

**Greeneville High School**

**Student Policy  
Handbook**

**2018-2019**



**GREENEVILLE HIGH SCHOOL  
2018-19**

**MISSION STATEMENT**

Greeneville High School strives to graduate future ready young adults:

This simply means that all students will graduate from Greeneville High School with the tools needed to be able to be successful in the next steps in their lives. Major indicators of this include 1) documented college credit on student's transcript when graduating, (through AP, Dual Enrollment or Dual Credit) 2) meet or exceed ACT College and career readiness benchmarks in all tested subjects, and 3) industry recognized certification received.

**Greeneville High School's vision** is to be a learning community that will achieve:

- Learning for each child
- A safe learning environment
- Respect for individualism and diversity
- Well-rounded citizens who are productive, successful, and respectful.

**GREENEVILLE HIGH SCHOOL HOME OF THE GREENE DEVILS**

<b>SCHOOL COLORS</b>	<b>GREENE AND WHITE</b>
<b>SCHOOL YEARBOOK</b>	<b>THE AUCTIONEER</b>
<b>SCHOOL MASCOT</b>	<b>GREENE DEVILS</b>
<b>GHS Website: <a href="http://www.ghs.gcschools.net">www.ghs.gcschools.net</a></b>	

**GREENEVILLE HIGH SCHOOL ALMA MATER**

1. In old Greeneville stands our high school  
Proud as she can be  
We will strive to keep her worthy of our Loyalty.
2. Cherished by her sons and daughters  
Sweet the memories rise Round  
our hearts our Alma Mater  
Lauded to the Skies.

**CHORUS**

Forward ever be our watchword; Conquer and prevail  
Hail to thee our Alma Mater G.H.S. all hail.

**DISCLAIMER**

Schools rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state, or local regulations and are subject to review and alteration as becomes necessary for the routine operation of the school.

Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. All disciplinary and functionary procedures of the school are at the discretion of the Administration.

**FAILURE TO READ THIS HANDBOOK DOES NOT EXCUSE THE STUDENT  
FROM THE REQUIREMENTS AND REGULATIONS STATED HEREIN.**

## INTRODUCTION

Greeneville, named in honor of Nathaniel Greene, General of Washington's Army of the Republic, was settled in 1785 by Scotch-Irish Covenanters on the land of Robert Kerr around the famous Big Spring. From 1780 to 1788, Greeneville was the capitol of the separate and sovereign state of Franklin that was the smallest and most short-lived state in the history of our nation. The bold policies of its founders, men like Reverend Samuel Doak and John Sevier, resulted in the state's dissolution, and Greeneville subsequently became a part of Tennessee when it was admitted to the Union in 1796.

It was in this area, rich in historical tradition, that the public school system of Greeneville was started in the year 1893. The first building was Public School Number 1, now known as the Roby Fitzgerald Adult Center. In 1916, a new facility was constructed for the Greeneville High School (formerly the Andrew Johnson School building). This educational facility not only included a four-year high school, but also grades seven and eight and one class of sixth grade. The first principal of the school was Professor A.C. Duggins. This building housed the Greeneville High School until the fall of 1951 when the present building, situated on a 6.6 acre tract of land, was occupied. Mr. Charles Earnest was the first principal of the new facility. He was followed by U.M. Clemmer, H.B. Griffin, Dr. Hilton Seay, Gene King, Jerry D. Ayers, and Dr. Linda Stroud. Patrick R. Fraley is currently serving as principal. In 1964, a separate brick building was constructed to house the Vocational School. In 1975, this building housed the art department. In 1974, a twostory addition to the original structure was completed. This housed the English department on the upper level, and dressing rooms and a recreation room on the lower level used for wrestling. In the fall of 1990, a band room and eight classrooms were completed and occupied. A new physical education/athletic complex was opened in the fall of 1993.

A total renovation of Greeneville High School designed to meet the needs of students for the 21<sup>st</sup> Century was opened in January 2003 with the Niswonger Performing Arts Center opening in fall 2004. Greeneville High School was admitted to the Southern Association of Colleges and Schools in 1960. Its graduates, through the years, have distinguished themselves in many fields of endeavor.

## GENERAL INFORMATION

### TELEPHONE DIRECTORY

<b>GHS Main Office (Principals)</b>	<b>787-8030</b>
<b>Main Office Fax</b>	<b>787-8028</b>
<b>Attendance Office</b>	<b>787-8040</b>
<b>Attendance Office Fax</b>	<b>787-6082</b>
<b>Band Room</b>	<b>787-8027</b>
<b>Guidance Office (Counselors)</b>	<b>787-8033</b>
<b>Guidance Office (Registrar)</b>	<b>787-8034</b>
<b>Guidance Office Fax</b>	<b>787-0837</b>
<b>Football Office (Burley Stadium)</b>	<b>787-8038</b>
<b>Athletic Director Office</b>	<b>787-8030</b>
<b>GHS Office @ Hal Henard Gym</b>	<b>638-6996</b>

## **VISITORS**

All persons who desire to visit during school hours for any purpose shall first secure permission from one of the school principals. All visitors must register in the Main Office or the Attendance Office upon their arrival, and receive a visitor's pass. Visiting, except on school related business, is discouraged. All outside entrances are locked after the first bell each day. The front main entrance and attendance office are secure entrances to be used during the school day.

## **ADMINISTRATION**

1. Principal – Mr. Patrick Fraley
2. Assistant Principals – Dr. Lana Page, Mrs. Noelle Smith
3. Athletics Director- Brad Woolsey

All administrators will take the initiative and assume responsibility in any area when the need or opportunity arises.

## **ANNOUNCEMENTS**

Announcements are made at the end of 2<sup>nd</sup> period and are produced by the A/V Production class and viewed on classroom TV's. The Main Office will make announcements at the beginning of the last period. Please have any announcements to be made in the main office by 7:15 a.m. Only those announcements that are necessary and pertinent to the operation of the school will be made and must have the approval of the administration or a faculty member. Students must clear any announcement through the main office. Daily announcements are available on the GHS website.

## **AWARDS CEREMONY**

Greeneville High School has an Awards Ceremony that is held each May to honor the many students who have achieved academic excellence in the classroom. A large number of students are honored each year. Many scholarships are also awarded at an evening event, colleges, clubs or organizations and/or students and parents are responsible for contacting the activities director to be included in the program. Our student Activities Director is Mrs. Sandy Fox, she may be reached at [foxs@gcschools.net](mailto:foxs@gcschools.net)

## **GREENE TECHNOLOGY CENTER**

All students are encouraged to take advantage of the various programs offered at the Greeneville, Greene County GREENE TECHNOLOGY CENTER. Information about specific programs is included with the course descriptions; students can contact their counselor for further information. All students must ride the bus to the Center unless prior permission has been given by the principal. The permission slips are available in the main office.

## **IN SCHOOL ILLNESS**

If a student is too ill to stay at school, with office permission, may use the office phone to call a parent or guardian for transportation home.

## **MEDICATIONS**

Any student needing to take medications must leave the medications in the main office with a permission form signed by the parent or physician. Students are not to carry medications on their person or distribute or share medication with other students.

## **SCHEDULE**

School will begin each day at 7:40 a.m. A warning bell will ring at 7:25 a.m. Each of the four academic block periods will be approximately 90 minutes in length and the student support/activity

period will be approximately 30 minutes. THE GHS CAMPUS IS CLOSED FOR LUNCH. All students will eat on campus. There will be three lunch shifts. School will end at 2:40 p.m.

### **FEES**

Fees are very important in allowing a school to provide more than what is covered under the basic educational funding. Fees have been charged throughout the elementary and middle school years. We try to make the fee structure at Greeneville High School as reasonable as possible. The fees for the current school year will be \$20 which pays for needed supplies throughout the school year. Optional class choices such as art, photography, etc. may require additional fees. Other supplies purchased outside of school and special project supplies are not covered by the basic instructional fees and may be needed for some classes.

### **FIRE, TORNADO, AND SAFETY LOCKDOWN DRILLS**

Fire drills and tornado drills are held during the school year. When the alarm sounds for these drills all students and faculty will exit the building or go to an assigned area. Please be as quiet and orderly as possible. Each classroom teacher will explain procedures and signals for the drills. Safety is a priority at GHS. Lockdown drills and drug dog inspections of lockers and vehicles will also be held throughout the year.

### **GREENEVILLE SCHOOLS IN ACTION (GSIA)**

GSIA is an organization of parents and teachers working in a cooperative effort on behalf of the students at Greeneville High School. All parents of students at Greeneville High School are encouraged to join this group and help support your children and your school.

### **COUNSELING**

Counseling services are provided for students in academic planning, scheduling, testing, college admission processing, financial aid and scholarship information, transcripts, grade cards, personal counseling and parent conference contact. Students can make appointments with a counselor for guidance and counseling. Counselors are Amanda Livesay, Melody Johnson, Phillip Wright, and Amy Wagner; Page Streeter is the Administrative Assistant. Current counseling information is posted on the website **[ghs.gcschools.net](http://ghs.gcschools.net)** (and the guidance webpage). Students may request to see their counselor and are encouraged to utilize the counseling services.

### **GRADUATION EXERCISE**

This exercise is held each year for graduating seniors of Greeneville High School. The graduation is held at the Hal Henard Gym at a predetermined time. The exercise consists of student speeches and the presentation of diplomas. All graduating seniors are expected to participate in this ceremony. Only senior students who have completed all requirements for graduation will be permitted to participate and walk in the graduation exercise.

### **LOST AND FOUND**

All lost and found articles may be turned in to one of the offices. Please report any lost item as soon as possible.

### **LIBRARY**

The library is open from 7:30 a.m. - 3:15 p.m. Monday through Friday. Books may be checked out for two weeks at a time. Reference books and other reference material may be checked out overnight. Students, faculty, and staff are encouraged to use the library. Any book checked out is the responsibility of the student if lost or damaged.

## **SchoolCast NOTIFICATION/REMINDER and EMERGENCY ALERT SYSTEM**

All GHS families are encouraged to create an on-line account for the system-wide emergency alert system. Information concerning the procedure to create a free account will be sent home with each student and is available in the office. **It is the responsibility of each family to update contact information and numbers in order to receive emergency and school information provided through the SchoolCast system.**

## **SECURITY**

A School Resource Officer (SRO) from the Greeneville Police Dept. is on duty each day from 7:00 to 3:00. Their responsibilities shall be to provide monitoring of the Greeneville High School buildings and campus during the school day as a part of the effort to provide the most positive, wholesome, and safe learning atmosphere possible for students. Students are expected to follow their directions the same as they would any other staff member.

## **SNOW SCHEDULE**

An effort will be made to report a decision by 6:00 a.m. Central Office will relay the information to all area radio and TV stations and through the SchoolCast Emergency Alert System. When there is a one-hour delay, classes will begin at 8:40 a.m. All students who drive to school during inclement weather should use extreme caution when arriving and leaving school campus.

## **STUDENT ACTIVITIES**

Student activities are an integral part of the total educational program at Greeneville High School. These include activities that take place outside the classroom. Additional clubs/organizations may be formed as interest is indicated. Those interested in forming additional clubs must seek approval of the administration and sponsorship of a faculty advisor.

## **STUDENT COUNCIL & STUDENT SCHOOL BOARD REPRESENTATIVE**

The Student Council provides an opportunity for individuals to become involved in student government at Greeneville High School. Student Council membership consists of representatives from each of the four classes selected by the students. Activities sponsored by this group consist of the following: homecoming activities, dances, community, school, and service projects. Student Council provides a communication link between the student body and the administration. A senior student is chosen each year by their peers to represent the student body on the Greeneville City School Board. The representative is a non-voting member of the board.

## **CHEERLEADER SELECTIONS**

Cheerleaders are chosen in the spring of each school year by impartial judges. Candidates for tryouts must meet and maintain the minimum academic requirements set forth by TSSAA and GHS including grade level classification and behavior requirements. Each cheerleader is covered by insurance. Cheerleaders are responsible for planning and implementing brief but effective pep rallies at appropriate times and promoting school spirit throughout the school year.

## **DANCE TEAM**

The dance team is open for all students at GHS who meet and maintain the minimum academic requirements set forth by TSSAA and behavior requirements. Each dance team member is covered by insurance. Dance team members will participate in dance routines at all home varsity football and basketball games.

### **JUNIOR-SENIOR PROM**

The Junior-Senior Prom is held each year in the spring. The junior class is responsible for organizing this event. Juniors and seniors who invite guests from outside Greeneville High School must gain approval for their guests. All remaining funds after the costs of the prom are paid will be applied to the Senior Banquet.

### **SENIOR BANQUET**

This event is for Greeneville High School seniors only and is held each year near the end of the school year. All seniors are encouraged to attend this function. It is considered one of the highlights of the year for our seniors.

### **HOMECOMING**

This event is held during the football season each year and revolves around a selected varsity football game. The Student Council and the Activities Coordinator are in charge of this function. The entire student body has the opportunity to be involved in some manner. There are dress up days, pep rallies, class competitions, homecoming queen competition, and other activities to promote school spirit.

### **SPORTS BANQUETS**

Seasonal banquets are sponsored by the Athletic Department and Booster Clubs to honor athletes and cheerleaders.

### **CHOIR AND BAND**

The vocal music groups and band have concerts at various times throughout the school year. The marching band performs at football games and parades. There are after school and weekend performances and practices required of participants.

### **YEARBOOK – AUCTIONEER**

The yearbook is available for purchase by any GHS student for a reasonable price. Students' pictures as well as the activities in which they are involved are included in the student yearbook. Orders are taken in the fall and the yearbook delivered in the spring. It is extremely important that orders be placed early so that the correct number of yearbooks will be printed.

### **SUMMER SCHOOL**

Greeneville High School conducts a summer school each year for those students who wish to take a course or who are required to attend credit recovery. Courses offered are based on pre-registration near the end of the regular school term. The cost for attending summer school will be determined annually by the school board.

## **POLICIES AND EXPECTATIONS**

### **ATTENDANCE**

Greeneville High School staff and administration are committed to the academic achievement and growth of each student. We know that academic achievement and growth are the result of strong cooperation, communication and excellent attendance. A strong and fair attendance policy will enhance student achievement of Greeneville High School.

Under the Rules, Regulations, and Minimum Standards set forth by the Tennessee State Board of Education, each pupil shall have attained an approved attendance record to meet the requirements for graduation. In order to comply with this regulation the Greeneville High School attendance policy, as adopted by the Greeneville Board of Education, states that every student is required to

be in regular, punctual attendance. If an excessive number of days (or classes) are missed, disciplinary action will be taken. Parents are notified of their child's absences and tardies through the SchoolCast system. Each student has a designated place to be at all times during the school day and is expected to be there. **If you have reasons to arrive at school late or leave school early, you must check in and out through the Attendance Office.** Non driving students are to have a parent/guardian come into the Attendance Office to check them out when they are leaving the school campus. Truancy from school is a sufficient reason for suspension and/or referral to the Truancy Board and/or Greene Co. Juvenile Court.

If a student must be absent, the parent should notify the Attendance Office and check the teacher website for assignments (787-8040). There is also an Online Absence Reporting form on the school website. **Students are to provide the attendance office documentation with a written excuse or online submission by the parent or guardian WITHIN TWO DAYS OF RETURNING after ANY absences, whether partial or entire day, even if the student was signed out by the parent.** Parents are permitted to write 3 notes per semester excusing their student's absence. Students are allowed to make up work from an excused absence within five days after the student returns. The student must request the make-up work for an excused absence or tardy and schedule a time for make-up work. No make-up work will be allowed for an unexcused absence.

### **ABSENCES**

An absence shall be defined as not being present for at least one half of the class period. Absences, which are excused under State Attendance Rules that are outside of the three parental notes, include:

- Personal illness (a physician's statement may be required)
- Death in immediate family (obituary may be required)
- Family illness
- Religious holiday (prior approval is required)
- Visitation with a parent on leave from active military duty
- Court appearance (proper documentation required)
- Doctor or dental appointments which cannot be scheduled at times other than school hours (Please bring a doctors statement back)
- School-Sponsored Activities – Students shall be marked present when participating in a school-sponsored activity away from the school building
- Prior approval by an Administrator
- **Attendance records shall be transferred from one class to another when a schedule change is made.**

- **All student absences will require documentation.** Official documentation is required for an absence to be excused under Tennessee State Law. Official documentation includes doctor's notes, court notices, religious holiday notification, and obituary notices. Parent notes will be required for absences not covered by official documentation (3 allowed per semester). If a student leaves or misses only a portion of the day, documentation is still needed, as class attendance, not just daily attendance, is tracked.

### **Mandatory Tutoring, Intervention and Summer School**

Pursuant to TCA 49-6-3021, a student's attendance may be required by the principal at any remedial instruction that is required by the student's school including, but not limited to, programs conducted during the summer and after the conclusion of, and during the regular school day. The decision to require a student's attendance at such instruction shall be made by the principal of the student's school in coordination with any teachers who provide instruction to the student and any

other appropriate school faculty. The principal shall make the decision as to when the student shall be released from the requirement of attending the remedial instruction. Students may be suspended or expelled from the program under § 49-6-3401. **An unexcused absence from MANDATORY after/before school or evening tutoring is considered a FULL DAY absence for truancy purposes.**

### **TARDIES**

A tardy shall be defined as not being in the classroom when the tardy bell rings, however, students that are late to class due to administrators, guidance counselors and other similar school related activities will be admitted to class and will not be counted tardy with an admit.

After the attendance report has been entered, students who are tardy without an admit must go to the attendance office and report in. (An ADMIT is for a student who arrives after the bell rings without a NOTE or A PHONE CALL from an administrator, staff member, guidance counselor, or teacher.)

### **FOR COURT PURPOSES ONLY**

Students should be aware that tardies WILL be counted at truancy board or truancy court toward an unexcused absence (3 tardies in a single class period equals 1 unexcused absence, 5 total tardies will also equal 1 unexcused absence).

### **CONSEQUENCES FOR TARDIES**

1 <sup>st</sup> tardy	Teacher warning and documentation
2 <sup>nd</sup> tardy	Teacher warning and documentation
3 <sup>rd</sup> tardy	Lose exam exemption incentive
	Teacher contact with parent or guardian
4 <sup>th</sup> tardy	Teacher sends documentation to the attendance office. Student will be entered into the discipline data form at the appropriate level and will serve consequences according to the level obtained

Any other tardiness that occurs will be dealt with by the administration, discipline policy, truancy board and the court system.

### **MAKE-UP WORK**

Work missed because of any absence, which is excused through the attendance office with proper notes or documentation, may be made up within five (5) school days upon the student's return. The first day the student returns counts as day one. It is the student's responsibility to get the make-up work assignment and arrange a time with the teacher if needed. Work that was due or a test that was scheduled on the day that the student missed is due the day that the student returns to school.

### **MAKING UP AN EXAM**

Students who have excused absences shall be allowed to make up the exam/test missed. If the exam/test is not made up on the day of return, an alternative make-up test may be given. The type of exam and time of make-up may be at the discretion of the teacher.

## **FINAL EXAM EXEMPTION**

All students are required to take final exams in all classes; however, there shall be an incentive for exemplary attendance, academic performance and behavior. This exemption does not apply to AP Courses or TNReady tests.

A student must meet the following criteria to be exempt from final exams:

- Two or fewer excused absences for the entire block (excluding school activities)
- No unexcused absences
- "C" or better average going into the final exam
- Three or more tardies. (Tardies will clear for exam exemption purposes only at the end of each block.)
- No discipline referrals from their respective classroom teachers
- No Level III infractions that result in suspension or ALP for the semester
- Students who are homebound must take the final exams.
- Students who have earned the final exam exemption have the option to take the final exam to improve their grade. The final exam will not count if it will lower their current final average.
- The final exam will count as 1/9 of the final grade.
- GHS Administrators will have final discretion concerning Final Exam exemption appeals.

## **GREENEVILLE HIGH SCHOOL DISCIPLINE POLICY**

### **RESPONSIBLE FOR YOUR OWN ACTIONS**

You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student citizen of Greeneville High School. If you choose to follow bad examples set by a few of the other students at Greeneville High School, you will be held responsible for your actions and your actions only. IF YOU ENCOUNTER PROBLEMS DEALING WITH OTHER STUDENTS, IT IS RECOMMENDED THAT YOU CONSULT AN ADMINISTRATOR OR A GUIDANCE COUNSELOR IMMEDIATELY.

All students enrolled at Greeneville High School are expected to treat themselves and others with **RESPECT** at all times. The GHS discipline is designed to provide prompt, consistent, and effective consequences for students who choose to interfere with the rights of students to learn and teachers to teach. All GHS teachers have the authority to enforce school regulations.

**\*GHS Administrators reserve the right to modify these policies if deemed necessary for the safety of students and the good order of the school.**

### **Expectations for Classroom Behavior**

The classroom is the most critical educational area of the school setting. Each teacher will establish the rules, consequences, and procedures for his or her classroom. We expect that you attend all classes and your behavior and attitude in the classroom reflect the importance and seriousness of learning. Your teachers expect you to:

- arrive to class on time,
- have assignments completed when the class begins,
- be prepared for class with all materials necessary for class that day,
- be attentive to and participate in the task at hand until dismissed by the teacher, □  
demonstrate care and consideration for school and other's property.

### **LEVEL I INFRACTIONS**

Minor misbehaviors on the part of the student who impedes orderly classroom procedures or interferes with the orderly operation of the school. Students are to be sent to administration

- Classroom disturbances (beyond teacher control)
- Defiant failure to do assignment or carry out directions
- Violation of dress code
- Inappropriate display of affection
- Eating or drinking in the halls and classrooms
- Inappropriate behavior in the halls, cafeteria, and school grounds
- Presence in unauthorized areas
- Vulgar or profane language
- No hall pass
- Failure to comply
- Violation of parking regulations

Any other inappropriate activities that fit the definition of Level I infractions.

### **Level I Consequences**

1 <sup>st</sup> Offense	1 lunch detention
2 <sup>nd</sup> Offense	2 lunch detentions
3 <sup>rd</sup> Offense	3 lunch detentions

When the note for lunch detention is delivered to the student, you are expected to serve the detention at lunch that school day. Due to closed campus lunch detention takes precedent over all other lunch meetings. Students will receive only one note for multiple detentions. These are to be severed on consecutive days.

## **LEVEL II INFRACTIONS**

Misbehavior when the frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

1. 4<sup>th</sup> and additional Level I offenses
2. Failure to comply with Level I consequences
3. Harassment (sexual, ethnic, racial, religious)
4. Abusive language
5. Verbal threats, inappropriate gestures, or threatening behaviors
6. Gambling and possession of gambling devices
7. Forgery-falsification of parental permission, school records, or discipline notices, impersonation, checking out under false pretenses, etc.
8. Improper check-in/check-out procedure
9. Use of annoyances such as water pistols, water balloons, etc.
10. Violation of Acceptable Use Policy (AUP policy)
11. Class cutting and leaving campus without permission
12. Unauthorized transportation of students off campus
13. Violation of driving regulations (Second offense may result in loss of driving privileges in addition to other consequences)
14. Insubordination
15. Violation of Academic Integrity Policy
16. Any other inappropriate activities that fit the definition of Level II infractions **Level II**

### **Consequences**

1 <sup>st</sup> Offense	1 after school detention
2 <sup>nd</sup> Offense	2 after school detentions
3 <sup>rd</sup> Offense	3 after school detentions

**AFTER SCHOOL DETENTIONS** are held on Tuesdays and Thursdays from 2:45 to 3:45 pm. Once students and parents have received the notice of after school detention dates arrangements should be made for transportation at 3:45 pm. After School detentions take precedence over school club meetings, athletic practices, and other school activities held after school.

## **LEVEL III INFRACTIONS**

Any act directly against person(s) or property when the consequences do not seriously endanger the health or safety of others in the school.

1. 4<sup>th</sup> and additional Level II offenses
2. Failure to comply with Level II consequences
3. Theft (restitution will be required)
4. Violation of Academic Integrity Policy that involves taking or sharing of testing materials
5. Harassment
6. Bullying
7. Willful destruction or defacement of school property (restitution will be required)
8. Simple fighting
9. Provoking and/or inciting a fight (Administrator will make the decision on the consequence 1 to 3 days suspension.)
10. Indecent activities

11. Possession of a knife
12. Abusive language, verbal threats, inappropriate gestures, or threatening behavior toward a staff member
13. Any other inappropriate activities that fit the definition of Level III infractions.

#### Level III Consequences

- 1<sup>st</sup> Offense** 1 to 3 day suspension and conference with parents and school officials before student is allowed to return to school.
- 2<sup>nd</sup> Offense** 3 to 5 day suspension/ALP and conference with parents and school officials before student is allowed to return to school.
- 3<sup>rd</sup> Offense** 5 to 10 day suspension/indefinite ALP and conference with parents and school officials before student is allowed to return to school.

#### LEVEL IV INFRACTIONS

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative action, which results in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the School Board. ***Actions listed here can be considered under the ZERO TOLERANCE LAW depending upon severity.***

1. 4<sup>th</sup> and additional Level III offenses
2. Major fighting
3. Death threat (hit list)
4. Bomb threat
5. Assault and/or battery on a student
6. Vandalism
7. Theft/possession/sale of stolen property
8. Arson
9. Harassment (sexual, racial, ethnic, religious)
10. Extortion
11. Use or possession of alcohol
12. Possession of drug-related items or paraphernalia
13. Possession and/or use of weapon or object of like kind
14. Gang or gang posturing
15. Stalking
16. Under the influence of drugs/alcohol
17. Other activities unnamed but serious in nature.
18. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational processes;
19. Any other conduct prejudicial to good order or discipline in the school.

#### Level IV Consequences

**5-10 days suspension/ALP/long term suspension up to 365 days/expulsion**

## **ZERO TOLERANCE BEHAVIOR**

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

1. Students who bring or unlawfully possess a weapon on a school bus, on school property, or at any school event or activity.
2. Students who bring or unlawfully possess drugs on a school bus, on school property, or at any school event or activity.
3. Students who commit a battery on a teacher or any employee of the school while on a school bus, on school property, or at any school event or activity.

## **Zero Tolerance Consequence**

**10 days suspension pending a hearing for ALP or suspension of up to 365 days or expulsion**

## **Additional Notes**

\*\* There are separate policies regarding tobacco usage and tardies.

\*\* **ALL Discipline offenses will carry over to the next block.**

\*\* All level offenses, except zero tolerances, are started fresh at the beginning of the next school year

\*\* Consequences must be served even if they extend into the next school block or school year.

## **SUSPENSION FROM SCHOOL**

The administration of Greeneville High School is authorized to carry out disciplinary and related procedures that it deems necessary for the successful operation of the school under the Tennessee law that deals with suspension and disciplinary action. The law states in part: Any principal of any public school is authorized to suspend a student from attendance from such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons may include, but shall not be limited to:

- (1) willful and persistent violation of the rules of the school and truancy,
- (2) immoral or disreputable conduct or profane language,
- (3) violence or threatened violence against the person or any personnel attending or assigned to any public school,
- (4) inciting, advising, or counseling of others to engage in any of the acts here in before enumerated,
- (5) making, defacing or destroying school property,
- (6) possession of a pistol, gun or firearm on school property
- (7) possession of a knife, etc. as defined in Section 39-4901, Tennessee Code Annotated, on school property,
- (8) assaulting a teacher, principal, or personnel with vulgar, obscene or threatening language,
- (9) unlawful use or possession of any type of drugs (including alcohol) as defined in Section 52-1201, Tennessee Code Annotated,
- (10) or any other conduct, prejudicial to good order or discipline in any public school.

## **SEARCH**

School administration and/or the SRO may search any student, locker, car, backpack, and/or purse any time there is reason to believe the student may possess tobacco, illegal drugs, alcohol, fireworks, weapons, and other dangerous substances or objects, or stolen property. As an accommodation to students, parking spaces and facilities are provided for student use or parking by the students is allowed on school property, then as a condition to such parking privilege, vehicles owned, operated, or used by such students and parked on school property shall be subject to search for dangerous weapons or drugs if the student is otherwise found to be in possession of a dangerous weapon or drugs through a search authorized under this part, and there is reasonable cause to believe that dangerous weapons or drugs may be in a vehicle owned or operated by that student, or in which that student is carried as a passenger, and such vehicle is located on school property.

## **REPORT OF PROBABLE CAUSE BY PRINCIPAL TO LAW ENFORCEMENT OFFICER**

It shall be the duty of the principal of the school who has probable cause to believe, either as a result of a search or otherwise, that any student is committing or has committed any violation of Tennessee Code Annotated 39-1901, or Tennessee Code Annotated 52-1408-52-1448 upon the school grounds or within any school building or structure under his supervision to report such probable cause to the appropriate law enforcement

## **PROSECUTION**

Anyone guilty of stealing any item belonging to the school or personal property of another individual will be disciplined by the school and may be prosecuted by authorities. Cases of repeated theft, use of tobacco, alcohol and drugs, assault and battery, weapons, truancy, arson, and excessive vandalism will be taken before the court system.

## **DRESS CODE POLICY**

Greeneville High School takes pride in the appearance of its students and faculty. Your dress reflects the quality of your school and the values of the community. All students are expected to dress and groom themselves neatly in a manner suitable for school activities. The student's hair should not be worn so that it covers the face and/or eyes. We ask that all students use good judgment and discretion in the choice of what is worn at school. When a student is attired in a manner that does not meet the school dress standards, or is likely to cause disruption or interference with the operation of the school, the student will be sent home and not readmitted until he/she is properly attired or groomed. Additional consequences will also be administered according to the GHS discipline policy. The administration will decide what is appropriate in each case.

### **Specific dress code guidelines for secondary students are as follows:**

1. **Shoes** must be worn at all times because of health and safety reasons. Footwear should be subject matter appropriate.
2. **Shirts, tee shirts, or caps** with pictures, drawings, words or implied references to illegal substances, drugs, alcohol, tobacco, vulgar or profane language, sexual connotations, violence or questionable slogans may not be worn at school or school functions.
3. **No headgear** such as hats, toboggans, headbands, bandanas (any where on body), hoods, etc. are to be worn by male or female students while in the building or attending classes. Nonprescription sunglasses and tinted prescription glasses are prohibited.
4. **Hair dyes and colors** that are not natural hair colors (brown, blonde, natural auburn, black, grey) are prohibited.

5. **Muscle shirts, tank tops, midriff shirts, halter-tops, tube tops, and spaghetti strap tops** are not appropriate in the school environment. Tops may be sleeveless; however, they must have a minimum 2" shoulder seam. (They may be measured by the width of a credit card or student ID.) The material must be at or near the base of the neck as to modestly cover the chest area. The wearing of coats or rain jackets over inappropriate tops or any material that allows inappropriate attire to be seen is not acceptable
6. The **length of shorts, dresses, and skirts** must be moderate and appropriate for an academic setting. Shorts, dresses, and skirts, including any slits, must be no shorter than 4 inches above the kneecap level around the leg. This standard also applies when wearing leggings. Any holes, sheer panels, and/or mesh in clothing should meet the same standard as dresses and shorts- not higher than 4" above the kneecap.
7. Clothing which allows **undergarments** to be visible is not allowed. Pants must be worn at or near the waist. Clothing must not expose the stomach, chest, ribcage, midriff or back area.
8. The wearing of **personal adornments or embellishments** that may be disruptive, cause health/safety problems, or may be related to gang attire is not acceptable. (Ex. Chains, dog collars, studded bands, etc.) **Other than earrings, facial piercings will be prohibited if deemed disruptive to the educational environment.**

### **Cell Phone Policy**

1. Students are not permitted to use cell phones during instructional time unless otherwise directed by the teacher in their class. This permission will be granted on an as needed basis with due regard to explicit use of the technology for instruction and adequate supervision by the instructor. (Instructional time is considered, for these purposes, to be bell to bell during the academic periods of the day, including activity period, whether the student is in the classroom or in other areas of the building).
2. Students are allowed to use their cell phones for reasonable and appropriate purposes during all non-instructional times during the school day (lunch, class changes, before 7:40 and after 2:40).
3. The taking of photos or the recording of videos, whether by cell phone or any other so capable device, in places where privacy is a reasonable expectation, is strictly prohibited. An incident of this nature could result in a sexual harassment violation.
4. Using cell phones to record altercations on school grounds or at school events is prohibited. In such cases, phones may be confiscated and used for evidence with the possibility of enforcement of Level III discipline imposed under the statute of provoking and/or inciting a fight (see page 10).
5. Under teacher direction, cell phones may be placed on the student's desk or other area specified by the teacher, in the "off" or "quiet" mode at the beginning of the class.
6. The use of cell phones, cameras or other devices to gain unfair advantage on an assignment, test or other academic assignment is prohibited.

**This policy allows students more freedom to make relevant contact with parents/guardians at regular, predetermined times throughout the day. With this freedom, there is an expectation that cell phone issues during instructional time will diminish. If that is not the case, the school administration may see fit to make adjustments as needed.**

### Consequences for Cell Phone Policy Violations

1. Violation of the above policy will result in the student's cell phone being confiscated for seven days.
2. Students may choose to have their cell phone returned before the end of the seven days by paying a twenty dollar (cash only) fine at the end of the school day in the main office.
3. An administrator will be contacted if the student refuses to give up the phone for a violation, or if a student turns in a "dummy" phone. The student's insubordination will result in a level II offense.
4. In the event of a student repeatedly violating the above policies, or using the device for academic fraud/cheating, the student may lose the privilege to possess a device at school.

### TENNESSEE DROP OUT LAW (involving Driver's License)

The Department of Safety shall deny a driver's license or permit to any person under the age of 18 who does not have a diploma or other certificate of graduation, or: 1) who is not enrolled and making satisfactory progress in a course leading to a GED certificate, or already has such a certificate; 2) is not in a secondary school in Tennessee or some other state; 3) is not excused due to circumstances beyond his/her control. (Effective since October 1, 1991)

### DRIVER PERMIT OR LICENSE

A driver's permit can be issued to a student that is 15 years of age and passes the vision and written tests. The student must be enrolled in school, not truant and successfully progressing in the majority of schedules classes. The **student must have a form SF1010 completed and signed** from the attendance office within the past 30 days. **(Please allow 48 hours for the attendance to take the request and process the SF1010 form.)** The student must also take acceptable forms of identification which are detailed in the Tennessee Driver Handbook or at [www.tennessee.gov/safety](http://www.tennessee.gov/safety). The student must hold a permit for 180 days before they complete the road test for the Intermediate Restricted D License.

### LOSS OF DRIVER'S LICENSE DUE TO GRADES

The state of Tennessee has mandated by law TCA 49-6-3017, that a student fifteen (15) years or older is required to make "satisfactory academic progress". Satisfactory academic progress as defined in this section means that such student earns a passing grade in at least three (3) full unit subjects or their equivalency. For schools on a block schedule having four (4) classes per day, a passing grade in at least two (2) full unit subjects has been interpreted as acceptable. If you do not meet this requirement, your driver's license or the privilege to apply for license is deferred until the end of the next term or until you meet the requirement. Students should also be aware of the "two strikes and you're out" rule in regards to removal of driver's license. If you are 15 years of age up to 18 years of age and you lose your license twice due to grades, poor driving, attendance or a combination of the three, you lose your license permanently until you turn 18 years of age. Students who attend summer school to replace failed credits will not recover driver's license until the end first block during the fall.

### HALL POLICIES

Please keep moving in the halls between the changes of classes. DO NOT RUN. No student should be in the halls during class time without a hall pass that can be obtained from the classroom

teacher. Students sitting in the halls should be careful not to impede the progress of other persons going through the halls. Leave the halls clean for others to walk through. Do not sit on the steps. When the first bell rings, all students should get up and begin to move toward class. No undue noise, yelling, screaming, loud talking, or toning should be in the halls.

### **FOOD AND DRINK GUIDELINES**

Breakfast food from outside vendors may be consumed in the cafeteria only until 7:30am. **No food from outside vendors is allowed during lunch periods.** Food may be consumed in the classrooms at the discretion of the teacher. Students may purchase items from vending machines before school, between classes, and after school. **Parents are NOT allowed to bring outside fast food products to school for students.**

### **LOCKERS**

A locker and a lock are provided for each student for his/her personal use. Students will keep their lockers locked at all times. Do not bring valuable items to school to leave in your locker. Students are responsible for the care, upkeep, and appearance of their assigned lockers and locks. Students will be required to pay a \$5.00 locker replacement charge if their lock is lost or stolen. If the lock is not on the assigned locker at the end of the year or at the time of withdrawal a \$5.00 obligation will be charged to the student.

### **PARKING and DRIVING ON GHS CAMPUS**

**A \$30 Parking fee will be charged for all student vehicles.** The fee will be prorated to \$15 for students who begin driving to school for second semester. There are designated areas on campus where student parking is not allowed: No parking in staff parking areas or along Palmer Street. Students are reminded to adhere to the 10 mph speed limit on campus. A police officer or school resource officer may ticket for violation of parking guidelines and/or speed limit. Students will not loiter in the parking lots before or after school. Keep your car locked at all times. Do not be in cars during the school day (7:40 to 2:40) without permission. A periodic check will be made by the administration, police officer or school resource officer to monitor parking. Students are expected to cooperate with all authorities in this matter. Students who choose to drive should be sure their vehicle is properly parked and in designated areas. . There are two parking lots on campus one behind Burley Stadium and one to the east of the school on the south side of Tusculum Blvd. Students whose cars are illegally parked are subject to being towed, ticketed and discipline measures.

Parking Violations will be handled in the following manner:

- First Offense- \$10 Fine
- Second Offense- \$20 Fine
- Third Offense- \$20 Dollar Fine and revoked driving privileges for 5 days
- Fourth Offense- \$20 Dollar Fine and revoked driving privileges for remainder of the semester

Students who continually refuse to comply with campus regulations may have their driving privileges revoked permanently. **All vehicles parked on GHS campus are subject to search by administrators and periodic search by police drug dogs.**

### **SKATEBOARDS**

Skateboarding is prohibited on school grounds at anytime under the Aggravated Criminal Trespass Law. (TCA) 39-14-406. If you have a skateboard with you during school hours, it should be checked in to the main office, and remain there until dismissal.

### **STUDENT TRANSFER**

Any student who plans to transfer to another school or discontinue attendance at Greeneville High School must go through the Counseling Office. Instructions shall be given to you there for the withdrawal procedure. All textbooks must be turned in and obligations cleared before withdrawal is finalized and records can be sent.

### **SUBSTITUTE TEACHERS**

Students are expected to be cordial and courteous to substitute teachers. Students are to complete all assignments. The substitute teacher is to be treated as school staff.

### **TEXTBOOKS**

Books will be issued to students by individual teachers. Parents and students will assume responsibility for the care of textbooks. Textbook condition shall be evaluated on a six-year period of usage. Students will be charged replacement cost for lost textbooks.

### **TOBACCO/VAPING POLICY**

The use and possession of tobacco/vaping products by students is prohibited on school premises at all times including school buses during transportation to and from school and school activities. Instructional programs designed to inform students about the hazards of tobacco use and counseling programs designed to discourage students from tobacco shall be included in the curriculum of each school. Action for violation of the policy by students shall be as follows:

**First Offense** - Parents notified, policy read to student, and petition filed

**Second Offense** - Parents notified, after school detention(s), and petition filed

**GHS enforces the Youth Access to Tobacco Act. T.C.A. 39-17-1501 et seq. Those charged must appear at Juvenile court at 2pm on the third Tuesday of the month with a parent. You may pay a fine and watch a tobacco video.**

### **TRANSPORTATION**

The students who ride the bus are under the supervision of the bus driver from the time they leave home until they reach school in the morning and from the time they leave school until they reach home in the afternoon. Students are to obey directions from the driver, including the assignment of seating. Any student may be suspended from riding the bus for good and sufficient reasons by the administration. Once a student arrives at school via parent, bus, or personal transportation, he is required to remain at school until proper checkout procedures are followed.

Students shall ride their regularly assigned bus: Administration may grant permission for a student to ride a different bus, use a different bus stop or allow a temporary bus assignment for a non-rider as long as it does not cause overcrowding on the bus. A written request from the parent must be signed or stamped by an administrator to grant such permission. Such requests must be presented on or before the morning of requested exemption.

### **VANDALISM**

Any act of vandalism, whatsoever, will result in disciplinary action. It could result in suspension or expulsion depending upon the severity of the incident. Students may also be asked to cover the

entire cost of repairs resulting from acts of vandalism. The condition of our school is a reflection on the type of people who use it. Students are not to sit on tables, bookcases, etc.

### **WORK PERMITS (CHILD LABOR LAW)**

Work permits are no longer required by the State Department of Labor. Any student who works must provide his employer with evidence of date of birth. As of July 1, 1990, 16 and 17 year old teenagers are no longer allowed to work during the school year after 10:00 p.m. or before 6:00 a.m. unless they have the consent of their parents or guardians. Parents or guardians are now required to submit a notarized consent form to their child's employer if the young person will be working after 10:00 p.m. during the school year. We emphasize that students cannot work past 12:00 midnight and they can work only until midnight three nights a week Sunday through Thursday. We encourage students to carefully consider their academic responsibilities while setting a work schedule.

### **ACADEMIC INTEGRITY**

All student work is expected to be the original work of the student who submits it. Students should be advised that any acts of plagiarism, copying or submitting other's work will not be tolerated. Any student who knowingly passes on information that is contradiction to these standards is also in violation of the Academic Integrity Policy. This policy is expected to be upheld in all assignments including homework, projects, quizzes, papers and tests.

## **ACADEMIC PLANNING HANDBOOK**

<b>Grading Scale:</b>	A- 100-93
	B- 92-85
	C- 84-75
	D- 74-40
	F- 69-0

**Grading Scale for Honors, Dual Enrollment and Dual Credit Classes:** 3 pts. added to final average

**Grading Scale for AP Classes:** 5 pts. added to final average

**Block classes** which meet approximately 90 minutes a day, 5 days a week, 18 weeks carry one unit credit with a grade of A-B-C-D. **Numeric average of both 9 week grading periods will determine final grade and whether credit is awarded or not.** Students will be allowed to retake courses **ONLY** if they previously fail the course.

### **GRADUATION REQUIREMENTS:**

Tennessee Diploma requirements also include that students must take End of Course (TN Ready) Exams in English I, II, III, Algebra I and II, Geometry, U.S. History, Biology I, and Chemistry.

<u>Course</u>	<u>Units</u>
English	4
Math	4 (1 per year)
Science	3
Social Studies	3.5

PE and Wellness	1.5
Personal Finance	.5
Foreign Language	2
Fine Arts	1
Focus Area Electives	3
Additional Electives	<u>5.5</u>
28 Total credits for GHS graduation requirements	

\*The PE requirement may be satisfied by participation in a GHS sponsored athletic program including cheerleading and marching band, or 2 semesters of JROTC.

Transfer Students who enter GHS from a school not on the block schedule will meet the following classification requirements:

	Transfer First Term	Transfer Second Term
Senior year	24	20
Junior year	26	22
Sophomore year	28	25
Freshmen year	28	27

**Graduate with GHS Diploma – 28 credits or more** (All requirements must be met to participate in graduation exercises)

**GAP (Graduation Access Program)**

This program is designed for seniors who have failed core courses and who do not have enough credits to meet GHS graduation requirements. Students are identified for this program by administrators and/or counselors. Upon successful completion of this program, students will receive a State of Tennessee High School Diploma, but are not eligible for a GHS Diploma.

**Credit Recovery Program**

The credit recovery program at GHS will be available for students that have failed core courses and are at risk of not graduating. The instruction for this program will be delivered by a computer software program and monitored by a secondary certified teacher. Priority for enrollment would be given to seniors, then to juniors, sophomores and freshmen, respectively. There will be no cost for participation in the Credit Recovery Program.

**Eligibility for this program is determined by administrators and/or counselors.**

Credit would be awarded in the following manner:

- Completion of the prescribed work
- Work completed in the time frame defined by the CR Team
- A grade of “D^” would replace the F on the transcript and credit awarded

## COURSES MEETING COLLEGE ENTRANCE REQUIREMENTS

Below is a listing of Greeneville High School courses that meet minimum requirements for admissions to the Tennessee State Board of Regents Schools\*\* and the University of Tennessee system.\*

<u>Requirements</u>	<u>GHS Courses</u>
English (4 units)	English I, II, III, IV(Honors and/or Regular); AP English III; AP English IV; DE Comp I &II.
Mathematics (4 units)	Algebra A, B, & C will substitute for Algebra I & II; Honors Algebra B & C; Unified Geometry, Trigonometry, Pre-calculus (Honors and/or Regular); Calculus; AP Calculus; Applied Mathematical Concepts; DE Opportunities; SAILS Math, Dual Credit Statistics
Natural Science - (3 units/1 lab college entrance)	Biology I, Chemistry I (Honors and/or Regular); Physical Science; Ecology; Environmental Science; Physics (Honors and/or Regular); Scientific Research; Anatomy and Physiology; Pre-AP Biology II; AP Biology II; Pre-AP Chemistry II; AP Chemistry II; AP Physics, DE Opportunities
A Single Foreign Language (2 units) – Must be 2 units in same language.	Spanish; Latin; French; German
Social Studies (2 units)	United States History; AP United States History; AP European History; World History; AP Human Geography; DE Opportunities
Fine Arts (1 unit)	Visual Art I, II, III, or IV; Vocal Music I, II and/or III; Marching, Concert and/or Symphony Band; AP Music Theory & Harmony, DE Opportunities

### Notes:

1. Students must also submit an ACT or SAT score taken on a State/National test date.
2. Additional courses may be required for admission to specific programs or out-of-state institution.
3. All State Board of Regent's community colleges recommend, but do not require, the same subject units for freshmen. Students admitted with plans to transfer to baccalaureate schools must remove the deficiencies with college courses, for no credit, during their stay at the community college.
4. Students seeking admission to other colleges or universities should check that specific catalogue for entrance requirements.

\*University of Tennessee System includes University of Tennessee at Knoxville, University of Tennessee at Chattanooga, and University of Tennessee at Martin.

\*\*State Board of Regent's Universities and Colleges (#) include Austin Peay State University, East Tennessee State University, Memphis State University, Middle Tennessee State University, Tennessee State University, Tennessee Technological University, Chattanooga State Technology Community College, Cleveland State Community College, Columbia State

Community College, Dyersburg State Community College, Jackson State Community College, Motlow State Community College, Northeast State Technical Community College, Pellissippi State Technical Community College, Roane State Community College, Shelby State Community College, Volunteer State Community College, and Walters State Community College.

#All Tennessee community colleges have open admissions policies. If a student has not taken and passed the courses meeting admission requirements, he/she must remediate these classes on the college campus.

### **TRANSCRIPT OF RECORDS**

If a student is over 18 years of age, he/she must sign the release form; parents may sign for students under 18 years of age. All obligations must be paid before the release of a transcript can occur. Requests should be made via Scribborder online (see GHS Website for link) and are typically processed within five business days

### **PUPIL COURSE LOAD**

At Greeneville High School, four classes per term are considered a normal course load for all students. Students and parents are advised to select courses with great care and consideration. No study halls are offered during the school day. Some tutoring services are available in the morning and afternoons. Please check with Guidance Department for availability of services.

## **ACADEMIC RECOGNITION**

### **Calculating GPA and Class Rank Groupings**

The grade point average (GPA) will be computed on a 4.0 scale, using the following numerical values: A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points

The GPA will be based on seven terms and will be determined at the end of the first term of the senior year. Semester final grade for all classes will be used to compute GPA. A semester grade from a Greene Technology Center class will be counted twice because the classes are two periods in length.

Grades for all classes attempted, whether passed or failed, will be recorded on the transcript and used in computing GPA. Grades will be given for all classes. Work as office assistant, peer tutor, and athletic trainer assistant will result in a grade to be used in computing GPA, but no credit may be granted for this work. Summer school grades will also be included in computing GPA. A student taking Algebra I at the middle school level will receive credit for passing the class, but no grade will be included in computing GPA.

GHS does not rank the senior class. However, percentile ranking will be disclosed as necessary on college applications and scholarship forms. Class rank will be calculated using percentile groupings for the each quartile group. Class rank will be calculated in official percentile groupings after the 7<sup>th</sup> term. An unweighted GPA will be used for the percentile grouping.

**GHS Honor Scholar:** Cumulative GPA of 3.5 or higher grades 9-12.

**TN Graduate with Honors:** Students must meet all four ACT benchmarks by the graduation in order to receive this designation. Benchmarks are: English – 18; Math – 22; Reading – 22; Science – 23.

**TN Graduate with Distinction:** Students will be recognized as graduating with 'distinction' by attaining a B average and completing at least one of the following:

- Earn a nationally recognized industry certification
- Participate in at least one of the Governor's Schools
- Participate in one of the state's All State musical organizations
- Be selected as a National Merit Finalist or Semi-finalist
- Attain a 31 or higher ACT score
- Attain a 3 or higher on at least 2 AP exams
- Earn at least 12 college credits

*Applications for this recognition program are available in the Guidance Office and must be turned in by the end of 1st semester, Senior year, in order to receive recognition.*

### **Tri-Star Recognition**

Students who attain a 19 or higher composite ACT score and have an industry certification.

*Applications for this recognition program are available in the Counseling Office*

### **TN Community Service Scholar**

80 hours of community service over the course of 8 semesters (10 per semester)

**National Honor Society:** All students with a cumulative GPA of 3.5 or greater at the beginning of their junior year are eligible and will be contacted by the sponsor.

### **AP COURSES**

Students may choose to take AP Courses, which are taught under the guidelines of College Board and are required to take a national test on specific days at the end of the term. If a student chooses to take these courses, it is a requirement that they must take the subsequent exam. It is up to the student to find out the requirements of the college or university that they plan to attend to see what criteria is required to gain college credit for a specific score on this exam. It is also the student's choice and responsibility to have those scores sent to their college or university from College Board.

### **SUMMER READING**

Students who enroll in AP English IV, AP English III, Honors English II, and Honors English I have required reading for the summer. The list of books is posted on the website. A test will be given in the summer to use for a grade in the honors English class. The materials from the books will be used to complete assignments and/or projects assigned by the English teacher. Several of the books are in the library and may be checked out for summer reading.

### **SCHOLARSHIPS**

#### **TENNESSEE EDUCATION LOTTERY SCHOLARSHIP (HOPE SCHOLARSHIP/TN PROMISE)**

The Tennessee Education Lottery Scholarship (TELS) Program is funded by the lottery revenues and administered by the Tennessee Student Assistance Corporation. It provides scholarship and grant assistance to Tennesseans attending eligible Tennessee postsecondary institutions. The purpose of the program is to provide access for Tennesseans to postsecondary education, to improve high school and collegiate academic achievement, to keep more of the best and brightest students in Tennessee, and to provide social and economic benefits to the state of Tennessee.

For specific requirements, please check with your child's counselor and/or go online at [www.state.tn.us/tsac](http://www.state.tn.us/tsac)

You may apply for the Hope Scholarship by completing and submitting the Free Application for Federal Student Aid (FAFSA), no additional application is required. The FAFSA will be available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) in January for high school seniors.

Additional scholarship opportunities can be found on the Counseling office website.

### **DUAL ENROLLMENT SCHOLARSHIP**

The Dual Enrollment Grant is available to high school juniors and seniors that are jointly enrolled with a college or university. Details can be found at [www.tn.gov/collegepays](http://www.tn.gov/collegepays). Please see your School Counselor for any questions.

### **Dual Enrollment College Program-DECP**

This program is a dual enrollment program partnership between Greeneville City Schools and Walters State Community College. Through DECP, students earn high school and college credit simultaneously. Students could earn a high school diploma and an associate degree in four years. Students in this program would have to pay the costs of the college enrollment but may be eligible for the Dual Enrollment Grant to help pay tuition costs. Students must have a 21 ACT or a 3.00 cumulative GPA before taking college courses and may have additional ACT sub-score requirements depending on the course. They also need to demonstrate the maturity to cope with the freedom of a college campus. Applications are available from the GHS guidance office. GEAP students are responsible for their own transportation. An interview with the DECP staff is required prior to acceptance. Information on courses required for a diploma and associate degree programs is available from the guidance office.

### **COUNSELING OFFICE PERSONNEL**

Students are assigned to a school counselor by their last name and grade level. Assignments are listed below.

Amy Wagner (Last Name A-G), School Counselor

Amanda Livesay (Last Name H-N), Guidance Director

Melody Johnson (Last Name O-Z), School Counselor

Phillip Wright, Interventions Counselor

Registrar

(787-8034)

Page Streeter, Guidance Dept. Admin. Assistant

(787-8033)

Guidance Office Fax

(787-0837)

### **Athletic Information**

Students will have the opportunity to participate in the following sports: Fall: Football, Boys/Girls Cross Country, Girls Volleyball, Boys/Girls Golf, and Girls Soccer. Winter: Boys/Girls Bowling, Wrestling, Boys/Girls Basketball. Spring: Boys/Girls Tennis, Baseball, Boys/Girls Track, Softball, Boys Soccer. Students who participate in any sport at Greeneville High School are covered by an insurance policy paid for by the Athletic Department. A physical examination from a doctor is required before engaging in any practice session. Please refer to the Athletic handbook for more details or call Athletic Director Brad Woolsey at 787-8030.

STUDENT ATHLETES AND STUDENTS are expected to act appropriately at any and all athletic events. Students who have inappropriate behavior while participating or observing an athletic contest whether home or away **can receive disciplinary actions**.

Greeneville High School is a member of the TSSAA. To be eligible to participate in athletic contests during any semester the TSSAA requires that:

- (a)The student shall have earned six credits the preceding school year. All credits must be earned by the first day of the beginning of the school year in the fall.
- (b)Students shall be regularly enrolled and in regular attendance, and carry at least three (3) full unit courses in which they could receive credit.
- (c)Athletes are required to enroll in four (4) classes each term just as all other students are required.
- (d)Any student interested in participating in athletics should contact a member of the GHS Coaching Staff or Administration.
- (e)Correspondence courses do not count toward your eligibility.
- (f)A course repeated to improve on a passing grade will not count toward eligibility.
- (g)All athletes are responsible for their own eligibility. Should you have a question or be in doubt, see the Athletic Director.

#### NCAA Information

In order to participate in college athletics and receive athletically-based financial aid, you must register with the NCAA Clearinghouse and meet academic and amateurism eligibility standards. You may register on line at <http://www.ncaaclearinghouse.net> . Upon registration, students will need to fill out the student release form and bring them to the counseling office.

The NCAA has adopted new legislation that will require prospects who intend to enroll at NCAA Division I and Division II institutions to supply ACT or SAT scores to the clearinghouse directly from the testing agencies. The test code for NCAA on the ACT is 9999. Test scores on an official high school transcript will no longer be usable for NCAA purposes. All athletes are responsible for their own eligibility through the clearinghouse.

**ALL GHS STUDENT ATHLETES ARE SUBJECT TO RANDOM DRUG TESTING IN ORDER TO PARTICIPATE IN GHS SPORTS. See policies below:**

#### **Greeneville High School Drug Testing and Education Policy and Procedures for Students Participating in Extracurricular Activities**

##### **Purpose:**

Greeneville High School is concerned with the physical, emotional and mental well-being of all of its students, including those who participate in extracurricular activities. While the use of alcohol and other drugs is a potential problem for all students, unique pressures and risks exist for students participating in extracurricular activities. The misuse of alcohol and other drugs cannot be tolerated.

The primary purpose of the drug education and testing policy and procedures for students participating in extracurricular activities are:

- To employ education, testing and counseling **TO DETER DRUG USE**, and where deterrence is unsuccessful, to terminate participation in extracurricular activities;

- To educate those students on the physiological and psychological dangers inherent in the misuse of alcohol and other drugs;
- To protect those students from the health related risks inherent in the misuse of alcohol and other drugs;
- To protect those students, and others with whom they participate, from potential injury as a result of the misuse of alcohol and other drugs;
- To remove the stigma of drug abuse from those participating in extracurricular activities who are not users;
- To provide a testing program to identify students participating in extracurricular activities who are misusing drugs and assist them, through education and counseling, before they injure themselves or others or become physiologically or psychologically dependent;
- To assure students, parents, and the community that the health and academic progress of each of its students is Greeneville High School's primary goal;
- To reiterate to the entire school community that the misuse of alcohol and other drugs is not condoned by school officials and;
- To emphasize to students participating in extracurricular activities additional incentives to say no to alcohol and other drugs.

**Procedures and Frequency:**

- Participation in extracurricular activities is a privilege and not a right. Before a student is eligible to participate in voluntary extracurricular activities, the student must submit a form signed by the parent(s)/guardian that gives consent for collection and testing of a specimen for drugs and provides a consent for release of information to the school, the MRO, the lab and pharmacy. This form must be returned to designated school personnel prior to the try-out for a specific extracurricular activity. This form will only be valid for the current year and must be renewed annually. Testing will be accomplished by the analysis of urine specimens, or other recognized analytical procedures, obtained from the student. All tests shall be performed by an accredited laboratory.
- Any student participating in an extracurricular activity may be tested for drug use at the beginning of the first activity season each school year. Refusal to submit to a pre-participation drug test will result in no participation. Any student that may be participating in any type of off-season conditioning program will become a member of a "Conditioning Club" and also be subject to the random drug testing program. Before a student is permitted to participate in a conditioning program he/she would be required to submit the form for consent for collection and testing.
- All students participating in extracurricular activities may be subject to random drug testing throughout the year.
- All students having past positive drug tests will be subject to more frequent drug testing as long as the student participates in extracurricular activities, for the remainder of his/her high school career.
- A student participating in an extracurricular activity can be tested whenever medically warranted.
- Students selected for random testing will be escorted by school personnel to the test site and the test will be conducted immediately after notification. Students refusing to test or not showing up to a scheduled drug test will not be eligible to

participate in competition for 14 calendar days. After the fourteen days the student will then be tested prior to competition.

### **Results and Consequences:**

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

- Negative results would warrant no action against the student.
- Positive drug screens, refusal to test, a breath alcohol or blood alcohol level above an accepted level, or positive-dilute would warrant the following actions:
  - **First Positive** – The student and his/her parent(s)/guardian will be notified of the positive test. Referral information shall be provided to the student and the student's parent(s)/guardian by the principal or school counselor. The information shall include information on inpatient, outpatient and communitybased drug and alcohol treatment programs. The student will be removed from competition for fourteen (14) calendar days. If the student tests positive in preseason, his/her fourteen (14) day penalty does not start until six (6) days prior to the first scheduled contest. The student may continue to practice but will not be allowed to dress out for extracurricular events involving other schools. The student will be eligible to return to full participation once they have secured assistance and have had a follow-up drug test with a negative result.
  - **Second Positive** – The student will be removed from physical participation in extracurricular activities for 365 days from the date of the second positive test. The student will become eligible for participation in extracurricular activities following the 365-day period.
  - **Third Positive** – The student will be ineligible for participation in extracurricular activities for the remainder of his/her high school career.

### **Other Information:**

- **Re-testing** – It may be necessary to retest under the following conditions: negative-dilute specimen, collector or lab error, invalid result with or without medical explanation, split specimen unavailability or failure to reconfirm by split specimen. A direct observation re-test will be required should the provided specimen be outside of the range of 90 – 100 degrees Fahrenheit.
- **Appeals** – An appeal may be instituted at any stage by the parent(s)/guardians and/or student, if over the age of eighteen (18), to the Director of Schools. The student may not participate until the appeals process has been completed. Upon request, a retest of the original sample (the split specimen) will be conducted by the testing agency, at the parent's expense.
- **Confidentiality** - Confidentiality of the test results must be maintained at all levels including the testing agency, school administrators and others at the school level. No actions will be taken by the school against a student participating in the extracurricular drug testing program except as outlined above. The principal will be responsible for conducting an annual meeting with the faculty and staff to insure confidentiality and fairness to all students. The policy and procedures should be carefully explained to all staff members.
- **Drug Policy Committee** - This school policy will be reviewed by the drug policy committee as selected by the principal. This committee will have the

responsibility of annually reviewing the drug policy and its impact on students and extracurricular activities.

- **Refusal to test** – Refusal to test will include, but is not limited to, the following: failure to appear for a test within a reasonable time as determined by the school, leaving before testing process is complete, failure to cooperate with any part of the process, failure to provide required amount of specimen without adequate explanation as determined by medical evaluation, failure to permit observation for a direct observation collection, failure to comply with directed second test or medical examination, or if the MRO verifies and reports that a specimen has been adulterated or substituted.

## **LEGAL NOTICE**

### **Nondiscrimination Notice Policy**

THE GREENEVILLE CITY SCHOOL SYSTEM does not discriminate in employment or admission on the basis of race, color, sex, age, national origin, religion, or handicap. THE GREENEVILLE CITY SCHOOL SYSTEM complies with the provisions of Title VI and Title VII of the Civil Rights of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

**Greeneville City Schools  
P.O. Box 1420  
Greeneville, TN 37744-1420  
PHONE (423) 787-8000**

## **GREENEVILLE CITY SCHOOLS GRIEVANCE PROCEDURE**

Any student or employee of this System who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any System education program or activity, on the basis of sex in violation of this policy, may file a written complaint with the compliance administrator designated in Board Policy 10.4.00. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after the receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of the disagreement with the response and his or her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following the receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following the completion of the hearing.

### **TITLE VI REGULATIONS 1. Access to Schooling**

- A. Students are to be admitted regardless of immigrant status. This means that it is illegal for a school district to ask about the immigrant status of any student.

**B.** A school district cannot require social security numbers or birth certificates. You may request such information; however do not send parents and students home to retrieve these documents as a prerequisite to registration. If a social security number and/or birth certificate are not available, the registering person should assign a student pin number.

**C.** A school district can mandate that the health requirements be fulfilled as a prerequisite for registration.

## **II. Identification**

**A.** A home language survey must be completed for all students in a school. A copy of this survey must be kept in the student's permanent record.

**B.** If a student identifies a language other than English on any one of the questions on the home language survey a copy of this form should be sent to Ken Fay at the Central Office. A copy should also be placed in the student's permanent record.

## **III. Assessment and Programming**

**A.** Once a student is identified as non-English speaking, the student should be referred to the ESL Coordinator. The student will then be given appropriate assessments to determine programming.

**B.** After assessment is completed, an alternative language program will be implemented.

## **IV. Extra-curricular Activities and Special Opportunity Programs**

**A.** Students cannot be unilaterally excluded from participation in a school activity based solely on English language proficiency

**B.** Students should not be referred for a special education program school activity based solely on English language proficiency.(including speech services) simply because they are not proficient in the English language.

## **V. Communication with Parents**

**A.** A school district is responsible for communicating with parents in a language they can understand. This includes information that is deemed "important" such as, student placement, report card information and field trip notices. This information should be available in a language that the parent can understand. This may be done by offering oral or written translations.

## **VI. Title VI Policy Statements**

**A.** The Title VI nondiscrimination policy is to be published in student and teacher handbooks.

**B.** Post the nondiscrimination policy and complaint procedures in written communication. (Policies are included.)

**C.** Copies of the following information on identified students should be sent to the Assistant Superintendent.

**1.Copy of TCAP scores;**

**2.Notification of Drop-outs;**

**3.Notification of Retention**



