



LHS
Student
Handbook
2019-2020

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ADMINISTRATION INFORMATION AND MISSION STATEMENTS

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Welcome

The faculty and staff of LHS welcomes you to the upcoming school year. We are looking forward to the challenges and opportunities that a new school year promises. We expect our students to strive for excellence in the classroom as well as in extra-curricular programs such as athletics and clubs. We expect students to meet the goals of our school, to carry on the Redskin traditions, and to make our school and community a better place for all.

Loudon County Mission Statement

Loudon County Schools will graduate self-directed learners through positive learning opportunities.

Loudon High Mission

Our mission is to graduate productive citizens prepared to serve in a global society. Loudon High School is accredited by the Tennessee State Board of Education and the Southern Association of Colleges and Schools.

Parent/Guardian Involvement

The success of a student depends greatly on their work ethic, parent involvement, and ability to manage time and priorities. When students, teachers, and parents work together, student success is more likely. We encourage parents to attend Open Houses, parent nights, and extra-curricular activities. We strongly suggest that parents check Skyward weekly to view their student's grades, attendance, and discipline reports electronically.

Rights and Responsibilities: District Policy 6.301

The Loudon School Board expects all school staff, students, and parents to assume responsibility for appropriate behaviors in the school and on school grounds.

Each student has the RIGHT to:

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

Each student has the RESPONSIBILITY to:

- Know and adhere to reasonable rules and regulations established by the Board.
- Respect the human dignity and worth of every other individual.
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- Study and maintain the best possible level of academic achievement.
- Be punctual and present in the regular school program.

- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities.
- Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process.
- Respect the authority of school administration, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities.
- Obey the law and school rules as to the possession or use of alcohol, illegal drugs, and other unauthorized substance or materials.
- Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles in one's locker.

CALENDAR & BELL SCHEDULES

Regular Bell Schedule

Club Schedule

Period 1	8:15-9:35 (80)	Period 1	8:15-9:25
Period 2	9:40-11:00 (80)	Period 2	9:30-10:40
Lunch 1/Class	11:05-11:35 / 11:40-12:25	Lunch 1/Skinny	10:45-11:15/11:20-11:55
Class/ Lunch 2	11:05-11:50/ 11:55-12:25	Skinny/Lunch 2	10:45-11:15/11:20-11:55
Period 3	12:30-1:50 (80)	Period 3	12:00-1:10
Period 4	1:55-3:15 (80)	Period 4	1:15-2:25
		Club Meetings	2:30-3:15

ACADEMICS & PROCEDURES

The academic program is directed toward meeting a variety of student needs. Students must meet state requirements for graduation and class credits. An academic program of study is designed for each student as required by the State Board of Education. Student grades, assignments, discipline, and attendance can be viewed in Skyward with a parent log in which can be obtained from guidance.

Access to Students Information by Military Recruiters

The school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information. If parents do not wish for this information to be disclosed, a request for denial of this information must be submitted in written form to the office of the principal.

Athletics

TSSAA – In order to be eligible for TSSAA sanctioned sports in the fall semester, a student must have earned 6 credits from the previous school year. An incoming 9th grade student will be eligible if he/she has completed the academic requirements for promotion to high school. A student who has been retained for non-academic purposes in the 7th or 8th grade will not be eligible as a 9th grade student.

- Every athlete must have a physical that is dated after April 15 of the calendar year and a parent consent form on file with the school.
- A student athlete will undergo a baseline test for concussion protocols.
- A student athlete cannot turn 19 before August 1.
- Each athlete must be in ATTENDANCE ½ on game days in order to participate.
- Each athlete will comply by the code of conduct established by their coach which includes academic progress.
- Athletes will be under the Loudon County Board of Education alcohol and drug testing policy (6.3071).

Class Rank & Grading

The weighted cumulative GPA: see board policies 4.600 & 4.6031

- Advanced coursework grades will be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points will be assigned:
 - Honors courses - 3 points;
 - Local and Statewide Dual Credit, Capstone Industry Certification Aligned, Dual Enrollment Courses - 4 points;
 - Advanced placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses - 5 points.

Numerical Grade	Unweighted Course	Honor Course	Statewide Dual Credit	Advanced Placement or Dual Enrollment
93-100	4.0	4.5	4.75	5.0
85-92	3.0	3.5	3.75	4.0
75-84	2.0	2.5	2.75	3.0
70-74	1.0	1.5	1.75	2.0
Below 70	0.0	0.0	0.0	0.0

The following courses will receive a weighted point:

Honors English I, II, III, & IV	Honors US History Honors World History	Honors Algebra I (IA, IB) Honors Algebra II Honors Geometry Pre- Calculus Calculus	Honors Biology I Honors Physics Honors Anatomy & Physiology Honors Chemistry Honors Chemistry II
Honors Spanish III & IV			

- **All seniors** will be ranked in order using 4.0 weighted scale. LHS maintains two cumulative GPA's for students. The un-weighted GPA is based on a four-point scale (A-4, B-3, C-2, D-1, F-0). The Tennessee Education Lottery Scholarship program uses an unweighted grade point average when awarding scholarships.

Only courses taken at LHS, another accredited high school or an International Baccalaureate High School or equivalent, or through an approved DE institution (RSCC or PSTCC) will count towards a students' GPA for class ranking. Only dual enrollment courses offered through LHS will be weighted in the GPA. **Only one dual enrollment math class per school year will be weighted. Additional courses can be taken but will not be weighted.**

Dual Enrollment – will follow the rules set forth by the state of TN and admission into Roane State is a requirement.

Students transferring- to LHS will only have weighted courses transferred and averaged into the grade point which are weighted at LHS.

Top 25 eligibility: a student must have attended LHS for the last three consecutive semesters beginning in junior year.

Repeated courses – only the most recent grade, credit, and grade-points shall be computed as part of the GPA. The previous course code and title shall be retained on the student's permanent record without credit and the grade shall NOT be computed as part of the accumulated GPA.

- Credit Recovery is offered to students that have made between a 50-69 in a subject that is available on Odysseyware (online program).
- Courses passed within a sequential subject may not be repeated after the student has received a passing semester grade in the first semester course. For example, a student may not repeat Spanish I after receiving a passing grade in the first semester of Spanish II.

Debts/Fees/Fines

Students who have debts to the school will have their grades held until these debts are cleared. Students on the debt list will also be unable to attend the Loudon High School prom. Seniors who graduate and have debts to the school will not receive their diploma and will not have requests for transcripts honored until all debts are cleared.

***If you are on the debt list at the end of the semester, you will not be allowed to check out early after exams.**

End Of Course Exams (EOCs)/ Finals/ Etc.

Examination dates for the school year are published in advance so that families may plan accordingly to avoid conflicts on examination dates. EOC percentage is determined by Loudon School Board and will be announced prior to EOC results. Staff will **NOT** be permitted to give examinations early except in very extraordinary situation. EOC exams will be given in English I, English II, Algebra I, Geometry, Algebra II, U.S. History, and Biology. The results of these tests will be calculated as 15 percentage points of the final grade. LHS will also give final

exams in other subjects near the completion of each class which will be a percentage of the total course grade.

Graduation Requirements

*A Loudon County Schools diploma shall be awarded to students who have earned the prescribed 28 credits and have satisfactory record of attendance and discipline.

English	4 (English I, II, III, IV)
Mathematics	4 (Algebra, Geometry, Algebra II & 1 additional math)
Science	3 (Physical Science, Biology & Chemistry, Agricultural science, Physics)
World History	1
US History	1
US Government	½ (.5)
Economics	½ (.5)
PE	½ (.5)
Personal Finance	½ (.5)
Elective Focus	3
Fine Arts	1
Foreign Language (Spanish)	2
Other Electives	6
Wellness	1
<u>Total</u>	28
<u>University Admissions</u>	<i>Students must complete two units of the same world language and one unit of fine/performing arts.</i>

- **Note: Additional information on graduation requirements and types of diplomas can be found in the school counseling office.**
- The Elective Focus = may be CTE (3 courses in the same CTE program area).
- For a list of course offerings, contact the guidance department or view the LHS website.

Tennessee Grading Scale

Grade	Percentage Rank
A	93-100
B	85-92
C	75-84
D	70-74
F	0-69
I	Incomplete (no credit)

Homework

Homework is a natural process for student practice and retention of material. Students who regularly complete and turn in homework are more successful in school than those who do

not. It is up to each individual teacher to determine if he/she will accept late work after a deadline.

Plagiarism and cheating in any form is unacceptable. Plagiarism is the act of stealing or use of ideas or writings of another as one's own. Discipline for students cheating or plagiarizing will be the responsibility of the classroom teacher. Academic grades may be affected as when calculating academic honors, ranking, standing, and/or membership to organizations. At LHS students do not give, receive, or provide unauthorized use on assignments, unless explicitly given authority to do so. Any student with reason to believe such a violation has occurred is obligated to report it to a teacher or an administrator.

Laptop Expectations and Procedures

Now that we are in the second year of our 1:1 initiative, some changes to the expectations and protocols are required.

- Laptops must be picked up from your 4th block teacher **prior to 1st period**. Getting to school at 8:10 and going to the library for a loaner is no longer an option. Be respectful of your school and take ownership of being responsible. Students will be given 2 chances with a loaner in the library per semester. After you have used these, in-school and/or other discipline measures will be handed out. Please ensure your laptop is charging before leaving each day. "My laptop didn't charge" will not be accepted as an excuse.
- **Under no circumstances will your laptop leave the building. Teachers will be checking their carts at the end of 4th block to ensure your laptop is in the cart. If it is not, discipline will be handed out to you. Under no circumstance should your charger be removed. If it is, discipline will be handed out.**
- If you need to take a laptop home, you may check a laptop out from Mrs. Callais in the library. **This is a single day check out.** If your laptop is not returned before school, you will be removed from the list of students that are eligible to check out laptops.

Lockers

Lockers are available for student use during the school year. The cost of renting a locker and school-provided lock will be \$5.00. Replacement locks for lost or damaged locks is \$5.00. Students accepting usage of the lockers must also accept the related responsibilities, including keeping the assigned locker clean and to pay for any damage to the locker. Loudon High School assumes no responsibility for lost or stolen property or money kept in lockers. Lockers are school property and may be searched by school officials any time with or without the student's permission.

Medication

Any medication taken by your child, must be turned into the school nurse. All prescription medicines must be brought **AND** picked up from the school nurse by a **parent**. If taking prescription medicine, it must have a signed doctor's order, be in the original bottle, and have the doctor's/pharmacy's directions on the bottle. Over-the-counter medications (aspirin, Tylenol, etc.) must be brought in the original bottle with the seal unbroken, accompanied by a parent/guardian note with instructions as how and when to dispense the medicine. Students with allergies should keep medication (Epi-pens/Benadryl, etc.) in the clinic with proper documentation as well. All medication is kept in a secured place in the Nurse's office and dispensed to your child as required. Violation of the medicine policy may result in disciplinary action under the substance abuse policy.

Parking Passes and Driving Privileges

Student parking is a privilege. Proper parking on campus requires a parking pass from the office. Passes purchased before Christmas will be \$20 and after Christmas will be \$10. Students are permitted to park in any lot **EXCEPT** the top parking lot near the front of the school (this is a staff designated area). The lower parking lot near the football practice field which is for **Seniors only**. LHS administration reserves the right to revoke the parking permit for reckless driving, failure to obey rules, school attendance and school tardiness.

A 10/10 form (learner's Permit) is required by the TDOT to acquire a driver's license. To obtain a Learner's Permit in the state of Tennessee an applicant must be compliance with the Compulsory Attendance law. Students must sign up for a 10/10 form in the main office. These are printed each Friday. Students with summer birthday need to sign up for 10/10 forms prior to leaving for summer break. 10/10 forms **CAN NOT** be printed prior to a student's 15th birthday. The requirements for a permit are as follows:

- Student must be at least 15 years of age.
- Student must pass 7 of 8 classes for the past 2 semesters.
- Student must have fewer than (15 unexcused absences or 10 consecutive unexcused absences) during the previous semester.
- Students who are between 15 and 17 years, eleven months and 29 days of age and who accumulate excessive unexcused absences within a semester and/or unsatisfactory academic progress will be reported to the Bureau of Motor Vehicles. If these students have a driver's license, the license will be revoked. After one semester of meeting state requirements for school attendance, the student may reapply for his/her license.

Physical Activity

Students enrolled in classes that require physical activity or machinery (i.e. wellness, P.E., NJROTC, carpentry, HVAC, and manufacturing) are required to dress out and/or wear appropriate clothing for activities (gym shorts, t-shirts, tennis shoes, safety wear, etc.). If appropriate clothing is not worn, the student will be given an alternate assignment and the participation grade adjusted.

Registration

Registration will be held in the spring for the following fall school term. In order to change a class, students must properly fill out and submit a drop/add form before the drop/add date. Class changes will only be made with the permission of the school counselor(s) and the principal.

Report Cards

Report cards will be printed and sent home with students each semester. Progress reports will also be printed and sent home each 4 ½ weeks. In addition, grades may be viewed in Skyward at any time and will allow much quicker access to the information.

Skyward (Online grades)

Loudon High offers on-line grade and attendance reporting through Skyward. Parents and students are given a unique user name and password to access their own information. This access to progress information helps to keep parents informed and in close touch with their achievement, progress, effort, attendance, and discipline records in school. Students should see a teacher the first few weeks of school to obtain this information. If the teacher cannot locate the information, students should see someone in the main office. Parents can obtain their parent access information by contacting the main office and we will email the information. Communication with teachers and school personnel can be done via phone, email, Skyward, and conferences. In addition, student grades are sent home each 4 ½ weeks through a progress report or report card.

Below you will see a table of abbreviations used in skyward with regards to attendance. If you have questions, please feel free to call the school for more clarifications.

Type Code ▲	Short Description	Long Description
5	PN5	Parent Note 5
A	Alternative	Alternative School
B	Behavior	Behavior
C	Check Out	Check Out Before 3:15 PM
E	Excused	Excused
F	Field Trip	Field Trip
G	Excused, transp	Excused, but present transp
H	Homebound	Homebound
I	In school Susp	In school Suspension
L	Web Tardy	Web Tardy
S	Suspension	Suspension
T	Tardy	Tardy
U	Unexcused	Unexcused
V	Unexcused, tran	Unexcused, but present trans
W	Web - Absence	Web - Absence
X	Expulsion	Expulsion

Skyward Logins:

You can obtain your skyward login if you misplace yours by visiting Carly in the Guidance Suite.

Student Resources (textbooks, laptops, etc.)

Students will be issued textbooks free of charge. Books are to be kept in lockers and taken care of properly. Student are also issued a laptop computer for school use. A fee of \$25 is assessed each year to offset the costs of the laptops. Parents must sign an agreement /contract before a student will be given a school issued laptop. Students should follow all guidelines regarding proper use and care of both textbooks and laptops. Payment for damaged, lost or stolen textbooks and laptops must be paid before graduation AND before students will be granted permission to leave early on final exam days.

If a book is lost, payment will have to be made before another book will be issued. If the original book is found, a refund will be given. Loss of textbooks due to theft or other circumstances will not be accepted as an excuse for non-payment. A grade of incomplete may be given in a specific course or courses if payment is not made. In addition, grades, diplomas, certificates of progress and attendance, and/or transcripts will be held until restitution is made.

Syllabus

Each teacher is required to submit a course syllabus which outlines the course description, grading policies, homework and extra credit policies, project, quiz, and assessment percentages, and classroom management expectations.

Visitors

All parents are welcome to visit the school. However, to ensure student safety, we require all visitors to first report to the office where they will sign in and receive a visitor pass.

Conferences with teachers can be arranged via an email to the teacher or the grade level guidance counselor. Friends from other schools and other acquaintances will **not** be allowed to visit students during school hours.

ATTENDANCE

The school and Board recognizes that good attendance is basic to student learning. Attendance is a key factor in student success and being in school each day is essential to the learning process. Parents have a legal obligation to ensure that their children are present every day when school is in session unless for excused reasons. Class participation is also calculated into students' grades in many classes. Therefore, missing school will have a negative impact on your child's academic success and learning experiences. When a student is suspended long-term, the student is offered an alternative placement. Every class period will mark attendance for the whole day and reports will be sent to the state. Students who attend school less than (3) hours and (30) minutes will have an absence recorded per state guidelines.

Acceptable (Excusable) Parent Notes Absences

1. Personal illness, injury, or hospitalization
2. Illness of an immediate family member
3. Extreme weather conditions
4. Religious observance
5. School sponsored field trips
6. Seniors are allowed (2) days per year for college visits
7. Court appearances
8. Extenuating circumstances approved by the principal

Other Excusable Absences (must bring notice from appointment)

1. Medical or doctor appointments
2. Dental appointments
3. Court appointments
4. Therapy appointments
5. Counseling appointments
6. Funeral or obituary notices

Absences

Anytime a student is marked absent from school or from a class period, the absence will be recorded electronically w/ a designation of "w" in Skyward. We encourage students and parents to monitor this closely. If a student misses five class periods, it will equate to one full day.

Checking Out

Students must have a parent note that can be verified before checking out of school early. Notes should be given to the main office personnel prior to **8:10 AM**. Students must supply a medical, dental, doctor, or court note to for an excused check-out. All other check-outs will be unexcused.

- Students must report to the main office to check out of school regardless of their age. Check-outs will be marked excused and unexcused.
- Students who leave campus w/out checking out will be issued school consequences of ISS (3-5 days).

Chronically Absent Designation

The state of TN holds schools responsible for the number of students who are chronically absent. This will include both excused AND unexcused absences. The school system will inform parents each year if their child is chronically absent. We understand that in rare cases a student may have medical issues that prohibits the student from school attendance and these absences are usually excused. Keep in mind, however, chronically absent is defined as missing 10% of the school year (18 days) regardless of the reason for the absence.

Class Absences

Students will be marked absent anytime they are not in attendance in a class period by the teacher. It is the responsibility of the student to obtain any work missed. Students will have the same number of days to complete work as the absence plus one extra day. Any extension of this time limit must be approved by the teacher and grades may not be counted for full credit.

Homebound Services

Homebound services are available for students by doctor recommendation. The proper paperwork must be completed and sent to central office for review. Homebound services are approved and assigned by the district. Homebound services are coordinated by Nurse Cargile.

Parent Notes

Students are allowed **(5) DAYS** of notes provided by the parent each school year. (For instance, if a student is out for three days, the student has used three parent notes). It is important to use these days wisely. In the event a parent note is not provided to the school, the school will assign a parent note to that absence. Parent notes should contain the following: students' name, grade, reason for the absence, parent signature, and parent phone number.

Parent Notices

Parents will be notified via a school phone call and letter after three and five unexcused absences have been recorded. In addition, the school will send home a letter when a student has reached their five day parent note limit for the year.

Snow Days

In the event of snow or inclement weather, please listen to local T.V. stations, radio stations, LHS Twitter, and Loudon District automated phone messages. **Please be sure the school has the most up-to-date phone number for parents and guardians in the computer.**

Tardiness

Students are considered tardy when they arrive to school after 8:15 a.m. Students who have doctor, dental, medical, court, or family emergencies will be **marked excused**. Students are given (2) excused

tardy notes by the school per semester when accompanied by a parent note.

- Students who fail to check in with the main office when tardy will have disciplinary consequences.

Truancy

The Truancy Board will hear truancy cases each week and decide upon appropriate action. It is important to note that many of these cases are forwarded to Juvenile Court. The purpose of the Truancy Board is to identify ways to prevent the attendance problem from reaching the court system and to hold parents and students accountable for their legal responsibility to have students in school on a regular basis. Parents will be notified when their child has earned five unexcused absences.

Unexcused Absences

After five unexcused absences, the student will receive a letter stating that he/she has violated the state's compulsory attendance laws and may be summoned to the Loudon County Truancy Board.

DISCIPLINE

One of the most important aspects of life is learning self-discipline and how to manage successfully in the world. In order for any organization to be successful, there must be order and proper interpersonal and professional relationships which includes following the rules and procedures, proper attire, and mutual respect. Our goal is to develop students that are self-disciplined, hard-working, and responsible for their decisions and actions. No student should be allowed to disrupt the instructional process or learning of others. The school administration reserves the right to determine whether the student's attire is within the limits of decency

LHS will issue several consequences for students who make poor decisions and/or break rules and policies. These consequences range from in-school suspension, out of school suspension, administrative conference, parent conference, contract, alternative school, loss of privileges, juvenile citation from SRO, loss of parking permit, and/or school after school activities. Certain actions by the student are grounds for expulsion and/or prosecution in the court system. These include but are not limited to assault on a staff member, possession of any type of weapon on school grounds, possession of drugs or drug paraphernalia, sexual harassment, and theft, vandalism, and trespassing.

General discipline guidelines are located on the website under "students" or by looking at the following discipline guide.

Loudon High School Discipline Guide

Violations	Minor/Major	Consequences include:
Assault	Major	OSS (5-90 days OSS) and charges filed.
Assault of Staff Member	Major	Zero Tolerance (180 day suspension)
Bus Misconduct	Minor/Major	Bus warning, assigned seating or Bus Suspension *Riding the bus is a privilege not a right.
Cafeteria Misconduct	Minor	Assigned seating, removal from lunch area, call home, lunch work detail, warning, & ISS.
Continual Violations	Major	OSS (3-10 days)
Defiance	Major	ISS - OSS (1-5)

Disrespect	Minor/Major	ISS, call home, and/or OSS.
Dress Code	Minor	Fix the problem, call home, or ISS.
Electronic Device	1st offense	Confiscation & notice home
	2nd offense	Confiscation 24 hrs. & ISS
	3rd offense	Confiscation 48 hrs. & ISS
Fighting	1st mutual minor	5 days ISS
	2nd mutual minor	3 days OSS
	1st major	5 days ISS - OSS
	2nd major	10 days
Forgery/Cheating	Minor	"0" on the assignment, notice home, and possible re-take of the assignment.
Harassment (racial, sexual, religious, etc.)	Major	Conference, contract, call home, ISS, and OSS (1-10)
Inappropriate Language	Minor	Warning, call home, and ISS (1-2)
Leaving Campus Without Permission	Minor	ISS (1-5 days)
Minimal Class Disruption	Minor	Teacher consequence and call home and/or removal from class.
Minimal Property Damage	Minor	Restitution, call home, and/or ISS.
Misuse of Equipment	Minor/Major	Restitution, warning, ISS, and banned from equipment.
Out of Area	Minor	Warning, ISS, and privileges revoked
PDA	Minor	Warning, conference, call home, and/or ISS.
Pornography	Major	ISS, loss of electronics, loss of use of internet, and/or OSS
Possession of Alcohol	Major	OSS (up to 180 days) & Citation
Possession of Drugs or Drug Paraphernalia	Major	OSS - (up to 180 days) & Citation

Possession of Weapon	Major	ISS - OSS (up to 180 days) & Citation
Skipping Class	Minor	ISS (1-3 days)
Tardiness to Class	Minor	Warning, call home, privilege revoked, or ISS.
Theft	Minor/Major	Restitution, ISS , OSS, and/or Citation
Threatening Others (including social media)	Major	ISS, OSS (3- 180 days), and/or Citation
Tobacco Use or Possession	Minor	Citation and/or ISS
Vandalism	Minor/Major	Restitution, ISS, OSS, and/or Citation

→ **Continual Rule Violations will result in longer term OSS.**

→ **Students who are suspended frequently will be offered alternative school after several OSS days have been earned by the student. Transportation is NOT provided by the district to alternative school.**

→ **When suspended, students can NOT be on campus or school property during the day AND at after school events. Violations will result in a no trespass charge.**

→ **Lockers are school property and are subject to searches.**

→ **Vehicles on school property are subject to searches.**

→ **Citations are issued by the school SRO.**

Alcohol/Drugs/Weapons/Pyrotechnics/Explosives

State law and school board policy strictly forbid the possession, use, sale or distribution of alcohol; drugs (including inhalants, pills, etc.); weapons (firearms, knives, Chinese stars, brass knuckles, and chains); or pyrotechnics/explosives (fireworks, gunpowder, incendiary devices, ammunition or related materials, etc.); on campus for any reason. This policy is effective on: ALL school property, including buses, personal vehicles on school property, school sponsored events and off campus school trips.

Bus Conduct

Riding the bus is a privilege which may be revoked if safety rules are not observed. Students must ride ONLY their regularly scheduled unless an approved Bus Pass has been issued to the student by school administration. Failure to follow the rules on Loudon County Buses will result in disciplinary actions. * See bus rules and violations in the policy section of the handbook.

Bus Guidelines/Policy

If a student misbehaves on the bus, he/she may be suspended from riding the bus for up to one calendar year. Only regularly scheduled bus students are to ride the school buses unless signed permission is given by the office. Students wishing to ride a bus they are **NOT** assigned must bring a parent note to the school office to obtain a school pass. The note must contain a parent telephone number where the parent can be reached. If going home with another student, both parents must give permission in writing to the school. When a student is in violation of bus policy, bus drivers will make a written report of violation to the principal or his/her designee. The principal or designee will determine appropriate consequence. Only the principal or designee may reduce or suspend a student's bus riding privileges. The following rules apply to all Loudon County Buses. Drivers may have additional rules that apply to specific buses.

- Obey the bus driver; follow the driver's first request.
- The bus driver may assign seats.
- Do not eat or drink on the bus; keep the bus clean.
- Loud, rude, abusive, or profane language is not permitted.
- Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
- Keep hands and head inside the bus.
- Remain seated.
- Never throw items inside the bus or out the windows.
- Keep the bus aisle clear of feet and property.
- For everyone's safety, do not distract the driver through misbehavior.
- Do not destroy or deface bus property. Parents will be financially responsible for any act of vandalism. Students will remain suspended from riding the bus until damages are paid.
- Do not use emergency exits of bus unless authorized to do so.

Level I (written reprimand or suspension from 3-5 days or OSS).

Level II (bus suspension of 5 – 10 days or OSS).

Level III (bus suspension of 30-180 days, OSS or legal action).

Cafeteria Rules / Food & Drink

Students must eat breakfast and lunch in the school cafeteria. Students are not allowed to order in food for their lunch period. All local pizza establishments will be contacted to not accept orders for LHS unless given by an adult. Students may NOT take cafeteria food out of the cafeteria. Vending machines are available to students during the day. Students must remain in the cafeteria during lunch times unless granted permission in writing from a teacher. Eating areas should be clean and trash disposed of while in the cafeteria. No horseplay, rough housing, or boisterous behavior permitted in the cafeteria.

Breakfast = full price (\$1.35), reduced price (\$.30) and adult (\$2.00)

Lunch = full price (\$2.50), reduced (\$.40) and adult (\$3.25)

- During Prime-Time lunch students are to remain in designated approved areas ONLY. Students are NOT permitted to be in cars or in restricted areas during this time.
- Lack of following directions, poor choices, etc. will result in disciplinary actions.



Dress Code

Student dress or grooming considered disruptive to health and safety is not appropriate. It is expected that students while exercising the right to dress and groom themselves in an individual way, will also show through their appearance a high degree of respect for the standards of decency, cleanliness, and style acceptable by the school district.

Students should (YES):

- Wear shoes at all times.
- Shirts MUST HAVE sleeves, cover the whole waistline, and have modest neckline (no cleavage).
- Pants/skirts/shorts – must be worn at the waist (no sagging), be appropriate in length (2 inches above the knee) and width (not excessively wide) **Pants may have holes at or below the knee. If holes, frays, tears are above the knee they must be patched or covered by fabric.**
- Undergarments must be worn.
- Clothing must be loose and not tight fitting.
- **Hair coloring will be allowed during the year as long as it does not become a distraction to the educational environment. This will be decided by the teachers and administration.**

Students shall Not:

- Wear attire that exhibits written or pictorial, or implied references to illegal substances, drugs, alcohol, weapons, tobacco, negative slogans, vulgarities, or that which is sexual or racial in nature.
- Wear gang related styles/apparel (no bandanas).
- Wear pajamas, slippers, or headgear (hats, toboggans, etc.).
- Wear large jewelry, dog collar style necklaces, and large chains.

Electronics

Students are permitted to use their personal electronic devices and accessories in between classes, before 8:15 a.m., at lunch, and after 3:15 p.m. Students are not permitted to use cell phones or have earbuds in ears **during instructional time.** Cell phones must be put away and on silent during class time unless given permission by the teacher or used for instructional purposes. See discipline guidelines for violation consequence.

- Taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by sending, texting, sexting, or emailing may constitute a CRIME under state and/or federal law. Students reported to be participating in any of the behaviors listed above will be reported to law enforcement and disciplined by LHS personnel.

Harassment/Bullying/Intimidation/Cyber-bullying

Verbal, physical, or sexual harassment of any kind will not be tolerated. This includes but not limited to such things as hazing, threatening, name calling, racial slurs, suggestive or degrading language, inappropriate touching, etc. Bullying behaviors will be dealt with severely by school administration. Parents and law enforcement will be contacted depending on the severity of the situation.

Public Displays of Affection

Holding hands is acceptable as well as a small hug. However, any other form of affection will not be acceptable and will be subject to disciplinary actions.

Restricted Areas

For safety reasons, students are NOT permitted in the following during the school day:

- Parking lots OR vehicles during school hours without administrative permission.
- Rooms or areas designated as “staff only”.
- Tennis courts, basketball courts, and park next to the school.
- Park Restrooms

Threats

Any student who transmits **ANY** communication (verbal, electronic, social media, etc.) containing a credible threat to cause bodily injury or death to another student or school employee and 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 (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Tobacco Policy

Tennessee state law provides penalties for use/possession of tobacco products by children less than 18 years of age. **This includes e-vaping devices and electronic cigarettes.** The school SRO will issue a citation to any student in possession of tobacco products on school property/campus (parking lots, classrooms, after school events). Disciplinary action may be taken as well.

Zero Tolerance

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

- **Assault:** Any student who commits aggravated assault as defined in 39-13-102 upon any teacher, principal, administrator, other employee of the school or school resource officer shall be expelled for a period of not less than (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.
- **Dangerous weapon:** (knife, razor, ice pick, explosive device, firearm of any kind, Taser, mace/pepper spray, brass knuckles, or any other object which could be dangerous: 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. Violators will be subject to a suspension and/or expulsion.
- **Drugs:** Any student unlawfully possessing ANY drug including controlled substances and/or legend drugs shall be expelled for a period of not less than (1) calendar year. The director of schools shall have the authority to modify this expulsion requirements on a case-by-case basis.

Drug Testing: Principals or their designee may order an individual drug/alcohol test when they have reasonable suspicion to believe that the student is under the influence of drugs or alcohol on school property. Failure to comply with the school's request of a drug/alcohol test, will result in a suspension or expulsion from school.

SECURITY AND SAFETY

Closed Campus

By action of the Loudon County Board of Education, Loudon High School operates on a closed campus policy. Students must stay on the school campus during normal school hours. Students are considered on campus when they step foot on the school bus and/or have physically been on the school campus. Students are considered off

campus when they leave LHS property. The city park adjacent to the school is NOT school property.

- Students may leave campus during school hours only with the permission of the principal or representative and must check out through the office.
- Students seeking early dismissal for the day or part of the day should bring a note from their parent or guardian that includes the reason for the request, the date, parent signature, and a telephone number where the parent can be reached.
- ALL visitors must also report to the main office when entering the building.

Entering AND Exiting School

- Students that arrive between 7:15 - 7:50 a.m. should report to the cafeteria and remain in that area until dismissal at 7:50 a.m. Teachers are available to students by 8:00 AM each day. Students who remain in the building after 3:15 must be under the supervision of a staff member.
- When arriving after 8:15, always sign-in in the front office.
- If leaving before 3:15, always sign-out in the front office. This includes but is not limited to students that arrive at different times due to dual-credit, Co-Op, etc.

Drills

As required by law, LHS will conduct various emergency safety drills throughout the school year in order to ensure student and staff preparedness in the event of an emergency. Our disaster preparedness plan includes, but is not limited to: fire, tornado, earthquake, flood, bomb threat, and armed intrusion. The following drills will be conducted annually:

1. One fire drill every 30 days within the school year;
2. One additional fire drill within the first thirty 30 calendar days of the beginning of the school year;
3. One CPR/AED drill annually;
4. One armed intruder drill annually in coordination with local law enforcement;
5. Three additional safety drills during the school year, which may include inclement weather, earthquake, intruder, or other emergency drills not requiring full evacuation.

Parking

Any vehicle on school grounds is subject to search, without a warrant, by the principal or his representative if there is reasonable suspicion that a state law may have been violated. The school assumes no liability for any damage to any vehicle parked on the campus.

- **Student Parking:** In order to park on campus, students must have a current parking pass on their car. Please refer to the procedures section of the handbook to learn how these passes may be purchased.
- **Visitor Parking:** Parking is available in the front lot for visitors. Please do not block or park in areas not marked for emergency personnel, handicapped, or in special staff recognition spots.

SERVICES

School Counseling

The mission of the Counseling Department is to guide each student in the development and completion of a stimulating and challenging academic program that will prepare the student for a successful transition to post-secondary education. The counselors are also dedicated to helping students mature in their decision-making, values clarification, and interpersonal relationships. These goals are met by meeting with students individually, in small groups and in classroom settings.

As students enter high school, they will be assigned to a school counselor based on their grade level. Students in 9th and 10th grade will work with Ms. Kennedy. Students in 11th and 12th grade will work with Ms. Waldron.

What is the role of the school counselor? All students will see their school counselor for required tasks such as registering for classes, planning their high school curriculum, obtaining college and career information, and scheduling special tests.

Keep in mind that the school counselor is here to help students be the best they can possibly be. Counselors are trained to help students deal with the upsetting issues that can arise during high school. Your son or daughter may have a quick question or a long story to tell. Either way, their school counselor is here to listen and to help them find answers to their questions.

Remember: The school counselor will get to know your son or daughter faster if they stop by and say “hi” now and then. School counselors are located in the school counseling office.

Possible reasons to see the school counselor:

- Having difficulty with a class--it's too hard or too easy
- Need a schedule change
- Having difficulty getting along with teachers, parents, friends, boyfriend, girlfriend, and/or family members
- Wanting help communicating with parents
- Wanting help dealing with personal issues
- Wanting help selecting colleges
- Having problems attending school regularly
- Wanting to share GOOD NEWS OR A MAJOR ACHIEVEMENT

Library Media Center

The Loudon High School Library is here for students to use computers, conduct research, check out library materials, or work on homework. Students may visit the library before and after school, during lunch, or with a pass during class time.

More than 7,000 items are available for research and general interest. Books can be checked out for 2 weeks with renewals. Students may check out up to 3 books at a time. The fine for lost or damaged materials is \$5.00 for paperbacks and \$10.00 for hardbacks. All materials checked out are the responsibility of the student. Overdue notices are sent on a regular basis to 2nd block teachers. Printing and word processing is available for projects and research papers. A variety of electronic resources are also available.

LOUDON COUNTY SCHOOL POLICIES

Loudon County Schools Non-Discrimination Policy

It is the policy of the Loudon County School System to maintain learning and working environments that are free from discrimination. The school system prohibits any form of discrimination on the basis of race, creed, national origin, sex, age, marital status, or disability in its educational programs, activities or employment practices in accordance with the requirements of Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the 1973 Federal Rehabilitation Act, Title II of the 1990 Americans with Disabilities Act, and the 1975 Age Discrimination and Employment Act.

A complaint resolution form is available to any parent or guardian who feels that his/her son or daughter may have been unfairly treated in any school-related matter. This form is available upon request at any Loudon County school or at the Board of Education offices in Loudon. It is hoped that any issue can be resolved at the school level. However, if this proves impossible, then a chain of command will be followed until the issue has been resolved.

A form for reporting incidents of sexual harassment is also available at any Loudon County school or at the Board of Education offices. A complete copy of the policy on sexual harassment may be found in the Loudon County Board of Education Policy Manual. Two copies are available in each school as well as from any teacher who also has a complete copy in his/her sections of the Board Policy Manual-(Section 6.303). Any incidents of sexual harassment on school property or at any school related activity must be reported to Sissy Foster at the Loudon County Board of Education, 100 River Road, Loudon, TN.

Loudon County Schools Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District 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 school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Loudon County School System to amend a record should write the School Principal and clearly identify the part of the record they want changed and specify why it should be changed. If the Loudon County School System decides not to amend the record as requested by the parent or eligible student, the School Principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the students' education records, except to the extent that FERPA authorizes disclosure without consent.

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 School 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 School System has outsourced services or functions it would otherwise use its own employees to perform (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 a parent, student or other volunteer 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. Upon request, the School System discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

NOTE: Regarding student records, federal law requires that "directory information" (such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance) be released by the Loudon County School District to anyone who requests it unless the parent (or eligible student) objects in writing to the release of any or all of this information. Such a letter should indicate the directory information that is prohibited from being released (if not all) without written consent, and the letter should be sent to the child's school within 10 school days of the issuance of the school handbook.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 202021605

Loudon County School Fee Waiver Explanation

The Loudon County Board of Education recognizes that there may be certain fees charged to students that are appropriate and authorized. The Loudon County Board of Education further recognizes that certain students and their families are not financially able to pay student fees. The Loudon County Board of Education shall not charge any student fees as a condition of attending school in Loudon County.

Recently, the Tennessee State Board of Education put into effect a new law regarding student fees. The new law states that local school systems may request but cannot require payment of school fees. Under certain circumstances, student fees are needed to fund certain activities. Parents will be given the opportunity to pay all or any portion of a school fee that has been approved by the Board of Education. Upon parental request and verification of need, school fees may be waived.

Annual notification of all applicable fees and the fee waiver process will be provided to parents via registration paperwork. Parents may request a waiver of any or all approved school fees. Parents will also be given an opportunity to pay all or any portion of a school fee that has been approved by the Board of Education. The Director of Schools shall oversee the fee waiver process. The annual waiver process shall conform to the guidelines established by the State Department of Education.

Students who destroy, damage, or lose property owned or leased by the Loudon County Board of Education including, but not limited to, buildings, school buses, books, equipment, shall be required to reimburse the Loudon County School System for the actual cost of replacing or repairing such materials and equipment. Financial obligations incurred for the above-mentioned reasons are not considered as school fees. Costs associated with extracurricular activities that occur outside the regular school day including sports, optional trips, clubs or social events are also not considered to be school fees.

School fees shall be defined as fees incurred for any activity that occurs during the regular instructional school day, including the field trips if the majority of the field trip occurs during the regular school day or for any activities and/or supplies required to participate in courses required for credit or grade.

Applications for fee waiver request must be made on the form provided by the school system. Applications will not carry over from year to year and must be completed annually. The school district will treat the application and application process as any other student record as student confidentiality and access provisions will be followed. Students requesting a fee waiver shall not be identified to other persons except to those school employees who need to know.

Application may be made at any time. However, waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students and only those fees and items eligible for waivers as required by state

statute shall be waived. If for any reason a fee waiver request is denied, parents will have the right to schedule a meeting with appropriate school personnel to discuss the validity of the denial.

Mr. Jason Vance, Loudon County Director of Schools

Child Find Identification/Location Procedures

DATE: July 1, 2018
TO: Parents
FROM: Melanie Amburn, Special Education Director
Alison May, Section 504 Supervisor
RE: Identification and Location of Children with Disabilities
Identification of Homeless Children and Youth

The Loudon County School System provides special education and related services, and special accommodations to children who are disabled. Under state and federal laws, public schools are required to provide a free, appropriate, public education to all children who are disabled between the ages of three and twenty-two, and may not, on the basis of disability, discriminate against these children.

The Loudon County School System ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school.

This memorandum is part of an effort to identify and serve those children who may need special education and related services, gifted services and/or special accommodations. Additionally, it is part of an effort to locate and serve children and youth who are experiencing homelessness. Any assistance you can provide by publicizing and disseminating this important information will be greatly appreciated. If you know of a child, three to age twenty-two, who may qualify for, and is not now receiving available services, please call or write:

Loudon County Board of Education
100 River Road
Loudon, TN 37774
865-458-5411

Loudon County Board of Education Student Acceptable use of Internet Policy

Internet and video conferencing accesses are now available to students and teachers in the Loudon County School System. This access to an electronic highway connects thousands of computers all over the world and millions of individual subscribers. We are pleased to bring this access to the Loudon County School System and believe technology offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resources sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of a school setting. The Loudon County School Board must take precautions to restrict access to controversial material. However, on a global network it is impossible to control all material and industrious users may discover controversial material. The Board firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school system.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. If a Loudon County School System user violated any of the provisions of this policy, his/her account will be terminated and future access could be denied.

1. **Acceptable use** – The purpose of NSFNET, which is the backbone of the Internet, is to support research and education in and among academic institutions in the USA by providing access to unique resources and the opportunity for collaborative work. The use of the account must be in support of education and research and be consistent with the educational objectives of the Loudon County School System. Use of any other organization's network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any USA or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. All users will also abide by the Policy and Procedures stated in the Loudon County Board Policy Manual.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Each

employee who receives access will participate in discussions with a Loudon County School System teacher/administrator pertaining to the proper use of the network. The system administrators may close an account at any time required. The administration and Staff of the Loudon County School System may request the system administrator to deny, revoke or suspend specific user accounts.

3. **Network Etiquette** – Users are expected to abide by the generally accepted rules of network etiquette as defined by system administrators.
4. **Warranties** – The Board makes no warranties of any kind, whether expressed or implied, for the service provided. The Board will not be responsible for any damages suffered. This includes loss of data resulting from non-deliveries, or other service interruptions caused by its own negligence or users' errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through this service.
5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. Security problems on the Internet must be reported to a system administrator or the Technology Director. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
6. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
7. **Pornography** – Access of pornographic and/or sexually explicit material on the network is prohibited. Any attempt to access this type of material will result in cancellation of network privileges, appropriate disciplinary action, and/or appropriate legal action. The definition of pornographic content is determined by system administrators.
8. All Students are subject to the Loudon County Board Policy Manual.

Loudon County School Board Anti-Bullying Policy

The Loudon County Board of Education has adopted an Anti-bullying & Cyber-bullying Policy which is included in Policy 6.304: Discrimination & Harassment. We are concerned for the safety and well-being of all our students. It is our goal to provide a safe and healthy learning environment for every student. Contact school personnel if you are aware of any student being bullied. Every student deserves to feel safe, secure and accepted while at school.

What is bullying? Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Usually, bullying happens over and over.

- Punching, shoving and other acts that hurt people physically
- Spreading bad rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Getting certain people to "gang up" on others
- Cyber-bullying on-line or electronically using the Internet, mobile phones or other cyber technology.

The academic consequences of bullying:

- decreased interest in school
- increased absences
- decreased concentration levels

The bullies experience problems, such as:

short-term:

- depression, anxiety, loneliness
- difficulties with school work

long-term:

- low self-esteem and depression
- other antisocial behaviors such as vandalism, shoplifting, truancy, and frequent drug use.

One in four boys that bully will have a criminal record by age 30.

When does bullying become a school issue? Bullying becomes an issue of the school when it occurs:

- on school property
- at a school function
- on a school bus

Regardless of the type of bullying, the results are the same. Students who are bullied are afraid to go to school, have difficulty concentrating on their studies, have lower academic achievement levels, or are fearful of calling attention to themselves by speaking up in class. Bystanders are also affected. Many lack a sense of mental and physical well-being. Ultimately bullying creates a poor learning environment for all students.

Additional information: <http://www.stopbullying.gov/about-us/index.html>
http://www.tn.gov/education/safe_schls/safety_cntr/bullying.html

The END!

