



**Sequoyah High School
Student Handbook
9517 W. Ridge Trail Road
Soddy Daisy, Tennessee 37379
423-843-4707**

Sequoyah High School

A Place of New Beginnings

Vision

The vision of Sequoyah High School is to provide a safe learning environment that fosters positive personal relationships and partnerships among teachers, students, parents, and community members. Our students will be engaged in a relevant and diverse curriculum that empowers them to succeed in their learning based on individual needs, abilities, and talents. We envision each student developing the necessary skills required to become a life-long learner.

Mission Statement

The mission of Sequoyah High School's faculty, staff, students, parents, and community is to provide a relevant, comprehensive education to all students within a safe environment, where each individual is highly valued. Through our challenging academic and career/technical offerings, students will prepare for post-secondary education and future employment in their chosen career field while making connections to real-life situations. Each graduate will be equipped to compete successfully and responsibly in an ever-changing society.

Title I School

Sequoyah High School has qualified for Title I funds for the 2013-2014 school year. Title I is a federal program which provides additional funds to schools based on the percentage of students who qualify for free and reduced lunches. Sequoyah High School will participate in a school-wide Title I project to provide supplemental support to students, parents, and faculty of our school to positively impact student achievement.

Sequoyah High School Calendar 2013-2014

August 5, Monday	Registration Day
August 8, Thursday	First Full Day of School
September 2, Monday	Holiday
October 11, Friday	End of 1st Quarter
October 18, Friday	Report Cards
October 21-25	Fall Break
October 28, Monday	No school for Students
November 27-29	Thanksgiving Holiday
December 19, Thursday	Last Day of School before Winter Holidays
	End of First Term
January 9, Thursday	School Reopens
January 10, Friday	Report Cards
January 20, Monday	Holiday (No School)
February 17, Monday	Holiday (No School)
March 4, Tuesday	ACT Testing for Juniors (No School for 9,10,12 th)
March 14, Friday	End of 3 rd Quarter
March 19, Tuesday	No school for students (ACT Testing for Juniors)
March 21, Friday	Report Cards
April 14-17, Mon-Thurs.	Spring Break
April 18, Friday	Holiday (Good Friday)
May 23, Thursday	No school for students
May 26, Monday	Memorial Day
May 27, Tuesday	Last Day of School- Report Card Pick-Up

Parent-Teacher Conferences will be the week of October 28, 2013.

Note: A copy of the entire Hamilton County Schools Calendar is available on-line at www.HCDE.org.

General School Information

School Time and Bell Schedule

Sunrise Classes 7:30-9:00

For the regular school, the first tardy bell will ring at 9:10 and school will release at 4:00.

9:00	Release from bus duty areas (Cafeteria and Building B Lobby)
9:10	Tardy Bell to 1 st Block
1 st Block	9:10-10:41
10:41	End 1 st Block
10:47	Tardy Bell to 2 nd Block
2 nd Block	10:47-12:15
12:15	End 2 nd Block
	Lunch 12:15-12:53
1:00	Tardy Bell to 3 rd Block
3 rd Block	1:00-2:27
2:27	End 3 rd Block
2:33	Tardy Bell to 4 th Block
4 th Block	2:33-4:00
4:00	School Ends

Arrival/Departure

Student should immediately move to the designated bus duty areas when they arrive on campus, Lobby of Building B and the Cafeteria area of Building A.

Car Drop-Off and Pick-up

The drop-off point will be in the bus lane in the morning. Please do not pass buses while unloading.

All car riders will be picked up in the student parking lot to facilitate the ease of bus movement to and from school. The exit points will be closed until the buses have left.

Instructional Fees and Payment to the School

Sequoyah High School charges a nominal instructional fee to cover costs not covered by the Hamilton County Department of Education. The fee for 2012-2013 will be \$40.00. This fee is used to provide additional postage, printed materials, workbooks, computer software, duplicating equipment supplies, etc. Some classes charge an additional instructional fee for supplies and materials.

The school fee is to be paid to the first block teacher by the end of the second week of school. If this causes a hardship, please so indicate in writing to your first block teacher. In addition to the instructional charge, individual classes or departments have fees as well. These are listed below (not every student will incur these fees). These charges are necessary to cover the expenses of the course.

General Instructional Fee:	
Paper	\$20.00
Duplicating	<u>\$20.00</u>
Total General Instructional/School Fee	\$40.00
Parking (Parking Permit)	\$30.00
Senior Graduation (Diploma covers, Senior activities)	\$35.00
Art Fee (Pencils, Paint, Brushes, Supplies)	\$15.00
English Fee (Supplies)	\$10.00
Foreign Language (Project Supplies)	\$10.00
Social Studies Fee (Supplies)	\$10.00
Journalism Fee (Supplies)	\$10.00
Math Fee (Supplies)	\$10.00
PE/Wellness Fee (Equipment)	\$5.00
Science Fee (Lab Supplies)	\$10.00
Athletic Fee (Football, Golf, etc.)	\$10.00
<u>Academy Fees</u>	
Ninth Grade Academy (Supplies)	\$30.00
A.C.T. Academy (Skills USA, Supplies)	\$30.00
1. CISCO	
2. Graphic Communications	
A.I.M. Academy	
1. Cosmetology (Skills USA, Mannequin, Supplies)	\$80.00
2. Early Childhood Education (Supplies)	\$20.00
3. Health Science Education (HOSA, Liability Insurance)	\$60.00
ICT Academy (Skills USA, Supplies)	\$40.00
1. Building Trades	
2. Masonry	
3. Residential Wiring	
T.E.A.M. Academy (Skills USA, Supplies)	\$40.00
1. Auto Body	
2. Auto Mechanics	
3. Diesel Mechanics	
4. Welding	
Motor Sports (Gloves, Safety Glasses, T-Shirts, Sweatshirts)	\$40.00

Engine Building Team (Helmet, Pants, Shoes)

\$80.00

CAFETERIA

Hot lunches will be served daily. A plate lunch includes meat, two vegetables, bread, and milk. Other foods are also available for purchase. Students may bring their own lunch but must eat in the cafeteria area during lunch. Coke machines and snack machines are not to be used during the lunch period.

Per Hamilton County policy NO CHARGES WILL BE ALLOWED

Meal Prices	Breakfast	Paid	\$1.50
		Reduced	\$0.30
	Lunch	Paid	\$2.75
		Reduced	\$0.40

Lunch Schedule

One Lunch Program will run from 12:15-12:53.

Emergency Card Information/ Pupil Information/ Change of Address

It is the responsibility of the student to maintain accurate information on school records. Students must supply correct information regarding street addresses, home telephone number(s), and work numbers of parents and emergency numbers including a doctor's number. If, during the school year, any pertinent information from the emergency card or student information sheets changes, the student is responsible for changing the information. Please report any changes to the main office. This is very important in keeping our records up-to-date and also enables the contact of a parent or guardian in case of an emergency.

Insurance

Student accident insurance is available during the school year for school day and 24 hour coverage. All students in career and technical programs are required to have this insurance or their parents must sign a waiver stating that the child is already covered.

Fire, Tornado & School Safety Drills

The school is equipped with an emergency alarm system. You will be familiarized with this system. Your teacher will tell you what action to take, which exit to use, and where to stand. During drills DO NOT TALK AND DO NOT RUN. Tornado drills will be held before tornado season, and you will be given appropriate instructions at that time. Check the bulletin boards in each of your classes for general information.

Emergency Closing of School

In case of inclement weather, please DO NOT CALL the school. Instead, listen to FM 92 (WDEF) as it will have up-to-date, reliable information regarding school closings or delays. The Connect-Ed Phone System will also be used in case of emergencies.

Student Driving and Parking

Students need to understand that parking on school property is a privilege afforded to students and not a right. Certain conditions are attached to privileges. Students who

fail to uphold those conditions will be subject to loss of parking privileges, monetary fines, and/or disciplinary actions.

The Tennessee Department of Safety will revoke the driver's license of a student for the following violations:

- 15 or more unexcused absences in a semester.
- 10 consecutive unexcused absences in a semester.
- Failing three or more subjects in a semester.

The conditions for parking at Sequoyah are as follows:

- Students must possess a valid Tennessee driver's license and abide by all restrictions and conditions imposed by such license.
- All students will park in the assigned areas, primarily in front of building "B".
- Students will register any vehicle that they intend to drive with school authorities. Upon registration at any time during the first semester, a \$30.00 fee is required. Permits issued at any time during the second semester will be \$15.00. This permit is to be displayed in the appropriate manner.
- Vehicles parked in NO PARKING spaces, fire lanes, or handicapped spaces are subject to be towed at owner's expense.
- Students using tobacco or permitting such in their vehicles or on school grounds are subject to losing their parking permit and other disciplinary actions.
- All students should lock and secure their vehicles.
- Students are not to borrow, sell, or transfer their permits.
- Students are not to exceed a 10-MPH speed limit on campus.
- Students are not to litter the parking lots.
- Parking lots are off limits during the day unless permission is granted by the administration.
- Students are not allowed to sit in their cars after arriving at school. Each student shall leave the car upon arrival and enter the building.
- Sequoyah is not responsible for theft or damage to vehicles or possessions in vehicles that are parked on campus.
- No private vehicle shall pass a bus while loading or unloading.
- Traffic leaving the campus after school must wait until all school bus traffic has cleared. A school bus has the right-of-way at all times.

Reasons for Loss of Driving Privileges:

- Speeding and/or reckless driving (including entering or leaving campus).
- Allowing students to ride on the exterior of the vehicle.
- Skipping in vehicle – 1st offense.
- Five tardies in one nine-week grading period.
- Multiple infractions of parking regulations.
- Refusal to follow school official's directions.
- Allowing another student to borrow permit.
- Using tobacco or permitting the use in your car on school grounds.
- Other violations of state and school policies.

Guidance Information

The Guidance Department of Sequoyah High School exists solely for the purpose of helping students, parents, and teachers. Counselors are available to assist and advise

each student about personal problems, academic problems, career choices, course selection, college choices, and scholarship applications. The Guidance Department also assists in student orientation information and student testing. The Guidance Office is open before and after regular school hours. The Guidance phone number is 843-4707.

Parent-Teacher-Student Association (PTSA)

The primary source of support for our school will come from our Parent-Teacher-Student Association. This organization is especially interested in the welfare of the students in the community and strives to help in any way possible. All parents and students are urged to join the PTSA and to attend the meetings. Meeting times will be announced.

Money and Valuable Articles

PLEASE do not bring large amounts of money or other valuable items to school. All valuable articles should be in the possession of the owner at all times. **DO NOT** leave money or other valuables in lockers, shop areas, or desks. The school cannot accept responsibility for money or other valuable articles that are stolen or borrowed.

Report Card Hold/Debts to the School

Report cards, diplomas, transcripts, etc. may be held by Sequoyah High School for those students who owe debts to the school. Public Chapter 1074-Senate Bill 2109 House Bill 1808 prescribe that local schools may withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has incurred a debt to the school or a student who has taken property which belongs to a local school or any agency thereof until the student makes restitution. Examples of debt are library fines, destroyed or lost textbooks/workbooks, lunch charges and costs for activities occurring outside the regular school day including sports (i.e. uniforms), trips, social events, and fundraisers.

Lost Textbooks

Students will not be issued textbooks until any lost or damaged textbooks are paid for or returned. A report card hold will be issued for lost or damaged textbooks.

Lost and Found

The Lost and Found Department is located in the Main Office. If you have any lost articles, check with the school secretary.

Telephone

During the regular school day, students may not use the phone in the main office. **THIS PHONE IS FOR EMERGENCY CALLS ONLY!** Students must get permission from the appropriate teacher to come to the office to use the phone. Permission to use the phone then must be granted by the secretary. Students will not be called from class to receive phone calls.

Connect-ED

Sequoyah High School will now have the means to communicate with parents and students with an automated phone system. It will be used to distribute pertinent information and make parents aware of student absences. It will also be used in the event of an unexpected contingency.

Parent-Portal

Parents will receive a username and password to view their student's grades and/or attendance online.

Visitors

Parents are always welcome. ALL visitors must check in at the main office and get permission before visiting a classroom. Students may NOT bring relatives or friends to school to visit.

Posters and Announcements

School related posters to be displayed at Sequoyah High School must be approved by a teacher. An administrator must approve non-school-related announcements. The individual posting the poster or announcement is responsible for its removal.

Fund Raising

All fund raising projects must be cleared through administration. Sponsors must complete correct forms before allowing a group to have a fund raising project. All fund raising projects must be placed on the school calendar. Fund raising for organizations not connected with the school are not allowed during school hours on school property.

Immunizations

All students must have immunizations as required by the state. Specific information regarding state regulations can be provided by the Chattanooga/Hamilton County Health Department. Transfer students must have an updated Immunization Card issued from the Chattanooga/Hamilton County Health Department.

Student Sickness at School

What to do if you are injured or become very ill:

- Report the problem to the nearest teacher.
- Go directly to the main office and notify either the secretary or one of the administrators.
 - * Give the secretary or administrator your name and grade level.
 - * The secretary or administrator will consult your emergency card and call your parents or guardian.

What to do if you bring medication to school:

- Over the counter medications are NOT allowed on campus. Prescribed medications by a licensed physician must be taken directly to the school secretary and must be accompanied by a medical form signed by both the physician and parent/guardian.

Note: The Hamilton County Department of Education Medication Policy is found in the policy section of this handbook.

If you become ill or injured:

- DO NOT go to a restroom and stay.
- DO NOT leave the school grounds or go to the parking lot without approval from one of the administrators.

- DO NOT take medication from anyone. Teachers cannot give aspirin or any other type of medication. Please do not ask them.
- DO NOT bring any medications on campus without following above guidelines. Immediately take medication to the secretary for dispensing as directed by the physician.

Junior/Senior Prom

Sequoyah High School's prom will traditionally be held in the spring of each year. This is a formal affair. Your date does not have to attend Sequoyah High School; however, you must complete a Prom Registration Form for permission to have an escort who does not attend SHS. Proper attire is required. Ladies and gentlemen wear formal dress. Tuxedo or an appropriate suit (coat and tie) for gentlemen and formal evening dress for ladies is considered appropriate. The administration reserves the right to be the final judge as to what is appropriate for the evening. Students are not allowed to leave the prom area and return to the prom. Any suspicion of possession or use of drugs and/or alcohol on prom night will result in suspension from school and the student's parents will be requested to pick up their son/daughter. Proper law enforcement authorities will be on duty and notified if necessary.

Graduation

Graduation is a time of celebration, but it is also a formal and serious occasion. The following rules must be followed at the Sequoyah High School Graduation Ceremony:

- Every student participating in the ceremony will have completed all graduation requirements. Students finishing requirements anytime after the ceremony will not be able to participate.
- Any outstanding debt students owe to the school must be paid before caps and gowns are issued. Graduation fee of \$35.00 pays for the diploma and cover and is considered an outstanding debt if it is unpaid.
- Seniors will dress and act appropriately. Males need to wear a dress shirt with tie, dress pants or khakis (no jeans), socks, and dress shoes (no athletic shoes). Females need to wear a Sunday type dress and dress shoes. Girls' graduation gowns come with a collar.
- More information will be given to seniors at a senior meeting at the beginning of April and in a letter to parents of seniors at the beginning of May.

Chatt. State Middle College and Hamilton County High School for Young Adults

Hamilton County Department of Education offers a chance for students to enroll in two alternative high school programs. The Chattanooga State Middle College allows a student to take high school courses at Chattanooga State and attend high school on that campus. Information about this program can be obtained by calling the Middle High School at 697-4492. Students who want to get their diploma can possibly do so through the Hamilton County High School for Young Adults program. Questions about this program can be addressed by calling 344-1433.

Attendance

The attendance policy for the State of Tennessee allows a student five unexcused absences per year.

Regular attendance is essential for academic achievement. Recognizing that, the following procedures govern attendance at Sequoyah High School:

- Absences are recorded daily by block.
- Written excuses stating the reason for absences must be signed and dated by the parent or guardian and filed with the school the first day the student returns. NO EXCUSES WILL BE ACCEPTED AFTER 5 DAYS OF STUDENT RETURNING TO SCHOOL AFTER AN ABSENCE
- Absences may be excused for the following reasons:
 1. Personal illness – Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. Three parent notes per year will be accepted to excuse personal illness. Beyond three, a physician’s statement is required to excuse the absence.
 2. Death in Immediate Family – Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.
 3. Family Illness – Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician’s statement concerning the necessity of the student’s assistance.
 4. Religious Holiday – Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.
 5. Personal – Students who are absent for a good cause (such as a doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment.
 6. Approved School Sponsored Activities – Students shall be marked present when participating in a school-sponsored activity away from the school building.
- Excessive absences are governed by Tennessee State law, which requires that school officials report to the court and parent, guardian, or other person in a parental relationship with a child who is unlawfully absent from school for any five days during the school year (this means an aggregate of five days) without adequate excuse. After five days absence without adequate excuse, a student is referred to the social worker. The social worker will notify the

parents by written notice that their child must attend school on a regular basis. If after three days, the child continues to miss school or there is no response from the parents, a legal notice will be delivered by an attendance teacher. The legal notice will notify the parents that a petition is being filed in court charging a child with truancy or neglect against the parents. If the student continues to miss school after court consent, the petition will be sent directly to the Juvenile Judge. TCA 49-6-3007

- Tardiness will not be tolerated as it consistently distracts from the time spent on task. Each interruption takes away from the class concentration.
- Students who arrive at school after the beginning of the student school day shall be marked tardy, as shall students who arrive late to individual classes during the school day.
- Parents may check attendance/tardiness on Parent Portal. Detention will be assigned for chronic tardiness.

Dismissals

Dismissals during the school day are discouraged. Dismissals may be granted for doctor appointments, court appearances, funerals, or school activities. Bring a written request to the main office at the beginning of school. It must state your name, the time, and reason for the dismissal, your parent's signature (or guardian) and a valid telephone number where the parent or guardian may be reached for confirmation of the request. The secretary will verify all requests. Dismissals for reasons other than those listed will be handled individually by the administration. A parent or guardian must sign the student out in the dismissal book in the main office. Students being dismissed will be called to the office or sent for by an office aide. Do not come to the office and wait for someone to pick you up. ***No dismissals will be made by telephone.***

Absences, Make-up Work, and Student Grading

Students who are absent for all or part of the day must, upon their return to school, bring a note to each of their teachers stating the date(s) absent and reason for the absence. This note will serve as an admittance to class and should be signed by each of the student's teachers. Students are responsible for maintaining and presenting documentation for excused absences at attendance appeals.

Students are expected to be in school on a regular basis to achieve specific curriculum objectives and develop concepts adopted by Sequoyah High School. Teachers will provide information and help on assignments and permit the completion of work missed. Unexcused absences may result in homework assignments as make up work that receives reduced credit; reduction may not exceed 10%.

Make-up work resulting from any absence is the responsibility of the student and shall be arranged at the teacher's convenience. It must be completed within five school days of the absence. Teachers may provide additional time if extenuating circumstances warrant.

Arrival and Departure

Upon arriving at school students should go to the designated areas. Those areas will be the commons in building “B” and the cafeteria area in building “A”. Students may not move to other areas until the bell rings. Students are to leave the school promptly at the end of the day.

The School Board cannot be responsible for students left in the morning at school earlier than thirty minutes prior to the beginning time of school and for students who are not picked up by the time the last bus leaves in the afternoon.

Note: Additional information regarding students who drive will be in the section on parking.

Perfect Attendance

Perfect attendance is defined as being present in class each day. The only exception is school-sponsored activities. Any other absence, no matter how legitimate the reason, will not be considered. Reasons for absences are considered in determining excused/unexcused absences and during appeals but not for perfect attendance.

Attendance Incentive

All students will take exams except seniors in their final term who have a minimum average of 76, good behavior, and no more than two absences for the second semester in each class.

Grades/Scholastic Issues

Sequoyah High School is a part of the Hamilton County Department of Education; as such, our students meet the required courses for graduation as defined by the school board. Every student must earn the 28 credit specified in order to receive a diploma.

A. GRADUATION REQUIREMENTS (Class of 2013)

“All students will pursue a focused program of study preparing them for postsecondary study. While all students may not enter postsecondary training immediately following high school, they must be prepared for lifelong learning.”

P.3 High School Transition Policy

<u>Subject</u>	<u>Course/Credit</u>
English	4
Math	4 (Algebra I, Geometry, Algebra II and 1 advanced math,) Students must take math each school year.
Science	4 (Biology, Chemistry/Physics, and 2 other lab sciences)
Social Studies	3 (world history/world geography/world cultures/world studies, American history/American studies, and

**American government and economics) 3 JROTC credits
= .5 Govt.**

Wellness 1 or (2 credits JROTC)

PE .5 (JROTC)

Personal Finance .5 or (3 credits JROTC)

Foreign Language 2 (same language)

Fine Arts 1

Capstone experience such as senior project or service learning required.

Elective Focus 3

**REQUIRED 23 credits – traditional
28 credits - block**

* Students transferring to our system as high school students having passed Algebra I in the 8th grade will be advancing to Geometry, Algebra II and two advanced math courses.

Beginning with the class of 2013, an honors diploma will be awarded to students achieving the ACT benchmarks for success in all subject areas.

Beginning with the class of 2013, students attaining a B average and completing at least one of the following will be recognized as graduating with distinction:

1. Earn a nationally recognized industry certification
2. Participate in at least one of the Governor's Schools
3. Participate in one of the state's All State musical organizations
4. Be selected as a National Merit Finalist or Semi-Finalist
5. Attain a score of 31 or higher composite score on the ACT
6. Attain a score of 3 or higher on at least two Advanced Placement exams
7. Successfully complete the International Baccalaureate Diploma Programme
8. Earn 12 or more semester hours of transcribed postsecondary credit or its equivalent

EARLY GRADUATION – 7 semesters

Students who meet all requirements for graduation from a Hamilton County high school may graduate early with the following provision:

- Students who choose to graduate early must declare their intent to do so no later than the beginning of the term in which they plan to graduate.
- Once graduated, students may no longer participate in high school athletics or any other extra-curricular program.

- Participation in senior activities is at the discretion of the Principal.

E. EARLY GRADUATION – 6 semesters or less

Students who meet all requirements for graduation from a Hamilton County high school may graduate early with the following provision:

- Students who choose to graduate early must declare their intent to do so no later than the beginning of the term in which they plan to graduate.
- Student must complete the Capstone Experience requirement.
- Once graduated, students may no longer participate in high school athletics or any other extra-curricular program.
- Student is not eligible to be named valedictorian or salutatorian. Additionally, early graduates are not eligible for a senior award.
- Student may participate in current year graduation ceremony but cannot participate in cohort graduation.

Exceptional Education offerings

- Full inclusion services are offered in Math, English, and Science.
- Consultation is available in all academic and vocational areas.
- There is a focus on diploma capable students who can achieve in a fully integrated academic and technical program.

Grades and Grading

Sequoyah will be on a block schedule allowing students the opportunity to earn eight credits per year, four the first term and four the second.

Sequoyah reports each student’s progress on Parent Portal of Power Schools and report cards. Report cards will be distributed at the end of the nine-week grading period and at the end of the term (semester). The term (semester) grade is the final grade and is recorded on the permanent record.

The following grading scale is used in Hamilton County Schools:

Grades in Scholarship

<u>Letter Grade</u>	<u>Description</u>	<u>Number Scale</u>
A	Excellent	93-100
B	Very Good	85-92
C	Average	75-84
D	Below Average	70-74
F	Failing	0-69

The components of the assigned grades are as follows:

- Nine Weeks Grading Period
 1. 50% Tasks other than assessments and tests
 2. 50% Assessments and tests

- End of Term Grading Period- 18 Week Cumulative Average
 1. 40% Tasks other than assessments and tests
 2. 40% Assessments and tests
 3. 20% term Exam

Final Exam Retakes

If a student has a passing average before the final examination, the student has an option to retake the examination once if the examination grade would result in course failure. If the final exam is a state mandated exam which causes the students to fail the class, the student may take a teacher made exam one time for course credit.

Report Cards/Progress Reports

Grade cards will be provided to the parents each nine weeks. Progress reports will be issued every three weeks at the parent's request.

Incomplete Grades

Incomplete grades, excluding progress reports must be removed by the end of the next grading period.

Homework Policy

Sequoyah High School believes that homework is an integral part of a well-rounded education. Homework enhances learner understanding while fostering the character traits of responsibility and self-discipline which are essential for student success. Every student may expect some homework each night. The actual time may vary from student to student depending on student interest, motivation and assignment difficulty. It is expected that each student will see the relevance of this work and complete assignments to the best of his/her ability. This policy is based on research that supports the benefit of homework in assisting students to reach their highest levels of academic achievement.

Make-Up Work

Make-up work is the responsibility of the student. Excused absences (those meeting board policies) shall entitle students to make up missed work. Unexcused absences may result in homework assignments as make up work that receives reduced credit. Students must make up work at the teacher's convenience and shall have five days to complete those assignments, if the assignments were made while the student was absent. For work that was assigned prior to the absence, it is due upon the student's return to school. Request for make up work is the responsibility of the student.

After an excused absence, make up work shall receive up to 100% credit. Any work completed after an unexcused absence may have a credit reduction of 10%.

Out of School Suspensions

Out of school suspension days shall be treated as unexcused absences and work missed shall be evaluated at no less than 90% of its value for grading purposes. These days do not count against the student for the attendance policy.

Transfer/Withdrawal from School

Notify the Guidance Office the day before withdrawal when possible. Get your withdrawal sheet from the Guidance Office and have it signed by all appropriate teachers and staff. All debts, including textbook charges and cafeteria charges, must be paid. No records will be sent to another school until a student is properly cleared of all obligations.

Withdrawal from Class

If students have administrative approval to withdraw from class (es) during the first fifteen days of a term, no permanent record of class membership shall be made. The records of a student who withdraws from a class after 15 days will include either WA, WP, or WF. Withdrawal with approval will receive no academic credit or have any impact on rank. Withdrawal with approval is to be used by the principal for the student who is experiencing circumstances beyond his control which prevent continuation of the course. Withdrawal passing, which must be done before the eleventh week of the term, will receive no academic credit or have any impact on rank. Withdrawal failure is a WF and that grade will be entered on the computer and the permanent record. Those students that withdraw from a class will remain in the classroom in a Study Hall setting or be placed according to the administration. After the eleventh week, the student will receive an automatic "F" for the class.

Honors Courses

SHS has a fully implemented honors program. Honors courses will be open to all students, having no other requirements other than the normal pre-requisites. The criteria for such courses require that "honors courses substantially exceed the content standards, learning expectations, and performance indicators as approved by the State Board of Education." Three weighted points will be added to the final average for these courses.

Advanced Placement Courses

Students who choose to take advanced placement (AP) courses, and their parents, must be committed to the accelerated academic demands of the coursework and to taking the exam. Advanced placement courses for which students take the end-of-course national exam are eligible for five additional weighted points added to their final average. Seniors in honors or AP classes who are exempt from their exams will receive the additional three or five points.

Joint Enrollment Program

The Hamilton County Department of Education has established a joint enrollment program with Chattanooga State and UTC. This program allows high school students to earn college credit during the regular school year or during the summer. Admission to the program is contingent upon:

- A cumulative grade point average of 3.00 or higher or an "A" average in courses related to their elected course of work if their GPA is less than 3.00.
- The results of the English and Math placement test which will be administered by the college or university.
- ACT score of at least a 19 overall and a 19 in the area in which the class falls.

Costs are based on the prevailing per semester hour fee at the college, plus their usual application fee. This cost must be paid by the student and proof of payment presented to the guidance office during the first week of class. Sequoyah attendance policies apply to the joint enrollment programs. Dual enrollment students earn three additional points on their average.

Honor Roll

Sequoyah High School makes every effort to recognize those students who have excelled. Each grading period, a list of students who have demonstrated academic achievement is posted. The Star Roll is all A's. The Honor Roll is A's and B's. All subjects count toward these lists.

National Honor Society Membership Requirements

- 3.50 grade point average on a 4.0 scale.
- 5 faculty ratings.
- After induction, if grade average drops below 3.50, the student is placed on probation and is given one grading period to attain a 3.50 average. If the grade point is not attained, the student is dismissed from the National Honor Society.
- Administrative screening.

National Technical Honor Society Requirements

- Overall GPA of 3.0 or higher on a 4.0 scale
- GPA for technical program of major 3.25 or higher
- One or more faculty and/or staff recommendations
- Active involvement in student government, CTSO, civic, or service organization(s)

National BETA Club Membership Requirements

- Members shall be drawn from sophomores, juniors, seniors, and second semester freshmen.
- The scholastic requirement for membership in this chapter of the National Beta Club shall be a minimum of 3.0 cumulative grade point average on a 4.0 scale.
- 10 faculty ratings.
- A member of this chapter of the Beta Club may be dropped from membership if he/she is absent without justifiable reason from three regular consecutive meetings.
- A member may be dropped if the scholastic record falls below a "B" average for a freshman, sophomore, or junior or if there is more than one "C" for a senior.
- Administrative screening.

National Honor Societies and Beta Club Faculty Screening Guidelines

If you feel competent to judge on only one or two of the qualities, do so. Grade the ones with whom you have come in contact as 0, 1, 2, 3, or 4 according to the following scale, considering the criteria below:

- "4" Indicates that you consider the student outstanding and worthy of membership.
- "3" Indicates that you consider the student superior and worthy of consideration.
- "2" Indicates that you consider the student average, but worthy of consideration.
- "1" Indicates that you consider the student weak, not worthy of consideration.
- "0" Indicates that you consider the student undesirable as a member. (If you use this rating, you must explain under "remarks" on the rating form).

Consider the following criteria in making the evaluation:

- Service

- a. Willingness to render any service to the school and community when called upon.
- b. Willingness to do committee and organization work.
- c. Readiness to show courtesy by assisting visitors, teachers, and/or students.
- Leadership
 - d. Demonstrates leadership in classroom or organization work.
 - e. Demonstrates leadership in promoting school activities.
 - f. Successfully holds school offices or positions of responsibility.
 - g. Exemplifies positive qualities and attitudes.
- Character
 - h. Meets pledges and responsibilities to the school promptly.
 - i. Demonstrates highest standards of honesty and reliability.
 - j. Cooperates with school regulations.
 - k. Demonstrates concern for others.

Grade Point Averages

Student's grades will be averaged by both the alpha (4.0 scale) and the numerical scale. The alpha average will be used to determine the type of diploma and diploma seal awarded and will appear on the transcript as the grade point average. The numerical average will be used to determine the class rankings. Grade averages will be to the hundredth. Grades for valedictorian and salutatorian will be figured on a numerical scale.

Transfer Grades and Credits

A student who transfers to Hamilton County Schools with alpha grades will be allowed to petition the system from which he/she came for specific numerical grade (A form will be provided.). If there are no numerical grades available, Hamilton County school officials will choose the numerical middle of the previous system's letter grade if such is included in the records. If there are no numerical ranges given within the alpha scale, school officials will convert the grades in the following manner:

A = 97 B = 89 C = 80 D = 73 F = 50

Class Ranking

- Valedictorian - must have the highest numerical average, rounded to the nearest hundredth. The valedictorian's course selection for their four years of high school must include core courses from the highest level (any combination of Honors, dual enrollment, AP, and IB) offered in English, mathematics, social studies, and science at each high school. The valedictorian must be enrolled in the school from which he/she graduates at the beginning of the junior year.
- Salutatorian - must have the second highest numerical average, rounded to the nearest hundredth. The salutatorian's course selection for their four years of high school must include core courses from the highest level (any combination of Honors, joint enrollment, AP, and IB) offered in English, mathematics, social studies, and science at each high school. The salutatorian must be enrolled in the school from which he/she graduates at the beginning of the junior year.

- For determining valedictorian and salutatorian, only ninth grade students may repeat a course to improve their numerical average. The highest grade earned in a course that has been repeated will be used in determining a student's grade point average and class rank for all other purposes other than determining valedictorian and salutatorian.
- The Valedictorian and Salutatorian will be declared at the end of the fall semester of the student's senior year for media and scholarship purposes. Speakers at graduation will be taken from this group.

Weighted Grades

In accordance with guidelines established by the Tennessee State Board of Education, specific procedures must be in place for the application of courses to be defined as honors (to include joint enrollment and National Industry Certification) courses in Hamilton County schools.

Additionally, the State is specific that Advance Placement and International Baccalaureate courses must incorporate the learning objectives and course descriptions as defined by the College Board or International Baccalaureate Agency.

In grades 8-12, credit-bearing courses will be developed at the system level (by teachers from the schools) for honors offerings in the core classes (English, math, science, social studies and levels 3 and 4 of foreign language).

In Hamilton County, all courses that are approved as honors (excluding joint enrollment college requirements), National Industry Certification, Advance Placement, and International Baccalaureate will be open and accessible to all students. NO criteria for eligibility or enrollment will be defined, other than appropriate course sequenced prerequisites.

Weighted counts, either 3 or 5 as specified, will be added to the final average. Addition of weighted points will be done at the district level in SASI.

New Honors applications (including dual enrollment courses) are required to be submitted to the Assistant Superintendent for Curriculum and Instruction annually no later than March 15th of each year for review by content directors and principals.

All honors (including dual enrollment), NIC, AP, and IB courses will be submitted annually in May to the Board for approval. Course code numbers will be assigned at the district level in SASI.

- HONORS COURSE – 3 ADDED POINTS

Honors course designation can be sought by application for courses in the following areas: mathematics, science, English, foreign language, social

studies, all college joint enrollment courses, career and technical courses, and such special courses as applied for and approved by the State.

- **NATIONAL INDUSTRY CERTIFICATION - 3 ADDED POINTS**

Career and technical courses in which students take the nationally recognized examination specific for the course.

Seniors in honors (including dual enrollment), NIC, AP, or IB classes who are exempt second semester from their teacher made final exam will receive the additional appropriate 3 or 5 points.

To reiterate, the Hamilton County grading requirement: *A grade of 100 is the highest recordable grade for a course assigned by a teacher.*

The State provides that “assigning additional quality points above 4.0 for honors courses, AP, IB, and NIC courses is NOT allowed for the purpose of determining eligibility for the lottery scholarship.”

Early Graduation – 7 semesters

Students who meet all requirements for graduation from a Hamilton County high school may graduate early with the following provision:

- Students who choose to graduate early must declare their intent to do so no later than the beginning of the term in which they plan to graduate.
- Once graduated, students may no longer participate in high school athletics or any other extra-curricular program.
- Participation in Senior activities (other than the Senior trip) is at the discretion of the Principal.

Early Graduation – 6 semesters or less

Students who meet all requirements for graduation from a Hamilton County high school may graduate early with the following provision:

- Students who choose to graduate early must declare their intent to do so no later than the beginning of the term in which they plan to graduate.
- Student must complete the Senior Project/Service Learning requirement.
- Once graduated, students may no longer participate in high school athletics or any other extra-curricular program.

- Student is not eligible to be named valedictorian, salutatorian or a senior award.
- Student may participate in current year graduation ceremony but cannot participate in cohort graduation. Diploma will be held until conclusion of the graduation ceremony.

Conduct

The Personal Responsibility of Sequoyah High School Students

As a student of Sequoyah High School, you are expected to be aware of and to accept your individual responsibilities in the following areas:

The Teaching/Learning Process

You deserve the best instruction that Sequoyah High School is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve the best of your ability, you must cooperate with the teachers.

Personal Relationships

Each student is expected to show respect for the rights and feelings of his fellow students and to behave in such a way as to draw the respect of others toward him/her. Courteous treatment is encouraged. Tolerance of differing beliefs and appearance is essential. Dangerous practices such as pushing and scuffling are discouraged. *Hazing is strictly prohibited.* Displays of affection between students during school are inappropriate. Students are expected to obey instructions from any school employee who is in performance of his/her duty and to address all adult staff members with respectful words and tone. *Students are responsible to all teachers at all times.* Teachers have supervisory authority and responsibility in all areas of the campus while at school or at school sponsored functions. Official visitors, whether observers, speakers, or entertainers are considered honored guests and will be treated with courtesy and respect.

Responsibility for Your Own Actions

You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibilities as a student citizen of Sequoyah. If you choose to follow the bad example set by a few of the other students, you will be held responsible for your actions and your actions only. *The decision will be yours, and so will the consequences.* Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

If you encounter problems in dealing with other students, it is recommended that you consult an administrator, guidance counselor or teacher.

Care of School and Personal Property

A school building is not a school until students occupy it. When a building becomes a school, it takes on character and meaning and expresses itself to the student body and visitors in relation to the respect it is given by the students.

We feel it is a matter of personal and school pride that each and every student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone. This commitment includes using the common sense approach. Trash belongs in trashcans, gum and graffiti have no place on the floors or walls, and the furniture and equipment in our school are for your use and not abuse.

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students must turn in the book (identified by book number), which they are issued. Students will not be issued a replacement book until a lost/damaged book has been paid for.

Students who disfigure property, break windows, or do other damage to school or personal property or equipment will be required either to pay for the damage or replace the item.

Students should not be on campus unsupervised. At the end of the school day, students should leave the campus promptly unless supervised by a faculty or staff member.

Students should limit items brought to school to those items necessary for school activities. The administration is not responsible for unnecessary items brought to school which are lost or stolen. Theft should be reported to the office to aid in the recovery.

General Guidelines for Student Conduct

- Students should not congregate in the halls preventing flow of traffic.
- All students must park in the area provided and only with the appropriate permit.
- No students will be permitted to leave campus without an excuse from the office.
- Students must return cafeteria trays to the appropriate area. Any litter from the student lunch is to be taken to the container for trash. Tables should be left in a clean and orderly condition after use. Do not leave books or purses on tables.
- *No student will be permitted to go into the parking lot without authorization from the office.* Students in parking lot without permission from the administration are subject to suspension.
- Students should not enter the hall without permission from the immediate supervising teacher.
- Student couples should conduct themselves in a manner that is respectable for the school and the students. No displays of affection (such as embracing or kissing) will be permitted at school.
- *Students are not allowed to sit in their cars after arriving at school.* Each student should leave the car upon arrival and enter the building.
- Visitors are not allowed on campus unless they have been given permission from the main office. Students should not encourage visitors during any part of the school day.
- Students should be prepared for class each period with appropriate books and materials. Students are to follow directions of the teacher the first time asked. No responsibility supersedes this one.
- Students are to refrain from inappropriate language.
- Possession or use of tobacco products in any form in the building, on campus, or during school-sponsored events is prohibited.

- *Students are to show proper respect towards faculty and staff at all times.*

Class and School Conduct

- Students are to abide by the class rules initiated by the teacher.
- Students are under the jurisdiction of all teachers when in the halls, at lunch, during assemblies, extra-curricular events, field trips, etc.
- Leave property of others alone.
- Possession or use of tobacco products in any form is prohibited.
- Tardiness will not be permitted at any time unless the student has a written excuse from the teacher or administrator causing the tardiness.
- The teacher, not the bell, will dismiss the class.
- The rules for behavior are the same when a substitute teacher is present.

Lunch Guidelines

Students will have lunch between second and third blocks. Out of consideration for others, please clean up after yourself. Students are to return all dishes, trays, silverware, and trash to the appropriate areas. Coke machines and snack machines are not to be used during the lunch period.

Students will be allowed in designated areas in and around the building of which they will be made aware. The areas in use will be determined by the administrators on a daily basis dependent on such factors as the weather, etc. The cooperation of students is required to continue the one lunch program.

DISCIPLINE

Discipline Consequences

A student who for any reason neglects or refuses to abide by the educational standards of the school or whose conduct is detrimental to the school may expect to receive such treatment as, but not limited to the following:

- Suspension from extra-curricular activities
- After school detention (given one day notice)
- Removal from class with loss of credit
- Parent-student conference with administration
- Saturday school
- Suspension from school
- Suspension of parking permit and driving privileges
- Parents have the option to attend student's classes in lieu of suspension.
- Assignment to alternative school
- Suspension to Soddy Daisy Zone Discipline Committee
- Expulsion from school by the Hamilton County Department of Education

Discipline for Rule Violations

Repeated violations of minor rules or serious violations might result in a student being removed from the school environment. A list of offenses that might result in suspension or expulsion follows:

- Willful and persistent violation of school rules or truancy.
- Immoral/disreputable conduct or vulgar/profane language.
- Violence, or threatened violence, against a person or any personnel attending or assigned to the school.
- Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school.
- Marking, defacing, or destroying school property.
- Possession of pistol, gun, or firearm, real or look-alike, on school property.
- Possession of a knife or other weapon(s), as defined in TCA 39-17-1301, on school property.
- Possession of any chemical, such as tear gas or mace, which has the capacity to injure or make an individual defenseless.
- Assaulting a school administrator or teacher with vulgar, obscene or threatening language.
- Unlawful use or possession of any item which federal law prohibits dispensing without a prescription from a licensed doctor, dentist or veterinarian.
- Inciting, advising, or counseling others to engage in any of the acts listed above.
- Any other conduct, prejudicial to good order or discipline in the school. Any principal or principal/teacher of any public school in this state is authorized to

suspend a pupil from attendance at such school, including its sponsored activities, or from riding the school bus, for good and sufficient reasons.

Before a student is suspended, he/she is to be informed of the accusations, the basis of the accusation, and given a chance to respond. A suspension may be short-term (10 days or less) or long-term (more than 10 days). Short-term suspensions may not be appealed. Long-term suspensions may be appealed to Soddy Daisy Zone Disciplinary Committee. The principal or his designee shall make a reasonable effort to contact the parents or guardians of a suspended student. If the parents cannot be contacted, the suspended student shall be supervised at school until time for his/her normal transportation. The principal shall notify the superintendent, attendance officer, and parents or guardians in writing when a student is suspended. A conference with the student, his/her parents or guardian, and the principal or his designee shall occur before a suspended student may be readmitted to school.

Student Dress Code

Student dress and grooming shall be modest, moderate, and decent. Apparel, accessories or appearance should not interrupt the educational process. In matters of opinion, the judgment of the principal and staff shall prevail. Any student failing to comply with this will be counseled on an individual basis. If it is deemed necessary to take action to correct the problem, appropriate measures will be taken.

- All items listed below must be size appropriate.
- See through garments are not permissible.
- Wearing apparel or accessories may not have writing, pictures, or advertisements that depict drugs, alcohol, tobacco, sex, or other inappropriate material. Symbols, pictures, or word messages that are considered profane, vulgar or offensive will not be permitted.
- A violation exists if a student wears an inappropriate shirt as an undershirt and the outer shirt is unbuttoned to expose the inappropriate undershirt.
- Undergarments are not to be worn as outer garments nor should they be visible.

Shoes: In order to comply with health and safety regulations, all students **must** wear shoes.

Shorts: Shorts are allowed as long as the length is no shorter than 2" above the kneecap while standing.

Pants: Jeans are permissible. Pants may be dress slacks, cotton twill, or corduroy. Pants must not have holes above the 2" mark holes and should not be larger than one inch in diameter. Sagging is never permitted. Pajama pants are not permitted.

Skirts/Dresses: Skirts or dresses must be no shorter than 2" above the kneecap while standing. Splits in skirts or dresses must not be above the 2" knee mark while standing.

Tights/Leggings: Tights and leggings are **not** to be worn as pants. Tights/Leggings will be allowed under pants, skirts or shorts that are near the 2" mark to satisfy the requirement of modesty.

Shirts/Blouses/T-shirts: Shirts/blouses/t-shirts must be modest with no visible cleavage, and be long enough to be tucked in. *Bare-midriiffs, racerbacks, spaghetti straps and tank tops are not permissible.* Shirts/blouses/T-shirts must conform to the bulleted items above.

Hats: Hats, caps, hoods, and toboggans are not to be worn inside the building.

Buttons/Pins: Only those related to school sponsored activities will be allowed.

Jewelry: The wearing of jewelry must not detract from the learning environment nor be deemed a safety concern. No chains or spike collars will be permitted.

Hair: A hairstyle must not disrupt the educational process, nor pose a safety hazard. Hair may not be of a color, style, or cut that draws undue attention to an individual.

Make Up: Make up must be appropriate and not disruptive to the educational process. Visible writing or drawing on the body is not permissible.

Sunglasses: Sunglasses are not allowed in the building unless prescribed by a physician.

Note: Any dress apparel or jewelry worn to school that indicates *gang affiliation*, or could be interpreted as having *gang affiliation*, is prohibited.

Career and Technical class requirements may supersede the school wide dress code. The administration reserves the right to add or delete dress code regulations (or items) in order to maintain safety and preserve the educational environment.

Cheating

Cheating at Sequoyah High School will result in the following policy being applied:

1st offense: Zero grade on test or work; notification sent to the office.

Notification to parents by teacher.

2nd offense: Zero grade on the test or work; referral to the office.

Notification to the parents and disciplinary action.

Cell Phones/Beepers/Pagers/etc.

Students will be allowed to have the above devices in their possession. Usage will be allowed only during non-class time, such as before school, during class change, lunch, and after school. *Use of any communication device during scheduled class time is not allowed.*

A student should turn over to any school official upon request the device in question. Discipline may include, but not be limited to, the device being held the rest of the day, detention, device being held until parental pick-up, and/or suspension.

Disruptive Materials

Students are prohibited from bringing the following items to Sequoyah High School as they are considered disruptive to the educational process:

1. I Pod's, CD players, MP3 players
2. Head Sets
3. Video Games
4. Collectable Cards
5. Skateboards
6. Musical Instruments

Note: Other items that may be considered disruptive by the administration, faculty, or staff are NOT to be brought to school.

Possession or Use of Tobacco Products

- Use or possession of tobacco products on school property may result in a citation to appear in Juvenile Court. TCA 39-17-1505
- The act may also result in suspension.

Hall Conduct

The intermission between classes is provided for students to go to the restroom, vending machines and for the arrival to the next class on time. Excessive noise, running, etc. is forbidden.

All students must have permission from an administrator or teacher to be in the halls. This applies to Student Council members, annual and newspaper staff, student aides, students with early dismissal permission and any student who finds it necessary to enter the halls. Any student in the halls without permission will be subject to disciplinary action.

Bullying

Bullying will not be tolerated on school property, at a school function, or on the school bus. Bullying shall mean repeated and deliberate harassment and/or violence against a student perpetrated by another student or group of students. Bullying includes, but is not limited to:

- Physical violence
- Taunts, name-calling, or ethnic, racial or gender based verbal abuse
- Threats, intimidation, or extortion
- Conduct which creates a hostile or offensive learning environment

A student who commits an offense under this policy shall be disciplined appropriately, including but not limited to suspension.

Hazing

Hazing will not be permitted on school property, at a school function, or on a school bus. Hazing shall mean a deliberate act, or any act, which exhibits a disregard or indifference to the consequences:

- By one student, acting alone or with others, which is directed against any other student endangering the mental or physical health, safety of the student or
- Coerces a student to endanger another's physical health or safety.

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

A student who commits an offense under this policy shall be disciplined appropriately, including but not limited to suspension and/or dismissal as a member of the organization.

Threats, Intimidation, or Extortion

- Any student who, either verbally or in a written form or printed communication, maliciously threatens to accuse another of a crime, offense, or immoral act or to do injury to the person, reputation or property of another with intent thereby to extort any money, property or pecuniary advantage whatsoever or to compel the person so threatened to do any act against his will shall be reported to local law enforcement officials.
- The act may result in suspension or expulsion.
- Any threat to do harm to another individual or self will be taken seriously.
- Depending on the circumstances, a student who has threatened harm to others or self may be:
 - a. Referred to appropriate law enforcement authorities and/or
 - b. Required to obtain a release to return to school from a psychologist or a psychiatrist.

Criminal Trespass/Trespass in a School Building

A student who trespasses in a building or any public school and who there engages in any disorderly conduct shall be reported to local law enforcement officials.

Disorderly conduct includes, but is not limited to:

- Defacing, damaging, or destroying property
- Drinking intoxicating beverages or being in a drunken condition
- Engaging in any action that constitutes a breach of the peace
- Refusing to comply with lawful directions of school personnel including a request to leave the school premises

Gang Related Activity

Unlawful gang related activity will not be tolerated within the Hamilton County School System. If such activity is known or suspected to be active, local law enforcement officials will be notified. Principals have the authority to prohibit students from wearing, while on school property, any type of clothing, apparel or accessory, which denotes such student's membership in, or affiliation with, such activity. A student who *intimidates or threatens* students, teachers, and/or any other school employee, *or acts in any way prejudicial to acceptable discipline, law and order within the school* because of a gang related activity, will be immediately suspended and shall be reported to local law enforcement officials. The school shall make a reasonable effort to immediately contact the parent or guardian of the suspended students.

Examples of Such Acts or Activity Which Could Intimidate or Threaten:

1. "Showing of colors"/ apparel
2. Communication through hand signs or language
3. Written communication; i.e. gang alphabet or any symbols, etc.
4. Tattoos
5. Improper male/female conduct
6. Bullying

7. Any other unlawful act so indicated in the Hamilton County Code of Conduct.
8. Gang related acts may result in suspension or expulsion.

Sexual Harassment of Students

Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee law.

Sexual harassment toward any student by an employee, other student or an individual associated with the school system is forbidden. Sexual harassment shall be defined as conduct, advances, gestures, and words of a specific nature or words which are commonly accepted to have a sexual connotation. Students who believe that they are victims of sexual harassment shall report such activity to a school administrator or a school guidance counselor.

The school system will take such disciplinary action as it deems necessary and appropriate, including warning, suspension, or immediate discharge, to end harassment or sexual harassment and prevent its recurrence. This act may result in expulsion.

Note: Further information is in the policy section of this handbook and a copy of the entire policy is on file in the principal’s office.

Bus Procedures and Regulations

It is important to remember that the bus drivers are in complete charge of the pupils on their buses, and their instructions must be followed at all times. Bus drivers are authorized to assign seats. Smoking or eating is not allowed on the bus. Offenses will carry the same punishment as similar offenses at school and may result in loss of transportation privileges.

Hamilton County Department of Education Recommended Discipline for Misconduct on Bus
The following are recommended guidelines, subject to the principal’s discretion, based on the severity of the offense(s):

Violation	1 st Offense	2 nd Offense	3 rd Offense
Getting out of seat.	Conference with student	Notice to parents	Principal administer punishment
Destruction of Property	Payment of damages and day bus suspension	Payment of damages and bus suspension for balance of the year	
Fighting/ assault	5 day bus suspension	10 day bus suspension	Bus suspension for the balance of the year
Pushing/tripping	Notice to parents	3 day bus suspension	5 day bus suspension
Excessive mischief	Notice to parents	3 day bus suspension	5 day bus suspension
Use of tobacco	10 day bus suspension	Bus suspension for the balance of the year	
Eating or drinking	Notice to parents	3 day bus suspension	5 day bus suspension
Littering	Notice to parents	3 day bus suspension	5 day bus suspension
Rude/discourteous	Notice to parents	3 day bus suspension	5 day bus suspension
Unacceptable language	Notice to parents	3 day bus suspension	5 day bus suspension

Disobeying driver	Notice to parents	3 day bus suspension	5 day bus suspension
Throwing objects	Notice to parents	5 day bus suspension	10 day bus suspension
Sticking hands or head out window	Notice to parents	3 day bus suspension	5 day bus suspension
Yelling or hollering	Notice to parents	3 day bus suspension	5 day bus suspension
Alcohol or drugs	Dealt with according to school policy on alcohol and drugs		

Multiple offenses of any nature will be treated as second and/or third step offenses. Verified handicapped students will be subject to these punishments, if the handicapping condition does not cause the misbehavior as determined by an appropriate IEP Team prior to punishment and after consultation with the behavior management staff.

Corporal Punishment

In all, but those acts of misconduct that are extremely anti-social or disruptive could result in the use of corporal punishment. It is not intended to be used as a first method of discipline, but after other methods have used to modify a student’s behavior. Corporal punishment will be administered in the presence of a second school official or teacher as a witness. The witness will be informed beforehand and in the student’s presence of the reason for the punishment to allow the student to protest spontaneously, but there is no requirement that the student be afforded a formal opportunity to present his side to the witness. TCA 49-6-4103

Use of Police at Sequoyah High School

It is Hamilton County School Board Policy that the police are notified for Zero Tolerance violations, fighting and theft. The administration at SHS has the responsibility for dealing with student discipline violations. We will make every effort to do so in- house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, when students or parents refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will not hesitate to call the police and initiate arrest and prosecution proceedings.

Off Campus Conduct

A student may be suspended for conduct away from school if:

- The conduct results in a felony charge and the student’s presence in school poses a danger to persons or property or disrupts the educational process.
TCA 49-6-3401(a) (12)
- There is a relationship between the conduct and school setting such that there is a significant possibility of disruption of the educational process.
- The conduct results in the student being impaired or exhibiting inappropriate behavior at school, on a school bus or at a school function.

Washington Alternative Learning Center

This center serves Hamilton County School students who have violated school rules, conduct, and/or attendance related infractions at their home school. The principal

determines recommendation for placement to the school after reviewing the student's disciplinary record. This recommendation, along with a review by the Department of Education of the student's record, may result in placement.

While attending the Alternative School, the student is not permitted to attend school activities or be on school grounds. He or she must also meet academic and behavioral standards set by the staff of the Alternative School. Parents or guardians are responsible for providing or arranging transportation to the Alternative School. All assignments to the alternative school must be completed before the student returns to SHS.

Expulsions

The Board of Education may expel students when the progress or efficiency of the school makes it necessary. In case of a verified handicapped student or SED student, the school system may temporarily place the student on a homebound program until a more appropriate program is designed, Rules and Regulations 0520-1-5-3. 016(-1-3.09) (3-viii-II). The Board, however, shall not, nor shall the Superintendent, make any distinction whatever on account of or by reason of the race, color, creed, or national origin of any pupil who may be in attendance or seek admission to any public school maintained by the district in the determination of, or the recommendation of, action under this policy.

Zero Tolerance

According to state and federal law, a student who commits a zero tolerance offense is expelled for one calendar year, unless modified by the Superintendent. This includes offenses on school properties, including buses and at school-sponsored activities. All violations will be reported to local law enforcement.

The following are zero tolerance offenses:

- Possession of a firearm, explosive device, poison gas device, bomb, or similar device.
- Illegal possession of a controlled substance or drug.
- Striking a teacher, principal, administrator or any other employee of the Hamilton County Department of Education or an SRO

The following offenses may result in at least a calendar year suspension:

- Possession of a knife or any device capable of inflicting injury to another individual.
- Possessing, transferring or receiving drug-paraphernalia, non-prescription drugs or "look-alike" drugs.

Alcoholic Beverages

Sequoyah High School will do everything in its power to provide a drug-free environment.

- The sale of alcohol on school property, a school bus, or at a school-sponsored activity shall be reported to law enforcement.
- A student possessing or using alcohol on school property, a school bus, or at a school sponsored activity shall be suspended for at least twenty days. Any portion of the suspension may be held in a probationary status provided the student and

- parent enter an agreement to become involved in the Chemical Awareness program of STARS or its equivalent.
- Upon the second offense for the use or possession of alcohol, the student will be suspended for a minimum of eighty-five days.
 - Upon the third offense, the School Board shall expel the student.
 - Possession shall mean legally controlled alcohol found on a student or in a student's personal belongings, locker, or vehicle.
 - Cumulative infractions- In the event a student is guilty of an infraction for use and/or possession, the second infraction, whether or not of a different nature, shall be counted as second infraction for the same type of offense in determining the punishment. The infractions shall include the student's entire school career.
 - SALE, TRANSFER OR RECEIPT- Any student who shall sell or transfer to another person or receive alcohol upon school property, on a school bus, or at a school-sponsored activity, shall be suspended for a period up to eighty-five school days. Whether there has been a transfer will be determined by the facts of each situation. Any portion of the suspension may be held in a probationary status providing the student and parent enter an agreement to become involved in the Chemical Awareness program of STARS or its equivalent. If a second offense occurs, the School Board may expel the student from the school.
 - Any student expelled for alcohol offenses shall be referred to the Hamilton County Juvenile Court.

Other Matters Regarding Drugs

Any person who is found guilty by any court of using, possessing, or selling legally controlled drugs or alcohol in any unlawful manner off-campus or not at a school related function shall be subject to the same suspension as he would have been if the offense had occurred on school property. TCA 49-6-3401(a) (12)

If any person under suspension or expulsion shall attend a school function and be under the influence of drugs or alcohol, or be found to have legally controlled drugs or alcohol in his possession, or be engaged in the sale or other transfer or possession of legally controlled drugs or alcohol, his suspension and expulsion shall automatically be continued for an additional period equal to the period of his suspension or expulsion, except that if the infraction carries a greater penalty under this policy the additional penalty shall be that greater penalty.

A student applying for admission to a Hamilton County school from any other school who has been suspended or expelled for reasons covered by this policy shall not be admitted without a conference with the Superintendent or his designee, and a waiting period prescribed by the Superintendent or his designee which shall not be less than the minimum penalty required by this policy for such infraction, said waiting period to begin upon the date of the letter of application for admission or the date of the conference with the Superintendent.

A student who has been expelled by the School Board may not be readmitted except upon approval of the superintendent and the School Board, provided that this application for

readmission shall be heard at the last school board meeting before the end of the term of the suspension or expulsion.

All references herein to “school days” shall mean days during which the school is officially in session, and shall not count days during summer school.

A student who transfers any item which the student indicates is a “drug”, or transfers a “look-alike” drug, shall be subject to this policy.

Possession, transfer or sale of drug paraphernalia shall be treated the same as possession, transfer or sale of a controlled drug or alcohol.

Searches

Lockers and Storage Areas

When individual circumstances dictate, a principal may order that lockers and other enclosures used for storage by students, and other areas accessible to students, be searched in his presence or in the presence of other members of his staff. Individual circumstances which require a search may include incidents on school property, including buses, involving but not limited to, the use of dangerous weapons, drugs, or drug paraphernalia by students which are known to the principal or other staff members, information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the principal which give reasonable cause that drugs, paraphernalia or dangerous weapons are held on school property by one or more students.

Notices are posted in the school stating that lockers and other storage areas are school property and are subject to search.

Students and Containers

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 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:

- There are reasonable grounds for suspecting that a particular student has violated school policy.
- The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug.
- The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students.
- The scope of the search is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

- The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution.

Vehicles

A principal or his designee, or both, may search any vehicle, parked or otherwise, located on school property, if there is a probable cause to believe that the vehicle contains a dangerous weapon, drug paraphernalia or drug or contains evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body.

Field Trips

A student, his/her possessions or room may be searched while the student is on a school sponsored field trip. The reason for the search must be based on reasonable information or evidence that the student has violated or is violating a rule related to the trip.

Use of Animals

In order to facilitate a search that is found to be necessary, dogs or other animals trained to detect drugs by odor or otherwise may be used in conducting searches, but such animals shall be used only to pinpoint areas needed to be searched.

Metal Detector Searches/Administrative Procedures

1. Individual Students
 - A. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
 - B. If a school official has reasonable suspicion to believe that a particular student is in possession of contraband, he or she may conduct a metal detector check of the student's person and personal effects in accordance with 2D, E, and F below.
2. Procedure for Metal Detector Checks of Randomly Selected Student Groups
 - A. School officials may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, non-discriminatory manner utilizing random selection.
 - B. Before conducting the metal detector check, a school official will enter the classroom and explain the scanning process to students in the class.
 - C. A school official will check each student by visually searching the student's desk and then escorting the student with his personal effects into the hall to proceed with the metal detector check. A school official will closely observe students at their desks to make sure that no objects are removed from pockets or personal effects.
 - D. In the hall, the school official will ask the student to remove all metal containing objects from his/her clothing and personal effects. The school official will then scan, without touching his/her body, the outside of the student's personal effects. An official who is the same sex as the student will do the metal detector scan of the student's person.
 - E. If the metal detector is activated during the scanning of the student's effects, the school official will open the bag, purse, etc. and look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second chance to remove any metal containing objects from his or her person. If the metal detector is

again activated, a same sex official will conduct a pat down search of the student's outer clothing in the area where the metal detector was activated. The pat down search will be done in the presence of an adult witness and away from other students, if possible. If the official feels an object on the student's person, the student will be given an opportunity to remove the object.

- F. If the student refuses to consent to a pat down search or to remove an object from his or her person after a pat down search, school officials shall take steps to detain the student, if possible. Also, a school official shall immediately summon local law enforcement officers and apprise the responding law enforcement officers of all information in the school official's possession relative to the attempted search of student.

3. Refusal to Cooperate with School Officials

A student's (1) initial refusal to permit a metal detector check as this procedure, (2) a student's refusal to follow the check and search part of this procedure, (3) a student's refusal to permit a pat down search pursuant to this procedure, will be grounds for immediate disciplinary action including but not limited to suspension from school. If a student fails to permit a metal detector check, as provided in this procedure, local law enforcement officers shall be notified immediately.

4. Use of Stationary Metal Detectors

- A. Stationary metal detectors may be used to scan individuals attending a school function.
- B. If the stationary metal detector is activated the procedures listed in 2D, E, and F will be utilized to search the individual.

Internet Use Policy

We are pleased to offer our student's access to the school's computer network and access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission by getting the Internet Use Form signed. Students 18 and over may sign their own forms.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is a privilege, not a right. Access entails responsibility. Individual users are responsible for their behavior and communications over those networks. It is presumed that users will comply with district and school standards and will honor the agreement they have signed. These district standards are in the policy section of this handbook. Beyond clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing this network.

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

reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

The Hamilton County Department of Education Telecommunications Student Acceptable Use Policy For Internet and Electronic Mail Access is in the policy section of this book. The parent signing the appropriate form in the student's handout shows acceptance of this policy. This must be signed for the student to be allowed to use the Internet.

Students *hacking* into a school's computer system to access records, obtain information about other students, or just for the fun of it is a serious matter. Any type of unauthorized use of or access to the school's computer system or network will be grounds for discipline up to a recommendation that a student be permanently suspended from the school system. Also, a civil suit for damages to the computer system may be brought by the school system and the local prosecutor's office may charge the student criminally.

Discipline Plan

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

The guiding principal of this plan is that its purpose is not to punish, but to teach and encourage students to accept responsibility for their actions and decisions and to regard the rights of others with as much reverence as their own.

Disciplinary Procedures

A student who, for reasons known only to them, neglects or refuses to abide by the educational standards of the school or whose conduct is detrimental to the school may expect to receive such treatment as, but not limited to, the following:

Guidelines for Disciplinary Procedures for Misconduct

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Skipping Class	1.Parent Notified 2.Detention	Suspension to parents	Long-term suspension and/or placement at alternative school
Leaving school/Failure to arrive at school	1.Parent Notified 2.Suspension to Parent	Suspension to parents	Long-term suspension and/or placement at alternative school
Fighting	Police notified in all cases of fighting amongst students. Report taken, suspension to parents, and possible criminal charges		
Class Misconduct	1.Parent notified 2.Detention/Suspension	1.Letter of suspension conference 2.Suspension to parent	Long-term suspension and/or placement at alternative school
Use, possession or distribution of tobacco products	1.Citation and/or 5 days Tobacco Free Class 2.Parent notified 3.Detention/Suspension	1.Suspension to parent 2.Citation to court	Long-term suspension and/or placement at alternative school *Citation to court.
Disrespect to teacher or substitute	1.Parent conference 2.Detention/Suspension	Suspension to parents	Long-term suspension and/or placement at alternative school
Bus Problems	Dealt with according to Hamilton County Bus Conduct procedure		
Out of Place	1.Parent Notified 2.Detention	1.Detention 2. Suspension to parents	Long-term suspension and/or placement at alternative school
Forged Note	1.Parent Notified 2.Detention	Suspension to parents	Long-term suspension and/or placement at alternative school
Drugs/Alcohol	Dealt with according to Hamilton County Board of Education Drug Policy Possible criminal charges		
Possession of Dangerous or prohibited items	Parents notified and all cases dealt with by the administration on an individual basis. Possible criminal charges		

Tardiness	First through third tardy will be handled by the classroom teacher at their discretion, but will include parent contact. Three tardies equal one unexcused absence. On the fourth tardy in any nine-week period, the student will be referred to the office. Detention may be used on the first referral. Suspension is possible if the behavior continues.		
Failure to serve detention	Discipline doubled	Suspension to parents	Long-term suspension and/or placement at alternative school
Stealing	All thefts should be reported to the Assistant Principal. Police may be called depending on the severity of the incident. Parents notified and all cases dealt with on an individual basis. Suspension possible.		
Bad Language, Verbal, Written, or Gestured	Toward an adult employee-suspension to parents Student to student-detention and/or suspension to parents	Suspension to parents	Long-term suspension and/or placement at alternative school
Threats, Intimidation, Extortion and Harassment Note: Possible criminal charges	1.Parents notified and/or detention 2. Suspension to parents or superintendent	Suspension to parents or superintendent	Long-term suspension and/or placement at alternative school
Dress Code violation	1.Parent notified 2.Detention	1. Detention 3. Parents notified	Long-term suspension and/or placement at alternative school
Improper boy/girl conduct	1. Parents notified and/or detention 2. Conference/Warning 3. Suspension to parents or superintendent 4. Detention	Suspension to parents or superintendent	Long-term suspension and/or placement at alternative school
Damage to School Property Note: Possible criminal charges	1.Parents notified and/or detention 2. Suspension to parents or superintendent	Suspension to parents or Superintendent	Long-term suspension and/or placement at alternative school
Other Offenses	All other offenses will be dealt with at the discretion of the Sequoyah High Administration.		
Gambling Note: Possible criminal charges	1.Parents notified and/or detention 2. Suspension to parents or superintendent	Suspension to parents or Superintendent	Long-term suspension and/or placement at alternative school

*** These are guidelines only which may be used but are not required. Revocation of driving privileges may be used as a form of discipline for various infractions.**

Policy Section

Medication

All medication, including prescription and over the counter (even aspirin), must be left in the main office. Parents are required to sign a form authorizing the medication to be administered. Prescription drugs must be accompanied by a doctor's note. A log sheet will be initiated by a member of administration indicating that medication has been received.

Board Medication Policy

Medication should be limited to those required during school hours and necessary to maintain the child in school. Medications should be administered by school nurses or other non-medical school personnel designated by the school principal. Any student who is required to take medication during the regular school day must comply with the following regulations:

- A written permission form for medications will be provided to the school by the School Health Program Office. This form must be completely filled out and signed by both the parent and child's licensed healthcare provider.
- A new permission form must be provided to the school at the beginning of each new school year. The permission form must be updated by the child's licensed healthcare provider when there is a change in dosage or time of medication.
- Middle and secondary school students are permitted to bring medication to school provided it is taken to the office or clinic immediately upon the student's arrival at school.
- If medication is administered by non-medical school personnel, the school nurse will provide instruction on the proper administration of the medication.
- All medications will be kept in locked storage boxes that are available, or in acceptable secure locked locations in school.
- Any unused medication must be picked up by parent or legal guardian at the end of the school year. Unused medication that is not picked up on or before the last day of school or medication that has expired will be properly disposed of by the school.
- School nurses will monitor storage and proper documentation of medication administered on a regular basis to insure that medications are handled properly.
- All medications administered will be given in accordance with the above guidelines.
- Prescribed emergency medications to address life-threatening situations must be readily accessible to the student at all times. These may be in the student's possession or in a designated location as is appropriate to the situation (field trips, etc.) Examples of these medications include but are not necessarily limited to: asthma inhalers, epi-pens, glucose tablets, glucagons injection, benadryl and others.
- The school system retains the right to reject requests for administering medication that is not in compliance with the above guidelines.

Explanation of the Review of Services Process

The review of service is Hamilton County Department of Education's process for resolving conflict at the lowest level and to review services provided by individuals and/or programs. Review of service process should be handled within the school year of the incident. Only parties of interest will initiate reviews. Examples of initiators could be parents, guardians, and in some instances students. If the issue is not resolved at the lowest level, the process moves through the steps until it is resolved.

The process is as follows:

- Step 1: The Review of Services Form must be completed, signed, dated and given to the principal for review.
- Step 2: The initiator of the review meets with the person on whom the review is to be filed, to attempt to solve the matter informally.
- Step 3: The initiator meets with the principal and the person or program head being reviewed.
- Step 4: The review is taken to the appropriate school council.
- Step 5: The review is taken to the superintendent.
- Step 6: The review is taken to the Hamilton County Board of Education.

Release of students information under the "No Child Left Behind" Act

As of July 1, 2002, local schools under the Elementary and Secondary Education Act (ESEA) must provide to military recruiters, upon request, secondary students names, addresses, and telephone numbers. In the past, local schools, including SHS, released "directory information" to colleges, the NCAA, and other public institutions upon request. This is our notice to students and parents that this information is being released.

The ESEA Act also states, "A secondary school student, or the parent of the student, may request that the student's names, addresses and telephone listing not be released without prior written parental consent." SHS will give each student a form within the first two weeks of school that will let you "opt out" of public, nonconsensual disclosure of directory information, and you will have two weeks after that to return the form. After this, forms can be picked up and returned to the Guidance Office for parents and students wanting to not have their directory information disclosed.

Reporting Child Abuse

Child Abuse Hotline Number

1-877-54-ABUSE

Chattanooga Police Department
Child Abuse Department
Larry Guthrie
643-5428

Hamilton County Sheriff's
Department of Child Abuse
Brian Ashburn
209-8955

Child Protective Services
634-4000

Sex Offender Registry
Jimmy Clift
209-8948

Children's Advocacy Center
Forensic Interviews, Medical Examinations,
Counseling & Prevention Education
266-6918

Leslie Longshore
Assistant District Attorney
209-7400

Child Abuse Suspected

Tennessee law requires that any person who knows or has reason to suspect that a child has been abused must report the allegation to the toll-free hotline number or local law enforcement.

Remember, "has reason to suspect" means you have seen indications of abuse, the child has disclosed abuse, or you have a "gut" feeling something may not be right. It does not mean that you are certain that abuse has occurred. Reporting abuse, or suspected abuse, is actually a request for professionals to investigate further.

Taken from TCA 37-1-403

Failure to report child abuse is punishable by up to 11 months and 29 days in jail and a maximum fine of \$2500.00.

Grievance Procedure for Sexual Harassment Complaints Reporting Procedures

Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the central office locations.

- In each school- The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Assistant Superintendent for Personnel and the Assistant Superintendent for School Operations immediately without screening or investigating the report.

Student to student complaints should be reported to the Assistant Superintendent of Student Services and the Assistant Superintendent for School Operations immediately. A written report will be forwarded simultaneously to the Deputy Superintendent. If a complaint made by a student is verbally given, the principal shall reduce it to written form within 24 hours and forward it to the Superintendent and Assistant Superintendent of School Operations under a *confidential cover*.

- System-Wide- The HCDE School Board hereby designates the Superintendent, and/or his designee, to receive harassment reports or complaints of sexual harassment from any student, employee, or individual who states he/she is a victim of harassment or sexual harassment. The complaint shall be filed directly with the Superintendent of Schools and/or his designee.
- Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades, or work assignments.
- Use of formal reporting forms is not mandatory; however, a sample of the reporting form is attached to this policy.
- The school system will respect the *confidentiality* of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

Investigation and Recommendation

By authority of the school system, the superintendent or his designee, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by school system officials or by a third party designated by the Board of Education. The party making the investigation shall provide a written report of the status of the investigation within 20 working days to the Superintendent and Deputy Superintendent. The twenty (20) day period may be extended by the Superintendent or Board of Education if the investigation warrants the extension.

In determining whether alleged conduct constitutes harassment or sexual harassment, the school system shall consider the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school system shall take immediate steps to protect the complainant, students, and employees pending completion of an investigation of alleged harassment or sexual harassment.

The Investigator(s) shall make a final report including findings and recommendations for disciplinary actions, if any, to the Superintendent of Schools upon completion of the investigation.

School District Action

- Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as is appropriate based on the results of the investigation.
- The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint.
- The school system shall take such steps as are necessary to prevent recurrence of the harassment.
- The school system shall keep the complainant informed of the status of the complaint.

Title IX Coordinator
Dr. Marvin Lott
Hamilton County Department of Education
3074 Hickory Valley Rd
Chattanooga, TN 37421
(423) 209-8477

(Title IX prohibits sex discrimination against any participant in an educational program or activity)

HCDE: Telecommunications Student Acceptable Use Policy for Internet & Electronic Mail Access

The Internet and E-mail provides invaluable resources and communications to Hamilton County schools. Students accessing the Internet are representing the Hamilton County School System and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution.

Our goal is to provide Internet and E-mail access to facilitate resource sharing, innovation, and communication as a tool to promote educational excellence. As a condition of using Hamilton County Department of Education's telecommunications equipment, I understand that access to telecommunication networks (e.g. E-mail, the Internet) is a privilege and agree to the following:

Acceptable Use:

- The use of the Internet must be in support of education and research and consistent with educational standards and objectives of Hamilton County Schools.
- Transmission or storage of any material in violation of any U.S. or state regulation is prohibited. This includes copyrighted material, threatening, offensive, obscene, or material otherwise intended to harass or demean recipients must not be transmitted.
- E-mail accounts should be used for professional reasons and utilized in an ethical and lawful manner. *There is no expectation of privacy* when communicating over the network via the Internet or E-mail. Accessing personal E-mail accounts on the HCDE network is prohibited on the HCDE network, i.e. CompuServe, AOL. Student E-mail accounts have not been provided by HCDE; therefore, POP E-mail accounts such as Yahoo and Hotmail are acceptable E-mail accounts.
 - E-mail accounts should be used by the student as a learning and communications tool to promote educational excellence that is in support of education and research that is consistent with the educational standards and objective of HCDE. Students may use E-mail in a political campaign as long as the E-mail is part of instruction guided by a teacher.
- Private, commercial, or illegal use is prohibited. This prohibition extends to the use of the Internet or other electronic media equipment to access, store, or display pornographic or other offensive material.
- Programs that infiltrate computing system and/or damage software components are prohibited.
- Files, data, or information of others must not be improperly accessed or misused.
- User accounts must not be shared or left open and unattended.
- Backup copies and transfer of data between computers of documents and files are the responsibility of the user.
- Anonymous communications are not allowed.

- Security violations must be reported to the Principal/Department Director immediately.
- Personal information must be given out only in an instructional context or in the performance of the Hamilton County School's business.
- Remote access to the HCDE's network is not allowed unless approved in writing by the Director of Information Services.
- Any downloaded material must be in support of education and research consistent with educational standards and objectives of Hamilton County Schools. To prevent viruses to the HCDE equipment, prior to downloading, be certain the antivirus software has been updated with the latest files. Download only software of which you have a legal right to download. If a download is going to require excessive bandwidth of the network, obtain permission from the Principal/Departmental Director before proceeding with the download.
- Messages must be deleted regularly to conserve space. File or delete your sent items folder and empty the deleted items folder on a weekly basis. If you receive large files, delete them from e-mail after you have saved and confirmed that the files have been saved.
- Malicious attempts to harm or destroy hardware, software, or data are prohibited.
- Any action which violates existing board policy or public law is prohibited.
- Refer to the Website Design Guidelines and Policies document that resides on the HCDE Intranet website regarding school based website creation at <http://home.hcde.org>.

Note: Your child will be provided with this form at school to bring home for signature.

Hamilton County Department of Education
Telecommunications Student Acceptable Use Policy
For Internet & Electronic Mail Access

Hamilton County Department of Education has taken reasonable measures to prevent obscene and controversial materials from appearing on our network, but cannot completely control access to all inappropriate materials. Hamilton County Department of Education firmly believes that the valuable information, interaction and communication available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school system.

I have read and agree to comply with the Hamilton County Department of Education Acceptable Use Policy. As a user of the Hamilton County School System's computer network and the Internet, I hereby agree to comply with the HCDE Acceptable Use Policy Agreement while under the jurisdiction of the Hamilton County School System. I understand that any violations of these regulations are unethical, potentially illegal, and may constitute a criminal offense. Should I commit any violation, my access privilege may be revoked and disciplinary action may be taken up to and including suspension/expulsion. Deliberate misuse of hardware/software resulting in damage will be the financial responsibility of the parent/guardian.

As a Hamilton County Department of Education student your acceptance is implied by your use of Hamilton County Department of Education's equipment.

Student's Name (Please Print)

Location

Student's Signature

Date

As the parent or legal guardian of the student signing above, I grant permission for him/her to access networked computer services such as electronic mail (E-mail) and the Internet. I understand that he/she is expected to use good judgment and follow rules and guidelines in making contact on the telecommunications network (e.g. E-mail, the Internet). The Hamilton County Department of Education cannot be responsible for ideas and concepts that he/she may gain by his/her use of the Internet. I further understand that deliberate misuse by the student resulting in hardware and/or software damage will be the responsibility of the parent/guardian.

I understand and accept the condition stated and agree to hold harmless, and release from liability, the school and Hamilton County Department of Education.

Parent/Guardian Signature _____ Date _____

Student Name _____

School _____

Grade _____

Note: Your child will be provided with this form at school to bring home for signature.

Hamilton County Department of Education

Request Not to Film, Videotape, Photograph, or include on Website

Student's Name: _____
(Please Print)

Parent/guardian Name: _____
(Please Print)

Please chose one of the two options below and signify by placing your initials in the appropriate space and signing below.

_____ A. I will allow my child to be shown and/or identified in a film, videotape, photograph, or website made for media coverage of school events.

_____ B. I request that my child NOT be shown and/or identified in a film, videotape, photograph, or website made for media coverage of school events.

Signature: _____

Date: _____

Tennessee Department of Education Contact Information

Answers to many questions and much information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division Division of Special Education Tennessee Dept. of Education 710 James Roberson Parkway Andrew Johnson Tower, 5 th Floor Nashville, TN 37243-0380 Phone: 615-741-2851 Fax: 615-253-5567 or 615-532-9412	West Tennessee Regional Resource Center 100 Berryhill Drive Jackson, TN 38301 Phone: 731-421-5074 Fax: 731-421-5077	East Tennessee Regional Resource Center 2763 Island Home Blvd Knoxville, TN 37390 Phone: 865-594-5691 Fax: 865-594-8909
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Child Advocacy Group Contact Information

In addition to the state and local resources available to children and parents, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee is on the internet at <http://www.thearctn.org/>

44 Vantage Way, Suite 550 Nashville, TN 37228
 Phone: 615-248-5878 Toll-free: 1-800-835-7077
 Fax: 615-248-5879 Email: pcooper@thearctn.org/

Support and Training for Exceptional Parents (STEP) at <http://www.tnstep.org/>

West Tennessee 901-756-4332 Jeness.roth@tnstep.org	Middle Tennessee 615-463-2310 information@tnstep.org	East Tennessee 423-639-2464 Karen.harrison@tnstep.org
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Tennessee Protection and Advocacy (TP&A) at <http://www.tpainc.org/>

416 21 st Avenue South Phone: 615-298-1080 TTY: 615-298-2471	Nashville, TN 37212 Toll-free: 1-800-287-9636 Fax: 615-298-2046
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Tennessee Voices for Children at <http://www.tnvoices.org/main.htm>

West Tennessee (Jackson Area) Phone: 731-660-6365 Fax: 731-660-6372	1315 8 th Avenue South Nashville, TN 37203 Phone: 615-269-7751 Toll-free: 800-670-9882 E-mail: TVC@tnvoices.org	East Tennessee (Knoxville Area) Phone: 865-609-2490 Fax: 865-609-2543
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These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list, visit the Tennessee Disability Services- disability Pathfinder Database at <http://www.mingus.kc.vanderbilt.edu/tidir/dbdearch.asp>

On the web page, select your "county" and the "service" you desire from the drop down list and click "submit".

This information is provided as a service to individuals seeking additional avenues for help and information. The Dept. of Educ. does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.



HAMILTON COUNTY DEPARTMENT OF EDUCATION
3074 Hickory Valley Road, Building, Chattanooga, TN 37421 423-209-
MEMORANDUM

To: Parents or Guardians of Hamilton County Students
From: Robert Sharpe, Assistant Superintendent
Date: August 6, 2013
Re: FERPA and Financial Aid

Dear Parent or Guardian:

In compliance with the requirements of The Family Educational Rights and Privacy Act (FERPA), Hamilton County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow Hamilton County Schools to include this type of information from your child's education records in certain school publications. Examples include:

The annual yearbook
Honor roll or other recognition list
Graduation programs
Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, colleges, and universities. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Hamilton County Schools to disclose directory information from your child's education records without your prior written consent, **you must sign and return the following statement TO YOUR STUDENTS SCHOOL by August 30, 2013**

Please sign below and return this letter to the student's school immediately.

Your signature indicates your **denial of consent** for Sequoyah High School to grant access to directory information as defined above for _____

Print Students Full Name on above.

(Signature of Parent/Guardian)

Date

AFTER COMPLETION OF THIS LETTER, PLEASE RETURN IT TO Sequoyah High School

Sequoyah High School Staff 2013 – 2014

Anderson, Maria	Assistant Principal
Ashlock, Janet	Spanish
Barclay, James	Math
Becker, Sherrie	Bookkeeper
Brown, Derek	Mathematics/Science
Collins, Kathleen	Mathematics
Cooper, Chrissy	Economics/U.S. History
Cox, Ron	Masonry/Motorsports
Disheroon, Gwen	Psychologist
Dodson, Krista	College Access Counselor
Ferrell, Becky	English
Gaff, Debbie	Inclusion
Glass, LTC Scott	JROTC
Gossett, Steve	Auto Body
Grizzle, Chris	Carpentry
Hagaman, Kathy	Inclusion
Harding, Christeen	Inclusion
Hart, Stephanie	Child Care Assistant
Holland, Michael	CISCO Networking
Howard, Connie	Mathematics
Hutcherson, Emily	English
Jackson, Todd	Principal
Ketron, Inez	English
Kimball, Kathryn	Visual Art
Leighton, Channa	Reading Interventionist
Lewis, Edna	Child Care Assistant
Lively, Cheryle	Guidance Counselor
Lowrey, Anisa	Graduation Coach
Maynor, Cheryl	Office Assistant
McCampbell, Katrina	History/Economics
Mentgen, Shannon	Health Science
Morgan, Kristi	Early Childhood Education
Newby, Mel	Auto Mechanics
Patterson, Mary Reagan	Cosmetology
Pullin, Sarah	Child Care Assistant
Renfro, Chris	Welding
Roberts, Elizabeth	Nurse
Sisemore, Leisa	Educational Assistant
Sparn, Mary	Wellness
Standifer, Sheila	Secretary
Strauss, Meredith	Inclusion
Sullivan, Grant	Graphic Communication
Swallows, Stacy	Diesel Mechanics
Tompkins, Stephen	Science
TBA	Residential Wiring
Tuckniss, Susan	Science
Twitty, ISG Kim	JROTC
Vinson, Delores	English
Williams, Sheila	Cafeteria Manager