



HARPETH HIGH SCHOOL
2015-16 Student Handbook

Principal: Ryan Longnecker, Ed. D.
Assistant Principal: Lee Rector, Ed. D.

Welcome Indians!

We are extremely proud that you are a part of Harpeth High School, a school with a long tradition of academic excellence. Your teachers and your counselors along with administrators and support staff are dedicated to helping you be successful in your academic and personal growth.

This handbook has been prepared to help you and your parents know what you can expect from us and what we expect of you. It is our expectation that you to read it carefully and keep it as reference for this school year.

Please be aware that changing circumstances and school board decisions could cause some information presented in this handbook to be modified. Because not every situation can be anticipated, the school reserves the right to make changes if they become necessary.

Again, we look forward to having you continue the rich history of Harpeth High School.

Harpeth High School Mission Statement

Harpeth High School provides a safe learning community which challenges its students academically, artistically, and athletically. We empower our students to become life-long learners who possess integrity and wisdom.

The Harpeth Way

A way of thinking and effort embraced by every member of the Harpeth Family. The Harpeth Way demands that whatever was given yesterday can be improved upon, and that our best is the minimum that can be given.

MAJOR CHANGES TO HANDBOOK 2015-16

Pg. 4 - Change to food in building policies

Students will no longer be able to take food from the cafeteria

Pg. 5 - Change to cafeteria prices

All non free and reduced prices went up 25 cents

Pg. 7 – Switch from Pearson to Skyward

Cheatham County is now using the student management system known as Skyward. The parent portal can be found on the CCSD website and the app can be downloaded from the Apple or Android app stores.

Pg. 10 – Change to Parking Pass Policy

*Parking passes will now cost \$20 per year
Privilege of parking tied to academic performance and punctuality –
please see parking pass application for details*

Pg. 14 – Changes to Cell Phone Policy

If a student's phone is confiscated, they may now pick it up themselves at the end of the school day

Pg. 22 – Changes to Dress Code

See dress code. We have added some pieces to better reflect the desires and values of our community.

Pg. 27 – Changes to Bell Schedule

- 1. Tribe period has been removed*
- 2. Classes are now 45 minutes long*
- 3. There are two 10-minute extended transition times – one between 2nd & 3rd period, one between 5th & 6th period; other transition periods are still 5 minutes*
- 4. 5th Period now includes a 30 minute “physical activity or brain break” time to better align with state law*

Harpeth High School Honor Code

All Harpeth students shall embrace the courage to conduct themselves with INTEGRITY and HONESTY in every circumstance. We will treat all individuals with RESPECT and DIGNITY, celebrating the differences that make us unique.

No Cheating Policy

Students need to understand that cheating is a serious offense. Any student who is caught cheating will be subject to disciplinary action at the discretion of the principal or assistant principal. In addition, any student who is caught cheating will forfeit any honors awarded to them for academic performance.

Any student found in possession of tests, quizzes, or any material that aids them in any form of cheating will be held accountable for cheating and will be suspended from school and subject to forfeiting any honors awarded to them for academic performance.

Students need to understand that using material from the Internet without citing sources is a form of cheating. Teachers will instruct students on how to appropriately use information from the Internet and will explain plagiarism. It is the student's responsibility to seek assistance from the teacher when the student is unsure regarding the use of information found on the Internet.

Arrival at school:

Harpeth High School will open each day at 7:15 am. Breakfast will be served between 7:15 a.m. and 7:40 a.m. Students will not be permitted to remove trays or food from the cafeteria. All students are to be in first period by 7:45 am. Please remember, cars are not allowed in the bus loading/unloading lanes in front of the school between 7:00 a.m. and 7:40 a.m.

Dismissal from school:

Dismissal for all students will be at 2:45 p.m. Bus riders will dismiss to the front of the building, while car riders will dismiss to the back of the building. Cars are not allowed in the bus loading/unloading zone in front of the school between 2:30 p.m. and 3:00 p.m. All students

who are not supervised should be out of the building and off campus by 3:15 p.m.

Early Dismissals:

In order to be dismissed early, the student **must** bring a note to the attendance secretary before first period with the following information: reason for dismissal, time of dismissal, and a valid telephone number where a parent/guardian can be reached. Please list the student's grade at the top of the dismissal request. **Students will not be dismissed from school via phone call from a parent nor shall they be allowed to call home to leave school unless they are ill or there is an emergency.**

Activities:

HHS offers a wide variety of activities. Among these are clubs, performance groups, and athletics. Participating in extracurricular activities is a privilege. Students participating in extracurricular activities are expected to behave as model citizens, as they are representing not only themselves, but also our school. Any student who chooses to act in an unsatisfactory manner during participation in extracurricular activities may be subject to disciplinary action.

Cafeteria Prices:

Breakfast: \$1.75

Reduced Price Breakfast \$0.30

Lunch: \$2.75

Reduced Price Lunch: \$0.40

Breakfast and À la Carte items cannot be charged.

Free and Reduced Applications for School Meals are available at each school and on the Board of Education website. If you have any questions, you may call the School Nutrition Department at 792-6885, Ext. 211.

Medicines:

MEDICINES Policy# 6.405

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the

parent cannot be at school to administer the medication, only the principal or the principal's 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: **Parents must have form completed and signed by the doctor.**

Written instructions **signed by the parent** or legal guardian will be required and will 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 direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

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

Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent or legal 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 or legal guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

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

Textbooks:

Textbooks provided by the Board of Education and/or school are on loan to you. Because students are responsible for these items, the student will be held financially responsible for any lost or damaged textbooks during the time period these materials are assigned to them. Textbooks are very expensive and should be taken care of accordingly and should not be loaned out to others.

Locks and Lockers:

Each student will be assigned a locker and a HHS combination lock. Students should only use the lock and locker assigned to them and should keep it locked at all times. Students should not share lockers as they are fully responsible for the contents of their locker at all times. Locks will be issued to students at a charge of \$5.00.

Grading Scale

A- 93-100

B- 85-92

C- 75-84

D- 70-74

F-Below 70

Many factors are used to determine grades. Some of these factors include test scores, homework assignments, and participation.

Report Cards and Progress Reports:

Progress reports and report cards will be distributed on a regular basis. Please call or e-mail the guidance department if you have questions concerning the progress reports.

Skyward:

Parents/students can access grades and monitor academic progress via the Skyward portal found on the Cheatham County School Board website at <http://cheatham.k12tn.net/>. Access codes can be obtained through the Harpeth High School guidance department.

Visitors:

Parents or other adults who have business at the school must report to the office. All visitors are required to sign in, wear a visitor's pass, and are expected to leave promptly when their business is completed. No school age children are allowed to visit at any time during the

school hours, unless special permission is authorized by the principal. Additionally, students are not permitted to bring their children to school.

Students are not allowed to have visitors during lunch without permission from the principal. The cafeteria supervisor prohibits food prepared outside of the building to be brought in to the cafeteria.

Attendance:

TENNESSEE COMPULSORY SCHOOL ATTENDANCE LAW

Every parent, guardian, or other person residing within the State of Tennessee, having control or charge of any child or children between the ages of six (6) and seventeen (17) years, both inclusive, shall cause such child or children to attend public or non-public school, and in the event of failure to do so, shall be subject to the penalties hereinafter provided. The meaning of the word, "inclusive," is that children must attend school from six (6) until eighteen (18) years of age.

Any parent, guardian, or other person who has control of a child or children, and who shall violate the provisions of this part, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to a fine and court costs, as provided by law, at the discretion of the court. Each day's unlawful absence shall constitute a separate misdemeanor.

If you are not present during first period attendance, your first period teacher will document your absence in Pearson. From this information, the attendance secretary makes the daily absentee list. All absences are reported to the County Attendance Supervisor's office. Students who are frequently absent run the risk of having to account to the Truancy Board for excessive absences.

If you arrive late to school you are required to sign in with attendance secretary and receive an "admit slip" to class. This keeps you from being marked absent for the state attendance, *but does not exempt you from being counted tardy to class.*

After you return from an absence, you will need to give the office a note from your parent/guardian on the day that you return.

Attendance Policy:

Principals and/or their designees may excuse students' absences for up to three (3) days per semester, provided that students' parents or guardians provide written notification to the school administration for any reasons listed below. Students are considered to be truant if they are absent from any class, study hall, or any school-related activity during the school day for which students are scheduled. Parents or guardians may use any of the following reasons to ask that their children's absences be excused for up to three (3) times each semester:

1. Students are ill or injured;
2. Students have someone in their immediate family who is ill or injured, and whose illness or injury requires the students to remain at home;
3. Students are needed to work;
4. Students are being interviewed for a job;
5. Students are visiting a college campus;
6. Students are taking a driver's license examination; and
7. Students are on a trip with their family.

Other absences will be excused with appropriate documentation for the following reasons only:

1. Illness, injury, hospitalization, surgery, or medical appointment, verified by a licensed physician, dentist, or health agency;
2. Special recognized religious holiday regularly observed by members of a particular religious group;
3. Court appearance;
4. Death or serious illness or injury in the family;
5. Students are attending a funeral.

After five (5) unexcused absences, it is possible that a student will be required to attend a truancy hearing.

Make up work:

Remember that it is the **student's responsibility** to ask for any work missed during the absence. The time for completion of the make up work shall be at the discretion of the teacher.

Student Driving/Parking on Campus:

Students will be given the privilege of driving on campus. The cost of an annual parking permit will be **\$20.00**. Seniors will be given the first opportunity to buy a permit, followed by juniors, and then sophomores. Permits will be issued on a first-come, first-served basis, and will be offered in the order indicated above. Driving on campus is a privilege which can be revoked for disciplinary reasons. A valid driver's license and verification of automobile liability insurance are required to purchase a parking permit. Students driving a car other than the one registered with the office should inform the office of the change. Students should park only in their designated parking space. Students should never park in the teachers' parking area unless given explicit permission from administration. Parking/Driving offenses will result in a fine being placed on the student's account and possible loss of parking privileges. Students and parents should read and understand the Student Parking Permit Application.

Consequences:

1. First Parking Offense – warning issued to student
2. Second Parking Offense - \$25 fine issued to student & parent/guardian contact
3. Third Parking Offense - \$25 fine issued to student, loss of parking privileges for the quarter, & student will not be reissued parking pass without parent/guardian meeting.
4. Subsequent Offense - \$50 fine issued to student, loss of parking privileges for the academic year, & parent/guardian contact

Duty to Report:

In accordance with state law, a student already enrolled or one who enrolls in a Cheatham County School who has been convicted of a felony offense must report that offense to the principal at the time of enrollment or at the beginning of the school year. The parent has the same obligation if the child is under the age of 18.

It is a felony for any adult who has knowledge of a student having a firearm on campus not to report that fact to an administrator, a teacher, or other responsible adult.

Any student who becomes aware of a developing situation that can reasonably be expected to result in injury or harm to another person, student or adult, has a duty to report such knowledge to a teacher, administrator or responsible adult.

Student Consequences:

Harpeth High School has high expectations for student conduct any time the student is on campus or at a school activity. These, along with the individual expectations of each teacher for his/her classroom contribute to the orderly learning situation. Every teacher and adult is expected to help maintain a safe and productive learning environment for you and all students. In order for this to occur, you should consider all teachers and adults “your authority” and respond accordingly when they ask you to comply with school rules.

Students will:

1. Students will be respectful of all adults.
2. Students will use appropriate language. They will not use profanity; express derogatory and inflammatory statements to others, including fellow students and staff; nor raise their voices to a level that is disruptive. Racial or ethnic slurs or other words or material generally perceived to be demeaning, offensive, or inflammatory to a particular race ethnic group or gender.
3. Gang alphabet, insignia or symbols deemed inappropriate by the administration will not be tolerated either in spoken form, printed on clothes, or in writing on notebooks, etc.
4. Students will remain on campus and stay out of restricted areas. Examples of restricted areas include, but are not limited to:
 - The hallway without a hall pass.
 - At lunch-time, you are to report to the cafeteria immediately and stay there until the lunch period is over. You may not use the restrooms in the back lobby during the lunch sessions.
 - The gym, locker room or field house when you are not in classes or under the direct supervision of a teacher.

- The teacher work-room or mailbox area.
 - The parking areas or in your car. Students are to report to the building upon arrival on campus. Students who drive are not permitted to leave campus once they have driven on school property. Students who drive are not permitted to take any other students off campus. If you have a need to return to your car during the day you must obtain a pass from the principal.
 - The front office unless you have legitimate business. The phones are for business calls and emergency calls only and need to be kept open. Students who consistently abuse the courtesy of using the office phones will have their access denied.
 - No student should be in the building after 3:15 unless he/she is under the supervision of a teacher. Students should not arrive at or be dropped off at school before 7:15 a.m.
5. The only display of affection that is appropriate at school is holding hands.
 6. Students should not loiter in the hallways but should move from one class to another in a timely manner. The gymnasium should not be used as a hallway. Students should use the hallways on either side of the gym when moving to or from the theater or back of the school.
 7. Appropriate student conduct includes not only having pride in personal conduct but also pride in the appearance of HHS. Do not litter in the building or on campus.
 8. Food purchased in the cafeteria during lunch may not be brought out of the cafeteria. Food purchased outside of the building may be dropped off at the front office and the student can pick it up on their way to lunch – food may not be delivered to the student during class time
 9. Students may not take food or drinks into the theater, library, or any classroom without the teacher’s permission.
 10. Students will dress according to the guidelines listed under “Student Dress.”
 11. Students will not abuse or destroy school property.
 12. Skateboards are not allowed on campus or in the building, and skateboarding is not allowed on campus at any time during or after school hours.

13. Fighting will not be tolerated. Fighting will result in a minimum of 3 days OSS or possible placement in the Riverside Academy.
14. Students may not incur monetary expenses on behalf of their class or the school without first gaining permission from the principal or head class/club sponsor and bookkeeper. A \$20.00 fee will be charged for any personal check that is returned to HHS for insufficient funds.

Bullying: Policy # 6.304

Social Cruelty or bullying is not acceptable in Cheatham County Schools and will not be tolerated. All allegations of bullying will be taken seriously and will be investigated. Students involved in allegations of bullying will be counseled. Those found by administration to be involved will face disciplinary action at the discretion of the principal.

“Bullying” is conduct that meets one or more of the following criteria: is an act directed at one or more students that is intended to harm or embarrass; is repeated over time; a one-time event where a “hostile” learning environment is created; involves an imbalance of physical, emotional, or social power; or adversely affects the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress.

“Harassment” is conduct that meets one or more of the following criteria: is an act directed at one or more students that is received as harmful or embarrassing; substantially interferes with educational opportunities, benefits, or programs of one or more students; substantially affects the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; is repeated over time - is severe, persistent, and pervasive; or causes mental duress, or psychological trauma to the victim.

This policy does not deny the right of any individual to pursue other avenues of recourse which may include filing a complaint with the Office of Civil Rights within the Tennessee Department of Education

or the United States Department of Education, or initiating a civil action in state or federal court.

“**Cyberbullying**” is defined as the use of information and communication technologies, – such as e-mail, cell phone text or picture messages, instant messaging, and defamatory personal Web sites, social networking sites, and online personal polling sites - to support deliberate, hostile behavior intended to frighten or harm others.

Use of Personal Communication Devices in School: (Policy # 6.312)

Any electronic device is a device that emits an audible signal, vibrates, photographs, displays a message, transmits data, or otherwise summons or delivers a communication to or from the possessor.

Students and employees may not use any device to photograph or record inappropriate activities of other students or LEA staff while on school property or a school sponsored activity.

Possession of sexually explicit digital pictures or images on any device is prohibited and may be subject to legal actions. Students may possess electronic communication devices (such as cell phones, etc.) during the school day subject to the following restrictions: Upon entering a school building or a school bus, the electronic device must be deactivated (turned to off, not just silenced); and put away (out of sight) during school hours. The supervisor, principal or designee may grant a student permission to use an electronic device at his/her discretion.

Use of electronic devices may be allowed in the classroom when such devices are used under the direct supervision of the teacher and incorporated into a lesson plan provided such use has been approved by the principal. No student shall be required to neither have such technology nor be penalized in any manner for not having such technology.

The student who possesses an electronic device shall assume responsibility for the use and care of the device. At no time shall the

school be responsible for preventing theft, loss, or damage to any electronic devices which are brought on school property.

Anyone who discovers a student in violation of this policy shall report the violation to the principal or his/her designee.

Students found to be in violation of this policy are subject to the following disciplinary action.

- **1st Offense – Device will be confiscated and stored in the office for the remainder of the day and returned to the office the subsequent day. The phone may be picked up by the student at the end of the school day.**
- **2nd Offense - Device will be confiscated and stored in the office for the remainder of the day and five subsequent days. The phone may be picked up by the student at the end of each school day.**
- **3rd Offense - Device will be confiscated and stored in the office for the remainder of the day and 10 subsequent days. The phone may be picked up by the student at the end of each school day.**

Harpeth High School students may use their technology in the hallways of the school during class change, before school, and after school with the ringer turned OFF (set to vibrate). In class use of devices is up to each teacher and it is the student's responsibility to know that teacher's technology rules and follow them. Any behavior outside of those guidelines will result in the above disciplinary actions being taken.

Leaving Campus:

A student who leaves campus without permission is subject to the following:

- Loss of driving parking privileges.
- Placement in ISS
- Suspended out of school.

Students who leave campus without signing out will receive one full day of In School Suspension (ISS), twenty consequence points added to their behavior record and have a parent or guardian contacted. On the second incident, the student will receive one full day of ISS, twenty consequence points added to record, lose parking privileges

for the semester, and a parent or guardian will be contacted. On the third incident, the student will receive two days out of school suspension and a phone call to parent or guardian. The student cannot return to school without a parent or guardian. On the fourth incident, the student will be referred to the Student Disciplinary Hearing Authority for willful and persistent violation of school rules.

*****Students cannot leave for lunch.***

Tardy Policy:

TO SCHOOL (1st Period)

A student who arrives tardy to campus and is unexcused will receive an unexcused tardy in their attendance record. Accumulation of these marks will result in the following consequences:

2 Unexcused Tardies – call to parent or guardian

3 Unexcused Tardies – Black Friday

4 Unexcused Tardies – Black Friday and/or Cell phone confiscated for minimum of one school day.

5 Unexcused Tardies – Black Friday, Cell phone confiscated (minimum of one school day) and/or loss of parking privileges for rest of quarter and cannot return to campus without a parent or guardian meeting with administration. Additionally, a Plan of Action (POA) may be created for the student.

Continued tardies beyond this number may result in student driving privileges revoked for the remainder of the school year, continued cell phone privileges revoked, and/or parent/guardian being referred to Student Attendance Board Meeting (CBOE BP #6.200)

DURING SCHOOL (2nd-7th Period)

Students arriving late to class will receive a tardy. Teachers should record the date of the tardy in their Skyward GradeBook. Students continually tardy will be subject to the consequences above.

Behaviors That May Have Legal Consequences:

The following acts/violations will have serious consequences and could also have legal ramifications:

1. Materials advocating or supporting school sabotage or illegal activities are prohibited.
2. Threatening to do harm to or generally harassing other individuals is prohibited.
3. Students are prohibited from the use and possession of drugs, including rolling papers, smokeless tobacco, or other imitation tobacco products. *State law requires that the principal file a citation when he/she sees evidence of a student under the age of 18 possessing or using tobacco products. This means that the student will have to go before the juvenile judge if caught with tobacco products. (See Cheatham County Student Handbook for BOE policy)*
4. Students may not possess firearms, ammunition for firearms, cross bows, knives, pellet guns, paint guns, or fireworks.
5. State law prohibits anyone from pulling a fire alarm when there is no emergency. Students who are caught pulling the fire alarm will face prosecution.

Zero Tolerance Policy:

ZERO-TOLERANCE VIOLATIONS Policy# 6.309

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

Zero tolerance offenses include: 20 U.S.C. § 8921; TCA49-6-4216(b);TCA 49-6-3401(g)

1. Unauthorized possession on school property of a firearm, or anything designed, made or adapted for the purpose of inflicting death or serious bodily injury including but not limited to ammunition and Tasers.
2. Battery upon a teacher, principal, administrator, any other employee of a local education agency or school resource officer;
3. Unlawful possession, use, influence of, sale, distribution, or delivery of any drug including any controlled substance as defined in TCA 39-17-403 through 39-17-415, or legend drug as defined by TCA 53-10-101. In addition, non-prescription or prescription drugs should be checked in at the office as stated on page 5 (Medicines).
4. 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 TCA49-6-4216(a)(2)(C)

Alcohol and Drug Use:

- Students will not possess, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, school vehicles, or at any school-sponsored activity at any time whether on or off school campus.
- Students will not market or distribute any substance that is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance.
- Upon information that a student is suspected of violating this policy, the principal/designee shall be notified immediately. If it is determined that the policy has been violated, the principal/designee shall notify the parent and appropriate law enforcement officials. The student shall be subject to the Zero Tolerance Policy and be subject to a one calendar year suspension.

Student Alcohol and Drug Testing:

Principals or their designee are authorized to order drug tests for individual students when there is a reasonable suspicion to believe:

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

Upon reasonable suspicion based on the criteria referenced above, the principal shall take the following steps:

1. Call the student into the principal's office or other private place;
2. Notify the parent or guardian of the students' impending test;
3. Summon a school health professional to the proceeding and to assist in furtherance of the proceeding;
4. Inform the student of the substance of the information which is the basis for the determination that a test is necessary;

5. Inform the student of the procedures which are followed in administering the test;
6. Give the student an opportunity to decline the test and inform the student that if the test is not taken, the penalty is suspension and a hearing before the Student Disciplinary Hearing Authority;

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

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that was ordered and the reasons therefore, shall be destroyed.
2. If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the result. In addition, they shall receive referral information which shall include in-patient, out-patient, and community-based drug and alcohol treatment programs. The principal shall recommend/take whatever disciplinary action he/she deems necessary under the circumstances and that is in compliance with state law and board policy.
3. The principal will notify law enforcement officials only after consultation with the Director of Schools.

Possession of Tobacco Products:

Students shall not use or possess any tobacco product nor smoking devices at school or any school function where they officially represent the school. Possession or use of any form of tobacco is in violation of Board policy.

1st offense: Violators will receive points. Parents will be notified.

2nd offense: Violators will receive points, will be placed in ISS for up to three days, and lose their driving privileges for the remainder of the semester. Parents will be notified.

3rd offense: Violators will receive points, be suspended from school for three days, and will have their parking privileges revoked for the remainder of the year. Parents will be called in for a conference with an administrator.

4th offense: Violators will be given points and will be referred to the Student Disciplinary Hearing Authority.

Any student who possesses tobacco products shall be issued a citation.

Consequence Points Accumulation:

Disciplinary referrals/infractions may/will result in an accumulation of disciplinary points which will be cleared at the end of the semester and the end of the year. Below are disciplinary measures that may/will be issued to students based upon points accumulation.

20 points	minimum of 1 day In School Suspension (ISS)
30 points	minimum of 2 days In School Suspension (ISS)
40 points	minimum of 3 days In School Suspension (ISS)
60 points	minimum of 5 days In School Suspension (ISS)
75 points	minimum of 3 days Out of School Suspension (OSS)
90 points	minimum of 5 days Out of School Suspension (OSS)

Disciplinary points in excess of 90 may result in referral to Student Disciplinary Hearing Authority (SDHA).

*If a student refuses ISS or leaves school at the time he/she is scheduled to serve ISS he/she will have to serve the time when he/she returns to school.

*At the discretion of the principal, Out of School Suspension (OSS) may be assigned in lieu of the above disciplinary actions.

* In School Suspension (ISS) is an administrative placement. If a student is sent to ISS multiple times they may be assigned to the In-House Suspension Center in Ashland City.

Consequence Points:

Based upon principal discretion, students will be assigned 5-25 consequence points for the below listed disciplinary infractions. All disciplinary points will be cleared at the semester and again at the end of the year. Please note: This list is not a comprehensive list of all actions with consequences.

5 Points at the discretion of the principal

- Inappropriate Language
- Dress Code
- Tardy to school or individual class

10 Points at the discretion of the principal

- Repeated violations of 5 point infractions
- Disruption

- Misuse of Property
- Physical Contact (Horseplay, PDA, etc.)
- Defiance/Disrespect/Non-Compliance
- Forgery/Dishonesty
- Sleeping in Class
- Tobacco/Lighters/Matches
- Possession of Prohibited Items
- Parking Lot/Driving Violations (3rd infraction will result in loss of parking privileges for the semester)
- 15-25 Points** Repeated violations of infractions
- Disruption
- Damage of Property/Vandalism
- Fighting
- Abusive Language
- Theft
- Skipping Class/Out of Pocket
- Bullying
- Defiance/Disrespect/Insubordination
- Possession of Prohibited Items (lighters, matches, etc.)
- Fighting/Physical Aggression
- Forgery/Dishonesty
- Harassment/Bullying/Threats
- * Zero Tolerance**
 - Weapons
 - Drugs
 - Assault
 - Electronic Threats

Interrogations by School Personnel:

At the discretion of the principal, the School Resource Officer (SRO) will be notified about student behaviors that warrant his intervention and/or assistance (examples: fighting, tobacco, theft, etc.). Students may be questioned by principals/teachers about any matter pertaining to the operation of a school. Questioning will be conducted in the following manner:

- Questioning will be conducted discretely and under circumstances that will avoid unnecessary embarrassment to the student.
- If a student is suspected or accused of any offense committed at school or during any school activity or on school property at any time, the principal may interrogate the student without the presence of parent(s) and without giving the student

constitutional warnings. If a student is a suspect or is accused of a crime not involving the operation of a school or if interrogation of a particular student is police-instigated, a parent shall be notified and constitutional warnings shall be given to the student by police before the interrogation begins.

Searches:

Students, their lockers, vehicles and belongings may be searched when the principal or her designee deems there is just cause. Students are also subject to random searches at any time. Students are to be searched in the presence of an administrator or their designee. Parents will be notified of searches conducted involving their student.

Student Dress:

Harpeth High School will strive to address a community standard and focus on academic learning and student safety. HHS will enforce the following dress code. It is expected that student clothing will not distract from the learning environment of the classroom and have ABSOLUTELY NO undergarments showing. Each student should make every effort to be well groomed and should consistently practice good hygiene. It is understood that the final decision on student dress will be at the discretion of the administration. These rules apply to both males and females

- Hats are allowed in the hallways and in classrooms **AT TEACHER DISCRETION.**
- No backless attire, see-through attire, or low-cut tops. Your shirt/dress must have a back and cover all undergarments.
- Your torso should not be showing at any time.
- No sagging. Your pants should be pulled up to your waist and your underwear should not be visible.
- Shorts, dress, skirt, etc. should not be so short that bending, kneeling, sitting, stretching, or any other typical movement exposes undergarments or any part of your body.
- Shoes must be worn by all students at all times. No house shoes permitted (except on appropriate spirit days).

- No holes in pants where skin is visible above the knee. If there are holes above the knee, they should be patched.
- Vulgar, racially or ethnically inflammatory, explicit, gang-related, alcohol/drug/tobacco related, or any other images/messages deemed inappropriate by the administration are not permitted (examples: references to drugs/alcohol, nudity or sexually related images, profane or suggestive language).
- No costume or face painting of any sort will be permitted unless they are part of a school sponsored activity and then must conform to the dress code.

Use your best judgment in what you decide to wear to school. This list is not all-inclusive. Faculty and staff reserve the right to question anything you are wearing at any time. A member of the administrative team will make the final decision.

Teachers who observe students in violation of the dress code will send an email to all members of the administration team. An administrator will address the violation in a timely manner – dress code issues are not to interrupt class time or instruction.

Consequences

- Change immediately
- Contact parent to provide appropriate clothing
- Wait in ISS until a change of clothes is provided
- Points added to student record
- After school tutoring contract
- Other consequence made by administration

Parent Conferences:

Your parent/guardian may leave a message for a teacher by contacting the front office or your school counselor. While teachers will not be able to take calls during class time, calls may be returned during planning time, before school, or after school. E-mail is often an effective tool for maintaining communication with faculty members. E-mail addresses can be found on the school web site.

Because teachers will not be taken out of class, all parent/teacher meetings will be held during the teacher's planning period, before, or after school. Please allow at least twenty-four hours advance notice for requested meetings.

School Counseling Center:

It is important that you stay informed of what you must do to earn a diploma from HHS. Trained school counselors are your best resource for reliable information. Your counselor will assist you in choosing classes for next year, advise you on vocational and academic concerns after you leave HHS, and counsel with you about any other problems you may have. Counselors for this school year are:

Mrs. Chase	9th and 12th grade
Mrs. Holley	10 th and 11 th grade

In order to give your problems their undivided attention and to ensure your privacy, counselors ask that you make an appointment to see them if the situation is not an emergency.

Corrections to Student Schedules:

Students desiring to make changes to their schedules should make an appointment with the counseling center and continue attending class until called. Necessary changes will be made to schedules that are found to have mistakes. Other change requests may or may not be granted at the discretion of the counselors or administration. Students should attend the classes listed on their schedules until a change is approved by the guidance office and should not miss class waiting on a counselor. Failure to report to assigned classes will cause the student to be marked absent. (Only students who were **not** given a class for a particular period should report to the counseling center without an appointment.)

Testing: (Policy # 6.200)

State Mandated Tests:

Students who are absent the day of the scheduled End-of-Course (EOC) tests 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. Excused students who do not take the EOC test will receive an incomplete in the course until they have taken the EOC test. All students who miss a scheduled EOC Test must the test at the next administration in order to meet their diploma requirements.

Additionally, all juniors are required to take the ACT, at school, on the state appointed day in the spring semester.

Grade Level Classification:

If you maintain satisfactory grade and attendance records, you may earn as many as seven credits a year. Your grade-level classification, freshmen, sophomore, etc., is determined by the following schedule---not by how many years you have been in high school.

To be a	you must have at least	and have passed
Sophomore	5 credits	English 1
Junior	13 credits	English 1 and 2
Senior	18 credits	English 1, 2, and 3

Information for Students Qualifying for Valedictorian/Salutatorian:
Students should refer to policies established by the Cheatham County Board of Education for information regarding class ranking and/or Valedictorian or Salutatorian.

Senior Transcripts:

Seniors will be given three free transcript requests. Any additional transcripts will cost \$1.00. Students should request transcripts from the guidance office.

High School Year by Year:

9th grade

- Monitor academic progress.
- Learn the requirements for the type pf diploma you wish to pursue.
- Get involved in a wide variety of activities.
- Do your best to pass every course and get help if you begin to struggle.

- Begin keeping a portfolio of high school accomplishment or honors.
- Get to know your guidance counselor.
- Select 10th grade courses carefully.
- Start a college savings account.

10th grade

- Continue to monitor academic progress.
- Continue to be involved in a variety of activities and develop leadership skills.
- Take the **PLAN** when it is offered at HHS.
- Consider taking dual-credit courses for next year.
- Carefully select courses for the 11th grade.
- Explore and discuss college options.
- Update your portfolio of accomplishments or honors.
- Plan summer activities that relate to a career you might be interested in.
- Add money to your college savings account.

11th grade (The junior year is when students begin to finalize their decisions regarding the college they plan to attend. Juniors should take college tests, make college visits, and start searching for scholarships)

- Continue to monitor academic progress.
- Continue to be involved and develop leadership skills.
- Consider taking the PSAT in September.
- Explore college options.
- Make sure you register for the ACT and/or SAT early in the spring.
- Make college visits.
- Carefully select 12th grade courses. Colleges look to see if students took challenging courses in their senior year.
- Look for scholarships.
- Update your portfolio of accomplishments or honors.
- Meet with the high school counselor to review your transcript and to discuss college planning.
- Plan summer activities that provide volunteer work in the field related to your intended major.

- Narrow the list of college choices.
- Establish a permanent e-mail address to use when communicating with colleges.
- Continue to save money in your college account.

12th grade

- Continue to monitor academic progress.
- Set up a calendar for the year. Meeting deadlines is crucial at this point in the progress.
- Sign up for the ACT or SAT, if necessary.
- Complete college applications are sent in well before the deadlines.
- Comprise a resume to give to teachers, guidance counselors, coach, or administrators when asking for a letter of reference.
- Complete financial aid and scholarship application forms.
- Complete FAFSA and apply for Hope Scholarship.

Make the decision.

Regular Bell Schedule

7:40	Warning Bell
7:45-8:30	1st period
8:35-9:20	2nd period*
9:30-10:15	3rd period
10:20-11:05	4th period
11:10-1:00	5th period*
<i>11:10-11:37</i>	<i>Lunch 1</i>
<i>11:37-12:04</i>	<i>Lunch 2</i>
<i>12:04-12:31</i>	<i>Lunch 3</i>
<i>12:31-1:00</i>	<i>Lunch 4</i>
1:10-1:55	6th period
2:00-2:45	7th period

Assembly Schedule

7:40	Warning Bell
7:45 – 8:40	1 st Period

8:45 – 9:25	2 nd Period
9:30 – 10:10	3 rd Period
10:15 – 10:55	4 th Period
11:00 – 12:30	5 th Period
11:00 – 11:25	Lunch 1
11:25 – 11:50	Lunch 2
11:50 – 12:10	Lunch 3
12:10 – 12:40	Lunch 4
12:40 – 1:20	6 th Period
1:25 – 2:05	7 th Period
2:15 – 2:45	Assembly

Child Find Notification:

In compliance with state and federal law Cheatham County School District states any disabled child ages 3 through 21 years of age must be served in an appropriate program to meet the needs of the child. The Cheatham County School District will provide 504 and Special Education services to any student with a disability without discrimination or cost to the student or family. If you know a child who may need special services, please contact the Director of Special Education at 615-792-5664

NOTIFICATION OF FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. One of these is the right to inspect and review the student’s education records within 45 days of the day the System receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the System as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or

company with whom the System has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. If there are any additional questions relative to student records, they should be directed to the Director of Student Services or the Director of Schools.

EQUAL EDUCATIONAL OPPORTUNITIES

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

Title VI prohibits discrimination on the basis of race. Title IX prohibits discrimination on the basis of sex. Inquiries about compliance may be directed to: Beth Batson (615)792-5664

The Cheatham County Board of Education acknowledges that it is desirable to resolve all allegations of discrimination through free and informal communications. A request for an informal conference must be made by the grievant within 10 calendar days after an alleged violation has occurred. A conference must be convened within five calendar days after receipt of the request.

NO CHILD LEFT BEHIND ANNUAL NOTICE TO PARENTS

Title I of NCLB requires local educational agencies to notify parents of children in Title I schools at the beginning of each school year, their right to request information regarding the professional qualifications of the students' classroom teachers and any para-professionals providing support to the child.

PARENTAL/FAMILY INVOLVEMENT PROGRAMS Policy # 4.502

The Board recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the

inability to speak and understand the English language excludes a student from effectively participation in the educational programs offered by the district, the system shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students who are language minority (LM) or who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services. No student will be admitted to or excluded from the program based solely on such status.

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.

HOMELESS STUDENTS Policy # 6.503

In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply: Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

The choice regarding placement shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere. The school selected shall enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of the student to submit contact information. Questions should be directed to Judy Bell.

MIGRANT STUDENTS Policy# 6.504

The Board directs the administration to identify migratory students as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible.

ANNUAL INFORMATION OF STUDENT RECORDS Policy# 6.601

The Cheatham County School District provides annual notice of

the right of students and guardians to:

1. Inspect and review the student's education records
2. Seek correction of any items in the record which are inaccurate, misleading or in violation of the student's rights
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records
4. Obtain a copy of this policy and a copy of the student's educational records
5. Exercise control over other peoples access to the records expect when prior written consent is given from the guardian, when circumstances are provided by law, or when directory information is requested, or as needed for legitimate educational purposes by the principal/designee.

Parental Rights- Special Education:

PARENTAL RIGHTS – SPECIAL EDUCATION

Parents of children who are suspected to need or identified as needing special education services have certain rights, which are guaranteed by state and federal law. Those rights and responsibilities are briefly outlined below. If you would like a full explanation of any of the items, please contact Andrea Pewitt, Supervisor of Special Education at 15-792-2070 or the Tennessee Department of Education district office.

Consent: You have the right to give or refuse consent for any actions initiated by the local school agency.

Notice: You have the right to a written notice within a reasonable time prior to any action requiring your consent.

Evaluation: You have the right to have a full evaluation of your child's individual educational needs to be administered by trained personnel.

Least Restrictive Environment: Your child has the right to be educated with his/her peers in the least restrictive environment appropriate for the student.

Student Records: Your child's records are confidential and may only be reviewed by you and other authorized persons.

Administrative Complaint: You have a right to file an administrative complaint with the Tennessee Department of Education, Division of Special Education, when you believe the

LEA has failed to comply with state and federal regulations governing the education of children with disabilities.

Annual Notice to Parents-Section 504:

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

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

For further information on the evaluation procedures and provision of services to protected handicapped students, contact your building level 504 coordinator.

Civil Rights Policies:

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title VI/Civil Rights Policies for Cheatham County Schools:

The Cheatham County Board of Education has adopted policies which insure that the Board and/or schools they govern shall not discriminate in either its educational programs or employment policies.

ASBESTOS NOTIFICATION

An environmental engineering firm has completed a study to determine the presence and location of friable and non-friable asbestos materials in all buildings of the Cheatham County School District. All buildings were inspected in accordance with Environment Protection Agency guidelines for asbestos-containing materials. (i.e., 40 CFR PART 763). In most of the schools, the asbestos fibers are primarily confined to boiler rooms and pipe insulations to which students do not have access. If you have any questions or concerns please contact the Maintenance Supervisor at 615-792-5664

NONDISCRIMINATION POLICY

It is the policy of the Cheatham County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (Sexual Harassment), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries regarding compliance with Title VI should be directed to:

Dr. Beth Batson of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Inquiries regarding compliance with Title IX should be directed to:

Dr. Beth Batson of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Inquiries regarding compliance with 504 should be directed to:

Stacy Brinkley of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.