

# ***Ooltewah High School***



## ***2017-2018 Student Handbook***

*Principal:*

*Robin Copp*

*Assistant Principals:*

*Stephanie Allen*

*Bradley Jackson*

*Lesa Johnson*

*Marvin Smith*

*Dean of Students:*

*Donnie Mullins*

### **Ooltewah High School**

6123 Mountain View Road

Ooltewah, Tennessee 37363

Phone (423) 238-5221

Facsimile (423) 238-5871

Web Address: [www.ohs.hcde.org](http://www.ohs.hcde.org)

---

## **Mission Statement**

Ooltewah High School endeavors to develop the best students, who are knowledgeable, compassionate, lifelong learners prepared to actively participate as citizens in a global society.

## **STUDENT SERVICES PERSONNEL**

Administrative Secretary -Tonya Binder  
 Bookkeeper - Tracey James  
 School Resource Officer - Deputy Thomas  
 In-School Suspension – Desiree Smith  
 Receptionist - Angie Shumaker  
 Attendance Clerk - Kelly Diehl  
 School Nurse - Jennifer Finch  
 Cafeteria Manager- Holly Isaac (238-5396)

## **Guidance (423-238-5396)**

A – C Counselor - Frankie Possien  
 D – J Counselor - Kim Blackaby  
 K – Q Counselor - Rocky Chavis  
 R – Z Counselor - Tracy Manning  
 IB Coordinator - Erica Hitchcox  
 Registrar - Shelia Powell

## **Department Chairperson**

Athletic Director- Brad Jackson  
 Business Education/Vocational - Heidi Moses  
 Exceptional Education - Bridgett Fischer (238-5681)  
 English - Becky Evatt  
 Fine Arts - Joel Denton (238-9586)  
 Foreign Language Rachel Aldridge  
 Health and Physical Education - Ken Buchanan  
 Mathematics - Debbie Bates  
 ROTC - Paul Dean (238-5682)  
 Science - Dianne Kelehear  
 Social Studies - Matt Henson

Ooltewah High School is a fully accredited high school of the Hamilton County School System. It is accredited by the Tennessee State Department of Education, the Southern Association of Colleges and

---

Schools, the International Baccalaureate Organization and is a member of the Tennessee Secondary School Athletic Association. The school includes grades nine through twelve and offers a curriculum for the college bound student as well as for the student entering the work environment.

**WE BELIEVE...**

...that the student is the center of interest around which all activities revolve, providing an adequate program for physical, mental, social, and spiritual development.

...that the school can best meet the needs of the individual and the community by providing a varied curriculum..

... that the school should maintain an effective teaching corps that is alert and sensitive to the present and future needs of the child and community. The faculty should be versatile in fitting the instruction to the ability of the student and strive to teach and maintain high standards while showing care for all students.

... that the faculty should at all times consider the pupil's individual differences, needs, interests, temperaments, aptitudes, and environment and work cooperatively with each student. Students need to experience accomplishment through knowing how to work and through acquiring skills and interests that enable them to express creativity.

... that the faculty should participate with students in activities that require problem solving.

... that emotional stability and self-control are basic factors of individual growth.

... that our aims and efforts should be directed toward educating the person so he or she can adjust to a changing environment.

**To be an Ooltewah Owl is . . .**

To set and maintain high standards for one's self and one's school;

To strive to fully develop one's talents;

To work towards getting the most benefit from one's school years;

To work toward giving the most service to one's school;

To become an effective and helpful member of the community;

And, especially, to carry the Owl spirit into all phases of one's life, present and future.

**School Colors** - Red and Gray

**Emblem** - Owl

---

## Yearbook - The Owl

### Alma Mater

At the foot of White Oak Mountain,

Towering toward the sky,

Serving all who seek for learning;

Dear ole Ooltewah High.

Chorus:

Alma Mater! Alma Mater!

Loud her praises ring,

Of our dear ole Alma Mater,

We will always sing!

## SCHEDULE

### OHS Bell Schedule

Mon., Tue., Wed., & Thur.

<b>Block One</b>		7:15 – 8:33
<b>Block Two</b>		8:40 – 9:58
<b>Grad Focus</b>		10:05 – 10:45
<b>Block Three</b>		10:52 – 12:47
	1st lunch	10:52 – 11:17
	2nd lunch	11:22 – 11:47
	3rd lunch	11:52 – 12:17

---

	4th lunch	12:22 – 12:47
<b>Block Four</b>		12:54 – 2:15

### OHS Friday Bell Schedule

<b>Block One</b>		7:15 – 8:48
<b>Block Two</b>		8:55 – 10:28
<b>Block Three</b>		10:35 – 12:35
	1st lunch	10:35 – 11:00
	2nd lunch	11:05 – 11:30
	3rd lunch	11:35 – 12:00
	4th lunch	12:05 – 12:35
<b>Block Four</b>		12:42 – 2:15

### OHS PM Activity Bell Schedule

<b>Block One</b>		7:15 – 8:33
<b>Block Two</b>		8:40 – 9:58
<b>Block Three</b>		10:05 – 12:05
	1st lunch	10:05 – 10:30
	2nd lunch	10:35 – 11:00
	3rd lunch	11:05 – 11:30
	4th lunch	11:35 – 12:05
<b>Block Four</b>		12:12 – 1:30
<b>Activity</b>		1:40 – 2:15

### SCHOOL CALENDAR

Hamilton County School Calendar 2017-2018

OPENING DATE – AUGUST 3, 2017

SCHOOL DAYS – 180

CLOSING DATE – MAY 25, 2018

#### **1ST TERM – 86 DAYS**

August 3, Thursday	In-Service Day 1
August 4, Friday	In-Service Day 2
August 7, Monday	Registration
August 8, Tuesday	In-Service Day 4
August 9, Wednesday	In-Service Day 5
August 10, Thursday	First Full Day of School

---

September 4, Monday	Labor Day
October 6, Friday	Teacher Professional Development #1 (School-Based) NO STUDENTS End of 1st Quarter (41 days)
October 9 – 13	Fall Break
Oct 16 – Dec 1	Schools choose one extended day (3.5 hours) for Parent-Teacher Conferences
October 20, Friday	Report Cards
November 22 – 24	Thanksgiving Holiday
December 19, Tuesday	Last Day of Classes before Winter Holidays / Half-Day for Students
December 20, Wednesday	Teacher Professional Development
End of 2nd Quarter (42 Days)	
December 21 – Jan. 3, 2018	Winter Break

### 2ND TERM – 94 DAYS

January 4, Thursday	Teacher Professional Development #2 (School-Based)
January 5, Friday	Teacher Professional Development #3 (System-Wide)
January 8, Monday	School Reopens
January 12, Friday	Report Cards
January 15, Monday	Martin Luther King Day
Jan 29 – March 9	Schools choose one extended day (3.5 hours) for Parent- Teacher Conferences
February 19, Monday	Presidents' Day
March 16, Friday	Teacher Professional Development #4 (School-Based) End of 3rd Quarter (53 days)
March 23, Friday	Report Cards
March 30, Friday	Spring Holiday
April 2 – 6, Monday-Fri	Spring Break
April 11, Wednesday	Kindergarten Pre-Registration and Pre-K Applications
May 25, Friday	Last Day of School – Report Cards – End of 4 <sup>th</sup> Quarter (44 days) <b>BUSES WILL NOT RUN ON FRIDAY, May 25, 2018</b>

### Responsibilities of OHS Students:

The primary purpose of Ooltewah High School is learning. For this purpose, to be accomplished, every person - student and staff – must accept the responsibility for contributing to an appropriate teaching and learning climate.

As a result, we will:

- Respect the rights, worth and dignity of each individual.
  - Exhibit good behavior and manners, dress appropriately, and use appropriate language.
  - Come to school intending to learn.
  - Come to all classes with proper tools (books, pencils, etc.) and with all assignments completed by their due dates.
  - Be familiar with and adhere to all school policies and rules, and be willing to accept the
-

responsibilities that accompany rights and privileges.

- Attend school regularly and be on time to class.
- Treat others in a manner that builds them up rather than puts them down.
- Seek to make the school better for everyone by positive contributions.
- Represent the school with pride and good behavior, both on and off campus.
- Exhibit a sense of pride toward the school and exercise proper use and care of equipment and facilities.

## **GRADUATION REQUIREMENTS**

Revised May 2016	<b>Graduation Requirements</b>
---------------------	--------------------------------

<b><u>Subject</u></b>	<b><u>Credit Course</u></b>
English	4 English I, II, III, and IV
Math	4 Algebra I, Geometry, Algebra II and one Advanced Math. Students must take math each school year.
Science	3 Biology, Chemistry or Physics and 1 lab science. 1 Additional HCDE Science Elective.
Social Studies	3 World History and Geography, US History and Geography, Economics (.5) and US Government & Civics (.5).
Wellness	1
PE	.5
Personal Finance	.5
Foreign Language	2 (same language)
Fine Arts	1
Major Elective Focus	3
Capstone Experience	Elective credit may be earned

A satisfactory record of attendance and conduct is required for all graduates.

---

23 credits – Traditional (schools that offer 6 or 7 credits/year)

28 credits- Block (schools that offer 8 or 9 credits/year)

### **Additional Information**

- ROTC credit as substitution for required courses:

Traditional	Block
JROTC 1---No substitute credit	JROTC 1 & 2---Wellness (1), PE (.5)
JROTC 2--- Wellness (1 ), PE (.5)	JROTC 3----Personal Finance (.5), Government (.5)***
JROTC 3---Personal Finance (.5), Government (.5)**	

\*\*Substitute Government credit can only be given if the JROTC instructor is HQ in Government.

\*\*Substitute Government credit can be awarded in later courses but no earlier than JROTC 3.

- Major Elective Focus: 3 credits
  - (1) Math and Science.
  - (2) Career and Technical Education: State required program of study. The three courses must be in the same cluster.
  - (3) Fine Arts.
  - (4) Humanities.
  - (5) AP or IB: Any 3 courses or combination of courses above the core requirements.
  - (6) Intervention Academic Elective.
  - (7) Transition Elective Focus
- The Capstone Experience is a requirement. Elective credit may be earned but is not required. The Capstone experience includes senior project, internships, Work Based Learning, service learning (40 hour min.) and community service (40 hour min.)

### **Diploma Criteria**

**Regular Diploma:** Students who have fulfilled the requirements for graduation set by the State of Tennessee and the Hamilton County Board of Education as outlined above receive a regular diploma.

**Diploma with Honors:** According to guidelines set by the State Board of Education, students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with Honors.

**Diploma with Distinction:** According to guidelines set by the State Board of Education, students will graduate with distinction who attain at minimum a B average and complete at least one of the following: earn a nationally recognized industry certification, participate in Governor’s School, participate in one of the state’s All-State musical organizations, be selected as a National Merit Finalist or Semi-Finalist, attain a score of 31 or higher composite score on the ACT, attain a score of 3 or higher

---



on at least two advanced placement exams, earn 12 or more semester hours of transcript postsecondary credit, successfully complete the International Baccalaureate or Cambridge International Examinations Pathway to TN Diploma.

**Special Education Diploma:** A special education diploma may be awarded at the end of their fourth year of high school to students with disabilities who have (1) not met the requirements for a regular diploma, (2) have satisfactorily completed an individualized education program, and (3) have satisfactory records of attendance and conduct. Students who obtain the special education diploma may continue to work toward the high school diploma through the end of the school year in which they turn twenty-two years old.

### **Early Graduation**

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

### **Early College Admissions**

Early College Admissions Procedure (From TN Minimum Rules & Regulations)

To be considered for an early admissions program, the student shall:

- Earn a cumulative GPA of at least 95 through 3 years of high school.
- Earn an ACT (or equivalent SAT score) composite of at least 25.
- Submit a written request to the high school principal at the end of the junior year signed by the students and parents (TMRR).
- Be accepted into an early admission program by an accredited institution of higher learning.
- Not be required to participate in the high school graduation program.
- Complete school and system requirements for regular high school diploma.
- Transportation and tuition is the responsibility of the student.

### **Grading**

---

The Hamilton County Department of Education follows the Tennessee State Board of Education's *Uniform Grading System* which consists of the following:

<b>Uniform Grading System – Weighted for Advanced Coursework</b>				
<b>Grade</b>	<b>% Range</b>	<b>Honors Courses &amp; National Industry Certification</b>	<b>Statewide Dual Credit Courses &amp; Dual Enrollment Courses</b>	<b>Advanced Placement and International Baccalaureate</b>
A	93-100	May include the addition of 3 percentage points to the grades used to calculate the semester average	May include the addition of 4 percentage points to the grades used to calculate the semester average	May include the addition of 5 percentage points to the grades used to calculate the semester average
B	85-92			
C	75-84			
D	70-74			
F	0-69			

\* 100 is the highest grade that may be recorded for any graded component except for courses with weighted grades.

\*\* Incomplete must be removed during the next grading period.

## **Grade Point Average**

Hamilton County high schools may utilize two methods in calculating Grade Point Averages (GPA) for students.

The first method is a 4.0 scale. The 4.0 scale is defined in the Tennessee Uniform Grading System. This grading scale is used to calculate and determine a student's eligibility for the Tennessee Hope Lottery Scholarship. This state-recognized GPA will appear on the high school transcript for all Hamilton County graduates (TCA 49-6-407).

A second method for determining cumulative GPA may be calculated using weighted quality points. AP and IB courses will receive an additional weight of 1.0. Honors and Dual Enrollment will receive an additional 0.5. The weighted GPA may be requested by certain colleges and universities for admission requirements and scholarships. Assigning additional quality points above 4.0 for these courses is not allowed for the purpose of determining eligibility for the Tennessee lottery scholarships (SBE Rule 0520-01-03-.05).

## **Grade Calculations for Block Schools**

Grade Calculations for High School Courses without State End-of-Course Tests

Semester 1 (1<sup>st</sup> 9 weeks) and semester 2 (2<sup>nd</sup> 9 weeks) each 9-weeks grade counts 40% and the exam counts 20%.

## Grade Calculations for High School Courses with State End-of-Course Tests

For semester 1 (1<sup>st</sup> 9 weeks) grade counts 50%

For semester 2 (2<sup>nd</sup> 9 weeks) grade counts 50% (which is made up of 75% teacher

determined grades and the state End-of-Course test counts as TBA)

### \*Exam Exemptions (Does not include EOC)

A – May have 4 absences

B – May have 3 absences

C - May have 2 absences

Only school activity absences do not apply to this exemption.

### Components of the Quarter Grade

The grading formula for each nine-week's grade is as follows:

a. Instructional Tasks-----50% Teaching Assessment Tasks. These may include instructional tasks such as daily work, quizzes, teaching tasks, and problem/project based learning activities. Homework assignments should count no more than 10%.

b. Assessment Tasks----- 50% Performance and/or Assessment Tasks. Assessments may include summative unit tests, essays, performance assessments, constructed response tasks and problem/project based learning activities.

### Grade Classification

**Classification is based on number of credits earned not years attended**

Freshman – 5 credits or less

Sophomore – 6 credits

Junior – 12 credits

Senior – 20 credits

Ninth, tenth, and eleventh grade students must carry a minimum of eight subjects. Twelfth graders must carry at least seven subjects per year.

Every subject must be taken and passed in its logical sequence. A required course, which is failed, must be taken again and passed before a more advanced course can be taken. A school counselor can provide each student with an evaluation of credits earned; however, it is the student's responsibility to see that his program meets the graduation requirements.

---

## **Valedictorian and Salutatorian**

- 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 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 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.

## **Repeating Courses to Improve a Grade**

Students may repeat courses to improve their grade point average, provided that this is not for Valedictorian determination. For determining valedictorian, only ninth grade students may repeat a course to improve their grade point average. The highest grade earned in a course, which 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. There is no time limit on repeating courses for the single purpose of improving a GPA.

## **GUIDANCE SERVICES**

The Guidance Department of Ooltewah high School attempts to provide services to each and every student. The department provides a referral source for teachers, career counseling and information, academic counseling, social-personal counseling, graduation planning, financial aid and scholarship information, college catalogs and applications, follow-up information on graduates, and access to school records. In addition counselors serve as resource speakers for classes and as referral service for students with special problems. A College Access Counselor is available to students. Information on college requirements, tuition, scholarships, degrees offered, etc. is available to parents and students through a computer tracking program for all students.

## **EXCEPTIONAL EDUCATION**

The Exceptional Education Program at Ooltewah High is designed to insure that all students with disabilities receive an appropriate education in the least restrictive environment under the guidelines of Public Law 94-142. The inclusion teacher provides co-teaching and/or consultation for all eligible exceptional students within the school. Each student's educational program is determined annually by an assessment team (IEP-Team) composed of the student and his/her parents, the inclusion teacher, and at least one of the student's regular classroom teachers, as well as any other professionals or advocates whose input is vital to the success of the student. An IEP is developed for all eligible students.

---

Referrals for an evaluation of eligibility as a student with disabilities may be made to the exceptional education department by any of the student's teachers, the guidance department, the parent or student. All evaluations are confidential and no information is released to any other school system or other agency without written consent of the parents or the student if the student is of legal age.

## **ATTENDANCE**

According to the law (Tennessee Code Annotated 49-6-3001(c)) every parent, guardian, or other person residing in this State having control or charge of any child between the ages of six (6) and seventeen (17), both inclusive, shall cause such child or children to attend a public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided.

For attendance purposes, a high school student is required to be in attendance for a total of three (3) hours and fifteen (15) minutes in order to be counted as present in school according to Tennessee State law.

Any child who is habitually and unlawfully absent from school must be reported to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such manner as the judge may determine to be in the best interest of the child. The judge may assess a fine of up to fifty dollars (50.00) or five (5) hours of community service against the parents or legal guardians of Kindergarten through grade twelve (K-12) children if the child is absent more than five (5) days during any school year. (Tennessee Code Annotated 49-6-3007(f)).

### *Hamilton County Department of Education Board Policy (6.200)*

The following are legal reasons for excusing a student from attending school:

- Personal Illness- Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician's statement may be required.
- 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.
- 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.
- 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.
- Personal- Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian, and the principal or his designee is required.
- Approved School-Sponsored Activities- Students shall be marked present when participating in a school-sponsored activity away from the school building.

HCDE attendance procedures are as follows:

---

By law students must attend school daily. It is the parent's responsibility to report all absences to the school. HCDE will allow parent/guardian excuses to serve as documentation for three (3) personal illness days only. After three (3) parent/guardian excused personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (as defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent/guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school. HCDE will not begin legal actions until after a student is absent for more than five (5) days without adequate legal excuse (as defined above.)

If the following conditions apply, a referral will be made to the school social worker:

After ten (10) or more unexcused absences:

Parent/guardians will be notified via legal notice indicating that their child has become truant and a petition may be filed with Hamilton County Juvenile Court. If unexcused absences continue after the Informal Truancy Hearing at Juvenile Court, parent/guardians will be petitioned to attend a Formal Hearing before a Juvenile Court Judge at which time fines and community service may be assessed.

### **Make-up Work:**

Make-up Work for Absences - teachers will accept make up work incurred for assignments missed during absences according to the following:

1. Make-up work for excused absences is required and shall receive full credit.
2. Make-up work for unexcused absences is required and may result in reduced credit. (Reduction may not exceed 10%).
3. Make-up work resulting from any absence is the responsibility of the student and shall be arranged at the teacher's convenience.

Make-up work must be completed within five school days of the absence. Teachers may provide additional time if extenuating circumstances

Absences due to school service will not count against the student. The curriculum administrator will determine which specific activities are approved as school service. Students are responsible for obtaining information concerning make-up assignments and/or time before participating in the school service.

Students are encouraged to make all medical appointments after school hours. Prompt return to school after any appointments during the school day will be necessary, as absences will count on a class-by-class basis.

### **OHS 2017-2018 Tardy Policy**

**TARDIES ARE CALCULATED EACH SEMESTER NOT QUARTER**

- On the 4th, 5th, and 6th Tardy to school, the student will receive a 1-hour detention.
-

- On the 7th, 8th, & 9th tardy to school, the students will serve a day of ISS for each tardy.
- On the 10th tardy to school and every tardy thereafter, the student will serve 1-day of OSS and lose their parking privilege for a week.

\*Teachers are to return a referral into the appropriate administrator on the 4<sup>th</sup> tardy and each one thereafter.

## **DISMISSAL (INDIVIDUAL)**

**A student must never leave campus without checking-out through the attendance office. (See discipline procedures)**

**\*There will be no dismissals after 1:55 pm.**

Students will be allowed to be dismissed from school under the following conditions.

When the parent or guardian comes to the office to sign the student out.

When a request is received in the office before First Period begins on the day on which the student is to sign out, we will make arrangements to dismiss the student at the appropriate time. A note signed by the parent or guardian can be sent to the office with the following information on the note:

Student's name

Grade level

Phone number where the parent can be reached so that the school attendance secretary can confirm that the student had parental permission to leave school.

Parent's signature

\*Note: All requests must be verified. If a parent/guardian cannot be reached, the student will not be given permission to sign out early.

Teachers cannot release a student from school except on authorization from the administration. Any person asking for a student should be directed to the Main Office. A student cannot leave school in the company of any person other than the parent, legal guardian, school employee, or person designated by the parent or guardian as listed on their registration card.

Ooltewah High School does not consider any dismissal document that has not been signed by the parent or legal guardian as valid. Students need to be aware that forging a note for oneself, or for anyone else, is a serious offense that will result in disciplinary action

## **VISITORS**

Students are NOT to have visitors at school.

---

Parents are always welcome at Ooltewah High School. We ask that an appointment be made ahead of time to see a teacher, counselor, or administrator.

The school policy is to accept only those visitors who have legitimate business at school.

ALL visitors must report to the main office first to receive a visitor's pass.

An administrator may refuse to issue a visitor's pass anytime he or she feels it is in the best interest of the school to do so.

Any person found on the school grounds without permission from the administration is trespassing and is subject to arrest by police authorities.

Students are responsible for notifying their friends that they are not to be visited either in the building or anywhere on the school grounds.

### **CELL PHONES AND ELECTRONIC DEVICES**

Each teacher will develop his/her classroom policy in regards to student's use of cell phones and/or electronic devices to supplement educational instruction.

Only under the consent and the direct supervision of a classroom teacher, for the purposes of enhancing educational instruction, may a cell phone or other electronic device be used in an academic setting during instructional time. Any classroom use of an electronic device is at your teacher's discretion.

Students will be allowed to use their cell phones or electronic devices in non-instructional areas before school, during lunch, in the hallways during class change, after school, or at teacher discretion within the classroom. Cell phones and devices must remain on silent mode at all times so that no audible ring tones or noises are heard. Listening to music in non-instructional areas is allowed however, for safety reasons students may use only one ear bud at all times. **Over the ear or on the ear headphones are not allowed.**

Students are restricted at all times within the building and on campus from using their cell phone or electronic device, in the following manner:

Using any recording feature to include the phone/device cameras, video camera, or voice recorders.

Using real-time audio/video, i.e. Skyping, FaceTime, etc.

This policy is designed to protect the educational program of all students. The use of student cell phones or other electronic devices on campus is a privilege, not a right. Students found by staff members to be in violation of any of the above stated rules or restrictions are subject to administrative discipline as follows:

Faculty members may confiscate a phone or device if students misuse their cell phone at any time.

---



Phones and/or devices will be labeled with the student's name and date, and turned in to the school office.

**The HCDE Cell Phone Policy will be strictly enforced in 2017-2018.**

1<sup>st</sup> Offense – Phone confiscated for 10 days.

2<sup>nd</sup> Offense – Phone confiscated for 20 days.

3<sup>rd</sup> Offense – Phone confiscated for the remainder of the school year.

**OHS does not assume any responsibility should any devices be lost, damaged, or stolen even if confiscated due to violating the cell phone rules policy.** Notice to parents: Please do not contact or communicate with students during instructional time via cell phones. All emergency contact to the student must go through the main office, attendance office, or nurse's office when necessary.

## **STUDENT DRESS CODE**

2017-2018

In keeping with the number one goal of the Hamilton County Board of Education, "To ensure a safe, clean, and orderly environment that promotes learning in all schools," the following dress code was developed for the students of Ooltewah High School. School dress and grooming shall be modest, moderate, and decent. Apparel or appearance, which tends to draw attention to an individual rather than to foster learning, must be avoided. In matters of opinion, the judgment of administrators will prevail.

In accordance with school board policy: Apparel, dress or grooming that is potentially disruptive of the educational process shall not be permitted. Any garments or accessories that are suggestive, offensive, or revealing are considered disruptive. Apparel may not be worn advertising another school unless that particular school is on the college level. No drug, tobacco, gang-related messages or items will be tolerated.

The following dress code applies for all regular school days. This dress code may be modified in cases of special student activities with administration approval.

### **Shirts**

All shirts must have a collar and sleeves.

A standard plain colored t-shirt may be worn under an approved dress code provided the shirt is buttoned.

### **Sweaters/Sweatshirts/Jackets/Coats**

---

Sweaters/sweatshirts/jackets/coats may be worn with approved dress code shirt.

Sweaters/sweatshirts/jackets/coats must be in good taste. They may not depict suggestive wording, pictures, graphics, or advertisements for alcoholic beverages, tobacco, drugs, sex, or gangs.

### **Pants/Shorts/Capris**

Pants/Shorts/Capris are to be tan/khaki, navy or black color, should be of a cotton twill blend, and must not have writing, graphics, rips or holes.

Jeans, yoga pants/leggings are not to be worn.

Pants/Shorts/Capris must be worn at the waistline, be size appropriate, must not sag, and underwear shall not show.

Shorts must be no shorter than 3 inches above the top of the kneecap.

### **Skirts/Dresses**

Skirts or dresses are not allowed unless approved by administration for religious practice/beliefs.

### **Physical Education**

Physical education clothing is to be worn during physical education classes only.

### **Shoes**

Shoes must be worn at all times and must not interfere with safety. House slippers may not be worn. Open toed shoes are allowed as long as they do not interfere with safety.

### **Accessories**

Head coverings, such as hats, caps, hoodies that cover the head, and bandanas are not to be worn at any time in the building.

Sunglasses are not to be worn or visible at any time in the building.

### **Disciplinary Actions for Dress Code Violations**

**First Offense:** Warning and made to change

**Second Offense:** 1 day of ISS and made to change

**Third Offense:** 3 days of ISS and made to change

**Additional offenses: Administrative decision**

### **CODE OF CONDUCT**

The goal of the discipline policies of Ooltewah High School is to provide a safe and healthy learning environment for all of the people who enter our building. The following rules, based upon common sense, consideration, and respect, apply to everyone: **OHS DISCIPLINARY PROCEDURES**

Students who neglect or refuse to abide by the educational standards of the school or whose conduct is detrimental to the school may expect to receive such treatments as, but not limited to, the following: **(the**

---

**administration reserves the right to modify, change, or add to the disciplinary actions)**

Violations	First Offense	Second Offense	Third Offense
Skipping Class	1-day ISS	1-day suspension	3-day suspension
Leaving Campus	3-day suspension	5-day suspension	Administrative Decision
Violation of Vehicle Procedures	Temporary loss of driving privileges	Permanent loss of driving privileges	Vehicle towed and/or suspension
Disrespect to Staff	Parent notification and/or detention, ISS, or suspension	Parent notification and/or detention, ISS, or suspension	Administrative Decision
Out-of-Place Students subject to search	Parent notification and/or detention, ISS, or suspension	Parent notification and/or detention, ISS, or suspension	Administrative Decision
Failure to serve Detentions	Parent notification and 1-day ISS	Parent notification and 3-days ISS	Parent notification and suspension
Improper Language	Parent notification and a detention	Parent notification and one day of ISS	Parent notification and suspension
Fighting *	10-day suspension	15-day suspension/ 5 days ISS	Administrative Decision
Possession or use of tobacco products/paraphernalia e-cigarettes *	3-day suspension	5-day Suspension	Administrative Decision
Stealing/Theft *	5-day suspension	10-day suspension	Administrative Decision
Drugs/Alcohol	Zero tolerance, long-term		

	suspension. Police notified and possible arrest per HCDE policy and state law.		
PDA  These displays could be defined as kissing, embracing, and/or other forms of physical fraternization.	Parent notification and/or detention, ISS, or suspension	Parent notification and/or detention, ISS, or suspension	Administrative Decision
Possession of dangerous or prohibited items *	Zero tolerance, long-term suspension. Police notified and possible arrest per HCDE policy and state law.		

**\*These infractions may also result in charges per the SRO.**

**HCDE Recommended Discipline for Misconduct on the Bus**

Students should conduct themselves properly in accordance with the school board policy. Student transportation is a privilege, not a right. Rule 6, Part IV, Rules and Regulations, Public Transportation, as formulated by the TDOE reads as follows: “A pupil shall become ineligible for bus transportation when he/she disobeys state or local rules and regulations pertaining to bus transportation.” In the event that it can be established that a student’s relatives or any other individual acting in the student’s behalf enters onto a school bus without the driver’s permission, the student may be suspended from riding the County school bus. Any violation of proper conduct on school buses will result in one of the following: 1) conference with the pupil and/or notice sent to parents 2) bus suspension of three, five, or ten days 3) permanent bus suspension, or 4) payment of damages. Suspensions from bus privileges does not excuse a student from attending school.

**BUS ARRIVALS AND DISMISSALS**

---

Morning – All students are to report to the commons or old gym immediately upon arriving at school. Students are to be seated and stay in the commons or old gym until 7:07 a.m. Students are NOT to be in any area of the building before 7:07 a.m.

Afternoon – All bus riders should report to the bus loading area upon dismissal from school. Students involved in after-school activities should not be in the bus loading area.

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 seating arrangement.

#### PARKING AND TRAFFIC REGULATIONS AND PROCEDURES

Parking on school property is a privilege, not a right afforded to students. Certain conditions are attached to privileges. Students who fail to uphold those conditions will be subject to loss of parking privileges with no refund of fees paid, and disciplinary actions. The following below apply:

All students who drive on school grounds must possess a valid driver's license and have proof of insurance.

Students must register any vehicle they intend to drive to school with school authorities. All information requested must be given on the registration form.

Upon registration, an \$80 fee is to be paid prior to issue of the permit. This permit is to be hung on the rear view mirror - **no exceptions**.

All parking spaces are reserved and numbered. Students are required to park in their assigned space.

Vehicles without visible parking permits are subject to tow at owner's expense.

Vehicles parked in space that are not assigned are subject to tow at owner's expense.

Students are not permitted to park in the front of the school (visitor parking) unless assigned by the administration.

Students are not to park in the spaces that are reserved for faculty in the back lot of building.

All students should lock and secure their vehicles.

All students are required to leave vehicles and the parking area immediately upon arrival at school. Those who refuse to follow this request are subject to losing their permit.

Students are not to allow anyone to borrow their permit. Permits must be used on the registered vehicle only. Any lost permit must be reported.

Students are to observe the 15 MPH speed limit at all times while on campus.

---

Parking lots are off-limits to all students during the school day unless written permission is granted by the administration.

Any unauthorized vehicle parked in a fire lane or handicapped space is subject to tow at the owner's expense and the loss of parking permit.

Students using tobacco or permitting smoking in their cars on school grounds will be subject to losing their permit permanently, as well as normal disciplinary action in regard to the discipline policy.

### **Reasons For Loss of Driving Privileges**

Speeding and/or reckless driving (including entering and exiting campus)

Allowing students to ride on exterior of vehicle

Skipping in vehicle – 1st offense

Excessive tardiness/absences – decided by administration

Multiple infractions of parking regulations

Refusal to follow school official's directions

Allowing another student to borrow permit

Other serious acts not mentioned

Note: Based upon reasonable suspicion or probable cause, vehicles on Ooltewah High School property may be subject to search at any time.

### **DRIVER'S LICENSE REVOCATION**

(State Law 49-6-3017) Any student 15-17 years of age who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if he/she has not received passing grades in at least five full unit subjects at the conclusion of any regular school semester. A student shall be deemed deficient in attendance when he/she drops out of school or has excessive absences. Suspensions count as unexcused absences (TN state law). A student may not be considered to be in compliance until the student makes a passing grade in at least five full unit subjects at the conclusion of any subsequent grading period.

### **LOST AND FOUND**

Any article that is found should be taken to the attendance office. Students searching for lost articles should also inquire in the attendance office. This applies to textbooks as well as other articles. Articles not claimed after a reasonable length of time will be donated to charity.

### **LOCKERS**

---

Students may go to their lockers after the first bell rings, between classes and after school. Lockers are provided to students as a service. Students are responsible for all articles in the lockers; therefore, the school will not assume responsibility for any lost or stolen items. Students are encouraged to carry valuable items with them. Keep your locker locked at all times and never reveal your combination to another person. Do not place your belongings in a locker that is not assigned to you or allow anyone not assigned to your locker to use it for any purpose. Students are not to place stickers or posters of any kind inside or outside the lockers. The lockers are the property of Ooltewah High School and may be inspected at any time.

## **ELEVATOR**

The elevator is off limits to all students unless given specific permission by an administrator and are issued an elevator pass. Failure to follow guidelines is subject to suspension.

## **DINING HALL / EATING AREA RULES**

All students are expected to eat and remain in the dining hall or other designated eating areas during their lunch times. Students are expected to dispose of all trash and clean up after themselves. Proper manners are expected in all eating areas. Use of improper manners will result in disciplinary action. Throwing food is a suspendable offense.

## **FIELD TRIPS**

School sanctioned field trips will follow Hamilton County Board Policy regard the administering of field trips. Under no circumstances are students permitted on field trips without a properly signed permission slip. In all cases, field trips must be via approved transportation. Students should dress neatly, according to the school's dress code. Students who are improperly dressed will not be permitted on field trips.

Prior to the field trip students must obtain missed assignments that will be assigned while the student is missing class time. Following the field trip, students shall be responsible for assigned homework being turned in, test, quizzes, projects, etc. as scheduled by the teacher, on time. Time extensions may be granted at the teacher's discretion.

Students are under the same behavior rules as if they were actually on the school campus. Field trip participation is a privilege. Decisions regarding student participation may be based on attendance, grades, and/or behavior.

## **MEDICATION POLICY (Hamilton County Board of Education)**

(This policy applies to ALL Medications (prescription and over-the-counter medicine)

Medications should be limited to those required during school hours and necessary to maintain the child in school. Medications should be administered by either 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 any medications taken at school will be provided to the school by the Health Services Department. This form must be completely filled out and signed by both the parent(s) and child's licensed health care 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 when there is a change in dosage or time of medication administration.

Medication must be brought to the elementary school office by a parent or guardian in the original prescription bottle and refilled in like manner. No medication is to be brought to or from school by the elementary student.

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. Medication must be in the original prescription bottle or container and refilled in like manner.

If non-medical school personnel administer medication, the school nurse will provide instruction on the proper administration of medication and the potential benefits and side effects. Any medication given will be documented on forms provided by the Health Services Department.

All medication will be kept in locked storage boxes which are available in Health Services Department.

Any unused medication must be picked up by parent or legal guardian (Middle and Secondary school students are permitted to take medication home) 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 medications 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, glucagon injections, Benadryl, etc.

The school system retains the right to reject requests for administering medication that are not in compliance with the above guidelines.

(Note: A medication consent form is available in the OHS Nurse's office.)

## **STUDENT SICKNESS AT SCHOOL**

- Do not go to a restroom, parking lot, or leave school grounds. Please report the issue to an adult.
  - Do not take medication from anyone. Teachers or school personnel can't distribute aspirin or any
-



other type of medication.

## **ACCIDENT INSURANCE**

Accident insurance is available to all students each year. All students involved in interscholastic sports, JROTC, and cheerleading are strongly urged to purchase this insurance. Forms can be obtained from coaches as well as the main office.

## **FEES AND PAYMENTS TO THE SCHOOL**

During the school year we incur many expenses not covered by the funds we receive from the school board or state. For this reason, Ooltewah High School charges an instructional fee of \$60. This fee will help cover the expenses of copy machines, copier paper and supplies, school-wide mail outs, locker maintenance, and other consumable classroom supplies. In addition, the state has mandated computer software and hardware upgrades for reporting purposes but has not provided necessary funding. Parental support by the prompt payment of fees is greatly appreciated. Students taking Science, Art, Chorus, Math, English, PE and Computer may be required to pay an additional fee. There is also a Parking Fee of \$80 for those students who will have a car on campus.

For those graduating seniors, there is a Senior Fee of \$30 to help offset the cost and expenses related to Senior Night and the actual Graduation Ceremonies. The only expense not covered in this cost is the student's Cap and Gown which are ordered and paid directly to Balfour. Announcements will be made throughout the school year to let you know when the Balfour Representative will be on campus to answer any questions and help in preparing the order forms.

According to state requirements, personal checks cannot be cashed with school funds. Personal checks may be used to pay school financial obligations. Checks should be made payable to Ooltewah High School for the exact amount of the fee being paid. When paying cash, the exact change is required. When paying any type of school fee, be sure that the teacher receiving the money records your name and the amount paid on the official log sheet. Receipts are given to those paying cash.

## **PARENT TEACHER STUDENT ASSOCIATION (PTSA)**

A primary source of support for our school comes from our PTSA. This organization is especially interested in the welfare of the students in the community and strives to help in any way possible. All students are encouraged to join the organization and urge their parents to become members and to attend the meetings.

## **DUAL ENROLLMENT PROGRAM**

The Hamilton County Department of Education has established a dual enrollment program with Chattanooga State Technical Community College. The program allows high school students to earn college credit during the regular school year or during the summer. Based on the Tennessee Board of Regents' policies and ACT standards, dual enrollment students must have a minimum of a 19 composite on the ACT and a 3.0 GPA. Some classes may require higher sub-scores. Costs are based on the prevailing per semester hour fee plus the usual application fee.

---

## **STUDENT PUBLICATIONS**

Content of student publications must comply with a journalism code established by student sponsors and school administration. This code reflects legal considerations and avoidance of offensive, judgmental, biased or insightful language. The publication sponsors make the final decision as to publication content.

Hamilton County Board of Education Policy – 490, Student Expression

A. Principals may exercise editorial control over the styles and content of student speech in school-sponsored expressive activities so long as this exercise is reasonably related to legitimate education concerns.

B. Principal may prohibit non-school sponsored speech which

- will interfere with the proper and orderly operation and discipline of the school
- will cause violence or disorder
- will constitute an invasion of the right of others
- is libelous
- contains indecent, vulgar or obscene language
- endangers health or safety of another person
- advertises any product or service not legally permitted to be sold and/or possessed by a minor

## **HOLDING OFFICE/HONORS**

To be eligible to receive an honor or to hold and maintain office in any of the following organizations, a student must not incur an adverse disciplinary record such as suspensions or cumulative office referrals during the present or previous school year and must consistently meet the scholarship requirements.

The various organizations and groups which complement Ooltewah's primary goal of academic achievement require sound leadership from competent students who are willing to accept the responsibilities which accompany the office; therefore, no student may hold more than one major office during the year. Major offices consist of the presidency of the senior, junior, sophomore, and freshmen class, Student Council, Beta Club, National Honor Society, Editor of Yearbook, Band, Interest or Service Groups or Captain of the Cheerleaders.

Student Council Officers – The president, Vice President, Secretary and Treasurer will be elected by the student body. The president must be a member of the upcoming Senior class. The remaining officers must be upcoming juniors and/or seniors. All officers must be of good moral character, having no disciplinary record, have at least a 2.5 GPA and have attended Ooltewah High School for at least one year. All Student Council officers will be elected in the spring. New officers will attend the TASC State Convention and the East Tennessee Area Workshop.

Class Officers – Officers for the rising sophomore, junior and senior classes will be elected in the spring. These officers should be of good moral character with no disciplinary record, have at least a 2.5 GPA and have attended Ooltewah High School for at least one year. Freshman class officers are

---

elected at the beginning of the school year. All officers are members of the Student Council.

Student Council Leadership Class – Consists of 70 total members, 35 in the fall semester and 35 in the spring semester. Applicants are required to display good moral character with no disciplinary record, have a 2.5 average and must have attended Ooltewah High School for at least one year. Applications must be filled out in the spring. Admittance includes writing an essay, pictures as proof of leadership potential and an interview process. Each student is required to do 35 hours of Community Service, participate in all school service projects, and mentor two days a week for 45 minutes at an OHS area feeder elementary or middle school. Class work includes short speeches, presentations, group creative problem solving projects and collaborative activities enabling students to study and practice element of leadership.

## **STUDENT HONORS**

### **Mr. & Miss Ooltewah High School**

The senior class will make nominations for Mr. and Miss Ooltewah High School. Candidates for the honor will be confined to seniors who have been at Ooltewah high School for 4 semesters and have completed at least 7semesters with an average of 3.0 and expect to graduate with the class. Mr. and Miss Ooltewah High School are elected on the basis of moral character, scholarship, leadership, and service. Candidates may not have an adverse disciplinary record. A list of senior girls and boys eligible for nomination shall be presented to the senior class for selection of the candidates. The names of the 5 boys and 5 girls receiving the highest number of votes from the senior class and approved by the faculty

### **STUDENT HONORS cont.**

constitute the ballot for election of Mr. and Miss Ooltewah High School by all students. The boy and girl receiving the highest number of votes from all students will be Mr. and Miss Ooltewah High. The boys and girls making up the rest of the ballot shall be members of the court and serve as attendants to Mr. and Miss Ooltewah High. The couple, with their court, is presented at Class Night and Mr. and Miss Ooltewah High are crowned at that time.

### **Homecoming Queen & Court**

To be eligible for this honor the following are required: a 2.7 average, a strong sense of loyalty to the school, a good all-around personality, high moral character, and attendance at Ooltewah High School the two previous semesters. Four senior candidates are nominated by the football team and two from the senior class. The senior, junior and sophomore class votes for a queen and the announcement is made during halftime of the football game. The seniors traditionally have their fathers serve as escorts. Two girls from the junior, sophomore and freshmen classes are elected by the class members to represent them on the court. Escorts are chosen by the girls from their representing class. Escorts must have a satisfactory discipline record.

---

## **Senior Superlatives**

To be eligible to be elected as senior superlatives, the students must have been enrolled at Ooltewah High School for their full senior year, must have a 2.0 GPA, must have 20 credits in the fall of the senior year, and must have no adverse disciplinary record.

Faculty Review - The faculty and staff of Ooltewah High School reserve the right to review the names of those students eligible for various elected and appointed honors. Those students who do not meet the standards deemed appropriate by the faculty will not be allowed to hold these positions.

## **LIBRARY**

The library collection consists of approximately 14,000+ books, as well as numerous electronic books and magazines available online through subscription databases and the Tennessee Electronic Library ([tntel.info](http://tntel.info)). Material is continually added to support the curriculum and to provide a wide range of recreational reading opportunities. Suggestions for purchase are always welcome. Students may access the library catalog any time from any internet-connected device at <http://library.hcde.org/opac/ooltehs>. Thirty-four computers are available for student use. Students must have a signed Hamilton County Acceptable Use Policy (<http://www.hcde.org/aup>) on file in order to use computers at school. Students may come to the library during lunch or with a pass from a teacher. All students coming without a teacher must sign in at the circulation desk. Once signed in, students should not leave without receiving permission and signing out. The library is open from 7:00 a.m. to 2:30 p.m. each day. Extended hours are available with prior arrangement with the librarian. The library is a place for reading, research, and/or quiet study. It is important that the atmosphere be conducive to these activities.

## **ACADEMIC HONESTY & PLAGIARISM**

All students are expected to adhere to the highest standards of personal honesty in their schoolwork. Work that is presented for credit in all classes MUST be original or cited appropriately.

Plagiarism is the use of and representation of other people's words and ideas, in whole or in part, as the student's own work. This definition applies to words or ideas taken without proper acknowledgement from any published source; from any Internet site; from any work written by another student; from any class notes taken by a student of a teacher other than the student's own. It will be assumed that any use of outside sources without proper acknowledgement (citation) is with the intent to deceive. Any essay, assignment, or test that shows any evidence of plagiarism in any form will be treated as cheating. Whenever a teacher believes, based on significant evidence, that a student has plagiarized part or all of an assignment, the teacher shall evaluate the nature and extent of that plagiarism, and treat that violation with appropriate disciplinary action.

## **HAMILTON COUNTY SCHOOLS TECHNOLOGY ACCEPTABLE USAGE AGREEMENT**

The Internet and email provide invaluable resources and communications to Hamilton County students. In order to access school computer or internet service, students must sign the Hamilton County Schools Technology Acceptable Use Agreement each year.

---

## **ZERO TOLERANCE POLICY**

(This code does not prohibit a school principal from developing individual school policies and procedures for the maintenance of discipline within a school. Individual school policy shall conform to Federal and State Law and Hamilton County School Board Policy indicated within this code.)

Zero Tolerance Offenses:

Bringing to school or in unauthorized possession on school property of a firearm, explosive or incendiary device, poison gas, bomb, grenade, rocket, missile, mine or similar device. (A firearm is defined as any weapon which will or is designed to or may be readily converted to expel a projectile by the action of an explosive.) (18 USC 921 (3); TCA 49-6-3401(g))

Committing battery upon any teacher, principal, administrator, on any other employee of a local education agency or school resource officer. (TCA 49-6-3401(g))

Unlawfully possessing any controlled substance or legend drug. A controlled substance is any drug included in state law as a Schedule I, II, III, IV, V, VI or VII substance. A legend drug is any item which federal law prohibits dispensing without a prescription from a licensed doctor, dentist, optometrist or veterinarian. (TCA 39-17-403-415; TCA 53-10-101; TCA 49-6-3401(g))

These offenses require that the student be expelled for a period of not less than one (1) calendar year, except that superintendent may modify this expulsion on a case-by-case basis. Expulsion means removed from the pupil's regular school program at the location where the violation occurred or removed from school attendance altogether.

### **Other Offenses Which May Result in Year-long Suspension**

The following acts may result in at least a calendar year suspension or a lesser suspension depending on the circumstances of the incident:

Possession of a knife or any other device with a sharp blade attached, club, knuckles or any instrument which is capable of inflicting injury to or disabling another individual.

Possessing, transferring or receiving drug paraphernalia.

Possessing, transferring, receiving or using any substance which the student indicates or understands to be a substance which is controlled in any manner by state or federal law.

Possessing, transferring or receiving non-prescription drugs.

The Superintendent or his designee may modify a long-term suspension on a case-by-case basis. For purposes of this section, possession means actual physical control of the device or substance or the ability to exercise control over the device or substance. This includes possession of the device or substance on school property, a school bus or at a school sponsored event or activity.

---

## **DRUG POLICY (TCA 49-6-3401)**

Unlawful possession, use or sale of narcotics, stimulant drugs or drug paraphernalia on school property, a school bus, or at school-sponsored events is not permitted. This includes prescription, non-prescription and “look-alike” drugs.

A student having unlawful possession using or selling a narcotic or stimulant drug or drug paraphernalia, prescription, non-prescription, and look-alike drugs on school property, a school bus or at a school-sponsored event or activity shall be reported to local law enforcement officials and shall be expelled for a period of not less than one calendar year.

It is the Hamilton County School Board’s policy that marijuana is included in this zero tolerance offense.

The Superintendent has the authority to modify this expulsion on a case-by-case basis.

## **Alcohol**

Unlawful possession, use or sale of alcohol on school property, a school bus, or at school-sponsored events is not permitted.

The sale of alcohol on school property, a school bus, or at a school sponsored event shall be reported to law enforcement.

A student possessing or using alcohol on school property, consuming alcohol off campus and subsequently attending a school function on a school bus or at a school sponsored event or activity while under the influence of alcohol shall be suspended for at least twenty (20) school days. 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.

Upon the second offense for use or possession of alcohol, the student will be suspended for a minimum of eighty-five school days.

Upon the third offense, the student shall be expelled by the School Board.

Possession shall mean legally controlled alcohol found on a student or in a student’s personal belongings, locker or vehicle.

## **Sale, Transfer or Receive**

Any student who shall sell or transfer to another person or receive alcohol upon school property, on a school-sponsored event or activity, shall be suspended from school for a period up to eighty-five school days. Whether or not there has been a transfer, will be determined by the facts of each situation. Any portion of the suspension may be held in the probationary status providing the student and parent enter into an agreement to become involved in the Chemical Awareness Program of STARS or its equivalent. For the second offense of selling, transferring or receiving, the student may be expelled from school by the School Board. Any student expelled for alcohol offenses shall be referred to the Hamilton

---

County Juvenile Court.

#### Other Associated Matters Involving Drugs, Alcohol, and Other Controlled Substances

Any person who is found guilty by any court of using, possessing or selling legally controlled drugs or alcohol in an unlawful manner, off campus, or at a non-school-related function shall be subject to the same suspension as he would have been if the offense had occurred on school property, a school bus or at a school sponsored event.

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

Any student who uses, possesses, sells, transfers, or receives any substance which the student indicates or understands to be a substance which is controlled in any manner by any governmental agency shall be subject to this policy, unless the student has complied with Section 445.3E.

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

### **POSSESSION OF WEAPONS**

It is unlawful for any student to possess or carry (whether openly or concealed) any gun, shotgun, pistol, dynamite, cartridge, bomb, grenade, mine, explosive device, bowie knife, dirk, dagger, sling shot, leaded cane, switchblade knife, black jack, metallic knuckles, or any other weapon of like kind... in any...public school, building, or bus, on any public school campus, grounds, recreation area, athletic field or any other property owned or used by any board of education or school...(TCA 39-1710). Students who violate this law are subject to suspension and/or expulsion and arrest. Possession of items such as mace or tear gas is also illegal. State law prescribes a maximum penalty of five years imprisonment and a fine not to exceed \$2,500 for carrying weapons on school property. Students who are in possession of pyrotechnics (fireworks, powder, explosives, ammunition, and related materials) shall be subjected to immediate expulsion from school. (Tennessee State Board of Education Rule).

(Hamilton County Board of Education Weapons Policy)

#### 440.7 Possession of weapons on school property, on a school bus or at school sponsored events

Any students who possess a weapon on school property, on a school bus or at a school sponsored event shall be suspended.

An exception to the rule above exists for school-sanctioned instructional or ceremonial purposes.

A weapon is any device capable of inflicting injury to or disabling another individual, including but not

---

limited to club, knife, and knuckles.

Possession shall mean actual physical control of the weapon or the ability to exercise control over the weapon.

The punishment for this offense shall be suspension up to one year, but may include expulsion by the school board.

However, if the weapon is a firearm or an explosive, incendiary or poison gas device, any student who is found to have violated this policy shall be subject to suspension for a period of not less than one year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis; however, such review shall occur only when unusual circumstances exist. The principal shall notify the appropriate juvenile court or criminal court official.

## **SEARCHES:**

### A. Search of Lockers (TCA 49-6-4204)

1. When an individual circumstance in a school dictates, a principal may order that lockers or 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 the staff.
2. Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs or drug paraphernalia by students, 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, drug paraphernalia or dangerous weapons are held on school property by one or more students.
3. A notice shall be posted in each school that lockers and other storage areas are school property and are subject to search for drugs, drug paraphernalia, dangerous weapons or any property that is not properly in the possession of the student.

### B. Search of Students and Containers (TCA 49-6-4205)

1. A student may be subject to physical search, or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search or because of information received from a teacher, staff member or other student if such action is reasonable to the principal.
2. 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; and

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.

3. School personnel may not conduct a strip search of a student.

#### C. Search of Vehicles (TCA 49-6-4206)

A principal or his designee or both may search any vehicle parked or otherwise located on school property if there is 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.

#### D. Searches - Use of Animals (TCA 49-6-4208)

In order to facilitate a search which 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.

#### E. Searches - Field Trips

1. 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.

2. Students shall be advised of the above prior to the trip.

### **TOBACCO POLICY**

Students shall not use, possess, or transfer tobacco products in any form on school premises. This shall include use in cars, school buses and/or during any school sponsored activity whether it occurs before, during or after school hours. To “possess” shall mean to have tobacco products on the person, in the vehicle or other areas in control of the individual, including one’s personal effects. To “use” shall mean holding of a lighted cigarette, cigar, pipe, or e-cigarette in inhaling of the smoke, or any chewing or dipping of any tobacco product. To “transfer” shall mean to give or pass contents of article from one person to another. School administrators reserve the right to inspect lockers, automobiles, and personal effects on the premises. Violations of this tobacco policy shall subject the student to the penalties indicated under the disciplinary guidelines. All Hamilton County facilities are tobacco and smoke free environments per Board Policy.

---

## **DISCRIMINATION/HARASSMENT (TCA 49-6-3109)**

(Sexual, Racial, Ethnic, Religious)

Students and teachers shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of Hamilton County Board of Education policy for any employee or any student to discriminate against or harass a student or teacher through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. This includes conduct, advances, gestures, drawings, words, or phrases which are commonly accepted to have a sexual, racial, ethnic, or religious connotation. Guidelines are set forth to protect students and teachers from discrimination/harassment.

Bullying/Cyber-bullying (TCA 49-6-1014-1019) & (Title IX (20 U.S.C. §§ 1681-1686))

Bullying will not be tolerated on school property, at a school function or on a school bus. Bullying shall mean deliberate harassment, intimidation, 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 from school. Students who are intimidated or harassed by another student should report these incidents immediately to an administrator.

Cyber Bullying can be defined as the following:

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat and websites. Examples may include: mean text messages or emails, rumor sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. If cyber bullying affects the normal school day, per HCDE policy, administration can address and punish accordingly even if the communication took place off campus and after-school hours.

## **NOTICE OF NONDISCRIMINATION**

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

---

1964; or (3) Title IX of the Educational Amendments of 1972. Sheryl Randolph is the Title VI and Title IX coordinator for Hamilton County Schools. She may be reached by calling (423) 209-8496.

## **FIRE DRILLS**

When the fire alarm sounds, all students are to leave the building by the routes shown on the Fire Exit Plan posted in every classroom. Move quickly and quietly and be alert for alternate directions in case an exit is blocked. There is to be no running and absolutely no talking during fire drills. Go to your assigned area. Wait until the signal is given to return to class.

## **TORNADO SHELTER DRILL**

When the signal for a tornado drill is given, move quickly and quietly to the area designated on the Tornado Shelter Plan posted in every classroom. Remain in the shelter area until the signal is given to return to class.

Schools, Hospitals, Nursing Homes, and Office Buildings

Special attention must be given to these structures. Not only is there a large concentration of people in a small area, but also these buildings are usually known for the large amounts of glass used on the outside walls. Get into the innermost portions of the building with the shortest span. Getting to lowest floor is a good idea. Avoid windows and glass doorways. DO NOT open windows; it takes too much time and will not lessen the damage to a building. Get into the inside hallways and close the doors to the outside rooms. This will keep flying glass and debris to a minimum. Get everyone against the hallway walls, facing the walls and crutching low. Protect your head and make yourself as small a target as possible. Keep away from the ends of the hallways. DO NOT go outside to see the tornado! Your best chances for survival are to be inside a substantial building.

When a Tornado Threatens

Stay away from windows, doors, and outside walls. Protect your head.

In homes and small buildings go to the basement or to an interior part on the lowest level. Get under something sturdy.

In schools, hospitals, and public places move to pre-designated shelter areas. Interior hallways on lowest floors are best.

In mobile homes or vehicles leave them and go to more substantial shelter.

If outdoors, with no shelter available, lie flat in nearby ditch and shield with arms.

**TORNADO WATCH:** Tornadoes and severe thunderstorms are possible

**TORNADO WARNING:** Tornado detected: Take shelter

---

**Quick Reference:**

Bell Schedules pg.

School Calendar pg.

Graduation Requirements pg.

Grading pg.

Attendance pg

Cell Phone Policy pg.

Dress Code Policy pg

Code of Conduct pg.

Zero Tolerance Policy pg.

Acceptable Use Policy 25

Accident Insurance 22

Alma Mater 5

Announcements and Posters 20

Assembly Programs & Extracurricular Activities 20

Attendance 12

Bell Schedule 7

Bus Procedures and Regulations 29

Calendar, Hamilton County Schools 8

Care of School & Personal Property 11

Cell Phone/Electronic Device Policy 16

Dangerous Conditions or Situations 34

Discrimination/Harassment 35

---

Dismissal (Individual)	15
Dress Code	17
Drug Policy	30
Dual Enrollment	22
Exceptional Education	12
Fees and Payments to the School	22
Fire Drills	36
Graduation Requirements	10
Guidance Services	12
Hall Conduct & Passes	16
Health Card Emergency Information	21
Holding Office/Honors	23
Immunizations	21
Interference with Government Operations	32
Library/Procedures	25
Lockers	20
Lost and Found	20
Lunch Procedures	19
Medication Policy	21
Mission Statement	6
Notice of Nondiscrimination	38
Off-Limit Areas	19
Parking & Traffic Regulations & Procedures	19
Personal Responsibilities	9

---

PTSA 22

Rules of Conduct 9

School Maps 37 & 38

Searches 33

Sickness (at School) 16

Student Honors 24

Student Publications 23

Tardy Policy 14

Tobacco Policy 34

Tornado Shelter Drill 36

Transfer or Withdrawal from School 22

Visitors 15

Weapons Policy 31

Zero Tolerance Policy 29

---