

August 2021

Welcome to a new school year!

As a Tiger, you are a member of a high school rich in tradition. This is your school, provided by the community for your education and enjoyment. Respect it—treat it well—take PRIDE in it. Have fun this year and make the most of every opportunity. Consider this a new beginning: a time for new friends, responsibilities, and goals. Enjoy becoming skilled and confident in your abilities. Get involved and take part in new activities. Explore your interest and talents, and take time to decide what you would like to do after graduation. Make academics important over the next four years and you will find success.

Our school motto's this year:

Only the best, and nothing less... Working Hard = Success

We hope all of you had a wonderful summer and are ready for the 2021-2022 school year at Whitwell High School.

Sincerely

Ms. Teena T. Casseday, Principal

Mission Statement

"Preparing students for success in an ever-changing world"

Vision Statement

"The vision of Whitwell High School is to present each student with a variety of curricula that promotes higher level thinking. The curriculum will meet the needs of each student from cognitive to physical so that students are better equipped to make informed, realistic decisions, and contribute to society in a positive manner."

Methods of Communication with WHS

Email: first name initial/last name (example: tcasseday) @mctns.net or @whitwelltigers.org

Website: www.whitwelltigers.org

Remind101: for updates from the principal please signup to remind by texting: 81010 & in message type the following for your grade level: 9th - @daa97h 10th- @a23d7gc 11th- @fk4dfk 12th- @dd49h4

BELL SCHEDULE

7:30 – DOORS OPEN FOR STUDENTS		
7:50 – STUDENTS RELEASED FROM BUS ROOM		
8:00	8:55	1 ST BLOCK
8:55	9:05	2 ND BREAKFAST
9:05	9:35	TIGER TIME
9:40	10:35	2 ND BLOCK
10:40	11:35	3 RD BLOCK
11:40	12:55	4 TH BLOCK (LUNCH/CLASS)
1:00	1:55	5 TH BLOCK
2:00	2:55	6 TH BLOCK

School Hours: School hours for students are from 8:00 a.m. to 2:55 p.m. Classes begin promptly at 8:00 a.m. The school office is open from 7:45 a.m. to 3:15 p.m.

The policies in this Handbook were developed in compliance with the policies/procedures set out by the Marion County Board of Education and are subject to change as directed by the Marion County Board of Education. All MCBOE policies may be viewed on Marion County Board of Education website.

ACADEMICS

Class Ranking - View full policy 4.602 on MCBOE website

Examination Exemptions—Grades 9 – 12 -View full policy 4.6001 on the MCBOE website

1. Attendance and Grade Requirements for exemption

“A” average – No more than two (2) absences per Semester

“B/C” average -- No more than one (1) absence per Semester

Absences from class for 30 minutes or more count as one (1) absence from that class.

Five (5) tardies and/or early dismissals will be treated as one (1) absence.

Students in EOC, Dual Credit, Dual Enrollment, AP, CLEP, or Industry Certification classes MUST adhere to the testing/attendance requirements of those classes.

2. Grading Scale

A – (93 – 100) B – (85 – 92) C – (75 – 84) D – (70 – 74) F – (69 or Below)

3. Incomplete—(No Credit)

In the event of an incomplete on a student's grade card at the end of any reporting period, the deficiency must be removed by the time deadline designated by the student's teacher. If circumstances warrant additional time, it can be granted by principal approval.

If a student fails due to absenteeism, he/she will receive a 69 on his/her grade card. If that student's actual performance grade is below 69, the student will receive the lower grade.

Cheating

Any one of the following items will be classified as "Cheating."

1. To use the work of another person as your own.
2. To copy information from another student's assignment to include, but not limited to test, examination, composition, quiz, homework, book report, project or term paper.
3. To plagiarize: Plagiarism means to use another person's idea, expression, or words without giving credit to the original author.
4. To prepare for cheating in advance involves such actions as: (1) having in your possession a copy of a test to be given or already given by a teacher, (2) using a copy of a test or notes during a test or examination, and (3) talking while taking a quiz, test, or examination.
5. To fail to follow test procedures or instructions announced by a teacher or any other person administering/proctoring the test, such as "No talking," "No turning around in your seat," "Raise your hand to ask a question," etc.

CHEATING IS A CATEGORY II OFFENSE. PUNISHMENT WILL FOLLOW MARION COUNTY SCHOOLS DISCIPLINE POLICY.

MARION COUNTY SEAL OF EXCELLENCE

In order for a student to receive the Marion County Seal of Excellence, he/she must:

1. Complete at least one (1) Program of Study (POS).
2. Achieve a grade of 85 or above in at least ten (10) accelerated/honors courses.
3. Achieve at least 3.20 GPA on a 4.0 GPA scale.

ARRIVAL/DEPARTURE

Whitwell High School student class hours will be from 8:00 a.m. to 2:55 p.m. School building doors will open daily at **7:30 a.m.** Any student that arrives before 7:50 a.m. will report to the cafeteria. Students must be seated in the cafeteria until the bell rings. A student **MUST** get approval from the teacher on bus duty to leave the cafeteria before 7:50 a.m. Once a student arrives on the Whitwell High School campus, he/she must remain on the school premises for the remainder of the school day, unless the student's parent/guardian gives permission for him/her to leave and/or signs the student out in the school office.

The following rules and procedures also apply:

1. All notes pertaining to excuses, absences, and/or early dismissals must be turned into the office before 8:00 a.m.
2. All notes for early dismissal should have a date, time, and contact name and number for follow-up.
3. If a student needs to be dismissed early, the parent/guardian must come to the school office to sign the student out.
4. Students that arrive late to school will report to the office for a tardy slip that is signed by an administrator prior to entering class.
5. Students will not be permitted to enter the classroom without a signed tardy slip.
6. All car riders will be dismissed at 2:55, bus riders will report to the bus room until his/her bus number is announced.

ASSEMBLIES

Please visit the school calendar of events, and/or on the website, www.whitwelltigers.org

Pep Rally Guidelines

- The first two (2) rows of each side of the auditorium are reserved for the football players.
- Each class should sit together in designated areas. Sponsors should be nearby.
- There will be no throwing of objects of any kind, including other students.
- A happy and proud atmosphere is what we want to see. All should be on their feet!
- The stage is reserved for the cheerleaders, band or other designates only.
- NO NOISE MAKERS!
- Use of profanity and/or inappropriate hand gestures prohibited.

Any other assemblies require all students to sit in their designated locations. No student will be permitted to leave the designated area.

Dance Guidelines

- Student dances are intended to be for Whitwell High School students; however, if anyone outside the WHS student body is invited, he/she must be a 9th grade student or above but no older than 19 and will only be allowed in the dance if they have been pre-registered and approved by the counselor. The counselor's decision on guest attendance is final.
- Dances begin when games are over, and will end promptly at 10:00 p.m., with the exception of the homecoming dance, with time TBD.
- If a student leaves the dance for any reason, he/she will not be allowed to return to the dance and must leave campus.
- No alcohol, drugs, or tobacco products are permitted on the premises of Whitwell High School.
- Students who are serving suspensions will not be permitted to attend dances.

ATTENDANCE

Whitwell High School believes that student attendance is essential for student achievement and academic success.

STUDENTS ARE EXPECTED TO BE PRESENT EACH DAY THAT SCHOOL IS IN SESSION.

VIEW THE FULL DETAILS OF THE ATTENDANCE POLICY ON MCB OE and on our website at: www.whitwelltigers.org. In addition, the policy is included at the end of the registration packet.

Parent Notes MUST include the following information:

- 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

PARENT NOTES THAT DO NOT CONTAIN THE ABOVE INFORMATION WILL NOT BE VALID

STUDENTS HAVE A MAXIMUM OF THREE (3) DAYS TO TURN IN THEIR WRITTEN EXCUSES, UPON RETURNING TO SCHOOL.

FOR THE SAFETY OF ALL STUDENTS, UNDER NO CIRCUMSTANCES WILL A WHITWELL HIGH SCHOOL STUDENT BE ALLOWED TO LEAVE WITH ANYONE WITHOUT VERIFIED WRITTEN PERMISSION FROM THE PARENT/GUARDIAN.

ANY PERSON PICKING UP YOUR CHILD NEEDS TO BE LISTED ON THE EMERGENCY CARD WHICH IS PROVIDED TO EACH STUDENT AT THE BEGINNING OF EACH SCHOOL YEAR—THEY WILL ALSO NEED TO SHOW PROOF OF IDENTIFICATION.

It is very important that parents/guardians keep the emergency card information updated, especially with legal alerts and current phone numbers. Faxed or emailed notes or messages may be accepted if they can be verified by a phone call from the school office; therefore, a working parent phone number **MUST** be provided on the note for verification.

Excessive Absences

Tennessee Code Annotated (T.C.A.) 49-6-3006, State School Compulsory Attendance Law, requires the school system to file a juvenile truancy petition once a student accrues five (5) unexcused absences from school. If a student is absent **18 or more days of school during a school year, they will be identified as “Chronically-Out-Of-School.”**

Please view the Marion County Schools Attendance Policy in full detail at www.whitwelltigers.org for additional information concerning steps to discourage excessive absences such as, but not limited to the following:

- Credit Denial
- Attendance Contract
- Revocation of Driver’s License/Permit
- Revocation of Parking Privileges
- Denial of Participation in school-based extracurricular activities (field trips, ball games, dances, graduation activities, etc.)

Early Dismissal

- Any student who is leaving early is required to bring a note from parent(s)/guardian(s) with the date and time of dismissal, as well as a **working parent/guardian phone number for verification.**
- The note must be given to the secretary in the office.
- Students will stay in their classroom until a parent/guardian comes to the office to sign him/her out.

Tardiness

- A student is considered tardy if he/she is not in class with textbook and required materials when the bell rings.
- Students will NOT be permitted to enter the classroom until they acquire a tardy slip that is signed by an administrator.

- Five (5) tardies will equal one (1) unexcused absence for the student.

Attendance Review Policies/Procedures

- Please see the full description of the Marion County Tiered Intervention Plan located within the **Marion County Attendance Policy** that is located at www.whitwelltigers.org, and attached at the end of this handbook.
- The Plan consists of three (3) tiers of intervention. If a student enters Tier III, then he/she will be referred to the external truancy board – the board will determine whether a petition/criminal summons will be filed.

ATHLETICS

Whitwell High School Sports

- Students may participate in the following sports (may vary based upon level of interest): Football, Basketball, Baseball, Softball, Volleyball, Wrestling, Cheerleading, Soccer, Fishing, and Cross Country.
- Athletes, students, and parents are reminded that they represent WHS when attending or participating in an athletic event. We urge everyone to be enthusiastic and to set a positive example for all those around them.
- All athletes at WHS are expected to set a positive example for their peers, both in the classroom and on the playing field.
- Students are subject to all school rules at all athletic events.
- **If a student athlete has an unexcused absence, tardy or an early dismissal, he/she will not be allowed to participate in an athletic event on that day.**

TSSAA Eligibility Requirements

- To be eligible to participate in athletic contests during any school year, a student must: Earn six (6) credits the preceding school year -- that is if 24 or more credits are required for graduation.
- All credits must be earned by the first day of the beginning of the current school year. Academic eligibility for a student is based on the requirements of the school the student attended at the conclusion of the previous school year.

AUTOMOBILE REGULATIONS

Parking spaces at the front of the building are provided for teachers, other designated individuals, and visitors. Student parking is provided at the side of the building. The following regulations are necessary for the efficient and safe flow of traffic. Any student in violation of these regulations will not be allowed to drive to school and may be suspended.

- All student vehicles are to be parked in the parking area east of the school – NONE inside the football fence during school hours.)
- All vehicles are to be registered with the school. A hang tag (cost \$25.00) must be purchased and attached to the rear view mirror.
- Students are not permitted to sit in parked vehicles before or during school hours.
- Vehicles are not permitted to be moved from the parking area during school hours, unless permission is granted from the office.
- Speed limit on campus is 15 mph.
- Any student driving any motor vehicle to school must meet all state and school regulations. Students may NOT drive to school on a learner's permit.
- Students who drive to school should not arrive before 7:30 a.m.
- Once students arrive on school grounds, they may NOT leave school property until school is dismissed, unless permission is granted through the office. Students are on WHS property when they turn onto the school driveways from Highways 283 or 28.
- Any vehicle is subject to search by school personnel when having reasonable suspicion

REMEMBER THAT DRIVING ON SCHOOL PROPERTY IS A PRIVILEGE—NOT A RIGHT

Driver's License Revocation and Requirements

- More than ten 10 consecutive or fifteen (15) cumulative reported unexcused absences by a student during any semester renders a student ineligible to obtain or retain a driver's permit or license.
- In order to qualify for reclaiming a driver's permit or license, the student must earn a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.
- A student must also achieve Satisfactory Academic Progress by earning a passing grade in at least three (3) full unit subjects or their equivalence per semester. Students that have chronic discipline issues are identified as "Chronically Out-of-School." The students so identified and/or have poor academic progress may lose their driving privileges as determined by administration. Students are not excused to miss school during regular

school hours to test for permits or licenses. Students should sign up in the office for a printout of their attendance prior to attempting to obtain a permit or license.

Loss of Campus Parking Privileges

- When a student accumulates five (5) or more unexcused absences and/or six (6) unexcused tardies in a semester, he/she shall lose driving privileges on campus and to any and all school related activities or events in a grading period.
- Violators will be towed at owner's expense.

BEHAVIOR PLANS

Whitwell High School believes the primary obligation for developing self-discipline, responsibility, and respect for other people rests in the home, with parents. Children who have developed these qualities usually progress well in school. The faculty and staff are concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning: therefore, they strive to work cooperatively with parents in each pupil's achievement. Teachers want all students to learn, but this is difficult when some are disruptive. When students do not follow the rules of proper conduct, the faculty and staff have a responsibility to take action in the interest of all students in the school.

Consequences for discipline issues will be handled with the following options:

1. Warning – note sent to parent
2. Before/After School Detention (contact parent)
3. Saturday School Assignment/Alternative School (contact parent)
4. DHA (contact parent)

For more details, view the MCBOE Code of Conduct policy 6.313 on the MCBOE webpage. The policy is included in the registration packet.

CLASS CHANGES

The traffic pattern is always to the right. Class changes should be used to visit lockers and restrooms. Students may also purchase soft drinks and snacks. NO soft drinks or snacks are allowed in the cafeteria during lunch. **NO outside food or drink containers are allowed in the school.**

CLASS OFFICERS - REQUIREMENTS

In order to hold a class office, the student must meet the following requirements:

- A candidate must have an average of 80 or above from the preceding term with no more than one (1) failed class
- Any student seeking office must have approved conduct and good attendance.
- Freshmen candidates will only be approved after receiving records of grades, conduct, and attendance from the Middle School. Class Officers may be removed from their position due to failing grades, poor conduct, or poor attendance.
- Each candidate must deliver a 3-5 minute speech (must be approved prior to election).
- All speeches must include:
 1. List of 4 to 5 activities in which the student has participated.
 2. Describe the role he/she played in those activities.

CLUBS/ORGANIZATIONS

All clubs must have a faculty sponsor and be approved by the administration. Club meetings must be held before school, after school, or during an activity schedule. Any meetings to be held on an activity schedule must be scheduled in advance with the Principal. At the beginning of each year, when clubs are formed, a list of members must be turned in to the office. The following clubs are available and others may be added:

- Beta Club, Interact Club, Fellowship of Christian Athletes (FCA), Student Government, Future Business Leaders of America (FBLA), Marion Youth Leadership, Health Occupations Students of America (HOSA), Family, Career and Community Leaders of America (FCCLA), STEM, and Tiger Pride Council.

COMPUTER/CHROMEBOOK/NETWORK USE

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 are considerate and responsible in the use thereof.
- Access is a privilege, not a right, and entails responsibility. Violations may result in the loss of access, as well as other disciplinary or legal action.

- Chromebooks/computers will be used in various classrooms. Students must always follow policies and procedures while using the device.
- Students have no privacy interests or any expectation of privacy in the device.
- Students must use the device for educational purposes, and any inappropriate use of the device will not be tolerated.
- Students should report any harassment, illegal, or inappropriate findings while using the device to the teacher or administration immediately.
- Any destruction or damage to a device is the responsibility of the student/parent to repair or replace.

DELIVERY OF STUDENT GIFTS

Items must come through the office and will not be available for pick up by the student until the end of the school day.

DETENTION

Detentions may be assigned by an Administrator and scheduled before and/or after school. Students must have classroom material to work on and be on time. Failure to do either could result in an additional time at principals' discretion.

DRESS CODE

View the full policy on MCBOE website and www.whitwelltigers.org

THIS DRESS CODE APPROVED AND ADOPTED BY THE MARION COUNTY BOARD OF EDUCATION SHALL SUPERSEDE ALL PRIOR DRESS CODE POLICIES AND SHALL APPLY TO EACH SCHOOL WITHIN THE MARION COUNTY SCHOOLS SYSTEM.

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school. When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

Consequences for Violating Dress Code

If a student comes to school in clothing that is not appropriate, the following corrective/disciplinary action will be taken.

1st Offense = Written Warning and change of clothing.

2nd Offense = Two (2) days of afterschool detention and a change of clothes.

3rd Offense = Alternative school for no less than five (5) days.

EXTRACURRICULAR ELIGIBILITY

Any student who participates in any extracurricular activity who is tardy to school, absent, or has an early dismissal that is unexcused under the guidelines of the school board will not be eligible to participate that day. In the event of extenuating circumstances, an appeal may be made to the Principal.

School Related Activities (SRA)

- School Related Activities (SRA) includes field trips, athletic contests, tournaments, conventions, academic competitions, home or away social activities, college days, workshops, and any other related function recognized by the school, which is held on or off the campus.
- **School Related Activities (SRA) do not count as an absence from school.**
- Any student who participates or serves as a representative of Whitwell High School will conduct himself/herself properly.
- Students who violate regulations while attending these activities are subject to disciplinary action as defined in the Student Code of Conduct.
- NO student currently assigned to In-School-Suspension (ISS), Out-of-School-Suspension (OSS), or Alternative School may attend or participate in any school-sponsored activity on any day that he/she is in suspension.
- During junior year, the school counselor will arrange campus visits at the University of Tennessee at Chattanooga (UTC) and Chattanooga State Community College (CSCC).
- Seniors will be issued a college day on a "needs basis" and only with prior approval.

FAMILY INVOLVEMENT AND ENGAGEMENT PLAN

Please see WHS Website for a complete copy of the Family Involvement and Engagement Plan for 2021-2022. Also, a copy of the document is provided in the registration packet.

FIELD TRIPS

School Field Trips are approved at the Principal's discretion. All school rules apply.

HALL PASS

Any student leaving class must have a planner/hall pass indicating the destination, time of departure from the classroom, and the teacher's signature.

HOMEWORK

If any parent has a question about homework assignments, please contact the office at (423) 658-5141 and leave a message for the teacher with the school secretary. The teacher will respond before or after school with a phone call or email.

Homework is a supportive learning activity designed to promote academic achievement, reinforce or apply a skill previously taught, and to extend learning into the home.

INCENTIVE PROGRAMS

Whitwell High School will use various incentives to boost student morale and achievement.

- Honor Roll/Principal's List – Recognized each grading period.
- Exam Exemption
- Tiger Pride Recognition
- Attendance Rewards

LEAVING CAMPUS

- If a student (driver, bus rider, car rider) needs to leave school and is not on the early dismissal list, a parent/guardian must come in to sign the student out. The student must then go to all remaining classes and have each teacher initial an early dismissal slip. Students are to return the early dismissal slip to the office before signing out.
- If a student becomes ill or injured during school hours, the emergency contact person listed on the student's information form will be contacted in the event we are unable to reach the parent/guardian. If it is not possible to contact any of the persons listed, the student will remain at school. If a student needs emergency care, an ambulance will take him/her to the hospital and a parent/guardian will be contacted as quickly as possible.
- Students are not permitted to leave campus for the purpose of purchasing lunch.

LOCKERS

- Locks must be leased for school lockers. NO personal locks (only school locks) may be used.
- Lease of a lock will be \$10.00.
- Combinations will not be given to anyone other than the person to whom the lock is issued.
- There will be a charge of \$10.00 for replacement of stolen or vandalized locks.
- The person to whom a lock is issued will be responsible for any damage done to the lock or locker.
- Do not write nor mark on the lockers, place stickers on or inside the lockers, etc., as this is vandalism of school property. No food or drinks are allowed in lockers.
- Students are not allowed to share lockers.
- If there are problems with locks or lockers, see office personnel for help.
- At the end of the school year, students will clean out lockers and return locks to the office.
- No objects are to be left on top of the lockers at any time.

LOCKERS ARE SUBJECT TO SEARCHES AT ANY TIME

Searches

New Tennessee laws authorize the Principal and Assistant Principal 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, lockers, book bags, purses, or other items brought onto school grounds. These are subject to search by school officials, police, or police drug-dogs, or bomb-sniffing dogs at any time. (T.C.A. 40-6-4201)

Knives are not allowed on school property. See MCBOE policy 6.303

LUNCH

WHS breakfast and lunch will be free this year. Extra items are available for students to purchase. Students may enter the cafeteria from either side. They are not to run to the cafeteria. Students are expected to wait their turn and not to break into serving lines. Marion County Schools operate on a closed breakfast and lunch period. Students are not permitted to leave campus for lunch. Only school breakfasts, school lunches, and sack lunches brought from home can be eaten in the cafeteria. In order to promote the National School Lunch Program and to insure that each child receives a nutritious meal, **carry in or deliveries from commercial restaurants will not be allowed.** Also, students are not allowed to bring birthday cakes or soft drinks to the cafeteria.

Any questions regarding the lunch program should be directed to Mrs. Molly Dawson, Cafeteria Manager, (423) 658-5132. The administrator in charge will handle any misuse of this facility or disruptive behavior at lunch.

MEDIA SOURCES

Twitter: @WhitwellHigh

Website: www.whitwelltigers.org

Facebook: Whitwell High School

WHS Gmail platform/mctns.email

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 each 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 each coach of your children's programs. Please see the school website for a detailed report on this topic.

PRESCRIPTION/OTC DRUGS

When a student has a prescription medication, he/she is responsible for taking all medications and completed forms (registration packet) to the office upon arrival at school. This medication(s) may only be dispensed by the office personnel. Over-the-counter drugs are not to be dispensed by students or faculty.

PROM

WHS Prom venue and ticket price may vary from year to year. Only WHS Juniors and Seniors may purchase Prom tickets. They are allowed to purchase their own ticket and one (1) other ticket for a guest. The guest must be a 9th grade student or above but no older than 19 in order to attend the Prom. ALL prom attendees MUST have completed a Prom participation form and turn it in the day before the Prom – NO EXCEPTIONS.

REPORT CARDS

- Principal's List – 93 and above in ALL classes
- Honor Roll – 93 average with NO grade below 85 in any course
- The grades above are computed with NO ROUNDING of the average
- See the school calendar for dates and additional information

SCHOOL CLOSINGS

In the event of adverse weather:

- School closings will be announced on the major radio and television stations
- Students/Parents will be notified by the WHS Gmail platform, Remind, and other media options
- School phone lines must be kept open to receive information about changes in bus schedules, etc.; therefore, please do not call the school for this information

STUDENT CODE OF CONDUCT

View full policy 6.313 on MCBOE and www.whitwelltigers.org

All school personnel have the right and the responsibility to enforce school rules

Student offenses are separated into four (4) categories as prescribed by the Board of Education. Most of these are listed below. Administrators responsible for discipline will classify any offense not listed below unless directed by the Board of Education.

CATEGORY I: Offenses to be administered by the school and may result in detention, loss of privilege, demerits, corporal punishment, or suspension based on the severity of the incident.

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

CATEGORY II: Offenses may result in suspension or referral outside the school. ***In the event that any student is placed in ISS or OSS, he/she will NOT be allowed to participate in or attend ANY school function, including, but not limited to field trips, athletic practices, contests, etc.

- 1st Category II Offense: 5 days suspension
 - 2nd Category II Offense: 10 days suspension
 - 3rd Category II Offense: Referral to Board of Education for expulsion
- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Fighting (all 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) (reported) 6. Use or possession of tobacco in any form 7. Use or possession of any incendiary device (lighter, matches, etc.) 8. Insubordination (refusing to follow 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 | <ol style="list-style-type: none"> 14. Misuse/destruction of school property 15. Extortion 16. Sexual misconduct (See Board Policy) 17. Participation in school disruption 18. Receipt, sale, possession or distribution or stolen property to legal authorities) 19. Trespassing on school property 20. Prescription drug policy violation 21. Unauthorized possession or use of school keys 22. Gambling (pitching pennies, dice, etc) 23. Computer hacking or tampering 24. Stealing (may be reported to police) 25. Bullying, threatening, hazing, or intimidating behavior 26. Defiance |
|--|---|

CATEGORY III: Offenses are not automatically considered zero (0) tolerance, but will be treated as such by the Principal, unless there are extenuating circumstances.

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|---|--|
| <ol style="list-style-type: none"> 1. Pulling a fire alarm or otherwise causing an alarm 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.) | <ol style="list-style-type: none"> 3. Destruction of school property 4. Sexual harassment (as defined in school board policy) 5. Inciting a school disruption (i.e., stopping normal proceedings in school) 6. Repeated violations of school rules 7. Verbal or physical assault on a student |
|---|--|

CATEGORY IV: Offenses are considered zero (0) tolerance, and they will be reported to the Director of Schools and Board for expulsion. They will also be reported to law enforcement officers.

- | | |
|--|--|
| 1 Possession/use of alcohol, and/or other drugs (will be reported to law enforcement, pursuant to the provisions of T.C.A. 52-1439, as amended May 1981) | 5. Possession, sale, use, or distribution of alcohol, illegal drugs, or controlled substances |
| 2 Possession/sale/distribution of drug paraphernalia (including, but not limited to rolling papers) | 6. Possession and/or use of weapons, any instrument used as a weapon to injure someone intentionally, or any instrument or toy intended to be a weapon |
| 3 Arson | 7. Indecent exposure |
| 4 Bomb threat | 8. Battery on a school employee |

BULLYING/HAZING/HARASSMENT POLICY - See MCBOE 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 covers 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 when the conduct is directed specifically at a student(s) 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.
- Schools are also expected to make information relative to bullying prevention available to students and parents annually.

Definitions

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

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

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

Bullying, Intimidation, or 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. Cyber-bullying is a violation of Tennessee law and charges may be filed when these laws are violated.

Hazing – An intentional or reckless act by a student or group of students that is directed toward 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.

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. The identity of parties and/or witnesses may be disclosed in appropriate circumstances to individuals on a need-to-know basis.
- 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 as a violation of this policy when it meets one of the following conditions:

- It places the student in reasonable fear of 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 the school.

Upon the determination, 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(s), parents of the accused student(s), and the Director of Schools.

Any Bullying, Hazing, or Harassment should be reported immediately to a staff member and school administration. He/She will be asked to complete a WHS Bullying/Hazing/Harassment Report. Reports are available from any teacher, administrator, or in the school office.

Antibullying Rules:

- 1 We will not bully others**
- 2 We will try to help students that are bullied**
- 3 We will try to include students who may feel left out**
- 4 If we know that someone is being bullied, we will tell an adult at school and an adult at home.**

STUDENT GRIEVANCE PROCEDURES

Student complaints and grievances shall first be made to the teacher and then to the principal. If not resolved, the matter may be appealed to the Director of Marion County Schools, and ultimately to the Marion County Board of Education.

SUSPENSION

- The Administration of Marion County Schools is authorized to carry out disciplinary and related procedures necessary for the successful operation of the schools under Tennessee Law concerning suspension and disciplinary action.
- Tennessee Law allows principals to suspend student(s) for up to ten (10) days for good and sufficient reason upon satisfaction of due process.
- All CATEGORY III and CATEGORY IV offenses can result in long-term suspension by the principal or expulsion by the Marion County Board of Education.

TELEPHONE USE

Use of Personal Communication Devices in School - MCBOE policy 6.312. Policy included in registration packet and can be viewed on MCBOE website and www.withwelltigers.org

Research has shown that cell phone use distracts from the educational environment.

- "If I see it, I will take it" during class time.
- Students are required to keep cell phone or devices in backpacks during class time.

UNAUTHORIZED POSSESSION OR INAPPROPRIATE USE OF A DEVICE WILL RESULT IN THE CONSEQUENCES LISTED BELOW:

- 1st Offense – Administration keeps the device until end of day
- 2nd Offense – Administration keeps the device and parent/guardian must pick up
- 3rd Offense – Referred to Alternative School (5) days

Students will be allowed to use cell phones during lunch and in the hallways.

The Marion County Board of Education will not be liable for any devices lost, stolen, or destroyed. Accountability and maintenance for the device will be the sole responsibility of the student, parents/guardians. Parents are welcome to call the office to leave their child a message -- (423) 658-5141.

TEXTBOOKS

Textbooks used in the school are the property of the Marion County Board of Education. The following fees will be charged to the student in the event the book is lost, stolen, or damaged:

- A lost or damaged book (1 – 2 years old) that is no longer usable, the student will be charged 100% of the replacement cost, plus shipping and handling charges
- A lost or damaged book (3 – 4 years old) that is no longer usable, the student will be charged 75% of the replacement cost
- A lost or damaged book (5 years old or older) that is no longer usable, the student will be charged 50% of the replacement cost

TOBACCO FREE SCHOOLS

Tobacco use is a CATEGORY II offense with the following consequences:

1st Offense: Saturday School/if not attended 5 days alternative school

2nd Offense: Saturday School/ if not attended ten (10) days alternative school

3rd Offense: Referral to Board of Education for Expulsion

- All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the buildings of the school district
- Smoking shall be prohibited in any public seating areas, including, but not limited to bleachers used for sporting events, or public restrooms.
- Students enrolled in any district school will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while participating in any class or activity in which they represent the school district.

VISITORS

State law requires all parents or other visitors to report to the school office with the exception of those attending school athletic events, open house or any other similar events. All visitors must sign a visitor's log and wear a name tag. Students will not be permitted to bring friends or relatives to visit during school hours, since visitors in a classroom may result in disruptions and/or disturbances of the class procedure.

If it is necessary for a parent to speak with a teacher or their child, the parent must first call the office to schedule an appointment. Classroom teachers are not to be interrupted by outside visitors for any reason.

Administration & Office Staff	FACULTY/STAFF	EMAIL	SUBJECT
	Teena Casseday	tcasseday@mctns.net	Principal
	Elishea Roberts	eroberts@mctns.net	Assistant Principal
	Michelle Pestillo	mpestillo@mctns.net	Guidance
	Tonya Powell	tpowell@mctns.net	Secretary
	Shanda Hancock	shancock@mctns.net	Bookkeeper
English & Foreign Language	Tiffany Nutter	tnutter@mctns.net	English I & Speech
	TBD		English II & IV
	Melissa Teal	mteal@mctns.net	English III & IV
	Volodymyr Kostenko	vkostenko@mctns.net	Spanish
	Robin Thomas	rmthomas@mctns.net	EXED
Math	Karla Holtcamp	kholtcamp@mctns.net	Algebra I
	Shelley Castle	scastle@mctns.net	Geometry
	Jennifer Hudson	jhudson@mctns.net	Algebra II & Bridge
	Eric Zensen	ezensen@mctns.net	Algebra II & SAILS
	Rebecca Castle	rcastle@mctns.net	EXED
Science	Gabriel Brooks	gbrooks@mctns.net	Physical Science
	Julie Vinson	jvinson@mctns.net	Biology
	Johnny Cantrell	jcantrell@mctns.net	Chemistry
History	Kendele Daniel	kdaniel@mctns.net	World History Econ./Gov.
	Ben Barker	bbarker@mctns.net	US History/AP World History
Career and Technical Education CTE	BJ Armstrong	barmstrong@mctns.net	Teaching As a Profession
	Jerry Basham	jbasham@mctns.net	Industrial Maintenance
	Don Bird	dbird@mctns.net	Welding
	Tiffany Gholston	tgholston@mctns.net	Business
	Melissa Holden	mholden@mctns.net	Nursing
	Travis Olinger	tolinger@mctns.net	Structural Systems

2021-2022 Marion County Calendar

AUGUST 2021

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

- 2 Inservice #1
- 3 Registration
- 4 Inservice #2
- 5 Inservice #3
- 6 Students Return

19 Days

- 3 In-Service #4
- 12 End of Semester 1
- 14 Staff Dev. #2
- 17 M.L. King Day
- 20 Report Cards

19 Days

JANUARY 2022

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

SEPTEMBER 2021

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

- 6 Labor Day
- 9 Progress Reports

21 Days

- 18 Staff Dev. #3
- 21 Presidents' Day
- 23 Progress Reports

19 Days

FEBRUARY 2022

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

OCTOBER 2021

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

- 8 End of First 9 Weeks
- Staff Dev. #1
- 11-15 Fall Break
- 21 Report Cards

16 Days

- 14-18 Spring Break
- 23 End of 3rd 9 wks
- 31 Report Cards

18 Days

MARCH 2022

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

NOVEMBER 2021

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

- 11 Veteran's Day
- 22-26 Thanksgiving Break

16 Days

- 15 Good Friday
- 28 Progress Reports

20 Days

APRIL 2022

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

DECEMBER 2021

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

- 2 Progress Reports
- 17 Abbreviated Day
- 20 Begin Christmas Break

13 Days

- 25 Staff Dev. #4
- 26 Last Day of School/
- Report Cards

19 Days

MAY 2022

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

In-Service/ Staff Development
Days
Holidays
Progress Reports/Report Cards
Registration/End of Quarter
1st Semester – 92 Days
2nd Semester – 88 Days

Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review:
Annually,
in April

Attendance

6.200

07/12/21

Rescinds:

Issued:

6.200

09/18/18

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Continued unexcused tardiness and /or skipping school classes are considered a violation of compulsory attendance. Unexcused tardiness includes 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 at least 50% (3:50 hours) of the school day are not allowed to participate in after school programs.

The attendance supervisor shall oversee the entire attendance program which shall include: ¹

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.³

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 as tardies. Five (5) tardies will accumulate into one (1) day absent. More than six (6) parent notes for any reason per one hundred eighty days (180) shall require a doctor's or dentist's excuse. These parent notes are accepted at the Principal's discretion. The following shall be accepted by any certified employee of the Marion County School System as an excuse for absences, tardiness and early dismissal.

Excused absences shall include.⁴

1. Medical reason:
 - a. Only six (6) parent notes, whether consecutive or not can be excused in the one hundred eighty day (180) school year.
 - 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(s)/guardian(s) or sibling.
3. Death in the immediate family: absences 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 order, attorney, subpoena, summons, truancy board, etc.)
5. A one day excused absence shall 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 student's school
6. School Bus Transportation Issue
7. Religious observances⁵
8. School-sponsored activities or school endorsed activities College Visits, Field trips⁶
9. Other excuses for "good cause" shall be granted, provided prior approval is obtained from the principal. Anticipated absences shall be excused in advances by the building principal. Forms will be available from the principal's office.
10. For grades nine through twelve (9-12) where twelve weeks constitutes one full credit, more than three (3) total unexcused absences per twelve (12) week session shall constitute failure for the session. Where thirty-six (36) weeks constitutes one full credit, more than three (3) total unexcused absences per 12-week session shall constitute failure of the session in courses.
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 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.**

⁴ TRR/MS 0520-01-02-.17(1)(C)

⁵ TRR/MS 0520-01-03-.03(15); TCA 49-6-2904 (b)(5)

⁶ Tennessee Department of Education, Student Membership and Attendance Procedures Manual (2017)

2. A written excuse from a doctor, dentist, or 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 excused for the 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.

The Principal or their designee shall be responsible for ensuring that:⁷

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excused are submitted for absences are verified;
5. System -wide procedures for accounting and reporting are followed.

Truancy

General

Students shall be present at least fifty (50) percent of the scheduled school day in order to be counted present. Students receiving exception Education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan.⁸

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.²

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(s)/ guardian(s) of the student's absences. The Director of Schools /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.^{1°}

The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

⁷Tenn. Department of Education, Student Membership and Attendance Manual (2017); TCA 49-6-3007; Public Acts of 2017, Chapter No, 379

⁸Tenn. Department of Education; Student Membership and Attendance Procedures Manual (2017)
TCA 49-6-3021

^{1°}Tenn. Department of Education; Student Membership and Attendance Procedures Manual (TCA 49-6-3007; Public Acts of 2017, Chapter No. 379

Progressive Truancy Intervention Plan

Marion County Schools Attendance Intervention Tiers

Tier I	3 Days (Unexcused)
<p style="text-align: center;">School <u>Action Level</u></p>	<ul style="list-style-type: none"> • Implement proactive attendance procedures that identify students with a chronic attendance issue. (letters, phone calls, home visits, meetings, conference). • Handbooks will provide parent/guardian/students written notice of the law at the beginning of each school year. • Monitor attendance data. • Establish a positive and engaging school culture. • Letters are to be sent home after 3 days of unexcused absence • Schedule a conference with parent/student. • Develop and sign a contract stating the specific expectations and additional penalties, if warranted. • Student Progress will be monitored on a regular basis and additional communication with the home (calls, meetings, home visits) will be scheduled as needed.
Tier II	5 Days (Unexcused)
<p style="text-align: center;">School Community Resources/Agencies <u>Action Level</u></p>	<ul style="list-style-type: none"> • Conduct an individual attendance assessment to identify the barriers impacting attendance. • Develop an intervention plan to address the barriers. • Refer the student to school based services which may include counselor, nurse or special education. (if needed) • Utilize Centerstone Service within the school setting where available. • Letter will be sent home at 5 days of unexcused absences. • Referral made to Truancy Board. • Possible Home Visits to check-on student welfare
Tier III	5 + Days (Unexcused and Excused)
<p style="text-align: center;">School, District, Judicial <u>Action Level</u></p>	<ul style="list-style-type: none"> • Letter will be sent home at 15 days of total absences. • Review the barriers identified in intervention plan. • Current intervention plan and contract submitted to the Office of Pupil Services. • Petition filed with Juvenile Court. • Coordinate with probation officer or service agency assigned by the court. • Make additional recommendation to parent(s) based on outcome of judicial intervention. • Make referral to Department of Children's Service, if attendance is impacting academic growth at the level of educational neglect. • Refer the student to district based services which may include Family Resource Centers, Coordinated School Health, School Psychologist.

**** If doctors, dentist, or other medical professional notes appear to be excessive 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.**

¹¹ TCA 49-6-3007; TCA49-6-3009; Public Acts of 2017; Chapter No.379

Military Service of Parent/Guardian

School Principals shall provide students with a one-day excused absence prior to the deployment of and a one day excused absence upon the return of the parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his /her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.¹²

School Based Extra Curriculum Activities

State guidelines for students and schools; students are expected to be in school 93 percent of the school year, which only allows 13 absences per year. Student with more than 13 absences may be denied school based extra curriculum activities. Examples; field trips, ball games, dances, and graduation activities, etc. These decisions will be decided on a case by case basis by a school-based team comprised of Principal/Assistant Principal, school counselor, member of the Marion County Schools Attendance office, a student's teacher and SRO.

Make-up Work

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

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled EOC exams 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 makeup test. Excused students will receive an incomplete in the course until they have taken the EOC exam.

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

CREDIT/PROMOTION DENIAL

Credit/ promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion¹³. If attendance is a factor; prior to credit/promotion denial, the following shall occur:

1. Student and the parent/guardian shall be advised if 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.

¹² TCA 49-6-3019 ¹³ TCA 49-2-203(b)(7)

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 drivers' 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 of their equivalency at the conclusion of a subsequent grading period⁴

Attendance Hearing⁵

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(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has meet 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(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record. Following the review, the board may affirm or overturn the decision of the Director of Schools/designee. The action of the board shall be final.

Attendance & Postsecondary School Visits

High school students participating in postsecondary school visits will be counted as present as follows:

- i. High school students may have 2 postsecondary school visits during junior year and 2 during senior year.
- ii. The parent or legal guardian must notify the high school one week prior to the postsecondary school visit.
- iii. A signed letter or form from a campus official of the postsecondary institution verifying the students visit to the campus must be submitted to the high school after the visit.

iv. All schoolwork missed by the student during the postsecondary school visit must be completed in a timely manner.

v. Postsecondary school visits are not mandatory for any high school student.

vi. Postsecondary school visits are the sole responsibility of the parent or the guardian of the high school student. The student's parent or guardian are solely responsible for facilitating postsecondary school visits and for ensuring the safety of students during the visit.

***** The Director of Schools /designee shall ensure that this policy is posted in each school building and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.**

TCA 49-6-3017(c)
TRR/MS 0520-01-02-17

Legal References:

1. TRR/MS 0520-1-3-.08(1)(a)
2. TRR/MS 0520-1-3-.03(15); TCA 49-6-2904
3. TCA 49-2-203(b)(7)
4. TCA 49-6-3006
5. TCA 49-6-3002
6. TCA 49-6-3007; 3008
7. TCA 49-6-3009; 3010
8. TRR/MS 0520-1-3-.06(2)

Cross References:

Extracurricular Activities 4.300
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs 4.803
Student Records 6.600

Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code: Issued Date:

Review:
Annually,
in April

Dress Code

6.310 07/12/21

Rescinds: Issued:

6.310 08/21/18

(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.
- No holes that show skin or undergarments.

(4) Bottom Wear:

- Shorts and skirts length must be at or below fingertips.
- 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.
- Leggings are required to be covered by clothing that extends to or below the fingertips.

(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 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 flipflops.

(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.
- 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.

Legal Reference:

1. TCA 49-6-4215; TCA 49-1-302(2)(h)

Cross References:

Suspension/Expulsion/Remand 6.316

Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review:
Annually,
in April

Use of Personal Communication Devices in School

6.312

07/12/21

Rescinds:

Issued:

6.312

08/21/18

Unauthorized use or improper storage of a device will result in a violation of this policy and subject students to disciplinary action.

1st Offense the device will be confiscated and returned to the student at the end of the school day.

2nd Offense the device will be confiscated, and a parent/guardian must pick the device up from the school.

3rd Offense the device will be confiscated and considered defiance resulting in discipline of the student for a Category II Offense.

The Marion County Board of Education will not be liable for any devices lost, stolen or destroyed. Accountability and maintenance for the device will be the sole responsibility of the student, parents, or guardian.

HIGH SCHOOL

Personal communication device use is authorized during non-instructional times. However, inappropriate use of a personal communication device will result in permanent loss of the right to use the device during non-instructional times. *(only during hallbreaks and lunch.)*

ELEMENTARY/MIDDLE SCHOOL

Personal communication device use is not authorized during the school day.

BUSES

Personal communication device use may be authorized at the bus driver's discretion.

Marion County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	Student Discrimination/Harassment and Bullying/Intimidation/ Cyber Bullying	6.304 Rescinds: 6.304	08/23/14 Issued: 09/12/05

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.¹

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.²

“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.² 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 website³.

Legal References:

1. TCA 49-6-4503
2. TCA 49-2-120
3. Title IX (20 U.S.C. §§ 1681-1686)

Cross References:

Appeals To & Appearances Before the Board 1.404
Staff-Student Relations 5.610
Student Complaints and Grievances 6.305

Marion County Board of Education

Monitoring:

Review: Annually,
in April

Descriptor Term:

Interrogations and Searches

Descriptor Code:

6.303

Issued Date:

05/20/03

Rescinds:

6.303

Issued:

04/24/01

INTERROGATIONS BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct any offense committed in a school during school hours or on school property at any time, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

If a student is a suspect or is accused of a crime not involving the operation of a school or if interrogation of a particular student is police instigated, a parent shall be notified and constitutional warnings shall be given to the student before interrogation begins.

INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation, unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

If criminal prosecution is contemplated by the police or the school principal, interrogation shall not commence unless a parent or guardian of the student is present. Prior to interrogation, the principal or his/her designee shall note that the police officer advises the student of the nature of the crime for which he/she is a suspect, that he/she has the right to remain silent, that anything he/she says may be used against him/her in criminal or juvenile court, and that he/she has the right to have an attorney present, or a court-appointed attorney if the parents are indigent, and a student or parent may stop the interrogation at any time.

The use of police women or female staff members is desirable in the interrogation of female students.

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

SEARCHES BY SCHOOL PERSONNEL

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

USE OF ANIMALS

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

SEARCHES BY POLICE

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

Legal References:

1. TCA 49-6-4202 through TCA 49-6-4212

Cross References:

Procedural Due Process 6.302
Child Abuse and Neglect 6.409

Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review:
Annually,
in November

Grading System

4.600

06/19/18

Rescinds:

Issued:

4.600

05/20/03

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.¹ The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education.² The grading/assessment system shall be uniform district-wide 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-3.³

The director of schools shall submit a copy of the grading, reporting and assessment systems to the Board before the system is implemented.⁴ These guidelines shall be communicated annually to students and parents/guardians.¹

Conduct grades are based on behavior and shall not be deducted from scholastic grades.

1. UNIFORM GRADING SYSTEM

- a. Local school systems shall use the uniform grading system for students enrolled in grades nine through twelve (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 semester average.	Shall include the addition of 4 percentage points to the grades used to calculate the semester average.	Shall include the addition of 5 percentage points to the grades used to calculate the semester 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. **Statewide Dual Credit Courses.** A statewide dual credit course is a high school course that incorporates postsecondary learning objectives and is aligned with an approved dual credit challenge exam. Students who pass these challenge exams will earn college credit accepted by all Tennessee public postsecondary institutions. Local education agencies must ensure all statewide dual credit courses incorporate the postsecondary learning objectives and that all students enrolled in an identified statewide dual credit course sit for the challenge exam. Local education agencies must also ensure that statewide dual credit teachers receive appropriate professional development and support to provide the rigorous level of instruction necessary for the course. All statewide dual credit courses are eligible for additional percentage point weighting for students who sit for the identified statewide dual credit challenge exam.
- d. **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.
- e. **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.
- f. **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.*

*Districts may award additional weighting to the grades of students who have completed an AP, Cambridge International, or IB course, or a course aligned with an Industry Certification or CLEP exam, prior to sitting for the culminating exam. If quality points are awarded prior to participation in the culminating exam, the district shall have a policy to remove the quality points if the student does not participate in the culminating exam by the end of the school year in which the course was completed.

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):

$$\begin{array}{ccccc} \text{1st Six Weeks} & \text{2nd Six Weeks} & \text{3rd Six Weeks} & \text{Sem. Exam} & \text{Sem. Avg.} \\ 88 + 5 = 93 & 90 + 5 = 95 & 85 + 5 = 90 & 89 + 5 = 94 & 93 \end{array}$$

$$93 + 93 + 95 + 95 + 90 + 90 + 94 = 650$$

$$\text{Sem. Avg.} = \frac{650}{7} = 92.8 = 93 = A$$

- 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.

Example: A student's final average GPA based upon a six (6)-period day with five (5) year-long courses and two (2) semester-long courses:

$$\text{GPA} = \frac{\text{Sum of Grade Points for Each Course (per credit)}}{\text{Sum of Credits Available}}$$

$$\text{GPA} = \frac{B+A+A+B+B+B+C}{1+1+1+1+1+.5+.5} = \frac{3(1)+4(1)+4(1)+3(1)+3(1)+3(.5)+2(.5)}{6}$$

$$\text{GPA} = \frac{19.5}{6} = 3.25 \text{ GPA}$$

- 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.

Legal References:

- 1. TRR/MS 0520-1-3-.05(3)
- 2. TRR/MS 0520-1-3-.06
- 3. TCA 49-1-302
- 4. TCA 49-2-203(b)(7)

Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review:
Annually,
in November

Exam Exemption

4.6001

06/24/19

Rescinds:

Issued:

4.6001

08/21/18

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%	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.

WHS ALMA MATER

On the city's Southern border
Reared against the sky
Proudly stands our Alma Mater
As the years go by.
Forward ever be our watchword
Conquer and prevail!
Hail to thee our Alma Mater
Whitwell High, All Hail.
Cherished by our sons and daughters
Memories sweet shall throng.
Round our hearts, Oh Alma Mater,
As we sing this song.
Forward ever be our watchword
Conquer and prevail!
Hail to thee our Alma Mater
Whitwell High, All Hail.

