principal (or designee) will arrange for a hearing as soon as practical, but no later than ten (10) days after receipt of the appeal. After hearing the appeal and reviewing the dress code, the committee shall decide:

(1) to uphold the action of the principal.

(2) to uphold the position of the student/parent that no infraction of the dress code occurred.

The decision shall be made in writing to the parent(s) making the appeal and to the principal of the school. The decision of the Appeals Committee will be final.

#### **DETENTION DURING LUNCH TIME:**

Students may be assigned lunch detention for tardiness or misconduct. Lunch detention is to be served with a designated teacher during student's regular lunch time. Failure to serve lunch detention will result in a minimum of double detention or one day In-School Suspension.

#### **DISCIPLINARY ACTIONS REVIEWED:**

In addition, a student who neglects or refuses to abide by the educational standards of the school or whose conduct is detrimental to the school may expect to receive such treatment as, but not limited to the following:

- Suspension from extracurricular activities.
- Morning, after-school, or lunch detention with one day notification.
- Corporal punishment.
- Removal from class with loss of credit.
- Parent-student conference with administration.
- Suspension from school.
- In-school suspension.
- Suspended from school to the Centennial school (dropped from all rolls).

Students who are expelled or suspended may not be on campus or attend school events for any reason. When action is desired toward a student or a McMinn County High School employee, an OFFICIAL COMPLAINT FORM must be filed with the principal. Each complaint will be investigated. Complaint forms will be shared with the person the complaint is directed against. Forms may be picked up in main office.

## **DRIVER'S LICENSE:**

The request form for driver's license or learner's permit has to be filled out and left with the Attendance Secretary five (5) school days prior to date needed. Certificate of Attendance can be picked up at attendance window in a red folder. Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if she/he has **not** received passing grades in at least three (3) full unit subjects or their equivalency at the end of semester grading. A student shall be deemed deficient in attendance when she or he drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions shall be considered unexcused absences. A copy of the notice sent to the Department of Safety by the attendance teacher or the superintendent and be mailed to the student's parent or guardian.

To reinstate driver's license the student must attend 30 consecutive days of school without an unexcused absence or tardy, and must pass 3 full unit subjects. The State of Tennessee issues a fine for a second offense of this nature.

## **DRUGS AND/OR ILLEGAL SUBSTANCES:**

McMinn County High School, along with the McMinn County System, recognizes that chemical dependency is a treatable health problem which does not respect any group or age. Health problems of youth are primarily the responsibility of home and community, but schools share in that responsibility because chemical dependency problems often interfere with school operation, student learning, and the fullest possible development of each student. The Board of Education considers chemical dependency/substance abuse to be conduct which is prejudicial to good order and discipline. All medications, including non-prescription medication, must be logged and left in the Guidance or Special Education Departments. School officials wishing to intervene will have personnel at the school level contact students manifesting signs of misuse and abuse and make an effort to both educate and aid them.

## **EMERGENCY INFORMATION STUDENT:**

It is the responsibility of the student to provide complete and accurate personal information to the Attendance Office concerning street addresses, parent/guardian phone numbers, and any emergency numbers that may assist the administration in case of emergency.

## **ELECTRONIC DEVICES:**

Students are encouraged to leave any electronic devices not needed for educational purposes at home. If these or other items such as laser pointers cause a disturbance at school, they may be confiscated and held by the administration. Any of these items not picked up by parents will be discarded.

## **FIGHTING:**

Fighting is prohibited at MCHS. Students are expected and encouraged to resolve differences in a constructive manner. Fighting which occurs before or after school, on school property, or on school buses will be investigated and will result in disciplinary action. More severe consequences may result if staff members have attempted to resolve the conflict and a student continues to participate in harassment, threatening, or physical confrontation. Because fighting can result in serious injury to students and is so disruptive in school, the following instances will be considered for a recommendation of further suspension and change of placement:

- 1) any student who continues fighting once a staff member and/or an adult has attempted to stop the fighting;
- 2) flagrant instances of physical abuse (ex., using an object, kicking, repeatedly striking someone who cannot protect himself/herself) and

3) repeated instances of fighting.

**Fighting will be subject to a citation to appear in court, and up to 5 days out of school suspension. No form of verbal, written, physical, or sexual harassment will be tolerated at MCHS.**

Threats to the safety or well-being of staff members or other students are in violation of the MCHS citizenship code. In all cases, these incidents must be reported to the office immediately. Attention will be given to each individual incident and a decision made on action to be taken; suspension may result. A record of the incidents will be kept on file in the office.

**Any student instigating a fight or videoing a fight at school will be subject to disciplinary consequences.**

### **FORGED NOTES & OFFICIAL SCHOOL DOCUMENTS:**

McMinn High School considers any note that has not been signed by the parent or legal guardian as an illegal document. Students need to be aware of the fact that forging or altering a note for themselves or for anyone else is a serious offense and with serious offenses come serious consequences. Any student who is in possession of official school documents without permission will be subject to suspension.

### **FUND RAISING ACTIVITIES:**

All fund raising activities must be approved by the group sponsor and submitted for approval to the Principal and Board of Education before the beginning of the school year. All projects should give fair return in service or products for money received. An activity form is to be submitted for each project.

### **GAMES:**

Only cards and games used for educational purposes may be allowed in the classroom. Any gambling is an unlawful act that may result in immediate suspension.

### **GRADES AND GRADING:**

Schools teaching grades nine through twelve shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

#### **Uniform Grading System**

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

The minimum failing grade at McMinn County Schools teaching grades 9-12 will be 60. Numerical grades will be used for all nine weeks, semester test, and semester grades. The final numerical average for the course will be converted to a letter grade. All fractions equal to or greater than .5 will be rounded to the next highest whole number. All fractions lower than .5 will be rounded to the lowest whole number. Second semester may pull up first semester. Students will receive one-half (1/2) credit for each semester.

## GRADUATION CEREMONY

Students are expected to participate in all graduation activities. Graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student, except for students who are eligible to receive free or reduced price lunches. In such cases, the school shall assume responsibility for payment of fees, provided, however, that the school shall not be responsible for the expenses of graduation apparel if it consists only of the student's personal clothing. All other graduation expenses shall be the responsibility of the Board. Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and other interested citizens. Students and parents who attend the graduation ceremony are expected to conduct themselves in a respectful manner so all graduates may be properly honored and recognized. Students may not be allowed to participate in graduation activities at the discretion of the principal (Tennessee Code Annotated).

Students who do not wish to participate in graduation activities shall make this known to the school principal at least five (5) days prior to the day of graduation. Students will receive their diplomas, or certificates, from the principal's office no sooner than one week following graduation ceremonies.

## GRADUATION REQUIREMENTS:

### **English - 4 Credits:**

- English I 1 Credit (Honors)
- English II 1 Credit (Honors)
- English III 1 Credit (Honors, AP Language & Composition)
- English IV 1 Credit (Honors, AP Literature & Composition, Dual Enrollment Composition I & II)

### **Math - 4 Credits including Algebra I, II, Geometry, and a fourth higher level math course:**

- Algebra I 1Credit (Honors, Algebra AB, Dual Enrollment)
- Geometry I 1Credit (Honors)
- Algebra II 1Credit (Honors)
- Pre-Calculus 1 Credit (DE Pre-Calculus I & II)
- Bridge Math 1 Credit
- AP Calculus AB 1 Credit
- DE Adv. Algebra & Trig ½ Credit
- DE Statistics ½ Credit

### **Science - 3 Credits including Biology, Chemistry or Physics, and a third lab course:**

- Physical Science 1 Credit
- Agriscience 1 Credit
- Biology I 1 Credit (Honors)
- Biology II 1 Credit (Honors, AP)
- Chemistry I 1 Credit (Honors)
- Chemistry II 1 Credit (Honors)
- Physics 1 Credit (AP)
- Human Anatomy & Physiology 1 Credit (DE)
- Veterinary Science 1 Credit
- Nutrition Science/Diet Therapy 1 Credit



## **Social Studies - 3 Credits including World History & Geography, U. S. History & Geography, Economics, and Government:**

- World History & Geography 1 Credit (AP European History)
- U.S. History 1 Credit (AP, Dual Enrollment)
- Economics ½ Credit (1 Credit in Marketing can be substituted but not for college-bound athletes)
- Government ½ Credit (AP)

## **P.E. and Wellness - 1 ½ Credits:**

- Wellness 1 Credit
- Physical Education ½ Credit

(The physical education requirement may be met by substituting an equivalent time of physical activity in other areas including but not limited to marching band, cheerleading, interscholastic athletics, and school sponsored intramural athletics.)

## **Fine Art, Foreign Language, and Elective Focus - 6 Credits:**

- Fine Art 1 Credit
- Foreign Language 2 Credits (2 Consecutive years of the same foreign language)
- Elective Focus 3 Credits

(Students completing a CTE elective focus must complete three units in the same CTE program area/CTE Career Cluster or state approved program of study such as: science and math, humanities, fine arts, foreign language or AP/IB or another area approved by local Board of Education.)

## **Credit requirements to graduate: 22**

### **SENIOR GRADUATION REQUIREMENTS:**

#### **TAKE THE ACT EXAM**

Take the ACT. Students will find a Preparing for the ACT packet in the Counseling Office or they may register online at <http://www.actstudent.org>.

#### **COMPLETE THE FAFSA**

Complete a FAFSA (college financial aid application). The FAFSA is a free application and can be found in on the Internet at <http://fafsa.ed.gov>. Students and parents should complete this free application with parental tax information after January 1 of his or her senior year. Parents can use the previous year's income tax return information and make necessary changes once the current year's income taxes have been filed. Students and one parent must sign up for a Personal Identification Number (PIN) at <https://pin.ed.gov> to electronically sign the FAFSA. The FAFSA is also the student's application for the HOPE Scholarship or Wilder-Naifeh Technical Skills Grant. If you need assistance, come to guidance.

#### **NCAA CLEARINGHOUSE APPLICATION**

**All student athletes** who plan to continue their athletic career in college must come by guidance to request NCAA Clearinghouse Application. Students who plan to play a collegiate sport must complete this application or they will not be eligible to continue their athletic career on the college level. Contact the athletic director or guidance.

#### **CREDIT RECOVERY**

McMinn County High School has implemented a Credit Recovery program to assist students in meeting their graduation

goals. The Credit Recovery program would apply to students with a 60-69 average in a course. To “recover” the credit, students will utilize a computer based program called Plato. To participate in the program requires approval from teacher and principal. For more information about Credit Recovery, check with guidance and the Graduation Specialist.

### **HALL CONDUCT:**

The intermission between classes is provided for students to go to lockers and restrooms and for arrival to the next class. Excessive noise, running, etc., is forbidden. Students are not to go to lockers during class periods without permission from teachers. Students are not to congregate between classes (a practice that results in multiple tardies); students should proceed to the next class. Students should not congregate in the halls preventing flow of traffic. Keeping to the right when walking down the corridors will speed up the crowded hallways. Students are to refrain from gathering in the hallways in large groups in ways that interfere with travel and instruction in classrooms. Students are urged to gather in areas where they will not be a disturbing element or hinder the normal flow of hallway traffic. Students should not enter the hall without proper permission from the immediate supervising teacher. Students are not permitted to leave class to use the vending machines.

### **HALL PASSES:**

Students must have the teacher issued lanyard hall pass with them when they leave the classroom. Students should strive to be in class and take care of any needs during the five minute class change time.

**STUDENTS SHOULD NOT BE IN THE HALL UNLESS THEY ARE IN CLEAR AND VISIBLE POSSESSION OF THE TEACHER ISSUED HALL PASS.**

### **HARASSMENT:**

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. Harassment of any kind including conduct, advances, gestures or words either written, electronically generated (cyberbullying), or spoken which unreasonably interferes with the student’s work or educational opportunities or creates an intimidating, hostile, or offensive learning environment. Examples of such conduct are: racial slurs, remarks of an offensive racial nature, racial jokes, mocking, intimidating, battery, graffiti, electronically generated, or non-verbal actions with implied threats.

McMinn County High School board policy prohibits sexual harassment from occurring among its employees and/or students or to its employees and/or students and will make efforts to prevent it from happening by advising its employees of its prohibition in handbooks and conversations.

Alleged victims of harassment or discrimination shall report these incidents immediately to a teacher, counselor, or building administrator. These allegations will be fully investigated by a complaint manager.

### **HONORS/AP/DE COURSE REQUIREMENTS:**

Students enrolling in honors/AP/DE courses will experience rigorous coursework at an accelerated pace. Additionally, students may be required to complete mandatory summer work as a prerequisite to enrolling in an honors course. Failure to complete the summer work will result in academic consequences and/or removal from the honors course.

### **INSUBORDINATION:**

In order for the school to operate effectively, it is necessary for all students to follow the requests, instructions, or directions given by members of the school staff. Insubordination includes not following instructions, abusive language or gestures, flagrant acts of disrespect, and refusing to give one’s correct name when asked. Insubordination can result in suspension of the student responsible.

## **INSURANCE:**

To clarify the policy of McMinn County School concerning injuries to your child that occur while participating in athletic events, we do NOT have an insurance policy that covers our athletes. That is the responsibility of the parents or guardians. We do purchase a catastrophic policy that is required by TSSAA for injuries with cost over \$10,000.00. Catastrophic insurance does not cover out of season play or camps.

If your child is not covered on your insurance, the school does offer to all its students a very reasonably priced policy that is through Athens Insurance. The application for that policy is given out on the 1<sup>st</sup> day of school.

## **INTERNET USE:**

A passive consent acceptable use form shall be required prior to the student being granted access to electronic media involving district technological resources.

The following activities are prohibited for students while at school:

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

## **LIBRARY POLICIES & PROCEDURES:**

All students with a current ID may check materials out of the Library. Fines will be assessed at the rate of \$.05 per day to all students who fail to return borrowed materials on the date due. Any and all debts must be paid in full before students can check out books. Entire classes may periodically secure the Library for research projects or Library instruction. Individual students, however, must have a pass from their teachers and their current ID to enter the Library during class time. Any student, with permission to enter the Library, must adhere to the established Library rules. Failure to do so may result in discipline as determined by the administration. Students wishing to access Internet resources must have an **Acceptable Use Policy** (as specified by School Board Policy) on file in the Library, and a visible, current ID, with an Internet sticker (I) to access Internet resources from the Library.

## **LOCKERS:**

Students may go to their lockers before school, between classes, and after school. Lockers are provided as a service. Students are responsible for all articles in lockers; therefore, the school will not assume responsibility for any lost or stolen articles. Students are encouraged to carry valuable possessions with them or place them in locked lockers. Locker assignments are made by 4th period teachers. **Lockers are subject to search at any time.**

## **LOST & FOUND:**

All lost and found articles will be located in the main office or with custodians. All articles will be disposed of at the end of each nine weeks.

## **MAKE-UP WORK:**

If a student must be absent from school for excusable reasons, all work missed may be made up in a reasonable time. Students must request make-up assignments after returning from the absence. Teachers may set a reasonable time for the completion of the work. Failure of the student to initiate a request for make-up work will result in lost opportunity for credit for that assignment.

Parents requesting make-up work must give the teacher at least a 24 hour notice before make-up work is to be picked up. Make-up work will be denied for unexcused absences.

## **MONEY & VALUABLE ARTICLES:**

PLEASE do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school CANNOT accept responsibility for stolen money or other articles. Students should limit items brought to school to those items necessary for school activities. The administration is not responsible for unnecessary items brought to school which are lost or stolen. Thefts should be reported to the office to aid in recovery.

## **NATIONAL HONOR SOCIETY:**

Membership is open to students in grades 10, 11, 12 who have attended MCHS for at least one semester. Membership is not a right, but rather it is an honor bestowed upon a student. Selection is by a faculty council and is based on the following criteria:

1. Scholarship – must have and maintain a cumulative G.P.A. of 3.75 or higher.
2. Leadership – must display and be able to describe two separate leadership roles since the 9th grade.
3. Service – must have at least twenty documented hours (from school, church, or community) since the 9th grade.
4. Character – must have an 85% approval rating from MCHS faculty.
5. Candidate agrees to abide by NHS guidelines and fulfill membership obligations yearly.

## **PARKING:**

Three designated parking places on campus:

1. Student parking lot on gym end of building.
2. Teacher parking lot in front of building (no students).
3. Senior parking lot on cafeteria end of building.

Students should refrain from parking in undesignated areas or in bus or fire lanes, blocking any entrance or exit, taking up more space than designated for a single vehicle, driving over 10 mph, or loitering in the parking lot after arriving at school. Students are not allowed to sit in vehicles after arriving at school or after school. Each student should leave the vehicle immediately and enter the building and report to the cafeteria or auditorium.

Driving privileges may be obtained by possessing a driver's license and by having a parking permit that can be purchased at the office. Failing to comply will result in parking citation and loss of parking privileges.

**No student will be permitted to go into the parking lot without authorization from the administration.** Parking fees will be \$10.00 per year and you will receive a parking pass.

## RELATIONSHIPS:

Each student is expected to show respect for the rights and feelings of his fellow students and to behave in such a way as to draw the respect of others toward oneself. Courteous treatment is encouraged. Tolerance of differing beliefs and appearance is essential. Dangerous practices such as pushing, scuffling, or other forms of horseplay are discouraged. Hazing is strictly prohibited.

Student couples should conduct themselves in a manner which is respectable for the school and the students. No display of affection (such as holding hands or kissing) will be permitted at school. Such displays tend to be embarrassing to others and to cause obstructions to the flow of traffic in the hallways. Repeated offenses of public displays of affection will result in disciplinary action such as detention or suspension from school.

## SCHOOL PROPERTY:

Students who are issued school property, equipment, or clothing while participating in a class, school sport, or activity are expected to return such equipment immediately at the conclusion of the class/sport/activity or when called for by the sponsor. Failure to return such property can result in restriction from other school activities, disciplinary action, or legal action by the school to recover the property. This includes library books, textbooks, and any other materials issued to students by the school.

## SEARCHES:

**Tennessee state law permits administrators and his/or her designee to search any person and his or her belongings on campus based upon reasonable suspicion and/or information received.**

If a student is suspected or accused of misconduct or infraction of the student code of conduct, administrators may question the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student Constitutional warnings. Surveillance equipment will be used to deter misconduct and assist administration in investigation.

## SEMESTER TEST SCHEDULE:

All students must remain on campus during the entirety of the semester test period. **Students must be in school dress code in order to take the semester test.**

Students must have a signed note from a parent or guardian in order for students to be approved for early dismissal. The note is to be turned in to the teacher of the last semester test taken. The teacher will write the student an early dismissal blue slip. The student must present the dismissal slip to the SRO before leaving campus.

## STATE/NATIONAL TESTING DATES:

**End of Course** testing for English I, English II, English III, Biology, Chemistry, Algebra I, and Algebra II testing will occur within the testing window set by the state. Students will also take the ACT before graduation. End of course tests are given within the last ten (10) days of the course. Testing dates vary due to system schedules. Regardless of grade level if enrolled in a class, which requires an end of the course test, you are required to take the test. End of course tests are as follows: English I, II, and III, Algebra I and II, Biology I, and Chemistry. End of course test score will constitute 25% of the second semester grade for each course taken.

For more testing information, visit the state department website:  
<http://www.state.tn.us/education/assessment/index.shtml>

## **STUDENT ID'S:**

Students are encouraged to be in possession of their student ID while at school. The ID may be worn on a lanyard around the student's neck. Students are encouraged to memorize their number to expedite school procedures. Students must enter their student ID number when getting early dismissals, tardy slips, and for accessing cafeteria and library accounts.

## **SUBSTITUTE TEACHERS:**

Substitute teachers are to be given the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with according to the MCHS discipline procedures

## **SUSPENDABLE OFFENSES REVIEWED:**

The principal may suspend a pupil from attendance at school, including its sponsored activities or from riding school bus, for good and sufficient reasons, which may include but shall not be limited to:

- Willful and persistent violation of the rules of the school or truancy.
- Immoral or disreputable conduct or vulgar or profane language.
- Violence or threatened violence against the person or any personnel attending or assigned to any public school.
- Willful or malicious damage to real or personal property of said school.
- Inciting, advising, or counseling of others to engage in any of the acts hereinbefore enumerated.
- Marking, defacing, or destroying school property.
- Possession of a pistol, gun or firearm on school property.
- Possession of a knife, etc. as defined in TCA 39-17-1301 on school property.
- Assaulting a principal or teacher with vulgar, obscene or threatening language.
- Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101.
- Possession or use of illegal substances under the Tennessee Drug Control Act of 1971, as amended, (TCA 39-6-401 etc.) or any derivative or residue thereof or any drug paraphernalia other than that medically prescribed.
- The use or possession of alcoholic beverage on school property.
- Any other conduct prejudicial to good order and discipline in any public school.

School administrators reserve the right to inspect lockers, automobiles, and personal effects on the premises. Students who commit crimes are subject to a citation to court.

## **TARDY POLICY:**

Tardiness in a given period of time may be met with the following disciplinary actions: detention, loss of driving privileges, or suspension. Every attempt will be made to contact parents when tardies become excessive.

Tardiness to class is disruptive to the educational process. Therefore, our tardy policy is a joint effort between teachers and administrators in an attempt to cut tardies to a minimum.

- 1st offense - Teacher reprimand.
- 2nd offense - Teacher reprimand, assigned Lunch Detention, and parent contact by teacher.

- 3rd offense - Refer student to administration for a one day ISS or community service before or after school and parent contact.
- 4th offense - The student is referred to administration for two days ISS, parent contact, and community service before or after school.

Additional tardies will result in other disciplinary action at the discretion of administration.

The tardy policy is set up on a semester basis. At the beginning of each semester all students will have zero tardies. Reminder: three tardies equal one unexcused absence per nine weeks. Students in excess of three tardies to school may be issued time-for-time for additional tardies to school.

### **TEXTBOOKS:**

Textbooks used in the school are provided by the State and are the property of McMinn County Board of Education. Textbooks that are issued to a student become the responsibility of that student. If a textbook is lost or damaged in any way, the student is responsible for replacing the book. Cost will depend on condition and age of the book. See the bookkeeper for pricing.

### **THEFT:**

Any student involved in the theft of personal or public property is subject to both immediate suspension and prosecution under the law. Any student involved in a second incident of theft, or in an initial flagrant theft, will be subject to alternative placement.

Students going into unauthorized areas on the campus are subject to disciplinary action. Students using or in possession of school property including keys giving access to any area of McMinn High School without the appropriate permission are also subject to disciplinary action, prosecution under the law, or both, depending upon the circumstances.

### **THREATS:**

Any threat will be taken seriously by all McMinn County High School Staff.

**In addition, Public Chapter 375 creates another offense that will qualify as zero tolerance:** A student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and it creates actual disruptive activity at the school.

### **TOBACCO POLICY:**

Violation of tobacco policy as stated in McMinn County School's Policy Handbook:

Juvenile Tobacco Law: Public Law 103-227: Smoking is not allowed by anyone in any public school building housing grades kindergarten through twelve, or any building providing library services to children.

**Students in possession or use of electronic cigarettes or personal vaporizers will receive the same disciplinary consequences as possession of tobacco products.**

JUVENILE TOBACCO LAW: Juveniles found in possession of any tobacco product will be charged by law enforcement officers. Juveniles and a parent/guardian will have to appear in juvenile court. Punishment can be fines, court costs, and community service. Second offense can also result in community service work hours for the juvenile and parent. Students who are 18 years old and above are subject to consequences as stipulated per School Board policy.

Recent federal laws prohibit smoking anywhere on school campus.

### **UNAUTHORIZED AREAS:**

Students are not permitted to be in unauthorized areas of the school. Unauthorized areas are defined as any areas on campus where an adult is not present. Students found in unauthorized areas before, during, or after school hours will be subject to disciplinary consequences such as detention, in-school suspension, or out-of-school suspension.

### **VANDALISM:**

Students who disfigure or vandalize school or personal property will be required to either pay for the damages or replace the item. Any student who defaces or vandalizes school property, including lockers, is subject to suspension, liability for damages, prosecution, and/or alternative placement, depending upon the circumstances. Surveillance equipment will be used.

### **VISITORS:**

**All visitors must report to the main office and must have a visitor's pass.**

Parents are always welcome at McMinn High School. We ask that an appointment be made to see a teacher, guidance counselor, or administrator. The school policy is to accept only those visitors who have legitimate business at the school. Visitors are not allowed on campus unless they have been given permission from the main office.

An administrator may refuse to issue a visitor's pass any time he or she feels it is in the best interest of the school to do so. Any person found on the school grounds without permission is trespassing and is subject to arrest by police authorities. Recent federal laws prohibit smoking anywhere on school campus.

Students should not encourage visitors to visit during any part of the school day. Unauthorized visitors shall be asked to leave. If the person refuses, the school will prosecute (TCA 39-1214), (TCA 39-1215).

### **WITHDRAWING FROM SCHOOL:**

Students wishing to withdraw from school must follow the proper procedure through the main office or Guidance Department with legal guardian present. Any student withdrawing to home school, must take proper paper work from home school establishment to McMinn County Board of Education before coming to MCHS to withdraw. Students must turn in all books and pay any fees that have accrued during the school year. In order to enroll in another school, students must be properly withdrawn from MCHS to ensure that transcripts may be expedited quickly. Students will be considered truant if a records request from the enrolling school is not received by MCHS within five school days.



**BOARD OF EDUCATION POLICIES AND NOTIFICATIONS:**

***McMINN COUNTY BOARD OF EDUCATION  
NON-DISCRIMINATORY POLICY:***

It is the Policy of the McMinn County School System not to discriminate on the basis of sex, race, national origin, or handicap in its educational programs, activities, or employment as required by Title VI of the Civil Rights Act of 1984, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973.

Mr. Vant Hardaway has been appointed as the Title VI and IX Coordinator for the McMinn County School System. Any inquiry regarding compliance with Title IX or Title VI may be directed to him at the McMinn County Board of Education, 216 N. Jackson St., Athens, TN 37303, telephone (423) 745-1612.

Mr. Ronnie Creasman has been appointed as the Section 504 Coordinator for the McMinn County School System. Any inquiry regarding compliance with Section 504 may be directed to him at the McMinn County Board of Education at 216 N. Jackson St., Athens, TN 37303, telephone number (423) 744-1623, or the Director of Civil Rights, Department, Washington, D.C.

***McMINN COUNTY BOARD OF EDUCATION COMPLAINTS:***

Complaints will be handled in the following manner:

- A. At the local school level the complainant will have a conference with the Principal.
- B. If the complaint is from a parent concerning a child, a conference may be held with the teacher, principal, and parent. If the complaint is from an employee, a conference will be held with his/her immediate supervisor. If a complaint is from a student, a student-principal-teacher conference will be held.
- C. If agreement is not reached, the complainants may take the problem to the Director of Schools.
- D. When an agreement cannot be reached after a conference with the Director of Schools, the Board of Education may hear the complaint via the board's Hearing Authority.
- E. Teachers shall follow complaint procedures as adopted by the current contract.

***McMINN COUNTY SCHOOLS ASBESTOS PLAN  
AVAILABLE FOR PUBLIC REVIEW:***

The local management plan for dealing with asbestos in the McMinn County School System is located in the Director of School's office at the Department of Education, 216 N. Jackson St., Athens, TN 37303.

Reviewing the local management plan is also available by request from the school principals' office during normal business hours. Jonathan Pierce, Vocational Supervisor, is the person designated to be responsible for the asbestos plan.

**<<<<<NOTICE>>>>>**

IT IS A FELONY TO POSSESS ANY TYPE WEAPON ON PUBLIC SCHOOL PROPERTY IN THE STATE OF TENNESSEE. THE MAXIMUM PENALTY IS 5 YEARS IN PRISON AND A \$5,000 FINE. FEDERAL GUN-FREE SCHOOL ZONE ACT OF 1990.

## ***Parent/Family Involvement in Educational Programs:***

The Board encourages the involvement of parents, both as individuals and as groups, to act as advisors and resource people in the following ways:

1. With specific talents to complement and extend the instructional services of the classroom teacher;
2. To serve as advisors on curriculum development projects;
3. To express ideas and concerns by responding to surveys and other information-gathering devices;
4. To be actively involved in parent-teacher groups; and
5. To serve on citizens' advisory committees.

### **TITLE 1 INVOLVEMENT:**

Under the Federal Projects Director, the school system shall provide the coordination and technical assistance, plan and implement the Title 1 Program according to the guidelines set forth in law which includes, but is not limited to, the following:

1. Parent input into the planning, design and implementation of the Title 1 Program;
2. Meaningful consultation of parents of participating children in the planning, design and implementation of the Title 1 Program;
3. Organized, systematic, ongoing, informed and timely consultation in relation to decisions about the program; and
4. The involvement of parents through activities and procedures which are of sufficient size, scope and quality to give reasonable promise of substantial progress toward achieving the required goals.

To ensure that parents of participant children have an adequate opportunity to participate in the planning, designing and implementing of the Title 1 Program, the school system shall:

1. Convene an annual meeting, to which all parents of participating children, including migrant students and limited English Proficiency students, must be invited, to explain the programs, activities and curriculum available under Title 1;
2. Provide parents of participating children, including migrant students and limited English Proficiency students, with reports and explanations of their child's progress;
3. To the extent practical, conduct a parent/teacher conference with the parents of each participating child to discuss the child's progress, placement, and training in methods the parents can use to complement the child's instruction;
4. Make educational personnel under the Title 1 Program, including student services personnel, readily accessible to parents;
5. Permit parents of participating children to observe Title 1 Program activities;
6. Provide opportunities for regular meetings with parents to formulate parental input into the program;
7. Provide parents of participating children with a copy of the parental involvement policy as well as timely information about the program;
8. Make parents aware of parental involvement requirements and other relevant provisions of the program.
9. Provide reasonable support for parental involvement activities as parents may request;
10. Coordinate, to the extent possible, parental involvement activities and strategies under other programs;
11. Develop a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve high standards;
12. Provide information, to the extent practicable, on programs and activities in a language and form that parents understand; and
13. Annually assess, through consultation with parents, the effectiveness of the parental involvement program and determine what action needs to be taken, if any, to increase parental participation.

***Title 1 Student-Parent-Teacher Compact***  
***McMinn County Schools***  
***Year \_\_\_\_\_***

It is our goal to work closely with parents to ensure that your child is provided the best education possible. Children will accomplish all that they are capable of when there is strong support at home and a close partnership with the school. In order to achieve this, the home and school must recognize and agree upon the responsibilities of each party in the learning process.

**I. AS A STUDENT, I WILL BE RESPONSIBLE FOR...**

1. Showing respect and cooperating with all adults at school.
2. Being on time and attending school regularly.
3. Respecting the rights of others to learn without distraction or disruption.
4. Completing all assignments to the best of my ability.
5. Spending quiet time at home daily studying or reading.

Comments:

Student's Signature: \_\_\_\_\_

**II. AS A PARENT, I WILL BE RESPONSIBLE FOR...**

1. Providing adequate food and rest so that my child is ready to learn.
2. Seeing that my child is punctual and attends school regularly.
3. Providing a time and place each evening for quiet study and reading without TV.
4. Encouraging my child and being available for questions or help.
5. Staying aware of what my child is learning.
6. Reading with my child and letting my child read to me.
7. Meeting with my child's teacher to discuss my child's needs and performances in school.

Comments:

Parent's Signature: \_\_\_\_\_

**III. AS A TEACHER, I WILL BE RESPONSIBLE FOR...**

1. Providing high quality curriculum and instruction in a supportive and effective learning environment that will help students to meet the state's student performance standards as they enjoy learning.
2. Encouraging students and parents by supplying frequent evaluations of student's achievement on Progress Reports-Parent Conferences.
3. Explaining requirements such as the School-Parent Compact as part of the Parent Involvement Policy at the Annual Meeting, etc.
4. Being accessible for Parent Conference, parent observations in the classroom, messages, opportunities for parents to volunteer, etc.
5. Providing assistance and support for parents to tutor at home.

Comments:

Teacher's Signature: \_\_\_\_\_

## ***What Homeless Families Need to Know***

- Homeless children have a right to attend school.
- You do not need a permanent address to enroll your child in school.
- Homeless children have the right to stay in their home school if the parents choose.
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child has the right to transportation services to and from the school of origin.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

### ***TEACHER QUALIFICATIONS:***

At the beginning of each school year, a district that received Title I funds must notify parents that they may request information about the professional qualifications of their children's classroom teacher(s). If a parent requests the information, it must include at least whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status, the baccalaureate degree major of the teacher and any other

graduate certification. The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. 20 U.S.C. 631(h)(6). A Title I school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. 20 U.S.C. 631(c)(1)(N).

### ***No Child Left Behind Act 2001:***

This is to inform you that under the provisions of the No Child Left Behind Act, you have a right to request information regarding the professional qualification of your Child's classroom teacher. This provision also applies to the qualification of any instructional aide, which may be working with your child. Any request should be made to the Principal of the school. The school system will respond to any request in a timely manner.

### ***Student Record Release for Military:***

Pursuant to "The No Child Left Behind Act" you as a parent or guardian have the right to refuse the release of directory information of your child to the military

### ***Tennessee Department of Education Contact Information***

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/index.shtml>.

Legal Services Division  
Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5th Floor  
Nashville, Tennessee 37243-0380  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, TN 37920

West Tennessee Regional Resource Center  
100 Berryhill Drive  
Jackson, TN 38301

Phone: 865-594-5691  
Fax: 865-594-8909

Phone: 731-421-5074  
Fax: 731-421-5077

## Child Advocacy Group Contact Information

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

Phone: 615-248-5878

Toll-free: 1-800-835-7077

Fax: 615-248-5879

Email: [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

[jenness.roth@tnstep.org](mailto:jenness.roth@tnstep.org)

Middle Tennessee

(615) 463-2310

[information@tnstep.org](mailto:information@tnstep.org)

East Tennessee:

(423) 639-2464

[karen.harrison@tnstep.org](mailto:karen.harrison@tnstep.org)

Tennessee Protection and Advocacy (TP&A) is on the Internet at <http://www.tpainc.org/>

416 21st Avenue South

Nashville, Tennessee 37212

1-800-287-9636 (Toll free) or 615-298-1080

615-298-2471 (TTY) 615-298-2046 (FAX)

Tennessee Voices for Children is on the Internet at <http://www.tnvoices.org/main.htm>

West Tennessee:

(Jackson Area)

Telephone: 731-660-6365

Fax: 731-660-6372

Telephone: 615-269-7751

Middle Tennessee

1315 8th Avenue South

Nashville, TN 37203

Telephone: 615-269-7751

Fax: 615-269-8914

TN Toll Free: 800-670-9882

E-mail: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

East Tennessee:

(Knoxville Area)

Telephone: 865-609-2490

Fax: 865-609-2543

These are but a few of the organizations available to help with information, training, and advocacy.

For a more extensive list visit the Tennessee Disability Services -- Disability Pathfinder

Database: <http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

On the web page, select your "county" and the "service" you desire from the drop-down lists and click "Submit".

This information is provided as a service to individuals seeking additional avenues for help and information.

The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

# McMINN COUNTY SCHOOLS PARENTAL NOTIFICATION UNDER NCLB



Mr. Mickey Blevins  
Director of Schools

Mrs. Melasawn Knight  
Early Childhood Supervisor

Ms. Diane Vinson  
Elementary Supervisor

Dr. Phillip Swanson  
Secondary Supervisor

Mr. Jonathan Pierce  
Vocational Director

Mr. Joe Gaston  
Director of Federal Programs

Mr. Ronnie Creasman  
Special Education Supervisor

Mr. Lee Parkison  
Attendance Supervisor

Mr. Roger Freeman  
Supervisor of Safety & Equity

Mr. Russ Barnett  
Transportation Supervisor

Mrs. Norma Barham  
School Health Coordinator

Mrs. Carol Young  
Food Service Supervisor

Mr. Hugh Pritchett  
Technology Coordinator

McMinn County Schools  
3 South Hill Street  
Athens, TN 37303

Phone: (423)-745-1612

Website: [www.mcminn.k12.tn.us](http://www.mcminn.k12.tn.us)

The No Child Left Behind Act (NCLBA) makes it clear that Congress expects schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and to the extent practicable, in a language that the parents can understand. Listed below are some of these requirements. (It includes only those notices that must be made to parents by school districts or individual public schools.)

**Report cards on statewide academic assessment.** No later than the beginning of the 2002-03 school year, school districts that receive Title I funds must prepare and distribute to parents an annual district report card showing the number and percentage of schools identified for school improvement; how long the schools have been so identified; and how students achieved on a statewide academic assessment compared to students in the state as a whole. For each school in the district, the report card must show whether the school has been identified for school improvement and how the achievement of the school's students on the statewide assessment and other indicators of adequate yearly progress compare to those in the district and the state as a whole. <sup>20</sup> U.S.C. §6311(h)(2). For each school served under Title I, the district must determine and publicize annually whether the school is making adequate yearly progress. <sup>20</sup> U.S.C. §6316(a)(1)(C). In Tennessee, these requirements are met through our State's report card.

**Teacher qualification.** At the beginning of each school year, a district that received Title I funds must notify parents that they may request information about the professional qualifications of their children's classroom teacher(s). If a parent requests the information, it must include at least whether

the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; the baccalaureate degree major of the teacher and any other graduate certification. The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. <sup>20</sup> U.S.C. §6311(h)(6). A Title I school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. <sup>20</sup> U.S.C. §6311(h)(6)(B); <sup>20</sup> U.S.C. §6312(c)(1)(N).

**Individual achievement on state assessment.** A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practically possible after the test is taken. <sup>20</sup> U.S.C. §6311(h)(6)(B); <sup>20</sup> U.S.C. §6312(c)(1)(N). **Limited English proficiency programs.** A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must no later than 30 days after the beginning of the school year give the parent(s) of each child identified for participation or participating in such a program the following information: why the child is placed in the program; the child's level of English proficiency, how that level was determined and the status of the child's academic achievement; methods of instruction in the program in which their child is placed and those of other available programs; how the program will meet the educational needs of their child; how the program will

help their child learn English and meet the educational needs of a academic achievement standards for grade promotion and graduation; the specific exit requirements for the program; in the case of a child with a disability, how the program meets the child's IEP objectives;

and information about parental rights. For a child not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program. <sup>20</sup> U.S.C. §6312(g); <sup>20</sup> U.S.C. §7012(a)(d).

## Schools identified for improvement, corrective action or restructuring.

A school district receiving Title I funds must promptly notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified, an explanation of what the identification means, how the school compares in terms of academic achievement with other schools in the district and in the state, the reasons for the identification, what the school is doing to address low achievement, what the district and state will do to help the school, how the parents can become involved in addressing the school's academic issues, and an explanation of the parents' option to transfer their child to another public school or to obtain supplemental educational services for the child. If a school is subject to restructuring, the district must promptly notify the teachers and parents and provide them an opportunity to comment before an action is taken and to participate in developing any restructuring plan. <sup>20</sup> U.S.C. §6316(b)(6) - (8).

## Supplemental educational services.

If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district must provide annual notice to parents of the availability of these services, the identity of approved providers of these services and a brief description of the services, qualifications and demonstrated effectiveness of each provider. <sup>20</sup> U.S.C. §631(e)(2).

**Parental involvement policy.** A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under the NCLB. Schools must hold at least one annual meeting for Title I parents; offer a flexible number of meetings; involve parents in an ongoing manner in the planning, review and improvement of Title I programs; provide Title I parents with information about the programs, a description and explanation of the curriculum, forms of academic assessment and if requested opportunities for regular meetings to discuss the education of their children; and develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement. 20 U.S.C. §6318(b), (c).

**Safe and drug-free schools programs.** A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity. 20 U.S.C. §7116(b); 20 U.S.C. §7163.

**Waiver request.** If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the NCLB, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice. 20 U.S.C. §7861(b)(3) (B).

**21st Century Community Learning Centers.** A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward providing high quality opportunities for academic enrichment. If a district provides such programs or activities, it must notify the public that the results of any such evaluation are available upon request. 20 U.S.C. §7175(b)(2)(B).

**Schoolwide programs.** A district must inform eligible schools and parents of schoolwide program authority under which such schools may consolidate funds from federal, state and local sources to upgrade the entire educational program of the school. The school must serve an eligible attendance area in which at least 40% of the children in the area or enrolled in the school are from low-income families. 20 U.S.C. §6312(c)(1)(A).

**National Assessment of Education Progress.** Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access to all assessment data (except personally identifiable information), questions and current assessment instruments. 20 U.S.C. §9010 (c)(1)(A), (d)(2).

**Military recruiter access to student information.** Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child's name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must

comply with any such requests. 20 U.S.C. §7908(a)(2).

**Homeless children.** To be eligible for federal funds for programs assisting the education of homeless children, the district must provide written notice to the parents of each child. The notice must include:  
 \* Choice of schools homeless children and youth are eligible to attend.  
 \* Homeless children or youth are not required to attend a separate school for homeless children and youth.

\* Homeless children must be provided transportation services (if needed to school of origin), educational services and meals through school meal programs comparable to those offered to other children in the school attended.  
 \* Contact information for the local liaison for homeless and the state coordinator for education of homeless children.

If the district sends a homeless child to a school other than the school of origin or the school requested by the parent, the district must provide parents a written explanation for, including notice of the right to appeal, the decision. The information must also be provided whenever a dispute arises over school selection. 42 U.S.C. §11432e(a)(3)(C), (E); 11432g(2)(B), (E).

**Student privacy.** A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they are distributed to students; measures to protect student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies. Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information; administration of surveys containing request for certain types of sensitive information; any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of student. 20 U.S.C. §1232n(c)(2).

**Safety Policy**  
 Policy and Procedure Availability. All disciplinary, safety, and security policies are made available to parents, as well as the public, through the use of the McMinn County Schools web site, specific school handbooks, and appropriate public meetings. The McMinn County Schools web site address is www.mcminn.k12.tn.us. Information may also be acquired by calling the McMinn County Board of Education at (423) 745-1612. The office is located at 216 N Jackson Street, Athens, TN 37303.

Prepared for Emergencies. Schools are prepared for emergencies, and on a regular basis, procedures are reviewed with students and staff. The policies for Emergency and Crisis Management Procedures may be found on-line under codes 3.201, 3.202, and 3.203. Students and parents have received appropriate information in the student handbook

provided by each school. Information is also available for limited English-proficient citizens. **Victims of Violent Crimes.** Parents are continually reminded that the Tennessee Code allows that students who become victims of violent crimes at school may request a transfer to another school. Violent crimes are specifically defined in Title 40, of the Tennessee Code as being extremely vicious and "aggravated." No school in the McMinn County System qualifies as a "persistently dangerous school." **Information is Available.** Information regarding safety, equity, and discipline may be addressed to the Safety/Equity Supervisor of McMinn County Schools at (423) 745-1612.

**McMinn County Parent Engagement Plan As Developed by the McMinn County Parent Engagement Committee.**

The McMinn County School System recognizes the critical role of families in their children's academic achievement and social well-being. The expectations of the district plans are better attendance, better grades, lower the dropout rate, positive parent/child communication, improved student attitudes and behaviors, improved home study environment, and increase community support for schools. The system further believes it is the responsibility of every school to create a "welcoming" environment conducive to learning and support of comprehensive family involvement programs that have been developed jointly with families. In order to achieve these goals the system will require all schools to establish a family engagement committee consisting of parents and staff. The System will also provide resources to bring in out-side consultants to not only help our schools but also our system to meet these goals. The system, in recognizing the critical role of families in their children's academic success, has placed on our web site our curriculum maps. Each school has also made these maps available in paper copies.

**The system will engage parents, both as individuals and as groups, to act as advisors and resource people in the following way:**

- Parents with specific talents to complement and extend the instructional services of the classroom teacher;
- To serve as advisors on curriculum development projects;
- To express ideas and concerns by responding to surveys and other information-gathering devices;
- To be actively involved in parent-teacher groups and strategies to improve homework, attendance and discipline;
- To provide input into the planning, design and implementation of the system programs and family engagement plan.

**The system will ensure that each school as well as the system will:**

- Convene an annual meeting, to which all parents of participating children, including migrant students and limited English Proficiency students, must be invited, to explain the programs, activities and curriculum available;
- Provide parents of participating children, including migrant students and limited English Proficient students, with reports and explanations of their child's progress;
- To the extent practical, conduct a parent/teacher conference with the parents of each participation child to discuss the child's progress, placement, and training in methods the parents can use to complement the child's instruction;

- Make educational personnel including student services personnel, readily accessible to parents;
- Permit parents of participating children to observe the educational program activities;
- Provide opportunities for regular meetings with parents to formulate parental input into the educational program;
- Provide parents of participating children with a copy of the parental involvement policy as well as timely information about the program;
- Make parents aware of parental involvement requirements and other relevant provisions of the program;
- Provide reasonable support for parental involvement activities as parents may request;
- Coordinate, to the extent possible, parental involvement activities and strategies under the educational programs of the McMinn County school system;
- Develop a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve high standards;
- Annually assess, through consultation with parents, the effectiveness of the parental involvement program and determine what action needs to be taken, if any, to increase parental participation.

The system also recognizes the need to accommodate the diverse needs of families by developing jointly, with families, multiple, innovative, and flexible ways for families to be involved. In order to accomplish this goal we have schedule meeting at various times of the day in order to meet our parent's schedule.

The system recognizes the rights of parents and guardians to have access to the school, their child's records, and their child's classroom. In order to accomplish this goal the system has established thru the school calendar two parent conference days. The schools are also required to send report cards, progress reports, and to arrange teacher conference during the teacher's planning time. The system and schools are developing an e-mail list to better communicate with parents. The system has encouraged each school to develop a family resource center. The school system is also developing our own pre-k program that works in close collaboration with Headstart and Tennessee Wesleyan College. The pre-k advisory council consists of parents, staff, and various community and government leaders. The program also requires home visits and parental participation in various programs thereby introducing this new group of parents to family friendly opportunities at our schools.

The systems family engagement committee will review this plan annually to evaluate the content and effectiveness of this plan. This plan will be included in the systems TCSP.

The data which this plan is based came from parent surveys conducted in the spring of 2005. The surveys will again be used in the spring of 2014 to aid in evaluation.

Visit our website for additional NCLBA information.