

**Greenbrier High School Student Handbook**  
**2024-2025**



**Greenbrier High School**  
**126 Cuniff Drive, Greenbrier, Tennessee 37073**  
**615-643-4526**  
<http://ghs.rcstn.net>

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**Greenbrier High School Administrators**

**Dr. Katie Osborne, Principal .....Main Office**  
**Mrs. Dionne Springfield, Assistant Principal.....400 Hall**  
**Mr. Larry Staggs, Assistant Principal.....300 Hall**  
**Mr. Shane Sutton, Assistant Principal .....200 Hall**

**School Arrival**

**Commons Area:** Student access will begin at 7:30 am. All students arriving to school between 7:30 and 7:50 am will be required to report to either the Commons Area or gym. (Students eating breakfast will report to the Commons Area; Students not eating breakfast will report to the gym.) Students are not permitted to bring outside food or open containers of drink into the school.

**Automobiles/Parking Lot:** Students who drive personal vehicles to school must obtain a parking permit which may be purchased for \$10.00 at the beginning of the school year. Permits must be visible in the front window of the vehicle and must be visible from the outside of the vehicle at all times when the car is parked on campus. Student parking is located in the front of the building. Students are not permitted to park behind the school building; only assigned parking spaces. Parking permits are numbered according to each assigned parking space. Students are not allowed to transfer or exchange their assigned permits to or with other students. Violators will be disciplined and are subject to loss of driving privileges on campus.

Parking permits will be available until all spaces are sold. It is on a first come, first served basis. Once the lot is full, students may apply for a parking permit but will be placed on a first come, first serve waiting list. Students must have a parking permit to park in the Overflow Parking Lot. Lost permits must be replaced by the purchase of a new permit.

Students driving to school must enter the building upon arrival to campus. Students are not permitted to remain in the parking area and are not allowed in the parking area at any time during the school day without administrator’s approval. Violators will be disciplined.

Cars are not allowed to enter the bus loading area nor are they to enter the first section of faculty parking during the morning car rider drop off times or the afternoon car rider pick up times. This area needs to remain clear of traffic. Form two lines beginning with the second section of parking. All vehicles which enter school grounds are subject to be searched. The school is not responsible for any damage to vehicles parked on campus. Students are responsible for any items in the vehicle they drive to school and responsible for the actions of their passengers. Driving recklessly or in an unsafe manner may result in the student being prohibited from driving on campus. The campus speed limit is 10 mph. Student drivers will yield to buses and pedestrians while on school grounds.

**Buses:** All students arriving to campus by bus are to report directly to the Commons Area or gym upon unloading. Please be aware that bus transportation is a privilege. Repeated misbehavior will result in bus suspension and/or removal of bus transportation to school. Students requesting to ride an unassigned bus home with a friend must have a signed parent note allowing permission and friend must also have signed parent note granting permission. Both notes must be signed by an administrator by noon on date requesting transportation. Due to full capacity, these buses cannot allow students to ride the bus home with a friend: 38, 70, and 66 and more may be added.

**Breakfast:** One breakfast per day is free for every student. The breakfast line will close at 7:55 a.m. Being late receiving breakfast does not excuse you from being tardy to first block.

**Student Dress Code** (Dress Code Policy 6.310): Students 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:

1. No head coverings, except for religious head coverings and coverings for medical reasons
2. No bare midriff, revealing necklines
3. No shorts or jeans with holes more than three and one-half (3.5) inches above the fold of the knee
4. No tube, tank, see through tops

5. No sagging pants
  6. No attire promoting alcohol, tobacco, or drugs
  7. No dusters or trench coats
  8. No clothing containing advertising for objectionable causes or offensive language
  9. No gang related clothing
  10. Shoes/sandals must be worn at all times (tied/fastened)
  11. Outer clothing which resembles lounge wear, pajamas, or underwear is prohibited
  12. No spikes, chains, piercing, or other items that cause a safety concern
- When a student is attired in a manner that violates the school dress code or is likely to cause disruption or interference with the operation of the school, the teacher and/or principal shall take appropriate action.

**Personal Communication and Electronic Devices:** Students in grades 6 – 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-alls. Due to an increase with excessive cheating and classroom disruptions involving cell phones, teachers can request cell phones to be stored in a safe area during class time. Such devices include but are not limited to: wearable technology such as eye glasses, 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 student operate a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location 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.

At no time shall the school be responsible for preventing theft, loss or damage to devices brought onto school property.

Students are allowed to use personally owned devices in the classroom for education purposes only, and this must be done under the direct supervision of the teacher.

1st offense— Confiscation of device; return in 3 school days or \$10 fine.

2nd offense— Confiscation of device; return in 5 school days or \$20 fine.

3rd offense— Confiscation of device; return in 10 school days or at end of

grading period, whichever is longer, or \$30 fine.

4th offense— Confiscation of device; return at end of semester or \$40 fine.

Items confiscated and stored are not the responsibility of Greenbrier High School.

All students will receive a laptop for classroom use. All student/parent understand that they are responsible for equipment that is school issued including all accessories. This equipment is treated the same as textbooks issued according to board policy (Student Fees and Fines 6.709, Care of School Property 6.311). An optional protection plan can be purchased. This protection plan covers accidental damage and theft. This plan does not cover negligence.

All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such.

**Safety instruction:** Students will be given appropriate instruction in internet safety, security, appropriate online behavior and cyberbullying awareness. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/Students have no expectation of privacy with regard to such data.

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Robertson County Schools Technology Resources, including the Internet.

- Loss of access to Internet and or use of computers or other technology resources
- Additional disciplinary action to be determined at the school or district level in line with existing practice regarding inappropriate language or behavior
- Legal action, when applicable

Sanctions listed above may also apply when activity away from school is harmful to or involves other students/staff and/or causes a disruption with regular school business.

The information above is an overview of Board Policy #4.406. You can review the

entire board policy at [http://www.rcstn.net/board\\_of\\_education/policies](http://www.rcstn.net/board_of_education/policies). Board policy will be enforced in all Robertson County Schools.

### **The School Day**

**Lockers:** All students will be issued a locker at the beginning of the school year by administration. Locker rental fee is \$5 and does include the rental of a lock. Students must use the locker and lock assigned to them. Students are responsible for the contents of their assigned locker at all times. It is expected that all students will use only the provided lock. The lockers are property of the school and are subject to search. Students are required to maintain a clean and sanitary locker. The school is not responsible for contents inside the locker.

**Block Schedule:** Greenbrier High School follows a “4x4 Block” schedule. Students attend four, 90-minute classes each school day. Bell schedules will be provided for adequate change of classes as well as opportunities for students to receive additional instruction and enrichment during the school day.

**Announcements:** School Announcements, Pledge of Allegiance and Moment of Silence will begin each school day. Please be respectful to all students as these opportunities are given.

**Lunch:** Students will eat lunch during their 3<sup>rd</sup> block class time. All students are required to go to the Commons Area for lunch and remain there until dismissed. Students will eat during one of four assigned lunch periods. Lunch periods will may rotate each nine weeks. Students are expected to maintain a clean and orderly lunch environment. Students must also follow all posted cafeteria rules or be subject to disciplinary action. On Monday, by 8 AM lunches may be prepaid. Visitors are limited to immediate family only and with administrator approval.

**Leaving the Classroom:** Students are required to stay in the classroom during allotted class times. Hallways will be clear of students except during class changes or in emergencies. No student is permitted out of the classroom without an appropriate hall pass given by the classroom teacher.

### **Attendance**

**Absences:** Student attendance is very important. A student who was absent on the previous day must present a note from the parent/guardian to the attendance office before the school day begins. An admission slip to class will be issued and must be signed by all of the student's classroom teachers.

Attendance is mandatory in the state of Tennessee until the age of 18. Attendance issues at GHS are handled by the Attendance Office, located at the entry of the 300 hall.

**Vacation/Non-School Related Field Trips:** Students are required to submit parent note three days prior to absences for vacation or any non-related school field trip(s). This note must be signed by an administrator and given to attendance office three days prior to absence(s). Parents and other organizations are encouraged to observe the approved school calendar in planning for personal trips. Attendance on fields trips and other extracurricular activities are subject to administrative approval and dependent on student attendance. Tardiness and absenteeism in and from school may prevent a student from attending a field trip or other activity.

**Absences during Exams:** Board policy states all students must take exams DURING assigned exam time. No excused absences will be permitted without prior written administrator approval. Makeup times for exams will be arranged with teacher and student at the beginning of the grading period. GHS strongly encourages parents to avoid early dismissal on exam days.

**Tardies:** Students who accumulate five tardies through tardy sweep will also be subject to being assigned In School Suspension. Lunch detention will be assigned for each tardy above and beyond 5. If attendance does not improve, students will be subject to after school detention, loss of driving privileges, lunch detention and suspension to after school activities including sports.

Students who have not entered their 1<sup>st</sup> block class before 8:00 AM will be required to sign in at the front lobby during tardy sweep for attendance purposes. These students will be required to complete a writing assignment before receiving permission to go to their 1<sup>st</sup> block class. Students who do not enter their 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> block classroom before the tardy bell sounds will be required to report to a designated room and receive a slip to return to class.



**Consequences of Tardiness:**

5 tardies- 3-Day detention (lunch or after school)

8 tardies- 5-Day detention (lunch or after school)

10 tardies- 1 day ISS, request parent meeting

15 tardies- 2-day ISS

20 tardies- 3-day ISS no participation in athletic/extracurricular activities, put on warning in writing that 5 more tardies, will result in the loss of prom and other extracurricular activities.

25 tardies- loss of prom and other extracurricular activities

**Early Dismissals:** Students leaving early must provide a note from home to the attendance office by 7:55 AM. Should a student become ill during the school day the procedure will be expected the student report to the nurse. The nurse will then determine if the student is too ill to remain at school. Parent will be notified by nurse if early dismissal is required. Parent will then be expected to come to the attendance office to sign the student out, or the parent/guardian must speak with an administrator or the school nurse by phone to authorize the student to leave. Students leaving without the approval or knowledge of the school are subject to suspension. Students are required to use school phones with school personnel to contact parents due to illnesses. If school phone is not used, violation of cell phone policy will apply. Students with unexcused early dismissals are subject to ISS. Parents are strongly encouraged to check out students from school only between classes so as not to disrupt the learning environment for the child as well as others. GHS strongly encourages avoiding early dismissals during exams. Accumulation of eight unexcused tardies (those beginning of school day) and/or dismissals will result in one day unexcused absence.

**Student Driver's License** (T.C.A. 49-6-3017): Notice will be sent to the Department of Safety on the proper form of any student who fails to meet the attendance and academic qualifications for a driver's license.

School Attendance: A student must not accumulate 10 consecutive days absence or 15 cumulative unexcused absences per semester. For the purpose of this law, suspensions shall not be counted as unexcused absences.

Copy of notice will be sent to the Office of Student Services when action is taken

and at the close of school for students who will be ineligible through the summer.

To regain eligibility, a student must:

- 1) Attend school 30 days without an unexcused absence
- 2) Meet academic standards by earning 2 credits at the end of a semester or its equivalent (passing 4 subjects at the end of a 9-week grading period). Summer school credits may be used to meet academic requirements but cannot be used to meet attendance requirements.

When it has been determined that a student has regained eligibility, the school shall notify the Department of Safety on the appropriate form.

On second or subsequent violations of eligibility, the suspension of privileges may, at the discretion of the State of Tennessee, be removed until age 18.

**Attendance policy:** Students must be at school and on time and present for that day to participate in extracurricular activities and athletic contest/practice that afternoon/evening/weekend. (principal discretion for documented emergencies or absence).

10 or more unexcused absences in the school year- loss of prom privilege, and driving privileges revoked.

15 or more absences/year- unexcused absences, removal from team roster.

25 or more unexcused absences in the school year- loss of the privilege to participate in graduation.

GHS will accept parent notes to cover 2 days as excused with little scrutiny per semester. Pre-approved trips are included in the 5 total days per semester. Absences above and beyond the 3 days will require a doctor note before the absence can be considered for an excused absence. Please note that consecutive absences for 3 days or more will still require a doctor note before the absences can be considered for an excused absence. Students who were placed on doctor notes the previous school year will remain on doctor notes the current school year in efforts to improve attendance and academic learning.

Unexcused absences shall include but are not limited to:

- (1) car trouble;
- (2) personal business (e.g. cleaning house, shopping, babysitting, errands, hair appointment, work in the private sector).

In order to receive any attendance credit, including credit toward perfect attendance, a student must be present for the majority of the school day in accordance with State Attendance Accounting policies.

Reasons for absences or tardiness and requests for early dismissals before the close of school must be requested by the custodial parent or guardian or those authorized by the parent/guardian to request release. Students participating in school-sponsored activities whether on or off campus shall not be counted absent.

All missed class work or tests may be made up. 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.

Students may be denied the privilege of making up work missed because of an unexcused absence or suspension. All schools will review students' attendance and refer students to the Student Services Supervisor.

An accumulation of **8** unexcused tardies/early dismissals will equal **1** unexcused day, which will contribute to the number of unexcused days (10) necessary to file truancy with juvenile court.

Attendance and tardiness may affect participation in other school related activities.

### **Office Procedures**

**Behavioral Expectations:** Greenbrier High School believes in a Positive Behavior support approach to school management. Students of Greenbrier High School are expected to demonstrate citizenship and model behaviors that society demands of its members. The school seeks to instill in our students ***responsibility, punctuality, and respect***. Greenbrier High School has targeted these specific behaviors and has built our Discipline Plan upon these behaviors. Students are expected to obey instructions from all school employees who are in the

performance of their respective duties. Students are to address all staff members with respectful words and tone. Students are responsible to all school personnel at all times. Substitute teachers are to be treated with the same behaviors as accorded the regular classroom teacher. Likewise visitors to our school whether they are observers, speakers or other guest are to be considered honored guest and will be treated with courtesy and respect.

**Student Health Services:** The school nurse is available Monday through Friday from 7:30 AM to 3:00 PM in the school clinic located on the 200 hall. All students wishing to see the nurse (except in cases of emergency) must obtain an appropriate hall pass from the classroom teacher.

**Medication:** If a student requires medication at school (prescription or not) it must be brought to the school nurse by the parent/guardian and a consent form must be signed. There will be no Tylenol/Advil etc., available for any student unless the parent/guardian brings a new, unopened bottle per School Board policy.

**Telephone Use:** The office telephones are off limits to students except in cases of emergency. Students may receive permission to use phones after determining appropriate need. Any student attempting to use the telephone must have an appropriate hall pass from the classroom teacher. Phone calls allowed or not allowed are at the discretion of administrators and/or office personnel.

**Visitor Policy:** All visitors to the school are required to report to the main office upon arrival. All visitors are required to sign in upon arrival and sign out before leaving. Students are not permitted to bring guests (other students) to school or to have visitors (other students) at school, or during lunch.

**Emergency Preparations:** Emergency drills will be conducted in a regular manner to prepare students, faculty, and staff for emergency evacuation. Students will be required to participate in these drills without causing interruption. Failure to cooperate as instructed will subject students to out-of-school suspension.

**School Resource Officers (SRO's):** School Resource Officers (SRO's) are provided by local law enforcement. While on campus the SRO's are employed, on duty policemen, and will govern as law enforcement officials. They will deal with all

security issues as well as any students who are unruly or disruptive. SRO's may assist in any student misbehavior when directed by the administration. The SRO office is located on the 200 hall.

**Discipline Policy:** The faculty and staff of Greenbrier High School will establish rules and regulations for student conduct and behavior which will meet the appropriate expectations for maintaining a quality level of education in a secondary school. The rules and regulations established for students will complement the Code of Behavior and Discipline established by the Robertson County Board of Education. Likewise, appropriate consequences will be established and enforced in a fair and consistent manner.

Various means of correcting student behavior will be attempted and varied forms of consequences will be used to maintain order, discipline, and safety at Greenbrier High School. Student disruptions and distractions in the classroom, hallways, or at school sponsored activities will not be tolerated and efforts will be made to prevent a reoccurrence of these behaviors. In-School Suspension (ISS) will be used as needed to correct student behavior and conduct. Additional discipline measures will be applied as needed.

**Bullying:** Bullying is defined as someone uses his/her power unfairly and repeatedly to hurt someone physically or mentally. Any individual at anytime should report to a school employee any type of behavior that makes them feel uncomfortable at school as soon as possible.

### **ROBERTSON COUNTY SCHOOLS' BULLYING AND HARASSMENT PROCEDURE**

**Definitions:** 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 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” which involves 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 of affiliations 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, Bob Pruitt, Supervisor of Student Services

Phone: 384-5588 Email: bob.pruitt@rcstn.net

Website: [http://www.rcstn.net/student.services/student\\_services\\_home](http://www.rcstn.net/student.services/student_services_home)

**Sexual Harassment of Students:** Sexual harassment activity toward any student by an employee or another student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures or words of a sexual nature which:

1. Unreasonably interferes with the student's work or educational opportunities; or
2. Creates an intimidation, hostile or offensive learning environment; or
3. Implies that submission to such conduct is made an explicit or implicit term or receiving grades; or
4. Implies that submission to or rejection of such conduct will be used as a basis of determining the student's grades and/or participation in an activity.

Victims of sexual harassment shall report these conditions to the appropriate school official. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges.

In determining whether alleged conduct constitutes sexual harassment, all the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred will be reported to DCS, local law enforcement and investigated. The principal/designee shall be responsible for investigating the complaint. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Director of Schools, and ultimately, to the Board.

**Racial Harassment:** Racial harassment activity toward any student by an employee or another student will not be tolerated. Racial harassment may include:

1. Oral/written statements having racially demeaning implications; or
2. Gestures, or conduct rooted in racial prejudice, or factors or considerations that signal contempt toward others of any race;
3. Evidence, suggestion or implication that racial factors may be considered as a basis for academic or personnel decisions.

Any person who alleges racial harassment by a staff member or student may complain directly to a principal or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting racial harassment will not reflect upon the individual's status nor will it affect future employment, grades or assignments.



## **STATEMENT OF NON-DISCRIMINATION**

**Definition:** The Robertson County School system does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.

**In School Suspension (ISS)** ISS will be scheduled as necessary to correct offenses related to Level I, Level II, and Level III offenses outlined in the Robertson County Schools Student Handbook. These offenses may include but are not limited to classroom disturbance, classroom tardies, cheating, lying, use of vulgar language, harassment, failure to do assignments, failure to carry out directions, or disrespect of teachers and staff. In addition, ISS will be used in cases of dress code violations, forged notes, truancy, bus referrals and conduct, or failure to serve after school detention.

Administrators will schedule an appropriate amount of time for ISS at the earliest possible date and inform the student that this time has been scheduled. Due to the limited assignments made in any school day, it is not necessary to provide specific dates of the assignment but only to provide the knowledge that ISS will be scheduled.

Students assigned to ISS for a specified period during the school day, or for the entire day, will be counted present at school for that specified period of time. Students assigned to ISS will be supervised by appropriate personnel at all times and will be provided textbooks and class work assignments from the regular classroom teachers. Students will receive credit for completing these assignments and will receive assistance as needed by the ISS Coordinator.

Students will be required to work on assignments provided by the classroom teacher and/or the ISS Coordinator. Sleeping and idling time will not be permitted while attending ISS. Students assigned to ISS during the lunch period will be directed to lunch by the ISS Coordinator. Restroom breaks will be provided at the discretion of the ISS Coordinator with at least two breaks provided during the day at appropriate times. Any violation of rules and regulations of ISS will result in immediate out of school suspension of the student.

The ISS Coordinator will alert administrators once a student has been assigned to their fourth day of ISS. A conference will then be held with the student to detail future consequences in the event the student receives an additional day of ISS. After the fifth day of ISS, out-of-school suspension will be used to correct discipline behaviors.

On the fifth day of ISS, parents or guardians of the student will be contacted to inform them of the reoccurring behaviors and offenses. Parents or guardians will be informed that any future violations of student behavior and conduct will result in out-of-school suspension. Only under extreme circumstances will additional days of ISS be scheduled after the initial five days.

**Out-of-School Suspension:** In the event additional consequences become necessary, out-of-school suspensions will be scheduled for continued behaviors and conduct. Should a student be suspended from the school for repeated offenses and suspensions, then a recommendation will be made for a Disciplinary Hearing Authority to consider alternative placement.

**Disciplinary Hearing Authority (DHA):** Upon the recommendation of the DHA, or after the administration of Greenbrier High School has determined that additional consequences for behavior and conduct are necessary, the student and parents or guardians of the student will be required to enter into an agreement concerning behavior and conduct of the student. The agreement shall specify a period of probation during which the student will be required to abide by the agreement. Violation of the agreement will result in immediate suspension from school pending a decision of the DHA and a need for alternative placement.

### Academics

**Graduation Requirements:** Although pathway requirements are specific, all students must obtain the following core credits:

**Graduation Requirements (26 credits total required):**

<u>Core Class</u>	<u>Credits</u>
English	4
Math	4

Science	3
Social Studies	3
Lifetime Wellness	1
Additional PE credit	.5
Fine Art	1
Personal Finance	.5
Elective Focus	3

For additional comments or questions, contact administration or the guidance department.

**Grade Level Classification:** The total number of credits required to move to the next grade level are as follows:

<u>Grade</u>	<u>Credits</u>
10	6
11	12
12	20

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

In grades 1-12, the following scale is used:

93 – 100	A
85 – 92	B
75 – 84	C
70 – 74	D
0 – 69	F

TNReady/EOC grades have a percentage impact on final grades as required in state law.

**Class Ranking:** Grade Point Averages (GPA's) will be computed based on the Robertson County Board of Education policy. A complete copy of GPA and Class Rank procedure is available in the Guidance Office.

**Report Cards:** Student achievement is reported every 9 weeks of the school year. This written report contains attendance information as well as the academic

progress in each class.

**Progress Reports:** Students are given progress reports at approximately the 4½ week point of the 9 week grading period. In addition to academic progress, these reports may contain information regarding student attendance and/or behavior.

**Textbooks:** Most classes will assign students at least one textbook during enrollment in that class. Students are responsible for maintaining each textbook in good condition and returning all books when finished. Students will be assessed a fee for damaged textbooks and replacement cost for lost books. (Fees and replacement costs are specific for each title.)

**Transcripts:** Transcripts may be obtained in the guidance office. Students will need to fill out the appropriate transcript request form. Ample time is needed by the guidance office to prepare official transcripts. After students graduate, they must request the transcript from the district office.

**NCAA Clearing House:** Any student planning on participating in college athletics must be eligible and “cleared” through the NCAA Clearing House. Please check with Guidance regarding this process.

**Guidance Services:** The guidance office is located on the 100 hall and is available to students throughout the school day. Any student needing assistance from guidance must obtain a hall pass from the classroom teacher.

**Library Services:** The library is accessible from both the 100 and 200 halls. The library is open all day. During class time, any student wishing to access the library must obtain an appropriate library pass from the classroom teacher and must sign in upon entrance to the library.

### **Extracurricular Programs**

**Athletic Programs:** The athletic program at Greenbrier High School is governed by the Tennessee Secondary Schools Athletic Association (TSSAA). All athletes are encouraged to excel in their academics while displaying good character, integrity, and sportsmanship.

The following lists the athletic programs offered at GHS as well as the head coach for each program:

Baseball	Mr. Kapke
Boys Basketball	Mr. Magrans
Boys Soccer	Mr. Thompson & Ms. Howard
Boys Track	Mr. Rakus
Cheerleading	Mrs. Herndon
Cross Country	Mr. Whittaker
Dance	Mrs. Elmore
Football	Mr. Elmore
Girls Basketball	Mrs. Harris
Girls Soccer	Mr. Thomas
Girls Track	Mr. Rakus
Golf	Mrs. Goostree
Softball	Mrs. Harris
Tennis	Mr. Mason
Volleyball	Mrs. Holland
Wrestling	Mr. Whittaker

**Eligibility:** Eligibility rules are set up by the TSSAA. The following is a brief summary of the rules:

1. A student must have earned 6 credits of class work the preceding school year.
2. A student must be enrolled in at least 6 full credit courses during the present school year; 3 during fall semester and 3 during spring semester. (Students must be full-time students.)
3. A student is permitted 8 semesters of eligibility beginning with the 9<sup>th</sup> grade.
4. A student shall be ineligible in high school if he becomes 19 years of age on or before September 1.
5. Athletes must live at home with their parents or legal guardians.

In addition to eligibility: No student is permitted to participate in athletic contests until there is on file, with the school trainer, a physical examination signed by a properly licensed Doctor of Medicine certifying the student has passed an adequate physical examination, and, in the opinion of the examining physician, is physically fit to participate in interscholastic athletics. Physicals are only valid

from May 1 to April 30 each year.

**Clubs and Organizations:** The administration and faculty of Greenbrier High School believe that student activities are a vital part of each student's educational process. All students are encouraged to take part in student clubs and organizations. All clubs and organizations are supervised by a faculty member. Some clubs and organizations are linked to academic courses while others are specifically designed as after school activities; some are open to all students while others have criteria for membership. Below is a list of the current clubs and organizations available at GHS. (This list is subject to change.) Beta, Choir, Color Guard, DECA, Diversity Club, FBLA, FCA, FCCLA, FFA, FTA, HOSA, Junior Civitan, Key Club, Marching Band, Mock Trial, Mu Alpha Theta, National Honor Society, Renaissance Action, JROTC, Senior Brothers, Senior Sisters, SGA, Skills USA, Spanish, TSA, Yearbook.

**School Fees (as of May 3, 2023)**

Art History	\$15
Anatomy & Physiology	\$20
Agriculture Fee	\$10
AP English	\$10
Biology I	\$10/\$5 if
dissection specimen is requested	
Biology II	\$20
Business	\$10
Calculator Rental Fee	\$5
Graphing Calc Rental Fee	\$20
Chemistry I	\$10
Chemistry II or AP	\$20
Cosmetology II	\$35
Cosmetology III	\$35
Creative Writing	\$5
Ecology	\$10
English I-IV	\$10
Foods and Nutrition	\$15
Found of Fashion Design	\$10
Fashion Design	\$10
Advanced Fashion Design	\$10
Theater Arts	\$20
Visual Art I	\$20
Visual Art II	\$20
Vocal Music	\$50
Wellness & PE	\$5
Women's Fitness	\$10
Men's Fitness	\$10

Guitar	\$5
Business Technology	\$15
HOSA	\$25
Instrumental Band	\$300
Intro to Human Studies	\$10
Concert Band	\$75
Locker Fee w/Lock	\$5
Marketing	\$10
Math	\$10
Nutrition Science	\$15
Paper Fees	\$5
Parking Decals	\$10
Physical Science	\$10
Physics	\$15
Piano	\$20
Service Learning	\$15
Spanish	\$10
STEM/Engineering	\$10
TAP I, II, III	\$10
Technology Fee	\$5
TSA	\$20

**Athletic Fees**

Cross Country	\$45
Track	\$45
Wrestling	\$30
Tennis	\$175
Golf	\$300
Showstoppers Tryout Fee	\$15 (fee for t-shirt)

## School Counselor

### **Delegation of Responsibilities:**

#### **Mrs. Bethany Montgomery**

Senior Counselor and all responsibilities which include TN Promise, scholarship information/awards, NCAA eligibility, FAFSA, Outstanding Senior Schedule changes/grade changes for all seniors  
ACT vouchers  
PSAT vouchers (when offered)  
ACT Counts/Club 30  
Senior 504 and GHS 504 Contact  
Vol State & APSU Dual Enrollment for seniors  
Grade Level Newsletter  
Grade Level Conflicts  
Leadership Team

#### **Ms. Jamie Hipes**

Freshmen Counselor and Junior Counselor Ker-Z  
Schedule changes/grade changes for all freshmen & ½ juniors  
504  
Vol State & APSU Dual Enrollment for juniors  
Boys & Girls State  
Governor's School  
PSAT  
Job Shadowing  
APSU Dual Enrollment  
Grade Level Newsletter  
Grade Level Conflicts

#### **Ms. Stephanie Howard**

Sophomore Counselor & Juniors A-Kelly  
Schedule changes for all sophomores and ½ juniors  
Registration for incoming freshmen/Freshmen Orientation  
ASVAB  
S-Team Coordinator  
504  
DCS Referral logs and submission to Mrs. Leavitt  
Angel Tree/Backpack Program  
Grade Level Newsletter  
Grade Level Conflicts  
Concussion Management Team  
YouScience



**Mrs. Amanda Noss, School Counseling Registrar**

Enrollment

Withdrawals

Transcripts

PowerSchool logins/locked out

Honor Roll

Local Scholarship Application Collection

Proof of Enrollment (for child support, military, disability paperwork, etc.)

Keeps the calendar for scheduling lunchroom visits for military, college reps, etc.

**List of Administrative Duties**

**Delegation of Responsibilities:**

**Building Principal: Dr. Osborne**

- 1/4 IEP Meetings
- Athletic Administration of Home Contests – 1/4 Football, Basketball, and Soccer
- RCPA return to GHS conferences
- Budget
- Bullying Complaints
- Collaborative Planning Leader
- Department Meetings, drop in all
- Facilities Calendar & programming air/heat
- Faculty Meeting Agendas and Coordination
- Focus Program review and Graduation Rate
- Formal and Informal Complaints
- Instructional Leader of GHS
- Master Schedule
- Personal Leave/Extended LOA
- Personnel Matters and Interviews
- RTI Committee
- School Improvement Plan
- Teacher Evaluations, ¼ of annual requirements; Assigning Teacher Mentors; Professionalism Evaluation & Achievement/Growth Measures (all)
- PSAT and AP Exams
- Cleaning Service Administration
- Summer School Coordinator
- Breakfast-opening doors
- CAT Time-Remediation
- ¼ Book Challenges

**Assistant Principal: Mrs. Springfield**

- 1/4 IEP Meetings

- Athletic Administration of Home Contests – 1/4 Football, Basketball, and Soccer
- Bus Duty administration and assignment
- Crisis Management and Drills w/ EOP report
- Department Meeting-Social Studies & CTE
- Discipline
- Locker Assignments and Maintenance
- Maintenance and Repair Contact – Maintenance Work Orders & Fire Marshall Report
- Safety Reports and Safety Committee
- Student lunch schedule and assignment
- Student Parking and Permits
- Teacher Evaluations, 1/4 of annual requirements
- Textbook Coordinator
- ¼ Book Challenges

**Assistant Principal: Mr. Larry Staggs**

- 1/4 IEP Meetings
- Annual Reports, OCR, and others as assigned
- Attendance Reports and Truancy/Tardy Sweep
- Athletic Administration of Home Contests – ¼ Football, Basketball, and Soccer
- Bus Referrals
- Debts
- Department Meetings-Spanish & Math
- Discipline
- Maintenance and Repair Contact – Maintenance Work Orders
- PowerSchool-Teacher and student access
- Renaissance Program
- Staff Development
- Teacher Evaluations, 1/4 of annual requirements
- ¼ Book Challenges

**Assistant Principal: Mr. Shane Sutton**

- ¼ IEP Meetings
- Athletic Administration of Home Contests-¼ Football, Basketball, and Soccer
- Testing Coordinator
- Teacher Evaluations, ¼ of annual requirements
- Department Meetings-Science & English
- Discipline
- Report Cards and Grade Collection/Progress Reports
- Laptop Coordinator
- Staff Roster
- Review of Policy and Procedures for Teacher/Student handbook, printing copies for the

students for offices; collecting teacher signature page

- Athletic Field Maintenance & Repair Contact
- ¼ Book Challenges