

GCHS Handbook

2020-2021

GRUNDY COUNTY HIGH SCHOOL
24970 SR 108
Coalmont, Tennessee 37313
Phone (931) 304-2333

Property of:

Name: _____

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2020 -2021 Calendar for Grundy County High School

Flex-Building Level Inservice	August 3, 2020
County Wide Inservice	August 4, 2020
Building Level Inservice	August 5-6, 2020
Meet and Greet (5-7:00 pm)	August 6, 2020
Orientation (8:00-11:00)	August 7, 2020
First Full Day of School	August 10, 2020
Early Dismissal @ 11:00	September 4, 2020
Labor Day - No School	September 7, 2020
Progress Reports	September 10, 2020
End of 1st Nine Weeks	October 9, 2020
<u>GCHS Report Cards</u>	<u>October 15, 2020</u>
Fall Break - No School	October 19-23, 2020
Early Dismissal @ 11:00	November 6, 2020
Progress Reports	November 24, 2020
Thanksgiving Holidays	November 25-27, 2020
Early Dismissal 8:00 -10:00 (No Buses)	December 18, 2020
End of 2nd Nine Weeks	December 18, 2020
Christmas Vacation	December 21, 2020- January 4, 2021
Flex Inservice (No Students)	January 4, 2021
Students Return to School	January 5, 2021
<u>GCHS Report Cards</u>	<u>January 12, 2021</u>
Parent-Teacher Conference: 2:00 - 8:00	January 14, 2021
No School	January 15, 2021
Martin Luther King Holiday	January 18, 2021
Progress Reports	February 9, 2021
Early Dismissal @ 11:00	February 5, 2021
Presidents' Day - No School	February 15, 2021
Early Dismissal @ 11:00	March 26, 2021
Spring Break - No School	March 29, 2021-April 1, 2021
End of 3rd Nine Weeks	March 5, 2021
<u>GCHS Report Cards</u>	<u>March 11, 2021</u>
Good Friday (No School)	April 2, 2021
Progress Reports	April 22, 2021
GCHS Graduation	May 13, 2020
End of 4th Nine Weeks/Report Cards	May 25, 2021
<u>GCHS Report Cards</u>	<u>May 25, 2021</u>
Administrative Day ½ - (8:00-11:30)	May 13, 2021
Last Day (8:00 - 10:00)	May 25, 2021

Dear Parents and Students of Grundy County High School,

Welcome to another year at Grundy County High School!

The administration, faculty, and staff have been working to establish an environment conducive to learning: an environment in which expectations are clearly stated and enforced, an environment in which students strive to reach their potential, and an environment in which all students are afforded academic, social, cultural and athletic opportunities.

This handbook outlines the policies and procedures of Grundy County High School. Decisions that affect the students of GCHS are largely based on these procedures, so please pay close attention, especially to the sections regarding dress code, attendance, and discipline plan.

We appreciate the trust in us to provide for students an education which will prepare them for college and/or the workforce, and we hope to work with all parents/guardians as partners in their students' education.

We look forward to an exciting and productive year, and we hope we have your full support!

Sincerely,

Mr. Charlie Westmoreland
Mr. John Campbell

Principal
Assistant Principal

TENNESSEE CODE ANNOTATED

Title 49 Education

Chapter 6 Elementary and Secondary Education

Part 42 School Security Act of 1981

49-6-4204. Searching lockers, vehicles, and other property.

(a) When individual circumstances in a school dictate, a principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers or other enclosures used for storage by

students or visitors, and other areas accessible to students or visitors be searched in the principal's presence or in the presence of other members of the principal's staff.

(b) Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs or drug paraphernalia by students that are known to the principal or other staff members, information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons or any other actions or incidents known by the principal that give rise to reasonable suspicion that dangerous weapons, drugs or drug paraphernalia are held on school property by one (1) or more students. Acts 1981, ch. 368, § 2; 1983, ch. 397, §§ 3, 4; T.C.A., § 49-9-404; Acts 1988, ch. 727, §§ 3-5; 1994, ch. 636, §§ 1-4.

VISITORS

All visitors must report to the main office and check in before being allowed to enter any part of the campus. Grundy County School's use the Raptor system to check in visitors. The system requires a driver's license and will print a visitors pass that must be worn at all times during the visit. Once a visit is over, the visitor must check out in the main office. Friends or relatives will not be permitted to visit students during school hours. If necessary, the parent/guardian can leave a message to be delivered to the student during hall breaks. Students cannot be called out of class to receive a phone call. A message can be taken and delivered to the student. **No food or drink may be brought or delivered to students during school hours.** This will prevent classroom interruptions.

MISSION STATEMENT OF GRUNDY COUNTY HIGH SCHOOL

The mission of Grundy County High School, in cooperation with parents, faculty, staff and the local business community, is to empower students to complete a rigorous course of study successfully and to become responsible, productive citizens.

VISION STATEMENT OF GRUNDY COUNTY HIGH SCHOOL

The vision of Grundy County High School is that each student will develop the tools to become a responsible, contributing member of society and a lifelong learner.

BELIEF STATEMENTS

- All children deserve a quality education in which individual needs are met, exceeded and

supported

- Students must learn that their efforts and their attendance directly affect their successful completion of coursework.
- Multiple opportunities should be provided to ensure student success.
- Success should be measured by various strategies, not solely by standardized tests.
- Students and parents should take active roles in lifelong learning.
- Students should be empowered to become responsible, productive, contributing members of society.
- It is vital to provide a challenging, safe, and positive environment for all students.
- We support student learning by providing diverse opportunities determined by data analysis, rigorous curricula, and collaboration.
- Students are held accountable for personal success.
- All students have equal opportunity for success.
- Rigorous curriculum challenges students to excel and become lifelong learners.
- All students can be successful when policies, procedures and practices are designed to address student needs and are applied consistently.
- Parental support is conducive to optimum student success.

Attendance

Getting your child to school on time, every day, unless they are sick, is something that you can do to ensure your child has a chance to succeed in school. While others can help, you are the bottom line. You can promote good attendance. The PowerSchool Student Information System is the easiest, most effective and most accurate source of keeping up with your student's attendance. If you need assistance accessing the PowerSchool Student Information System, reach out to your school's secretary. Contact Attendance Supervisor Valerie Sitz Nunley at (931) 692-3467 if you have questions regarding attendance policies or expectations.

How to Manage Absences:

1. Send a parent/guardian note or a professional excuse when your child returns to school within **three (3) days**. No excuse will be accepted after three (3) days.
2. All parent/guardian notes should include **the name of the student, the reason for the absence, a phone number for confirmation from school, and a signature and date**.
3. Excuses from professionals should clearly state the *period of the time* the student is required to be absent from school.
4. If the student has make-up work from the **EXCUSED** absence the **work must be completed three (3) days after returning to school. The student is responsible for asking for make-up work**. Example: If the student misses on Monday and returns on Tuesday then make-up work will be due on Friday.
5. Excuses will **NOT** be accepted if they are called in or faxed.

Note: Absences accumulate from the beginning of school until the last day. Every Day Counts.

Excuse Notes

Three (3) Parent/Guardian Notes August- December	Three (3) Parent/Guardian Notes January-May
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Absences

Excused Absence is defined as:	<ol style="list-style-type: none"> 1. A doctor/dental excuse signed by the doctor or dentist. 2. A parent/guardian note 3. Notification of death in immediate family can be excused three (3) days. 4. A child with head lice excused two (2) days.
Unexcused Absence is defined as absence without:	<ol style="list-style-type: none"> 1. A dental/doctor excuse NOT signed by the doctor/dentist. 2. NO parent/guardian not

Tardies or Early Dismissals

Any combination of three (3) tardies or early dismissals will result in one (1) day of absence.

Truancy

Annually, the Director of Schools/Attendance Supervisor will provide written notice to the parent(s)/guardian(s) that attendance at the school is required. Students are required to be present at least fifty percent (50%) of the scheduled school day to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner. A student who has five (5) unexcused absences shall be reported to the Attendance Supervisor who will, in turn, provide written notice to the parent(s)/guardian(s) of the student’s absence. Documentation submitted by the

parent(s)/guardian(s) to excuse absences are accepted within three (3) days or request an attendance hearing, then the Attendance Supervisor shall implement the progressive Truancy Intervention Plan described below before referral to juvenile court.

Truancy Intervention Plan

Tier 1:

1. A conference with the student and the student's parent(s)/guardian(s).
2. An attendance contract, based on the conference, is signed by the student, parent(s)/guardian(s), and the Attendance Supervisor.

The attendance contract includes:

- A specific description of the school's attendance expectations for the students.
- The period of which the contract is effective.
- Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.

Tier 2:

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier 1, the student will be subject to Tier 2.

1. A school employee shall conduct an individualized assessment detailing the reason the student was absent from school.
2. The employee may refer the student to interventions such as counseling, community-based services, or other services to address the student's attendance problems.

Tier 3:

This Tier shall be implemented if the truancy interventions that were determined by the team formed at each school if Tier 2 is unsuccessful. The interventions will address student needs in an age-appropriate manner. Finalized plans will be approved by the Director of Schools/Attendance Supervisor.

Military Service of Parent/Guardian

- School principals shall provide students with a one day excused absence prior to the deployment of and a one day excused absence upon return of parent/guardian serving active military service.
- Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle.
- The student shall provide documentation to the school as proof for his/her parent/guardian deployment.
- Students are allowed to make up school work that is missed during their absences.

State Mandated Assessments

Students who are absent the day of the scheduled End of Course (EOC) exams must present a signed doctor's excuse or given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be permitted to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam. Students who have an unexcused absence will receive a failing grade on the EOC exam and will be averaged into their final grade.

Credit/Promotion Denial

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the only factor. If attendance is a factor prior to credit/promotion denial the following will occur:

- The student and the parent/guardian shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism.
- Procedures in due process are available to the student when credit or promotion is denied.

Drivers License Revocation

More than ten (10) consecutive days or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or be able to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) subjects or their equivalency at the conclusion of a subsequent grading period.

Attendance Hearing

Students with excessive (more than five (5) unexcused or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent/guardian shall be provided with written or actual notice of the appeal hearing shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send a written notification to the Director of Schools/designee and the parent/guardian of the student of any action taken regarding the excessive unexcused absences. The notification shall advise the parent/guardian of their right to appeal such action within two (2) school days to the Director of Schools/designee. The appeal shall be heard no later than ten (10) days after the request for appeal is received. Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent/guardian may request a hearing by the School Board, and the Board may affirm or overturn the decision of the

Director of Schools/designee. The action of the Board shall be final/ The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrators.

School Day Absences

- A School Day Absence (SDA) is considered to be any curriculum-related non-competition activity including field trips in which a student is away from school.
- SDA must be pre-approved by the school administration.
- Two weeks prior to the day of the approval a list of students must be turned in to school administration.
- Approval must be obtained by the supervising teacher and student from each of the students' teachers with appropriate forms and documents completed three (3) days prior to the trip.
- All academic teachers of the courses in which the student is enrolled must approve and sign the appropriate form granting permission for the student to attend the activity.
- All seniors will be allowed the following:
 - Two (2) college/career-technical or military days per semester (Aug-Dec and Jan-May).
 - Seniors must provide proof of their visit to the GCHS guidance counselor.
 - Seniors will only be approved to visit institutions that are academically eligible for acceptance.
- Juniors will be allowed the following:
 - One (1) college day in the spring semester (January-May).

Note: After signing out of school, it is mandatory that students leave school grounds immediately. Students who are absent from school or check out early are not allowed to attend school day functions.

Homebound Services

Any student who has a medical condition that will require him or her to miss five (5) or more consecutive days should request homebound services by contacting the Grundy County Central Office at (931) 692-3467 ext. 126 and speak to the Attendance Supervisor, Valerie Sitz Nunley. A homebound contract must be signed before services begin and returned to the Attendance Secretary.

SIGN-IN/SIGN-OUT POLICY

Sign-In: Any student who arrives late to school must sign-in at the front office before going to class. No teacher will allow a student into their 1st period, who is tardy, without a tardy slip from the office.

Sign-Out: Under no circumstances shall a student be dismissed from school prior to the end of the school day or into any person's custody without permission from the student's legal parent(s) or guardian(s) regardless if the student is 18 year old. Students must have a note and a working contact number in order to receive permission for early dismissal. Students will be given a student data form in which five additional names can be given authority to pick a student up, other than the student's legal parent(s) or guardian(s).

After signing out of school, students need to leave school grounds immediately. Students who are absent from school or check out cannot attend school day functions.

2020-2021 GCHS Dress Code

Any dress or hairstyle that is distracting or disruptive in appearance, detrimental to the educational environment or to the public image of the school shall not be allowed. The administration of the school reserves the right to determine whether a student's attire is within the limits of appropriateness for school, decency, and modesty. **In matters of opinion, the judgment of the principal/designee shall prevail.**

1. Below the waist attire shall not have holes **above** the knees. (No skin showing above the knee.)
2. Any item bearing the logo of any school other than a Grundy County school is strictly forbidden. College, military or professional sports team logos are acceptable. Co-op teams will be the only exception to the rule.
3. All below the waist attire must be knee length when the student is standing erect and be worn above the hip bone at the normal waistline. Slits in dresses or skirts shall not exceed three inches above the front and/or back of the knee.
4. Leggings must be worn with above waist attire that extends to at least mid thigh.
5. All above the waist attire must completely cover cleavage, abdomen, back, shoulders, and midriffs. See through outfits, low-cut tops, bare midriffs, open backs, tank tops, halter tops, crop shirts, etc. are not allowed.
6. Footwear is required and must be worn; footwear must be safe and appropriate for indoor and outdoor activities.
7. Clothing and accessories including, but not limited to, book bags, backpacks, belt buckles, patches, jewelry, and notebooks must not contain or have printed on them racial/ethnic slurs or symbols, gang symbols/affiliations, or vulgar, obscene, subversive, sexually suggestive language, symbols, or images. Clothing and accessories shall not be derogatory to any individual or group, nor be disruptive to the normal school environment. Clothing and accessories shall not promote violence or products such as alcohol, tobacco, illegal drugs, and controlled substances. Clothing and accessories shall not promote violation of school rules.
8. Visible body piercing jewelry must not pose a threat to the student's safety nor be disruptive to the peace and good order of the school.
9. Items which are prohibited include, but are not limited to:
 - a. Sunglasses inside the school building, except for health purpose – doctor's verification of

- need is required.
- b. Chains (including billfold chains);
 - c. Sleepwear (pajamas or house slippers)

The administration reserves the right to prohibit certain clothing and/or accessories if in their judgment it is deemed a distraction to the daily operation of the school day.

Consequences: Failing to follow the dress will be considered insubordination.

- 1st Offense: The student will be sent to ISS for the remainder of the day. **(if dress code violation cannot be corrected immediately by administration)**
- 2nd Offense: The student will be sent to ISS for the remainder of the day plus a 1 additional days will be added.
- 3rd Offense: The student will be sent to ISS Phase II for the remainder of the day plus (2) additional days will be added.
- 4th offense: The student will be sent to Alternative School for 9 weeks. Students who are assigned to the alternative school will be required to wear a school uniform for the remainder of their assigned time (school uniform is standard blue, black, or khaki slacks, (no denim) worn with a belt and a polo shirt which must be tucked in.)

DISCIPLINE PLAN

Tennessee State law mandates that school administrators protect the safety and educational environment of all students. Therefore, the principal or assistant principal reserves the right and authority to declare the rules outlined here null and void should a severely disruptive incident occur that mandates immediate action.

It is the purpose of the discipline plan to establish a safe and orderly school environment in which the rights of all students are protected and the efforts of the teachers to maintain order and teach students are supported. It is the philosophy of the faculty and administration that although expulsion from school is a matter with serious and often lasting implications for the student and his/her family, it is a step which circumstances necessarily dictate either because of the severe nature of the offense(s) committed or because of habitual nature of the violations committed by the student.

Grundy County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Concerns, Complaints and Grievances	Descriptor Code: 6.305	Issued Date: 02/12/09
		Rescinds:	Issued:

1 **STUDENT CONCERNS AND COMPLAINTS**

2
3 Decisions made by school personnel — such as aides, teachers, or assistant principals which students
4 believe are unfair or in violation of pertinent policies of the Board or individual school rules may be
5 appealed to the school principal or a designated representative. To appeal, students will contact the
6 principal's office in their school and provide their name, the issue and the reason for their appeal on a
7 printed form available at the school office within two days. The appeal will usually be decided
8 confidentially and promptly, preferably within ten (10) school days.

9
10 However, if the principal does not make a decision within ten (10) school days following the date of
11 complaint, students or parents may appeal at that time by contacting the director of schools/designee at
12 the central office. The information provided should include the student's name, the school and a
13 description of the problem.

14
15 An investigation and decision will be made within two (2) school days and communicated to the school
16 principal and student by telephone. A written copy of the decision also will be sent to the student and
17 the principal.

18
19 **DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES**

20
21 *Filing a Complaint* — Any student of this school district who wishes to file a discrimination/harassment
22 grievance against another student or an employee of the district may file a written or oral (recorded, if
23 possible) complaint with a complaint manager.¹ Students may also report an allegation of discrimination/
24 harassment to any teacher or other adult employed in the school who shall inform a complaint manager
25 of the allegation. The complaint should include the following information:

- 26
27 Identity of the alleged victim and person accused;
28 Location, date, time and circumstances surrounding the alleged incident;
29 Description of what happened;
30 Identity of witnesses; and
31 Any other evidence available.

32
33 *Investigation* — Within twenty-four hours of receiving the student's complaint, the complaint manager
34 shall notify the complaining student's parent/guardian and the principal who shall inform the director of
35 schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a
36 non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview
37 shall take place within five (5) days from the time the complaint was first made. If no parent/guardian
38 attends the interview, another adult, mutually agreed upon by the student and the complaint manager,
39 shall attend and may serve as the student's advocate. After a complete investigation, if the allegations
40 are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The com-
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42

1 plaint and identity of the complainant will not be disclosed except (1) as required by law or this policy;
 2 or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school
 3 representative will meet with and advise the complainant regarding the findings, and whether corrective
 4 measures and/or disciplinary action were taken. The investigation and response to the complainant will
 5 be completed within thirty (30) school days. Copies of the report will be sent to the student, principal,
 6 Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint man-
 7 ager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall
 8 keep the Board informed of all complaints.

9
 10 *Decision and Appeal* — If the complainant is not in agreement with the findings of fact as reported by
 11 the complaint manager, an appeal may be made, within five (5) work days to the director of schools.
 12 The director of schools will review the investigation, make any corrective action deemed necessary and
 13 provide a written response to the complainant. If the complainant is not in agreement with the director
 14 of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days.
 15 The Board shall, within thirty (30) days from the date the appeal was received, review the investigation
 16 and the actions of the director of schools and may support, amend or overturn the actions based upon
 17 review and report their decision in writing to the complainant.

18 19 **APPOINTING COMPLAINT MANAGERS**

20
 21 The director of schools shall appoint at least two complaint managers, one of each gender for each school.
 22 The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert
 23 into this policy the names, addresses and telephone numbers of current complaint managers. *(see note)*
 24 This policy shall be published in the parent/student handbook distributed annually to every student.
 25 Building administrators are responsible for educating and training their respective staff and students as
 26 to the definition and recognition of discrimination/harassment.

27
 28
 29
 30
 31 *(Note: Title IX regulations require districts to identify the name, address and telephone number of*
 32 *the person who is responsible for coordinating the district's compliance efforts. A policy should not be*
 33 *adopted with a person's name in it; rather, the identifying information can be added and amended as*
 34 *necessary.*

44 Legal References:

- 45 1. Title IX, Education Amendment of 1972,
 46 20 U.S.C. §1681, et seq.

Cross References:

- Appeals To & Appearances Before the Board 1.404
 Section 504 & ADA Grievance Procedures 1.802
 Discrimination/Harassment of Students 6.304

STAGES OF CONSEQUENCES:

Demerits – A demerit will be given for a violation of classroom rules. Each violation will be handled by the teacher until there are five (5) demerits. After administering the consequences on the fifth demerit, the teacher must call the parent/guardian to discuss the student's discipline report, explain the next level of consequences (Detention) and to inform the parent/guardian that the student and the record will be referred to the administration.

Detention – Detention will be supervision outside of the normal classroom setting. Detention may be served before, or after the school day and will be assigned at the administration's discretion. Detention may be given as a consequence for being tardy to class. A discipline notice will be sent home explaining the violation and consequences, which should be signed and returned the next school day.

ISS Phase 1 – In School Suspension Phase 1 will be in a supervised setting outside of the normal classroom setting. During the duration of the suspension students will work on written assignments assigned by the classroom teacher or the ISS staff member. If the student does not complete the assignments sent by the teacher, the number of days of ISS will be extended until the work is complete. Students may be transported to school as they would on a normal school day, but must report promptly to ISS. A discipline notice will be sent home explaining the violation and consequence, which should be signed and returned the next school day.

ISS Phase 2 – In School Suspension Phase 2 will be five consecutive days served in the Alternative School. Students assigned to ISS Phase 2 will not have the privilege of bus service, and the parent/guardian will have the responsibility of transporting the student to alternative school. During the duration of the suspension students will work on written assignments assigned by the classroom teacher or the ISS Phase II staff member. If the student does not complete the assignments sent by the teacher, the number of days of ISS will be extended until the work is complete. An attempt will be made to contact the parent/guardian and a discipline notice sent home explaining the violation and consequence, which should be signed and returned the next school day.

Alternative School – Alternative School will be used to house students for an indefinite number of days as a consequence for cumulative offenses a student may earn or level IV offenses. During the duration of the suspension students will work on assignments assigned by the classroom teacher or the Alternative School staff. The parent/guardian will be contacted and a meeting will be scheduled explaining the violation and consequence. The meeting must occur before the student is allowed to return to school. Students assigned to Alternative School will not have the privilege of bus service, and the parent/guardian will have the responsibility of transporting the student to alternative school. A contract must be signed by both the guardian and student. See pages 59-60.

Any student who is still serving time from the previous school year or receives the consequence of being sent to ISS Phase II or Alternative School any time throughout

the current school year may or may not be allowed the privilege of attending the Junior/Senior Prom and/or the privilege of attending any type of field trip or non-athletic competition based on administrative discretion.

These students may or may not be allowed to participate or be in attendance in any extracurricular activity during the duration of their time in Alternative School. This includes but is not limited to any type of practice and/or competition based on administrative discretion.

If a student is assigned ISS phase II five days prior to graduation or is in ISS phase II or Alternative at the time of graduation, he or she will not have the privilege of participating in the graduation ceremonies.

Students who transfer while in alternative school will be required to serve their remaining time in alternative school if they return to GCHS.

DISCIPLINE PROCEDURES

LEVEL I OFFENSES: Violation of classroom rules.

Demerits:

Consequences:

1 to 5.....	Classroom Teacher's Consequences
(Which must include documentation of a parent contact)	
6	Detention two (2) hours
7.....	1 day
8.....	3 days
9.....	5 days ISS Phase 2
10.....	Indefinite Alternative School

LEVEL II OFFENSES

1. Spreading rumors that will cause a conflict between two or more individuals.
2. Arguing with another student that results in staff intervention.
3. Unlawful assembly or organization of any group(s) which disrupts normal operations.
4. Leaving class without permission.
5. Misuse of hall pass
6. Skipping class, homeroom, or a directive study.
7. Any display of affection.
8. Horseplay: Use of profane, obscene, inappropriate or slang language or gestures either written or spoken towards students.
9. Inappropriate and/or disrespectful attitude toward a staff member. Inapprop
10. Any behavior that disrupts instruction. Any

11.
on of items not approved as a school fundraiser.

Solicitati

CONSEQUENCES

1st Offense	2 Hours After School Detention
2nd Offense	1 day ISS
3rd Offense	3 days ISS
4th Offense	5 days ISS Phase 2
5th Offense.....	Indefinite Alternative School

LEVEL III OFFENSES

1. Disturbance that requires staff intervention.
2. Insubordination – Defiance of any school personnel.
3. Abuse, marring, defacing or willful destruction of personal and/or school property.
4. Any threat of violence or instigation of a conflict between other individuals.
5. Possession and/or use of any tobacco or tobacco like products including but not limited to electronic cigarettes and vapes. (Student **may be** cited to court, TCA 39-17-1505).
6. Leaving campus without permission.
7. Use of profane, obscene, inappropriate or slang language or gestures either written or spoken towards or in the presence of a staff member.
8. Submission of falsified documents as if signed by authorized persons.
9. Violation of the Internet Use Policy (pg. 25)
10. Possession of Obscene or pornographic material
11. Possession of fireworks or igniting material (lighters, matches, etc.)
12. Gambling
13. Activation of fire equipment
14. Any verbal threat of violence towards a staff member.
15. Theft or possession of stolen property.
16. Bullying, harassment, cyber-bullying, intimidation, and hazing as defined by the Grundy County Board of Education Policy 6.304
17. Possession of any substance being portrayed as a drug, alcohol, or other related substances.

CONSEQUENCES

1 st Offense	3 days ISS Phase I
2 nd Offense.....	5 days ISS Phase II
3 rd Offense	Indefinite Alternative School

LEVEL IV OFFENSE

1. Fighting

CONSEQUENCES

1st Offense.....5 days ISS Phase II
2nd OffenseIndefinite Alternative School

LEVEL V OFFENSES

1. Physically attacking another student who does not attempt to and/or have the ability to defend himself/herself.
2. Any act of a sexual nature including, indecent exposure or inappropriate personal contact.
3. Arson
4. Bomb threat.

CONSEQUENCES

Any Level V Offense will result in being assigned Alternative School for up to one year, or indefinite suspension from school and/or referral to the Grundy County School Board for expulsion.

Zero Tolerance Offenses (See pages 24 - 25)

1. Possession, use, transfer, or sale of alcohol, drugs, and/or related paraphernalia.
2. Battery upon school personnel.
3. Possession or use of any dangerous weapon at any time on school property. Including, but not limited to any firearm, explosive, sharp and/or pointed blade, slingshot, stun guns, brass knuckles, etc.
4. Electronic Threat

CONSEQUENCES

Any student who commits any act listed as a Zero Tolerance Offense will be **expelled immediately until reviewed by the Director of Schools** for a period of not less than one calendar year (**ZERO TOLERANCE**).

Grundy County Schools Policy on Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation (Issued 02/11/16)

To report incidences of student discrimination, harassment, bullying, cyber-bullying, and intimidation individuals may use the “Stop-It” app on your device.

The Grundy 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.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to definition and recognition of discrimination/ harassment.

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:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student or students; or
4. 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, websites 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 or other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.

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

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. All school employees are required to report alleged violations of this policy to the principal or designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/ designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/ designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. ⁴ If a report is not initiated within forty-eight (48) hours, the principal/ designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁴

The principal/ designee shall notify the parent/ legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/ designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/ designee when deemed necessary. ^{1,4}

The principal/ designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm to the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. ⁴ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/ designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. ⁴ Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidents or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is a physical harm or the threat of physical harm to a student or a student's property, the principal/ designee of each school, shall report findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July of each year, the director of schools/ designee shall prepare a report of all bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/ or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Grundy County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 11/17/16
		Rescinds: 6.309	Issued: 02/12/09

1 In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

2 **WEAPONS & DANGEROUS INSTRUMENTS**

3 Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school
4 buildings or on school grounds at any time, or in school vehicles and/or buses or off the school
5 grounds at a school-sponsored activity, function or event.¹

6 Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or
7 anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily
8 injury or anything that in the manner of its use or intended use is capable of causing death or serious
9 bodily injury.²

10 Violators of this section shall be subject to suspension and/or expulsion from school.

11 *Firearms (as defined in 18 U.S.C. § 921)*³

12 In accordance with state law, any student who brings or possess a firearm on school property shall be
13 expelled for a period of not less than one (1) calendar year. The director of schools shall have the
14 authority to modify this expulsion requirement on a case-by-case basis.⁴

15 **DRUGS**

16 In accordance with state law, any student who unlawfully possesses any drug including any controlled
17 substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The
18 director of schools shall have the authority to modify this expulsion requirement on a case-by-case
19 basis.⁵

20 **ASSAULT**

21 In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102
22 upon any teacher, principal administrator, any other employee of the school or school resource officer
23 shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have
24 the authority to modify this expulsion requirement on a case-by-case basis.⁴

25 **ELECTRONIC THREATS**

26 In accordance with state law, any student who transmits by an electronic device any communication
27 containing a credible threat to cause bodily injury or death to another student or school employee and
28 the transmission of such threat creates actual disruptive activity at the school that requires

1 administrative intervention shall be expelled for a period of not less than one (1) calendar year. The
2 director of schools shall have the authority to modify this expulsion requirement on a case-by-case
3 basis.⁵

4 NOTIFICATION

5 When it is determined that a student has violated this policy, the principal of the school shall notify the
6 student's parent or guardian and the criminal justice or juvenile delinquency system as required by
7 law.⁶

Legal References

1. TCA 39-17-1309
2. TCA 39-11-106(a)(5)(A), (B)
3. 18 U.S.C. 921
4. TCA 49-6-4216(b); TCA 49-6-3401(g)
5. TCA 49-6-4216(a)(2)(C)
6. TCA 49-6-4209; TCA 39-17-1312

Cross References

- Discipline Procedures 6.313
Suspension/Expulsion/Remand
6.316

Grundy County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Use of Personal Communication and Electronic Devices</h2>	Descriptor Code: <h3 style="text-align: center;">6.312</h3>	Issued Date: <h3 style="text-align: center;">08/14/ 14</h3>
		Rescinds: <h3 style="text-align: center;">6.312</h3>	Issued: <h3 style="text-align: center;">08/01/ 19</h3>

A “personal communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

The use of cellular phones by students on school premises is not allowed from 7:15 a.m. to time of dismissal (bell rings). If the cellular phone or other device emits a sound, vibration, or displays a message, whether or not it is answered, it is considered to be in use.

Possession of a cellular phone or other communication device is not a violation of this policy if the phone or device is kept turned off, concealed and out of sight in a purse, pocket, book bag, locker, or automobile and is not in use from 7:15 a.m. to time of dismissal (bell rings).

Students who use the camera component of the cell phone inappropriately will be subject to additional disciplinary measures, as well as reported to the appropriate law enforcement agency, if deemed appropriate.

Students are to leave radios, electronic games IPODS, MP3 players, CD players, two –way radios, cameras, etc. at home unless they are being used as part of their educational curriculum.

The Grundy County School System is not responsible for lost or stolen cell phones, personal communication devices, or personal electronic devices.

First Offense: If personal communication and electronic devices are taken up during the day, it will be returned to the student at the end of the school day. The student will serve one (1) hour of after school detention the following school day, 3:00 p.m. to 4:00 p.m.

Second Offense: If a personal communication and electronic device is taken up during the day, it will be returned to the student at the end of the school day. The student will serve two (2) days of after school detention from 3:00 p.m. to 5:00 p.m., starting the following school day. Parents will be notified of the event and the consequences rendered. The event will also be documented in PowerSchool.

Third Offense: If a personal communication and electronic device is taken up during the day, it will be returned to the student at the end of the school day. The student will be banned from all extracurricular activities during the given semester. (All ball games, prom, graduation, etc.) Parents will be notified of the event and the consequences rendered. The event will also be documented in PowerSchool.

Fourth Offense: If a personal communication and electronic device is taken up during the day, it will be returned to the student at the end of the school day. The parents will be notified of the event and the required meeting with the School Board Committee to determine the consequences to be rendered. The event will also be documented in PowerSchool

See Elementary and High School Handbook

Solicitation

Students may not sell any item or product on school property unless it is an approved school

fundraiser. Consequences for violation of the rule fall into the Level II category.

INTERNET USE POLICY

We are pleased to offer to the students of Grundy County High School access to the school's computer network and access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the designated school Technology Coordinator. Students 18 and over may sign their own forms.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Access entails responsibility. Individual users of Grundy County High School computer networks are responsible for their behavior and communication over those networks. It is presumed that users will comply with district and school standards and will honor the agreements they have signed. Beyond clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators, school administrators, and teachers may review files, bookmarks, and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school servers would always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside school and with independent home access, families bear the same responsibility for such guidance as they exercise with information sources such as television, movies, radio, and other potentially offensive media.

The following behavior is not permitted by students using the Grundy County High School network and Internet access:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing on the property of other individuals including folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Any action that violates existing school policy, Board policy, or Public Law
- Sharing personal information such as street addresses or telephone numbers
- The use of any type of multimedia outlet, such as but not limited to Facebook, Snapchat,

Twitter, Instagram, etc., while present at school. Using software or any other method to circumvent the Educational Network Association (ENA offensive website blocking system).

Consequences for violation of the Internet Use Policy is a Level III Offense and will result in the appropriate level III consequences and a loss of Internet privileges. In addition, a student who circumvents the ENA blocking system or interferes with the educational process using a computer will be prosecuted under State and Federal Laws.

Bus: Transportation Safety and Discipline

School bus transportation plays a vital role in the education process for the students we serve. Our number one goal is to provide safe, efficient transportation for students to and from school and/ or school events. Drivers will make every effort to provide students a safe and comfortable journey to and from school.

Appropriate student conduct on school buses is expected at all times. Disruptions on the bus pose potentially serious safety concerns that put students, drivers, and other drivers at risk. Whenever a bus driver's attention is diverted, a serious safety hazard can arise in a matter of seconds.

Education is required by Tennessee state law, school transportation is not. Because the bus is an extension of a student's school day, school rules/ code of conduct also apply to behavior on the bus. Eligibility to ride the bus may be revoked if students violate school bus rules and regulations.

Expectations

1. The bus driver has the right to assign seats, and may be directed so as a matter of policy.
2. Students are to be at their bus stop at least 5 minutes before normal bus arrival time.
3. If it is necessary to cross the street or roadway students must wait until the driver signals them to cross, and cross the street or roadway 10-15 feet in front of the bus.
4. Bus seats must be shared with other students on a daily basis with a limit of 3 students per seat.
5. Students should always use the handrail when boarding or exiting the bus.
6. Students must observe classroom conduct. Ordinary conversation is permitted at the driver's discretion.
7. **Students must provide written permission from a custodial parent/ guardian to ride a different bus other than the one assigned. Written permission is also required for a student to get off at a different bus stop than the one assigned (such as work, place of business, etc.). Students should provide a note to the school office/ administrator and to the bus driver. All notes must go through the school office and have an administrator's signature to be honored. Otherwise students will be taken to their normal destination.**
8. If a student does not ride the bus for three consecutive days, bus service will be discontinued until the Grundy County Schools Transportation Department is notified that bus services are still needed.

Grundy County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 04/12/18
		Rescinds: 3.400	Issued: 09/21/17

1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and
3 Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.²

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to
7 replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
9 including incidents in which any part of the bus contacts any other object or vehicle.

10 The director of schools shall develop procedures to ensure compliance with the statutory and
11 regulatory requirements for the transportation program.

12 **TRANSPORTATION SUPERVISOR³**

13 The director of schools shall appoint a transportation supervisor for the system. He/she shall be
14 responsible for the monitoring and oversight of transportation services for the district.

15 The transportation supervisor shall complete a student transportation management training program
16 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
17 hours of training annually.

18 The director of schools shall ensure that training is completed and provide the state department of
19 education with appropriate documentation.

20 **COMPLAINT PROCESS⁴**

21 The following procedure will govern how students, teachers, staff, and community members shall
22 submit bus safety complaints:

23 1. All complaints shall be submitted to the transportation supervisor; using the contact number for
24 reporting and other contact information located on the rear bumper of each bus in addition.

25
26 2. Forms may be submitted in person, via phone, mail, or email.

- 1 a. Written complaints shall be submitted on forms located on the district's website. In the
2 case of a complaint received via phone, the person receiving the phone call shall be
3 responsible for filling out the form and submitting it to the transportation supervisor.
- 4 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
5 four (24) hours of receipt.
- 6 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
7 submit a preliminary report to the director of schools. This report shall include:
- 8 1. The time and date the complaint was received;
 - 9
 - 10 2. The name of the bus driver;
 - 11
 - 12 3. A copy or summary of the complaint; and
 - 13
 - 14 4. Any prior complaints or disciplinary actions taken against the driver.
- 15 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
16 submit a final written report to the director of schools that details the investigation's findings as well as
17 the action taken in response to the complaint.
- 18 An annual notice of this complaint process shall be provided to parents and students. This information
19 shall be made available in the student handbook.
- 20 **RECORDKEEPING⁵**
- 21 The transportation supervisor shall be responsible for the collection and maintenance of the following
22 records:
- 23 1. Bus maintenance and inspections forms;
 - 24
 - 25 2. Bus driver credentials, including required background checks, health records, and performance
26 reviews;
 - 27
 - 28 3. Driver training records; and
 - 29
 - 30 4. Complaints received and any records related to the investigation and complaints.

Level I Offenses

1. All books, book bags, backpacks, and other items must be kept out of the aisles/ walkway. Carry-on items will not occupy another student's seat, or extend above the seat back.
2. Animals, oversized objects, balloons are prohibited.
3. No windows or doors will be opened or closed without the permission of the bus driver.
4. Chewing gum, eating, or drinking any beverage is prohibited.
5. The use of electronic devices or other items in a manner that interferes with the safe operation of the bus or distracts the driver is prohibited. This may include (but is not limited to) radios, cell phones, cd/tape/mp3 players, mirrors, lasers, flash cameras or other reflective devices, and cameras.
6. Students will not extend hands, arms, heads, and objects from the bus at any time.
7. Students must remain seated and facing forward with feet on the floor in front of them.
8. **Students must provide written permission from a custodial parent/ guardian to ride a different bus other than the one assigned. Written permission is also required for a student to get off at a different bus stop than the one assigned (such as work, place of business, etc.). Students should provide a note to the school office/ administrator and to the bus driver. All notes must go through the school office and have an administrator's signature to be honored. Otherwise students will be taken to their normal destination.**

Level II Offenses

1. Once students board the bus, he/she will not be permitted to exit the bus while in transit. High school students will not be permitted to exit the bus except to board the transit bus at the elementary schools. This applies to both morning and evening routes.
2. Incidents involving students throwing items from the bus pose serious safety issues to other drivers and will be reported to the Sheriff's Office and office administration.
3. Horseplay will not be tolerated. Students will refrain from teasing, scuffling, tripping, holding, hitting, throwing items, or any activities that the driver may interpret as horseplay or deem unsafe.
4. Loud, boisterous, profane language, obscene gestures, inappropriate displays of affection, and conduct deemed indecent will not be tolerated.
5. The rear door and escape hatch trigger an alarm when opened. They are only to be used to exit the bus in an emergency situation or a drill conducted by the driver.

Level III Offenses

1. Defiance of a school bus driver is considered insubordination.
2. Fighting will not be tolerated. Students fighting on a school bus are subject to be transported by the Grundy County Sheriff's Department, to the local Police Department, or Tennessee Highway Patrol. Parents will be notified. Students who instigate fighting, but may not be actively involved may be subject to the same penalty or suspension as students involved in a fight.

3. Bullying will not be tolerated. Students who are intimidated, harassed, or coerced by another should immediately report the incident to the driver and/ or a school administrator.
4. Students should avoid any behavior that may damage the bus in any way. Any damage to seats, windows, or equipment will be charged to the student(s) or parent(s)/ guardian(s) of the responsible student(s). Bus service will be suspended until full payment is made.
5. Possession of matches, lighters, and glass objects are prohibited.
6. Possession of tobacco, e-cigarettes, or paraphernalia will be reported to the proper authorities and cited to court, TCA 39-17-1505.

Zero Tolerance

1. Possession, use, transfer, or sale of alcohol, illegal drugs, possession of weapons (firearms, knives, explosives, etc.) or related paraphernalia.
2. Battery upon a bus driver.

Consequences for violating a Level I Offense

1 st Offense	Written Warning/ Contact Parents
2 nd Offense	1 day bus suspension
3 rd Offense	3 days bus suspension
4 th Offense	3 Days ISS Phase I and 5 days bus suspension
5 th Offense	No bus service for the rest of the year.

Consequences for violating a Level II Offense

1 st Offense	5 days bus suspension
2 nd Offense	5 days ISS Phase II and no bus service
3 rd Offense	Alternative School (No bus service for the remainder of the year.)

Consequences for violating a Level III Offense

1 st Offense	5 days ISS Phase II and no bus service
2 nd Offense	Alternative School (No bus service for the remainder of the year.)

PROCEDURES FOR STUDENTS DROP OFF/PICKUP BY PERSONAL PASSENGER VEHICLES

In compliance with the State Fire Marshal Codes, all students transported by personal passenger vehicles will be required to be dropped off and picked up students behind the gym in the large student parking area during regular school times for arrival and departure. **No student will be dropped off or picked up in front of the school**, unless late arrival or early dismissal. Other exceptions would be due to medical reasons, which will require proper documentation and administrative approval.

Consequences

1st Offense – Warning

2nd Offense – Consultation with SRO officer

Driving and Parking Privileges

Students need to understand that driving and parking on school property is a privilege, not a right. Certain conditions are attached to privileges. Students who fail to uphold those conditions will be subject to loss of driving and parking privileges, monetary fines, and disciplinary actions. The conditions for driving and parking are as follows:

1. All Students who drive on school grounds must possess a valid Tennessee driver's license and show physical proof of insurance.
2. All debts to the school and all holds must be cleared before a parking permit is issued.
3. Students will register any vehicle they intend to drive to school with school authorities. Upon registering at any time during the semester a \$10.00 maintenance fee is required, and a parking permit will be issued. Students may purchase a replacement permit for \$5.00. This permit is to be hung on the rear view mirror. **NO EXCEPTIONS.** A \$5.00 fee will be assessed if called to the office in violation of any parking rule. The second offense will be a \$10 fee and any third offense will result in the parking permit being revoked for the remainder of the semester.
4. Vehicles without visible (hung on rearview mirror) parking permits are subject to tow at the owner's expense.
5. Vehicles parked in NO PARKING spaces or in any space that is not assigned are subject to tow at the owner's expense.
6. All students should lock and secure their vehicles.
7. **Students are not to allow anyone to borrow, sell or transfer their permit.** Permits must be used on the registered vehicle only. Violations will result in forfeiture of that permit and the driver must then purchase a new permit.
8. Any unauthorized vehicle parked in a fire lane or handicapped space is subject to tow at the owner's expense and the loss of parking permit.
9. Students using tobacco or permitting smoking in their cars on school grounds will be subject to losing their permit permanently.
10. Priority parking will be provided for seniors on a first come first serve basis, **based on attendance.**
11. Parking privileges are limited to seniors, juniors, and sophomores.
12. No car is to be parked on any curb, **grass**, or in an unmarked space unless allowed by the administration.
13. No students are to park their cars in the spaces reserved for teachers.
14. Students are to observe the 10-MPH speed limit while on campus.

15. Students are not to litter parking lots.
16. Parking lots are off-limits during the school day unless permission is granted by the administration.
17. No loitering in the parking lot before or after school. Each student should enter the building promptly after arrival.
18. Students should park in their assigned space that corresponds to the number on their parking permit.
19. Grundy County High School is not responsible for theft or damage to automobiles or possessions in automobiles that are parked on the Grundy County High School campus.
20. A student who is classified as a freshman will not be allowed to drive or register a vehicle at GCHS.
21. Spinning tires (i.e. burning rubber) is not permitted on school property.
22. Driving over the concrete obstacles in the parking lot is not permitted.
23. All above rules apply to students parking at other Grundy County Schools
24. Students who transfer to another school must turn in their parking pass.

CONSEQUENCES OF VIOLATING DRIVING PRIVILEGES

FIRST OFFENSE: Warning

SECOND OFFENSE: Loss of Permit for 9 weeks

THIRD OFFENSE: Loss of Permit for remainder of year

REASONS FOR LOSS OF DRIVING PRIVILEGES

- 1.Speeding and/or reckless driving (including entering and exiting campus).
- 2.Allowing students to ride on the exterior of the vehicle.
- 3.Skipping class in vehicle.
- 4.Five (5) tardies in one grading period.
- 5.Infractions of parking regulations.
- 6.Refusal to follow school official's directions.
- 7.Allowing another student to borrow a permit.
- 8.Using tobacco or permitting smoking in your car on school grounds.
- 9.Repeated violations of school policies

ADMINISTRATION OF MEDICATION

It is the responsibility of the parent/guardian to bring any medication, prescription and/or over the counter medicine, to school as soon as one enters the building and to also remove any unused medication when treatment is complete. All prescription medication must be brought to school in the original container. The pharmacy label must have the following information:

- Name of Student
- Prescription Number
- Name of Medication and Dosage
- Administration Route or other Directions
- Date
- Licensed Prescriber's Name
- Pharmacy Name, Address, and Phone Number

All non-prescription medication must be brought to school in the original manufacturer's labeled container with the ingredients listed and the child's name affixed to the container.

The school nurse will discard any unused medication that is not picked up by the parent or guardian. Only medications brought from home, prescribed for the identified student, and accompanied by a signed permission sheet from the parent or guardian will be administered to that student.

PRIVACY STATEMENT

Tennessee Code Annotated has established protection of privacy for students. It is the policy of GCHS to also protect the privacy of the student within the framework of law; therefore, information including but not limited to the student's permanent records and academic standing, attendance, discipline, and psychological and standardized tests will only be released with specific written request from students who are eighteen (18) years or older and by written request from the parents of students who are under eighteen (18).

Use of Medical Devices

The use of medical devices, such as but not limited to, crutches, wheelchairs, boots, braces, etc, must be accompanied by doctor's orders.

DISCLOSURE OF DIRECTORY INFORMATION

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

EXTRACURRICULAR ACTIVITIES

9th GRADE STUDENTS PLEASE NOTE: You are advised to study these requirements closely, and if you are interested in becoming a member of the National Honor Society or National Beta Club, then plan your high school experiences accordingly. You cannot guarantee your selection as a member of the NHS or Beta Club, but you can put yourself in a more favorable position. Academic achievement alone will not get you into the National Honor Society or the National Beta Club.

NATIONAL HONOR SOCIETY

MEMBERSHIP REQUIREMENTS

1. Students must be nominated by faculty members. Nominees are students enrolled from the second term of the sophomore year through April of the senior year.
2. Nominees must have at least a 90 overall average.
3. Students who meet these criteria must complete a form describing their involvement in clubs and service activities both in and outside of school. Students who have either three clubs and two services or two clubs and three services, and who submit the application by stated deadline, will be offered membership in the National Honor Society. Induction takes place in the spring of the year.

ACADEMIC CLUBS ORGANIZATIONS

National Honor Society
National Technical Honor Society

FINE ARTS

Chorus
Drama
Visual Arts

SCHOOL CLUB/OFFICER REQUIREMENTS

In order to hold an office in any club or class, the student must meet the following requirements:

- Class officers and representatives must have at least an eighty (**80**) average or a 3.0 GPA or higher in the preceding year.
- No student who has been in Alternative School, or ISS Phase II for the previous semester or during the current school year will be eligible for election to an office or as a representative. Any student who becomes an officer or representative and who receives

the punishment of Alternative School, or ISS Phase II is subject to removal from such office at the time punishment is delivered.

- **Under this category, the administration may/can deem as reasonable any adjustments needed.**

Future Business Leaders of America (FBLA): is the organization for students preparing for careers in business. Any student in grades 9 through 12 can join. Local, state, and national competitions are held each year. Some of the event categories in which members can compete include: web page design, parliamentary procedure, public speaking, job interviews, keyboarding, desktop publishing, and others.

Family Career and Community Leaders of America (FCCLA): seeks to promote personal growth and leadership development through family and consumer sciences education. Focus is on the multiple roles of family members including the wage earner and community leader. Members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and vocational preparation.

Future Farmers of America (FFA): seeks to accomplish many goals and strategies including developing competent and assertive agricultural leadership as well as interpersonal skills in teamwork, communications, human relations and social interaction, strengthening the confidence of agriculture students in themselves and their work, and promoting healthy lifestyles. The FFA motto gives members twelve short words to live by as they experience the opportunities in the organization. Learning to Do, Doing to Learn, Earning to Live, Living to Serve.

Health Occupations Students of America (HOSA): is the organization for students preparing for careers in health care. Members may compete in various events at the regional and state levels. Events include Parliamentary Procedure, First Aid/Rescue Breathing, Personal Care, Interview Skills, Speaking Skills, Care Plan, Career Health Display, etc.

Skills USA: is an organization for trade and industry vocational class students who are enrolled in training programs in technical, skilled, and service occupations including Automotive Technology, Cosmetology, Welding, and Carpentry courses.

FCA (Fellowship of Christian Athletes): Students in grades 9-12 who participate in any sport including managers, photographers, and statisticians are eligible for membership and are encouraged to be good leaders and role models on and off the playing court or field.

Big Brothers/ Big Sisters Program: Sophomore and Junior students become siblings to incoming ninth grade students and help ease the transition from elementary to high school. Big Brothers and Big Sisters write to their siblings over the summer, give tours of the school, and make the new students feel welcome.

4-H Club: The purpose of the 4-H Club is to help youth develop “life skills” by participation in different projects ranging from arts and crafts to veterinary science. It offers students an

opportunity to be on a judging team, to complete projects, and to compete with other students across the state.

Interact Club: The purpose of the Interact Club is to develop leadership skills and personal integrity, demonstrating helpfulness and respect for others, to understand the value of individual responsibility and hard work, and to advance international understanding and goodwill.

Spanish Club: Students who are interested or are enrolled in Spanish I or II are eligible for membership. Activities include taking cultural field trips, observing teacher appreciation events, and making Mexican folk art.

Student Council: Is the student governing body for student led activities including homecoming events, intramural games, and community service events. Membership requirements include an **(80)** overall average. Anyone who wants to become a member but was not elected can work 6 hours on service projects and become a merit member.

*All clubs subject to student participation

*Club meetings will not be held during the school day. Clubs will schedule their meetings before or after school.

PROM

Only GCHS Juniors and Seniors may purchase prom tickets. Prom guests of GCHS Juniors and Seniors, must be at least 14 years old (and at least in 9th grade) and less than 21 years of age on the date of the prom. Guests of GCHS students who are not enrolled at GCHS must be approved by administration five days prior to the event.

ATHLETICS

Participation in athletics is a privilege, not a right for students. Students can lose this privilege if they are not in good standing. "Good Standing" includes academics, discipline, and attendance.

Grundy County High School is a TSSAA school and follows all TSSAA eligibility requirements. Your student's coach or the school's athletic director can answer any questions concerning eligibility.

ATHLETIC ELIGIBILITY REQUIREMENTS

1. A student must pass at least six (6) subjects per year.
2. A student who drops out of school before the end of the term shall be ineligible until he/she has been in school a term and all TSSAA requirements.
3. A student shall be ineligible after he/she has attended high school for eight (8) terms.
4. A student cannot participate in athletics if he/she becomes 19 years of age on or before August 1.
5. To be able to play or practice a student at GCHS must be present at least half a day unless

- he/she has received permission from the principal or principal designee.
6. A student cannot participate in practice or a game while in ISS Phase I.
 7. A student cannot participate in practice or a game while in ISS Phase II or Alternative School.
 8. Other eligibility requirements are listed at www.tssaa.org.
 9. Adhere to THE CODE OF CONDUCT

GCHS SPORTS TEAMS:

- | | |
|-----------------------|--------------|
| Football | Golf (Boys) |
| Volleyball | Golf (Girls) |
| Basketball (Boys) | Baseball |
| Basketball (Girls) | Softball |
| Cross Country (Boys) | Cheerleading |
| Cross Country (Girls) | Bass Fishing |

STUDENT CLASSIFICATION

Grundy County High School students will be classified at the end of each Spring Semester. In addition they will be classified in grade by using the following criteria:

1. A student must have six (6) credits and must have passed Freshman English to be classified as a sophomore.
2. A student must have twelve (12) credits and must have passed Freshman and Sophomore English to be classified as a junior.
3. A student must have seventeen (17) credits and must have passed Freshman, Sophomore, and Junior English to be classified as a senior.

Grundy County Board of Education			
Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	Testing Programs	4.700	10/10/19
		4.700	08/08/19

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in each instructional area;
6. Assist in the screening of students with learning difficulties;¹
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.²

The Director of Schools shall be responsible for planning and implementing the program which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provisions for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with guidelines published by the State Department of Education.³

WEIGHTING TCAP SCORES

TNReady⁴ and EOC⁵ scores shall be included in students' final grades as follows:

- 1.
2. Grades 9-12 - 15%

The target score method will be used. Ex. Student with a pre-score of 20, on a 100 point test: Potential Growth is $100-20=80$. So, potential growth is, 80.

The Director of Schools may exclude these scores from students' final grades if results are not received by the district at least five (5) instructional days before the end of the course.^{4,5}

INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶

In order to inform the student's high school plan of study, interests inventories shall be made available to students in middle school or (9) ninth grade, and administer a career aptitude assessment to students in grades (7) seventh or (8) eighth.

TESTING INFORMATION AND PARENTAL CONSENT

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the district without first obtaining written consent of the parent(s)/guardian(s).²

Results of all group tests shall be recorded on students' permanent records and shall be made available to appropriate personnel in accordance with established board policies.⁷

No later than July 31st of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:⁸

1. TCAP-End of course.
English 1, 2, 3.
Integrated Math 1, 2, 3.
Algebra 1, 2.
Geometry
Biology
Chemistry
US History and Geography 9-12
Time-TBA by State Department
2. TN Ready-TCAP (3-8) TBA
3. ACCESS for ELS (English proficiency for English learners) all grades-TBA
4. MSAA-English Language Arts and Math (students with cognitive disabilities, 3-8 and 11)-TBA
5. TCAP-Alt-Science and Social Studies
Grades 3-8 with significant cognitive disabilities for Science and Social Studies, and students in grade 10 for Biology-TBA.
6. NAEP Grades 4, 8, 12 of selected schools-TBA
7. ACT

High School –grade 10, 11, 12-TBA

Testing information shall also be placed in student handbooks or other school publications that are provided to parent(s)/guardian(s) on an annual basis.

GRADUATION REQUIREMENTS

Credit Units

Course

- | | |
|-----------|--|
| 4 | English I, II, III, IV (Grammar, composition and literature) |
| 4 | Mathematics must include Algebra I, Geometry, Algebra II and one additional math (Pre-Calculus, Statistics, Calculus or Bridge Math) |
| 3 | Science (must include Biology I, Chemistry I or Physics plus one other lab science) |
| 3 | Social Studies (must include World History or World Geography, US History, US Government (.5), and Economics (.5) or Marketing I) |
| 3 | Elective Focus - Program of Study (Students completing a CTE elective focus must complete three (3) CTE program areas or an elective focus in Science and Math, Humanities, Fine Arts, or other school board approved programs of study.) |
| *2 | Foreign Language (same foreign language) |
| 2 | PE (1.0) and Wellness (1.0) |

- 1 **Personal Finance**
- *1 **Fine Arts** (Music, Art or Theater)
- 1 **Business Technology** - Computer Applications or the other upper level course

*If a student is not planning on attending and wishes to waive the Foreign Language and Fine Arts credits to enhance their focus, the waiver must be signed by the beginning of the sophomore year.

**24 - Total number of credits required for graduation for the class of 2019 and beyond.
Per Grundy County Board of Education policy 4.605,**

- 2 **The program of studies shall include areas required by the State Board of Education.**
- 3 **Before high school graduation, every student shall:¹**
 - 4 1. **Achieve the specified twenty-two (22) units of credit;**
 - 5 2. **Take the required end of course exams;**
 - 6 3. **Have satisfactory records of attendance and conduct;**
 - 7 4. **Take the ACT or SAT prior to graduation;² and**
 - 8 5. **Complete a United States civics test.³**

ACT Test: Effective beginning in the 2017-18 school year (TCBOE High School Policy 2.103), in order to earn a regular diploma, students enrolled in a Tennessee public school in their junior year of high school must complete the ACT or SAT.

NOTE: ACT scores are only submitted to postsecondary institutions at the student’s discretion. Students can choose to have scores submitted to postsecondary institutions by their school or directly through the ACT or SAT. Schools and the state do not do any automatic reporting to postsecondary institutions.

Civics Test: Beginning in 2016-17, state law (T.C.A. § 49-6-408) requires that all students in grade 12 pass a United States Civics test with at least 70 percent accuracy. Questions will consist of 25 to 50 questions taken from a civics test administered by the United States Citizenship and Immigration Services. Students will have unlimited opportunities to pass the test.

Industry Certifications: All industry certifications must be completed by April 1st of the current school year in order to receive “Diploma of Distinction”; however, this will not affect class ranking.

Ranking of the Classes of 2019-2021

Students must notify the Guidance Office by the last day of the fall semester of their intent to graduate with Distinction or Honors to be included in the ranking.

All students will graduate in a united color gown, however, students graduating with Distinction and Honors will wear gold honors stole over their gown.

Diploma of Distinction: Attaining a 3.0 GPA and completing at least one of the following: earn a nationally recognized industry certification; participate in at least one of the TN Governor's Schools; participate in one of the ALL State Musical Organization; be selected as a National Merit Finalist or Semifinalist; attain a score of 31 or higher composite score on the ACT test; attain a score a 3 or higher on at least two Advanced Placement Exams; earn 12 or more transcript postsecondary credits.

Honors Diploma: Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.

By virtue of the Academic Honors Scholars replacing the Top Ten Percent all students (regardless of the number) will be allowed to participate and will be ranked based upon GPA* in the following order

1. Those who meet the requirements for a Diploma of Distinction
2. Those who meet the requirements for an Honors Diploma
3. All graduates

*GPA will be calculated based upon the grades up to and including the fall semester grades of the class' senior year. If a tie occurs based upon GPA, then the cumulative grade average will be used to determine rank.

**12 or more post-secondary credits must be earned by the fall semester of the senior year in order to qualify for a Diploma of Distinction (if applicable).

If the National Certification Test cannot be taken until the Spring Semester, they must be earned by April 1 of the Senior year. Ranks will not be announced until mid-April to accommodate these students.

***There will be only one valedictorian and salutatorian recognized for the graduating class. If necessary, due to a tie, quality point average will be used to rank students.

Ranking beginning with the Graduating Class of 2022)

Only the Top 10% of Qualifying Students will graduate in a gold gown.

To be ranked in the top 10% of the class, students must meet the following requirements:

1. Achieve a 3.0 or higher on a 4.0 scale.
2. Achieve an attendance rate of at least 95% over four years.
3. Complete at least 8 of the following:

English I Honors
English II Honors
English III Honors
English IV Honors
Algebra I/ Integrated Math I Honors
Geometry/ Integrated Math II Honors
Algebra II/Integrated Math III Honors
Biology I Honors
Biology II
Pre-Calculus
Statistics
Calculus
Chemistry and Physics
Dual Enrollment Class (Each class counted individually)
Dual Credit Class (Each class counted individually)
Industry Certification (Must successfully complete by the end of the 3rd nine weeks of Senior year)
21 or higher composite on ACT
Benchmark on ACT English sub test
Benchmark on ACT Math sub test
Benchmark on ACT Science sub test
Benchmark on ACT Reading sub test
Score highest level on EOC Exams (if data is available)
Foreign Language I and II
CTE Concentrator
Attendance at a Governor's School

*Courses listed that are taken as Dual Enrollment or Dual Credit cannot be counted twice

**Accelerated includes honors and AP.

The top ten -percent seniors will be based upon their GPA at the end of the first semester of their senior year. If a tie occurs then cumulative average will be used to determine rank. Attendance for the top ten percent will be based upon attendance until the end of the first semester of the Senior year.

Valedictorian and Salutatorian

The valedictorian and salutatorian are selected based upon the highest GPA after ranking is complete at the end of the first semester of their senior year.

To be eligible to be valedictorian or salutatorian, students must be enrolled at GCHS for six (6) consecutive semesters at the end of the first semester of their senior year.

Students that don't meet that requirement may still graduate in the top ten percent of their class and will be ranked after valedictorian and salutatorian.

***There will be only one valedictorian and salutatorian recognized for the graduating class. If necessary, due to a tie, cumulative quality point average will be used to rank students.

Additional Honors Recognized at Graduation

Students earning Honors or Distinction will wear a stole designating that achievement at graduation.

Honors Diploma: Students who score at or above all of the subject are readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors. Students receiving an honors diploma will be recognized at graduation with a cord.

Diploma of Distinction: Attaining a 3.0 GPA and completing at least one of the following: earn a nationally recognized industry certification; participate in at least one of the TN Governor's Schools; participate in one of the ALL State Musical Organization; be selected as a National Merit Finalist or Semifinalist; attain a score of 31 or higher composite score on the ACT test; attain a score a 3 or higher on at least two Advanced Placement Exams; earn 12 or more transcript postsecondary credits. Students earning diploma of distinction status will be recognized at graduation with a stole.

**12 or more post-secondary credits must be earned by the fall semester of the senior year in order to qualify for a Diploma of Distinction (if applicable)

Graduation with Community Service Hours Recognition

Students who complete at least ten (10) hours of community service each semester of high school and turn in the documentation to Guidance by the deadline, will be recognized at Graduation with a purple/gold cord.

Tennessee Scholars Graduate

Students can graduate as a Tennessee Scholar and will be recognized at awards day and graduation. Tennessee Scholars are able to receive scholarships and benefits to certain schools and colleges. Students must apply by the deadline during the second semester of their senior year. Requirements include:

- No Out of School Suspension
- 95% attendance for 4 years (No more than 36 total days missed in 4 years)
- Maintain a C or above average in all classes. If your final class completion grade is a D or F you must retake that class and make at least a C to count that grade for the class.
- 80 hours or more volunteer service hours to help your community
- No Out of School Suspension
- 95% attendance for 4 years (No more than 36 total days missed in 4 years)
- Maintain a C or above average in all classes. No "D's or "F"s on your transcript.
- Must have two years of a foreign language
- Must have higher level Math (Bridge/SAILS Math do not qualify)

- Students recognized at graduation with a medallion from the State.

GRADES AND GRADING

Teachers will give a Nine-Week exam, Mid-Term, and a Final exam at the designated times. See School Calendar for exact dates of Exams and issue of Report Cards.

The semester grade is the final grade and is recorded on the permanent record. The following grading scale is used at Grundy County High School:

GRADES IN SCHOLARSHIP

LETTER GRADE	DESCRIPTION	NUMBER SCALE
A	Excellent	93 -100
B	Very Good	85-92
C	Average	75-84
D	Below Average	75-84
F	Failure	0 - 69

Additional points will be added to the semester grades in accordance with the Tennessee Uniform Grading Policy for the following courses:

Honors - Shall include the addition of 3 percentage points to the grades used to calculate the semester average.

Dual Enrollment or State Dual Credit -Shall include the addition of 4 percentage points to the grades used to calculate the semester average.

NOTE: Grades may go over 100 points to be used locally for ranking purposes only.

Quality Points Added (beginning with the class of 2024)

T.C.A. § 49-6-407 set forth requirements for locally adopted grading systems. An LEA that uses the uniform grading system as required for purposes of student application for post secondary financial assistance administered by the Tennessee Student Assistance Corporation, but adopts another grading system based on quality points for other purposes, shall assign additional quality points in the other grading system for the completion of honors and early postsecondary courses, including, statewide dual credit, and dual enrollment courses as follows:

- (a) One-half (1/2) quality point shall be added to the numerical quality point value corresponding to the letter grade received for the course in an honors course. (example - an A or 4.0, would become a 4.5)
- (b) One (1) quality point shall be added to the numerical quality point value

corresponding to the letter grade received in a Dual Enrollment or state dual credit course. (example, an A or 4.0, would become a 5.0)

Exemption from Finals Policy

If the student has **six or fewer absences** and a class average of **A**, he/she will be exempt from the final exam.

If a student has four or fewer absences and a class average of **B or higher**, he/she will be exempt from the final exam.

If a student has **two or fewer absences** and a class average of **C or higher**, he/she will be exempt from the final exam.

If a student has zero absences and a class average that is **passing**, he/she will be exempt from the final exam.

HONOR ROLL

To qualify for the All-Star Honor Roll, a student must have A or higher in each course. The student must be registered for at least three (3) classes to qualify for the All-Star Honor Roll.

To qualify for the Honor Roll, a student must have A or higher in at least one course and B or higher in all other courses. The student must be registered in at least three (3) classes to qualify for the Honor Roll.

GRUNDY COUNTY HIGH SCHOOL HONOR CODE

Grundy County High School is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process which students go through to learn is an honest process that reflects their true abilities as measured by their own efforts. Progress, which is based on unsound learning, as is the case with cheating, is not a genuine process. Cheating prepares a student for failure, not for success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. By establishing this honor code, the faculty and administration of Grundy County High School indicate their commitment to work to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner.

WHAT IS THE DEFINITION OF CHEATING AT GRUNDY COUNTY HIGH SCHOOL?

Cheating is to deprive of something valuable by the use of deceit or fraud, to violate rules dishonestly, to get something by dishonest or deceitful means or assisting in any such acts.

Cheating may involve one or more of the following actions:

1. To use the work of another person as your own or provide yours for someone else.
2. To copy information from another student's test, examination, theme, book report, term paper or any other teacher assigned project, or to allow these to be copied by another

person.

3. To plagiarize (use another person's idea, expression or words without giving the original author credit).
4. To prepare for cheating in advance. Such action might involve having in your possession a copy of a test that has been given or is going to be given or answers to a test that has been given or is going to be given, or using the test or notes during a test or examination, or talking while quizzes or examinations are taking place.
5. To fail to follow test procedures or instructions announced by the teacher (such as no talking, no turning around in your seat, raising your hand to ask questions, etc.).
6. **Any violation in which the administration may deem it reasonable to fall within this category.**

Cheating will be determined by the administration based upon the evidence presented by the teacher and the following action will take place.

First offense: One (1) Day ISS Phase I, and a zero for the assignment in question.

Second Offense: Three (3) Days ISS Phase I and a zero for the assignment in question. possible loss of credit for coursework as determined by the administration.

Third Offense: Five (5) Days of ISS Phase II possible loss of credit for coursework as determined by the administration.

REPORT CARD HOLD/DEBTS TO THE SCHOOL

Report cards, diplomas, transcripts, etc. may be held by Grundy County High School for those students who owe debts to the school. Public Chapter 1074-Senate Bill 2109, House Bill 1808 prescribe that local schools may withhold all grade cards, diplomas, certificates or progress reports or transcripts of a student who has incurred a debt to the school or a student who has taken property (textbooks, library books, and athletic equipment) which belongs to a local school or any agency thereof until the student makes restitution. All textbooks must be turned in at the end of each semester. Library books are to be returned by their due date. All athletic equipment is school property and must be turned in at the end of the respective sport season.

MEDIA CENTER (LIBRARY)

The Grundy County High School Educational Media Center exists to support and carry out the school's curriculum. For you, the student, it provides opportunities for your personal intellectual growth as well as creating an appreciation of the values of human achievement that are represented within its walls.

The media center provides the following services:

1. Materials to meet specific classroom needs and individual needs.
2. Up-to-date reference collection for research.
3. Catalogs: print and non-print materials in one card catalog.

- 4.Space to meet individually or in small or large groups.
- 5.Opportunities to browse in both print and nonprint materials.
- 6.Assistance in the production of materials.
- 7.An area for displaying projects.
- 8.Reading guidance.
- 9.Teaching of reference skills.
10. Instruction in the use of materials and equipment.
11. Computer lab with assistance.
12. Internet access

Regular circulating materials may be checked out for a period of three (3) weeks at a time. If you have not finished with the materials in the allotted time, you should bring the materials back to the media center for the purpose of rechecking it out for another three weeks. Materials not returned on time are fined \$.05 for each day they are overdue.

You are encouraged to use reference materials as much as possible within the media center. Non print materials and vertical file materials are treated the same as reference materials.

GUIDANCE SERVICES

1. Transcripts – The counseling office provides a transcript service for seniors. There is a charge of \$5.00 for transcripts made for former students and graduates.
2. Counseling – Conferences with students regarding educational, vocational, and personal problems.
3. Informational Services – Information pertaining to schools, colleges, occupations/careers, financial aid, etc.
4. Individual Program Planning – Assistance in selecting appropriate high school courses so that the student may accomplish his/her career and educational goals.
5. Consultation – Conferences with parents, teachers, administrators, in-service training for teachers.
6. Other – Coordinate Big Brother/Big Sister Program, Junior and Senior Career/College Day, financial aid workshops, organizes Awards Day.

To make an appointment for consultation please call the Guidance Office at 931-304-2333.

CLASS CHANGES

Students should plan their schedules very carefully, as it is very difficult to change. State law limits the number of students that may be in a class. A request for a class change will be granted case by case based on graduation requirements and availability. There will be no class changes after the sixth day from registration date. Requests for change due to personal preferences will not be honored.

FIELD TRIPS/NON-ATHLETIC COMPETITIONS

Field trips and competitions are a privilege students must earn. The requirements for

earning this privilege are good grades, good attendance, good discipline record, and written approval by all current teachers. Permission from teachers must be received three days before the trip/competition. At time of approval, all grades must be passing, students cannot be chronically absent, and meet discipline guidelines outlined under the discipline procedure section of this handbook. The administration reserves the right to allow departments to request specific requirement standards for departmental field trips. All overnight field trips require the approval of the Director of Schools and the Grundy County School Board.

FIRE DRILLS

The signal for these drills is an actual fire alarm. If there should be a power failure, emergency power will keep our systems functioning. Walk quietly and quickly upon the direction of the teacher in charge. Maintain single lines and follow instructions designated for the room being evacuated. Instructions for such procedures will depend upon the circumstances at the time. Follow the instructions of your teacher or those on the public address system. Students are to remain at least one hundred (100) feet from the building until the signal is given to re-enter. No one is to return to the building until the principal or his authorized representative gives the all-clear signal. Roadways are to be kept clear at all times.

TORNADO DRILLS

The signals for this drill will be prolonged ringing of the alarm and/or a public address announcement. Students will accompany their teachers to the designated shelter area. If outside, please report to the gym locker rooms or if a tornado is in sight, lie down in the nearest low area or ditch.

LUNCHROOM PROGRAM

Grundy County Schools operate on a closed lunch period. Students are not permitted to leave campus for lunch. Students will return trays and utensils to the proper rack and dispose of trash in appropriate containers. **Students who litter the cafeteria will be assigned clean up duty in those areas** at the discretion of the administration. Only school lunches and sack lunches from home will be eaten in the cafeteria. Grundy County Schools participate in the National School Lunch and Breakfast Program. We are pleased to announce that Grundy County has implemented a new option available to schools in Tennessee that participate in the National School Lunch and School Breakfast Programs. It is called the Community Eligibility Provision (CEP).

Offer versus Serve (OVS): Grundy County Schools participate in an Offer vs. Serve Program which allows students to choose what they would like to eat. An offer versus serve breakfast and lunch meal plan is available to all students PreK-12 with the exception of sack lunches or lunches transported off site.

A school breakfast eligible for federal reimbursement shall offer 3 food components (fruits, milk, and grains) that consist of a minimum of four (4) food items. Students are allowed to

decline one (1) food item. The student's decision to accept all four items or to decline one item shall not affect the price charged for the meal. The breakfast is priced as a unit.

A school lunch eligible for federal reimbursement shall offer 5 food components (fruit, grains, meat/meat alternatives, milk, and vegetables) in the appropriate amounts per grade groupings. Students are allowed to decline two of the five required food components, but must select at least ½ cup of a fruit (or fruit combination) or a vegetable (or a vegetable combination) or ½ cup fruit/vegetable combination. After selecting the ½ cup fruit or vegetable requirement, students must select at least two additional full components in the full amounts (per age/grade grouping required amounts) to count toward a reimbursable offer versus serve meal. The student's decision to accept all five components or to decline two components shall not affect the price charged for the meal. The lunch is priced as a unit.

Student Account: Each student is given an account with a Personal Identification Number (PIN). This number will remain the same throughout their time at Grundy County Schools. To access their account, the students will be asked by the cashier type in their PIN number. They will do this on a Point of Service (POS) device located at the cashier.

Depositing Monies on Student Account: A student can deposit money on his or her account via a check or cash in the cafeteria. If paying with a check, please include the student's name and PIN number on the check.

Meal/ A la Carte Fees: Money will be accepted any day during the week but it is preferable that the student pay a week at a time. A la Carte items cannot be charged.

Staff Breakfast: **\$2.50**
Staff Lunch: **\$4.00**
Extra Milk: \$0.50

Visitor Breakfast: **\$3.00**
Visitor Lunch: \$4.50
Extra Juice: \$0.50

School Nutrition Program (SNP) Charge Policy: Due to the Community Eligibility Program (CEP), Grundy County Schools has a no charge policy.

In order to promote the National School Lunch Program and to ensure that each child receives a nutritious meal, deliveries from commercial restaurants **will not be allowed** in our schools. **Students are not allowed to leave school for the purpose of obtaining lunch.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communications for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf,

hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- 2) Fax: (202) 690-7442; or
- 3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

The Grundy County school district's wellness policy plan.

The wellness plan may be accessed on the web at www.grundycoschools.com. Furthermore, the plan may be picked up at the schools, by contacting the principals.

**GRUNDY COUNTY BOARD OF EDUCATION UNSAFE
SCHOOL CHOICE POLICY**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the Grundy County Department of Education at 931 692-3467.

USE OF POLICE AT GRUNDY COUNTY HIGH SCHOOL

It is Grundy County School Board policy that the School Resource Officers are notified for Zero Tolerance violations, fighting, and theft. It is the philosophy and beliefs of the administration at Grundy County High School that the responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, when students or parents refuse to work within the established policies of the district and school, or where

security of person or property appears to be in jeopardy, we will not hesitate to call the SROs and initiate arrest and prosecution proceedings.

NOTICE OF NONDISCRIMINATION

The Grundy County Department of Education affirms that it complies with Title VI of the Civil Rights Act of 1964.

It is the policy of the Grundy County Board of Education not to discriminate on the basis of handicap, race, color, national origin, sex, age, or religion in any of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1973, Section 504, (2) Title VI of the Civil Rights Act of 1964, or Title IX of the Educational Amendments of 1972.

It is the policy of Grundy County High School not to discriminate against any otherwise qualified individual with a disability, solely by reason of his/her disability, in admission or access to, or treatment in, education and program or activities sponsored by Grundy County High School.

Anyone who believes he/she has been discriminated against may file a complaint with:

Title VI Coordinator for the Grundy County Department of Education
Sandra Crabtree
PO Box 97
Altamont, Tennessee 37301

GENERAL GUIDELINES FOR STUDENT BEHAVIOR

1. Students should not congregate in the halls preventing flow of traffic.
2. All students must park in the area provided for student parking & only with the appropriate permit.
3. Students will not be permitted to leave campus without permission from the office.
4. Students must return cafeteria trays to the appropriate tray return area. Any litter from the student lunch is to be taken to a trash container.
5. All books must be kept in lockers. Any books found out of lockers will be turned in to lost and found.
6. No student will be permitted to go into the parking lot without authorization from the office.
7. Grades 9th-12th students must remain in the cafeteria during their lunch period. **(unless permission is granted by designee/supervisor)**
8. Students should not enter the hall without a HALL PASS from the immediate supervising teacher. Only one student allowed per one hall pass. Groups shall not share the same hall pass.
9. No student is allowed to purchase drinks from the Teacher Work Areas' vending machines. "Student" includes children of faculty members

VACCINE INFORMATION STATEMENT

Meningococcal Vaccines

What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

Meningococcal disease:

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and the spinal cord.

Meningococcal disease also causes blood infections.

About 1,000–1,200 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10–15% of these people die. Of those who live, another 11%–19% lose their arms or legs, have problems with their nervous systems, become deaf, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people 16–21 years. Children with certain medical conditions, such as lack of a spleen, have an increased risk of getting meningococcal disease. College freshmen living in dorms are also at increased risk.

Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for life. This is why preventing the disease through the use of meningococcal vaccine is important for people at highest risk.

Meningococcal vaccine:

There are two kinds of meningococcal vaccine in the U.S.:

Meningococcal conjugate vaccine (MCV4) is the preferred vaccine for people 55 years of age and younger.

Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s. It is the only meningococcal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. There are other types of meningococcal disease; the vaccines do not protect against these.

Who should get meningococcal vaccine and when?

Routine vaccination

Two doses of MCV4 are recommended for adolescents 11 through 18 years of age: the first dose at 11 or 12 years of age, with a booster dose at age 16.

Adolescents in this age group with HIV infection should get three doses: 2 doses 2 months apart at 11 or 12 years, plus a booster at age 16.

If the first dose (or series) is given between 13 and 15 years of age, the booster should be given between 16 and 18. If the first dose (or series) is given after the 16th birthday, a booster is not needed.

Other people at increased risk.

College freshmen living in dormitories.

Laboratory personnel who are routinely exposed to meningococcal bacteria.

U.S. military recruits.

Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.

Anyone who has a damaged spleen, or whose spleen has been removed.

Anyone who has persistent complement component deficiency (an immune system disorder).

People who might have been exposed to meningitis during an outbreak.

Children between 9 and 23 months of age, and anyone else with certain medical conditions need 2 doses for adequate protection. Ask your doctor about the number and timing of doses, and the need for booster doses.

MCV4 is the preferred vaccine for people in these groups who are 9 months through 55 years of age. MPSV4 can be used for adults older than 55.

Some people should not get a meningococcal vaccine or should wait.

Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of MCV4 or MPSV4 vaccine should not get another dose of either vaccine.

Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. Tell your doctor if you have any severe allergies.

Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor. People with a mild illness can usually get the vaccine.

Meningococcal vaccines may be given to pregnant women. MCV4 is a fairly new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed. The manufacturers of MCV4 maintain pregnancy registries for women who are vaccinated while pregnant.

Except for children with sickle cell disease or without a working spleen, meningococcal vaccines may be given at the same time as other vaccines.

What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

Brief fainting spells and related symptoms (such as jerking or seizure-like movements) can follow a vaccination. They happen most often with adolescents, and they can result in falls and injuries. Sitting or lying down for about 15 minutes after getting the shot—especially if you feel faint—can help prevent these injuries.

Mild problems

As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.

A small percentage of people who receive the vaccine develop a mild fever.

Severe problems

Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

What if there is a serious reaction?

What should I look for?

Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or behavior changes.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?

If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 or get the person to the nearest hospital. Otherwise, call your doctor.

Afterward, the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor might file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967.

VAERS is only for reporting reactions. They do not give medical advice.

The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at www.hrsa.gov/vaccinecompensation.

How can I learn more?

Ask your doctor.

Call your local or state health department.

Contact the Centers for Disease Control and Prevention (CDC): - Call 1-800-232-4636 (1-800-CDC-INFO) or - Visit CDC's website at www.cdc.gov/vaccines

**Grundy County High School's
ALMA MATER**

**Girded by encircling mountains
Glorious to view,
Stands our noble Alma Mater
Where we shall be true.**

**Cherished by thy sons and
daughters,
Mem'ries sweet shall throng
'Round our hearts, our Alma Mater
As we sing our song.**

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

RETURN THIS FORM TO YOUR HOMEROOM TEACHER AT GRUNDY COUNTY HIGH SCHOOL.

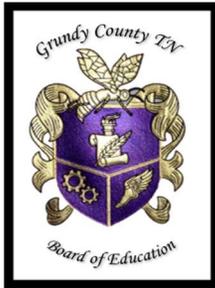
I have read and understand the Student Handbook and have discussed the rules with my son/daughter, _____ (Student Name).

Parent Signature

Date: _____

Student Signature

Date: _____



GRUNDY COUNTY BOARD OF EDUCATION

Mrs. Glenda Dykes, Director of Schools

1376 Main Street

Telephone: (931) 692-3467

PO Box 97

Fax: (931)

692-2188

ALTAMONT, TN 37301

www.grundycoschools.com

August 2020

Dear Parents,

The Tennessee State Department of Education has drafted a new plan called the Every Student Succeeds Act (ESSA) that will replace the No Child Left Behind Act. Once this information has passed into law, the school district will provide parents with more information regarding ESSA.

If you have any questions regarding your child's teacher(s) and the specific requirements for him/her, please contact your child's principal or the Supervisor of Instruction / Curriculum, Dr. David Dickerson or Mrs. Kathy Hill-Moon at (931)-692-3467. We are confident that we will be able to comply with the new qualifications due to our committed teachers and supportive parents in Grundy County.

Thank you for your cooperation and understanding regarding this matter. We are looking forward to an exciting and productive year.

Sincerely,

**Mrs. Glenda Dykes
Director, Grundy County Schools**

Grundy County Schools Responsible Use Policy (RUP)

2020-2021

Internet access* is available for all students only as an educational resource.

- I will not go to websites that are not appropriate for learning.
- I will inform a teacher immediately if any inappropriate sites are accessed while I am online.
- I will not attempt to bypass the Internet filter to access a blocked website.
- I will not remotely access computers outside the system's network.

**Internet access is provided on-campus for all students. These policies also apply when using district-issued devices off-campus through other public or private networks.*

The computer, software, wireless devices, and network are available for all students only as an educational resource.

- I will treat the computers, all devices, and hardware with respect and not cause damage to them.
- I will not share my usernames and passwords with anyone nor will I use another student's username and password.
- I will not share my device, charger, or other school-issued equipment with others.
- I will transport my device using my school-issued sleeve and handle my device using communicated procedures.
- I will not access, alter, or delete another person's information/files on any computer or device.
- I will follow copyright law in my projects and give credit to my resources (authors and/or websites).
- I understand that teachers and administrators may monitor all student activities on the network and devices on and off campus.
- I will not use the device to illegally distribute, install, or reproduce copyrighted materials.
- I will not use the device to facilitate any illegal activity, or use it for commercial or for-profit use.
- I will not use the computer network to attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
- I will not utilize school district or individual school names, logos, or trademarks without permission.
- I understand that students are responsible for storing and backing up their own data.

School-issued devices are set-up and the software programs are selected for all students only as an educational resource.

- I will not download, install, or remove software/apps or media without permission and direction from a teacher.
- I will not personalize the external appearance of my school-issued device.
- I will not change the district settings on my device.
- I will not remove the asset tag or any licensing tags or manufacturers stickers from the bottom of the device.
- I will immediately notify my teacher, the building level technology coordinator, or the designee if I identify a security problem or other issue on a technological resource, and I will not demonstrate the problem to others.

Good Digital Citizenship should be practiced on and off campus.

- I will only use online communication (email, instant messaging, hangouts, blogs, wikis, etc.) for educational purposes on school-issued devices.
- I understand that all school-issued email communications are stored and may be accessed and examined by teachers and administrators at any time.
- I will always use proper and appropriate language and my best writing skills (including adhering to copyright policies).
- I will never give or post personal information (my name, address, telephone number, etc.) to someone online.
- I will never use online communication to harass or bully anyone.
- I will not engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting content that is obscene, profane, pornographic, harassing, abusive, or considered harmful to minors.
- I understand that I should not share or post pictures or recordings of other individuals without their consent (or parental consent for minors).

Personal Devices should be only used as an educational resource (cell phone, Kindle, iPad, etc.)

- I will only use personal wireless devices at school with teacher permission and supervision or during designated times determined by the administration.
- I will accept all responsibility if my device is lost, stolen, or damaged.
- My teachers and or my school may set additional requirements and restrictions for personal devices.

School Email

- Grundy County Schools may provide students with a closed-campus email account.
- Email usage may be monitored and archived. There is no expectation of privacy with school email accounts.

If I don't follow the RUP:

- I may lose the privilege of using computers, personal devices, and/or the Internet at school.
- I may lose the privilege of taking a device off-campus.
- I understand that I may be held financially responsible for any deliberate or negligent damage to equipment and for loss or theft of the equipment while in my possession or when I am charged with its care (see below).
- I understand that the administration will determine disciplinary and/or financial consequences for Responsible Use Policy (RUP) violations.
- I understand that certain willful misuse may result in criminal prosecution under applicable state and federal law.

School-Issued Device Usage and Charge Information

The usage charge will be used for the repair and maintenance of the devices under normal use. The usage charge will NOT cover willful, deliberate, or negligent damages. Damage caused in these manners would be the financial responsibility of the family (repair or replacement cost). The following are examples of willful, deliberate, or negligent damage. This list is not intended to be all-inclusive; each case will be investigated by administration.

- Cosmetic damage including, but not limited to scratches, dents, and broken areas around ports.
- Damage resulting from leaving the device, chargers, or other accessories unattended (including loss).
- Damage caused by service performed by someone who is not an authorized representative of GCS.
- Damage caused by the use of products (such as chargers) not provided or authorized by GCS.
- Damage to consumable parts (such as batteries) unless damage has occurred due to a defect in materials or workmanship.
- Damage as a result of improper handling or storage (leaving in an unsafe place such as in a car or accessible to pets, dropping the device, using food and drink near the device, etc.).
- Damage caused by operating the product outside the permitted or intended uses described by the manufacturer.
- Damage resulting in a broken screen.
- Damage as a result of a RUP violation.
- Loss or theft is also not covered by the usage charge. Loss or theft should be reported to appropriate school personnel the next school day.

GCI Resource Guide

Additional information, details, and examples regarding the RUP and GCS technology resources and guidelines are found in the GCI Resource Guide on our district website. Parents and students are responsible for the content of the GCI Resource Guide in addition to the RUP. Families may request a hard copy of the guide at any time from the school principal.

Responsible Use Policy and Web Applications Guide Signature Page

Students/parents pay an annual, nonrefundable GCI (Grundy County Initiative) User Charge on or before taking possession of the school issued device for home use. Legal ownership of the device belongs to Grundy County Schools (“GCS”). The student’s right to use and possessing the device is terminated upon withdrawal from Grundy County Schools. The failure to timely return the property and the continued use of it for non-school purposes without the school system’s consent will be considered unlawful appropriation or theft of the school system’s property. If the device is intentionally or negligently damaged, lost, or stolen, the student/parent is responsible for the cost of repair, current replacement cost of the device, or its fair market value. Damage includes the removal of the asset tag and the windows licensing tag from the bottom of the machine. Loss or theft of the device must be reported to the GCS District by the next school day. Payment for broken, lost, or stolen devices shall be under terms reasonably agreed upon between GCS and the parents. In the event GCS has to resort to legal action to recover an electronic device or payment for damage, destruction, loss or theft of such a device from parent(s) or guardian(s) of a student, the undersigned parent or guardian agrees to pay the reasonable attorney’s fees and costs of GCS incurred in such effort. As the parent/guardian, my signature indicates I agree to abide by the conditions listed in the GCS Responsible Use policy (RUP) as well as the content provided in the GCI Resource Guide. Failure to honor the terms of this Policy may result in the denial of Internet and other electronic media accessibility. Furthermore, the student may be subject to disciplinary action, and, if applicable, the device may be recalled. I give my permission for my child to have access to the described electronic resources and have access to the Internet, including an email account.

Parent/Guardian Name (please print): _____ **Date:** _____

Parent/Guardian Signature: _____

As the student, my signature indicates that I have received, read, and agree to follow the GCS Responsible Use Policy and have been made aware of and intend to follow the full GCI User’s Guide. I agree to the terms and conditions outlined and in return will have conditional access to the described electronic resources, including an email account.

Student Name (please print): _____ **Date:** _____

Student Signature: _____

Agreement for Receiving Homebound Services*

Parent and student must agree to the following conditions:

- 1) The parent agrees to provide all necessary medical information/reports regarding the child's medical condition. Updates may be necessary, and in some cases, a second opinion from a medical professional may be required.
- 2) A return date from the doctor is required before the student can be placed on homebound. If a student is going to be released early from medical care or needs an extension, proper paperwork must be submitted.
- 3) Homebound services are only provided to students who are "house-bound." These students should be at their home, leaving only for doctors' visits and other infrequent outings.

- 4) Homebound students are not allowed to work at a job of any kind. They may not volunteer their services at a business place, nor may they regularly visit a parent or relative's place of employment.
- 5) Homebound students may not attend school functions (ball games, dances, school trips, prom, etc.)
- 6) The student will be available and prepared for instruction on the day and time that is scheduled. Cancellations and rescheduling will occur only in cases of emergency. If the need does arise, the homebound teacher is to be notified immediately. *Three hours of instruction equals five days of school. If a student cancels, is not available, or is not prepared for instruction (without a reasonable excuse) at the scheduled time and does not make up the time, he/she will be reported as being absent for that number of days.*
- 7) A quiet area will be available to the teacher and student during visits for instruction.
- 8) An adult must be home during instruction.
- 9) All assignments must be completed by the dates given by the homebound instructor. Failure to do so will result in a zero for assignments if not turned in on time.

I understand and I agree to adhere to the guidelines established for homebound instruction. I understand that violation of any guideline could result in homebound services being suspended.

Student Sign: _____ **Date:** _____

Parent/Caregiver sign: _____ **Date:** _____

Witness sign: _____ **Date:** _____

GCHS Alternative School Rules and Procedures

1. All students must wear khakis and a collared shirt each day of their placement. Other than this stipulation, the high school dress code is to be followed.
2. All students must be signed in at 7:55 by a parent/guardian and signed out at 3:00 by a parent/guardian.
3. Students are not allowed to bring in outside food or drink, except for a bottle of water. Students also are not allowed chewing gum or candy.
4. Students are not to sleep during the placement. Sleeping could result in the extension of the placement.
5. Students are to show their completed work to the staff to ensure that the work has been completed. If students do not complete their work in a timely manner, their placement could be extended.
6. Once the assigned work has been completed, the student may read a book that is found in

the alternative school.

7. If a student is absent, is tardy, or leaves school early, they will have to make up that day.
8. Students will turn in their cell phones as they enter the building each day. The phones are to be turned off and will be returned at the end of the day.
9. Students are not allowed to bring in personal electronic devices nor headphones.
10. Any student caught committing a level II or III offense, will be turned over to the SRO and face expulsion from school and/or legal action as determined by the school system.
11. School breakfast and lunch will be made available. It will be brought to them each day. However, extra food will not be.
12. Each student is expected to do their due diligence in helping maintain the cleanliness of the classroom area and the bathroom. Any student found not doing so could face an extension of their placement.
13. There are to be no backpacks brought into the alternative school. They are not needed as the student will not be required to take books back and forth from home to school and the students will not be assigned any homework.
14. There will be no 2nd or 3rd chances given at the alternative school. This is your last chance, please do what little you are asked and follow these simple rules and procedures to gain reentry into the regular education setting.

_____ Student Signature	_____ Date	_____ Parent Signature	_____ Date
_____ Principal Signature	_____ Date	_____ Alternative School Teacher	_____ Date

Media Release Notification

In compliance with the federal Family Educational Rights and Privacy Act (FERPA, <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), Grundy County Schools notifies parents annually about release of student information (Parent/Student Handbooks, District Website, and/or this RUP). The following applies to release of information to the media or other publicly available information sources:

1. **GENERAL MEDIA RELEASE**: The school or district may feature my child's likeness (photograph, video, etc.) and/or work on Grundy County Schools' online resources, publications, or other public media. No last names or other personal demographic information will appear with any student likeness or work except as set forth below.

2. EXCEPTION for HONORS and AWARDS and ATHLETICS: For the purpose of publicly recognizing students for honors and awards, the school district will assume implied consent to release student information (including first and last name) unless a parent or guardian notifies Grundy County Schools within ten (10) calendar days after the first day of school (or the first day of enrollment). Student information related to honors and awards may appear in broadcast, print or digital media, in both district and non-district information sources.

3. PARENTAL APPROVAL for UNIQUE SITUATIONS:
Should the school or school district wish to use a student's full name, image or work for purposes other than as noted above, school officials will seek parental approval in advance. Your signature below signifies you have been notified of the administrative procedures outlined above.

Parent Signature: _____ **Date:** _____

**Should a parent or guardian wish to go beyond the limits set above and further restrict use of a student's first name, image or work, please provide a signed copy of the RESTRICTED MEDIA RELEASE form (found on the district website or available in the school office).*