

WELCOME TO GORDONSVILLE HIGH SCHOOL

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The administration, staff, and faculty welcome you to Gordonsville High School. It is our desire that we all contribute our very best in order to make this a successful and profitable year for everyone. This handbook is designed to be a quick reference guide and to answer the more common questions that have been asked in previous years. For further explanations or questions concerning Board Policy, please feel free to look at the [Board Policy Manual](#). It can be found on the Smith County Board of Education's website at <http://smithcoedu.com>. Your student will also receive a packet at the beginning of the school year which may contain further explanations of some policies and there may be updates that were made after this agenda was printed.

Our Mission

The mission of Gordonsville High School is to help all students become responsible, self-directed learners capable of functioning in today's ever-changing society. GHS is committed to helping all students develop the skills necessary to thrive in the face of life's challenges. This will take place in a secure environment free from violence, drugs, and fear.

Dear Parent/Guardian:

We ask that you review this Student Handbook with your child.

Good discipline originates in the home. As a parent, you are the first teacher of your child and should develop in him/her good habits of behavior and proper attitudes toward school. The following are some helpful guidelines:

1. Recognize that the teacher takes the place of the parent while the child is at school.
2. Teach the child respect for law, authority, and the rights of others and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out the recommendations made in the best interest of your child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.
6. Parents may request information about qualifications of teachers and paraprofessionals who instruct their child

Your interest and support at home are important to your child and are greatly appreciated by the faculty and staff. Parents are welcomed and encouraged to attend parent/teacher conferences. You may arrange additional conferences by calling the school.

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STUDENT RIGHTS & BEHAVIORS

The Ideal Student

An ideal student observes the following practices of good citizenship:

1. Enters and leaves the building and classroom in an orderly manner.

2. Avoids boisterous conduct in the halls and cafeteria.
3. Talks in a well-modulated, soft but audible voice.
4. Is helpful when a substitute teacher is in charge of the class.
5. Becomes quiet, without being reminded, when class begins.
6. Takes good care of the textbooks and library materials supplied him/her.
7. Prepares lessons on time.
8. Is always prompt.
9. Is always equipped with tools and materials (paper, pencil, book) necessary for work.
10. Practices good conduct in the teacher's absence.
11. Is considerate of others.
12. Respects the authority of the teachers and of his/her fellow students whom he/she has elected to positions of leadership.

GHS School Rules

You are expected to be on your best behavior throughout the school day. The principal and faculty expect you to follow these rules:

1. Be in class on time with books, paper, pencils and the determination to do your best.
2. Be respectful to all faculty, staff and other students.
3. Follow the rules of each classroom teacher.
4. Do not leave the school grounds without permission.
5. Refrain from loud talking, boisterousness or other improper conduct in the halls. Running and shouting in the halls are not allowed.
6. Students must immediately enter/exit the building and not remain in the parking areas, before school and after school.
7. Have a hall pass whenever you are in the halls during class time.
8. Outward signs of affection will not be tolerated.
9. Use of personal communication and electronic devices will not be permitted without the principal's permission.
10. Students shall have no knives, firearms, or other unlawful weapons upon their persons while at school or on their way to and from school.
11. Possession or use of fireworks on school premises shall be prohibited.
12. Gambling or card playing on school premises shall not be permitted.
13. Students who deface or injure any of the school property, including school buses, shall pay in full all damages.
14. Students will be expected to learn and understand the rules pertaining to the use of computers, Internet and web pages.

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Any principal, or his/her designee, may search any student, place, or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles or students.

A comprehensive listing of each rule is neither possible nor necessary. Each student is expected to follow acceptable standards of behavior, respecting the rights of others at all times.

Rights and Responsibilities- School Board Policy 6.301

The board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

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

Each student has the responsibility to:

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

Interference/Disruption of School Activities- School Board Policy 6.306

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

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

Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment.

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

CODE OF CONDUCT

GHS Cell Phone Policy

1. Cell phones can be used by students during class changes, breaks, and lunch times.
2. Cell phone use in class time is to be used for educational use only and directed by each classroom teacher.
3. Cell phones ARE NOT to be used in locker rooms and restrooms.
4. No pictures or videos should be taken on school grounds AT ANY TIME.
5. Pictures or videos taken during school hours and posted on any social media or shared in any capacity constitutes a cell phone violation.
6. All offenses of the cell phone policy will be handled according to school board policy.
7. **TAKING PICTURES AND VIDEOS IN SCHOOL AT ANY TIME WILL RESULT IN A MANDATORY TWENTY (20) DAY SUSPENSION, ACCORDING TO [SCHOOL BOARD POLICY 6.3131](#).**

Use of Tobacco

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased, or operated by the district.¹ Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.²

Employees and students in the school district will not be permitted to use these products while they are participants in any class or activity in which they represent the school district.

Signs will be posted throughout the district's facilities to notify students, employees, and all other persons visiting the school that the use of these products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: Smoking is prohibited by law in seating areas and in restrooms.³

The Smith County Board of Education considers vaping to be a substantial health and safety risk for students. Any student found in possession of a vaping device and such device contains an illegal substance, controlled substance, controlled substance analog, or legend drug shall be subject to zero tolerance as set forth by statute. Possession of a vaping device shall require a suspension of eleven (11) days for the first offence and thirty (30) days for any second or subsequent offences with an effective date of April 3, 2023.

For an offense to be considered a second or subsequent offence, it must occur within 365 days (1 year) of any prior offence.

Student Code of Conduct- School Board Policies 6.3131

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.¹ Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as positive behavior and intervention supports. Exclusionary discipline shall only be used as a measure of last resort.² The development of each code shall involve principals and staff members of each level and shall be consistent with the relevant policies as adopted by the Board.³

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.⁴ These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:⁵

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices such as restorative practices, RTI2B, multi-tiered system of supports, and behavior intervention plans.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁶
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if he/she understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities

- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- Corporal punishment
- In-school suspension
- Trauma-informed practices such as awareness of behavioral patterns, mental health supports, restorative practices, RTI2B, multi-tiered system of supports, and behavior intervention plans

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses
- Disruptive classroom behavior

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- Teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension
- Trauma-informed practices such as awareness of behavioral patterns, mental health supports, restorative practices, RTI2B, multi-tiered system of supports, and behavior intervention plans

MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol
- Use, possession, sale, or distribution of drug paraphernalia
- Use, sale, distribution, and/or being under the influence of drugs
- Stealing
- Threats to others
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action.
- The principal may refer the incident to the Director of Schools and make recommendations for consequences.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Social adjustment classes

- Transfer
- Trauma-informed practices such as awareness of behavioral patterns, mental health supports, restorative practices, RTI2B, multi-tiered system of supports, and behavior intervention plans

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.⁷

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat
- Extortion
- Bomb threat
- Possession, use, and/or transfer of dangerous weapons
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Aggravated assault*
- Vandalism
- Theft, possession, and/or sale of stolen property
- Arson
- Possession of unauthorized substances (e.g. any controlled substance, controlled substance analogue, or legend drug)*
- Use or transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Disciplinary Options

- Other hearing authority or Board action which results in appropriate placement

* Designates zero tolerance offenses.

Procedures for Violation of Student Use of Cellular Telephone and Electronic Devices

Examples of Electronic Devices but not limited to:

Cell phones, Camera phones, PDAs, iPods, MP3 players, Discman, Beepers, Pagers, Gameboys, etc.

1. First Offense - Three days in-school suspension.
2. Second Offense - Five days in-school suspension.
3. Third Offense - Ten days placement in the Smith County Alternative School.
4. Fourth Offense - Five days Alternative School and five days out-of-school suspension with a loss of any privilege under this policy for the remainder of the school year.
5. Category III Offense - suspension (mandatory for 20 days).

- All confiscated electronic devices must be picked up at the school by the parent
- The Smith County School System is not responsible for lost or stolen devices

Tennessee Law Concerning Suspension

The administration of Smith County Schools is authorized to carry out disciplinary and related procedures necessary for the successful operation of the school under Tennessee Law concerning suspension and disciplinary action. Tennessee law allows principals to suspend students for good and sufficient reason upon satisfaction of due process.

DRESS CODE

GHS Dress Code Policy

The following are merely guidelines for appropriate dress and are not intended to be an exhaustive list. All dress code violations will be determined at the discretion of the administration. Students who do not comply with the dress code will be subject to disciplinary action.

1. All apparel or accessories worn to school may not display or advertise the following:
 - Gang affiliation or gang sign (including bandanas)
 - Tobacco products
 - Profanity
 - Alcoholic products
 - Drugs or drug paraphernalia
 - Sexual themes
 - Ethnic groups or signs
 - Racist overtures
 - Other suggestive or offensive sayings or graphics
2. **NO HOLES OR FRAYS ABOVE THE KNEE (HOLES ABOVE KNEE MUST BE PATCHED OR HAVE ANOTHER FORM OF CLOTHING UNDER THE HOLE)**
3. No sleeveless shirts or tank tops
4. No visible tattoos
5. No chains or dog collars to be worn or carried to school
6. No unnatural shades of hair coloring such as neon green, yellow, purple, red, etc
7. Pierced ears with appropriate jewelry are acceptable. Other pierced body parts with attached jewelry, studs, ornaments, etc. is not to be worn.
8. No spiked or mohawk hair style
9. Sweat pants must be size appropriate.
10. Leggings, yoga pants, spandex pants, and other similar styles must be covered by shorts, shirts, or skirts that are knee length.
11. Shorts of any kind are not permitted.
12. Dresses, skirts and etc. must be knee length.

***Any other fads or styles that come along will be dealt with as they come up**

Disciplinary Procedures for Dress Code

- First Offense: Verbal reprimand with chance to correct and/or administrative remedy
- Second Offense: One (1) day in-school suspension
- Third Offense: Three (3) days in-school suspension
- Fourth Offense: Suspended three (3) days

[Dress Code- School Board Policy 6.310](#)

Students shall dress and groom in a clean, neat and modest manner so as to not distract or interfere with the operation of the school.

More specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) may be developed. Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines.

When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

Tennessee law prohibits students from wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

DISCIPLINE

GHS Detention & In-school Suspension Policy

After-school detention may be assigned by the teacher or administration, as a punishment for disobeying any school or classroom rules. A parent/guardian **MUST** sign the form before a child may complete the detention. Failure to serve detention or not having form signed by parent will result in 2 days of ISS

Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study.

Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

Detention- School Board Policy 6.315

Students may be detained before or after the school day as a means of disciplinary action.

The following guidelines shall be followed:

1. The student will be given at least one (1) day of notice before detention;
2. Parents will be informed before detention takes place;
3. Students in detention will be under the supervision of certified staff members;
4. Detention will not exceed one (1) hour after the official closing of the school day but may be administered several days in succession;
5. Teachers must have the approval of the principal before detaining a student;
6. If a student, with his parents' (or guardians') support, fails to meet the detention measures, the principal may, at his discretion, suspend said student from school. If the student, after being suspended, will not be subjected to detention, the procedure for handling grievances shall be initiated; and
7. The principal of each school has the authority to organize detention hall at his/her discretion.

Suspension/Expulsion/Remand- School Board Policy 6.316

Definitions:

Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

Expulsion: removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: assignment to an alternative school.

Reasons For Suspension/Expulsion:

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counselling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or firearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;3
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
12. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
14. Any other conduct prejudicial to good order or discipline in any school.

If as a result of an investigation, a principal or his/her designee finds that a student acted in self defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.

In-school Suspension

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

Procedures For In-school Suspension And Expulsion

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
 - a. Of the suspension/expulsion and the cause for it; and
 - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. The notice shall include a statement that, unless the

student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board and consisting of at least three (3) certificated employees. The hearing shall be held no later than ten (10) days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent/guardian and student by the principal.

8. After the hearing, the disciplinary hearing authority may:

- a. Order removal of the suspension unconditionally;
- b. Order removal of the suspension upon such terms and conditions as it deems reasonable;
- c. Assign the student to an alternative program;
- d. Suspend the student for a specified period of time.

9. A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the disciplinary hearing authority. Within five (5) days of the SDHA rendering a decision, the student, principal, principal-teacher or assistant principal may request a review by the Director of Schools, and the Director of Schools shall provide a decision based on a review of the record. If the student, principal, principal-teacher or assistant principal requests a review of the Director's decision, then the Board may grant or deny the request for a hearing or affirm or overturn the decision of the Director with or without a hearing.

10. After a review of the record, the Board may affirm the decision of the hearing authority, modify the decision to a lesser penalty, or grant a hearing before the Board.

11. After the hearing, the Board may affirm the decision of the hearing authority or modify the decision in any manner, including imposing a more severe penalty than that of the hearing authority.

12. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to the conditions prescribed by the principal.

13. Students under suspension for one school in the school system cannot enter another school in the system.

Discipline Of Handicapped Students

Suspension for more than a total of ten (10) days per incidents shall be considered a change of placement for handicapped students. Prior to such action, the student's M-Team must meet and determine:

1. Whether the offense is a manifestation of the student's handicapping condition; and
2. The appropriateness of the student's current placement.

If the M-Team determines that the offense is a manifestation of the student's handicap, the student cannot be suspended. If the M-Team determines that the offense is not a manifestation of the student's handicap, the student is treated as if he were non-handicapped and may be suspended.

Either determination is subject to due process procedures and, upon challenge, placement shall be frozen pending the outcome of any administrative decision of the judicial proceeding. If a student is suspended, educational services, as determined by the M-Team, must be provided during the suspension period.

GHS Alternative School Placement

The Alternative School is a short-term intervention program designed to develop academic and behavioral skills to students who have been suspended or expelled from school. Students in Grades 7 and 8 who have officially been suspended from their regular school by

the principal are eligible for the Alternative School. Students will be given the opportunity to keep up their school assignments and given credit for their work. Parents will be notified of this placement and will receive a list of parental information. Be sure to notice that the Alternative School dress code is not exactly the same as the dress code for GHS. Students assigned to the Alternative School must follow the Alternative School dress code. Students who are assigned alternative placement may be denied the right to attend school assemblies or field trips.

Alternative School Programs- School Board Policy 6.319

General

The board shall operate an alternative school program for students in grades seven through twelve (7-12) who have been suspended or expelled from regular school programs. The Director of Schools will be given the authority to modify grades levels involved under extenuating circumstances.

Alternative school programs shall be operated in accordance with state laws and the rules of the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school.

The director of schools shall develop procedures that provide appropriate educational opportunities for all students assigned to an alternative education program. These educational opportunities shall utilize Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based instructional techniques, and provide the resources necessary to foster student learning and achievement.

Assignment

Prior to the assignment of the student to an alternative school program, the director of schools/designee shall provide written notice to the student's parent/guardian stating the reason for the student's placement.

Placement in an alternative education setting shall be reserved for students who significantly disrupt the educational process or when it is determined by the Director of Schools or his designee that the alternative school is a more effective placement to transition back into the regular school setting. If a student has an active Individualized Education Plan, a 504 plan, or is suspected of having a disability, all state and federal laws, rules, and regulations related to special education shall be followed. The director of schools/designee shall develop procedures regarding placement of students in the program, taking into consideration the impact of exclusionary discipline practices.

Attendance in alternative school programs shall be mandatory, and students attending an alternative school located outside of the school district shall provide their own transportation.

The director of schools/designee shall monitor and regularly evaluate the academic progress of each student enrolled in an alternative education program.

Transition Plans

The director of schools/designee shall develop procedures regarding the implementation of transition plans for the integration of students entering and exiting the program.

Placement Guidelines For Students With Disabilities

1. Students certified as special education may be assigned to Alternative School for nine (9) days without a change of placement.
2. Since ten (10) days constitute a change of placement, no student certified as special education may be assigned to Alternative School for ten (10) days or more. Any request for assignment longer than nine (9) days should be directed to the Smith County Supervisor of Special Education.

Student Discrimination, Harassment, Bullying, Cyber-Bullying, and Intimidation- School Board Policy 6.304

The Smith County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

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

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

Definitions

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

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

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

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

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to

endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.³

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

Complaints And Investigations

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.² All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

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

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report.⁴ If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁴

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.^{1, 4}

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

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

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁴ Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

Response And Prevention

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

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

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Director of Schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

Reports

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

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

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

Retaliation And False Accusations

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

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

Zero Tolerance Offenses- School Board Policy 6.309

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

Weapons & Dangerous Instruments

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Nothing in this policy shall be construed to prohibit the assignment of such students to an alternative school.

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Drugs

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Assault

In accordance with state law, any student who commits aggravated assault as defined in §39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Electronic Threats

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Notification

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

ATTENDANCE

GHS Attendance and Tardy Policies

Tardies to School

The school day hours are from 8:00 a.m. to 2:55 p.m. Students arriving to school late will be counted tardy and should present their late excuse in the office, unless accompanied by a parent/guardian. Tardies will only be excused with a note or phone call from a parent/guardian, a doctor's note, or a parent/guardian present to sign the student in. Students arriving after 11:15am on a regular school day will be counted as absent for the entire day and the absence policy will be utilized, not the tardy policy. An admission slip will be given to the student to give to his/her teacher. Students will be given five (5) parent notes per semester to use for each tardy and/or

early checkout. These are not the same notes used for absences.

Tardies to Class

Students should be in their first period classroom no later than 8:00am, otherwise they are considered tardy and must report to the office for a tardy slip. This policy applies to the start of all class periods. If the student is not in class when each tardy bell rings, that student is to report to the front office for a tardy slip and then return to class. If students were with another teacher resulting in the tardy, that teacher can write a note excusing the tardy and the student does not have to report to the office. The (5) parent notes per semester excusing tardies can not be used for tardies to class.

Early Checkouts

If a student checks out before 11:16am on a regular school day, he/she will be marked absent for the entire day and the absence policy will be utilized, not the early checkout policy. If a student checks out at 11:16am or later, he/she will be marked as an early checkout. Early checkouts will only be excused with a note or phone call from a parent/guardian, a doctor's note, or a parent/guardian present to sign the student out. An early release slip will be given to the student to give to his/her teachers whose classes will be missed.

Student Checkout Procedures

Students will be given five (5) parent notes per semester to use for each tardy and/or early checkout. These are not the same notes used for absences. Once those are used, a doctor's note, or something equivalent, will be required to get the tardy or early sign out excused. **It is advisable to bring a doctor's note anytime a student misses all or part of the school day due to doctors/dentists appointments.** Attendance records can be checked in Skyward.

1. Students are not permitted to leave Gordonsville High School during regular hours without checking out through the office.
2. Students that have a need to check out must have their parents call Gordonsville High School or have the parents come in person to the high school office. If a student knows he will be leaving during the day and has a proper note from parents, he/she must come to the office from 7:30am -8:00am to get an excuse slip.
3. The principal or assistant principal must give approval before any student can be checked out.
4. Students must check with each teacher of the classes he or she will miss and have them sign an excuse slip.
5. After permission to leave is granted by the principal or assistant principal, the student or parent must sign the check-out sheet which lists the date, the reason for leaving, and the time of departure.

Consequences

Once a student reaches 4 unexcused (ue) tardies and/or early checkouts in a semester they will be given consequences.

- 4 ue tardies/early checkouts = 1 day detention
- 5 ue tardies/early checkouts = 1 day ISS
- 6 ue tardies/early checkouts = 3 days ISS
- 7 ue tardies/early checkouts = 5 days ISS
- 8 ue tardies/early checkouts = Alternative School

Absences

Students who miss an entire day of school must bring a signed note upon their return in order for the absence(s) to be excused. **Up to five days of personal illness/injury can be excused by a parent/guardian with a note. This is for the entire school year, NOT per semester. These are not the same as the five (5) parent notes used for tardies/early checkouts.** After that a doctor's note will be required for the absence(s) to be excused. Documented doctor notes, deaths in the family, and court dates do not count against the five personal illness/injury days excused by the parent/guardian. See the [Smith County School Board Policy 6.200](#) included above for further details.

Homework/Make-Up Work

When a student is absent from school, it is his/her responsibility to obtain missed assignments upon returning to school the following day. If a student is unable to come to school for an extended period of time, but is able to complete assignments at home, please notify

the school office and they can get their assignments together to be picked up. TEACHERS HAVE THE RIGHT TO REQUIRE THAT DAILY WORK MISSED WHILE ABSENT BE COMPLETED AT SCHOOL. If a student fails to complete the make-up work in the time required, a zero will be earned for the make-up work. A student will not be allowed to make-up their work for unexcused absences and a zero will be given for assignments on the day of the absence. Suspended absences are unexcused absences, and no make-up work will be given.

Homework Hotline

The Homework Hotline is designed to provide students with free help on assignments after school hours. Students may reach this hotline by dialing 615-298-6636 or 1-888-868-5777. The Homework Hotline is available Monday through Thursday from 4:00 to 8:00 p.m.

Attendance- School Board Policy 6.200

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. The attendance supervisor shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:

1. Personal illness/injury (A doctor's statement will be required for students being absent after the fifth day of personal illness);
2. Illness of immediate family member;
3. Death in the family;
4. Religious observance
5. Summons, subpoena, or court order; or
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

A student shall be required to have a note from the parent stating the reason for the absence.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses (including medical notes) are submitted for absences and tardiness within five (5) school days from the date of the absence or late arrival;
5. System-wide procedures for accounting and reporting are followed.

Truancy

General

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes.

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The director of schools/ designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.

The director of schools/designee shall develop appropriate administrative procedures to implement this policy.

Progressive Truancy Intervention Plan

Students with three (3) unexcused absences shall be subject to the progressive truancy intervention framework outlined below.

Tier I

1. After 3 unexcused absences the student and the student's parent/guardian will be required to meet with the principal or designee;
2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and school official. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The contract shall be effective for the remainder of the current school year.
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

After 4 unexcused absences, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

Student and Family will be notified of additional available resources designed to improve issues contributing to student absences.

The accumulation of any additional unexcused student absences will result in a petition in juvenile court.

*Principal or designee may require additional documentation for students who excessively miss school for medical appointments.

Non-school Sponsored Extracurricular Activity

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent/guardian.

Released Time Course

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course.

The district shall not be responsible for transporting students to and from the place of instruction.

Military Service Of Parent/Guardian

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

Make-up Work

Arrangements for make-up work (excused absences only) must be made by the student immediately upon the student's return to school. All make-up work will be completed within 3 days of the student's return to school. If a student fails to complete the make-up work in the time required, a zero will be earned for the make-up work unless an excused absence for that time is presented. Students with an excused absence may then request another time for make-up work. The above arrangements will be made so that class time is not taken from other students. A student will not be allowed to make-up their work for unexcused absences and a zero will be given for assignments on the day of the absence. Suspended days are unexcused absences and no make-up work will be given.

State-mandated Assessment

Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade.

Credit/Promotion Denial

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion. If attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

Guidelines For Promotion/Retention For Any Grade Level Operating On A Modified A/B Block Schedule

Each student must have a grade of 70 or above to pass an individual class. If a student is absent from class more than 8 days during either semester (excused or unexcused), he/she shall not receive credit for that class during that semester. In the case of an illness or accident that would necessitate an absence of 5 days of school, a homebound teacher should be requested. Students who have been absent more than 8 days from any class per semester shall have the opportunity to go to "Summer Make-up Program" and/or approved "After School Program" in order to receive class credit. The cost of this program will be set at \$10 per hour of make-up.

In order to be promoted to the next grade, students must complete the prescribed number of credits (Carnegie units) per grade level designated by the Board of Education and the State of Tennessee:

- 6 credits or more at the end of the 9th grade
- 12 credits or more at the end of the 10th grade
- 18 credits or more at the end of the 11th grade
- 24 credits or more at the end of the 12th grade

Honor roll students will be determined by having an overall average of 93-100 for any one nine week period. Students who meet these standards, and who do not request otherwise, will have their names submitted to the principal for release to the news media.

Driver's License Revocation For Attendance

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

Attendance Hearing

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the director of schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record. Following the review, the board may affirm or overturn the decision of the director of schools/designee. The action of the board shall be final.

The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

Release During School Hours- School Board Policy 6.208

The following procedure will be observed with regard to dismissal of students:

- 1) No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).
- 2) No student will be sent from the school during school hours to perform an errand or act as a messenger.
- 3) When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request for dismissal or call for the student in person.
- 4) Children of estranged parents will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
- 5) No principal or teacher shall permit a change in the physical custody of a child at school unless:
 - a) The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
 - b) The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.
- 6) No student will be allowed to leave campus during lunch.
- 7) High school students may be released for jobs and approved training at centers outside their home schools under regulations approved by the Board.

GRADES

Skyward- Parent Portal

Skyward access is available to all parents and students. Student contact information and attendance can be viewed for all students. In addition, grades can be viewed on students in grades 3-12. Automated phone calls and other contact information can be changed or updated on the Skylert tab. Please contact your child's guidance counselor for your Skyward parent portal access if you do not know it. <https://sis-smith.tnk12.gov/>

GHS Blue Honor Roll and White Honor Roll

A composite average of 94.5 or greater each nine weeks will make a student eligible for the blue honor roll. In order for a student to qualify for the white honor roll, the student must have a composite average of 89.5 - 94.4.

Grading System- School Board Policy 4.600

The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform, district-wide, at comparable grade levels, except that the Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.¹ The Director of Schools shall submit a copy of the grading and assessment systems to the Board before the system is implemented.² These guidelines shall be communicated annually to students and parent(s)/guardian(s).¹ Conduct grades are based on behavior and shall not be reflected in scholastic grades.

GRADING SYSTEM: GRADES ONE - TWELVE (1-12)¹

Schools teaching grades one (1) through twelve (12) 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.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

This grading system shall be uniform throughout the school district for each grade.

Advanced coursework grades shall be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points shall be assigned:

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment Courses – four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses – five (5) percentage points.

LOTTERY SCHOLARSHIPS³

Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score, etc.) that must be met in order to receive a scholarship.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.

Mid Term and Final Exam Policy

Grades 6-8

Mid-Term and final exams will be given in grades five thru eight. Mid-term and final exams will count as two regular test grades. The mid-term exam will be averaged with the second nine weeks and the final exam will be averaged with the fourth nine weeks. To determine the first semester average, add the first and second nine week grades then divide by two (2). To determine the second

semester average, add the third and fourth nine week grades and divide by two (2), then multiply this number by 0.90 and add it to the state reported TCAP grade which is multiplied by 0.10. To determine the yearly average, add the two semester averages and divide by two (2). All students will take mid-term exams.

Grade 9-12

Courses that do not have a state mandated End of Course Exam:

To determine the first semester grade, average the first and second nine week grade then multiply by .75 and add it to the mid-term exam grade which is multiplied by .25. To determine the second semester grade, average the third and fourth 9 week grade, then multiply by .75 and add it to the final exam grade which is multiplied by .25. Mid-term and final exams will count 25% of the semester and final average. For students exempt from the final exam, add the third and fourth nine week grades and divide by two (2) to determine the second semester average. To determine the yearly average, add the two semester averages and divide by two (2).

Courses that have a state mandated End of Course Exam:

To determine the first semester grade, average the first and second nine week grade, then multiply by .75 and add it to the mid-term exam grade which is multiplied by .25. The final exam will be averaged as two test grades in the fourth nine weeks, unless the student is exempt. To determine the second semester grade, add the third and fourth nine weeks and divide by two (2), then multiply by .85 and add it to the state reported grade on the EOC which is multiplied by .15. Mid-term exam will count 25% of the first semester average and EOC exams will count 15% of the second semester average. To determine the yearly average, add the two semester averages and divide by two (2).

The work of a student whose grades are satisfactory but are withheld because of the failure to complete the required work shall be reported as incomplete (I). If the incomplete is not removed in the time designated by the teacher, it will then become an "F".

All students enrolled in a course with a state mandated End of Course Assessment who are not exempt from their final exam in this subject, the final exam will count as two (2) regular test grades and will be averaged with the final nine week grades.

Students enrolled in a course with a state mandated End of Course Assessment who are exempt from their final exam in this subject, the EOC assessment will serve as the final exam.

Final Test Exemption

Any student in grades 5-12 will be exempt from final exams if they meet the following criteria:

<u>Year Course Traditional</u>	<u>Year Course A/B Schedule</u>
100-93 - 5 absences	100-93 - 3 absences
92-85 - 4 absences	92-85 - 2 absences
84-75 - 3 absences	84-75 - 1 absence
<u>Semester Course Traditional</u>	<u>Semester Course A/B Schedule</u>
100-93 - 3 absences	100-93 - 2 absences
92-85 - 2 absences	92-85 - 1 absence
84-75 - 1 absence	84-75 - 0 absences

The cut-off for attendance for the Final Test Exemption Policy will be the last school day before final tests are scheduled to begin.

Students who have attained the necessary grade average will be exempted only if a parent or legal guardian has signed the appropriate form acknowledging awareness of the exemption and gives permission for the student not to attend school on the day(s) of exams. Each student that does not attend school on exam days must have a parental consent form on file.

Any student who has attained perfect attendance in an individual subject, and has a grade of 75 or above, will be exempt from the final test. Students may elect to take the final test if desired.

Grades Nine-twelve Grading Scale And Lottery Scholarships

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.

Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score, etc.) that must be met in order to receive a scholarship.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or on-line at www.fafsa.ed.gov. The priority date for FAFSA completion is May 1.

Elementary school counselors should explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

Lottery Scholarship Day

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.

Reporting Student Progress- School Board Policy 4.601

Student progress reports shall be provided at least once every nine (9) weeks during the school year. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year. Each report shall be signed by the parents and returned promptly to the school.

Student progress reports shall indicate the students' conduct, attendance and academic progress and other information necessary to communicate effectively with the parents.

In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the educational progress of their children. Teachers shall consult with parents of students who are working at an unsatisfactory level or whose performance shows a marked or sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

Driver's License Revocation For Grades

Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to the Department of Safety for driver's license revocation.

A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of semester grading.

A copy of the notice sent to the Department of Safety by the attendance teacher or the director of schools or his/her designee shall also be mailed to the student's parent or guardian.

Parent Conferences

At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction. The director of schools shall be responsible for scheduling and coordinating system-wide conferences.

Conferences shall be physically accessible to all students, parents and/or guardians.

Promotion and Retention- School Board Policy 4.603

Promotion

The Director of Schools/designee shall promote students to the next grade level based on the successful completion of required academic work or demonstration of satisfactory progress in each of the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and the ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply

to students who are participating in board-approved, research-based intervention prior to the beginning of the next school year or to students who have an individualized education program (IEP).

Students who have difficulty in achieving the requirements for promotion **may be considered** for retention. Schools shall identify these students by February 1. Factors used to identify students for retention shall include:

1. Ability to perform at the current grade level;
2. Results of local assessments, screening, or monitoring tools;
3. State assessments, as applicable;
4. Overall academic achievement of the student;
5. Likelihood of success with more difficult material if promoted to the next grade;
6. Attendance record; and
7. Social and emotional maturity.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to:

1. Date of enrollment; or
2. Additional information acquired after results of local assessment, screening, or monitoring are released.

When a student **is considered** for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).

The Director of Schools shall develop procedures governing how decisions on retention will be made after the student begins work on his/her individualized promotion plan.

Retention

A student may be retained when such retention is in the best interest of the student. However, a student shall not be retained for more than once in any grade.

If a student is retained, the Director of Schools/designee shall develop an individualized academic remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. This plan shall include at least one of the following strategies:

1. Adjustment to the current instructional strategies or material;
2. Additional instructional time;
3. Individual tutoring outside of school hours;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or
5. Attendance or truancy interventions.

The Director of Schools shall develop procedures to ensure appropriate record keeping of students who are retained.

For the purpose of determining the effectiveness of retention toward improving student achievement, the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained.

GRADUATION

[Graduation Requirements- School Board Policy 4.605](#)

General

The program of studies shall include areas required by the State Board of Education.

Before high school graduation, every student shall:

1. Achieve the specified twenty-four (24) units of credit. Twenty-two (22) as required by the state plus two (2) units of credit required by the local board;
2. Take the required end of course exams;
3. Have satisfactory records of attendance and conduct;
4. Take the ACT or SAT prior to graduation; and
5. Pass a United States civics test.

Special Education Students

Special education students who earn the prescribed twenty-two (22) credit minimum shall be awarded a regular high school diploma.

Students who have received the below diplomas shall continue to make progress towards a regular high school diploma until the end of the school year in which they turn twenty-two (22) years old.

Special Education Diploma

A special education diploma shall be awarded to students who have not met the requirements for a regular high school diploma, but have:

1. Completed four (4) years of high school;
2. Made satisfactory progress on their IEP; and
3. Maintained satisfactory records of attendance and conduct.

Occupational Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an occupational diploma if the student has:

1. Completed four (4) years of high school;
2. Made satisfactory progress on their IEP; and
3. Maintained satisfactory records of attendance and conduct.
4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA); and
5. Has two (2) years of paid or non-paid work experience.

The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade year or two (2) academic years prior to the expected graduation date.

Alternate Academic Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an alternate academic diploma if the student has:

1. Completed four (4) years of high school;
2. Participated in the high school alternate assessments;
3. Earned the prescribed twenty-two (22) credit minimum;
4. Made satisfactory progress on their IEP;
5. Maintained satisfactory records of attendance and conduct; and
6. Completed a transition assessment that measures postsecondary education and training, employment, independent living, and community involvement.

Student Load

All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the Director of Schools and then to the Board.

Early Graduation

High school students shall be permitted to complete an early graduation program. Students intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as soon thereafter as the intent is known.

In order to graduate early, students must meet the following requirements:

1. Earn the required eighteen (18) credits;

2. Achieve a benchmark score for each required end-of-course exam;
3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
4. Meet the minimum ACT or SAT benchmark score;
5. Obtain qualifying benchmark score on a world language proficiency assessment; and
6. Complete at least two (2) types of the following courses:
 - a. AP;
 - b. IB;
 - c. Dual enrollment, or
 - d. Dual credit.

The Director of Schools shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law.

Honors Designation (Rank)- School Board Policy 4.602

The top ten students with the highest ACT score composite will be recognized. The student's highest composite score will be used. December of their senior year will be the last possible opportunity to get a qualifying score.

High school credits and grades earned through the second semester of grade 12 shall be included in the calculation of the grade point average and the Honors Designation (rank) in their class. Students who graduate early, but are enrolled through the first semester of grade 12, will be included in the calculation of the grade point average and the designation rank in their respective class.

Effective with students enrolled as tenth graders in 2018-2019 and thereafter, students will receive the Latin Honors Designation categories, based upon the following criteria:

Summa Cum Laude	4.25 and above
Magna Cum Laude	4.00-4.24
Cum Laude	3.75-3.99

The student must be enrolled in the school for a minimum of 2 semesters.

The student must have a minimum of 12 courses that are considered college and/or honors. The following courses, if offered, are considered as college and/or honors courses and have a quality point value:

Statistics*	Physics*	Dual Credit Courses**
Pre-Calculus*	Physics II*	Honors World History*
Honors Core Math I, II, and III*	Honors English I, II*	Music Theory*
Biology II*	All Foreign Language*	Anatomy and Physiology*
Chemistry*	Advanced Placement Courses**	Honors*
Chemistry II*	Dual Enrollment Courses**	EPSO Courses**

The weighted GPA uses the following scale per state law:

	Regular Courses	*Honors	**EPSO Courses Statewide DC/DE/AP Class/CLEP/NIC Course
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	1

Grade Point Average

Two (2) GPAs will be recorded on all student transcripts.

1. **The HOPE Scholarship GPA** is calculated according to the State's Uniform Grading System GPA (TCA 3.301). Quality points are assigned based on the Full Grade (FG) for all courses. A=4 points, B=3 points, C=2, D=1 point, and F=0 points. These Quality Points for all courses taken are added and divided by the number of credits attempted. This GPA is used to determine a student's eligibility for the TN Hope (Lottery) Scholarship; a student must have a cumulative GPA of 3.0 OR an ACT composite of 21 to qualify for the TN Hope Scholarship.
2. **Weighted Cumulative GPA:** Weighted GPA includes all courses taken during high school; this GPA will be reported to colleges, used by many scholarships, etc. As outlined in State Board of Education Policy 3.301, .5 (½) a quality point will be added to the numerical quality point value for any honors courses and one (1) quality point shall be added for any EPSO (Early Post-Secondary Opportunity) Course including Dual Enrollment, Dual Credit, National Industry Certification, AP and CLEP (student must sit for culminating exam in these courses to earn the extra point). These quality points will be added and divided by the total number of possible credits. This weighted GPA will be recorded on the transcript and reported to colleges. Many colleges use this to determine admission and scholarships.

Graduate With Distinction

Refer to [Policy 4.606](#)

This policy is effective with Class of 2021 which is SY 18-19 sophomores.

Graduation Activities- School Board Policy 4.606

Students who have met all graduation requirements on the day of graduation and students who are within two (2) or fewer credits of meeting all requirements and can complete the requirements during the summer may participate in graduation activities. If extenuating circumstances exist at any school, the matter shall be presented to the Board prior to graduation activities.

Students are expected to participate in all graduation activities, and graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student. Any fees required for graduation ceremonies shall be waived for students who are eligible to receive free or reduced price lunches, and in such cases, the school shall assume responsibility for payment of fees.

Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and other interested citizens.

Students who do not wish to participate in graduation activities shall notify the school principal in writing at least five (5) days prior to the day of graduation. Non-participating students shall receive their diplomas or certificates from the principal's office within one (1) week of the day of graduation.

The ceremony and all activities included shall not be religious in nature. The content of any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the school, employees, or Board.

Principals shall ensure that students graduating with distinction and state honors are recognized at graduation. Additionally, principals shall ensure that high school students who voluntarily complete at least ten (10) hours of community service each semester are recognized during the graduation ceremony for the following achievements:

- Honors;
- State Honors;
- State Distinction;
- District Distinction;
- Tri-Star Scholar;
- Students receiving a TN Seal of Biliteracy;
- Students voluntarily completing at least ten (10) hours of community service each semester the student is in attendance at a public high school;

- Students receiving a gold or platinum medal on National Career Readiness Certificate; and
 - Students graduating with a district-developed work ethic distinction.
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CREDIT RECOVERY

Credit Recovery- School Board Policy 4.210

General

The Director of Schools shall ensure that credit recovery facilitators receive training regarding course organization, online instruction management, and related technology.

Credit recover teachers shall comply with all State Board of Education certification requirements.

Admission And Removal

No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

1. The student's parent/guardian gives written consent for the student to enroll in the proposed credit recovery course. Parent(s)/guardian(s) shall be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit; and
2. The student has previously taken an initial, non-credit recovery section of the proposed course and received a grade of at least fifty percent (50%). Students who receive a grade below fifty percent (50%) in the non-credit recovery section of the course must re-take the course.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive the full credit for the course until he/she has enrolled in and passed the second semester of the course and taken any applicable End of Course examinations.

The Board shall track students enrolled in credit recovery courses as directed by the Tennessee Department of Education.

Instruction And Content

Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content and instruction.

The Director of Schools shall ensure that all credit recovery courses:

1. Align with Tennessee's current academic standards for the relevant course content area, as approved by the State Board of Education; and
2. Differentiate instruction to address individual student growth needs based on diagnostic assessment or End of Course date.

Students in credit recovery programs shall:

1. Complete a course skill-specific diagnostic to determine skill-specific goals;
2. Meet individual skill-specific goals in a flexible time frame as established by identified student need; and
3. Master all individualized skill-specific goals as established by the diagnostic process in order to earn credit.

Grades

Students passing credit recovery shall receive a grade of seventy percent (70%). Grades awarded in credit recovery courses shall adhere to the State Board of Education's Uniform Grading Policy.

ENROLLMENTS, WITHDRAWALS, TRANSFERS, CHANGE OF INFORMATION

Change in Student Information

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or of a change in emergency information during the academic school year.

Also, we must be notified of any change in custody and custody papers MUST be on file in the school office.

ALL STUDENTS MUST HAVE EMERGENCY INFORMATION—INCLUDING AN EMERGENCY PHONE NUMBER—ON FILE IN THE OFFICE AT ALL TIME.

Transportation arrangements must be current as well. Messages for changes in transportation arrangements must be made in person or in writing.

Attendance of Non-Resident Students- School Board Policy 6.204

Smith County has a closed policy on out-of-county students. No student residing in another county will be permitted to attend Smith County Schools unless they were enrolled on or before September 14, 1993. Siblings may be enrolled until the year 2000.

Withdrawals

Students transferring to another school should report to the Guidance Office upon arriving at school their last day of attendance at GHS. All debts must be cleared and books returned in order for records to be sent to another school.

Transfers Within the System- School Board Policy 6.206

The board recommends that each child attend the school in the home area; however, at the beginning of each school year, parents may enroll their children in the school of their choice. Once a student has enrolled, transfers to other county schools will be permitted only under the following conditions:

1. The student's parents/legal guardian move to a new school area;
2. A student begins school outside his/her home school area at the beginning of the school year and then decides to transfer back to his/her home school. However, the student would not be able to transfer again from this school unless the parent/legal guardian moves into another school area;
3. If there is a school-related problem that prompts the transfer, the problem must be resolved before a transfer can occur;
4. The parent may request, in writing, to be placed on the Board agenda, then appear, with the student, before the Board and describe a valid reason for their request to change schools;

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered and graded by the principal or his/her designated representative.

STUDENT SERVICES

Homeless Information- School Board Policy 6.503

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths.

Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. Homeless students include:

1. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals;
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory students who are living in circumstances described above.

Enrollment

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency), or missed the district's application or enrollment deadlines. Parents/guardians are required to submit contact information to the district's homeless coordinator.

Placement

For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program. School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school or origin.

Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. When determining placement, student-centered factors, including but not limited to impact of mobility on achievement, education, health, and safety shall be considered. The choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere.

If it is not in the student's best interest to attend the school of origin, or the school requested by the parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the parent/guardian or unaccompanied youth. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law. Upon notice of an appeal, the director of schools shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.

Records

Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record, and shall not be considered directory information.

Services

The director of schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition.

The director of schools shall designate a district homeless coordinator who shall ensure this policy is implemented throughout the district. The homeless coordinator shall ensure:

1. Homeless students are quickly identified and have access to education and support services, to include Head Start and district pre-k programs;
2. Coordination with local social service agencies and other entities providing services to homeless students;
3. Coordinate transportation, transfer of records, and other interdistrict activities with other school districts;
4. Coordinate transportation to the school or origin or choice for homeless students;

5. Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services;
6. Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;
7. Public notice of the educational rights of homeless students is disseminated in places frequented by parents/guardians of homeless students, including schools, shelters, public libraries, and soup kitchens; and
8. Unaccompanied youth are enrolled and informed of their status and independent students.

The director of schools shall develop procedures to ensure that homeless students are recognized administratively and that the appropriate and available services are provided for these students. The director shall ensure professional development is provided to school personnel providing services to homeless students.

Homebound Instruction- School Board Policy 4.206

The Homebound Instruction Program is for students who, because of a medical condition, are unable to attend the regular instructional program. The homebound instruction program consists of three (3) hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.

To qualify for this program, a student shall have a medical condition that will require the student be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by a physician as having a medical condition that prevents him/her from attending the regular instructional program. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

Recertification shall be obtained after the expiration of each period of homebound instruction if the student's physician certifies, in writing, that the student has a medical condition that prevents him/her from returning to the regular instructional program.

ELL Services

ELL services are provided at Gordonsville High School for all students who qualify. See [Smith County Board Policy 4.207](#) for more detailed information.

Foreign Exchange Students- School Board Policy 6.502

Any foreign student is eligible for acceptance into the foreign exchange student program, provided he/she is participating through any agency endorsed by the Council on Standards for International Educational Travel and is sponsored by an individual or organization and has a J-1 visa. Before approval by the Board, the exchange program representative must make written application on behalf of the student in the local school serving the host family. No foreign exchange student shall be brought into the United States by the sponsor unless he/she has been accepted in writing as a student by the superintendent/designee of the school in which he/she is to be enrolled. The school may accept the student after determining the following:

1. The student will have sufficient command of the English language to enable them to participate in the general curriculum.
2. Appropriate curriculum offerings can be provided for the student.
3. An overcrowded situation will not be further aggravated.

Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student visa, the following documentation:

1. Citizenship;
2. Birthdate;
3. Health/immigration records;
4. Custody (including phone number, name and address of the person responsible for student); and
5. School records, including a transcript of academics (in English).

Admission requirements and all other considerations shall be the same for foreign students as for United States students. Students will

be accepted only in grades 9-12. No more than four foreign students and no more than two of the same nationality shall be placed in one school.

Students must have had acceptable academic achievement in their native countries and must have been screened for maturity and ability to get the maximum benefit from an exchange program. Exchange students must have an adequate command of the English language and be able to function without special assistance in regular classes. The principal shall be responsible for assignment to the appropriate grade level.

Each school shall name a faculty member as a student representative to serve as a liaison between the school and exchange program agency and as an advisor to exchange students.

The sponsoring individual/organization shall provide evidence to the school that the student will receive adequate financial support for the duration of his/her stay. Schools shall not hold fund-raising events to pay expenses incurred by exchange students.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the district has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established district rate. F-1 visa student admission is limited to secondary schools and attendance may not exceed twelve (12) months.

GUIDANCE OFFICE

Guidance

The Guidance Counselor is a person you can go to any time during the day with permission from your teacher of course, to discuss a matter that bothers you, to get information, or to seek a possible alternative to a problem. If you want to secure materials or schedule a conference, your teacher will issue a pass to the Guidance office. This pass should be signed by the Counselor and returned to your teacher as soon as you have finished.

The Counselor organizes the school-wide testing program, registration, transferring of students and keeping up with your school records.

Guidance services are for the benefit of all students. Students are encouraged to confer with the counselor about academic, vocational and/or personal matters. The Counselor works with them both individually and in groups. We welcome parent conferences and ask that appointments be made by calling 683-6291.

Schedule Changes

GHS has adopted a policy which discourages excessive and unwarranted schedule changes. The administration, through the Guidance Office, will consider only those changes necessary to correct an administrative error, remedy improper placement, and to balance class size.

GHS CTE Programs of Study and Courses Offered

<u>Welding</u> Principles of Manufacturing Welding I Advanced Welding Manufacturing Practicum	<u>Auto Mechanics</u> Maintenance and Light Repair 1 Maintenance and Light Repair 2 Maintenance and Light Repair 3 Maintenance and Light Repair 4
<u>Business</u> Computer Applications Business Media Communication Business Management Business Economics Advanced Computer Applications	<u>Human Services</u> Child Development Teaching as a Profession 1 Family Studies Human Studies Human Service Practicum
<u>Health Science Education</u> Health Science Ed. Medical Therapeutics	<u>Agriculture</u> Animal Science Agriscience

Rehabilitation Careers
Anatomy and Physiology
Exercise Science
Clinical Internship

Ag Mechanics
Large Animal Science
Ag Power and Equipment
Ag Engineering

Criminal Justice

Criminal Justice 1
Criminal Justice 2

ATHLETICS/PHYSICAL EDUCATION

Physical Education

Physical Education is an integral part of the instructional program and is required as part of the state curriculum. All students enrolled in a P.E. class will be required to participate regularly unless a doctor's excuse is presented. To ensure the safety of your child and others, appropriate footwear is required for physical education. These shoes must be different from the shoes that are worn to school even if the student wears athletic shoes to school. (They do not have to be new shoes—just different from the ones that the student wears to school every day.) Students who do not arrive for physical education wearing proper footwear may be assigned written work as an alternative to participating in the day's activities. A PE locker will be provided to those PE students and GHS advises those students to bring a lock so their clothes and valuables can be locked up.

TSSAA Athletic Participation

TSSAA Eligibility Regulations:

- A. Must pass at least five (5) full subjects the preceding semester.
- B. A student who drops out of school before the end of a semester shall be ineligible until he/she has been in school a semester and passed at least five full unit subjects.
- C. A student shall be ineligible after he/she has attended high school for eight semesters.
- D. A student cannot participate in athletics if he/she becomes 19 on or before September 1.
- E. Any person participating in any athletic program must carry student insurance from GHS or have adequate coverage himself/herself. All student athletes must have school insurance or show the existence of private coverage.
- F. Transfer rules for athletes are governed by TSSAA guidelines.
- G. Students must pass a physical from a licensed physician and test drug free.

[Athlete Drug Testing- School Board Policy 6.3072](#)

Both high schools in Smith County are concerned with the physical well-being of its students, including those who participate in all athletics. While the misuse of drugs is a potential problem for all students, unique pressures and risks exist for student-athletes participation in athletics and their use of drugs will not be tolerated. The term "student-athletes", or "students" or "athletes" also includes members of cheerleading squads for the purpose of this policy. The primary purposes of the drug testing policy for student-athletes are:

- 1. To employ education, testing and counseling to deter drug use, and where deterrence is unsuccessful, to terminate participation in athletics;
- 2. To educate those students on the physiological and psychological dangers inherent in the misuse of drugs and alcohol;
- 3. To protect those students from health related risks inherent in the misuse of drugs and alcohol.
- 4. To protect those students, and others with whom they compete from potential injury because of the misuse of drugs and alcohol;

5. To remove the stigma of substance abuse from those athletes who do not misuse/or abuse drugs or alcohol;
6. To provide a testing program to identify student-athletes who are improperly using drugs and to assist them, through education and counseling, before they injure themselves or others or become physiologically or psychologically dependent; and
7. To reassure athletes, parents and the community that the health and academic progress of each of its student-athletes is the Smith County Board of Education's primary goal

For more detailed information, please refer to the Smith County Board Policy 6.3072.

HEALTH/WELLNESS/MEDICINE

Accidents and Illnesses- School Board Policy 6.410

Parent(s) of all students shall provide the schools with medical authorization which shall contain the following information:

1. Parents' location and phone number during the day.
2. The name, address and phone number of the student's physician(s).
3. Directions in the event that medical treatment is needed.
4. Information concerning a student's particular physical disability or medical condition.

The authorization will be required annually and will be kept on file in the principal's office.

If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered.

In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at school or to meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parent(s) on the emergency medical authorization form will be notified of the accident. Efforts to notify the parent(s) will continue until they are reached.

Principals will inform the Director of schools immediately of any serious injuries suffered by students while under jurisdiction of the school. A report of each accident taking place in a school will be filed in the offices of both the principal and the director of schools. Forms for reporting accidents will be made available from the office of the director of schools. In all accidents serious enough to require medical attention or requiring the student to be taken home, or in all cases that the staff member in charge deems desirable, reports will be made and filed as stated above.

No student will be taken and left at home or sent home unless a parent(s) is at home to accept the responsibility of the student.

Parents who object to the procedures contained in this policy shall submit to the principal a written emergency plan for his approval.

Medicines- School Board Policy 6.405

If under exceptional circumstances a student is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations.

Written instructions signed by the parent/guardian are required and shall include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label 14 direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication shall be delivered to the principal's office in person by the parent/guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma).

The principal/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent/guardian in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent/guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.

A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

Blood Glucose Self-checks

Upon written request of a parent/guardian and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

Students With Pancreatic Insufficiency Or Cystic Fibrosis

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of an IHP for every student that wishes to self-administer.

Students With Adrenal Insufficiency

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following procedure:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication.
2. The district shall maintain a record of all school personnel who have completed this training.
3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed healthcare professional is not immediately available, trained school personnel may administer prescribed medication.

The Director of Schools shall develop procedures on the administration of medications that treat adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and during activities such as field trips, and recordkeeping per rules set forth by the State Board of Education.

Pediculosis (Head Lice)- School Board Policy 6.4031

No student will be denied an education solely by reason of head lice infestation and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter will be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment.

Satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but not be limited to:

- (1) proof of treatment with a pediculicide product (head lice shampoo)
- (2) satisfactory examination by a school health official/principal or designee

Treatment and prevention procedures will be developed by the director of school/school nurse and distributed to all classroom teachers.

Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice.

A student will be expected to have met all requirements for treatment to return to school for head lice.

Student Health Screening

As required by the Tennessee Department of Education, mandated student Health Screening will be conducted in all Smith County Schools annually. Mass data does not include any identifying information. All information is private and confidential. This data analysis is reported to the Tennessee Department of Education and the Tennessee Department of Health. We will be screening to determine if your child has a health risk that needs medical attention and/or might affect his/her classroom work. The Screenings that will be conducted are as follows:

- Vision – Grades Pre-K, K, 2, 4, 6, and 8.
- Hearing – Grades Pre-K, K, 2, 4, 6, and 8.
- Scoliosis – Grade 6 only (optional screening)
- Dental – (optional screening)
- Blood Pressure – Grades K, 2, 4, 6, 8, and High School Wellness Course
- Height and Weight – Grades K, 2, 4, 6, 8, and High School Wellness Course
- Pacer Test, timed event – Grades 4, 6, 8, and High School Wellness Course

Other students that could be screened are those new to the school system and those suspected of having a vision and/or hearing problem by their teacher. These screenings do not qualify as an examination and parents are encouraged to make sure their child has annual medical checkups as well as bi-annual dental checkups.

SAFETY

Safety Drills

Fire, tornado, “lock down”, and other safety drills will be practiced at various times during the year. “Lock down” procedures will include locking all doors in the building in which students are located. Students who are in hallways, restrooms, etc. will be directed to go to the area where the nearest adult is located—classrooms, cafeteria, library, etc. Classes who are outside will be instructed to go to the nearest safe classroom. Fire drills will involve the moving of all students in the building to a place that is far enough away from the school building to be considered safe. During a tornado drill, students will be instructed so as to know the exact locations in the building that are considered the safest areas for inclement weather.

Inclement Weather

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students’ safety. It is the parent’s/guardian’s responsibility to monitor news reports via television stations. Announcements are normally broadcast between 5:30 A. M. and 6:30 A. M.

Text reminders will also be sent out to those who have signed up for the free service. GHS uses the Remind text services. You are not required to have the app or a smart phone to use this service. Standard messaging/data rates apply. Sign up for text reminders below:

- [Class of 2020- https://www.remind.com/join/h63b8f](https://www.remind.com/join/h63b8f)
- [Class of 2021- https://www.remind.com/join/df8bf6](https://www.remind.com/join/df8bf6)
- [Class of 2022- https://www.remind.com/join/86ehc6](https://www.remind.com/join/86ehc6)
- [Class of 2023- https://www.remind.com/join/6f424h](https://www.remind.com/join/6f424h)
- [Class of 2024- https://www.remind.com/join/dk93a6](https://www.remind.com/join/dk93a6)
- [Class of 2025- https://www.remind.com/join/ceb9bed](https://www.remind.com/join/ceb9bed)

Students may also watch the TV for information concerning the closing of school. The Director of Schools will notify the TV stations as soon as possible. The principal of the school does not make this decision. TV stations that normally broadcast Smith County School closing include WSMV, WTVF, and WKRN.

NUTRITION

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, students may participate in a well-balanced lunch and breakfast program at a reasonable price. The teachers, lunchroom personnel, and your fellow students will especially appreciate your cooperation in:

1. Talking quietly.
2. Disposing of all litter in proper containers.
3. Leave the table and floor around your seat in a clean condition for others.
4. No food may be taken from the cafeteria.
5. Breakfast begins at 7:15 a.m. and ends at 8:00 a.m. A second breakfast is offered during morning break.
6. Students are required to stay in the cafeteria during your lunch period.

School Breakfast and Lunch

Breakfast is free for all GHS students

Following is a list of prices for meals at GHS:

Student Lunch: \$2.50 *Reduced Student Lunch: \$0.40

Online Free & Reduced Applications: www.lunchapplication.com

Online Payment System: www.k12paymentcenter.com

*Free and reduced lunch prices are available to students who qualify. Students will receive a free/reduced lunch form the first day of school and should be turned in right away if you are applying.

All students should prepay for meals by paying online or sending money or a check to be deposited into their account. Students will be allowed to charge meals a maximum of three school days. Students who do not have lunch money and have three days charged may be served an alternative meal. If two checks from an individual are returned by the bank due to insufficient funds, only cash will be accepted as payment for school meals. Students MUST know their four (4) digit lunch code to purchase meals. A computer system is used to monitor student's breakfast and lunch purchases. These digits are entered by the student as they exit the cafeteria line.

BUS TRANSPORTATION

Scheduling & Routing- School Board Policy 3.401

All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the time the first student is picked up until the trip is complete.

The transportation supervisor will be responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students. Deleting or establishing new bus routes is the responsibility of the Board.

Appeals of transportation decisions shall be made to the director of schools and the Board.

Students shall not be in transit to and from school more than one and one-half hours each way.²

Where practical, transfers may be made from one bus to another. Both buses shall be present while the transfer is in process, unless the transfer point is a school campus. Leaving students at a home or place of business for transfer shall be permitted only after approval has been obtained from the Board.

Bus routes shall not overlap unless necessary to reach some other portion of each respective route or unless overlapping results from the necessity to travel the main highway to school centers. When more than one bus travels a main highway and each bus picks up some students along such routes, each bus shall be assigned a certain portion of the route and all students within this section shall ride the bus to which assigned.

Every bus driver, at the beginning of the school year or, in the event that the driver is hired during the school year, at the time of hire, shall be informed of all the policies and procedures in place regarding the transportation of students.

Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not to stop at stores (or make any other non-designated stops except for emergencies) when transporting students.

No student may exit the bus at a destination other than that student's designated bus stop. The Director may adopt, with the approval of the Board, procedures that would allow a student to exit the school bus at an alternative location. If the Director adopts procedures, such procedures shall include, at a minimum, the following:³

1. No school bus driver shall require or permit a student to exit the bus in violation of the School System's policies and procedures. The Director shall immediately review the fitness to drive of

a driver who permits or requires a student to exit a bus in violation of the School System's policies and procedures.

2. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the student provides the driver with a signed note from the parent or guardian informing the driver of the change in the student's bus stop for the day. The driver shall turn the note over to the principal as soon as practical after the completion of the route.

3. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove the offending student from the bus provided that the driver secures the safety of the student for the uncompleted trip.

4. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

Students who ride school buses shall attend the school designated unless the Board designates an alternate school. If a parent chooses to send his/her child to another school in the system, the parent must provide transportation to and from that school

GHS Rules for Bus Conduct

1. Emergency doors will not be used except for emergencies;
2. No loud talking or yelling;
3. Remain seated;
4. Objects will not be thrown;
5. No use of tobacco, drugs, or alcohol;
6. No food or drink;
7. No fighting;
8. No rude, discourteous or unacceptable language;
9. Obey the driver at all times;
10. No destruction of property;
11. A bus driver has the authority to assign seats; and
12. Any other conduct prejudicial to good order on the bus.

Bus Conduct- School Board Policy 6.308

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

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

Use Of Video Cameras

Smith County Public Schools has installed video recording equipment on school buses to monitor school transportation and will be videotaping on bus routes during the school year. School facilities and grounds also have security cameras which will be recording digital video images. Video tapes and digital video recordings are considered law enforcement, educational, and/or employment records. The purpose of such tapes and images is the pursuit of safety, security, and discipline on the buses and in public areas of school facilities and grounds. No student, employee or member of the public has a reasonable expectation of privacy while on a school bus or in public areas of school facilities and grounds. However, video tapes and digital recordings may become education, employment and/or law enforcement records when viewed by an authorized school official in a situation where the tape or image are directly related to a particular problem, injury or student discipline matter.

A. The director of schools or designee shall notify students, parents/guardians and staff that video surveillance will occur on every school bus and school and that video recordings may be used for all legitimate purposes, including student disciplinary proceedings and employment proceedings. In addition, a prominent notice shall be placed in each bus and school, stating that the area is equipped with a video monitoring system.

B. Tapes and/or digital recordings retained as part of an individual student's disciplinary record or employee's personnel record shall be maintained in accordance with law and board policy governing the access, review and release of such records.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to photographs and video footage. These materials shall be maintained for 60 days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of School/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.

The Director of Schools shall develop procedures governing the use of cameras and video cameras in accordance with the provisions of state and federal law and established board policies.

FIELD TRIPS

Field Trips and Excursions- School Board Policy 4.302

Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth are considered appropriate extensions of the classroom.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selecting field trips:

1. Value of the activity to the particular class group or groups; 11
2. Relationship of the field trip activity to a particular aspect of classroom instruction; 12
3. Suitability of the activity and distance traveled in terms of age level; 13
4. Mode and availability of transportation; and 14
5. Cost 15

The following guidelines shall be followed in planning and conducting field trips and excursions: 16

1. Any teacher desiring to take a group of students on an educational field trip must first obtain advance approval of the principal;
2. The trip must have a definite purpose and reflect careful planning. Students should be prepared by general class discussion and/or research;
3. If bus transportation is required, the principal or his designee shall make the necessary arrangements. A fee will be charged to the school for mileage and driver(s) when school buses are used;
4. Signed parental permission forms must be obtained for every student making an off-campus trip beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept on file for the remainder of the school year. The form for parental permission must include: purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expense involved, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the form is signed by the parent;
5. Overnight educational trips and chaperones must be approved by the principal and Board thirty (30) days in advance. These groups must be accompanied by at least one regular staff member and other from the school who are appropriate for adequate supervision and shall be responsible for student conduct while away. There must be at least one female and one male chaperone if the trip is for a mixed group;
6. Students shall not be penalized for participating in approved school-sponsored trips and activities. Teachers shall permit students to make up class assignments missed because of a trip or activity.
7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury must be reported promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parents;
8. Any school-sponsored trip not meeting the "educationally beneficial" criteria as defined in this section must have prior approval of the Board;
9. Any school sponsored trip which is both out-of-state and overnight must have prior approval by the Board thirty (30) days prior to the event.

Non-sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The Board assumes no legal or financial responsibilities for non-sanctioned field trips.

If recruitment of students is sought through the school(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts shall not occur during class time or the employee's work day.

STUDENT FEES/FINES

Student Fees and Fines- School Board Policy 6.709

Fees

School fees are defined as follows:

1. Fees for activities that occur during regular school hours, including field trips;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Fees or tuition for courses taken for credit or grade during summer school;
4. Fees required for graduation ceremonies;
5. Fees for a copy of the student's records; and
6. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:

1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
7. Tuition for non-resident students.

No fee will be charged any student as a condition to attending school, but students shall be responsible for normal school supplies, such as pencils and paper.

School fees shall be waived for students who receive free or reduced-price school lunches. The application for determining eligibility for free or reduced-price lunches on a form supplied by the State Department of Education shall be used to verify student eligibility for fee waivers.

At the beginning of the school year, each principal shall be responsible for providing to all students and their parents or guardians written notice of the required student fees and the process for fee waiver for students who receive free or reduced-price lunches. The parent or guardian of an eligible student must sign the appropriate application for free or reduced-price lunches and the waiver of school fees, but may pay for all or a portion of the school fees.

Written notice of approval or denial of request for fee waivers shall be provided to all parents or guardians. Any denial shall contain specific grounds for denial and an opportunity for the parent or guardian to meet with appropriate school personnel.

Persons collecting fees shall be provided a list containing only the names of those students eligible for waivers and for whom they are responsible for collecting fees. Any records related to this program which identify particular students shall be maintained in strictest confidence.

Prior to the beginning of school each year, the Board, upon the recommendation of the principals and director of schools, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed. The director of

schools shall be responsible for maintaining copies of all correspondence relating to this program.

No employee may charge a student for any service rendered on the school premises. Tutoring one's own student for pay is prohibited.

Fines

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return or replacement of textbooks issued to the student(s). The condition of each book and a book number shall be recorded by the teacher issuing it.

The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear there will be no charge.

Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

GHS POLICIES AND PROCEDURES

Automated Phone Calls

GHS may use automated phone calls for student absences, important school announcements, school closings due to weather, and emergencies. If you do not wish to receive these calls, please notify your child's school or sign in to your Skyward parent portal. Phone call alerts can be changed or updated on the Skylert tab.

Visitor Policy

Parents and visitors are welcome at Gordonsville High School. All visitors, substitutes, and parents must enter through the front entrance, sign in at the office, and obtain a visitor's pass. Our policy is to accept only these visitors who have legitimate business at the school. Students from other schools who wish to visit GHS are welcome if they have a special purpose, and then arrangements must be made at least 24 hours in advance. Final approval and decisions will rest with the administration.

Office Phone Use

School phones are for emergency use only. Emergency calls do NOT include forgotten lunch money, forgotten items, permission to stay after school, or permission to go home with another student.

Student Messages

Messages for students will be taken in the office and relayed to students at a time as not to distract from class unless it is an emergency.

Fundraising

There will be no selling/fundraising unless authorized by the principal. See [SCBOE Policy 6.701](#) for more details.

Event Announcements

No flyers/posters will be placed in the building without approval from the office. After the event, they are to be removed by the person or group having placed them.

Receiving Gifts at School

Gifts sent or delivered to school on special occasions should be delivered to the office before 2:00 P.M. and clearly marked with the student's name, homeroom teacher, and grade. No balloons or glass containers will be allowed on buses. Please be sure to remember this policy on Valentine's Day.

Automobile Regulations

1. All students driving an automobile will park in the student parking lot.
2. No parking near dumpsters by students or faculty.
3. Students are not to sit in parked cars during or before school hours.
4. Students are not to be in the parking area without permission.
5. Any student driving any motor vehicle must meet all state requirements.

Use of School Computers and Equipment

Students using school computers and/or equipment must use them in the appropriate way, on the appropriate websites, and with teacher approval. Students who break, deface, or lose equipment will be responsible to pay for having computer/equipment fixed.

Textbooks

Textbooks are furnished to the student by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks. Library books are considered in the same category as textbooks and should be treated in the same manner.

Lockers

Each student is assigned a locker for his/her use for books, school supplies and personal effects. Periodic locker checks are made to assist students with any problems related to their lockers. Each student is responsible for the safety of his/her own books, school supplies and personal effects.

Library

A library is a place for reading enjoyment and research. You are welcome in the library, and since it is a place for quiet work, you are expected to be on your best behavior. You are encouraged to use the library as often as possible; the librarian will be glad to help you find the information you need, or to suggest books in your fields of interest. The library is open from 15 minutes before school until 15 minutes after school - later times may be arranged a day in advance. If it is necessary for you to come to the library during class time, you must get written permission from your teacher. You will be informed about check-out and library rules during orientation. Students and/or parents are expected to pay for any lost or damaged library materials.

LEGAL NOTICES & CONTACT INFORMATION

Notice of Nondiscrimination

In compliance with Title VI Civil Rights Act of 1964 and Title IX of the **Education Amendments of 1972**, Smith County School system does not discriminate on the basis of race, color ethnic or national origin, sex, disability age, religion, veteran status, sexual orientation or gender identity, in its programs and activities.

Smith County School District does not discriminate in admission or access to, treatment or employment in, its programs and activities. Section 504 of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability. It is the policy of the district not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act. The 1973 Rehabilitation Act requires the district to locate, evaluate, and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs.

Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA).

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Angel Williams
Smith County Board of Education
126 SCMS Ln.
Carthage, TN 37030
(615)735-9625

You may also direct inquiries to the United States Department of Education, Office for Civil Rights:

The OCR office for Tennessee is located at:

Atlanta Office
Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T70
Maryland Avenue, SW
(404) 974-9406
(404) 974-9471(fax)
OCR.Atlanta@ed.gov

The OCR National Headquarters is located at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Dept. of Education Bldg.
Atlanta, GA 30303-8927
Washington, DC 20202-100
(800)421-3481 (202) 453-6012(fax)
(877)521-2172 (TDD)
OCR@ed.gov

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/speced/index.htm>.

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

West Tennessee Regional Resource Center

100 Berryhill Drive
Jackson, Tennessee 38301
Phone: 731-421-5074
Fax: 731-421-5077

East Tennessee Regional Resources Center

2763 Island Home Blvd.
Knoxville, Tennessee 37290
Phone: 865-594-5691
Fax: 865-594-8909

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.

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza
Greenville, TN 37745

West Tennessee:

(901) 756-4332
jenness.roth@tnstep.org

Middle Tennessee:

(615) 463-2310 information@tnstep.org

East Tennessee:

(423) 639-2464
karen.harrison@tnstep.org

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

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

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 dropdown 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.