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Health Services	
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Library	
Christa Cordrey, Librarian	Christa.Cordrey@rcstn.net

Important Numbers	
Main Office	615-672-0311
School Fax	615-672-7178
Cafeteria	615-672-3736
Robertson Co. Board of Education	615-384-5588
Robertson Co. Transportation	615-384-4555
Guidance Office Fax Line	615-672-3099

Calendar 2023-2024

Robertson County Schools Approved 2023-24 Calendar

Approved 12/13/2021

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 19 DAYS						
S	M	T	W	T	F	S
						1
						2
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 19 DAYS						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 17 DAYS Q1: 43 DAYS						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 18 DAYS						
S	M	T	W	T	F	S
						1
						2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 14 DAYS Q2: 44 DAYS S1: 87 DAYS						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 17 DAYS						
S	M	T	W	T	F	S
						1
						2
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 20 DAYS						
S	M	T	W	T	F	S
						1
						2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 13 DAYS Q3: 46 DAYS						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 22 DAYS						
S	M	T	W	T	F	S
						1
						2
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 18 DAYS Q4: 44 DAYS S2: 90 DAYS Y1: 177 + 3 SP=180 DAYS						
S	M	T	W	T	F	S
						1
						2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
						2
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 4: Admin Day (6 hours) - No Students
- 7: 1/2 Student Day (full day for teachers)

- 4: Labor Day - Schools Closed
- 7: Q1 Prog Reports - No Students
- 18: PD Day (6 hours) - No Students

*Parent Conferences to be held for 3 hours between 3:30-7:30 pm on a date at the school's discretion from Sept. 11-Oct. 6

- 9-13: Fall Break - Schools Closed
- 20: Q1 Report Cards

- 1: PD/Admin Day (3 hours PD/3 hours admin) - No Students
- 15: Q2 Prog Reports
- 22-24: Thanksgiving - Schools Closed

- 20: 1/2 Day for students and staff
- 21-29: Winter Break - Schools Closed

- 1-4: Winter Break
- 5: PD/Admin Day (3 hours PD/3 hours admin) - No Students
- 12: Q2 Report Cards
- 15: MLK, Jr. Day - Schools Closed

- 7: Q3 Prog Reports
- 19: Presidents' Day - Schools Closed

*Parent Conferences to be held for 3 hours between 3:30-7:30 pm on a date at the school's discretion from Feb. 12-Mar. 8

- 4: PD/Admin Day (3 hours PD/3 hours admin) - No Students
- 5: Election Day - Schools Closed
- 18-22: Spring Break - Schools Closed
- 28: Q3 Report Cards
- 29: Good Friday - Schools Closed

- 24: Q4 Prog Reports

- 24: Report Card Day - 1/2 Day for students & staff
- 27: Memorial Day

Q1 Q2 Q3 Q4 *Includes 15 hours of PD *uses 3 stockpiled days; 10 days remain
 Parent-Teacher Conferences to be held from 4:00-7:30 once each semester; dates determined by each school within window
 Admin Days Professional Development Days System Holiday Progress Reports/Report Cards Abbreviated Days (1/2 Days)

**White House Heritage HS
Bell Schedule**

Time	High School Schedule
7:30	Doors Open
8:00 - 9:25	1st block
9:30 - 10:50	2nd block
10:50 – 11:25	PAT Time 11:05-11:20 Tech Bus Lunch
11:30 – 1:30	3rd block 11:30 – 11:55 First Lunch 12:00 – 12:25 Second Lunch 12:30 – 12:55 Third Lunch
1:35 – 3:00	4th block

Heritage Middle School Bell Schedule 2023-2024 School Year

	7 th grade	8 th grade
Homeroom	7:30 - 7:55	7:30 - 7:55
1 st Period	8:00 - 8:45	8:00 - 8:45
	<small>(Related Arts)</small>	
2 nd Period	8:48 - 9:30	8:48 - 9:30
		<small>(Related Arts)</small>
3 rd Period	9:33 - 10:41	9:33 - 10:16
7 th Grade Lunch	10:10 - 10:35	
4 th period	10:44 - 11:27	10:19 - 11:27
8 th Grade Lunch		10:35 - 11:00
5 th Period	11:30 - 12:12	11:30 - 12:12
	<small>(Related Arts)</small>	
6 th Period	12:15 - 12:57	12:15 - 12:57
		<small>(Related Arts)</small>
7 th Period	1:00 - 1:42	1:00 - 1:42
8 th Period	1:45 - 2:27	1:45 - 2:27
9 th Period	2:30 - 3:00	2:30 - 3:00

White House Heritage School

ADMINISTRATIVE APPOINTMENTS

If a parent/guardian would like to speak with an administrator they may set up an appointment by calling the school, 615-672-0311, or e-mailing the administrator, a 24-hour notice is ideal but not always necessary. This ensures that an administrator will be available to speak with the parent/guardian.

ACADEMIC INTEGRITY POLICY:

Each White House Heritage student is expected to do his or her own work, including homework assignments, essays, lab work, exams, and projects.

You can be sure of maintaining this academic integrity if you do the following:

- ***Cite sources from which you directly take any ideas, information, images that you use in your work.
- ***Cite sources from which you paraphrase anyone else's ideas in your own words and style.
- ***Refuse to share your own work or receive the work of others unless approved by the teacher.
- ***Work with others only when that collaboration has been approved by the teacher.
- ***Participate fully in collaborative efforts and projects.

Failure to follow any of the above constitutes cheating or plagiarism and will not be tolerated. The range of possible consequences will include the following:

- ***A zero for that work with no makeup credit.
- ***Grade reduction.
- ***Assigned another assignment with a grade penalty.
- *** Parent contact and/or conference.
- *** Referral to the school administration.

ACCEPTABLE USAGE POLICY:

Robertson County Schools diligently strive to provide all students with access to technology in the schools. All students and employees shall sign an acceptable use policy if they wish to have access to or use technology equipment in our school system. When using any Robertson County Schools Technology Resources including computers and the Internet, students shall not:

- Send, display, or download offensive messages or pictures
- Duplicate software (disk, CD music or data)
- Use obscene language
- Attempt to bypass system protection
- Harass, insult, embarrass or attack others (Cyber-bullying)
- Use the network or systems for commercial use
- Damage computers, computer systems, computer networks, or other district equipment
- Buy or sell on the Internet
- Download music or software for non-educational purposes or personal use
- Attempt to enter administrative network areas or other network areas not related to

specific classroom

- Violate copyright laws
- Use other users' passwords
- Trespass in other users' files, folders or work
- Intentionally waste limited Resources
- Load software not specifically licensed to Robertson County Schools
- Disregard internet safety practices
- Use a third-party Internet provider while on school property (personal hotspot)
- Attach non-approved devices to the school network (personal router)

If a student is part of a 1:1 laptop program, 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 . Board policy will be enforced in all Robertson County Schools.

AFTER-SCHOOL PROCEDURES:

By 3:30pm, students are expected to be out of the building and off school grounds, unless in a designated work area (i.e. tutoring or detention) with coaches/advisors/teachers or attending a school sponsored activity. Failure to comply may result in disciplinary action.

ARRIVAL/PICK-UP:

Students should be dropped off/picked up at the back entrance of the building by the theater. Dropping off/picking up students in teacher parking is not allowed before or after school. Refer to the map on the last page of this book.

ATTENDANCE POLICY:

White House Heritage has a 95% attendance goal each day. Attendance to school is the single most important factor of school success. Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

When a student is absent from school, the student is required to present a note from parent/doctor within 5 (five) days of the absence for us to determine if it is excused or unexcused. If the student is absent 3 days consecutively a doctor's note is required. Absences shall be classified as either excused or unexcused by the principal or his/her designee. The attendance policy in the Robertson County Student Handbook will be followed for determining if an absence is excused or unexcused.

CAFETERIA PROCEDURES:

Courtesy and good manners are expected in the cafeteria. Students should go directly to the end of the line, saving a place in line for a friend is not allowed. Throwing food is NOT permitted. Leave your table clean, throwing away trash, uneaten food, etc. when told to by the cafeteria monitors when you have finished. Cafeteria food should be finished in the cafeteria and not brought back to the classrooms.

CARE OF SCHOOL PROPERTY:

Be aware of your school and take pride in it. Try to keep it clean and orderly. If a student writes on a desk or locker, or damages any other property, the student may be required to reimburse the school for the cost of repair or replacement and may be subject to school discipline.

CELLULAR PHONES:

Students in grades 6-12 who are housed in a middle or high school may possess a cellular telephone in school, on school property, at after-school activities, and at school-related functions for use in emergencies or unforeseen situations. During school hours and on the school bus, the cellular telephones must remain turned off and concealed.

Cell phones/laptops/devices will be allowed for high school students only for study purposes only during lunch. If a student calls/emails home on their personal device, it may be taken up as an abuse of the phone policy.

The principal or his/her designee may grant a student permission to use a cellular phone at his/her discretion.

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.

Possession of a cellular telephone is a privilege that may be forfeited by any students who fails to abide by the terms of this policy. Violations of this policy may result in confiscation of the cellular telephone and consequences as outlined in the Student Discipline Policy 6.330.

The student who possesses a cellular telephone shall assume responsibility for its use and care. At no time shall the school be responsible for preventing theft, loss, or damage to phones that are brought on school property.

CELL PHONE/ELECTRONIC DEVICE VIOLATION POLICY:

Cell phones, CD players, headphones, mp3 players, digital cameras, iPods, and other electronic devices must remain off and out of sight during the instructional day. Exceptions may be granted provided prior administrative approval is obtained and that such devices are used for educational purposes.

Students in violation of the policy will have devices confiscated and stored by the administration. Violations will result in the following consequences:

	White House Heritage (grades 7-12)	
Violation #	Range of Fine (to be pre-determined by the school-level administrator)	Time of confiscation in lieu of fine
First	\$10	3 school days
Second	\$20	5 school days
Third	\$30	Remainder of current grading period or 10 days, whichever is longer
Fourth	\$40	Return at the end of semester

Subsequent offenses will be treated under 4th offenses guideline and may result in more serious discipline.

Cell phones/electronic devices confiscated by school staff are cumulative.

All fines collected from the violation of the Cell Phone/Electronic Device Policy will be designated and deposited to the school technology fund. The fund will be used to assist the school in meeting technology goals of the school.

CLASSROOM RECORDINGS:

Students may not make audio or video recordings of classroom instruction without the permission of the teacher. If such permission is granted by the teacher, such recordings shall be only used for instructional purposes.

CLINIC (STUDENT HEALTH SERVICES)

The school nurse is available Monday-Friday.

Students will not be sent home unless presenting a fever of 100.0 or greater, vomiting, or any other communicable illness (Board Policy).

The purpose of the clinic is to provide first aid for minor injuries, sudden illnesses, and prescribed medical treatment. The clinic is supplied with cots, bandages, and other medical supplies. **You must have a pass from a teacher, administrator, or secretary to go to the clinic.** The clinic does not stock or dispense any form of medication.

If the student requires medication at school (prescription or over the counter)

1. Medication **MUST** be brought to school by the parent in the container appropriately labeled by pharmacy or physician with the date, child's name, dosage, and time intervals.
2. Parents **MUST** submit a written request for medication to be administered by school personnel.
3. Non-prescription or over-the-counter medicine may be brought to school in an **UNOPENED** container for your child's personal use and a written request to administer the medication (Board Policy).

If you become ill during the day, you must see the nurse /designee before a phone call is made for a parent to come and pick you up. Students who leave because of illness must receive approval from the nurse/designee before calling home and leaving the building. You will be charged with an unexcused absence if you fail to see the nurse/designee to receive prior approval before you contact your parents to leave school.

COLLEGE INFORMATION AND TEST DATES FOR 2021-2022

ACT TEST

www.act.org

SAT TEST

www.collegeboard.com

Students preparing for college are strongly advised to consider the following college entrance testing opportunities:

1. The PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) is offered in the fall and is designed for college-bound junior students who wish to enter the National Merit Scholarship competition. The results of the test are used to determine National Merit and national Achievement Semi-Finalists and Commended students and are an excellent forecast of how students might perform on the SAT. College bound sophomores are also encouraged to take the test to receive feedback and early diagnostic information about their college academic skills to improve their performance on the SAT.
2. The ACT will be taken during their junior year. A college entrance test is required at all colleges and universities throughout the country. It is recommended that a student check the website of the colleges and universities they are planning on applying to as to what test is most preferred for admissions.
3. Advanced Placement tests (AP tests) are part of the College Board Admissions Testing Program. These tests are taken in May by advanced students wishing to earn college credits.

Fees are charged by the testing agencies for all tests. Obtain information and registration forms for these tests in the Guidance Office or register on-line: For ACT - www.act.org. For SAT - www.collegeboard.com.

CREDIT RECOVERY:

Credit recovery is a service that provides students an opportunity to make up lost credits. Credit Recovery is a technology-based remediation program, which combines a student's original failing grade of 63-69 with computer-aided instruction, and practice and mastery tests. Assigned remediation and tasks must be completed to satisfaction to receive credit. The CR grade will not replace the original grade but will be designated as a recovered credit. Students will be limited to no more than three (3) Credit Recovery credits in any one year. The maximum attainable grade from a CR course is 83.

DETENTIONS:

Students who do not observe the rules and regulations of the school and the classroom may be assigned detentions. Students will be assigned detentions for preventing an undesirable act from recurring. Detentions may be issued at the discretion of the individual classroom teacher. Students have one week to serve the detention. Detentions not served, will be doubled. Failure to serve detention after it has been doubled will result in an isolated lunch detention for a week. Detentions may be served with Mrs. Seimo in the ISS room after school on Mondays-Thursdays. If you stay after school for tutoring, you should make plans with the teacher you stayed with to notify the detention teacher so that the detention will be marked off. The teacher providing tutoring must know ahead of time that student plans to stay for tutoring.

DRESS CODE EXPECTATIONS FOR STUDENTS 2023-2024:

White House Heritage encourages students to dress and groom themselves in an appropriate manner. Clothing worn to school should be comfortable, clean, and conducive to a business-like atmosphere. All clothing should be the proper size/fit.

Students are EXPECTED to dress in a neat, modest manner so as not to interfere with the learning environment. (Board Policy)

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 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.

Acceptable Attire

- Collared Shirts - button-up or polo shirts of any color/pattern, must have sleeves
- T-shirts - any color or pattern, must have sleeves
- Blouses - any color or pattern, must have sleeves
- Pants - Any color or pattern, no skin showing above mid-thigh through thin marks, tears, or holes
- Jeans - Any color or pattern, no skin showing above mid-thigh through thin marks, tears, or holes
- Shorts/Skirts - Any color or pattern. Must be no shorter than mid-thigh. No skin showing above mid-thigh through thin marks, tears, or holes
- Dresses - Any color or pattern, must be no shorter than mid-thigh, no skin showing above mid-thigh through thin marks, tears, or holes. Must have sleeves
- Leggings/yoga pants/tight or skinny jeans - any color/pattern, must be covered by a top. The top must come to mid-thigh.
- Sweatshirts/Sweatpants - any color/pattern
- Jackets/sweaters - any color/pattern
- Shoes are to be worn all the time

Unacceptable Attire

- Hats and sunglasses are not to be worn in the building. Leave them in your locker or backpack.
- Shorts/skirts/dresses shorter than mid-thigh or with skin showing above mid-thigh through thin marks, tears, or holes
- Leggings/yoga pants/tight or skinny jeans with a shirt that is shorter than four(4) inches above the knee or with skin showing above four(4) inches through thin marks, tears, or holes
- Pants or jeans with skin showing above four(4) inches about the knee, through thin marks, tears, or holes. Tape, paper, or other items will not be allowed.
- Hoodies worn on the head during the school day
- Shirts without sleeves cut out exposing chest
- Tank tops or spaghetti straps that do not cover the shoulder
- Clothing that advertises illegal substances or inappropriate language and/or images
- Pajama pants and house shoes
- Blankets
- Animal tails/ears
- Chains, spikes, or other metal objects. (Safety concerns)
- Tops/shirts/dresses that are low-cut and/or revealing, lace or sheer deemed inappropriate or distracting
- Tops that show the belly when arms are raised to shoulder level.
- Writing on body with markers or ink pens

Dress Code Violation Consequences

Included but not limited to:

- 1st violation - if available, school provides alternate clothing, if not, parents are contacted to bring clothes.
- 2nd violation - if available, school provides alternate clothing, if not, parents called to bring alternate clothing, student will be placed in ISS until dress code violation is corrected. Parents will be contacted.
- 3rd violation - placement in ISS for the remainder of the school day and parents contacted.

DRIVING & PARKING POLICY:

Driving is a privilege extended to students that possess a driver's licenses. The car must be registered in the Bookkeeper's Office. Students must complete a parking pass application, including driver's license number and plate number. Parking at White House Heritage for the 2023-24 school year will be \$10.00, payable upon registration.

White House Heritage High School students are to park in the designated student parking lot at the back of the building in front of the football stadium. Only registered cars are permitted during the school day. Students will park their car in the location designated by the number on their parking pass.

Parents that transport students to athletic contests, or for long term medical reasons may request a special pass to allow parking in the teacher parking. Parents will need to see Dr. Hass for this pass and will complete an application form including driver's license number, plate number, and the time frame the pass will be needed. At the end of the special parking request time frame, the parking pass will need to be returned to the bookkeeper.

Students who do not have parking permits displayed or who are not parked in student designated parking areas will be subject to a parking fine (see below) and/or further disciplinary actions. All students must obey traffic laws. *A speed limit of 10 M.P.H. is to be observed on school property.* Students are **NOT PERMITTED** to park in the faculty lot or in the front of the school.

	White House Heritage Parking Fines
Violation #	Range of Fine
First	\$10
Second	\$20
Third	\$30
Additional violations	\$40

All vehicles parked on school property are subject to the rules/regulations of WHH and may be searched at any time according to Board Policy.

The school accepts no responsibility or liability or loss occurring to a vehicle on school grounds. Please lock your car whenever you are on campus

Driving privileges may be suspended or revoked if a student is habitually tardy to school. No refunds will be given if driving privileges are revoked or suspended because of disciplinary action.

Driving to school is a privilege. Parking permits may be suspended or withdrawn, without reimbursement, should there be a violation of any school rule.

DRIVER’S LICENSE REVOCATION:

Any student fifteen (15) years of age or older who become academically deficient or deficient in attendance shall be reported to the Department of Safety for driver’s license revocation. A student shall be deemed academically deficient if he/she has not earned two (2) credits each semester (block schedule) or three (3) credits (traditional schedule). A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions count as unexcused absences (Tennessee State Law).

DUAL ENROLLMENT:

Dual enrollment is permissible for high school students during the school day and may be conducted on the high school campus. Successful completion of these courses will allow the award of both college credit and high school credit. The Board will enter into an agreement with the college/university to offer dual enrollment courses. Students must meet program requirements of the college/university.

Beginning and ending dates of these courses will be coordinated in a manner as to be non-disruptive both to the college and the school system. The Board of Education shall not be responsible for any fees or textbooks for students enrolled for college credit. The college shall be responsible for the collection of any fees related to dual enrollment. Students who do not pay fees may be dropped from the program and readmitted to high school courses.

EARLY GRADUATION:

Students seeking early graduation should confer with their school counselor. The student is responsible for speaking with Ms. Angie about ordering graduation materials.

ELECTRONIC DEVICES:

Cell phones, audio/video devices, and other electronic devices may not disrupt the classroom or school setting. Students should keep personally owned devices (including laptops, tablets, smart phones, personal media devices, digital readers, and cell phones) put away during school hours - unless under the direct supervision of a teacher or staff member for educational purposes. Cell phones and personal electronics with any attachments, i.e. headphones, personal speakers, (external or internal) may NOT be used or in view anywhere in the building unless directed by a faculty member for curricular purposes.

Improper use of personally owned devices will be treated as a violation of the RCS Board Policy. Use of personally owned devices for unlawful purpose will subject the user/owner to any and all disciplinary measures provided by the school discipline policy, or state/federal law.

White House Heritage shall not be liable for the loss, damage or misuse of any personally owned devices brought to school; possessed/used during the school day, during transport to/from school: while attending school-sponsored activities during the school day: and/or any/all school-sponsored activities in general. The school/district will provide no technical support, troubleshooting, or

repair for personally owned devices. Personal technology must be charged prior to bringing it to school and the device must run off its own battery while at school.

At any time, the administration has the authority to prohibit the privilege of using personal electronic devices if deemed necessary.

EMERGENCY DRILLS:

Emergency drills are an important process that requires all our attention. Everyone is expected to follow all emergency guidelines when practicing emergency drills.

EMERGENCY MEDICAL AUTHORIZATION FORMS:

It is vitally important that all Emergency Medical Authorization forms are returned at the beginning of the school year. In an emergency, students cannot be transported to or treated at a hospital without this form. The information on the form is often the only source of correct phone numbers for a student. When a student is ill, he/she cannot be released to go home unless a parent or emergency number can be contacted.

EXAMS:

For students in grades 9-12, mid-term and final exams shall be given in all courses, except fine arts and 2 physical education classes. Mid-term and final exams shall count as 20% of the final course grade. (School Board Policy 4.7001)

GRADE CLASSIFICATION:

Student's eligibility for various student privileges is based on the number of years spent in high school. For purposes of staying on track for the four-year graduation plan, students are encouraged to earn the cumulative minimum credits per school year.

Students will be classified according to the number of credits earned:

- Freshman: less than 6 credits
- Sophomore: 6, but less than 12 credits
- Junior: 12, but less than 20 credits
- Senior: 20 or more credits

Students will not be reclassified until the end of an academic year. However, during the fourth academic year, an underclassman may be reclassified to senior standing.

GRADING SCALE:

Academic grades shall reflect the student's progress toward the attainment of the knowledge and skills in the subject area. Academic grades shall not be reduced as punishment for inappropriate behavior, except in such incidents where the student's grade is affected by cheating or failure to complete work. Attendance shall not be a factor in determining academic grades, except that credit for assignments may be denied or the value reduced for unexcused absences.

In grades 7-12, academic grades shall be expressed by the following:

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

Grades may include a plus or minus except that no plus or minus shall be added to the final grade in any course.

The grade of a student who has made satisfactory progress but has failed to complete assigned work may be recorded as incomplete (I). If the work is not completed within the time designated by the teacher, the grade for that work will then become an "F".

Grades given at the end of each nine-week period will be determined from daily work, homework, written assignments and tests. The teacher will weigh the value of grades given for various assignments and tests within the applicable period in computing the grade. This procedure will enable the teacher to allow for individual student differences in the grading process.

GRADING SYSTEMS

Mid-Term Progress Reports will be sent home during each quarter. All progress reports with a failing grade must be signed by a parent/guardian and returned to that classroom teacher.

Report Cards will be computer generated each grading period. All subjects for which a student receives high school credit will be counted for ranking purposes.

GRADUATION (COMMENCEMENT EXERCISES):

All students enrolled in the current school year and that have met all minimum requirements for graduation shall be allowed to participate in commencement exercises. Any student under suspension, expulsion, or assignment to the alternative school may not be permitted to participate in commencement exercises (School Board Policy).

Students and parents will sign a graduation contract outlining the guidelines of graduation.

GRADUATION REQUIREMENTS:

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record which covers a planned program of education, and such record shall be kept on file in the high school as documented by the student cumulative record.

The program of studies shall include areas and content in these areas within State Board of Education. Regulations and shall be flexible enough to facilitate progress from one stage of development to another, thus providing for more effective student adjustment.

The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Board of Education.

Before graduation, every student shall [1] achieve the specified 22 units of credit; [2] take the required end of course exams; have satisfactory records of attendance and conduct, and complete an 11 examination in the 11th grade (ACT)

SUBJECT	REQUIREMENTS
English Language Arts	4 Credits - English 9,10,11,12
Mathematics	4 Credits - Must include Algebra I, II, Geometry, and higher-level course
Science	3 Credits - Physical Science, Biology, Chemistry or Physics
Social Studies	3 Credits - World History or AP Human Geography, American History, .5 credit of Government and Civics and .5 credit of Economics
Physical Education	1.5 Credits
Fine Arts	1 Credit - Art, Theater, Music, Band
Foreign Language	2 Credits
Personal Finance	.5 Credit
Electives Focus	3 Credits - Math and Science, Career and Technical Education, Fine Arts, Humanities
Electives	4 or more

Students with limited load offering:

Students who are limited by the number of courses they may enroll in during the regular school day shall meet graduation requirements by requesting a credit modification. A credit modification may be granted by the Director of Schools/Designee. Modifications may be granted to allow a student to graduate by:

1. Earning a minimum of four credits less than the maximum credits possible during the student’s high school career; and
2. Earning not less than 22 credits.

HALLS:

Students are not permitted in the halls during class time without an official hall pass. This is considered loitering. Students violating this policy may be disciplined. This is to keep noise to a minimum and to create a positive environment for classroom instruction. When students arrive on campus between 7:30 a.m. and 8:00 a.m. students must report to their 1st block/1st period class after getting breakfast.

HONORS AND ADVANCED CLASSES:

Honors courses will substantially exceed the content standards, learning expectations, and performance indicators approved by the State Board of Education. Advanced courses are those courses which have been designated as such by the Director of Schools/Designee and have a quantitative and qualitative difference from the regular course.

Teachers of honors/advanced courses will model instructional approaches that facilitate maximum interchange of ideas among students (independent study, self-directed research and learning, and appropriate use of technology). All honor courses must include multiple assessments exemplifying coursework (i.e. short answer tests, constructed-response prompts, performance-based tasks, open-ended questions, essays, original or creative interpretations, authentic products, portfolios, and analytical writing).

Additionally, honors/advanced courses shall include a minimum of five (5) of the following components:

- Extended reading assignments that connect with the specified curriculum.
- Research-based writing assignments that address and extend the course curriculum.
- Projects that apply course curriculum to relevant or real-world situations. These may include oral presentations, power point presentations, or other modes of sharing findings. Connection of the project to the community is encouraged.
- Open-ended investigations in which the student selects the questions and designs the research.
- Writing assignments that demonstrate a variety of modes, purposes, and styles.
- Integration of appropriate technology into the course. Deeper exploration of the culture, values, and history of the discipline.
- Extensive opportunities for problem-solving experiences through imagination, critical analysis, and application.
- Job-shadowing experiences with presentations that connect class study to the world of work.

Advanced Placement courses offered at White House Heritage:

- AP Calculus AB
- AP Language (Jr. Year)
- AP Literature (Sr. Year)
- AP U.S. History
- AP Human Geography

The weighting of honors and advanced courses will be accomplished through the addition of points to the final semester average. Final grades of honor courses or National Industry Certification courses will be raised by 3 points. Final grades of AP courses will be raised by 5 points (Board Policy 4.400 IHA)

HONORS AND DISTINCTION:

Any student who completes all graduation requirements with a minimum grade point average of 3.5 shall graduate with “Honors”.

Any student will be recognized as graduation with “Distinction” who completes all graduation requirements with a minimum grade point average of 3.0 and one of the following criteria.

- Earn a nationally recognized industry certification
- Participate in at least one of the Governor’s Schools
- Participate in one of the state’s All State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of 31 or higher composite score on the ACT
- Attain a score of 3 or higher on at least two advanced placement exams
- Earn 12 or more semester hours of transcript postsecondary credit.

Any student who scores at or above all the subject area readiness benchmarks on the ACT or equivalent score on the SAT shall graduate with “State Honor”. Students achieving such will be recognized at their individual commencement.

IN-SCHOOL SUSPENSION (ISS):

Students assigned to ISS are not allowed to participate in any activity during the school day. Restricted activities include and are not limited to: participation in any athletic contests (during the assigned time in ISS), pep rallies, homecoming activities. Also, students who are in a CO-OP class will not be allowed to leave until 3:00 while assigned to ISS. Should a student leave school during their time in ISS, the remaining time will be completed the next day the student is in school. Lunch will be eaten in the ISS room. Bathroom breaks will be assigned by the ISS instructor. **Students must surrender cell phone, smart watch, speaker, or any electronic device that the ISS instructor deems necessary to ISS instructor if assigned to ISS. The electronic devices will be locked in a secure location until student is dismissed from ISS.**

If a student is found using a cell phone or electronic device while serving an in-school suspension, the device will be confiscated (according to the handbook) and the student will receive an additional day of ISS.

LEAVING BUILDING/SCHOOL GROUNDS:

Leaving the building or school grounds at any time during the school day without permission is not permitted. School day begins when a student arrives on school property, including the arrival by bus.

Students who leave the building to retrieve something from their car, to leave for an appointment, or because of illness **MUST** receive approval prior to leaving the building from the main office. White House Heritage High School is a closed campus and students who are 18 years or older must have parent/guardian permission to leave the campus.

Leaving the building or school grounds at any time during the school day without permission is not permitted.

LOCKERS:

At the beginning of school, each student is assigned a locker. This locker is provided for books, outer wear/coats, and supplies. Lockers are provided as a convenience for students. Each student shall be held responsible for the condition of his or her locker. Lockers should be kept clean and in good order always.

- ✓ No permanent marking inside of the locker
- ✓ The student will be responsible for removing any decorations or objects
- ✓ Offensive material is not permitted
- ✓ Contact paper is not permitted

Lockers are to be kept locked. Locks may be purchased at school only and will be the property of the student until graduation. Students may not use locks that are not purchased from the school. Students that have locks that are not school approved will be asked to remove the lock and purchase a school lock.

No money or any other valuables should be left in any locker. Do not give your combination to other students. **Sharing a locker is strongly discouraged.** Lockers are the property of the Board of Education. The lockers and the contents thereof are subject to random searches at any time without regard to any reasonable suspicions. Locker clean out and inspection will be schedule at the end of each semester.

LOITERING:

Loitering on school property before, during, or after school is prohibited. This includes being in the hallway when class is in session. Students not involved in after-school athletics or activities have until 3:30 pm to exit the building.

MAKE-UP WORK:

Students who have been absent from school, should check with your teachers (or their web sites) to collect any work you missed while out. The student will have the number of days absent plus one (Board Policy) to complete the work. An extension of time may be granted by the teacher or an administrator for lengthy absences and other extenuating circumstances. The make-up time may not be shortened. **It is the responsibility of the student to arrange make-up work with the teacher.** When the student is going to be out of school for three or more days and is able to complete the work from home, contact the teacher at their email address. Please allow 24 hours for teacher to prepare the assignments. If a student cuts class, he/she **must complete the work missed**, but the credit for the work will be determined by the teacher.

If a student is suspended from school, students may collect any work missed but the credit for the work will be determined by the teacher.

MEDIA CENTER POLICIES AND PROCEDURES (LIBRARY):**A. White House Heritage Media Center Hours:**

The library is open from 7:30 until 3:00 each day

B. Media Center Use:

Books normally may be checked out for two weeks and can be renewed for an additional two weeks. Reference books and audio-visual materials may be checked out overnight subject to approval by the librarian. Books should be returned to the library on or before the date due. A student is responsible for all materials checked out by him/her; therefore, he/she should return them on time and in good condition. Lost materials will be paid for by the student. Overdue fines of ten cents per day are charged for late materials.

Media Center Rules:

1. Consumption of food or beverages is not permitted.
2. Students must be constructively reading/working the entire period/block.
3. If students need to leave the Media Center for restroom, locker, etc. a pass must be secured from the Librarian.
4. Game playing on the computes or anywhere else is not allowed. No audio sounds from computers are permitted unless under teacher supervision.
5. Furniture is not to be moved unless under teacher supervision. Chairs are to remain flat on the floor. Maximum on one person per computer/chair and maximum of four people per table unless under teacher supervision.

C. Acceptable Use Policy:

Users of the Computer Labs and all WHH computers must follow the Acceptable Use Policy. The Computer Labs are used primarily by classes.

PAT TIME (RTI - RESPONSE TO INTERVENTION):

During the school day, each student will be given a 30-minute supervised remediation or enrichment period. PAT Time will be a time in which students can receive additional instruction or tutoring. Students will be supervised in designated areas for this extended learning.

REMEDIATION:

1. **Credit Recovery** is a remediation opportunity for students who have failed a class. Students complete required work and submit a class folder in order to recover the credit. Students and parents must complete an application form in order to be considered for credit recovery.
2. **PAT TIME (RTI)** is a remediation opportunity for students who are struggling in class. Students are assigned remediation and are required to attend that teachers PAT time.
3. **Summer School** is a program for students who have failed a class or want to earn new credit. Students will complete required work to receive/recover the credit. Students and parents must complete an application form in-order to be considered for the Summer School program.
4. **After School Tutoring** is offered by various teachers. Students will need to check with teachers as to when they are offering this service.
5. **Peer Tutoring** is available for students in all grades.

RENAISSANCE

Who sponsors Renaissance?

The Jostens Company, the same company that provides class rings and graduation items to our school began the first Renaissance Program in 1988. Each school that participates in Renaissance develops a program based on the characteristics of their school community; however, Renaissance is more than a program, it is an attitude that all students can achieve academic excellence!

What is Renaissance?

Renaissance is a reward and motivation system designed to honor improvement for students at all levels for academic achievement, school attendance, and behavior. **ALL** students are eligible for many different levels of awards. It is our goal to recognize as many students as possible for improvement in these three areas. Renaissance encourages administrators and teachers to excel in the performance of their duties as well.

How does Renaissance work at White House Heritage?

Renaissance at White House Heritage began in the 2009-2010 school year. Each year we award students in new and exciting ways for academics, attendance, and discipline. Last year we held a carnival at the end of the year as well, to honor year long achievements. The People's Choice Awards are held each year and students are recognized at a special award presentation with plaques and photos with their nominating teachers! Students can be chosen to participate in the "RAT Pack" (Renaissance Action Team) promoting the achievements of students and teachers at Heritage.

High School Rat Pack (Renaissance Action Team)

This is a group of chosen students that will work to plan the incentives and the achievement measurements for the students at Heritage. Students must apply to be chosen for this fun and rewarding experience during the first week of school. There are no dues.

SCHEDULE CHANGES:

Each student is required to take a minimum of four (4) classes each semester. A significant amount of time is spent each year in assisting each student to identify a proper listing of courses for the following school year. Students may request adjustments during a designated week for one of the following reasons:

1. Computer error on the schedule.
2. Course listed on schedule has already been taken.
3. Course listed on schedule no longer apply to student - i.e. no longer playing sport.

Student must obtain *Change of Course* form from a teacher. Student then submits *Change of Course* form with appropriate signatures. Student then will be called by School Counselor to discuss the *Change of Course* request.

SCHOOL COUNSELING PROGRAM FOR 2023-2024:

School Counselors:

Beth Arencebia - Grades 7-8

Dana White - Grades 9-10

Allison James - Grades 11-12

Guidance Registrar:

Amy Starks

The School Counseling Program at White House Heritage seeks to support the efforts of parents, teachers, and administrators by providing students with appropriate help relative to their personal-social developments, their educational development, and their career development. The School Counseling Program can be explained by two terms:

Guidance and Counseling:

GUIDANCE refers to the distribution of pertinent information regarding a student's educational, personal-social, and career development. COUNSELING describes a close working relationship that develops between a highly skilled school counselor and a student or group of students where personal developmental issues are explored. Also included at all levels are parents, teachers, school administrators, and appropriate community agencies. A unified approach is stressed in handling important student-related concerns. Many questions and needs are of the quick informational type that any of the School Counselors or Guidance Secretary can help without the necessity of an appointment. However, to speak with a School Counselor about a concern or need, simply come to the School Counseling Office and make an appointment with the Guidance Secretary. If you have an emergency, inform the Guidance Secretary and she will arrange for you to see a school counselor immediately. Students should see a school counselor when formulating their academic schedule; however, students should feel free to request a meeting with a school counselor regarding their personal concerns.

You will find the school catalog and other important information on the school website.

SENIOR CLASS RANK

A four-point Quality Point System will be used for determining student grade point averages (GPAs) and for ranking students. Seniors who take at least eight (8) courses designated as Advanced, AP, and/or Dual Enrollment shall be ranked according to their cumulative grade point average above students who do not take at least 8 advanced level courses.

An unofficial standing will be calculated at the end of the fall term of the senior year, followed by a final, official ranking at the end of the third nine weeks. Students must be enrolled full time at the home base school to be eligible for ranking among the top high school seniors. Credits earned prior to entering the 9th grade will not be included in the computation of GPA and class ranking.

SMOKING/TOBACCO:

Smoking/Tobacco is not permitted anywhere on the school grounds. This includes e-cigarettes and vapes.

SPORTSMANSHIP:

Good sportsmanship is expected of all White House Heritage students. White House Heritage encourages students to support our teams with enthusiasm and to be courteous to our opponents and their fans. Remember, they are our guests. The sportsmanship displayed by WHH has a great deal to do with the way others feel toward our school. Failure to display good sportsmanship may result in disciplinary action.

STUDENT ACTIVITIES:

Students are encouraged to join those clubs or organizations in which they can participate and still maintain an acceptable level of academic accomplishment. There are many benefits gained by the students while participating in a co-curricular activity. Students who participate in activity programs tend to have higher grade-point averages, better attendance records, and fewer discipline problems. In addition, students learn self-discipline, build self-confidence and develop skills needed to be productive citizens in today's society. Studies have concluded that colleges and future employers select students who have participated in activities over non-participants because active students are more likely to accept the challenges and responsibilities needed to become successful in life.

Remember, activities are considered by many experts as *the "Other Half of Education."* So be part of our High School's Co-Curricular Program and reward yourself with many fond memories and a valuable educational experience.

STUDENT CONDUCT:

Any student that is a member of a Heritage club or organization that posts something negative on social media, receives ISS or OSS, or basically does anything that is unbecoming of a Heritage student will be subject to the following:

- A. First infraction - Student will meet with the sponsor and Dr. Hass. Discipline to be determined by the sponsor.
- B. Second infraction - Student will meet with the sponsor, parents, and Dr. Hass. Discipline to be determined by Ms. Hass.
- C. Third Infraction - Student will be dismissed from the club/event.

Administration, faculty and staff hold our students to a higher standard because they represent White House Heritage.

Battle of the Books**Sponsor: Christa Cordrey**

Students read and compete with trivia with a set book list. We will compete with each other and have tournaments with other schools! Students can form their own teams of 3-5 students or they can sign up and let the librarian place them on a team. Practices will be after school every other Wednesday. Sign up in the library.

BETA

Sponsors: Tracy Dever - Membership Director, Anita Searcy - Service Director, Esther Carpenter - Financial Director

Eligibility:

- a. Second semester freshmen through seniors must have a 3.5 grade point average during the prior school year to receive an invitation into the Sr. BETA Club.
- b. Yearly membership fee is \$30.00 (This includes but is not limited to yearly tee-shirt, National Beta Membership Fee, Graduation Chords).
- c. Student members must participate in at least 14 community service hours per year.
- d. Club meetings will be held at minimum 8 times per year and students are required to attend at least 4 club meetings per year.

The following offenses are reasons for probation or dismissal from the Sr. BETA Club.

- a. Excessive detentions will receive a warning and result in possible probation or dismissal
- b. ISS: 1st referral will result in probation. 2nd referral will result in dismissal
- c. Receive 1 OSS - automatic dismissal
- d. Overall grade point average drops below 3.0 at the end of any grading period
 - a. first occurrence probation
 - b. 2nd occurrence dismissal
- e. Participating in less than 14 hours of community service.
- f. Attending less than 4 club meetings in a school year.

Being a member of Sr. National Beta Society is a privilege that is well earned. Students maintain membership through their entire high school career unless dismissed for the above reasons.

Creative Writing Club

Sponsor: Jessica Crafton

Open to all students interested in improving their writing skills. Meets Thursday afternoons until 4:00 pm in room D115 as well as virtually through TEAMS for students that cannot stay after school.

Environmental Club

Sponsor: Erica Hoover

Family, Career, and Community Leaders of America (FCCLA)

Sponsors: Angie Cogswell

Family, Career and Community Leaders of America (FCCLA) is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work and societal issues through Family and Consumer Sciences Education as determined by the state department of education. FCCLA has over 160,000

members and more than 5,400 chapters from 47 state associations, Puerto Rico, and the Virgin Islands. The organization has involved more than 10 million people since its founding in 1945.

FCCLA: The Ultimate Leadership Experience is unique among youth organizations because its programs are planned and run by members. It is the only career and technical in-school student organization with family as its central focus. Participation in national programs and chapter activities helps members become strong leaders in their families, careers and communities. Dues: \$20.00

Fellowship of Christian Athletes (FCA)

Sponsors: Zach Holden

The Fellowship of Christian Athletes is touching millions of lives...one heart at a time. Since 1954, FCA has been challenging coaches and athletes on the professional, college, high school, junior high and youth levels to use the powerful platform of sport to reach every coach and every athlete with the transforming power of Jesus Christ. FCA focuses on serving local communities around the globe by engaging, equipping and empowering coaches and athletes to unite, inspire and change the world through the gospel.

VISION

To see the world transformed by Jesus Christ through the influence of coaches and athletes.

MISSION

To lead every coach and athlete into a growing relationship with Jesus Christ and His church.

Who can attend huddle meetings?

FCA is not just for Athletes but a platform used to facilitate sharing the word of Jesus Christ? Anyone can attend but must know that We will be studying the word of God, while sharing the Love of Jesus Christ. FCA IS student led and FCA leaders and members must remember THEY ARE REPRESENTING AND FOLLOWER OF JESUS CHRIST.

MEETINGS WILL BE held Wednesday mornings 7:30a.m. In the Library or Auxiliary gym for games, food, fellowship and Worship.

Future Business Leaders of America (FBLA)

Sponsors: Brandy Baucom and Nicole Staggs

Future Business Leaders of America-Phi Beta Lambda, Inc (FBLA_PBL) is the oldest and largest national organization for students preparing for careers in business and every job you might want in a business. FBLA prepares students for “real world” professional experiences. Members gain the competitive edge for college and career successes. Dues \$20.00

Future Farmers of America (FFA)

Sponsor: Toni Leyba

“Future Farmers of America” was founded by a group of young farmers back in 1928. Their mission was to prepare future generations for the challenges of feeding a growing population. They taught us that agriculture is more than planting and harvesting—it’s a science, it’s a business and it’s an art. FFA continues to help the next generation rise up to meet those challenges by helping its members to develop their own unique talents and explore their interests in a broad range of career pathways. So today, we are still the

Future Farmers of America. But, we are the Future Biologists, Future Chemists, Future Veterinarians, Future Engineers and Future Entrepreneurs of America, too.

The White House Heritage FFA Chapter is active in FFA activities, Career Development Events, and Community Service projects. Career Development Events provide opportunities for students to enhance specific skills in a contest setting and include Horse Evaluation, Ag Sales, Food Science, Dairy Judging, Vet Science, and many more. The chapter also participates in other events such as the National FFA Convention, the Tennessee State FFA Convention, Camp Clements Leadership Training Camp, 212/360 Leadership Workshop, National FFA Week, and more. Past community service projects have supported breast cancer awareness, Vanderbilt Children's Hospital, and local causes. A favorite project of many students is working at the Last Minute Toy Store each Christmas season. Students participate in stocking shelves, moving toys, and shopping with the "customers". FFA members are also extremely active in the White House Heritage Mini Farm project designed to provide hands on experiences with livestock.

Being enrolled in an agriculture class at least one semester each school year is a requirement of membership. Classes include Agriscience (1st year members), Small Animal Science, Large Animal Science, Veterinary Science, Principles of Agribusiness, Organizational Leadership and Communication, and Agricultural Business and Finance. Membership dues are included in the class fee of \$20.00 paid once a year.

HOSA - Health Occupation Students of America

Sponsor: Amber Presley, LPTA

HOSA is a student led organization whose mission is to promote career opportunities in medical fields and to enhance the delivery of quality healthcare to all people. You can take part in field trips, compete in competitions, job shadow/internship, and volunteer while being a HOSA member.

To be eligible for HOSA, you must be interested in the healthcare field, pay the HOSA fee of \$20.00, and maintain a "C" average in all your classes. There will be more information to come when you join our HOSA Club. WWW.HOSA.org.

National Honor Society (NHS)

Sponsors: Esther Carpenter & Colby Swift

Eligibility:

- a. Candidates eligible for election to this chapter must be members of the senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at White House Heritage School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 (out of 4.0). This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- d. Upon meeting the grade level and scholastic requirements, candidates shall then be chosen based on service, leadership, and character.

- e. The Faculty Council, with permission of the principal, retains the right to require the student to complete certain courses in the academic curriculum, in order to be eligible for membership in the National Honor Society; furthermore, the council retains the right to adapt the required list of courses from school year to school year. In the last academic year, students had to complete five honors courses (or the equivalent) representing at least two academic disciplines, in order to be admitted (note again that the Faculty Council can change this requirement from year to year). The Faculty Council, with the permission of the principal, also reserves the right to determine minimum acceptable standards in service, leadership (in and out of school), and character for membership.

National Senior BETA Club

Sponsors: Tracy Dever - Membership Director, Anita Searcy - Service Director, Esther Carpenter - Financial Director

Eligibility:

- a. Second semester freshmen through seniors must have a 3.5 grade point average during the prior school year to receive an invitation into the Sr. BETA Club.
- b. Yearly membership fee is \$30.00 (This includes but is not limited to yearly tee-shirt, National Beta Membership Fee, Graduation Chords).
- c. Student members must participate in at least 14 community service hours per year.
- d. Club meetings will be held at minimum 8 times per year and students are required to attend at least 4 club meetings per year.

The following offenses are reasons for probation or dismissal from the Sr. BETA Club.

- a. Excessive detentions will receive a warning and result in possible probation or dismissal
- b. ISS: 1st referral will result in probation. 2nd referral will result in dismissal
- c. Receive 1 OSS - automatic dismissal
- d. Overall grade point average drops below 3.0 at the end of any grading period
 - a. first occurrence probation
 - b. 2nd occurrence dismissal
- e. Participating in less than 14 hours of community service.
- f. Attending less than 4 club meetings in a school year.

Being a member of Sr. National Beta Society is a privilege that is well earned. Students maintain membership through their entire high school career unless dismissed for the above reasons.

Patatonics

Sponsor: Ben Stephens

Patatonics is the White House Heritage contemporary A Cappella group. This is an advanced auditioned ensemble that performs only a cappella music. This ensemble was founded in 2017 and performs a variety of contemporary arrangements from the pop and rock genres.

This ensemble presents several concerts throughout the year in conjunction with the choral department in addition to competing in the International Competition for High School Acapella.

Renaissance Action Team (RAT Pack)

Sponsors: Tabitha Swearingen

This a group of chosen students that will work to plan the incentives and the achievement measurements for the students at Heritage. Students must apply to be chosen for this fun and rewarding experience during the first week of school. There are no dues.

Robotics

Sponsors: Stephanie Drumright and Christa Cordrey

Open to grades 7-12.

The Heritage Robotics program consist of multiple teams, each designing and building their own robot to compete. Robotics has a focus on engineering, mathematics, computer programming, teamwork, and 21st century Skills. Students are challenged through the Engineering Design Process to define needs, develop ideas, create prototypes, and test their creations in internal and external competitions. During this process, students will learn time management, stress management, creativity, teamwork, and problem-solving skills.

Students are expected to participate in all fundraising activities. Dues are \$50.00

Science Club

Sponsors: Nancy Saragusa

The goal of the Science Club is to develop scientific skills and increase knowledge on topics related to science. Dues are \$10 to cover the cost of materials needed for activities during club meetings. Contact Nancy Saragusa (nancy.saragusa@rcstn.net) or Mattie Underwood (mattie.underwood@rcstn.net) if you have any questions.

SkillsUSA

Sponsor: Tom Beesley

SkillsUSA is a partnership of students, teachers and industry working together to create a skilled workforce for the nation. SkillsUSA provides students a program of study including citizenship and leadership as well as professional and technical skills to become “Champions at Work.” While the White House Heritage Chapter is focused in the Digital Arts program, students pursuing any Career and Technical Education program are invited to join to participate in the organization’s activities and competitive events.

Student Council

Sponsors: Diana Buck, Cierra Burden, Nicole Staggs

Works with class officers and volunteers from all classes to plan, organize and put together Homecoming activities, the Annual Talent Extravaganza, Winter Formal Dance and a service project. We meet once a week before school at 7:30.

Visual Art Club

Sponsor: Teresa Grooms

Open to grades 7-12

Yarn Club

Sponsors: Janet Dempsey

For any student or staff member interested in beginning or strengthening their crochet or knitting skills. All levels of experience are welcome!

STUDENT ATHLETICS

The administration and coaching staff of White House Heritage consider interscholastic athletics a vital part of the total educational process. The school's philosophy is to provide all students with an environment that is safe and encourages active participation in a variety of activities.

Competition in athletics means more than competition between two individuals or teams representing different schools. It teaches fair play and sportsmanship, an understanding and appreciation of teamwork and work ethic. Athletes must remember they are representatives of WHH, our community and team wherever they may be. Our student athletes must make a consistent effort to project a positive, respectful image and should be considerate of others and not allow themselves to be involved in or associated with situations that may disgrace the school, community, or team.

Goals of the Athletic Program

- Create and maintain expectations of academic excellence.
- Develop a commitment to the growth and maturation of character and integrity.
- Create an environment where students correct inappropriate behaviors in a timely and respectful manner.
- Help develop individuals that are positive role models for our younger students.
- Build a belief in the giving of our talents and abilities for the good of others.
- Help lay the foundation that hard work, disciplined behavior and high standards lead to success in all areas of life.
- Demonstrate loyalty to family, country, school, and team.

Athletic teams at White House Heritage abide by the bylaws of the TSSAA.

Requirements for Student-Athlete Participation:

As a student-athlete, you are not eligible to participate in any sport until the following is completed:

1. Pre-participation form online at Dragonfly Max
2. Physical Examination Form
3. Emergency Medical Authorization Form
4. Authorization and Consent Form
5. Sudden Cardiac Arrest Form
6. Concussion Form
7. All resident eligibility requirements satisfied.
8. All academic eligibility requirements satisfied.

Physical Examinations are valid from one year starting April 15 of the current school year.

Student Athlete Conduct

Any student athlete that posts something negative on social media, is ejected from a game, receives a card, receives ISS or OSS, or basically does anything that is unbecoming of a Heritage student athlete will be subject to the following:

- A. First infraction - Student-athlete will meet with the coach and Ms. Hass. Discipline to be determined by the coach.
- B. Second infraction - Student-athlete will meet with the coach, parents, and Ms. Hass. Discipline to be determined by Ms. Hass.
- C. Third Infraction - Student-athlete will be dismissed from the team.

Administration, faculty and staff at White House Heritage hold student-athletes to a higher standard because they put the "H" on their uniforms and represent our school and community.

- **Athletic Contests**

Article IV, Section 7 (Tennessee Secondary School Athletic Association Official Handbook). All games shall be properly supervised and policed to insure sportsmanlike contest. The host school shall be responsible for providing orderly conduct on the part of all spectators. Member schools are responsible for the conduct of their own fans and students at every athletic contest. All WHH rules and Board of Education Polices are in effect at athletic contest, both home and away.

- **NCAA Clearinghouse Requirements**

- **Division I** - Any student planning to enroll in a Division I college in 2008 or later and wants to participate in athletics or receive an athletic scholarship during their first year must meet the following requirements:
 - Graduate from high school
 - Complete these 16 core courses:
 - 4 years of English
 - 3 years of Math (Algebra I or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 1 extra year of English, Math, or Natural or Physical Science
 - 2 years of Social Science
 - 4 years of extra core subjects (from any category above, or foreign language, non-doctrinal religion or philosophy:
 - Earn a minimum required GPA in your required courses; and
 - Earn a combined SAT or ACT sum score that matches your core-course grade point average and test score sliding scale found on page 9 of NCAA's Guidelines for the College-Bound Student Athlete.

- **Division II** - Any student planning to enroll in a Division II college in 2005 or later and wants to participate in athletics or receive an athletic scholarship during their first year must complete the following requirements:
 - Graduate from high school
 - Complete these 14 core courses:
 - 3 years of English
 - 2 years of Math (Algebra I or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 2 extra years of English, Math, or Natural or Physical Science
 - 2 years of Social Science
 - 3 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)
 - Earn a 2.0 GPA or better in your core courses; and
 - Earn a combined SAT score of 820 or an ACT sum score of 68.

If you have any questions concerning Clearinghouse Requirements, see your counselor in the Guidance Office.

STUDENT BEHAVIOR:

The exercise of self-control, self-discipline, and self-direction are essential to positive school behaviors and success in the future. The school has an obligation to observe and respect the rights of individual students and the student body as a whole and attempt to maintain a safe environment for all. As with any organization, cooperation and the observation of the rights of others are essential if the goals for the organization are to be accomplished. To this end, **each student is responsible for his/her own behavior and must respect the rights of others.** See **Student Conduct Code** in this handbook for specific guidelines.

STUDENTS ENTERING BUILDING:

Doors open at 7:30 am every morning. Students are to enter the building through the commons area located at the back of the school. All students should report to 1st block/1st period as soon as they get their breakfast, no loitering in the hallways.

STUDENT INFORMATION:

Registration information will be submitted online at the Robertson County Schools homepage. Registration will be completed online in-order to provide a paperless process and to eliminate the need to fill out registration forms each year. The link for registering can be found at the district website: www.rcstn.net and click on the “Register Now” tab. Once a student is registered in the district system, that record will remain for the entirety of that student’s enrollment and would only require annual updating.

Registration can be accomplished through any device with internet capability. Families that already have a parent PowerSchool account can use that existing account to register. Schools will conduct registration for anyone without personal internet access.

Parents/Guardians are responsible for notifying the school office for any changes of name, address, phone number, parent/guardian or any other contact information.

STUDENT NUTRITION PROGRAM

Healthy meal choices are available to students each morning and afternoon.

WWW.ParentOnline.net

ParentOnline was created to provide K-12 School Food Service Departments and easy to use method for parents to securely and conveniently pay for school meals. Parents can view account history, including purchases made at school. Automated payments and low-balance alerts help parents make timely payments, ensuring that their students have sufficient funds to purchase meals at school. Payments can be made at any time from any internet-enabled computer through the secure ParentOnline website.

Students are given a lunch account number to access their account to purchase lunch. Students are EXPECTED to remember their lunch number or to bring money. Lunch charges are required to be paid in a timely manner. Alternate lunches are available if needed for medical reasons. There is a form available through the school nurse and the student must have a medical prescription from a licensed doctor. Students may only charge 2 lunches per Robertson County Board Policy.

A la carte items may be purchased from the student's lunch account.

Free breakfast and lunch will be available to all students during the 2022-2023 school year.

Carbonated drinks and food purchased from restaurants are prohibited at school

Cafeteria Prices

2021-2022	Breakfast	Lunch
Elementary school	No charge	No charge
Middle school	No charge	No charge
High school	No charge	No charge
Student reduced	No charge	No charge
Staff member	\$2.25	\$3.50
Visitor- Adult	\$2.50	\$4.00
Visitor-Child	\$1.75	\$3.00

“In accordance with Federal law and the U.S. Department of Agriculture policy, this Institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.” To file a complaint of discrimination, write to:

USDA
Director, Office of Adjudication
1400 Independence Avenue, SW
Washington, DC 20259-9410
Or call toll free (866) 632-9992 (Voice)

Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136(Spanish).

USDA is an equal opportunity provider and employer.

Free or Reduced Lunch

Any student who wishes to complete a free or reduced lunch application will receive the form in the registration package and are also available on-line on the county website. Forms are to be returned to the cafeteria manager. **STUDENTS ARE RESPONSIBLE FOR PAYMENTS UNTIL THE APPLICATION IS APPROVED.**

SUBSTITUTE TEACHERS:

Substitute teachers are to be accorded the same respect as a regular classroom teacher. Any student failing to maintain a proper relationship with a substitute teacher will be disciplined. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at White House Heritage.

SUSPENSION:

The state law provides that any administrator of a public school in this state is authorized to suspend a pupil from attendance at such school, from any school-sponsored activities, or from riding a school bus for good and sufficient reasons. **A suspended student cannot attend school events or be involved in any extracurricular activity.**

TARDINESS:

Students are expected to be in class on time every day. A student may be considered tardy to class if he/she is not in their assigned classroom at the sound of the bell. Teachers may expect additional responsibilities from students, such as in their seats when the bell rings. Classroom tardiness will be addressed and resolved by the teacher following the guidelines listed below.

Three tardy policy per semester: (PER CLASS)

- First Tardy - Warning
- Second Tardy - Teacher's Discretion
- Third Tardy - School Detention

Teachers will fill out the online detention form completely and will print three copies:

- Copy one - given to student
- Copy two - Given to Ms. Seimo
- Copy three - Keep for records

Students will have one week (from the violation date) to complete the school detention. Students who do not complete the detention within the given week, may have the detention time extended. If the detention is still not served, then the student may receive ISS.

Excessive tardiness will be referred to the administration for additional consequences.

The number of unexcused tardies or unexcused early dismissals from school will contribute to the total number of unexcused school days which will be included in filing truancy. The accumulation of (8) eight unexcused tardies or unexcused dismissals from school will be equal to (1) one unexcused school day.

TENNESSEE ATTENDANCE LAW:

Under Tennessee law (TCA§ 49-6-3009) any parent, guardian, or any other person having control of a child or children and who violates the provisions under the Tennessee compulsory attendance law commits a Class C misdemeanor. For each day the child has missed school without the proper excuse a parent may be fined fifty dollars (\$50.00) or thirty (30) days in jail for each separate day of unexcused absence. Court cost will also be assessed against the parent case.

TENNESSEE PROMISE:

The Tennessee Promise is only open to graduating high school seniors. It offers free tuition for five consecutive semesters of community college. There are several steps and requirements that must be completed by specified dates to remain eligible for the program.

- Students must complete the application at www.tnpromise.gov by the November, 2021 deadline. Check with your guidance counselor.
- Submit a FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov by February 15, 2022.
- Attend two mandatory meetings as schedule in the Spring, 2022.
- Make application to a Tennessee community college or Tennessee College of Applied Technology (TCAT).
- Meet and maintain the grade point average requirement of the community college or technical college you are applying to.
- Complete eight hours of community service before enrolling in community college and maintain that level of service each term they are enrolled in the program.
- Start college in the first fall semester after you graduate from college. Once enrolled, you must take at least 12 hours of classes each semester you are enrolled.

For more information, contact your school counselor and visit www.tnpromise.gov.

TENNESSEE SCHOLARS:

The Tennessee Scholars curriculum gives students the greatest number of options to pursue academic excellence, to enter post-secondary education, the military, or the workforce. The benefits for graduation as a Tennessee Scholar are: full tuition to any Tennessee college of Applied Technology and scholarships to many two-year and four-year Tennessee post-secondary schools. It guarantees increased job potential, recognition, and rewards. Scholars designation is recognized on job applications in more than twenty states.

Students must meet all Tennessee Diploma Project academic requirements and the following workforce development skill requirements:

- 80 hours of Volunteer Service to the community (See website for non-approved Volunteer hours).
- Maintain a “C” Average minimum in all Tennessee Scholar courses.

- 95% attendance requirement (Cannot miss more than 36 total days in 4 years of high school)
- No out-of-school suspensions.

For more information, contact your school counselor or visit www.tennesseescholars.org.

TESTING:

- **Quarter and Semester Exams**

Quarter and semester exams count 20% of the quarter in which they are given, and daily grades count 80%. During the second and fourth quarter periods, teachers will give a comprehensive semester exam instead of a quarter test and will count 20% of the quarter in which the semester exam is given. Tennessee requires End-of-Course tests in certain subjects. In courses with a state mandated end-of-course test, the state mandated test will account for 15% and the teacher created exam will account 5% of the second quarter grade.

- **State Testing**

TCAP test for English language arts and math in grades 3-11. It will provide us with more and better information about our students' progress. These tests will be administered online. Districts may request a waiver to administer Part II on paper.

High school students will take state assessments for courses with End of Course exams (EOCs):

- English I/II
- Algebra I/Geometry/Algebra II or Integrated Math I/II/III
- U.S. History
- Biology

TCAP tests are designed to assess true student understanding and not just basic memorization and test-taking skills. State testing will measure student understanding of our current state standards in English language arts and math, not the previous SPIs. - See more at: tn.gov/education/assessment

TCAP EOC Biology, Chemistry and U.S. History are given to help measure how much a student grows academically over the course of a school year.

- **ASVAB (Students in grades 11 or 12)**

The Armed Service Vocational Aptitude Battery (ASVAB) is made up of verbal, math, and technical tests. The ASVAB Career Exploration Program is designed to help students learn more about themselves and the world of work, identify and explore potentially satisfying occupations, and develop an effective strategy to realize their goals. All juniors will take the ASVAB free of charge. If a parent does not want his/her child to take the ASVAB, written notice must be given 2 weeks prior to the scheduled test date. Seniors may take or retake the ASVAB and must sign up in the Guidance Office 2 weeks prior to the test date.

TEXTBOOKS:

Students shall be assessed fines for the loss or damage to textbooks. Textbooks that are lost or not returned will be assessed at the replacement cost. If the textbook needs to be rebound, a fee will be assessed. **These fees must be paid before reports cards will be given to the student or participation in graduation is permitted.**

THEFT OF PROPERTY:

Any theft of property should be reported to a school administrator or SRO.

TOP TEN PERCENT:

Seniors are ranked according to academic averages only in order to qualify for recognition as a member in the Top Ten Percent of the senior class.

VALEDICTORIAN/SALUTATORIAN:

To be ranked as valedictorian or salutatorian, a student must be enrolled in the high school at least four of the seven semesters proceeding the final semester and must be ranked among those students who have taken at least eight (8) courses designated as Advanced courses, AP, and/or Dual Enrollment. In the event that multiple students have the same GPA, students who have taken at least 5 officially recognized *advanced courses will be ranked above students who have not taken advanced courses.

If after considering advanced courses, the final scores of the three (3) State Mandated End-of-Course Tests (Biology I, English II, Algebra I) will be used to determine final ranking. In the event that multiple students have the same calculated test scores, then students highest composite ACT score (on file at the time of calculation) will be used to determine final ranking. In the event that multiple students are equal on all of these outlined criteria, multiple valedictorians will be recognized.

*Advanced course are those courses which have been designated as such by the Director of Schools/Designee and have a quantitative and qualitative difference from the regular course.

VISITORS:

Parents and alumni are always welcome to visit our school. Visitors **MUST ENTER** through the **MAIN ENTRANCE DOORS**. All other doors are locked at the beginning of the school day. Every visitor must first sign in at the desk with the office secretary. You will receive a visitor's badge that is to be worn while in the building. Be prepared to show identification if requesting to see a student or to check them out.

ZERO TOLERANCE:

In-order to ensure a safe, secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following offenses will not be tolerated and will be classified as Zero-Tolerance behavior:

1. Any student determined to have brought to school or to be in unauthorized possession on school property of a firearm, as defined by Federal Law 18 U.S.C. 921.
2. Any student committing battery upon any teacher, principal, administrator, school resource officer, or any other employee of the Robertson County Board of Education.
3. Any student unlawfully possessing any drug including any controlled substance as defined in TCA 39-17-403 through TCA 39-17-415, or legend drug as defined in TCA 53-10-101.

STUDENT CONDUCT CODE WHITE HOUSE HERITAGE

The Board of Education has adopted the following Student Code of Conduct that will be in effect at White House Heritage School. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

White House Heritage will attempt to provide a safe and orderly learning environment for all students. Certain student actions may not be compatible with the words “safe” and “orderly”. Discipline is within the sound discretion of the School’s staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following outline provides a list of major areas that could result in disciplinary action.

Prohibited Behaviors

All teachers have been requested to be on alert for any student behavior that is in violation of school regulations. Students should behave in a manner that will be a credit to our school.

STUDENTS ARE PROHIBITED FROM THE FOLLOWING:

1. Use of or possession of tobacco products in building or on campus.
2. Possession or use of alcoholic beverages, drugs, drug paraphernalia, fake drugs, or legend drugs on school property or any school related activity.
3. Possession or use of anything that might be considered or used as a weapon.
4. Intimidation, bullying, and harassment of students.
5. Damage which causes disruption of technical infrastructure, destroying, defacing, or misuse of property belonging to the school, a teacher, or another student.
6. Fighting on school property.
7. Showing disrespect for school personnel.
8. Obscene language, written or spoken, obscene literature, signs, gestures, videos or pictures.
9. Bringing outside drinks or food purchased from restaurants into the school.
10. Leaving trays on tables or disruptive behavior in the cafeteria.
11. Use of electronics during school hours including, but not limited to: radios, CD players, digital audio players such as MP3 players or iPods, portable video games, eReaders, Nooks, Kindles, watches connected to cell phones, or cell phones when instructed to not have them out by an adult in the building. Laptop computers are permissible if the student has parent permission and an academic purpose approved by an administrator. Without parent and school permission or if the privilege is being abused, laptop computers will be treated as all other electronic devices. School hours are defined as the period of time between the student’s arrival on campus in the morning to the last dismissal bell in the afternoon.
The administration/school is not responsible for items after confiscation.

12. Gambling of any type.
13. Public display of affection.
14. Sitting in cars after arriving on campus.
15. Leaving campus without checking out, skipping school, or skipping class.
16. Using the office phone for any reason other than an emergency or without permission of the office personnel.
17. Running in the corridors.
18. Being in halls during class period without a hall pass or out of assigned area.
19. Sexual harassment - any unwelcome sexual behavior that may cause any person to feel uncomfortable or unsafe.
20. Parking on campus without permit.
21. Leaving class without permission.
22. Contributing to or inciting a discipline issue involving another student(s).

NOTE: At any time during the school year, the administration may prohibit additional student behaviors or other items as deemed necessary to maintain a safe and productive school environment.

Discipline Plan

- LEVEL ONE:** Behaviors that impeded the school environment or interrupts school operations.
- LEVEL TWO:** Unsafe, frequent, serious disruption of the school environment and/or acts against person/property.
- LEVEL THREE:** Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in school or on the bus.
- LEVEL FOUR:** Violence to others person or property or which pose a threat to the safety of others, actions, that require immediate removal by an administrator, intervention by law enforcement or actions by the Disciplinary Hearing Authority (DHA).
- LEVEL FIVE:** Zero Tolerance Offenses-weapons on campus, assault, possession or use of illegal substance. All Level Five Offenses will be referred to the Disciplinary Hearing Authority (DHA). (Board Policy)

Morning Traffic Flow

