

2026-2027 Student Handbook

"Where Champions Are Made"



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***This handbook contains some of the school board policies that are relevant to high school students. The policies within this handbook are subject to change through school board policy or administrative decisions.**

HAMBLEN COUNTY SCHOOL BOARD COMMITMENT TO STUDENT ACHIEVEMENT

The Hamblen County Board of Education, HCBOE, believes that improvement of student achievement is the most significant task of the school district. We affirm our intent in the following ways:

- Openly evaluating data on student achievement indicators
- Discussing processes that affect the instructional program
- Examining the impact of the district's course of study on learning
- Reviewing or revising district goals to focus on student progress
- Striving to find methods to remove barriers to learning

Furthermore, this board commits to informing district staff, students, parents and the community about student achievement in our schools and how our local data compares to common measurements in Tennessee, nationally and with relation to other comparable school systems. Therefore, the Hamblen County Board of Education resolves that:

- Each student in our district is expected to participate in school for the ultimate purpose of academic scholarship
- Every employee of our schools will devote his or her work toward ensuring and enhancing students' learning success
- The director of schools will recommend and implement initiatives and expenditures that clearly support and advance student learning success
- The board of education will devote meeting time to topics that directly support and enhance student learning success

West High School Statement of Beliefs

We believe...

- Our students' education and safety should be the main focus of all decisions at West High
- By continuously striving to improve, students become confident, self-directed, lifelong learners
- Administrators, teachers, students, parents and the community should share the responsibility for advancing the school's mission
- Our students deserve the opportunity to obtain skills and knowledge which will enable them to solve problems and to produce quality work
- Each student has unique physical, social, emotional, and intellectual needs, and we will endeavor to meet those needs
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff
- Challenging curricula with appropriate instruction accommodates different learning styles and increases student performance.

West High Mission Statement:

WH will provide a student-centered educational program, which will promote the enlightening of our students in three basic areas: communication, problem-solving and responsibility. In its most basic form, the mission is to provide every student with "CPR" for life.

West High Action Statement:

WH diligently attempts to integrate rigor, relevance, and relationships in all aspects of life in the Trojan Nation, where a diverse learning community and individual achievement are the norm rather than the exception.

Combined in concise formula: CPR + R3 = West High

West High Vision Statement:

The Trojan Nation seeks to be a special place...where every teacher cares, where every child succeeds, where champions are made.

Trojan Nation Information

Absences, policy 6.200

The HCBOE recognizes absenteeism is a hindrance to the efficient education of students. Realizing punctuality and regularity of attendance is necessary for progress of a student at school, the school board has adopted the following attendance policy. Parents, guardians, or other persons having charge and control of a child are held responsible for the child's school attendance.

A student is considered present if the student does not miss more than 20 minutes of a class period. **A tardy or dismissal past 20 minutes will be considered an absence.** Any student who has a passing average, no more than 2 excused absences (see below), no ALP, no OSS, no unexcused absences, no unexcused tardies, and no alternative school placement during the nine weeks will have two points added to the nine weeks grade. All absences and tardies can be checked daily in your parent PowerSchool account. Alerts can be set up so you are notified of any changes or updates.

Students are allowed 3 excused absences per class each semester. However, even though an absence is excused, the absence will still count toward loss of credit in a course. Students who have more than 10 absences in a class will not receive credit for the class.

All parent notes shall be submitted to WH within 30 calendar days of the absences. After 30 days, the absences will be considered unexcused.

Excused absences that DO count against attendance:

- Illness with parent note
- Religious holiday with parent note
- Family emergency with parent note
- Excused at parent's/guardian's discretion with a note

Excused absences that DO NOT count towards the 10 day attendance policy:

- Illness with excuse from doctor
- Medical/Dental appointment with excuse from doctor
- Legal appointment with excuse from court
- Death in immediate family with funeral note/obituary (this includes parents, siblings, or grandparents of student; not to exceed 3 days)

****Excused absences do count towards the semester attendance incentive.**

Unexcused absences are those which are not considered appropriate absences according to the laws and regulations of the attendance policy. Unexcused absences may also occur if a student has already used the 3 excused absences allowed. IMPORTANT- Unexcused absences will also result in Hamblen County Attendance Review Board and Juvenile Court referral for judicial enforcement of the attendance laws.

Absences: 18-Years-Olds

Students who are 18 years of age or older and whose attendance will prevent them from receiving credit will not be referred to the Hamblen County Attendance Review Committee. However, after 10 consecutive absences from school, the student can automatically be dropped from school. **Students who are eighteen (18) years old or older**

must also have parental permission to leave school. They can no longer sign themselves out.

Absences: College Visits

Seniors are allowed one college visit during the school year which will not count towards attendance. It is the responsibility of the student to plan, in advance, at the college of their choice. See Michelle Jenkins in the main office for a permission slip, which must be completed and returned to the office at least one week prior to the college visit in order to get principal approval. Once the visit is complete, the student must have the college acknowledge the visit on the official college form including the date of the visit and the student's name. Colleges will grant this if students request a "school excuse".

Absences Due to Tardies

Students are considered tardy if they arrive in the classroom after the bell rings. **A tardy is missing 20 minutes or less. Missing 21 minutes or more will result in the student being marked absent.** This also includes early dismissals. Leaving 20 minutes or less will result in a tardy. Leaving 21 minutes or more before the end of a class will result in an absence.

Absences and Final Exam Exemption

At the end of each term, all high school students shall take exams. There shall be an incentive for exemplary attendance, academic performance, and behavior that exempt students from final exams. This exemption does not apply to AP exams or T-CAP EOC tests.

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

- No Unexcused Absences (*5 Unexcused Tardies=1 Unexcused Absence*)
- Not Chronically Absent (*8 or Less Excused Absences*)
- Semester Average of 80 or higher
- No Office Referrals

Attendance Points

Any high school student who has a passing average, no more than 2 excused absences, no ALP, no OSS, no unexcused absences, no unexcused tardies, and no alternative school placement during a nine-weeks shall have 2 extra points added to their term average in which they meet the previously stated criteria.

Chronic Absences

Students who have more than ten (10) absences, parent notes and unexcused absences, in a class per semester will not receive credit for the class. If a student transfers from one class to another, their attendance will follow. If dissatisfied with the decision of the school attendance review committee, the student and parent(s) or guardians(s) may, within five days, make a written request for an appeal to the Hamblen County Attendance Review Committee (HCARC). *The PowerSchool app will provide parents with immediate updates of absences and tardies.*

Attendance and Drivers' License Policy

Any student fifteen (15) years of age or older who becomes deficient in attendance shall be reported to the Tennessee Department of Safety for driver's license revocation.

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 term. Suspensions shall be considered unexcused absences. A copy of the notice sent to the Tennessee Department of Safety by the attendance teacher or the director of schools shall also be mailed to the student's parent / guardian.

Adding and Dropping Courses

Adding and dropping courses must occur within *the first five days of the term* and only with the approval of the administration. Only necessary changes will be made. If classes are changed, the grades (passing or failing) will follow into the new class.

Address Change

It is the responsibility of the guardian to inform the office of any changes of address or telephone number. Any changes must be made in person to the school office.

Athletics

Athletic Directors: Calvin Decker

WH is a member of the TSSAA. To be eligible to participate in athletics a student must:

- Be in good standing at West High: Incoming freshmen must be academically promoted to the ninth grade. Grades 10-12 should have earned 6 credits the previous year. All credits must have been earned by the first day of the new school year.
- Be no older than 19 by August 1st of the new school year
- Meet all TSSAA regulations
- Have insurance
- Have permission of his/her parents or guardians
- Have a current physical, *dated after April 15th*
- Live in the WH zone with parent and/or guardian

Bathroom Stalls

Two or more students in a stall is not permitted. Any students doubled up in a bathroom stall will be subject to a search and disciplinary consequences.

Breakfast

For the 2026-2027 school year, breakfast is available to all students at no cost due to grant funding. Students can eat when they arrive to school. The cafeteria opens at 7:20 and closes at 7:50.

Buses

All regular bus riders have assigned buses and drop off spots. Due to overcrowding, students are not allowed to ride a different bus other than what is assigned to their home address. In extreme situations, a request can be made to the transportation. However, an approval can only come from the transportation department.

Hamblen County Schools provides bus transportation to all students. Bus routes and schedules are available from the Department of Transportation (586-2103). For conduct expectations on school transportation search for "Bus Conduct" in the students' section at <https://content.schoolinsites.com/api/documents/3f0ed99663cd4f0b86435739ef6e4f02.pdf>

Car Riders

ALL car riders should be dropped off and picked up at the back of the building due to student car traffic and safety. Please don't use the front circle from 7:15-8:05 or 2:45-3:25. We have many student drivers and shuttle bus transportation for first period.

Classroom Assertive Discipline Plan, policy 6.300

A student's most direct and frequent contact is with the classroom teacher. All students are expected to adhere to the rules established under the classroom assertive discipline plan and/or social contract in each individual classroom.

Classroom Rules

1. Follow directions the first-time directions are given.
2. Be in your seat with all required materials ready to work when the bell rings.
3. Keep hands, feet, objects, and inappropriate comments to yourself.
4. The teacher dismisses the class - NOT THE BELL!

When a student has a problem in class, the following steps will be followed in trying to solve the problem:

Consequence Sequence

- | | |
|------------------------------|---|
| 1 st Consequence: | Warning |
| 2 nd Consequence: | Teacher Call Home, 15-minute After School Detention with Teacher |
| 3 rd Consequence: | Teacher Call Home, 30-minute Thursday After School Detention in ALP |
| 4 th Consequence: | Teacher Call Home, 60-minute Thursday After School Detention in ALP |
| 5 th Consequence: | Office Referral |

**Severe Classroom Disruption: the student will be sent immediately to an administrator. This is defined as an overt refusal to follow the teacher's instructions, fighting, vandalism, and behavior which prevents learning or instruction in the classroom.*

Clubs

The Trojan Nation offers a variety of clubs and organizations. Each group encourages students to get involved and participate. Active involvement will enhance your high school career. Contact a club member or sponsor to find out more about your participation. These clubs are posted in your child's Google Classroom in "Class of 20_ _" graduation year (example: Class of 2027).

Deliveries

West High will not interrupt class time to deliver flowers, balloons, etc.

Dual Enrollment Courses

** See WH Program of Studies for More Information*

Dual Enrollment (DE) courses are available for juniors and seniors who meet specific criteria.

To enroll in DE courses, students must meet the following criteria of HCBOE Policy:

- Meet or Exceed TCAP in the most recent TCAP assessment
- Have a 3.0 GPA
- Meet ACT Benchmark in English (18) and Reading (22) for any English Class, meet ACT Benchmark in Math (22) for any math course

Administrative Procedure

- Students must complete English III (in order to take DE Composition, I).
- Students must also have satisfactory attendance to enroll in DE.

Extreme efforts were made for all dual enrollment classes to be taken on the West High campus. No attendance points will be added to dual enrollment classes. Any dual enrollment class that results in a failing grade cannot be recovered until the next term begins.

Grading System

Grades given during each nine-week period will be determined from daily work, oral, and written assignments as well as other assignments determined by the teacher. The teacher will determine the value of grades given for various assignments within the nine-week period as a clear indication of what students have learned, not simply a measure of how much work they can turn in or how hard they might try in class. Learning is an indicator of success. This procedure will enable the teacher to allow for individual differences in grading. Grades for the term will be determined by averaging the two nine-week averages and final exam. Progress reports and each nine-week term grades are NOT printed. ***Please check your PowerSchool account for your child's grades, attendance, and lunch balance.***

A final exam is given in ALL high school classes, grades 9-12.

Please check calendars in advance so there are no scheduling conflicts.

Students receiving credit for **honor classes** will have three points added to each 9 weeks and their final exam (Q1 +3, Q2 +3, Final +3 **OR** Q3 +3, Q4 +3, Final +3)

Students who complete all criteria of the **Advanced Placement** Classes (AP Courses) contract, to include taking the Advanced Placement test, will have five points added to each 9 weeks as well as their final exam ((Q1 +5, Q2 +5, Final +5 **OR** Q3 +5, Q4 +5, Final +5)

Students who complete all criteria for **Dual Enrollment** will have 5 points added to their final semester grade.

Students who take CTE course which and choose to take industrial certifications

The GPA (grade point average) is the average of the letter grade earned in classes, divided by the total number of classes taken. Extra points are earned for taking advanced classes.

- Regular Classes A=4 B=3 C=2 D=1 F=0

• Honors Classes	A=4.5	B=3.5	C=2.5	D=1.5	F=0
• Advanced Classes	A=5	B=4	C=3	D=2	F=0

Please be aware that End of Course Testing, EOCs, will count a % of your child's final class grade. EOC testing is the high school term used for T-CAP testing (Tennessee Comprehensive Assessment Program) as seen in grades 3-8.

Hall Passes

Classroom pass lanyards are used as official hall passes for WH. Each student is required to carry one of these items while out of class. This applies to student council members, student aides, and any student who finds it necessary to enter the halls. Students should always ask the teacher to issue a pass prior to their leaving the classroom. **Students should only be in the hallway during class for emergencies or on official classroom business.** Any student in the halls without his/her hall pass may be in violation of school policies and subjected to the school's assertive discipline plan.

Health Record

Each student's parents or guardian is responsible for providing immunization (shot) records in accordance with Tennessee laws.

Homebound Instruction

If a student is unable to attend school for an acceptable reason for a long period of time (ten days or more), he/she may be eligible for a homebound teacher. A written recommendation from a physician is necessary for consideration to the homebound program. Homebound forms may be obtained at the central office.

Insurance

School accident insurance is offered at the beginning of each school year in homeroom and at the central office.

Law Enforcement Agencies and SROs

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his designee may request the assistance of a law enforcement officer to (1) search any area of the school premises, any student, or any motor vehicle on the school premises, or (2) identify or dispose of anything found in the course of a search conducted in accordance with this policy. The involvement of law enforcement officials/SROs is encouraged when there is reasonable cause to suspect criminal activity.

Library

The library exists to support and carry out the school's mission. Library hours are from 7:50 a.m. to 3:15 p.m. Two books may be checked out for a two-week period. Books may be renewed for an additional two weeks, unless it has been listed as "reserved" for another student. A fine of ten cents a day is charged for overdue books. There is no maximum fine. A student will not receive

his/her grade card until all fines or lost book payments are cleared.

Any student coming to the library without a teacher must have a library pass or note signed and dated by his/her teacher. A copier is available to students at no cost. Due to the high cost of supplies, all computer printing must be school-related.

Lockers

Any student who should need a locker may make a locker request to their homeroom, TNN, teacher. Lockers may be rented yearly for \$5.00. Each student is responsible for the care of his/her own locker and liable for any damage to the locker. Students are also responsible for the contents of the assigned locker. Changing locks without permission may result in the student being assigned in-school suspension. The school reserves the right to inspect student lockers at any time.

Lost and Found

The security office staff operate the lost and found department. Students are encouraged to not bring large amounts of money, expensive jewelry, cameras, etc. to school. We recommend that no valuables are left in lockers or in the P.E. dressing rooms. WH is not responsible for articles stolen at school. If there is a lost item, students need to see staff in the security office or our SROs.

Lunch

For the 2026-2027 school year, lunch is available to all students at no cost due to grant funding. At lunch, students are given the choice of a hot lunch or a salad bar. Extra items, such as ice cream, chips, additional milks, may be purchased in addition to lunch. *All students are required to be in the cafeteria during their assigned lunch period.* Students are not allowed to leave campus for lunch. *The PowerSchool app allows parents to see in real-time the account balance. Balance alerts can also be sent to your email account.*

Make-Up Work, policy 6.200

Any assignments missed due to an excused absence should be made up as quickly as possible. The number of days missed is the number of days the student will be given to complete assignments. For example, a student who misses Monday and Tuesday and returns to school Wednesday will have 2 days to turn in makeup work. Thus, work would be due on Friday.

Missed high school finals may be made up only with a **doctor's excuse** or prior approval from the principal. Missed assignments, quizzes, or tests may only be made up with an excused absence. Absences due to OSS will be considered as unexcused absences. Students who participate in recognized school functions or events are not to be counted absent, but they are responsible for work missed under the above guidelines of the make-up policy.

Medicine: Prescription/ Non-prescription, policy 6.405

For all prescription and nonprescription drugs, a written request must be obtained from our school nurse in order to request the medication be given during school hours. No medication of

any kind can be given to students until this information is completed and returned to the school. All non-prescription medication must be in the manufacturer's original container with the child's name attached to the container. Prescription medication must be in the original, pharmacy-labeled container. It is the parent or guardian's responsibility to ensure the written request and medication are brought directly to the school office. Students who do not follow these provisions will be subject to the provisions and guidelines of the school's assertive discipline policy.

Parking and Vehicle Registration

All students who desire to drive to school must purchase a parking permit hang tag at a cost of \$20. Seniors will have a chance to secure a permanent parking spot as well as paint it for their senior year. Painted senior spots will cost \$50, and a portion will be donated to a charity. All students must register the make, model, color, year, license plate number and proof of insurance of each vehicle driven on campus. Failure to register your vehicle could result in loss of driving privileges, fines, or placement on an assertive discipline level.

Parking on school property is a privilege. Certain conditions are attached to this privilege. Students who fail to uphold those conditions will be subject to the loss of parking privileges. The conditions are as follows:

- Students must register any vehicle they intend to drive to school. Upon registry a \$20 fee is required, and a parking permit will be issued. Only registered vehicles will be allowed to be parked on campus.
- The permit should be displayed prominently on the rearview mirror.
- Students are not allowed in parking areas unless they are coming to or leaving school (through the office), unless they are involved in a school-sponsored or approved activity.
- Aside from senior painted spots, students will not be assigned parking spaces. They will be assigned to a specific lot that will be 'first come, first serve' in regards to parking spaces.
- No student is to park in the front circle or on the side circle near the cafeteria. These spaces are reserved for faculty. The **first 3 rows** of the auditorium parking lot are reserved for faculty.
- No parking on the grass, curb, or sidewalk. Obey all traffic signs and markings on campus.
- Students are not to litter the parking lot.
- Speeding or reckless driving is prohibited.
- Students must leave their parked automobiles and enter the building when they arrive at school. They are not allowed to sit in a parked automobile.

The school is not responsible for accidents or damages to automobiles in the parking lot. Failure to obey these conditions could result in loss of driving privileges for the remainder of the term or for nine weeks, whichever is greater. **Students must have a current updated emergency form on file before a 1010 form can be issued. The first 1010 form is free; each additional form is \$3.**

WH reserves the right to pull parking permits and not allow parking if deemed necessary.

Prom

The junior-senior prom is an annual event hosted by the junior class. Any eligible junior or senior student may invite one guest (see eligibility below). All students attending the prom are required to follow the approved dress code. This dress code will be distributed to the junior and senior class members. All HCBOE policies are in effect at all school-sponsored events. Cell phones are NOT permitted during prom.

Students will be **prohibited/ineligible** from attending prom if:

- More than 10 Absences (spring semester)
- Classes Listed as NG (previous semesters)
- Unaddressed Credit Recovery Needs
- Reached Level 4 on Discipline Ladder
- Alternative School Placement or Expulsion

Searches

To facilitate a search which is found to be necessary, metal detectors and other devices designed to indicate the presence of dangerous weapons, drug paraphernalia, or drugs may be used in searches, including hand-held models which are passed over and around a student's body. Dogs or other animals trained to detect drugs by odor, or otherwise, may be used in searches, but such animals shall be used only to pinpoint areas needed to be searched. In determining when a search is necessary, the principal may consider reports from faculty members, students, and other sources.

Sign-out Procedures, policy 6.200

Students will be allowed to sign out through the school office under the following conditions:

1. A parent or guardian may come to the office to sign the student out, or...
2. The parent or guardian may send a note, and the note must be turned into the office no later than the morning/beginning of the day that a student is to leave. The note should include: student's full name, grade level, and a phone number of the parent giving permission so this dismissal can be confirmed.
3. **Students who are 18 years or older may NO longer sign themselves out.**
4. No student will be released to go off campus for lunch.

Social Clubs

No social clubs are officially recognized by WH and are the responsibility of their non-school sponsor. No social club initiations are allowed at WH. No official organization at WH is permitted to initiate new members on or off campus.

State Mandated Assessments

During elementary and middle school, students took the T-CAP every spring. In high school, the name of the assessments used is EOCs (End of Course Testing). Students will take an EOC for certain classes. EOCs may be given at the end of the first or second semester of school depending when students take a course with an EOC test. Hamblen County policy mandates that the EOC scores counts as 15% of the students grade overall grade.

Student Fees

**Subject to change July 2026*

AFJROTC \$25
Audiovisual Production \$10
AP Courses \$10-\$30, plus the cost of workbook
Cosmetology \$15
Early Childhood Education \$10
Greenhouse \$10
Marketing \$5
Technology \$50, laptop
Welding \$10
Weight Training \$10

Art 1, Art 2, and Art 3 \$20
AP Test \$99
Chemistry \$10
Culinary Arts \$10
Engineering \$10
Intro to Human Studies \$10
Sciences \$10
Theatre Arts/Forensics \$10
Wellness \$10

1010 Driver's Permit Form - First one is free; \$3.00 for each additional request

Student ID

Each student will be issued a student ID. If the first ID is lost, the student is responsible for purchasing another student ID from the library. The replacement costs are \$5.00.

All students should have their IDs with them at all times. This will help with quick positive identification as well as assist students with getting into some sporting events without a game fee.

Student Laptops

Student laptops are part of the 1-1 commitment that HCBOE made to increase learning skills, literacy skills, and life skills for Hamblen County students. Please see the link below to find out more details and requirements for students. <https://www.hcboe.net/promise2020>

Tardies

A student is considered present if the student does not miss more than 20 minutes of a class period. A tardy past 20 minutes will be considered an absence.

-Excused Tardies

Late bus, illness with doctor's note, death in family, medical/ dental appointment, or legal.

-Unexcused Tardies

Students who are late to first period will receive two warnings before penalties are assessed. Additional tardies for first period and all tardies for other periods will be assessed as follows:

- Tardy 1 First Warning
- Tardy 2 Second Warning
- Tardy 3 1-One Hour Detention, afterschool on Thursdays
- Tardy 4 2-One Hour Detention, afterschool on Thursdays
- Tardy 5 3-One Hour Detention, afterschool on Thursdays, parent contact
- Tardy 6 1 day placement in ALP; parent contact required
- Tardy 7 2 days placement in ALP; parent conference required
- Tardy 8 Student shall be subject to further ALP placements, office referrals, referrals to Hamblen County Attendance Review, and/or juvenile court

Five unexcused tardies/early dismissals will be considered an unexcused absence and the attendance review committee will get involved.

Transcripts

Transcript requests for current students do not have a cost involved with the transcript request. Colleges and scholarship providers will request students have their school transcripts sent to them as part of the application process. To send a transcript, the student must do the following: Complete the school transcript request form in the counseling office at least 7 (seven) days prior to the date the transcript is due. Turn the request in to the guidance secretary. Students also have an electronic option. This form can be found in the student's Google Classroom for their Counselor and their Senior Classroom.

For former students, there is a \$5 charge for transcript requests.

Trips

The state of Tennessee passed a law requiring signed parent/guardian permission for students to participate in any extracurricular activities off campus. Please be responsive when these permission forms are brought home as we will not be able to allow participation without signed form(s). All school policies are in effect during all field trips whether day trips or overnight trips.

Visitors

All visitors must report to the security office. All visitors must have an ID. The ID will be checked into our school's security system. All visitors must have permission from the security office and a visitor's pass to be in any section of the school building at any time before, during, or after school hours except to attend approved scheduled activities.

Special Student Violation Policies

Please see HCBOE Board Policies for ALL the policies and in greater detail.

<https://tsba.net/hamblen-county-board-of-education-policy-manual/#students>

Administrative Assertive Discipline Plan, policy 6.300

The purpose of this plan is to establish a clear and consistent hierarchy of consequences to enable the administration to deal promptly and fairly with students who violate school rules. It is also the purpose of this discipline plan to establish a safe and orderly school environment in which the rights of all students are protected, and the efforts of teachers to manage their classroom so learning can occur are supported. The hierarchy of punishments ranges from the less severe of detention or in-school suspension (ALP) to the more severe out of school suspension (OSS), alternative school placement, or expulsion.

It is our opinion that although expulsion is a matter with serious implications for the student and family, it is a step-in which circumstances may prove necessary. Most office referrals come from teachers as a result of a violation of their classroom discipline plans. The referral would be as a result of either a severe classroom disruption; or *the student would have committed five violations*

of the rules in ONE PARTICULAR CLASS. At either of these two points, the student would be referred to an administrator.

1st REFERRAL TO ADMINISTRATOR is up to 1 day of ALP, OSS, alternative school placement or expulsion. Expulsion with parent contact by phone, letter or meeting, and behavior contract (optional).

2nd REFERRAL TO ADMINISTRATOR is up to 2 days of ALP, OSS, alternative school placement with parent contact by phone or letter, referral to counselor, and behavior contract (optional)

3rd REFERRAL TO ADMINISTRATOR is up to 3 days of ALP, OSS, alternative school placement or expulsion with recommended parent contact, behavior contract (optional)

4th REFERRAL TO ADMINISTRATOR is up to 4 days of OSS, alternative school orientation, parent contact and optional behavior contract.

5th REFERRAL TO ADMINISTRATOR is OSS pending placement in the alternative school or recommendation for expulsion. (If a student has already been placed in the alternative school during his/her high school career, the student would receive OSS pending expulsion.)

Alcohol, policy 6.307

Students will not possess, distribute, or be under the influence of alcoholic beverages, in school buildings or on school grounds or in school vehicles or buses or at any school-sponsored activity at any time, whether on or off school grounds.

First Offense Violation: Placement in the alternative school for 90 days.

After completing 45 days in the alternative school, students may request, through the superintendent of schools, admittance to the regular school program.

The superintendent/designee may reduce the placement to time served upon satisfactory proof of all the following:

1. Completion of the 45 "good" day alternative school program.
2. 20 hours community service (approved by the alternative school principal).
3. An alcohol/drug counseling and education program including the effects and consequences of alcohol use on personal health and safety (approved by alternative school principal).

Parents/students would be responsible for any expenses for counseling and community service.

Second Offense Violation: 180-day expulsion from the school system

Battery Policy, policy 6.3131

Any battery by a student on a paid employee, contracted personnel, volunteer, or school resource officer of the Hamblen County School Board shall result in expulsion for one (1) calendar year.

Care of School Property, policy 6.311

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or cause damage to school property or equipment will be required to pay for the damage or to replace the item. Disciplinary action will be taken. Steps may include recommending the filing of a civil complaint in court to recover the

damage. The district MAY also withhold grades, diploma, and/or transcript of the student until the damages are cleared.

Cell Phone Policy, policy 6.312

With the exception of alternative school, students in Grades 9-12 may possess personal communication devices while on school property; however, before entering the school building the device must be in off mode AND must be kept in a backpack, purse, or similar personal carry-all at ALL times and may not be used. Students are not permitted to use the devices during class. A student in violation of this policy is subject to disciplinary action as outlined below.

First Offense:

- Warning (assertive discipline plan)
- Parent may pick up the device at any time.
- Student may pick up the device at 3:00 p.m. on the 7th school day. The 7 days will begin the day following the date of the offense.

Second Offense:

- A level on the assertive discipline plan.
- Parent may pick up the device by paying fifty dollars (\$50) or by waiting until 3:00 p.m. on the 7th school day. The 7 days will begin the day following the date of the offense.

Third Offense:

- A level on the assertive discipline plan.
- Orientation to Miller Boyd Alternative School.
- Parent may pick up the device by paying one hundred dollars (\$100) or by waiting until 3:00 p.m. on the 14th school day. The 14 days will begin the day following the date of the offense.

Fourth Offense:

- Placement in alternative school for forty-five (45) days.
- Parent may pick up the device at the home-base school.

Drugs, Vapes, and Tobacco, policy 6.307, 6.309, 6.405

Students shall not possess, distribute, or be under the influence of illegal drugs (e.g., schedule drugs defined by state law) or drugs for which they do not have prescriptions in school buildings or on school grounds or in school vehicles or buses or at any school-sponsored activity at any time, whether on or off school grounds. Upon information that the board policy has indeed been violated by a student, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials.

Unlawfully possessing or being under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance, including but not limited to marijuana, shall result in the student being expelled for one calendar year.

If found guilty of distributing and/or selling such substances on school grounds or at a school-sponsored event, a student shall be subject to extended expulsion. If a student violates this policy while assigned to the alternative school, he/she shall be subject to expulsion from the school system for a minimum on one (1) calendar year from the date of infraction.

Students shall not possess, market, or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. The penalty for possession, marketing, or distribution of such substances shall result in placement of the student in the alternative school.

The penalties for **Tobacco/Non-THC vape** products shall be the following:

- 1st Offense: Office referral and a level on the assertive discipline policy;
- 2nd Offense: Office referral and alternative school orientation;
- 3rd Offense: 45-day alternative school placement.

After completing 45 days in the alternative school, student may request, through the superintendent of schools, admittance to the regular school program. The superintendent may reduce the placement to time served upon satisfactory proof of all the following:

- 1. Completion of the forty-five (45)"good" day alternative school program;
- 2. Twenty (20) hours community service (approved by alternative school principal); and
- 3. An alcohol/drug counseling and education program that would include the effects and consequences of drug use on personal health and safety (approved by alternative school principal).

Parents/students shall be responsible for any expenses for counseling and community service. If a student violates the vape policy a second time or while assigned to the alternative school, he/she shall be subject to expulsion from the school system for a minimum of one (1) calendar year from the date of infraction. If found guilty of distributing and/or selling such substances, a student shall be subject to extended expulsion.

The penalties for a vape **product that tests positive for THC** products shall be:

- 1. Expulsion from school for one calendar year (180 school days/Zero Tolerance Offense).
- 2. The school administration shall notify the student's parent or guardian.
- 3. The school administration shall notify the appropriate law enforcement officials.

Disrespect Policy, policy 6.3131

In cases of general disrespect, the consequence is up to ten days ALP or out-of-school suspension. In cases of severe disrespect, or in the threatening of an employee, the minimum consequence for **first offense** will be ten days out-of-school suspension and/or placement in the alternative school or expulsion and/or petition to court. **Second offense** will result in placement in the alternative school or expulsion and/or petition to court.

Explicit Sexual Conduct Policy, policy 6.3131

No explicit sexual conduct or sex act will be permitted.

- 1st Offense: One-year placement in alternative school with mandated consultation with school counselor; a level on the assertive discipline plan
- 2nd Offense: One-year expulsion from Hamblen County Schools

Extreme Physical Contact Policy, policy 6.3131

No extreme physical contact that simulates explicit sexual conduct is permitted.

- 1st Offense: 45-day placement in alternative school with referral for mandated consultation with school counselor
- 2nd Offense: 1-year placement in alternative school with mandated consultation with school counselor
- 3rd Offense: 1-year expulsion from Hamblen County Schools

Fighting, policy 6.3131

When students are involved in a fight, defined as an exchange of physical blows (hitting, slapping, pushing, shoving, grabbing, etc.), the aggressors shall receive the following discipline:

- 1st Offense: Three (3) days OSS and intake for alternative school, or recommendation for placement in the alternative school, or expulsion.
- 2nd Offense: Placement in the alternative school or expulsion
- 3rd Offense: Expulsion

Any fighting on any school grounds could result in charges being filed with juvenile court.

Leaving School Grounds, policy 6.200

Students arriving on school property by way of school bus, by automobile, or by walking are prohibited from leaving school grounds without administrative and parent permission even if the first period has not yet started. Violations will be subject to the assertive discipline plan.

Physical Contact Policy, policy 6.3131

No inappropriate display of affection between students is permissible. Students who violate this policy shall receive the following discipline:

- 1st Offense: Warning and parent notification
- Additional Offenses: Placement on assertive discipline hierarchy.

Profanity Policy, policy 6.3131

The use of profane or vulgar language is prohibited on the grounds of Hamblen County Schools.

- 1st Offense: Warning and parent notification
- Additional Offenses: Placement on assertive discipline hierarchy

Student Discrimination, Harassment/Bullying/Cyber-Bullying, Intimidation, policy 6.304

The Hamblen County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

Definitions

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of 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, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

Student Dress Code, policy 6.310

It is the Hamblen County School Board's belief that a learning atmosphere is maintained when students wear clothing that is neat, modest, moderate, and decent, and that does not draw attention to the individual rather than the learning environment. In matters of opinion, the judgment of principals, exercised in a reasonable manner, will prevail. All students in Grades 9-12 must follow the following standardized dress:

FOR ALL APPAREL: Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

- Clothing must be neat.
- No large or revealing holes, rips, or tears shall be allowed in any wearing apparel.
- Clothing shall fit properly and shall not be unreasonably tight or unreasonably baggy.
- Students shall wear appropriate undergarments.
- Women shall wear a bra.
- Undergarments shall not be visible.

SLACKS, BLUE JEANS, PANTS: Leggings and stirrup pants shall be permitted provided the top garment meets

the guidelines outlined for skirts, dresses, or shorts (middle of thigh or lower). Pants shall be neat and worn at the waistline. Pants shall be hemmed.

SKIRTS, DRESSES: Skirts and dresses shall be a minimum length of mid-thigh and may include pleated, A-line, or straight styles. Skirts and dresses with a pleat or vent shall be permitted if the top of the split or vent is no higher than mid-thigh. No wrap-around skirts shall be permitted. Skirts shall be hemmed.

SHORTS: Walking shorts or Bermuda shorts shall be permitted and shall be a **minimum length of mid-thigh**. Shorts shall be hemmed.

SHIRTS, BLOUSES: Tank tops or halter tops shall not be permitted. **Shirts and blouses shall not have written slogans or messages that contain advertisement of drugs or alcohol. Shirts shall not contain vulgar or sexually explicit messages (direct or implied). Shirts and blouses shall not contain any messages, slogans, or symbols which directly or by innuendo disrespects or is perceived to disrespect a student's race, color, religion, gender, national origin, or disability.** Sleeveless shirts shall cover the area from the base of the neck to the edge of the shoulder and shall fit appropriately around the underarm. **Shirts and blouses shall be an appropriate length, coming to the top of pants, shorts, or skirts at all times.**

JACKETS: Biker jackets, trench coats, and large bulky jackets shall not be permitted.

WIND SUITS AND WARM-UP SUITS: Nylon wind suits will be permitted.

SHOES: All students will wear shoes.

HATS: **No headwear of any type shall be worn inside the buildings** with the exception of headwear for religious or medical reasons as approved by the school administration. Hair bows and barrettes shall be permitted, provided they do not cause a substantial disruption to the learning environment.

HAIR: Hair will be worn in a manner which does not disrupt the educational process and does not call attention to the individual.

JEWELRY: Facial jewelry shall be limited to the ear with the exception of religious exemptions approved by the school administration. Three (3) earrings per ear shall be permitted. Tongue bars and tongue rings are not permitted.

TATTOOS: Tattoos will not contain written slogans or messages that exhibit references to drugs or alcohol. Tattoos will not contain vulgar or sexually explicit messages (direct or implied). Tattoos will not contain any symbol that promotes racial discord or is related to gang activity.

SYMBOLISM: The Board prohibits the display of any symbol on school property or on any object (such as a bookbag, school locker, clothing, etc.) which directly or by innuendo disrespects or is perceived to disrespect a student's race, color, religion, gender, national origin, or disability.

These policies are not exhaustive and are to be considered the minimum standard for dress. The administration reserves the right to have students change or modify their clothing choices when those choices are questionable and/or distracting to the classroom or school operations.

Terroristic Threats, policy 6.3091

It is the policy of the Hamblen County Board of Education to take all reasonable and necessary steps to provide a safe environment for students, staff, and administration. Any threat by any

individual, group of individuals, or organizations or any kind directed toward another which, if carried out, would pose a potential danger to the safety of students, staff, faculty, or administration shall be regarded as a serious matter and shall be treated accordingly. The board shall not tolerate terroristic threats made against anyone in the school community.

Videoing, policy 6.304

Videoing and distributing videos are not permitted.

Zero Tolerance Offenses, policy 6.309

It is generally understood to mean that certain student disciplinary infractions shall result in mandatory discipline. Tennessee statutes include the following student misbehaviors that fall within these provisions:

1. Bringing to school or being in unauthorized possession on school property of a firearm as defined by federal law (see school board policy 6.309) or
2. Unlawfully possessing any narcotic or stimulant drug, prescription drug, or any other controlled substance (see school board policy 6.307) or
3. In accordance with state law, any student who commits aggravated assault (assault resulting in bodily injury) as defined in § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than 1 calendar year. The superintendent of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.
4. In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than 1 calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.
5. Valid threats of mass violence on school property or at a school-related event as determined by a threat assessment team.

The punishment for these offenses must be expulsion from school for 1 calendar year. The superintendent of schools may, on a case-by-case basis, alter the mandatory expulsion based on individual circumstances, but not in an arbitrary manner. Special education students who violate the provisions of this policy will be disciplined in accordance with state and federal law.