

**Innovation Academy
Of
Robertson County
Scholar Handbook 2023-2024**



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Innovation Academy of Robertson Co. Vision Statement

The vision of the Innovation Academy of Robertson County is to provide a well-lit path in the pursuit of purpose and happiness.

Innovation Academy of Robertson Co. Mission Statement

Every single day we will strive to ensure that everyone is safe and respected; and *ALL* scholars are responsible for working to meet *ALL* standards.

Innovation Academy of Robertson Academy Core Beliefs

- Safety is our primary concern. Every scholar deserves to learn in a safe and respectful manner.
- Learning is the top priority of our school where scholars learn best when actively engaged in academic endeavors.
- All scholars can learn, achieve, and succeed when provided developmentally appropriate learning activities.
- Students should be educated to be able to participate actively as productive citizens.
- Classes should be ‘reality based’ through the integration of real-world problems, with the use of science, technology, engineering, arts and mathematics.
- Academic excellence and moral character should be promoted through high expectations.
- Scholars should be provided with the maximum number of opportunities for involvement in the total school program.

ROBERTSON COUNTY SCHOOLS
CORE BELIEFS

Purpose: We believe there is no profession with a greater purpose than ours. We understand our responsibilities are complex. We develop minds and character. We inspire those in our care to think, to question, and to imagine a life better than the present. We recognize there is a ripple effect within our work: well-rounded, educated students lead to improved communities, a stronger nation, and an informed society.

Trust: We believe that trust is the foundation from which all other core beliefs develop. Trust is essential if an organization is to thrive and succeed. We recognize trust is multifaceted – it involves competence, character, and contractual obligations. It is developed and earned over time through our words and our actions. We acknowledge that trust generates commitment, fosters teamwork, and promotes progress.

Communication: We believe effective communication determines whether we fall short or succeed as an organization. At a basic level, efficient communication provides guidance for our daily work. In voicing our expectations, we must be intentional and consistent. At a deeper level, our communication practices value the ideas and opinions of all involved. These practices are open, honest and purpose driven.

Collaboration: We believe collaboration creates a culture of continuous improvement. We know effective collaboration is driven by a common mission. It occurs within a context of trust and respect. Through collaboration, we support innovation, solve problems and provide high levels of student learning. We recognize our work is too important to attempt in isolation.

Welcome to Innovation Academy of Robertson County

The Innovation Academy is a STEAM magnet program in Robertson County. The Innovation Academy is academically rigorous, focusing on Project Based Learning activities that will prepare scholars for college and career. Scholars engage in hands-on, technology-based activities while exploring how to solve problems in and around our community. There are leadership, time management, collaboration, and critical thinking requirements in each of the projects.

Scheduling:

In middle school, most of our classes are 90 minutes long and last the entire school year. Middle school teachers are paired as math/science teachers with ELA/social studies. Our related art classes are 45-minutes and will be on a rotation period throughout the school year. Band and choir scholars will participate all year long.

Highschool classes are 18 weeks long for 90-minute periods.

Grading:

We will run progress reports/report cards every 4.5 and 9 weeks in addition to weekly updates in PowerSchool. The first semester will run from August through December and the second semester will run from January through May.

Midterm Exams – October (Fall Semester)
March (Spring Semester)

Final Exams – December (Fall Semester)
May (Spring Semester)

Grading Scale:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
50-59 = F

Food Service Programs:

- ALL students will be served free breakfast.
- Middle School lunch will be free.
- High School lunch will be free.
- Students may apply for free or reduced lunch by completing the form that will be sent home with students on the first day of school.

ACT Focus:

We hope you focus on raising your ACT score and to achieve the college readiness benchmark scores set by the state of Tennessee throughout your career here at Innovation Academy. It is never too early to start working toward this goal! Scholar's meeting and exceeding those benchmarks will have their name added to the ACT achievement wall displayed at the front of the building. There is also an awards day called ACT Counts where all 12th grade scholars meeting 3 of the 4 benchmarks will be invited to attend the celebration.

Recognizing that academics are not the only things that scholars need in the school setting, Innovation Academy is proud to provide a number of scholar organizations to help learners explore their interests.

Clubs and Organizations

FCA

Junior/Senior Beta

Thespian

TSA

Clubs

Anime

Art

Band

Chess

Coding

D & D

History

Italian

Innovation Senate

Journalism

Media Club

Podcast

Robotics

Yearbook

Athletics and Head Coaches Middle School

Band – Andrew Lawson
Marching Band-Co-Op with SHS
Baseball –
Boys Basketball – James Francis
Girls Basketball – Amy Jones
Cheerleading – Lauren Dean
Football –James Francis
Softball –Darci Hensley
Soccer-James Francis
Volleyball – Lindsey Rose

Athletics and Head Coaches High School

Band – Andrew Lawson
Baseball – Co-Op with SHS
Boys Basketball – Co-Op with SHS
Girls Basketball – Co-Op with SHS
Cheerleading – Bridget Galbreath
Football – Coach Weaver/Frank Matherley
Softball – Co-Op with
Volleyball – Co-Op with SHS

According to TSSAA by-laws, a student must receive 6 credits during the previous school year to be eligible to participate in varsity sports.

WHO TO SEE FOR HELP:

If I am sick at school:	Ask your teacher for a pass to the school nurse.
If I missed a day and need it excused, or I need to check out early:	Bring your excuse or check-out note to the front lobby.
If I need to check out without a note from home:	You must speak directly with Dr. Bell for permission.
If I have a question about attendance:	See Mrs. Lisa Boyce in the guidance office.
If I need to use the phone:	Ask your teacher to write a note for you to use the phone in the front office or speak with an administrator.
If I am struggling in my classes or need help with my homework/assignment:	Speak with your teacher and schedule time for tutoring.
If I am not being challenged in my classes, or if I feel my classes are too difficult:	Speak with your teacher and/or your guidance counselor.
If I want to make sure I am on track to graduate, or if I don't know what I want to do after I graduate:	Speak with your guidance counselor.
If I am having emotional issues:	Speak with your guidance counselor and/or a teacher you trust.
If I feel that I don't fit in, I am being treated unfairly, or I am being picked on/bullied:	Speak with your guidance counselor and/or a teacher you trust.
If I do not have anywhere to live, or if I do not have enough to eat:	Speak with your guidance counselor and/or a teacher you trust.
If I need to buy a parking pass:	Speak with Officer Edwards in the front office. Parking passes are \$10 or \$5 for a renewal.
If I want to buy a yearbook:	Speak with Mrs. Jana Iwanowski. You may also purchase a yearbook online.
If I am not sure if I am eligible to play sports:	Speak with Eric Weisner or the coach of your sport.
If I want to join a club or extracurricular activity:	We encourage you to participate in several extracurricular activities while in high school. Please talk with the teacher who sponsors an activity that interests you.
If I am having a conflict with a teacher, coach, or administrator:	Anytime you have a conflict with an adult, you should first speak directly to that individual in a respectful manner. Do not argue but talk in an adult manner and try to resolve your differences. The Guidance Department is trained to help with situations like these. If you are unable to reach a resolution, speak to an assistant principal or the athletic director if it involves a sports issue. Also, speak to your parents and ask them to call and speak to the teacher or coach on your behalf. If those options do not work, speak with the principal for further guidance.

Attendance Policies and Procedures

Attendance Regulations

Being absent from school is like being absent from a place of employment. Each credit is based upon a certain number of days attendance and work required in preparation for class.

Scholars that accumulate unexcused tardies/early dismissals may be required to attend an attendance advisory session during Academy Time. Scholars will also serve ISS after their 5th unexcused tardy and/or unexcused dismissal. Students will also serve ISS after the 10th and 15th. If a scholar reaches 20, the student will receive OSS at 20 and for each additional 5. This will start over at the beginning of every semester.

All missed class work or tests may be made up. A reasonable effort must be made, and ample opportunities must be provided by school personnel. Grades may reflect less than full credit. (Exceptions include pre-announced tests and term assignments that will be due upon return.) School work and tests missed for suspensions may be required to be made up. Scholars may be denied the privilege of making up work missed as a result of an unexcused absence or suspension. It is the responsibility of each scholar to initiate the desire to make up the work on the day he or she returns to class.

Excused absences include illness, death in the family, seasonal work in a family business, court appearance, medical examinations, religious holidays, college visits and driver's examinations. Scholars participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as school sponsored, the activity must be school-planned, school-directed, teacher supervised, or a program for out of school credit.

Any scholar with 5 or more unexcused absences will be considered truant and treated accordingly.

- An attendance letter will be mailed home after 5 unexcused absences. A second letter will be mailed home after 7 unexcused absences and a parent meeting will be scheduled.
- After 10 unexcused absences, the student/parent will be referred to the Robertson County Juvenile Court for truancy.
- Robertson County Attendance Policy:
- Students in grades K-8 will be allowed 5 parent notes a semester. No more than 10 a year.
- Students in grades 9-12 will be allowed 3 parent notes a semester. No more than 6 a year.

Robertson County School Board Policy: An accumulation of 8 unexcused early dismissals and/or unexcused early checkouts will be considered a one-day unexcused absence.

Absentee Policy / Absence Information

- Scholars must report to the secure entrance if they have missed the previous day or any part of the previous day to receive an attendance note.
- A note from a parent, guardian, or doctor should be presented. The note should be complete with dates, reason for absence(s), signature, and phone number for verification.

- If a scholar has missed 3 consecutive days due to illness, a doctor's note may be required.
- In the event of excessive absences, the school reserves the right to request a doctor's note at its discretion.
- To leave campus after he/she has arrived, a scholar must give the office a written notice by a parent and the scholar must sign out in the main office. **There will be no phone check-outs. All parent notes sent by email will be verified by phone call.**
- **SENIOR SKIP DAY IS RECOGNIZED AS AN UNEXCUSED ABSENCE as this is not a school sponsored event.**

Absence Procedures

- An unexcused absence will be marked in PowerSchool. Once the scholar brings a note and gives it to the front office, the unexcused absence will be marked as excused if applicable.

Check-Out Procedure

- Any scholar leaving campus for any reason after s/he has arrived at school must sign out through the main office.
- Scholars who require an early check-out should turn in a note to the main office with date, time of check-out, reason, signature of parent or guardian, and phone number for verification upon arrival to school. **If verification cannot be obtained, the scholar will not be allowed to check out.**
- Scholars checking out early should report to the main office at the appropriate time and sign out before leaving the building. Scholars must leave school grounds after signing out.
- **Scholars who need to check out should remain in the classroom until called and requested to report to the main office. Scholar drivers may come to the main office at the time listed on the early checkout list.**
- **When picking up a scholar for early dismissal, the individual must come in to sign the scholar out and must be on the scholar's data sheet. ID will be required.**

Robertson County Schools Board Policy 6.230

3. When dental and medical appointments cannot be scheduled outside school hours, a parent of legal guardian must send a signed, written request for dismissal or call for the student **in person**. Schools may require an official verification of the appointment prior to excusing the absence.

Early Dismissals

- Scholars must sign out with parental note or be accompanied by a parent who signs them out. There will be NO phone check-outs. All parent notes sent by email will be verified by phone call.
- Scholars must leave the building immediately once signing out and are not permitted to remain on school property.
- Any scholar who leaves school without permission and/or without signing out in the office after arriving on school property will be subject to ISS or suspension. Driving privileges may also be revoked. Parent conferences will be required for students who skip.

Late Arrivals

Scholars reporting to school after 8:30 should report to the secure entrance to sign in. These scholars will be issued an admission slip to class. The scholar's name and time of arrival will be recorded.

Student Responsibility Concerning Attendance

- All missed class work or tests may be made up.
- A reasonable effort must be made, and ample opportunities must be provided by school personnel. Grades may reflect less than full credit. (Exceptions include pre-announced tests and term assignments that will be due upon return.)
- School work and tests missed for suspensions may be required to be made up.
- Scholars may be denied the privilege of making up work missed as a result of an unexcused absence or suspension.
- It is the responsibility of each scholar to initiate the desire to make up the work on the day s/he returns to class.

Parent or Guardian Responsibility Concerning Attendance

- It is the responsibility of the parent or guardian to provide, in writing, a note for any absence, tardy to school, or early dismissal; in addition, a phone number must be provided. In case of emergencies, the parent must sign the scholar out in the main office. **There will be NO phone check-outs. All notes sent by email will be verified by a phone call.**
- Parents, not the school, are ultimately responsible for their child's attendance according to Tennessee Code Annotated (TCA) 55-50-321 and TCA 49-6-3017. Parents may be subject to legal fines and/or imprisonment if charges are filed.

Discipline Procedures

Tardies

Scholars are classified as tardy when they are not inside the classroom as stated in the schedule, and they do not have an excuse note from another staff member. This pertains to each class period.

Scholars should be mindful of tardies as tardies influence truancy. Concerning truancy, 8 unexcused tardies = 1 unexcused absence. Students that accumulate unexcused tardies/early dismissals may be required to attend an attendance advisory session during Byrn Time. Students will also serve ISS after their 5th unexcused tardy and/or unexcused dismissal. Students will also serve ISS after the 10th and 15th. If a student reaches 20, the student will receive OSS at 20 and for each additional 5. This will start over at the beginning of every semester.

In-School/Out-of-School Suspension

ISS may be assigned to scholars for skipping classes, disrupting the classroom environment, disrupting the normal progression of the school day, or failing to follow school policies and procedures. OSS may be assigned to scholars for more severe behaviors as outlined in the county handbook.

- **If a scholar is checked out of school when s/he is serving ISS, s/he must complete the remainder of the ISS time on the day s/he returns.**
- **Upon accumulating 10 days of ISS, a scholar may receive one day of out-of-school suspension (OSS). Further infractions may earn the student an additional day of OSS.**
- **If a scholar is suspended out of school for a cumulative total of 10 days over the course of the school year, a referral may be made to the DHA, and administration may recommend that the scholar be placed in an alternative setting.**

Hallway Procedures

- No scholar is allowed outside of the classroom without the permission of a teacher. Any scholar found outside of the classroom without a hall pass could be seen as skipping and is subject to being placed in ISS.
- Scholars should not be in the gyms, locker room areas, or on the athletic fields unless they are assigned to a physical education class during that time period.
- If a scholar needs to go to the parking lot area during the school day, they should see an administrator for permission.
- Move quickly to your destination. Congregating in the hallway should be avoided.
- Use appropriate language in the hallway.
- Refrain from public displays of affection.

Scholar Appearance

Dress Code Policy 6.310

Scholars shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school, during the school day and any school events on school property. Any clothing that exposes underwear or body parts is prohibited. Specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) may be developed but include the following areas

- **All faculty and staff share a responsibility to enforce the appearance and dress code.**
- **No shorts, skirts, or jeans with holes more than three and one-half inches above the fold of the knee.**
- No head covers or sunglasses are to be worn in the building without the permission of an administrator.
- Highschool scholars may wear hats.
- No shirts or blouses that have a bare midriff or revealing neckline.
- No tube, tank, backless, or see-through tops (unless there is a full tank top underneath that covers the stomach and ALL undergarments).
- No sleeveless shirts that have excessively large or revealing sleeve openings. All jackets and vests must be worn over a shirt.
- No sagging pants.
- No attire depicting or promoting violence, alcohol, tobacco, drugs or inappropriate images.
- No dusters, trench coats, or coveralls.
- No clothing containing advertisement for gangs, hate groups, illegal activities, or offensive language.

- All gang symbols and clothing are prohibited.
- Shoes/sandals must be worn at all times. No house shoes allowed.
- No spikes, chains, or other items that cause a safety concern.
- Uniforms of cheerleaders and jerseys of athletes may be worn on the day of a game or pep rally at the discretion of the coach or sponsor.
- When a scholar is attired in a manner that violates the school dress code or is likely to cause disruption or distraction, the school and its administration reserves the right to ban additional clothing.

Discipline for Scholar Appearance

The following will be considered appropriate discipline measures for violations of the Innovation Academy dress code:

- If the violation can be corrected, it will be done immediately.
- If it cannot be corrected at school, the scholar may call home to get the violation corrected. If a violation cannot be corrected, the scholar may be placed in ISS for the remainder of the day.
- If a scholar repeats a dress code violation, the scholar may be placed in ISS for the remainder of the day.

Tobacco Policy

- Possession or use of tobacco products including vaping materials is not allowed.
 - The first offense consists of a formal warning letter to the parent and 1 day of ISS.
 - The second offense will result in 1 day of OSS.
 - The third + offenses will result in 2 days of OSS.
 - Persistent violation may result in a referral to the DHA.
 - Students serving as lookouts for smokers may be treated as if they were smoking.
 - Students are not to be in possession of lighters or matches at school. These are considered smoking paraphernalia.

Cell Phone and Electronic Device Policy

- Scholars in grades 3-12 may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carry-all. Such devices include but are not limited to wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream or interact with wireless technology; cell phones, laptops; tablets; and mp3 players. At no time shall a scholar operate a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, or other locations where such operation may violate the privacy right of another person. Violation of this policy may result in confiscation of the device and other disciplinary actions.
- During academic classes and on the school bus, cellular telephones and electronic devices must remain turned off and concealed. They may be used with teacher/administrator approval.
- The scholar who possesses a cellular telephone or electronic device shall assume responsibility for its use and care. At no time shall the school be responsible for preventing theft, loss, or damage to phones or electronic devices that are brought on school property.
- Violations of this policy will have the following consequences:
- First Violation of School Year- **\$10.00** fine to be collected prior to return of device or the parent may choose to leave the device in possession of the school administrator for three school days.
- Second Violation of School Year- **\$20.00** fine to be collected prior to return of device or the parent may choose to leave the device in possession of the school administrator for five school days.

- Third Violation of School Year- **\$30.00** fine to be collected prior to return of the device or the parent may choose to leave the device in possession of the school administrator for the remainder of the grading period or ten school days, whichever is longer.
- Additional Violations of School Year- **\$40.00** fine to be collected prior to return of the device or parent may choose to leave the device in the possession of the school administrator for the remainder of the school year.
- If a scholar refuses to surrender a cell phone to the teacher when in violation of the rule, the phone will be collected by an administrator, and the scholar will be assigned to ISS for the remainder of the day. Should the scholar refuse to surrender the cell phone to an administrator, they may be suspended for up to two school days.
- All fines collected from the violation of the Cell Phone and Electronic Device Policy will be designated and deposited into the school technology fund. The fund will be used to assist the school in meeting its technology goals.

Plagiarism

- Is a violation of *Board Policy 6.300 Cheating and lying*.
 - The teacher or staff member determines the offense and if the scholar understands the nature of the offense.
 - Disciplinary Options as recommended by the *Board Policy; Misbehaviors: Level I*
 - Verbal reprimand
 - Special assignments
 - Restricting activities, withdrawal of privileges

General Policies

- There will be absolute respect for all personnel of the school.
- There will be no running, sliding, or horseplay in the halls.
- Use of vulgar or profane language is not allowed.
- The use of headphones in the hallways is not allowed.
- The Robertson County School Board Policy will be followed in regards to all electronic devices.
- Additionally, the use of electronic devices to include cameras or smart phones is not allowed in school locker rooms.
- Strong displays of affection are not allowed.
- Unless it is a class activity or the scholar has a pass to the specific area, it is not permissible to be on or near the athletic fields, gymnasiums, and locker rooms during regular school hours.
- If a scholar needs to go to the parking lot during regular school hours, they should obtain a pass from an administrator.
- The following items have no place in the school environment and are not allowed: electronic games, laser pointers, guns, knives, weapons of any kind (Zero Tolerance Policy), any toy that resembles a weapon in any way, gambling devices, fireworks of any kind, large sums of money, and fund-raiser items for outside organizations.
- The following are grounds for automatic suspension and are not allowed: misbehavior while in ISS, gambling, extortion, and fighting. Extreme and repeated cases may result in suspension to the DHA.

- Stealing is unacceptable. Consequences may include a reprimand, a scholar-parent-administrator conference, ISS, or suspension. In extreme cases a citation to Robertson County Juvenile Court may be issued as well as suspension to the DHA.
- Destruction of school property will not be tolerated. Consequences may include a reprimand, a scholar-parent-administrator conference, ISS or in extreme instances suspension to the DHA. In addition, scholars may be required to repair or pay restitution for the damaged property.
- **The vending machines are to be accessed only during class changes. Scholars should not ask for passes out of class to purchase snacks or drinks.** The purchase of drinks or snacks in the cafeteria is allowed only during assigned lunch periods.
- We take pride in a clean, neat, and litter-free campus. Scholars who purchase snacks or drinks should place litter in the appropriate containers.
- All scholars should have a place to be sent in case of an emergency. Also, an emergency phone number should be on file in case the parent/guardian cannot be reached.
- All individuals driving on school property must drive in a safe manner and observe the 20 mile per hour speed limit. Violators may lose driving privileges on school property, and in extreme cases may be cited to the Robertson County Juvenile Court. Scholars must purchase and display a parking permit to park on school property. The cost of a parking permit is \$10.00. The cost to renew the parking permit is \$5.00.
- As per federal and state law, any zero-tolerance issue will mean suspension to the DHA after appropriate investigation. **Federal and state law prohibits the possession of controlled substances, firearms, or knives of any kind on school property or at any school related event at any time. Transmission by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention.** Any knife over 4 inches in length will result in an automatic referral to the DHA. State law and board policy classify alcohol as a zero-tolerance issue. Assault and battery may be considered a zero-tolerance issue as well.
- Classroom rules should be posted for all scholars entering the room to view. Classroom rules and procedures should be taught and reviewed on a regular basis.
- Any effort to solicit or collect money at school must have prior approval of the principal.
- Sales of candy, pencils, etc. for non-school organizations are not allowed.
- If a scholar becomes ill or is injured, they should respond to the nearest staff member immediately or send a peer to get staff if unable to report it to him or herself.
- If outside food or drink is brought to school during school lunch periods, it may not be in its original fast food/restaurant container. This is considered a violation of federal funding.
- Items such as textbooks, laptops, athletic or band equipment, etc. that are not returned or paid for will result in the scholars' PowerSchool accounts being locked until the fee has been paid.
- The administration reserves the right to make all rules necessary for the smooth functioning of the school.
- All scholars will be notified of any additional rule changes.

Lockers

- Lockers are school property and subject to search. Each scholar should use his/her own locker.
- The school will not accept responsibility for stolen articles.

Using the Library Media Center or Computer Labs

- Library books may be checked out for a period of two weeks.
- Middle school scholars may check out up to two books at a time. High school scholars may check out up to four books at a time.
- Report cards will be held if the scholar fails to comply with book return regulations.
- Scholars taking material from the library without permission may be prohibited from checking further materials out.
- An internet license is required for scholar use of an internet workstation. This license form is completed during online school registration each year. Research on the internet must be of an educational nature. No school computer is to be used for establishing or checking personal e-mail accounts (such as Yahoo, AOL, etc.) or sending e-mail messages to others. School computers are monitored and privacy regarding internet use should not be expected by users.
- **Individual scholars visiting the library are expected to bring a pass from their classroom teacher. This includes the lunch period.**

Use of the School Phone

- If needed, scholars may come to the front office to use the phone after permission from the classroom teacher.

Motor Vehicle Regulations

- Parking permits will be issued at the beginning of the year.
- The permit will cost \$10.00 (\$5.00 to renew) and must be displayed as directed in the vehicle at all times. Parking permits may be obtained anytime during the school year from Officer Edwards. The parking lot will be monitored daily.
- **Scholars are not to be in the parking lot or use cars during the school day without permission from administration.**
- **Scholars must enter the building when they arrive at school and not remain in their cars.**
- Scholars must not park in a designated faculty, staff, visitor or handicap space (unless prior approval given for handicap.)

Bookkeeping

- Fees may be paid through our online Cash App. <https://rcstn.schoolcashionline.com/>
- We accept checks for payment at the bookkeeper's discretion.
- If a check is returned from the bank, the parent/guardian will be responsible for the amount of the check. No other checks will be accepted from this person.

Provisions for Textbooks

- If a scholar is issued a textbook, the textbook should be returned to the teacher at the end of the term.
- If a book has been in any way unduly abused or lost, the scholar will be fined for the damage or loss of the book.
- **Upon issuing a textbook to a scholar, teachers will write the name in the textbook and record the book number upon issuing it to the scholar.**
- Report cards will be held for lost textbooks.

Athletic Requirements

- Innovation Academy of Robertson County is a member in good standing with the Tennessee Secondary Schools Athletic Association.
- At any athletic event, students represent Robertson County Schools. Misbehavior could result in disciplinary action.
- This includes those scholars who co-op with SHS.

Visitors

- All visitors should enter through the secure entrance of the building. Scholars should not open doors to allow visitors access to the building.
- All visitors are required to report to the main office, sign in, get permission for the visit and acquire a visitor's pass. This must be done immediately upon entrance to the building.
- Scholars are not allowed to bring visitors to spend the day with them because of space, organization and added responsibilities.

Bus Rules

- Scholars will be assigned seats based on pick up and drop off.
- Failure to follow these requirements will result in the loss of bus riding privileges.
- School buses are extensions of the classroom and misbehavior does not stop at the end of the school grounds.
- Scholars shall remain back from the roadway while awaiting the arrival of the bus. They should refrain from throwing things and playing at a bus stop.
- Scholars shall enter the bus in an orderly fashion and go directly to a seat.
- Scholars shall keep their hands, arms and head inside the bus.
- There shall be no shouting, roughhousing, or throwing things on the bus.
- All articles such as athletic equipment, books, musical instruments, and so forth must be kept out of the aisles.
- The emergency door must be used for an emergency only. Scholars shall not touch safety equipment on the bus.
- There shall be no smoking at any time on school buses.
- Glass containers are not allowed on school buses.
- Scholars who must cross the street at a bus stop shall not do so until they receive a signal from a bus driver.
- All directions given by the bus driver are to be followed.
- Any violation of bus rules will result in appropriate disciplinary action.

Morning Arrival

- Scholars may enter the building at 8:00.
- Once scholars have entered the building, they will be dismissed by a monitor to get breakfast and go to their homeroom teacher.
- During this time, scholars may take notes to the front office, i.e., absent notes, early dismissal, alternate transportation etc.

Afternoon Dismissal

- Parents picking up scholars may do so by entering the car rider line in the front of the building. When given permission, scholars will cross the parking lot to get in their car.
- Notes are required from both sets of parents for scholars to go home with each other. A note will also be required if they are going to ride a different bus or get off the bus at a different location. **Notes must be turned in to the front office by 8:00.** If there is no note, the scholar will be placed on his/her regular bus.
- All scholars should be out of the building once buses have been called, unless participating in extracurricular activities.

Lunch Period Procedures

- **Scholars are not to remain in classrooms to heat up lunches (unless given teacher approval).**
- **Scholars are not permitted to leave school for lunch.**
- **Scholars are not allowed to eat in a teacher's classroom (unless given teacher approval).**

Computer Lab Policies

- Scholars using computer labs with their classroom teachers must adhere to all Robertson County School Board policies regarding computer lab and technology usage. The following are general rules and policies that must be followed.
 - **No food and drink will be allowed at any time in the computer labs.**
 - **Scholars must have an Internet license in order to use the internet.**
 - **Scholars will be held liable for any inappropriate use of the computer labs.**

Medication Policy

No school official/teacher will routinely dispense medication to scholars except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be present, only the principal/designee will administer the medication in compliance with the following regulations.

All medications must be:

- Stored in the nurse's office.
- Brought to school by a responsible adult in a properly labeled pharmacy container (prescription drugs), or unopened bottle (over the counter medications)
- Accompanied by written permission from the parent/guardian.
- All medications require a physician's order demonstrating the necessity for such medication and the need to administer such medication, at school, during school hours (8:30 a.m. to 3:30 p.m.). Medications to be given at school do not include medications taken daily or twice daily as these medications can be administered at home. Medications taken three or more times each day will be considered.
- This does not include, as needed or PRN medications such as albuterol multi-dose inhalers or epi-pens which a scholar, with a physician's order, may carry on their person.

- **Emergency Medication:** Epi-pens and inhalers may be kept with the student. Scholars carrying epi-pens or inhalers must have a physician's order stating they can use the epi-pen/inhalers without supervision. This physician's order must be accompanied by written permission from the parent or guardian.

Over the Counter (OTC) Medicines:

- Must be brought to school in a **NEW, UNOPENED** container and **LABELED** with the scholar's name and a physician's order or letter from the parent or guardian detailing the necessity that such medication is needed.
- OTC medications shall be administered according to the manufacturer's recommendations, unless accompanied by a physician's order demonstrating his order for a different dosage to be administered.
- Aspirin/aspirin containing products, herbals and vitamins will not be administered without a physician's orders.

Physician's Orders and Parental/Guardian Consent to Treat: Innovation Academy has a full-time Registered Nurse (RN) on duty. A copy of all required orders and consent forms may be obtained from the school clinic. In most cases School Health Services can assist in obtaining physician's orders. It is advisable that each parent or guardian, of a child who requires medications at school, first speak with the RN on duty to ensure such medications are both appropriate to be dispensed at school and to ensure the required order(s) and consent form(s) are obtained.

Note: Medications will NOT be dispensed without a signed physician order and/or parental or guardian consent has been obtained. There will be no exceptions to this requirement. It is incumbent upon the parent or guardian to ensure that required physician orders and parent/guardian permission and required forms are completed in order for the timely administration of required medications(s) at school. In lieu of this, parent/guardian may come to school and provide their child medications(s) without restriction. However, if such medications (as with narcotics) impair the scholar's normal function such that the school nurse or other medical professional determines that they are unsafe or may suffer physical harm, the school reserves the right to obtain the level of medical intervention to include emergency medical assistance and/or treatment deemed appropriate under the circumstances. In all cases the parent/guardian will be notified, if possible, prior to any intervention.

Robertson County Schools' Bullying and Harassment Procedure

The Robertson County Schools' Bullying and Harassment Procedure will be disseminated annually to all school staff, students, and parents via the Robertson County Handbook and website. This policy is in effect while students are on school property, at any school sponsored activity, on school provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. ("Cyber-bullying" is bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.)

Bullying is conduct that meets one or more of the following criteria:

1. Is an act directed at one or more students that is intended to harm or embarrass.
2. Is repeated over time; and
3. Involves an imbalance of physical, emotional or social power.

Bullying can be conducted verbally or in writing (teasing, name calling, taunting, threatening to cause harm) socially/relationally (hurting someone's reputation or relationship), or physically (hurting someone or their possessions).

“Bullying” can be conducted verbally and in writing (teasing, name calling, taunting, threatening to cause harm) socially/relationally (hurting someone’s reputation or relationship), or physically (hurting someone or their possessions).

Other acts of violent behavior may include:

Hazing is any intentional or reckless act, on or off any property owned by Robertson County Schools, by one student acting alone or with others that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student’s mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Reporting and Investigations

The policy requires the principal and /or principal’s designee, at each school to be responsible for investigating and resolving complaints alleging violation of this policy. They are responsible for determining whether an alleged act constitutes a violation of this policy. They shall conduct a prompt, thorough, and complete investigation of each alleged incident. Once determined as the result of an investigation that the policy has been violated, within the parameters of the Federal Family Educational Rights, and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant and accused student(s) and to the Director of Schools. Documentation of all alleged violations of the bullying policy will be kept for historic reference.

All school employees are required to report alleged violations of this policy to the principal and/or principal’s designee. All other members of the school community including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously; however, such complaints may affect the school’s ability to issue formal disciplinary action.

Preventions and Intervention Response

Consequences and appropriate remedial actions (correct the problem behavior, prevent other occurrences of the behavior; and protect the victim of the act) for anyone who commits one or more acts of harassment, bullying, or other acts of violent behavior may range from positive incentives up to and including suspension or expulsion, as set forth in the Robertson County Board of Education’s approved code of conduct.

School administrators shall consider the nature and circumstances of the incident, the age and maturity of the student, the degree of harm, previous incidences or pattern of behavior, or any other factors, as appropriate to properly respond to each situation. Consequences for a student who commits an act of harassment, bullying or other act of violent behavior shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance, and must be consistent with the Board of Education’s approved code of student conduct.

Reprisal, Retaliation, and False Accusations

The Robertson County Board of Education prohibits reprisal or retaliation against any person who reports or assists in any investigation of an act alleged in this policy. It prohibits any person from falsely accusing another of having committed an act of harassment or bullying as means of reprisal or retaliation. The consequences of appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

District Contact

Teresa Leavitt, Supervisor of Student Services

Phone: 615-384-5588

Email: teresa.leavitt@rcstn.net Website: http://www.rcstn.net/student.services/student_services_home

Grading

Innovation Academy of Robertson County uses the grading system designated by the Robertson County Board

of Education.

- Conduct grades shall be based upon criteria developed within each school and shall be:
 - E - Excellent
 - S - Satisfactory
 - U – Unsatisfactory

- In grades 6-12, the following scale is used:
 - 90– 100 A
 - 80 – 89 B
 - 70 – 79 C
 - 60 – 69 D
 - 50 – 59 F

Classification

According to Robertson County School Board Policy, 26 credits are required to graduate.

- 0 – 5 Credits: Freshman
- 6-11 Credits: Sophomore
- 12-19 Credits: Junior
- 20-26 Credits: Senior

Schedule for Middle School

Doors Open/Breakfast 8:00 – 8:30

Announcements/ Pledge - 8:30

Period	Block	Time
Announcements		8:00-8:35
1	1	8:35-9:26
2		9:30-10:15
3	2	10:19-11:04
4		11:08-11:53
5	3	11:57-
6		-----1:52
7	4	1:56-2:41
8		2:45-3:30

MIDDLE SCHOOL TEACHERS	ROOM NUMBERS
Green	115
Hall	101
Owensby	104
Schnetzler	100
Worsham	114
Galbreath	110
Lipscomb	112
McIntosh	109
White	111
Ellison	201
Gertsch	203
Iwanowski	306
Smith	304
Eberle	Library
Black	Library computer lab
Stanley	206
Seay	207
Jones/Weaver	Gym
Jernigan	106
Lawson	108
RISE	OS4
CTE	OS1

High School Room Assignments

HIGH SCHOOL TEACHERS	ROOM NUMBERS
Cassidy	311
Fowler-Sisco	105
Howell	102
Jordan	202
Richards	305
Ruggeri	313
Shepard	309
Stewart	301
Talladay	303
Vaden	210
Wagner	302
Weisner	312
Matherley	Gym
Lawson	108
Jernigan	106
Seay	207
Stanley	206

Daily Schedule for High School

Enter building, breakfast, or report to 1st block - 8:30 a.m.

Announcements/Pledge/Moment of Silence - 8:30 a.m.

First Block: 8:41a.m. - 10:00 a.m.

Second Block: 10:04 a.m. – 11:00 a.m.

LUNCH: 11:00 a.m.-11:24 a.m.

Second Block: 11:30 a.m.-11:50 a.m.

Academy Time: 11:52 a.m.-1:48 p.m.

Fourth Block: 1: 52 p.m. - 3:30 p.m.

Scholars should load buses or go to designated departure areas at dismissal.

Trade School: 1:45- 3:30

**Innovation Academy of Robertson County
Acknowledgement Form 2023-2024**

Please check the boxes and sign the bottom of this form indicating that you and your student have read and understand the policies and procedures established for Innovation Academy of Robertson County.

- My scholar and I have received a copy of the 2023-2024 Innovation Academy Scholar Handbook.
- My scholar and I have read and understand the policies and procedures established for Innovation Academy of Robertson County.

Signature of Parent

Date

Signature of Scholar

Date