

South Pittsburg High School and Academy 2020-2021 Student Handbook

*Policies in this handbook are current as of 07/01/2020 and are subject to change. Anything omitted from this handbook is subject to policies set forth by the Marion County Board of Education.

South Pittsburg High School
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South Pittsburg, TN 37380
(423) 837 - 7561 office
(423) 837 - 4532 fax
www.southpittsburghhigh.org

Timothy P. Bible, Principal
Vic Grider, Assistant Principal

Every adult action reinforces the belief that all of our students can succeed in a college or career of their choice.

VISION STATEMENT

The core vision of South Pittsburg High School and Academy is to advance student academic development and achievement. Each student must be challenged academically, graduate fully prepared for post-secondary learning opportunities and ready for the challenges of a career.

BELIEF STATEMENT

We believe:

- All students can learn
- Learning (education) is a shared responsibility between students, parents and teachers
- Students should participate in educational activities which promote physical, social, creative, intellectual and cultural growth
- Students must learn to be responsible citizens in our community and have opportunities for community service and leadership
- In today's world, students must be literate in current technology
- Students, parents, and teachers must treat each other with mutual respect
- Students become lifelong learners through cooperative learning, social interaction, communication, and critical thinking

SCHOOL HOURS

School hours for students are 8:00 a.m. to 2:55 p.m. The office will be open from 7:00 a.m. to 3:30 p.m.

SCHOOL CLOSINGS

School closings will be announced on television stations and Remind text messages. (Directions on how to sign up for Remind text alerts can be found on page 9 of this handbook.)

STATEMENT OF GOALS

In addition to the regular school program, South Pittsburg High School and Academy offers education programs through remediation (before/during school) and our before and after school learning support time.

THE ADMINISTRATORS:

- Establish and maintain a safe and orderly school environment
- Provide parents, students and teachers a written code of conduct which specifies acceptable student behavior and discipline procedures and consequences
- Act quickly to discipline unacceptable behavior in accordance with the written code of conduct
- Select and maintain a certified, qualified staff
- Provide the physical facilities for complete school programs
- Offer a variety of required and elective courses to meet the wide range of student needs and interests
- Maintain an atmosphere of cooperation and learning within the school and community
- Provide a caring and competent counseling program which meets personal, professional and career needs
- Encourage student government programs and activities which teach the values and principles of a democratic society
- Support assemblies and extra-curricular activities which provide students with opportunities for self-expression and development of talent and skills
- Foster community support and participation for school programs
- Deal with bullying in any form in a swift and appropriate manner - Bullying in any form is NOT tolerated

TEACHERS:

- Are certified, highly-qualified and dedicated
- Hold students accountable for performance
- Communicate with administration and parents when academic expectations are not being met
- Maintain exemplary behavior in keeping with the accepted standards of society
- Encourage and facilitate achievements of other staff members
- Encourage students to become well-informed and interested in activities by exposing them to a variety of stimuli
- Enforce the rules of the school and policies of the school district
- Use appropriate instructional techniques, monitor their effectiveness and modify those teaching strategies when necessary
- Communicate student expectations clearly and purposefully
- Provide a well-rounded education for those students who plan to continue their education beyond high school, as well as for those who plan to enter the work force after high school
- Prepare students for their roles as useful, productive citizens who respect the traditions and symbols of our country, and who will preserve the heritage of America
- Demonstrate through words and deeds pride in our school and in our colleagues and students when they succeed
- Deal with bullying in any form in a swift and appropriate manner - Bullying in any form is NOT tolerated

STUDENTS:

- Strive to develop and increase their ability levels in academic, vocational, social and physical areas
- Encourage fellow students to reach their potential in areas of educational, social and emotional maturity
- Work to include everyone and foster a sense of community
- Report incidents of bullying to an adult immediately
- Maintain open communication with teachers, administrators and fellow students to promote a friendly atmosphere in and around the school
- Cooperate with parents, faculty and administrators by participating in the various programs provided
- Develop a sense of responsibility toward themselves, their home, community, school, state and country
- Participate in the formation and support of representative government which works with administrators, teachers and parents but represents the concerns of the students
- Develop critical thinking skills and effective communication skills
- Show acceptance, as equals, of others from different cultures and backgrounds
- Attain standards of achievement and requirements established by Marion County Schools and the state of Tennessee, before being granted a South Pittsburg High School diploma

PARENTS:

- Encourage the quest for excellence in their student's academic, vocational, social and physical development
- Provide a home environment that supports educational pursuits and responsible citizenry
- Show an interest in their student's achievement by working with the school's administrators and teachers in developing meaningful curriculum, supporting programs and encouraging participation
- Stimulate their student's critical thinking and effective communication skills by providing access to current events and an opportunity to discuss them
- Encourage and demonstrate tolerance and acceptance, as equals, of people from other cultures and backgrounds
- Clearly communicate to their students at home a "zero-tolerance" stance on behavioral issues at school. Expect your child to be a positive reflection of the upbringing you have provided
- Be responsible for their student(s)'s attendance

SCHOOL GOALS:

- Increase academic achievements in all areas
- Each student will increase their overall G.P.A.
- Increase student attendance to 94%
- Sustain a level at or above 90% graduation rate
- Meet or exceed the district guidelines for increase of ACT scores
- Promote and maintain a quality learning environment
- Maintain a drug free status for the school
- Teachers will work to develop improved reading and writing skills in each discipline
- Implement Projects such as: Olweus Bully Prevention, Response to Instruction and Intervention and Remediation Progression
- All students and parents will have 24/7 access to grade progression through the use of EduPoint

SCHOOL COUNSELING PROGRAM

The School Counselor, Mrs. Lynn Cooper, is available from 7:00 a.m. – 3:15 p.m. and by appointment.

The School Counselor works closely with all students in the school. The counseling program is designed to be proactive in nature. The role of the counselor is to guide, advise, recommend, consult, and assist with the near limitless variety of concerns that students, parents, teachers, administrators, and the community-at-large may have. Specifically, the thrust of the counseling program is defined by three major goals:

1. To assist students with personal and academic concerns such as coping with stress, learning to study, getting into the right classes, graduating on time, and improving standard/state scores.
2. To help students develop educational and career decision-making skills including knowing how to make decisions, developing individual interests and abilities, learning about jobs and careers and the education necessary to get there, and how to research and get into the right college or job.
3. To aid students in developing interpersonal skills such as resolving conflicts, communicating effectively with others, and understanding how their decisions affect others and their own future.

The school counselor serves as part of the school-wide bullying prevention program and works closely with administrators, teachers, students and parents to eliminate bullying at SPSHS.

Guidance services are provided by the counselor for ALL students through individual and class meetings, appointments with parents, community presentations and collaboration with teachers and colleges. The school guidance program focuses on identifying and teaching students those skills that will prepare them for life after high school and help them become successful adults. Please check the high school webpage frequently for updates to the counseling program, scholarship information, financial aid, parent presentations/meetings, and other useful information.

IMPORTANT NOTICE:

High schools that receive federal funding are required to provide military recruiters (upon request) with student names, addresses and phone numbers of 11th and 12th graders. The same information may also be released to post-secondary institutions when requested.

Parents have the right to file notification with the school requesting that directory information not be released. In the event that a written refusal is not filed, it is assumed that there is no objection. Parents not wanting their student's directory information released must send a written notice to the school within the first 30 days of enrollment.

Notice may be turned in at the main office or mailed to:

South Pittsburg High School
Principal
717 Elm Avenue
South Pittsburg, TN 37380

GENERAL INFORMATION

ARRIVAL/DISMISSAL

Arrival: No student should arrive at school before 7:00 a.m. All students who arrive before 7:40 a.m. must go to the cafeteria. Academy students are dismissed for morning bus room downstairs at 7:20. We are not responsible for any students who arrive at school before 7:00 a.m. Any student not seated in their class at 8:00 a.m. may be counted tardy and must check in with the school office before reporting to their classroom.

Dismissal: If a student must leave school during the school day, the parent or person who is picking the student up must go to the office to sign out the student. No parents are allowed to go to the classrooms. If a student is released from school in a way other than their normal way home, a parent/guardian must call the school to notify of any changes. If a student is picked up from school before 3:00 p.m. it is considered an early dismissal and will be considered unexcused unless a parent note or medical excuse is presented to the school office within 3 days. Students will not be permitted to leave campus for the purpose of purchasing lunch. For your child's safety, only designated persons shall pick up students. These persons shall be on file in the school office.

Dismissal During Exams: Please note that during exams, including standardized testing such as TNReady, ACT, TCAP, etc. students may not be permitted to leave school early. Please be mindful of your child's schedules when making appointments. It is crucial that your child be present during these exams.

SCHOOL ANNOUNCEMENTS

Announcements are made each morning at 8:00. If a message needs to be left for a student, please call before 1:30.

REGISTRATION INFORMATION

Your child must have the following on file at South Pittsburg High School. School Board policy states that these documents must be on file 30 days after the date of registration and will be presented to the School Counselor's office: Social Security Card, Copy of Birth Certificate, Physical and Immunization Record, Proof of Residency, Legal Guardianship papers if applicable. Registration may be delayed if we are awaiting academic information from a previous school to determine accurate class placement. If you have any questions, please call the School Counselor, Lynn Cooper.

CHANGE OF ADDRESS & PHONE NUMBERS

It is very important that the school have current addresses, phone numbers, and emergency information. Please notify the school if there are any changes to this vital information.

VISITORS

Students will not be permitted to bring friends or relatives to visit them during school hours. All visitors must report to the school office with the exception of visitors attending school athletic events, open house or any other similar event. All visitors must sign a visitor's log, present their drivers license and wear a nametag. If it is necessary for a parent to bring something to his/her child, he/she should come to the office. This helps prevent classroom disruptions. If it is necessary for a parent to speak with his/her child, the child will be called to the office. Visitors must ring the door bell for assistance. *ALL* doors are locked at 8:00 a.m. for the safety of our students.

DELIVERY OF GIFTS TO STUDENTS

Deliveries of gifts to students are accepted in the main office of South Pittsburg High School and must arrive by 2:00 p.m. Gifts will be given to students at the end of the school day.

SCHOOL ASSEMBLIES

School assemblies are a privilege, not a right for students. Student discipline, attendance, and academics can be used to determine assembly participation. Visitors will have to receive permission to attend assemblies and must sign-in in the office.

SCHOOL TELEPHONE

If a student becomes sick, the school office will notify a parent or guardian. Students may not be called out of class to accept any phone calls. If a message is needed to be given to a student you may leave it with the school office, which will ensure that the student receives the message before the end of the school day. School phone lines are for business use, students may only use the school phone with permission of the office.

MEDICINE

No school official or teacher will routinely dispense medication to students except in unique situations in which the child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours, and the parent cannot be at the school to administer the medication, only the Principal or the Principal's designee will administer the medication in compliance with the following regulations. Written instruction signed by the parent will be required and include:

1. Child's name
2. Name of medication
3. Name and signature of physician
4. Time to be administered
5. Dosage and directions for administration
6. Possible side effects, if known.
7. Termination date for administering the medication.

The medication must be delivered to the main office, in person, by the parent or guardian of the student unless the medication must be retained by the student for immediate administrations (i.e. student with asthma). The medication must be brought to the school in a container appropriately labeled by the pharmacy or physician.

Unless these requirements can be met, medication will not be administered at school.

The administrator/ designee will:

1. Inform appropriate school personnel or the medication being administered.
2. Keep an accurate record of the administration of medication.
3. Keep all medication in a locked cabinet except medication retained by a student per physician's order.
4. Return unused medication to the parent of guardian only.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication. Forms must be completed and returned to the main office before any medication can be administered. Any medication not picked up by the parent/guardian by the last school day will be destroyed.

DRESS CODE

South Pittsburg High School follows the current dress code set forth by the Marion County Board of Education (Policy 6.310)

(1) Rationale

The principals, designated by the Board of Education as the educational leaders of Marion County Schools are generally responsible for the attitude, manners, and conduct of the students and staff. Therefore, the principal, subject to confirmation by the Director of Schools and the Board of Education, has specific authority to determine a standard of dress and good grooming that will be compatible with a wholesome school situation. All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in conformity with the accepted standards of the community; and to contribute in such manner to the academic atmosphere and not detract from it. No attempt will be made to dictate fashion styles as long as they are in keeping with Marion County Schools' policies. It should be noted, however, that it is the responsibility of the student and parent to adhere to the Dress Code. The Administrators of the Marion County Schools shall have the right to appraise any current fashion or fad and determine whether or not it is appropriate for school. Fashions that the principal deems a distraction to the educational process will not be allowed. In matters of opinion, the judgment of administrators will stand.

In order to provide a safe and secure school, strengthen the educational focus, and establish an orderly learning environment while preparing students for success in the professional work place, students, parents and faculty at Marion County Schools have established the following standards for student dress and appearance.

(2) General Information

Students are expected to adhere to dress code at all times while on campus during regular school hours. The school staff will correct any fixable violations, with repeated violations possibly carrying disciplinary consequences. If a student arrives at school and cannot comply with the dress code, he/she will not be allowed to attend classes. The student will be isolated, and a parent called to bring appropriate clothing. If there is a question regarding a questionable item, please obtain clarification from the school administration before wearing the item.

(3) All Apparel

- Must be size appropriate, and free from holes, rips, tears, cuts, or frayed hems.
- No article of clothing may be worn which implies or otherwise promotes alcohol, sex, tobacco, drugs, violence, gangs, racial or offensive language. This includes belt buckles and jewelry
- Extraneous zippers, metal studs, or dangling cloth strips are forbidden.
- Any item bearing the logo of any school other than the school the student attends is strictly forbidden. College, military or professional sports team logos are acceptable.
- Solids and patterns are permitted.
- No undergarments should be visible at any time.

(4) Bottom Wear

- Pants must be securely fastened about the waist and made of cotton, cotton/polyester, twill or denim.
- Shorts must be "Bermuda" length and skirts must be knee length.
- Slacks, shorts or skirts will be worn at or above the hip point and be able to stay up without a belt; NO undergarments are to be visible at any time.
- Unacceptable items include (but are not limited to): gym shorts, tights or leggings (worn as pants), yoga pants, sweat pants, jogging pants, nylon, spandex, and tight stretch pants.

(5) Dresses and Skirts

For female students, dresses or skirts are acceptable if they meet guidelines for top/bottom wear. Dresses or blouse must have sleeves, no slender straps or tanks, no cold shoulders.

(6) Shirts

- Shirts must have sleeves, cover midriff area, and have a modest neckline. Any style or pattern is acceptable as long as it is modest and appropriate.
- Unacceptable items include but are not limited to: items with a low neckline made of see-through material, shirts with cutouts or jerseys unless issued by school.
- Shirts must be worn under team jerseys.

(7) Shoes

- Shoes must be worn at all times. House shoes or slippers are not allowed. Shoes must have a back or heel strap. No flip-flops.

(8) Coats/Jackets

- Lightweight jackets including sweaters, vests, sweatshirts, or raincoats are permitted.
- No long or trench coats are allowed no exceptions. • Coats are not permitted to be worn in the school building (exception: when entering or leaving the building or when there is a defect in the heating system)
- Coats are defined as items that are normally associated with outdoor wear and/or worn over indoor clothing for protection from outside elements.

(9) Accessories

- Headwear is not to be worn by any student while in the school building.
- This includes hats, ball caps, wool hats, beanies, bandanas, do-rags and skull caps.
- Body piercing (except for the ear) that is visible is strictly prohibited. (no brow, lip, or nose piercings)
- Gauges/industrials are not permitted in ears or any other area.
- Large, long and/or heavy chains, studded or chained accessories are prohibited including wallet or belt chains.
- Sunglasses indoors are prohibited

(10) Special Situations

If a student cannot comply with the standardized dress code based on religious belief, vertical disability or by the request of a doctor, a parent or guardian may write a letter explaining the situation to the principal with a copy to the Director of Schools. Each case will be evaluated on an individual case by case basis and if the parents and student are not satisfied an appeal may be sent to the Director of Schools.

Questions about appropriate clothing should be referred to the school principal. Principals will have discretion when students will be dressed appropriately but not necessarily as specified in the dress code. This shall be approved in advance by the director of schools. Principals may also be allowed to approve appropriate attire for pep rallies.

WAYS TO STAY CONNECTED



South Pittsburg High School



@SPHSPirates1



www.southpittsburghhigh.org



We have a Remind Text account for each grade level. Please use the correct message listed below for the appropriate grade level, as designated by graduation year. (If you have already signed up for messages, you do NOT need to do it again)

Send one of the following messages to 81010

- @21sphs
- @22sphs
- @23sphs
- @24sphs
- @25sphs
- @26sphs

STUDENT SCHEDULES

Traditional Schedule

| | <u>High School</u> | | <u>Academy</u> |
|------------------------|--------------------|------------------------|----------------------------|
| 1 st period | 8:00 – 9:05 | 1 st period | 8:00 – 9:05 |
| 2 nd period | 9:05 -10:10 | 2 nd period | 9:05 – 10:10 |
| 3 rd period | 10:10 – 11:15 | 3 rd period | 10:10 – |
| 4 th period | 11:15 – 12:55 | 7 th lunch | 10:40 – 11:05 |
| 1 st lunch | 11:15 – 11:40 | 8 th lunch | 11:10 – 11:35 |
| 2 nd lunch | 11:45 – 12:05 | 4 th period | 12:05 – 1:00 |
| 3 rd lunch | 12:35 - 1:00 | 5 th period | 12:55 – 2:00 (RTI) |
| 5 th Period | 12:55 – 2:00 | 6 th Period | 2:00 – 2:55 (related arts) |
| 6 th Period | 2:00 – 2:55 | | |

DEBTS

Students who do not return all school property (library books, athletic equipment, textbooks, etc.) and pay fines or debts will be notified. Report cards, student records, and transcripts will be held.

RETURNED CHECKS

For any defaulted checks there will be a \$25 service charge.

CAFETERIA

Marion County Schools operates 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. In order to promote the National School Lunch Program and to insure 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.

Breakfast and lunch are offered at no cost to all students.
Extra items will be charged the appropriate amount.

LOST TEXTBOOKS, UNIFORMS, EQUIPMENT, FINES, ETC.

Tennessee law authorizes school systems to withhold diplomas, grades and transcripts as well as to postpone the taking of final exams if students have lost textbooks, uniforms, equipment belonging to the school system or owe fines, tuition, or any other money regardless of whether the school is on the free or reduced lunch program. More than ever, it is vital that the students be responsible for books and equipment issued to them from the school. Every effort will be made to retrieve the lost items or the fines and cost of replacement for the items, or to cooperate in the prompt payment thereof, replacement for the items.

Textbooks used in the school are property of the Marion County Board of Education. If a textbook is damaged the book will be assessed and fine will be determined by the teacher and/or principal. The following charges shall be made to students for lost textbooks:

- 1-2 year-----100% of cost
- 3-4 years----- 75% of cost
- 5+ years----- 50% of cost

LOCKERS

1. Lockers will be rented in the office.
2. Cost for a locker is \$5.00.
3. No personal locks (only school locks) can be used.
4. Combinations will not be given to anyone other than the person the locker was issued to.
5. The person to whom a lock is issued is responsible for the lock and the locker.
6. Do not write or mark on the lockers, place stickers on or in the lockers, etc., as this is vandalizing school property.

For at least the fall semester of the 2020-2021 school year, no lockers will be issued.

THE SCHOOL DOES NOT INSURE NOR ACCEPT RESPONSIBILITY FOR PERSONAL PROPERTY BROUGHT TO SCHOOL. IT IS WISE TO LEAVE VALUABLES AT HOME.

STUDENT PARKING/AUTOMOBILE REGULATIONS

1. Parking permits will be sold in the office for \$20.00 for reserved parking. Permits will only be issued to licensed driver who has PROOF OF DRIVER'S LICENSE, CURRENT PROOF OF INSURANCE, AND REGISTRATION.
2. Remember, driving on school property is a privilege and not a right, and privileges can and will be taken away if abused.
3. Students are not to sit in cars before or during school hours.
4. Cars are not to be moved from the parking area during school hours without permission from the office.
5. Speed limit during school hours is 15 MPH.
6. Any students driving any motor vehicle to school must meet all state and school regulations.
7. Once students arrive on school property, they may not leave school property until school is dismissed unless permission is granted through the office.

GENERAL SCHOOL FEE

All households will be charged a \$25 General School Fee. This money will be used for the following expenses: replacing calculators, purchasing batteries for calculators, related arts supplies for SPA, lab supplies for science classes and the replacement of and purchase of new Chromebooks.

ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, the Marion County school district will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact Becky Bigalow at (423) 942-3434.

ATTENDANCE POLICY

South Pittsburg High School follows the attendance policy set forth by the Marion County Board of Education (Policy 6.200)

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session. Continued unexcused tardies and/or skipping classes are considered a violation of compulsory attendance. Unexcused tardies include any late arrival when the student fails to bring an acceptable note upon arriving. Excused and unexcused absences are the only two (2) types of excuses recognized by the Marion County School System. Students and parents must accept full responsibility for regular school attendance. It is the student's responsibility to monitor his/her unexcused absences and tardiness. **Students not in attendance during 50% (3.5 hours) of the school day are not allowed to participate in after school programs or events on that day.**

GRADES K-12

The building principal, in determining excused and unexcused absences, may use some discretion. The school office will need approved excused notes turned in and filed to aid the attendance supervisor in documenting attendance. All excuses must be turned in within 3 days of student returning to school. For the purpose of record keeping, late check-ins and early check-outs are considered tardies. Five (5) tardies will accumulate into 1 day absent. More than five (5) parent notes for personal illness per semester shall require a doctor or dentist's excuse. **The following shall be accepted by any certified employee of the Marion County School System as an excuse for absences, tardies, and early dismissal.**

Excused absences shall include:

1. Medical Reason:

- a. Only five (5) days, whether consecutive or not can be excused by a parent note in the first ninety (90) days of the school year and 5 parent notes accepted in the second ninety (90) days of school.
- b. All absences due to illness must be accompanied by a medical note.

2. Illness of immediate family member:

- a. Immediate family member refers to a person's parent/guardian or sibling.

3. Death in the immediate family – absence not to exceed three days (parent, guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other family member that resides in the student's house)

4. Legal (court, attorney, subpoena, summons, truancy board, etc.)

5. A one day excused absence will be granted for students whose parent or guardian is leaving for active military duty or returning from active military duty. Documentation must be provided to the student's school.

6. School Bus transportation issues

7. Religious observances

8. School-sponsored activities or school endorsed activities (college visits, field trips)

9. Other excuses for "good cause" shall be granted, provided prior approval is obtained from the principal. Anticipated absences shall be excused in advance by the principal. Forms will be available from the principal's office.

10. For grades nine through 12 (9-12) where eighteen weeks constitutes one full credit, more than three (3) total unexcused absences per nine (9) week session shall constitute failure for the session. Where thirty-six (36) weeks constitutes one full credit, more than five (5) total unexcused absences per 18 week session shall constitute failure of the session. In courses where one-half (1/2) credit is awarded for a nine (9) week grading period, more than three (3) total unexcused absences shall constitute failure of the session.

11. The parent shall notify the school of the absence of the child before 8:30 am each day the student will be absent.

Absolutely no absence will be excused without a Parent's or Doctor's note. Parent Notes may be sent by email or fax as long as parent/guardian's contact information is included:

1. **Parent notes:** will include: name of student, the current date, date of student's absence, reason for absence, working phone number and parent/guardian's signature. **Parent notes do not automatically excuse the absence for the student.**

2. **A written excuse from a doctor, dentist, or other medical professional must have the following:** the date and time of the appointment must be specified. Only dates specified on the note will be excused as medical. Only doctor's excuses for diagnoses and treatment of illnesses within the area of the doctor's certification will be accepted. Students who have office visits not involving an illness (ex. tests, physicals, visits to the dentist, or health department) are expected to return to school and will be excused for reasonable travel time.

A STUDENT HAS A MAXIMUM OF THREE (3) SCHOOL DAYS TO TURN IN HIS/HER WRITTEN EXCUSE UPON RETURNING TO SCHOOL.

TRUANCY

Students shall be present at least fifty (50) percent of the scheduled school day in order to be counted present. Students receiving Exceptional Education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan.

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) and the school provides transportation, unexcused absences from these programs shall be reported in the same manner.

Students who are absent five (5) days without adequate excuse shall be reported to the Director of School/Designee who will, in turn, provide written notice to the parent/guardian of the student's absences. The Director of School/Designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If the student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.

Progressive Truancy Intervention Plan

Tier 1

3 unexcused absences – letter from Marion County Schools Attendance Office notifying parent/guardian that the student has 3 unexcused days on record at school. Letters will be mailed from the student's school by the school building attendance personnel.

Tier 2

4 unexcused absences

Internal meeting at the school with the following components:

- A.) A conference with the student and the student's parent or guardian. Those to be in attendance will be the county wide social worker or Director of Attendance, assistant principal or principal and school counselor.
- B.) A resulting attendance contract to be signed by the student, the student's parent or guardian and principal/assistant principal and school counselor
 1. A description of the expectation for the student's attendance
 2. The period for which the contract will be in effect, not to exceed 90 school days
- C.) An individualized assessment by a school employee of the reasons a student has been absent from school. This assessment may result in a referral to counseling, community-based services or other services to address the student's attendance problems.
- D.) At least one follow-up meeting (can be done in person or by phone) to be scheduled. (Must be documented by school or county-wide attendance office.

- E.) For students with disabilities, an IEP/504 team review should determine if the absences are a manifestation of the student's disability and, if so, are there accommodations in place to address the issue.

Tier 3

5 unexcused absences – A letter from the Marion County Attendance Office making families aware of absences, along with the compulsory attendance law and Progress Truancy Intervention

Tier 4

6 unexcused absences – External Truancy Board (made up of mental health and case management agencies, Juvenile Court Representative, Marion County District Attendance Office personnel, school assistant principal, school counselor and School Resource Officer)

The external truancy board will decide if the student needs additional intervention or services placed in the home. The external truancy board will decide if a petition/criminal summons needs to be filed.

If doctors, dentist or other medical professional notes appear to be excess of ten (10) days, this will result in referral of the student to the Truancy Review Board for further review. Because there are scheduled breaks throughout the year, i.e. Fall Break, Thanksgiving Break, Christmas Break and Spring Break, FAMILY VACATIONS AND SKIP DAYS WILL NOT BE EXCUSED.

Military Service of a 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 the return of the parent or custodian serving in 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 of his/her parent's/guardian's deployment. Students shall be permitted to make up school work missed during these absences.

School Based Extra Curriculum Activities

State guidelines for students and schools:

Students are expected to be in school 93% of the school year, which only allows 13 absences per year. Students with more than 13 absences may be denied school based extra curriculum activities.

Examples: field trips, ball games, dances and graduation activities. These decisions will be decided on a case by case basis by a school team comprised of the principal/assistant principal, school counselor, member of the Marion County School Attendance office, a student's teacher and the School Resource Officer.

State-Mandated Assessment

Students who are absent the day of the scheduled state-mandated assessments (EOC, TCAP) must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up test. Excused students will receive an "Incomplete" in the course until they have taken the exam.

Students who have an unexcused absence shall receive a failing grade on the course exam which will be averaged in to their final grade.

Credit-Promotion Denial

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

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

Attendance Hearing

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the Director of Attendance and 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 to determine if any extenuating circumstances exist or to determine if the student has met the requirements that would allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send 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.

FOR THE SAFETY OF ALL STUDENTS, UNDER NO CIRCUMSTANCES WILL A MARION COUNTY STUDENT BE ALLOWED TO LEAVE WITH ANYONE WITHOUT WRITTEN PERMISSION FROM THE PARENT/GUARDIAN WHO MUST BE VERIFIED BY THE PARENT/GUARDIAN. ANY PERSON PICKING UP A STUDENT MUST BE LISTED ON THE EMERGENCY CARD WHICH IS SUPPLIED TO EACH STUDENT AT THE BEGINNING OF THE YEAR.

It is very important that parents/guardians keep the emergency card information updated, especially with legal alerts and current phone numbers. Fax notes or messages will not be accepted at any time. Faxed Doctor notes will be accepted. It is parent/guardian's responsibility to make sure school receives fax.

PERFECT ATTENDANCE

Students with perfect attendance for the year will be entered in random drawings for prizes throughout the school year. Perfect attendance means being present every minute of every day. Students with excused absences, early dismissals, or tardies do not have perfect attendance.

TARDINESS

Tardiness is a part of attendance. Be in class on time! When students are tardy to school, they will: (1) sign in, (2) get an admit slip to class, and (3) report directly to their assigned area. A student is to be considered tardy if he/she is not in the classroom with textbooks and required materials with which to work when the class begins.

SCHOOL CLOSING & SEVERE WEATHER

Announcements concerning the closing of schools in Marion County due to inclement weather will be made on local radio and TV stations. Also the "School Messenger," an automated phone system, will call parents in case of an emergency closing. Please listen to these radio and television stations and do not call the school. We will need to keep the lines free for emergency use. Parents and students should have a plan for early dismissal from school due to weather conditions. These emergency plans will be followed in the event of an early dismissal.

MAKE-UP WORK PERTAINING TO ABSENCES

The length of time for completion of make-up work shall be two (2) days per day missed.

When a student's absence is excused, he/she will be allowed to make up missed work. It is the student's responsibility to consult with teachers to obtain missed work and schedule supervised missed assessments. When calling the school office to request make-up work for a student that has been absent, please remember that teachers need **one day to prepare the work**. Please do not expect teachers or the office staff to have the work available before the next school day. Due to lack of storage, any make-up work that has not been picked up for a student within three days will be thrown away. All make up work for full credit is due at least three (3) days after returning.

Note: pre-assigned papers, projects, and other such assignments are not classified as make-up work.

DRIVER'S LICENSE REVOCATION

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any ninety (90) days semester renders a student ineligible to retain a driver's permit or license or 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) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

ACADEMICS

COURSE CHANGE

Requests for course changes will only be accepted within 2 days of the start of the semester. Student and Parents, both, must attend a meeting with administration/counselor for a change to be considered when: 1) removing a student from an honors course 2) changing a program of study. Course changes due to graduation requirements/passing grades/failure will be made by administration, and a parent meeting is not required.

South Pittsburg High School follows the grading system policy set forth by the Marion County Board of Education (Policy 4.600)

GRADING SYSTEM

The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with Board-adopted content standards. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform districtwide at comparable grade levels except that the director of schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3.

The director of schools shall submit a copy of the grading, reporting and assessment systems to the Board before the system is implemented. These guidelines shall be communicated annually to students and parents/guardians.

1. UNIFORM GRADING SYSTEM

a. Local school systems shall use the uniform grading system for students enrolled in grades 9-12 for purposes of application for postsecondary financial assistance administered by the Tennessee Student Assistance Corporation.

| Uniform Grading System – Weighting for Advanced Coursework | | | | | |
|---|-------------------------|------------|---|--|--|
| Grade | Percentage Range | | Honors Courses | Local and Statewide Dual Credit Courses, Capstone Industry Certification-Aligned Courses, and Dual Enrollment Courses | Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses |
| A | 93 | 100 | Shall include the addition of 3 percentage points to the grades used to calculate the trimester average. | Shall include the addition of 4 percentage points to the grades used to calculate the trimester average. | Shall include the addition of 5 percentage points to the grades used to calculate the trimester average. |
| B | 85 | 92 | | | |
| C | 75 | 84 | | | |
| D | 70 | 74 | | | |
| F | 0 | 69 | | | |

b. Assigning additional quality points above 4.0 for honors courses, Advanced Placement (AP), College Level Exam Program (CLEP), International Baccalaureate (IB), Cambridge International, dual credit, dual enrollment, and Capstone Industry Certification-aligned courses is not allowed for the purpose of determining eligibility for the lottery scholarships.

c. Local education agencies must utilize the Uniform Grading System to calculate eligibility for financial assistance administered by the Tennessee Student Assistance Corporation. However, local education agencies may adopt an additional grading scale(s) for other purposes. See section 3 of this policy for requirements regarding locally adopted grading scales.

d. Local education agencies may adopt the Uniform Grading System for grades Pre-k through eight (8) or they may adopt a local grading scale for those grades.

2. HONORS COURSES AND EARLY POSTSECONDARY OPPORTUNITIES

Local education agencies may elect to offer honors courses and early postsecondary opportunities (EPSO) for all students to better prepare them for postsecondary and career. Local educational agencies electing to offer early postsecondary opportunities and honors courses shall ensure that the offerings provide opportunities for students to earn postsecondary credits, obtain recognized capstone industry certifications, and/or substantially exceed existing content standards of high school courses as approved by the State Board of Education and as listed in State Board Policy 3.205: Approved High School Courses. Local education agencies electing to offer these courses shall adopt policies providing for additional weighting for these courses, as outlined by the Uniform Grading System in 1.a. above. Local education agencies shall annually approve the list of such courses and shall provide this information readily to the public.

a. Honors Courses. Honors courses are high school courses that provide additional rigor and substantially exceed the academic standards approved by the State Board of Education. Teachers of honors courses will model instructional approaches that facilitate maximum interchange of ideas among students: independent study, self-directed research and learning, and appropriate use of technology. All honors courses shall include multiple assessments exemplifying coursework (such as short answer, constructed-response prompts, performance-based tasks, open-ended questions, essays, original or creative interpretations, authentic products, portfolios, and analytical writing). An honors course shall also include a minimum of five (5) of the following components:

- i. Extended reading assignments that connect with the specified curriculum.
- ii. Research-based writing assignments that address and extend the course curriculum.
- iii. Projects that apply course curriculum to relevant or real-world situations. These may include oral presentations, power point, or other modes of sharing findings. Connection of the project to the community is encouraged.
- iv. Open-ended investigations in which the student selects the questions and designs the research.
- v. Writing assignments that demonstrate a variety of modes, purposes, and styles.
 - I. Examples of mode include narrative, descriptive, persuasive, expository, and expressive.
 - II. Examples of purpose include to inform, to entertain, and to persuade.
 - III. Examples of style include formal, informal, literary, analytical, and technical.
- vi. Integration of appropriate technology into the course of study.
- vii. Deeper exploration of the culture, values, and history of the discipline.
- viii. Extensive opportunities for problem solving experiences through imagination, critical analysis, and application.
- ix. Job shadowing experiences with presentations which connect class study to the world of work.

All course types, which meet the above framework, will be classified as honors and will be eligible for additional percentage point weighting.

b. Capstone Industry Certification Aligned Courses. Career and technical education courses that are aligned to a capstone industry certification recognized by the Tennessee Department of Education are eligible for additional percentage point weighting for students who sit for the identified industry certification exam.*

c. Local Dual Credit Courses. A local dual credit course is a high school course that incorporates postsecondary learning objectives and is aligned with a challenge exam that is approved by a local postsecondary institution through an articulation agreement with a local education agency. Students who pass a local dual credit challenge exam will earn college credit at the specific postsecondary institution(s) participating in the articulation agreement. Local dual credit courses are eligible for additional percentage point weighting for students who sit for the identified local dual credit challenge exam.

d. Dual Enrollment Courses. A dual enrollment course is a course taught by postsecondary faculty for postsecondary credit that is also recognized by a local education agency for high school credit. Dual enrollment courses may be taught at a postsecondary institution, at a high school, or virtually. Dual enrollment courses that are recognized for high school credit are eligible for additional percentage point weighting for students who pass the dual enrollment course.

e. Advanced Placement (AP), Cambridge International, and International Baccalaureate (IB) and College Level Exam Program (CLEP) Courses. Local education agencies may elect to offer Advanced Placement, Cambridge International, or International Baccalaureate courses, or align their existing courses to College Level Exam Program (CLEP) exams. Local education agencies will ensure that these courses incorporate the learning objectives and course descriptions as defined by the College Board, Cambridge International, or International Baccalaureate, respectively, and prepare students for culminating national exams that, if passed, may be accepted for postsecondary credit by postsecondary institutions. AP, Cambridge International, and IB courses, and CLEP are eligible for additional percentage point weighting for students who sit for the aligned culminating exam.*

3. LOCALLY APPROVED GRADING SYSTEM

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 postsecondary 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, national industry certification, statewide dual credit, Advanced Placement (AP), Cambridge, International Baccalaureate (IB), and dual enrollment courses as follows (beginning with the 2016-17 school year freshman class):

- 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 or capstone industry certification course;
- b.** Three-fourths (3/4) quality points shall be added to the numerical quality point value corresponding to the letter grade received for the course in a statewide dual credit course; and
- c.** One (1) quality point shall be added to the numerical quality point value corresponding to the letter grade received in the course for an AP, Cambridge International, IB, or dual enrollment course.
- d.** In accordance with guidance issued by the Department of Education, LEAs may, at their discretion, retrospectively adjust the preceding point weights, if needed, to ensure uniformity of weighting for the same courses taken for all students in a graduating cohort.

4. IMPLEMENTATION AND GUIDANCE

To ensure fidelity to the Uniform Grading System in the calculation of the Grade Point Average (GPA) for determination of eligibility for the HOPE Scholarship, the following guidance is given for implementation by each local education agency:

- a. Rounding.** When determining the grade to be awarded, numerical averages with a decimal point of .5 or higher shall be rounded up to a whole number and a decimal point of .49 or lower shall not be rounded up. For example, a numerical average in a course of 92.50 shall be rounded up to a 93 and

awarded an A for the GPA calculation. Further, a numerical average of 92.49 shall not be rounded up and awarded a 92 or B for the GPA calculation. This methodology shall apply to reporting period grades as well as semester and/or final average grades.

b. Weighting for honors courses and early postsecondary opportunities. The addition of percentage points to weight these offerings should be made at each reporting period as well as to any semester exam or other grade used to determine the semester average. Do not add to the semester or final average since the points are already in the grade.

Example: An AP class where the semester average is calculated by adding each six (6) weeks grade twice and adding the semester exam grade once and dividing by seven (7):

c. Calculation of the Uniform Grading System GPA. GPA calculation shall be on a 4.0 scale by assigning the following grade points: A = 4, B = 3, C = 2, D = 1 and F = 0. The GPA is the official method for calculating HOPE Scholarship eligibility, and shall be calculated by multiplying the quality points assigned to each course for the semester, trimester, or final course average (for the block schedule) by the credit available for each course and dividing by the total number of credits available. This calculation shall be based on grades at the end of any semester or trimester, not on a grade that spans the entire school year.

d. For purposes of the HOPE Scholarship Eligibility Grade Point Average, a student may repeat any failed course, and the failing grade for the first attempt will not be considered in the HOPE Scholarship Eligibility Grade Point Average calculation. The grade of all repeats of the course shall be counted as part of the HOPE Scholarship Eligibility Grade Point Average.

e. Local education agencies may allow students to participate in credit recovery programs as outlined in the State Board of Education's High School Policy 2.103. Students passing credit recovery courses shall receive a grade of seventy percent (70%). The original failing grade shall not be considered in the HOPE Scholarship Eligibility Grade Point Average calculation.

f. The GPA shall be reported to the nearest 100th. The thousandth digit must be a 5 or higher to round up to the next hundredth. For example, a GPA of 3.296 would round up to 3.30. A GPA of 3.2949 would round down to 3.29.

g. The GPA used to determine eligibility for the HOPE Scholarship shall be reported on the student's transcript as the "Hope Scholarship GPA."

h. The Department of Education will provide guidance for local education agencies to ensure this rule is implemented uniformly across Tennessee.

i. The Department of Education will monitor the calculation of the HOPE Scholarship GPA as part of the routine local education agency audits.

PIRATE ACADEMIC HONORS

Pirate Gold Honors -- 95 and above in all subjects

Pirate Silver Honors -- Average of 90 for all subjects with no grade below an 85

MARION COUNTY SEAL OF EXCELLENCE

In order to receive the Marion County Seal of Excellence a student must:

1. Achieve a grade of B or above in at least 10 accelerated courses
2. Achieve a 3.20 GPA

VALEDICTORIAN AND SALUTATORIAN

To become valedictorian or salutatorian, a student must be enrolled in the high school at the beginning of the junior year. Official averaging and ranking will be computed at the end of the fifth (5th) six-week grading period of the 12th grade. The final six-week grading period will not be used in determining class ranking.

The top ten students, including the valedictorian and salutatorian, will be designated from those students with the highest rankings who have qualified for Marion County Seal of Excellence. Should there not be as many as ten students who meet the requirements for the Seal of Excellence; the

remaining "TOP 10" will be determined by students' long average at the end of the fifth (5th) six-week grading period of the 12th grade.

RANKING

1. The Valedictorian and Salutatorian will be designated from those students with the highest rankings that have qualified for a Marion County Seal of Excellence.
2. Three points will be added to each semester average of accelerated courses. Only these accelerated grades may exceed 100. Class rank will be determined by the average of all grades.
3. Students who achieve Seal of Excellence will be ranked above students without Seal of Excellence.

TENNESSEE HONORS DIPLOMA

Students must score at or above each of the subject area readiness benchmarks on the ACT or equivalent score on the SAT. The readiness benchmark scores for the ACT are:

English 18
Mathematics 22
Reading 22
Science 23

GRADUATION WITH DISTINCTION

Achieve a B average

Complete at least one of the following:

- Earn a nationally recognized industry certification
- Participate in at least one (1) of the Governor's Schools
- Participate in one (1) of the state's All State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of thirty-one (31) or higher composite score on the ACT
- Attain a score of three (3) or higher on at least two (2) advanced placement exams
- Successfully complete the International Baccalaureate Diploma Programme
- Earn twelve (12) or more semester hours of transcribed postsecondary credit (30 clock hours of laboratory experience at a TN Technology Center is equivalent to 1 credit hour)

TENNESSEE SCHOLARS REQUIREMENTS

English – 4 units

Math – 4 units (Algebra I, Algebra II, Geometry and 1 upper level math – Bridge Math does not count)

Science – 3 units (Biology, Chemistry or Physics and one other lab science)

Social Studies – 3 ½ units

Wellness and P.E. – 1 ½ units

Fine Arts – 1 unit

Foreign Language – 2 units

Program of Study – 3 units

80 hours of community service

No grade below a "C" on any class counting towards the above needed credits

Overall "C" average

95% attendance throughout high school

No out-of-school suspensions

www.tennesseescholars.org

EXAM EXEMPTION

South Pittsburg High School follows the exam exemption policy set forth by the Marion County Board of Education (Policy 4.6001)

As an incentive for high school students, the following final exam exemption procedure will be followed:
9th – 12th Grade Students

Attendance and Grade Requirement

A Average – no more than 2 absences per **Semester**

B/C Average – no more than 1 absence per **Semester**

Absences from class for 30 minutes or more count as one absence; five (5) tardies and/or early dismissals will be treated as one class absence

Final grades to be determined in the following manner:

For students **NOT** exempt:

| Semester Class | | Yearlong Class | |
|-----------------------|-------|-----------------------|--------|
| 9 week grade | 42.5% | 9 week grade | 21.25% |
| 9 week grade | 42.5% | 9 week grade | 21.25% |
| Exam | 15.0% | 9 week grade | 21.25% |
| Final Grade | | 9 week grade | 21.25% |
| | | Exam | 15% |
| | | Final Grade | |

For EXEMPT students

| Semester Class | | Yearlong Class | |
|-----------------------|--------|-----------------------|--------|
| 9 week grade | 50% | 9 week grade | 25% |
| 9 week grade | 50% | 9 week grade | 25% |
| Exam | Exempt | 9 week grade | 25% |
| Final Grade | | 9 week grade | 25% |
| | | Exam | Exempt |
| | | Final Grade | |

Students in End of Course, Dual Credit, Dual Enrollment, Advanced Placement, CLEP, and Industry Certification classes must adhere to the testing requirements of those classes.

GRADUATION REQUIREMENTS

English – 4 credits (students must take an English class each year of high school)
Math – 4 credits (must include Algebra I, Geometry, Algebra II, & one upper level math) (students must take a math class each year of high school)
Science – 3 credits (Biology, Chemistry or Physics and one additional lab science course)
Social Studies – 4 credits (World History/ World Geography, U.S. History, Economics, Government)
Personal Finance – ½ credit
Wellness – 1 credit
P.E. – ½ credit (may be waived for students participating in sports or marching band)
Computer Applications – 1 credit
Foreign Language – 2 credits
Fine Arts – 1 credit
Focused Program of Study – 3 credits in a related field

Exceptional Education Students may have different requirements as set forth by their Individualized Education Plans.

PROGRAMS OF STUDY

CAREER/TECHNICAL OPTIONS

OPERATIONS AND MAINTENANCE

- Principles of Manufacturing
- Welding I
- Welding II

CONSTRUCTION

- Fundamentals of Construction
- Structural Systems I
- Structural Systems II

ADMINISTRATIVE and INFORMATION SUPPORT

- Computer Applications
- Business Communications
- Business Management
- Advanced Computer Applications

TEACHING AS A PROFESSION

- Fundamentals of Education
- Teaching as a Profession I
- Teaching as a Profession II

THERAPEUTIC NURSING SERVICES

- Health Science Education
- Medical Therapeutics
- Anatomy and Physiology
- Nursing Education

ENGINEERING – PROJECT LEAD THE WAY

- Introduction to Engineering Design
- Principles of Engineering
- Digital Electronics or Civil Engineering
- Engineering Design and Development

ACADEMIC OPTIONS

MATH/SCIENCE: Minimum of three classes *beyond* Math and Science graduation requirements.

Potential Options: Physics, Biology II, Chemistry II, Ecology, Trigonometry, Pre-Calculus, Calculus, Dual Enrollment math and science classes not used to satisfy a graduation requirement

HUMANITIES: Minimum of three classes *beyond* standard graduation requirements.

Potential Options: Contemporary Issues, Psychology, African/American History, Ancient History, Civil War History, Tennessee History, Vietnam Era History, Dual Enrollment history classes not used to satisfy a graduation requirement

FINE ARTS: Minimum of three classes *beyond* standard graduation requirements.

Potential Options: Band; General Music, Music History, Theatre Arts, Dual Enrollment music classes not used to satisfy a graduation requirement

DUAL ENROLLMENT: Minimum of three classes *beyond* standard graduation requirements

WORK ETHIC CERTIFICATE

Understanding the importance a strong work ethic will have on my future success, I hereby dedicate myself to earning the Work Ethic Certificate during my senior year of high school.

| | | | | |
|---|--|------|--------|---------------------|
| 1 | Attendance Standard | Date | Points | Total Points Earned |
| | Student has perfect attendance during senior year. | | 6 | |
| | Student has no more than 1 absence from school during senior year. | | 5 | |
| | Student has no more than 3 absences from school during senior year. | | 3 | |
| | Student has no more than 4 absences from school during senior year. | | 2 | |
| Student has no more than 5 absences from school during senior year. | | 1 | | |
| 2 | Tardiness Standard | Date | Points | Total Points Earned |
| | Student has no unexcused tardies to school during the senior year. | | 3 | |
| | Student has no more than 1 unexcused tardy to school during senior year. | | 2 | |
| Student has no more than 2 unexcused tardies to school during senior year. | | 1 | | |
| 3 | Drug Free Standard | Date | Points | Total Points Earned |
| | Student voluntarily presents proof as being drug free. (10 Panel) | | 3 | |
| 4 | CTE Coursework Standard | Date | Points | Total Points Earned |
| | Student is a CTE POS Completer | | 5 | |
| | Student has successfully completed 4 CTE courses by the end of the senior year. | | 2 | |
| | Student has successfully completed 3 CTE courses by the end of the senior year. | | 2 | |
| Student has successfully completed 2 CTE courses by the end of the senior year. | | 1 | | |
| 5 | TN Promise Standard | Date | Points | Total Points Earned |
| | Student is in good standing with TN Promise and has completed the required 8 hours of community service. | | 2 | |

| | | | | |
|---|---|------|--------|---------------------|
| 6 | Dual Enrollment / Dual Credit Standard | Date | Points | Total Points Earned |
| | Student has successfully completed a Dual Enrollment, Dual Credit, or Advanced Placement course and has been granted credit by any post-secondary institution during or before the senior year. | | 3 | |
| 7 | Industry Certification Standard | Date | Points | Total Points Earned |
| | Student has received a national industry certification during or before the senior year. | | 5 | |
| 8 | Career Readiness Certificate Standard | Date | Points | Total Points Earned |
| | Student has achieved a Gold or Platinum Level Career Readiness Certificate. | | 3 | |
| | Student has achieved a Bronze Level Career Readiness Certificate. | | 2 | |
| | Student has achieved a Bronze Level Career Readiness Certificate. | | 1 | |
| 9 | Industry Awareness Standard | Date | Points | Total Points Earned |
| | Student has participated in a work based learning activity. | | 3 | |
| | Student has participated in one industry awareness event during the senior year. | | 1 | |

| | | | | |
|---------------------|--|--|--|--|
| Total Points Earned | | | | |
| | | | | |

To receive the Work Ethic Certificate Distinction a student must earn a minimum of 20 points and a regular high school diploma.

A student that earns the Work Ethic Certificate is guaranteed an interview with a participating business/company for a job they meet the minimum qualifications. The guarantee is valid for 2 years after high school graduation.

Applications and more information can be obtained in the School Counseling office. Applications are due by April 15th.

RESPONSE TO INSTRUCTION AND INTERVENTION

RTI²

Parent Information Letter Introducing Response to Instruction and Intervention (RTI²)

To All Marion County Schools Parents/ Guardians:

The Marion County Board of Education believes in providing the highest quality of education for our students. This letter is to provide you with information about a three-tiered instructional approach we are using to meet this goal, referred to as Response to Instruction and Intervention (RTI²).

For RTI², all students will participate in the core curriculum, with three levels (tiers) of instruction and interventions for students who demonstrate at-risk skills in general academics or behavior. Each tier provides additional support beyond the core curriculum.

- **Tier I** – Teachers will use different strategies within the core curriculum to address all student educational needs. Students will receive standards-based remediation and enrichment when appropriate.
- **Tier II** – Based on progress data, students who are unsuccessful in Tier I will be provided supplemental research-based interventions matched to their needs. The RTI team, an instructional support team, will track the student’s progress, and parents will receive ongoing progress data.
- **Tier III** – Students who continue to struggle in Tier II will receive more intensive interventions at this level. Parents will receive ongoing progress data. After Tier III implementation, students who continue to display limited progress may then be considered for further evaluation and services.

Elementary/Middle School Benchmark Dates

- **Fall**
- **Winter**
- **Spring**

High School Early Warning System Dates

- **Fall**

Our school is excited to take part in this process to improve educational outcomes for all students. As always, do not hesitate to contact your child’s teacher or myself if you have questions or concerns.

Timothy P. Bible

Timothy P. Bible, Principal

DISCIPLINE

Students are expected to treat other students, teachers, staff, administrators, patrons and visitors to the school with respect. Foul and/or abusive language, extortion, harassments and fighting are not allowed. Students who violate these rules are subject to suspension and parent conference for readmission to school.

STUDENT EXPECTATIONS:

- Be on time to all classes
- Come prepared to and participate in all classes (this includes homework)
- Demonstrate acceptable behavior at all times (Bullying behavior of any kind is NOT tolerated)
- Be responsible for one's own actions
- Pursue academic excellence in all disciplines
- Demonstrate and model cultural sensitivity to all ethnic persuasions
- Support and promote a democratic system that follows due process and protects the civil liberties of all individuals
- Help maintain a clean and safe, healthy learning environment
- Maintain acceptable citizenship marks
- Promote and practice a healthy lifestyle, which includes a "drug-free" environment

When these guidelines are met, the privilege of attending South Pittsburg High School will merit an outstanding learning experience rich in academic excellence which will prepare the student for higher education, social success, vocational skills and democratic values.

Non-compliance with these expectations will indicate disinterest in attending South Pittsburg High School. Arrangements may be made to attend another institution or an alternative program. Please refer to the behavior code of conduct.

RESPECT FOR AUTHORITY

All teachers on the staff have authority over any student. Courtesy and respect for their authority is expected of the students at all times. Any teacher has the right and responsibility to discipline any student during school hours or at a school function. Disrespect to staff members can result in an automatic suspension of 5 days, or more.

GANG ACTIVITIES OR ASSOCIATION

Policy number 6.3101 – Gangs which initiate, advocate, or promote activities which threaten the safety of wellbeing of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

SEXUAL HARASSMENT

Marion County Board policy prohibits sexual harassment from occurring among its employees and/or students and will make efforts to prevent it from happening by advising its employees and students of its prohibition in handbooks.

TELEPHONE (CELL)

Cell phones may not be used while on school property, either during school or waiting for afternoon pickup. If a cell phone is confiscated from a student by a teacher or administrator:

1st Offense – 1 day OSS, ISS or Detention, phone kept by school for 5 days.

2nd Offense - 2 days OSS, ISS or Detention, phone kept by school for 10 days.

3rd Offense – 5 days in Alternative School with phone kept by school for 1 month.

4th Offense - Viewed as defiance and charged a Category III Offense for repeated violation of school rules.

All students will be required to place their phone on a teacher's desk in order to leave the classroom for any reason during class time.

CORPORAL PUNISHMENT

Tennessee is a corporal punishment state. Paddling is a discipline option at SPHS. Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the classroom. Teachers do not use paddling as a first choice. If you choose for your child not to be paddled, you must notify the office for the current school year. Please be advised that other forms of punishment such as suspension will be substituted for paddling.

TENNESSEE LAW CONCERNING SUSPENSION

The Administration of Marion County Schools is authorized to carry out disciplinary and related procedures necessary for the successful operation of the school under Tennessee Law concerning suspension and disciplinary action. Tennessee law allows principals to suspend students for good and sufficient reason upon satisfaction of due process. Category II, III, and IV offenses can result in long-term suspension by the principal or expulsion by Marion County Board of Education.

SCHOOL SPONSORED ACTIVITIES

School sponsored activities include field trips, athletic contests, tournaments, conventions, academic competitions, home or away social activities, workshops, and any other related function recognized by the school which is held on or off the campus. Each student who participates or attends is a representative of Marion County Schools and will conduct himself/herself as such. Students who violate regulations at these activities are subject to disciplinary action as defined in the Student Code of Conduct. No student who is in In-School Suspension, Out of School Suspension, or Alternative School may attend or participate in any school sponsored activity on any day that he/she is on suspension.

FIELD TRIP & EXTRACURRICULAR ACTIVITY STUDENT PARTICIPATION

Field Trips and Extracurricular Activity student participation is at the Principal's discretion. These trips are privileges and not rights.

SEARCHES

New Tennessee laws authorize the principal and his/her designee to conduct searches of students and any visitor entering the building for reasonable suspicion of any violation of illegal drugs, weapons, or items not allowed by school rules. This law extends to cover the search of all automobiles driven to the school by students or visitors. All automobiles, lockers, book bags, purses, or other items brought onto school grounds are subject to search by school officials, police or police drug or bomb-sniffing dogs at any time. T.C.A. 40-6-4201.

UNSAFE SCHOOL CHOICE POLICY

There are no Unsafe Schools in Marion County. But, if a school is considered unsafe, parent or guardians of all students attending the school must be notified that the school has been designated by the Tennessee Department of Education as a persistently dangerous school and provide for all students to be given safe school choice as provided for under the No Child Left Behind Act of 2001.

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

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 the Tennessee Code Annotate 410-38-11(g), or the attempt to commit one of the offenses as defined under Tennessee Code Annotate 39-12-101, shall, be provided an opportunity to transfer to another grade-level appropriate school within the district.

STUDENT CODE OF CONDUCT

Student offenses are in four categories as stated in Board of Education policy 6.313. Most of these are listed below. Administrators responsible for discipline will classify any offense not listed below unless directed by the Board of Education. Students are subject to all Categories set out by the Board of Education, found in board policy, "in the event it was omitted from this handbook."

CATEGORY I -- Offenses to be administered by the school that may result in detention, loss of privilege, demerits, corporal punishment, or suspension due to severity of incident.

1. Refusing to do assigned work
2. Tardiness (class or school)
3. Refusing to participate in required school activities
4. Minor violations of school or classroom rules
5. Conduct that disrupts the peace or good order of the school or the learning environment (impudence, profanity, disorderly conduct, and disregard for authority, etc.)
6. Inappropriate dress or appearance considered disruptive to the school
7. Unauthorized presence on another school campus
8. Loitering (no student should remain at school beyond last bus departure)
9. Inappropriate public display of affection
10. Open food or drink in school without permission
11. Unauthorized use of copying machines, computer, phones, or printers

CATEGORY II -- Offenses that may result in suspension or referral outside the school.

***If any student is placed in ISS or is in OSS, he/she will not be allowed to participate in ANY school function

including field trips, athletic practices or contests, etc.

1st Time Category II Offense: 5 days suspension

2nd Time Category II Offense: 10 days suspension

3rd Time Category II Offense: Referral to Board of Education for expulsion

1. Fighting (both parties, unless one was attacked for no apparent reason)
2. Use of foul or abusive language
3. Disrespect to teacher/staff/peer
4. Harassment (verbal or physical)
5. Assault (verbal or physical)
6. Use or possession of tobacco in any form, including Vapes/paraphernalia
7. Use or possession of any incendiary device (i.e., lighter, matches)
8. Insubordination (not following a directive from a teacher, administrator, or other school system employee)
9. Leaving school grounds or class without permission--including the lunch period
10. Repeated refusal to do assigned work
11. Chronic disruption
12. Failure to provide correct identity/address
13. Dishonesty (copying, cheating, forging signatures, etc.)
14. Misuse/destruction of school property
15. Extortion
16. Sexual misconduct (see board policy)
17. Participation in a school disruption
18. Receipt, sale, possession or distribution of stolen property (reported to legal authorities)
19. Trespassing on school property
20. Prescription policy violation
21. Unauthorized possession or use of school keys
22. Gambling (i.e. pitching pennies, dice or other activity)
23. Computer hacking or tampering
24. Stealing (may be reported to police)
25. Bullying, threatening, hazing, or intimidating behavior.
26. Defiance
27. Possession of a laser pointer.

CATEGORY III – Offenses in this category are not automatically considered zero tolerance, but will be treated as such by the principal unless there are extenuating circumstances.

1. Pulling a fire alarm or otherwise causing one to sound when no fire or smoke is visible.
2. Possession or detonation of an incendiary or explosive material (firecracker or greater, as well as stink/smoke bombs, poppers, etc.)
3. Destruction of school property.
4. Sexual harassment as defined in the school board policy.
5. Inciting a school disruption (i.e., stopping normal proceedings in school)
6. Repeated violation of bus rules
7. Verbal or physical assault on a student

CATEGORY IV – There shall be zero tolerance for the following offenses and these offenses shall be reported to the Director of Schools and board for expulsion and will also be reported to law enforcement officers.

1. Possession/use of alcohol, and/or other drugs (shall be reported to law enforcement pursuant to the provisions of T.C.A. 52-1439, as amended May, 1981)
2. Possession/sale/distribution of drug paraphernalia (including rolling papers)
3. Arson
4. Bomb Threat
5. Possession, sale, use or distribution of alcohol, illegal drugs or controlled substances.
6. Possession and/or use of weapons, any instrument used as weapon to injure someone intentionally, or any instrument or toy intended to be a weapon.
7. Indecent exposure
8. Battery on a school employee

Student Discrimination/Harassment and Bullying/Intimidation/Cyber Bullying

South Pittsburg High School follows the harassment/bullying policy set forth by the Marion County Board of Education (Policy 6.304)

The Marion 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 education environment or learning process.

Building administrators are responsible for educating and training their respective staff at the beginning of each school year as to the definition and recognition of violations of this policy, as well as strategies to address known violations. Also schools are to annually make available to students and parents information relative to bullying prevention.

DEFINITIONS

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

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

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, national, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. Bullying/harassment of a student with a disability could constitute discrimination and violation of federal law and is prohibited. (IDEA, Section 504, ADA)

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles. Cyberbullying is a violation of TN law and charges may be filed when violated.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

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/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, to a school administrator. Written complaints may be requested.

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. 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 for 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. 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

The school is responsible for addressing incidents of bullying/harassment about which it knows or reasonably should have known. School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences 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 or the Human Resources Manager. 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 physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each school, shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the 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.

GRIEVANCE PROCEDURES

Marion County Schools does not discriminate on the basis of race, color, origin, sex, disability or age. For discrimination complaints, a Section 504 Complaint/Grievance Form or Procedures for a Due Process Hearing are available from the Section 504 Coordinator at the Board of Education and on-line at the Marion County Schools website .

BUS RULES

Rule 6, Rules and Regulations, formulated by the State Board of Education: "A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys state or local rules and regulations pertaining to pupil transportation."

1. Be on time at the designated school bus stop. Be at the bus stop prior to bus arriving. Help keep the bus on schedule.
2. Do not stand or play in roadway while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter or leave the bus.
4. Do not, at any time, extend arm, head, or any part of the body out of the bus window.
5. Do not leave your seat or move about while the bus is in motion.

6. No loud talking or yelling that could divert the driver's attention from operating the bus. Be absolutely quiet when approaching or crossing a railroad track or traveling up and down a mountain.
7. No profane or immoral language, smoking or use of tobacco, drugs, or intoxicating beverages in any form or any improper conduct will be tolerated.
8. Keep books, packages, coats, and all other objects out of the aisles. Do not, at any time, throw any object on bus or throw anything out of the bus windows.
9. Do not, in any way, damage seats or anything inside of bus. Person(s) responsible for damage of any kind to bus will be made to pay for cost of repairs and bus privileges will be denied.
10. Pupils must obey the driver at all times and the bus driver has the authority to assign seats to pupils.
11. Pupils must not cross the road in back of the bus. Always cross in front of bus.
12. In case of a road emergency, remain in the bus until the driver gives instructions.
13. No eating or drinking permitted while on the bus. No chewing gum.
14. Fighting is a major offense that will result in immediate removal from bus.
15. Any other actions that disrupt the normal procedures of bus transportation or could result in any accident will result in:

DISCIPLINARY ACTIONS FOR BUS

A. MINOR OFFENSES

1st time: Bus driver talks to child about misbehavior

2nd time: Bus driver sends Bus Conduct Report home with student to the parent(s)/ guardian(s), and copy to school office.

3rd time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus for 3 days.

4th time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus for 10 days.

5th time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus until next School Board meeting. The parent(s)/ guardian and the student will be required to appear before the Marion County Board of Education in order for bus privileges to be reconsidered.

B. MAJOR OFFENSES- Rule 7, 9, 14, and 15 (with 15 being at the discretion of the Principal)

1st time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus for 5 days.

2nd time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus for 10 days or until next School Board meeting is more than 10 days away then the student may return to riding the bus after completing his/her 10 days of suspension. The student will still be required, along with parent(s)/ guardian, to attend that School Board meeting to discuss further suspension and/or proof of conduct improvement.

At the Principal's discretion, any child can be removed immediately from the bus until the next School Board meeting.

ATHLETICS

Currently SPHS has the following athletic programs:

| | | |
|--------------|----------|------------|
| Baseball | Football | Softball |
| Basketball | Golf | Track |
| Cheerleading | Soccer | Volleyball |

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

South Pittsburg High School is a member of the Tennessee Secondary Schools Athletic Association and follows all TSSAA eligibility requirements. Your student's coach or the school athletic director can answer any questions concerning eligibility.

FAN BEHAVIOR

Students and parents are reminded that they represent the school when they are a fan at an athletic event. We urge them to be enthusiastic and set an example for all around them. Students are subjected to all school rules at school functions.

PARENT / COACH RELATIONSHIPS

Both parenting and coaching are extremely challenging responsibilities. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to children. As parents, when your children become involved in athletics, you have the right to understand what will be expected of them. It begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach-

- Philosophy of the coach
- Expectations and goals the coach has for your child as well as for the team and season
- Locations and times of all practices and contests
- Team requirements, special equipments, strength, and conditioning programs
- Procedure if your child is injured during participation
- Team rules, guidelines, and consequences for infractions

Communication Coaches should expect from parents-

- Concerns expressed directly by the coach
- Notifications of any schedule conflicts in advance
- Notifications of illness or injury as soon as possible

Being involved in the programs at South Pittsburg High School will provide your child with some of their most cherished memories. It is important to understand that there will also be times when things do not go the way he/she wishes. At these times, discussion with the coach is encouraged and expected. It is the first and most important step towards resolving potential problems.

Appropriate concerns to discuss with coaches-

- The treatment of your child
- Ways to help your child improve
- Concerns about your child's behavior
- Adverse affects participation may be having on your child's academics

It is very difficult to accept your child not playing as much as you would like. Statistics show that about 25% of total team rosters start. Statistics also show that who finished is just as important in the final result and in the 85% of all contests the starting and finishing teams were not the same. Coaches are professional. They make decisions based on what they believe to be the best for all student/athletes involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as the list below, must be left to the discretion of the coach.

- Playing time
- Team strategy
- Play calling
- Other student/athletes situations

Procedures to follow if you have a concern to discuss with a coach-

- Call the coach to set up an appointment
- The South Pittsburg High School telephone number is (423) 837-7561
- Please do not attempt to discuss and issue with a coach before or immediately after a contest or practice. These can be emotional times for all concerned. Meetings of this nature usually result in embarrassing, non-productive events.

The next step-

What to do if the meeting with the coach did not provide satisfactory resolution?

- Call and set up an appointment with the Athletic Director
- At this meeting the next step to follow can be determined

Parent Code of Conduct

- Make sure your child understands that win or lose, you love them
- Be realistic about your child's physical ability
- Help your child set realistic goals
- Emphasize "improved" skill performance and development, not winning
- Don't relive your own athletic past through your child
- Control your emotions at games and events. Treat other players, coaches, officials, and fans with respect.
- Be a cheerleader for your child and his/her teammates. Avoid coaching your child or other players during a game or practice.
- Respect your child's coaches. Communicate with them in a positive way. Encourage others to do the same.
- Respect the officials and opposing teams. Put yourself in their position and think how you would want people to conduct themselves if they were in your position.
- Be a positive role model; do not embarrass your and/or your child
- Do not talk about the coach in a negative manner around your child

Be sensible, responsible, and keep your priorities in order. Your child's academics and growth as a future leader and citizen of the community should always remain the highest priority. There is a lot more at stake than a win or lose record.

Students and parents are reminded that they represent the school when they are a fan at an athletic event. We urge them to be enthusiastic and set an example for all around them. Students are subjected to all school rules at school functions.

TSSAA ELIGIBILITY REGULATIONS

1. A student must pass at least 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 passed at least three full unit subjects.
3. A student shall be ineligible after he/she has attended high school for eight terms.
4. A student cannot participate in athletics if he/she becomes 19 years of age on or before September 1.
5. To be able to play or practice, a student at SPSHS must be present all day unless he/she has been cleared through the office.

DRUG TESTING FOR ATHLETES

PURPOSE: South Pittsburg High School is concerned with the physical well being of its students including those who participate in all athletics. While the misuse of it is a potential problem for all students, unique pressures and risks exist for student-athletes participating in athletics and their use of drugs will not be tolerated. The term, "student athletes", "athletes" also includes members of cheerleading squads for the purpose of this policy. The primary purposes of the drug testing policy for students-athletes are:

1. To employ education, testing and counseling to deter drug use, and where deterrence is unsuccessful, to terminate participation in athletics.
2. To educate those students on the physiological and psychological dangers inherent in the misuse of drugs and alcohol.
3. To protect those students from health related risks inherent in the misuse of drugs and alcohol.
4. To protect those students, and other with whom they compete from potential injury because of the misuse of drugs and alcohol.
5. To remove the stigma of substance abuse from the athletes who do not misuse and/or abuse drugs and alcohol.
6. To provide a testing program to identify student-athletes who are improperly using drugs and to assist them, through education and counseling, before they injure themselves or others or become physiologically or psychologically dependent.
7. To reassure athletes, parents, and the community that the health and academic progress of each of its student-athletes is the Marion County Board of Education's primary goal.

DRUG TESTING PROCEDURES

The student-athlete will subject to testing for the use and/or abuse of illegal or controls substances as well as prescription and over-the counter substances, drugs and medications. Student-athletes who are under the care of a physician and must take a prescribed medication must provide a letter from the physician for the head coach. This letter should demonstrate medical history indicating a need for the regular use of that drug as a part of that care. Testing will be accomplished by the analysis of urine specimens, or other recognized analyzed procedures, obtained from the student at the direction of the head coach or physician. The testing procedures will ensure that the specimen being analyzed is identified with appropriate student and that the purity of the sample is maintained. Columbia HCA Laboratories will conduct all chemical analysis.

FREQUENCY OF TESTING

1. All athletes will be subject to testing at the time of their pre-participation physical. (This is the only test that will be announced prior to testing.)
2. All athletes will subject to random drug testing throughout the year.
3. All past positives will be subject to future drug testing throughout the year and will be paid by the athlete.
4. An athlete can be tested whenever medically warranted.

TEST RESULTS

The results of the drug tests will be forwarded to the principal and head coach. The following action will be taken:

FIRST POSITIVE-The head coach, principal, parent/guardian and the athlete will be notified. The athlete will be placed on probation for a period of 30 days and will not be allowed to participate in any regularly scheduled TSSAA activity for a period of 30 days. If the first positive occurs during the off-season, there will be a 30-day probationary period including 12 hours of additional activity and 2 weeks suspension from regularly scheduled TSSAA activity. After 30 days the athlete will be retested. The athlete will be reinstated with a negative test as long as other disciplinary action and a drug-counseling program (determined by a professional counselor) has been completed. The athlete must produce a normal urine sample for testing. The athlete will be subject to periodic retesting throughout the year. The head coach and/or the team physician will counsel the athlete and parent/guardian by concerning the assistance that is available and the consequences of any subsequent drug tests.

SECOND POSITIVE-A positive drug test at any time after the 30-day probationary period for a first positive will constitute a second positive. The head coach, principal, parent/guardian and student-athlete will be notified of the positive test results. The student will be suspended from the athletic program at South Pittsburg High School in any capacity for the remainder of the school year. After any positive, the athlete has the opportunity to challenge the results. He may ask for a retest. Using the same lab, if the test is negative, the school will incur the expenses, if the retest is positive, then the family will pay for the test.

CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING

I hereby consent to have a sample of my urine collected and tested for the presence of drugs in accordance with the South Pittsburg High School's Athletics Drug Testing Program.

I have read and understand the policy relative to drug testing and procedures. I have received a current copy of such policy and procedures.

I understand that this testing will occur at such times as deemed appropriate by the team physician, my head coach, or certified athletic trainer. I understand that any urine samples will be sent only to a licensed medical laboratory for actual testing, and the samples will be coded to provide confidentiality.

I hereby authorize the release of such urine testing results to the team physician, head coach, certified athletic trainer, and high school officials as deemed appropriate. I understand that these results will also be made available to me.

I understand that I am free to withdraw this consent for urinalysis testing. However, I also understand that should I refuse to submit to testing at the time requested, I will not be permitted to participate in any sporting program or cheerleading until such time as by head coach and principal shall deem appropriate.

I hereby authorize the release of the results of such testing to my parent/guardian upon receipt by the high school of a specific request by my parent/guardian.

I hereby release the Marion County School Board of Education and my high school from any legal responsibility or liability for the release of such information and records as authorized by this form.

INTERNET USE POLICY

The network is provided for students and teachers to conduct research and communicate with others. Independent access to network services is provided to students and teachers who act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Violations may result in a loss of access as well as other disciplinary or legal action.

The following uses of the Internet system are considered unacceptable:

1. Personal Safety (For students only)

- A. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- B. Users will not agree to meet with someone they have not on-line without their parent's approval and participation.
- C. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- A. Users will not attempt to gain unauthorized access to any other computer system, or go beyond their authored access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal even if only for the purposes of "browsing".
- B. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- C. Users will not use the internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.

3. System Security

- A. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- B. Users will immediately notify the school principal if they have identified a possible security problem.

4. Inappropriate Language

- A. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- B. Users will not use profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- C. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- D. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- E. Users will not harass another person. Harassment is one persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- F. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- A. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- B. Users will not download large files unless absolutely necessary. This will be done, if necessary, under the direction of the classroom teacher or Internet instructor. Any file download without teacher's permission is a violation of policy.
- C. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- D. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their email quota.
- E. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

6. Plagiarism and Copyright Infringement

- A. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were original to the user.

7. Inappropriate Access to Material

- A. Users will not use the Internet system to access material that is profane or obscene (pornography), that advocates illegal act, or that advocates violence or discrimination towards other people (hate literature). For student, a special exception may be made for hate literature if the purpose of such is to conduct research and access is approved by both the teacher and the parent. School employees may access the above material only in the context of legitimate research.
- B. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect user against an allegation that they have intentionally violated this policy.

All Marion County Schools board policies can be found at

www.marionschools.org

Any changes made to the Marion County Board policies supersede what is in this handbook