

# **McEwen High School**

## **2017-2018**

### **Student Handbook**



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## **INTRODUCTION**

It is our desire to make each student's educational experience at McEwen High School the highest quality possible. In today's American society, a poor education usually results in fewer good job opportunities.

The school is actually a small community within itself. Every community has certain rules and regulations necessary to enable people therein to live and work together; this school is no different. McEwen High School is quite unique in that MHS, MES, and MJHS are located on a central campus where many of the facilities are shared by all of the students. This requires even more restrictive rules, in certain cases, than would be necessary at other schools because high school requirements directly affect what the elementary and junior high students can do and vice versa. Please be aware of this fact and try to be understanding when rules that affect you seem trivial and ludicrous; they are in effect to make every student's educational experience as positive as possible.

The purpose of this handbook is to provide you with directions on daily routine as well as other important do's and don'ts to help make school life as smooth and orderly as possible. One overall guiding rule that applies to everyone in virtually every situation is **“BE WHERE YOU ARE SUPPOSED TO BE WHEN YOU ARE SUPPOSED TO BE THERE DOING WHAT YOU ARE SUPPOSED TO BE DOING.”** If everyone will follow this very simple rule, things will go smoothly for everyone.

## **MISSION**

The mission of McEwen High School is to educate, empower, and nurture the whole student academically and ethically to produce independent thinkers who contribute positively to society's progress.

## **VISION**

The vision of McEwen High School is to maintain academic excellence, integrity, and traditions of the past, while preparing students for the world of tomorrow.

## **CLASS SPONSORS**

### **Seniors**

1. Pam Simpson
2. Della Rye
3. Teresa Hamilton
4. Glenn Ross

### **Juniors**

1. Erin Lanham
2. Jared Smith
3. Laura Tummins
4. Kelsey Hill

### **Sophomores**

1. Anissa Wilson
2. Carol Gardner
3. Lea Anne Jehnzen
4. Keith Ross

### **Freshmen**

1. Shirley Wiedeman
2. Gretchen Little
3. Tabitha Coble
4. Joe Greene

## **VISITORS**

We welcome your visits to our school; however, your visit must not interrupt classes. If you need to speak with a teacher, you should call the office to set up a conference during the teacher's planning period or at a time convenient for both parties. Teachers cannot be asked to leave their class during instructional time. Every effort will be made to address the immediate concerns of both parents and teachers. If you need to see your child during the day, we will be glad to call him or her to the office. Classes do not need to be interrupted during instructional hours.

Anytime you visit the school you must report to the office immediately. If you are going anywhere in the building other than the office, you must sign in giving the time, your name, the person you will be visiting and the purpose of that visit. A Visitor's Pass will be issued and must be worn in a visible location on the front of your shirt. Please sign out before leaving.

## **DAILY ROUTINE**

All students who arrive at school before 7:45 AM will report to the auditorium. If you arrive by privately owned vehicle, you will immediately exit your vehicle upon arrival and come into the school building. Do not remain in your vehicle. Do not block other vehicles / traffic, and do not park in the bus loading/unloading zone. At 7:45 AM, a bell will ring to dismiss students from the Auditorium. Students who were absent the previous day should report to the office at this time to get their admit slips. That is the appropriate time for students to go to lockers, go to the restroom, get a drink of water, etc. School begins promptly at 8:00 a.m. All students must be in their seats in their first period classes when the 8:00 bell rings. Otherwise, they are tardy. Tardy students must report to the office for an admit slip. Students may be assigned to detention due to tardiness and other attendance issues. Failure to attend detention will result in an assignment to in-school suspension (1 day). In the afternoon, all high school students are dismissed at the 3:00 PM bell.

Please make sure to watch closely for children walking and running through parking lots and driveways on school property at any time. Young children and teenagers may not be watching where they're going. Be especially careful at the end of the school day when students are excited to go home and are running.

## **BELL SCHEDULE**

1 <sup>st</sup> Period	8:00-8:45
2 <sup>nd</sup> Period	8:50-9:35
3 <sup>rd</sup> Period	9:40-10:25
Long Break	10:25-10:35
4 <sup>th</sup> Period (A.P.)	10:40-11:10
5 <sup>th</sup> Period	11:15-12:00
6 <sup>th</sup> Period	12:05-12:50
7 <sup>th</sup> Period (Lunch)	12:50-1:20
8 <sup>th</sup> Period	1:25-2:10
9 <sup>th</sup> Period	2:15-3:00

## **SECURITY DOOR PROCEDURES**

### **Procedures before school:**

- At the main entrance, the doors leading outside will be opened at 7:00am. However, students will report to the auditorium until they are released to go to classes at 7:45 AM.
- At 7:15am, all outside doors will open. Students must report to the auditorium.
- At 7:45 am, students will be released to go to lockers and classrooms.
- At 8:00 am, all outside doors will be locked; entrance will be only through the front door.

### **Procedures during school (7:55am – 3:05pm)**

- After 8:00am, visitors requesting entry into the building will need to have a picture ID available, in case they are not known or easily recognized by office personnel.
- Visitors will push the intercom button for office personnel to verify his/her identity. They will be required to state their reason for requesting entry.
- Once verification has occurred, office personnel will unlock the “entry door” to allow entry.
- All visitors must go straight to front office to sign in and fill out an ID badge. The visitor must wear the ID badge at all times while in the building.
- Tardy students will be required to enter the front door/entry door. They will “buzz” the front office for entry, and then report directly to the office for a tardy slip.

### **Procedures after school (3:00pm)**

- All doors will be unlocked when the bell rings to dismiss students.

## **STUDENT BEHAVIOR**

All students are expected to behave appropriately. In addition to, or in amplification of, the School Board Disciplinary Code (Appendix II of this information packet), some of the more common problem areas are outlined below:

**DISRUPTIVE IN CLASS**-- Students who are disruptive in class will be immediately removed from the class and assigned to detention and/or in-school suspension for an appropriate length of time.

**HALLWAYS** -- Anytime students are in the hallways, they will talk quietly and refrain from horseplay and running. There will be no display of affection, particularly kissing and holding hands anywhere at school. Students will refrain from touching other students at all times.

**CAFETERIA** -- Noise in the cafeteria is a serious problem. To help resolve this problem, students will be permitted to speak only to those students sitting near them. Students caught throwing food or otherwise intentionally making a mess will help clean up the cafeteria and may be assigned to ISS.

**INTERNET**--A completed policy statement must be on file before any student is allowed to use the Internet. See “Terms and Conditions for Use of Internet”--Appendix VII.

## **BULLYING**

Bullying is not tolerated at McEwen High School. Some of the criteria used to differentiate between “conflict” and “bullying” are listed here. Conflict is generally a one-time, occasional, accidental, and/or unplanned event that is not serious in nature and has no lasting harm. Generally with conflict, there is an equal emotional reaction and no power seeking. There is often remorse shown, and the person(s) may try to resolve the problem. Bullying is generally an intentional event repeated over time causing physical and/or emotional harm and an unequal emotional reaction. The person(s) may seek control/possession, show no remorse, blame the person being bullied, and make no effort to resolve the problem.

The **STOPit** app allows students to report bullying. Students may report anonymously or they may voluntarily provide identifying information in the content of their report or message. Reports and messages will be received by the contacts designated by the school. For full information about STOPit, go to the school website ([mcewenhighschool.org](http://mcewenhighschool.org)) or to [stopitsolutions.com](http://stopitsolutions.com). The STOPit app is available for iOS and Android devices for free. You can also use STOPit on your desktop or laptop computer by going to [stopitsolutions.com](http://stopitsolutions.com) and clicking on STOPit Webb App. The MHS Access Code is warriorpride.

**AUTHORITY**--Every student must understand that all faculty and staff, including substitute teachers, in this school have authority over them. It doesn't matter what grade the student is in or what grade the teacher teaches. All students will treat all teachers with the proper respect. Students will be expected to show respect at all times.

**SNACKS AND DRINKS** -- Eating candy, snacks, drinking cold drinks, etc., in the school building is prohibited, except in designated areas, due to the likelihood of spills and students leaving wrappers lying around. Special events, class parties, etc. may be conducted in classrooms with prior approval of the Principal. Students may have snacks and drinks in the Auditorium during Long Break. Students are expected to place trash in the appropriate receptacle. Students are not allowed to have open food or drinks in the hallways. Food kept in lockers must be in closed containers.

**ASSEMBLIES**--During assemblies students should be attentive and not exhibit inappropriate behavior. Whistling, uncalled for clapping, boisterousness, and talking during a program are inappropriate behavior. Applause should not be given after devotional, hymns, or other sacred songs.

**DRUGS AND ALCOHOL**--Drugs and / or alcohol sale, use, or possession is strictly prohibited. No student will possess, sell, give, use, or be under the influence of any illicit drugs, narcotics, or alcohol in or on school property, including buses or at any school function. Drug and alcohol paraphernalia is also prohibited. Violators will be suspended from school, appropriate disciplinary action will be taken, and he/she will be reported to the appropriate law enforcement agency for legal action.

## **SEARCHES**

All persons, lockers, containers and / or vehicles on school property or other school related events are subject to search as per **Tennessee Code Annotated** 49-6-4204 and 49-6-4205.

## **STUDENT ALCOHOL AND DRUG TESTING**

See County School Board Policy--Appendix V.

## **MEDICATION**

If it is necessary for a student to take medication at school, a signed form from a parent must be turned in to the school nurse along with the medication. All medication will be kept and dispensed by the school nurse located in the McEwen Elementary School building. **All medication must be sent in the original container. NO MEDICATION WILL BE ACCEPTED IN AN ENVELOPE , PLASTIC BAG, ETC.**

## **STUDENTS WHO NEED TO SEE THE SCHOOL NURSE**

A student who needs to see the school nurse during the school day should obtain a Clinic Pass from the teacher he or she has during that time. If it is between classes, during Lunch, during Long Break, or any other non-class time, the student should obtain a Clinic Pass from the Main Office. All Clinic Passes must be signed by Office personnel before reporting to the School Nurse. If the School Nurse allows the student to return to class, the student should return to the Main Office with the Clinic Pass before reporting back to class.

## **TOBACCO**

There will be no use of tobacco on school premises. Further, no student will possess tobacco in any form nor tobacco paraphernalia, including e-cigarettes or vapor cigarettes. Violators may be taken to court in accordance with state law. They will also receive an automatic four (4) days ISS for each offense.

## **WEAPONS**

Weapons of any kind, including pocket knives, are prohibited and will be confiscated upon discovery. Disciplinary action consistent with School Board policy will be followed.

## **BUSES**

Buses are provided to transport students from home to school and back. Riding the bus is a privilege, not a right. Privileges can be taken away. Students causing problems on the bus will lose this privilege for an appropriate amount of time. The bus driver is in charge of the students while they are on the bus, and students are expected to treat the driver with respect and follow his / her instructions willingly. See **Appendix II** of this handout for School Board policy regarding buses.

## **DRIVER'S PERMITS**

A truancy form is required in order for a student to be able to obtain a driver's permit. This form must be picked up in the high school office PRIOR to reporting to the DMV. The school will not fax this form to the DMV. The truancy form is needed to obtain a driver's permit – not a driver's license. In order to obtain the truancy form, the student must not have five (5) or more unexcused absences, must not have missed more than two (2) days per month, and must be passing a minimum of three (3) courses.

## **EMERGENCY TORNADO WATCH/WARNING PROCEDURES**

The Humphreys County School System takes the safety of our students, staff, and guests very seriously. We have worked hard to plan and practice our emergency tornado procedures so that we will be prepared to implement those procedures at a moment's notice.

We understand that the threat of severe weather causes fear and anxiety for parents when they are separated from their children. We hope that by taking a moment to explain our school system's policy to you, it will reassure you that your children are being protected to the greatest extent possible.



If Humphreys County is placed under a tornado “watch,” all schools will continue normal educational activities but will be prepared to fully implement the emergency tornado procedures included in our district and school Emergency Operations Plans if and when we receive notification that the watch has been upgraded to a “warning.” School and district administrators will be constantly monitoring the weather conditions using the NOAA weather radio system, as well as, notifications from Humphreys County 911.

When an active tornado warning is issued for any portion of Humphreys County, there may be a short window of time when parents may pick up their children and leave campus. This will be at the discretion of the school principal, given the most current weather information they have available to them. Once the school is in full shelter mode, it is essential for all staff to be fully focused on the safety of the students in their care. Parents who are on site wishing to pick up their children will be strongly advised to come into the school to seek shelter and wait for the tornado warning to expire and weather conditions to stabilize. This is for the safety of the children, the parents, and the school staff.

Humphreys County has seven schools spread out across the county. Weather conditions may vary greatly from one area of the district to another at any given time. Buses will not run, and student drivers, walkers, bike riders, and car riders will not be released to leave campus during an active tornado warning. The district and individual schools will use all means available to communicate to parents when buses will run and who delayed they may be.

### **STUDY HALL**

Study Hall students are required to bring school work, books, and/or notes to study, read, or work on during Study Hall Period. Students will NOT be allowed to leave Study Hall to go to another teacher’s room, to the gym, to the cafeteria, etc.

### **PRIVATELY OWNED VEHICLES (POV)**

If a student drives a **POV** to school, several criteria must be met as outlined below.

- 1) Student must possess a valid Tennessee driver’s license.
- 2) The following information must be on file in the office and kept current:
  - a) type and color of vehicle
  - b) tag number
  - c) copy of current driver’s license or permit
  - d) proof of insurance
- 3) Student must obey all state and federal laws.
- 4) Inappropriate operation of a motor vehicle may result in suspension of a student’s privilege to drive on school property.

Students will only park in the student parking lot **north** of the High School building. When students arrive at school in the morning, **everyone** in the vehicle must exit and come into the school building. No one will be allowed to return to their vehicle until school is out in the afternoon without permission. No weapons are permitted in the vehicle. All vehicles and their contents are subject to, and will be searched at random throughout the school year. The school is not liable for any loss or damage to student vehicles. Driving to school is a privilege which will be revoked if the afore mentioned regulations are not adhered to. Unauthorized vehicles may be towed at the owner's expense.

## **CAFETERIA**

### **BREAKFAST**

9-12 students--\$1.60  
Faculty/Staff--\$1.85

### **LUNCH**

9-12 students--\$2.85  
Faculty/Staff--\$3.75

Visitors -- \$4.50  
Thanksgiving -- \$5.25

Applications for free or reduced meals will be handed out to every student at the beginning of school. If you qualify, complete and return the application as soon as possible. Applications can be turned in to the Main Office, Counseling Office, or the Cafeteria. Students will pay for meals as they go through the cafeteria lines. To pre-pay for school meals, go to [www.PayPAMS.com](http://www.PayPAMS.com). The only food items allowed in the cafeteria are items from the cafeteria or home. Students may not have food from restaurants or other commercial businesses.

## **Humphreys County School Nutrition Meal Charge Administrative Procedure**

### **General Information**

- Students who are unable to pay for their meals at the time of service are allowed to charge breakfast & lunch.
- The number of charges allowed for PK-12<sup>th</sup> grade is 5 lunches and 5 breakfasts.
- Once the student reaches the allowable number of charges an alternate meal will be given for lunch only. Breakfast will not be provided after reaching the charge limit.

### **Alternate Meal**

- The alternate meal will be provided for only 5 days.
- The alternate meal will include: sandwich and milk.

### **Household Notification**

- Verbal notification will be given by the cashier to the student once the balance is too low to pay for a meal.
- Written notification will be given to students in grades PK-8 once a negative balance is reached.
- Phone notification will be attempted once the student reaches a negative balance.

### **Delinquent Debt**

- Delinquent dept is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them.
- The household's dept will be delinquent for 10 days before the School Food Authority requests payment. The School Nutrition Supervisor will initiate collection procedures.

### **Repayment Plan**

- Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's circumstances. Please contact Kelley Rowlett, (931) 296-2568, [rowlettk@hcss.org](mailto:rowlettk@hcss.org)

### **Bad Dept**

- Bad Dept is determined to be uncollectable, with that further collection efforts for delinquent dept deemed useless or too costly. Delinquent debt will be considered as bad debt after one full year.
- Bad dept must be written off after one year; the nonprofit school food account resources may not be used to cover the costs related to bad dept. These debts will be paid by the general purpose funds or other non federal sources.

### **Additional Resources**

- Families may find assistance with applying for free or reduced price school meals by contacting Humphreys County School Nutrition, (931) 296-2568, [rowlettk@hcss.org](mailto:rowlettk@hcss.org).

## **ATHLETIC CONTESTS**

These are provided for the enjoyment of the public and the student body. The people who pay to see these events are entitled to watch the games without undue disturbance from children who apparently have no interest in the games. We are requesting that parents take full responsibility for seeing that their child's conduct does not interfere with the privileges of fans and supporters of our athletic contests. We are asking that all small children be accompanied by a parent. If a student or adult misbehaves, they will be asked not to return. For the student's safety we ask that they not be in the end zones of the football field and that they remain seated during regular play at the basketball games. Spectators may not bring pets or athletic items (i.e., footballs, basketballs, Frisbees, etc.) to school events and athletic contests. Everyone attending any athletic event is expected to show good sportsmanship. Failure to do so may result in loss of privilege to attend sporting events.

## **SCHOOL INSURANCE**

Your child is insured while he or she is participating in any school event. Our policy is a secondary policy, which means that your insurance must pay first. Then, this policy picks up what yours does not pay. If you have no insurance, ours becomes primary for your child.

## **LOST AND FOUND**

Articles found in or around the school should be turned into the main office where the owners may claim their property by identifying it. Parents need to check by the office if students misplace articles of clothing. We dispose of lost and found articles after a given time.

**PHYSICAL ACTIVITY IN WELLNESS AND PE CLASSES:** Students are required to take Wellness and PE. This complies with the rules and regulations prescribed by the State Board of Education. Students unable to complete the physical activity in Wellness and/or PE class will be assigned other work to do instead of physical activity. Such assignments may be studies in physical education or health for the purpose of maintaining a grade for Wellness and/or PE.

## **SNOW DAYS**

School closings due to snow or other inclement weather are decided by the Director of Schools. To find out whether there is school or not, you must watch the television, listen to the radio, check MHS Facebook or Twitter, or sign up for Remind messages. DO NOT CALL THE SCHOOL OFFICE FOR THIS INFORMATION.

## **COLLEGE SIGNING EVENTS**

Students who have been invited to play a college or university sport may hold college signing events after school hours in the auditorium, library, or other school location approved by an administrator. These events should be added to the official school calendar at least two weeks in advance. The student should see an administrator to have the event added to the school calendar. The student and his or her family are responsible for hosting the event. The school will furnish the space, tables, and chairs. These events will not be held during the school day.

## **ELECTRONIC DEVICES**

Students are also allowed to use their cell phones during lunch while in the cafeteria and during Long Break. Students are not allowed to use these devices at any other time. Violation of this rule will result in confiscation of the device until a date designated by an administrator.

Tablet computers, e-readers, and laptops may be used in class at the teacher's discretion. Each teacher may decide if he or she will allow these devices to be used in his or her class, when they will be used, and how they will be used. These devices may only be used for school purposes (i.e., research, typing papers, etc.). All content being viewed must be school appropriate. The device should remain in the student's physical possession. If there are ANY violations of this policy, two actions will be taken:

1. The device will be confiscated, turned over to the administration with an explanation of the problem, and returned to the student's parent by an administrator.
2. Any student who has had his or her device confiscated and returned to a parent will no longer be allowed to have that device nor any similar device at school. Any future issues with electronic devices may result in a disciplinary action.

Students will not record audio or video without permission from the school employee being recorded. This includes the use of cell phones for such activity.

## **SENIOR SKIP DAY**

There is not now, nor has there ever been, a day set aside for students to skip school, either individually or en masse, for any reason. No such day is authorized or sanctioned by the administration of McEwen High School. Perpetrators will be dealt with appropriately.

## **ACADEMIC INTEGRITY POLICY**

**Academic integrity** means honesty and responsibility in scholarship and is necessary to maintain an atmosphere of honesty and honor in learning, research, and study. McEwen High School's Academic Integrity Policy was created to maintain academic excellence and integrity, as stated in the school's vision statement, and to prepare students for college and life, where cheating and plagiarism have serious consequences. This policy includes all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class.

**Academic dishonesty or misconduct** is any type of cheating that takes place in relation to any academic assignment. Academic dishonesty includes, but is not limited to:

- Copying from others or allowing others to copy from you
- Using any kind of "cheat notes" during an exam, test, or quiz
- Having unauthorized access to or using stolen exams, tests, or quizzes
- Discussing test questions or answers from one class to another in order to help a classmate pass the test
- Using an electronic device to give or receive or copy information before, during, or after an exam, test, or quiz
- Lying about attendance or ability to complete assignments and/or assessments
- Claiming credit for work in a group project when work was done by others
- Attempting to misrepresent the authorship of student work, (i.e., having someone else write a paper, submitting a paper previously written by a sibling/friend, doing any assignment for another student, etc.)
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research, both internally and on works cited pages
- Using the views, opinions, or insights of others without proper acknowledgement

**Academic misconduct violations** will not be tolerated and will be handled on a case-by-case basis. Depending on the severity/seriousness/circumstances of the offense, punishment may include, but is not limited to:

- Grade of "0" on the assignment/test
- In-school suspension
- Out-of-school suspension
- Loss of cell phone privileges
- Loss of school computer and/or other hardware privileges

## **MHS GRADUATION REQUIREMENTS**

English	4 Credits
Math	4 Credits
Science	3 Credits
Social Studies	3 Credits
Computer Applications	1 Credit
Wellness	1 Credit
Physical Education*	½ Credit
Personal Finance	½ Credit
Foreign Language**	2 Credits
Fine Arts**	1 Credit
Program of Study	3 Credits

**TOTAL NUMBER OF CREDITS REQUIRED FOR GRADUATION: 23**

### **English – 4 Credits Required**

- English I or Honors English I
- English II or Honors English II
- English III, Honors English III, or College English
- English IV, Honors English IV, or College English

### **Math – 4 Credits Required (At least one math class must be taken each year. If Algebra I was taken during 8<sup>th</sup> Grade, one math class must still be taken each year during high school.)**

- Algebra I or Honors Algebra I
- Geometry or Honors Geometry
- Algebra II or Honors Algebra II
- Bridge Math, SAILS Bridge math, Applied Math, or upper-level honors math class

### **Science – 3 Credits Required**

- Agriscience or Honors Agriscience
- Chemistry I
- Biology I or Honors Biology I
- Upper-level honors science class above Biology I (Required only for students who take Chemistry I in the 9<sup>th</sup> Grade)

### **Social Studies – 3 Credits Required**

- World History
- Business Economics (½ credit)
- American Business Legal Systems (½ credit)
- U.S. History or Honors U.S. History

### **\*\*Foreign Language – 2 Credits Required**

Students are required to take 2 credits of the same language.

This requirement may be waived for students who are not planning to attend a 4-year college or university. If waived, the student should take 2 more classes related to his/her program of study, if possible.

**\*\*Fine Arts – 1 Credit Required**

Visual Art I/II/III/IV, Theater Arts, Piano, Guitar, Choir, or Band

This requirement may be waived for students who are not planning to attend a 4-year college or university. If waived, the student should take one more class related to his/her program of study, if possible.

**Program of Study– 3 Credits Required**

Student must earn 3 credits in the Program of Study of his/her choice. The Programs of Study are as follows:

- Veterinary and Animal Science (Agriculture)
- Horticulture Science (Agriculture)
- Nursing Services (Health Science)
- Marketing Management
- Business Management
- Accounting
- STEM (Science, Technology, and Math)\*
- Fine Arts

\*If a student selects the **STEM Program of Study**, he/she must maintain the grades needed to qualify for the 3 additional math and science classes that will be needed to graduate. In most cases, the 3 extra courses needed to graduate are Honors courses. If a STEM student fails any core math (Algebra I, Algebra II, Geometry) or science course (Agriscience, Biology I, Chemistry I), he/she must select another Program of Study in order to stay on track to graduate.

**Students who transfer from a school on block scheduling must meet the following graduation requirements:**

- 1 Year Block/3 Years Traditional.....24 Credits
- 2 Years Block/2 Years Traditional.....25 Credits
- 3 Years Block/1 Year Traditional.....26 Credits

**U.S. Citizenship Test**

Each Tennessee public school student must take a United States civics test. The test will be composed of at least twenty-five (25) questions and no more than fifty (50) questions from the civics test administered by the United States citizenship and immigration services to persons seeking to become naturalized citizens. Each student may take the test as many times as necessary for the student to pass the test. A student must correctly answer seventy percent (70%) of the questions in order to pass the test. (T.C.A. 49-6-408) At MHS, students will take the U.S. Citizenship Test for the first time during 10<sup>th</sup> Grade in U.S. Government or Economics (ABLS/Business Economics). Students who do not pass the test will be allowed to retake the test each semester in social studies classes until they pass the test.

**Project-based Assessments for Civics**

All Tennessee public school students must complete a project-based assessment in civics at least once in grades nine through twelve (9-12). Students will demonstrate understanding and relevance of public policy, the structure of federal, state, and local governments and both the Tennessee and the United States constitutions. (T.C.A. 49-6-1028) At MHS, students will complete these assessments in 10<sup>th</sup> Grade U.S. Government (ABLS). The student will complete the assessment through a research paper and/or presentation.

**ACT/SAT Graduation Requirement**

In order to earn a regular diploma, students enrolled in a Tennessee public school must complete the ACT or SAT in order to fulfill the graduation requirement (High School Policy 2.103). (Beginning with the Class of 2018)

(This requirement does not apply to a senior who was NOT enrolled in a Tennessee public school during his or her junior year.)

## **QUALIFICATIONS FOR VALEDICTORIAN/SALUTATORIAN**

### **I. Criteria for the Graduating Classes Through 2020**

- A. The student must be enrolled as a student at McEwen High School by the beginning of the 2<sup>nd</sup> nine weeks grading period of his or her senior year.
- B. The student must have the highest grade point average (GPA) in his or her class at the end of the 7<sup>th</sup> semester of his or her high school career.
- C. If there is only one Valedictorian, the graduating Senior with the second-highest GPA will be the Salutatorian.
- D. If there is more than one Valedictorian, there will be no Salutatorian.

### **II. Criteria for the Graduating Class of 2021 and Beyond**

- A. Pre-requisites
  - 1. The student must meet the qualifications for graduating with honors (Humphreys Co. Board of Ed. Policy Code 3.503a) by scoring at or above all subject area readiness benchmarks on the ACT or equivalent score on the SAT.
  - 2. The student must have earned at least 8 high school credits through honors classes and/or dual enrollment and/or dual credit classes with a passing score on the final test for college credit and/or industry certification.
  - 3. The student must be enrolled in Humphreys County Schools by the beginning of his or her Senior year (first 10 days of school).
- B. Qualifications for Valedictorian and Salutatorian:

The student meeting the pre-requisites with the highest cumulative grade point average (GPA) at the end the seventh semester in his or her class will be the Valedictorian. The student meeting the pre-requisites with the second highest cumulative GPA at the end of the seventh semester in his or her class will be the Salutatorian (if only one person qualifies for Valedictorian).

### **III. Speeches**

- A. Valedictorians and Salutatorians are welcome to give a speech during the graduation ceremony. However, it is not required.
- B. Valedictorians and Salutatorians who choose to give a speech during the graduation ceremony must submit a typed, double-spaced copy of the speech (with a title) to the Principal no later than 3:00 PM on the Friday two weeks prior to graduation.
- C. Speeches are typically held to a 3-minute time limit. However, the number of Valedictorians and Salutatorians will determine the time limit. Valedictorians and Salutatorians should check with the Principal to know the time limit.
- D. Speeches will be checked for grammatical accuracy and school-appropriate content.
- E. Any Valedictorian or Salutatorian who does not follow his or her pre-approved speech will not be allowed to continue.

### **IV. Lineup**

- A. If there are multiple Valedictorians or Salutatorians, they will be seated in alphabetical order.
- B. If there is only one Valedictorian, he or she will be seated first followed by the Salutatorian(s).
- C. Speeches will follow the same order.



### **QUALIFICATIONS TO GRADUATE WITH HONORS**

To graduate with Honors, a student must score at or above all of the subject area readiness benchmarks on the ACT. The ACT college readiness benchmarks are as follows: English – 18; Math – 22; Reading – 22; and Science – 23.

### **QUALIFICATIONS TO GRADUATE WITH DISTINCTION**

To graduate with Distinction, a student must achieve a minimum 3.0 GPA and complete at least one of the following:

- Earn a nationally recognized industry certification
- Participate in at least one of the Governor’s Schools
- Participate in one of the state’s All-State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a composite score of 31 or higher on the ACT
- Earn 12 or more semester hours of transcribed postsecondary credit

### **BETA CLUB QUALIFICATIONS**

To be a Beta Club member, the student must achieve a minimum 3.35 GPA. The Beta Club is only open to Juniors and Seniors. The student must also have a final GPA of 3.35 or higher to wear the Beta Club stole at graduation.

### **QUALIFICATIONS TO GRADUATE WITH TECHNICAL HONORS**

To graduate with Technical Honors, a student must complete one of the Programs of Study in the CTE Department and earn a 2.75 overall GPA and a 3.0 CTE GPA by the end of the first semester of the Senior Year.

### **QUALIFICATIONS TO GRADUATE AS A TENNESSEE SCHOLAR**

The qualifications to graduate as a Tennessee Scholar can be found online at [www.tennesseescholars.org](http://www.tennesseescholars.org), and they are also available in the Counseling Office.

### **Qualifications to Graduate as a Tennessee Tri-Star Scholar**

To graduate as a Tennessee Tri-Star Scholar, the student must earn a composite score of nineteen (19) or higher on the ACT (or an equivalent score on the SAT) and earn a capstone industry certification as promoted by the department of education.

### **Recognition of Community Service Completion**

Students who have completed and properly documented at least ten (10) hours of community service **each semester** during high school will be recognized during the graduation ceremony.

### **Requirements for Students who Plan to Participate in Sports at an NCAA College or University**

There are very specific high school requirements for students to complete in order to be eligible to participate in sports at an NCAA college or university. Students and parents should thoroughly review the requirements online at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). A clear summary can be found at [http://fs.ncaa.org/Docs/eligibility\\_center/Quick\\_Reference\\_Sheet.pdf](http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf).

## **MHS HONOR ROLL CRITERIA**

### **Platinum**

- All A's for the Quarter
- No more than 3 unexcused absences for the Quarter (3 Tardies = 1 Absence)
- No ISS, OSS, or Alternative School for the Quarter

### **Gold**

- All A's and B's for the Quarter (At least 3 A's if taking 6 courses; 4 A's if taking 7 courses)
- No more than 3 unexcused absences for the Quarter (3 Tardies = 1 Absence)
- No ISS, OSS, or Alternative School for the Quarter

### **Silver**

- All A's and B's for the Quarter
- No more than 3 unexcused absences for the Quarter (3 Tardies = 1 Absence)
- No ISS, OSS, or Alternative School for the Quarter
- No ISS, OSS, or Alternative School for the Quarter

## **MHS HONOR ROLL REWARDS**

### **Platinum**

- Platinum Honor Roll Party during Activity Period/Long Break sponsored by Student Council
- Platinum/Gold Honor Roll Luncheon in the Auditorium (Students may order food from a restaurant.)

### **Gold**

- Platinum/Gold Honor Roll Lunch in the Auditorium (Students may order food from a restaurant.)

### **Silver**

- Free snack during Long Break

## **MHS VIP CLUB**

A student will be admitted to the MHS VIP Club once he or she has met **all four** College Readiness Benchmarks on the ACT. Those Benchmarks are as follows: English (18); Math (22); Reading (22); and Science (23). VIP Club members will receive an official membership card and will receive the following:

1. One FREE Prom ticket during his or her Senior year
2. FREE entry to all home football and basketball regular season games
3. Early dismissal from 6<sup>th</sup> Period class (12:40) to go to lunch on "Chicken Strip Day" and "Cheesy Chicken Spaghetti Day."

## **MHS 30+ Club**

A student will be admitted to the MHS 30+ Club once he or she has received a minimum ACT Composite score of 30. All 30+ Club members will have their name included on the 30+ Club wall at MHS and will be given the option of a free cap and gown package or a free prom ticket during the Junior or Senior year.

## **RTI<sup>2</sup>**

Humphreys County is committed to helping all children succeed. We have many ways to help children who are struggling to learn and who need additional support to be successful. Response to Instruction and Intervention (RTI<sup>2</sup>) is one form of support. RTI<sup>2</sup> is a multi-level instruction and intervention delivery system through which specific student needs are identified based on instructional data. At the first level (Tier I), all students receive high quality classroom instruction. Students who are struggling are identified and moved to one of the next

levels (Tier II and Tier III) where they receive targeted interventions to support them in their areas of need. Each student's progress is monitored regularly to determine if the intervention is helping him or her be more successful. If the intervention is working, it is continued as long as needed. If not, the child moved to the next level for more intensive intervention. For a more detailed explanation of this multi-level support system, see "A Family Guide to RTI<sup>2</sup>" at [www.hcss.org](http://www.hcss.org).

## **MHS RTI<sup>2</sup> POLICY**

- I. All incoming freshmen and transfer students will be placed into RTI<sup>2</sup> tiers based on the following:
  - A. RTI<sup>2</sup> tier standing from previous school OR
  - B. TVAAS Scores AND/OR
  - B. All transfer students and freshmen must take the Math and Reading Universal Screeners. (used for Reading and Math tier placement and Tier I grouping)
  - C. Students scoring at or below the 25<sup>th</sup> percentile will be placed into Tier II.
  - D. Students scoring at or below the 10<sup>th</sup> percentile will be placed into Tier III.
- II. RTI<sup>2</sup> teams made up of teachers, administrators, and counselors will meet every 4.5 weeks to review Tier II and Tier III students' RTI<sup>2</sup> data. After a minimum of 8-10 data points are collected over 16-20 weeks, the RTI<sup>2</sup> team will determine if Tier II students should be moved to Tier I and if Tier III students should be moved to Tier II based on the students' sufficient progress. After a minimum of 8-10 data points are collected over 16-20 weeks, the RTI<sup>2</sup> team will determine if Tier II students should be moved to Tier III and if Tier III students should be referred to special education based on a lack of sufficient progress. A student who lacks sufficient progress will be determined by the following:
  - A. The rate of progress or improvement is less than that of his/her same-age peers or
  - B. The rate of progress is the same as or greater than that of his/her same-age peers but will not result in reaching the average range of achievement within a reasonable period of time
- III. Students in Tier II will participate in research-based intervention for 30 minutes per day.
- IV. Students in Tier III will participate in research-based intervention for 45 minutes per day.
- V. Tier II and Tier III classes will be monitored by administrators to ensure interventions are being provided with fidelity. At least two direct fidelity checks and one indirect fidelity check will be conducted every semester in Tier II classes. At least three direct fidelity checks and two indirect fidelity checks will be conducted every semester in Tier III classes.
- VI. All MHS students will complete three universal screeners (math and reading) during the school year – August, December, and May.
- VII. Students enrolled in Tier II and/or Tier III classes and students with IEPs will complete progress monitoring every two weeks.
- VIII. RTI<sup>2</sup> teachers will be responsible for printing the required class and student reports every 4.5 weeks prior to RTI<sup>2</sup> team meetings and Progress Reports/Report Cards.
- IX. Parents will receive copies of RTI<sup>2</sup> reports every 4.5 weeks for students enrolled in Tier II and/or Tier III classes. These reports will be sent home with Progress Reports/Report Cards. Parents will also receive a letter at the beginning of the school year to inform them if their child has been placed in any Tier II

and/or Tier III classes. They will also receive a letter if there are any changes in RTI<sup>2</sup> tier placements made during the school year.

### **MHS HONORS POLICY**

The requirements for the following MHS Honors classes are listed below:

- Honors English I
- Honors English II
- Honors English III
- Honors English IV
- Honors Algebra I
- Honors Geometry
- Honors Algebra II
- Honors Agriscience
- Honors Chemistry I
- Honors Biology I
- Honors US History

1. Students in the top 20% of their grade (based on TVAAS projections) for a subject will be placed in the related Honors class.

2. Students in the top 21-50% of their grade (based on TVAAS projections) for a subject will be eligible to take an entrance exam to qualify for enrollment in the related Honors class. The students with the highest passing scores (70 or higher) on the entrance exam will be enrolled in the related Honors class. Students with passing scores will be ranked from highest to lowest. Beginning at the top of the list (student with highest score), students will be placed into the Honors class until all available spots for the class are filled.

3. Once enrolled in an Honors class (by placement or by entrance exam), the student will not be allowed to drop the Honors class to go to a regular class unless a valid reason is provided by a parent during a meeting with the Principal or by a teacher during a meeting with the Principal (during the regular drop/add period—first ten days of school). If a student earns a “D” or “F” on the first quarter or first semester average for the course, the student, parent, teacher, and Principal will meet to make a decision about the student’s placement.

The following upper-level MHS Honors courses will follow the requirements listed below:

- Honors Pre-Calculus
- Honors Calculus
- Honors Biology II
- Honors Scientific Research
- Honors Anatomy & Physiology
- Honors Ecology
- Honors Chemistry II
- Honors Physics

1. Students in the top 20% of their class (based on ACT projections or scores) in the subject area who also earned semester averages no lower than a “B” in the most recent related course will be eligible to take the upper-level Honors class in the related area.
2. Students in the top 21-50% of their class (based on ACT projections or scores) in the subject area may be eligible to take upper-level Honors classes. These students must have also made an “A” on at least one semester average in the subject area during the previous school year, must have scored in the “Advanced” range on the most recent EOC or TN Ready Exam in the subject area, or must obtain the approval of the teacher of the honors course.
3. Students may drop upper-level Honors classes during the regular drop/add period (first ten days of school) with parent permission (meeting with School Counselor, phone call to School Counselor, or letter to School Counselor) as long as the course is not required to complete graduation requirements. An upper-level honors course could only be dropped after the regular drop/add period (first ten days of school) provided the student was taking seven courses (credits), the upper-level honors course was not needed for graduation, and permission is provided by parent, teacher, and principal.

## **TESTS**

### **End-of-Course Exams**

These state tests are given as final exams in English I, English II, English III, Algebra I, Algebra II, Geometry, Biology I, Chemistry I, and US History. They count as final exam grades in these courses.

(<https://www.tn.gov/education/section/assessment>)

### **ASVAB**

This is the Armed Services Vocational Aptitude Battery. Juniors may take this test during the first semester. While these test scores are used to determine eligibility for the U.S. Armed Services, the main function of this test is career exploration. This test is not required. ([www.military.com/ASVAB](http://www.military.com/ASVAB))

### **PSAT**

This is the pre-SAT given to Juniors during their first semester. This test is not required. College-bound juniors take this test in order to practice for the SAT, and most importantly, to qualify for the National Merit Scholarship Competition. Student is responsible for cost. ([www.collegeboard.com](http://www.collegeboard.com))

### **SAT**

This college entrance exam may be taken by Juniors and Seniors as many times as they would like. Testing is offered at off-campus sites. Registration for ACT tests given outside of school is available in the Guidance Office and online at [www.collegeboard.com](http://www.collegeboard.com). This is a 3-hour test made up of 7 different sections. Students should check with their colleges to see which college entrance exams are required. ([www.collegeboard.com](http://www.collegeboard.com))

### **PreACT**

The PreACT is given to Sophomores. PreACT simulates the ACT testing experience within a shorter test window on all four ACT test subjects: English, math, reading and science. The PreACT provides early practice for the ACT test with flexible test administration dates. PreACT score and predicted ACT score ranges align to the ACT 1–36 scale. Students may opt to share their information with colleges and scholarship agencies. ACT Interest Inventory results provide students with a personalized view of interests with college and career alignment. Valuable results provide actionable insights to help educators, parents and students make important decisions for the future.

### **ACT**

This college entrance exam may be taken by high school students as many times as they would like. This test is required for all Juniors in Tennessee. All Juniors in Tennessee will take the ACT at their own high schools on a school day in the Spring. Registration is available in the Guidance Office and online at [www.actstudent.org](http://www.actstudent.org). This is a 3-hour test made up of 4 sections. Students should check with their colleges to see which college entrance exams are required. (Writing section is optional.) Students are generally encouraged to take this test for the first time during the second semester of their Junior year. ([www.actstudent.org](http://www.actstudent.org))

### **State and District Testing Calendar**

A calendar of all state and district mandated tests can be found at the Humphreys County Board of Education's website ([www.hcss.org](http://www.hcss.org)). This calendar lists each test, the purpose of the test, the grade level or class at which students take the test, the tentative date or dates on which the test will be administered, and how and when parents and students will be informed of the results of the tests. Tests are also listed on the calendar on the MHS website ([www.mcewenhighschool.org](http://www.mcewenhighschool.org)).

### **Attendance during State Tests**

If a student is absent from a state test that counts as a portion of a student's grade, the student may make up the test within the state-approved testing window. These tests may not be made up outside of the testing window. If the student does not take the test within the state-approved testing window, the student will receive a score of zero (0), which will be calculated as a portion of the student's grade, per state law and school board policy. If a high school student fails a course due to a zero received on a state test because of an absence, the student may retake the course during summer school to earn the credit for graduation requirements. If a

student must miss a state test due to serious medical injuries or illness, in the opinion of a medical doctor, the student may take a teacher-made final exam, the score from which may be used in the place of the state test in the calculation of the student's grade. Documentation from a medical doctor must be presented stating that the student is unable to attend school during the testing window because it would be injurious to the student's health or the health of other students.

### **GRADE POINT AVERAGE (GPA)**

"GPA" stands for "grade point average." A student's GPA includes all of his or her **semester averages** earned throughout high school (9-12). This becomes important to many students because the GPA is used to determine entrance into many school organizations such as Beta Club, Leo Club, and others. GPAs are also one of the most important aspects of college admissions and scholarship competitions.

Humphreys County schools use a non-weighted system based on semester averages on a 4-point scale.

Each semester average is assigned a point value:

A=4 points

B=3 points

C=2 points

D=1 point

F=0 points

Once a point value is assigned to each semester average, add all of the point values together. Then, simply divide by the total number of semester averages (semester grades). The answer will result in a GPA ranging somewhere between 0.0 and 4.0.

Example:

Semester Averages:

English I – B (3 points)

Algebra I – B (3 points)

Agriscience – C (2 points)

Wellness – A (4 points)

Computer Apps – B (3 points)

Band – A (4 points)

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Total Points = 19 (19 divided by 6 semester averages/grades = 3.1600 GPA)

### **SEMESTER AVERAGE FORMULA**

Beginning in the 2017-2018 school year, semester averages will be calculated using the following:

#### 1<sup>st</sup> Semester Average

1<sup>st</sup> Quarter Average – 42.5%

2<sup>nd</sup> Quarter Average – 42.5%

Mid-Term Exam – 15%

#### 2<sup>nd</sup> Semester Average

3<sup>rd</sup> Quarter Average – 42.5%

4<sup>th</sup> Quarter Average – 42.5%

Final Exam – 15%

**Semester Average Formula: (9 weeks grade)(.425) + (9 weeks grade)(.425) + Mid-term or Final Exam (.15) = Semester Average**

**DISCRIMINATION/HARASSMENT OF STUDENTS** -- It is the policy of the Humphreys County School System not to discriminate on the basis of sex, race, color, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Title VI and VII prohibits discrimination on the basis of race, color, or national origin.

Title VI and VII Coordinator and Complaint Manager Richard Rawlings

Title IX prohibits discrimination on the basis of sex.

Title IX Coordinator and Complaint Manager – Jan Walls

Section 504 prohibits discrimination on the basis of handicap.

Alleged victims of discrimination/harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations of discrimination/harassment shall be fully investigated by one of the county complaint managers listed here.

Jan Walls            931-296-2568 Ext. 12230

Robert Martin            931-296-2568 Ext. 12253

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police and investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

Any student who wishes to file a discrimination/harassment grievance against another student or employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. The complaint should include the following information:

- A. Identity of the alleged victim and person accused
- B. Location, date, time, and circumstances surrounding the alleged incident
- C. Description of what happened
- D. Identity of witnesses
- E. Any other evidence available

More specific details about discrimination/harassment grievance definitions and procedures can be found in the Humphreys County School System Board Policy Manual -- Policy number 100.15. The manual is located in the principal's office, assistant principal's office, and the counselor's office.



## **CHILD ADVOCACY GROUPS AND STUDENT RIGHTS AND SERVICES**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 888-212-3162 or visiting:

Legal Services Division  
Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, Tennessee 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 37290  
Phone: 865-594-5691 Fax: 865-594-8909

In addition to the state and local resources available to parents and children, 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  
44 Vantage Way, Suite 550  
Nashville, TN 37228  
Phone: 615-248-5878 Toll-Free: 1-800-835-7077  
Fax: 615-248-5879

Support and Training for Exceptional Parents (STEP)  
712 Professional Plaza  
Greeneville, TN 37745  
West Tennessee: 901-756-4332  
Middle Tennessee: 615-463-2310  
East Tennessee: 423-639-2464

Tennessee Protection and Advocacy (TP&A)  
416 21<sup>st</sup> Avenue South  
Nashville, TN 37212  
Phone: 1-800-287-9636 or 615-298-1080  
TTY: 615-298-2471 Fax: 615-298-2046

Tennessee Voices for Children  
West Tennessee: 731-660-6365 (Phone) 731-660-6372 (Fax)  
Middle Tennessee: 1315 8<sup>th</sup> Avenue South, Nashville, TN 37203  
615-269-7751 (Phone) 615-269-8914 (Fax)  
1-800-670-9882 (Toll Free)  
East Tennessee: 865-609-2490 (Phone) 865-609-2543 (Fax)

For a more extensive list of organizations, visit the Tennessee Disability Services – Disability Pathfinder Database: On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit.”

*This information is provided as a service to individuals seeking avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented in this handbook.*

## **STUDENT DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION**

### **Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)**

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious nature which:

1. Unreasonably interfere with the student’s work or education opportunities; or
2. Create an intimidating, hostile, or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission or rejection of such conduct will be used as a basis for determining the student’s grades and/or participation in a student activity.

### **Bullying/Intimidation**

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate, or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. Any allegations shall be fully investigated by the building level administrator.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual’s need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take the necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Director of Schools. Any student disciplined for violation of this policy may appeal the decision in accordance with the county grievance policy.

This policy shall be noted in the student handbook and available on the school system’s website. A copy of the policy may also be obtained by contacting the Director of Schools.

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

### **CHILD FIND – SUPPORT SERVICES DEPARTMENT**

All children with disabilities residing in the state, including children with disabilities who are homeless children or are ward of the state and children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, and implemented to determine which children with disabilities are currently receiving needed special education and related services.

The Humphreys County Child Find program identifies children between the ages of three and twenty-one with special education needs including speech/language disabilities, autism, mental retardation, physically and/or health impaired, and high intellectual potential students are just a few of the eligibility areas that will be assessed. Educational needs are determined through parent interviews and child evaluations. Areas evaluated may include but are not limited to, vision, hearing, speech and language, motor, cognitive, and adaptive development.

Following evaluation, if a child is determined to meet Tennessee State Eligibility Standards and be in need of special educational services, an Individualized Education Plan (IEP) will be developed for the child and an appropriate program offered to meet the child's educational needs.

If you suspect a child needs additional education support to achieve his or her educational potential the Humphreys County School System strongly encourages you to contact us. The school system will provide a FREE screening and possible full evaluation of your child to determine any special needs and services for which your child might be eligible. The Humphreys County School System adheres to all Federal and State requirements as outlined in the Individuals with Disabilities Education Act (IDEA) or the State of Tennessee Special Education Eligibility Standards.

Possible support services include the following: speech/language, occupational therapy, physical therapy, vision therapy, social worker, homebound instruction, 504 accommodations, and ABA. To refer your child or for further information, contact the Support Services Department of the Humphreys County School System at 931-296-2568.

### **PARENTAL NOTIFICATION OF UNSAFE SCHOOL CHOICE OPTION**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Kristi Brown, Safe & Drug-Free Schools Coordinator at 931-296-2568, ext. 2250.

## **CELL PHONE POLICY**

**1st Offense** – The phone will be taken to the office and returned to the student at the end of the day.

**2<sup>nd</sup> Offense** – The phone will be taken to the office. The student will receive 3 days of ISS. The phone will be returned to the student after the three days of ISS have been served.

**3<sup>rd</sup> Offense and Subsequent Offenses** – The phone will be taken to the office. The student will receive 3 days of ISS or 3-5 days of out of school suspension, at the Principal's discretion. The phone will be returned to a parent or legal guardian after the suspension has been served. Frequent cell phone policy violators may receive more severe punishment.

Cell phones are allowed to be used for instructional purposes under the direction and supervision of a teacher.

**Excessive or extreme cell phone use** may result in one or more of the following depending on the severity of the incident(s):

- Loss of cell phone privilege for the remainder of the semester or the remainder of the year
- Suspension from school for three (3) days

**Harassing calls and/or texts at school** will not be tolerated and will result in administrative action commensurate with the degree of seriousness of the call or text.

## **INJURIES**

It is imperative that school personnel know if a student is hurt at school or at a school event. The student must inform the office secretary, Principal, or Assistant Principal. An accident report will be filled out to ensure school insurance will pay doctor bills, if needed. If this accident report is not sent in a timely manner, the school insurance company will not pay medical bills.

## **HEAD LICE**

As in all schools, some students have head lice at times. In the beginning of the year all rooms have been cleaned and prepared to prevent this problem. Head lice are brought into the school by students. Our policy is very simple; we will send a letter to all parents that have students in the room where lice are found. We ask that all parents follow the instruction sheet. If students return to school with head lice or nits, we will contact their parents to come pick the child up. We can only control this problem with the help of all parents. **PLEASE READ THE ATTACHED SHEET ON HEAD LICE -- APPENDIX IV.**

## **TEXTBOOKS**

Students are responsible for the care of textbooks assigned to them. Each book must have a cover on it at all times. Students will have to pay for lost / damaged books before they receive another one. All school textbooks must be kept in each student's locker. Books left laying around the school building or left in the classroom (unless directed by the teacher) are unacceptable. If a student's books are found, appropriate

administrative action will follow.

### **GRADING SYSTEM**

Grades will be reported to the parents and students every nine weeks via Report Cards. Parents should ask students for these Report Cards. The Report Card is designed to let the parents know how students are doing in their classes. Report cards are given out each nine weeks, five school days after the last day of the nine weeks. If you have a question or wish to discuss grades, please feel free to call the school and make an appointment. Do not wait until the last nine weeks to ask what can be done to help the student pass. Check calendar for report card dates. Quarterly grades, Mid-Term Exam grades, and Final Exam grades are reported as numerical averages. Semester One and Semester Two averages are reported as letter grades. Only Semester averages are reported on students' transcripts. In addition, grades will be reported on Progress Reports no later than three days after the midpoint of each 9-week grading period.

Also, student grades will be available online on the Skyward website. Go to [www.hcss.org](http://www.hcss.org) and click on the Skyward link. Students and parents may view these grades 24 hours a day from anywhere with internet access. At the beginning of each school year, students and parents will receive Skyward User Names and Passwords. If you misplace your Skyward login info, see someone in the Counseling Office. Some teachers will post grades almost every day, while other teachers may post grades less often. The frequency of grades posted often depends on the course. For example, many of the Honors/Advanced courses may be more project-based or research paper-based, and the teacher may rarely have new grades to post since the majority of the students' grades are based one or two items.

The accepted grading system is as follows:

A	93—100
B	85—92
C	75—84
D	70—74
F	0—70

### **GRADE PROMOTION/RETENTION**

Students are required to earn a specified number of credits in order to be promoted from one grade to another. Those requirements are as follows:

- 10<sup>th</sup> Grade – No less than 5 credits
- 11<sup>th</sup> Grade – No less than 10 credits
- 12<sup>th</sup> Grade – No less than 16 credits

Students who do not earn the required number of credits to be promoted to the next grade will be retained. The student will be promoted to the next grade when he or she meets the required number of credits through summer school, credit recovery, repeating one or more courses, or correspondence school.

### **MAKE UP OF MISSED ASSIGNMENTS**

Those students who have an absence may make up missed work. The work must be made up within three (3) school days. It is the student's responsibility to ask the teacher what work was missed. The teacher will not track down the student and ask if he or she wants to make up the work. Make-up work may differ from work that was missed.

If a student is absent, the student or his/her parent may contact the teacher(s) via email to inquire about missed assignments. The teacher email list will be available in the office and on the school website. If a student or parent does not have email, he or she may contact the office on the student's third day of absence to inquire about missed assignments.

Students who miss school for school trips or school events must complete all previously known assignments and tests upon the first day of return to school. These students have three (3) days upon return to school to complete any previously unknown assignments and tests. (The following scenario is an example. Susie is enrolled in Algebra, and her teacher tells the class on Monday that there will be a test on Friday. Susie has a school trip on Friday. Because she knew about the test ahead of time, she is responsible for taking the test on her first day back to school, Monday.)

Students who are assigned to Out of School Suspension (OSS) receive unexcused absences while they are suspended and are not allowed to complete makeup work.

Students who are assigned to In School Suspension (ISS) should complete all work sent by their teachers during their term in ISS. However, if teachers are unable to send all missed work during the ISS term, the teacher should give the student three (3) days upon return to the classroom to complete any additional work missed during the ISS term.

### **ATTENDANCE POLICY--School Board Policy: 300.31**

Recognizing that absenteeism is a hindrance to education and that the progress of a student at school depends on the punctuality and regularity of attendance, the Humphreys County School Board has adopted the following rules and regulations based on the State Compulsory Attendance Law.

#### **DEFINITIONS:**

- **ABSENT**-means a student is not in attendance in regularly scheduled classes/class at the school where he or she attends.
- **PRESENT**-means a student is in attendance in regularly scheduled classes/class at the school where he or she attends.

#### **EXCUSED ABSENCES:**

The following are excused absences established by the school board, if documented according to school policy.

1. Personal illness of the student.
2. An illness or handicapping condition of a family member that requires the temporary assistance of a student. A student is not to be excused from classes to perform the duties of a parent or guardian, allowing the parent or guardian to work.
3. Death in the family (absence not to exceed three days).
4. Students may be excused from school attendance on special and recognized religious holidays regularly attended by persons of the particular faith.
5. A student may be excused from school attendance for court appearances only if subpoenaed or directly involved in the court case. Proof of such must be submitted to the school personnel in charge of attendance.
6. Students may be excused for other reasons, including emergencies over which the student has no control with approval from the school principal. Arrangements for the make up of materials or examinations must be made prior to the absence, if applicable.

#### **UNEXCUSED ABSENCES:**

All other absences will be considered to be unexcused. Assignments and examinations that are missed cannot be made up, except for 9 (nine) weeks exams, mid-term exams, or final exams.

The appeal procedure will be in accordance with existing board policy as covered in the duties of the Disciplinary Hearing Authority (300.70).

All students who do not attend regular class, for whatever reason, are expected to be responsible for what was taught during that class time, and be accountable for assignments made during that time.

If a student misses a class more than 10 (ten) times per semester or 20 days per year (excused and unexcused), he or she can receive credit only if he or she is passing the course and request a hearing before an attendance review committee appointed by the Director of Schools. This committee will be composed of the Principal and the Supervisor of Attendance from the Board of Education. The student may be able to receive credit under extenuating circumstances if he/she has a Doctor, Dentist, Death excuse for **ALL** missed days.

In order to encourage good attendance, the teacher will add 1 point to the student's 9 week grade if a student does not miss a day in that class during the nine week grading period.

### OTHER ATTENDANCE NOTES

- **PLEASE DO NOT PICK UP YOUR STUDENT EARLY UNLESS IT IS A NECESSITY.**
- Students are excused from school to take Driver's Permit/License exams as long as the student brings a parent note to the office upon return to school. This will count toward the number of parent notes for the student. (Students may use no more than 5 parent notes per semester for absences.)
- Leaving school without permission (without following check out procedures in the office) results in two days of in-school suspension. Also, being in an unassigned location (going to the gym instead of class, going to another classroom instead of the assigned classroom, etc.) also results in two days of in-school suspension.
- Students must have a doctor's note after 5 absences, 3 tardies, or 5 check outs (per semester).
- Students are allowed to use parent notes for no more than 5 absences, 3 tardies, and 5 check outs (per semester) to be excused.
- Students who are tardy **TO SCHOOL** must get an admit slip from the office prior to going to class. The only exceptions are a late bus or other incidents approved by the Principal.
- Students who are tardy **TO CLASS** must report to the office to obtain an admit slip, and without adequate excuse, will be assigned one detention (30 minutes).
- A student who was **ABSENT OR CHECKED OUT EARLY** must report to the office the following day before 8:00 AM or upon arrival to school if he or she has a parent note or doctor's note to have the absence or check out excused. If the student does not have a note, he or she does not have to report to the office, and the absence or check out will remain unexcused.
- Students assigned to detention who do not report to detention will receive one (1) day ISS.
- Students must be present for 3 hours and 16 minutes (1/2 day) to be counted present for the day.
- On days with special events and/or activities, such as assemblies, awards day, prom, ACT, state testing, etc., students are expected to remain at school all day. Parent phone calls to allow students to check out will not be permitted. A parent must come to the office to check out the student.
- Students checking out for appointments that are short in nature (dental, vision, court, etc.) are expected to return to school if it is reasonably possible.
- Students are not permitted to miss school or check out of school to go to work unless they are enrolled in co-op. And, co-op students are only allowed to check out of school to go to work at their assigned times.
- Students who miss school to attend funeral services must bring documentation to the office upon return to school for the tardy/absence/check out to be excused.
- Vacations are not excused absences.
- A student who is required to attend court must return to school with a note from the court in order for the absence, tardy, or check out to be excused. The student is also required to report back to school by the time listed on the court note. If a student has a follow-up appointment with a lawyer, the student must also obtain a note from the lawyer and bring it to the office upon return to school.
- A student who misses school for a religious event/holiday/trip should obtain a letter from the religious organization or a parent and bring the letter to the office upon return to school for the



tardy/absence/check out to be excused.

- After a student's seventh (7<sup>th</sup>) absence (without a doctor's note—excused or unexcused), the student and his/her parents will be required to attend an Attendance Meeting at school with the Attendance Supervisor, Attendance Secretary, and Principal.

I. The consequences for being tardy **TO SCHOOL** without a doctor's note are as follows (per semester):

- 1<sup>st</sup> Tardy – Warning
- 2<sup>nd</sup> Tardy – Warning
- 3<sup>rd</sup> Tardy – Warning
- 4<sup>th</sup> Tardy – One Detention
- 5<sup>th</sup> Tardy – One Detention
- 6<sup>th</sup> Tardy – One day of ISS
- 7<sup>th</sup> Tardy – Remain in ISS until Parent meets with Principal

II. The consequences for **checking out early** without a doctor's note are as follows (per semester):

- 1<sup>st</sup> Check out – Warning
- 2<sup>nd</sup> Check out – Warning
- 3<sup>rd</sup> Check out – Warning
- 4<sup>th</sup> Check out – Warning
- 5<sup>th</sup> Check out – Warning
- 6<sup>th</sup> Check out – One Detention
- 7<sup>th</sup> Check out – One Detention
- 8<sup>th</sup> Check out – One day of ISS
- 9<sup>th</sup> Check out – Remain in ISS until Parent meets with Principal

III. The consequences for **checking out and checking back in on the same day** without a doctor's note are as follows (per semester):

- 1<sup>st</sup> Check out – Warning
- 2<sup>nd</sup> Check out – Warning
- 3<sup>rd</sup> Check out – Warning
- 4<sup>th</sup> Check out – Warning
- 5<sup>th</sup> Check out – Warning
- 6<sup>th</sup> Check out – One Detention
- 7<sup>th</sup> Check out – One Detention
- 8<sup>th</sup> Check out – One day of ISS
- 9<sup>th</sup> Check out – Remain in ISS until Parent meets with Principal

### **HOMEBOUND**

In the event of a serious illness that will require an extended absence of more than 10 (ten) consecutive days the student may apply to the Homebound supervisor for "homebound services." A physician's statement of need with signature will be required on forms provided by the Board of Education Homebound Services and if approved, will begin on the date of application.

### **PENALTIES FOR TRUANCY**

The law requires that the parent, guardian or other person having charge and control of a child be held strictly responsible for the child's regular school attendance. A penalty is provided for those parents or guardians who fail to observe this law. Attendance in school is a student-parent/guardian responsibility. Students are expected to be at school each day and in their classrooms on time.

### **HANDICAP ACCESS**

McEwen High School is handicap accessible. There is a loading/unloading ramp in front of the old gym that allows access to the sidewalk leading to the high school building. There are two marked handicap parking places on the North side of the parking lot adjacent to the aforementioned access ramp. Inside the building, there are handicap restroom facilities for both men and women in the South rest rooms on the first and second floors. There is an elevator to allow access to the second floor. The key is kept in the principal's office. On the second floor, there are Safe Havens at each end of the hall where handicapped people who will require assistance getting off of the second floor in an emergency are to report. In each place, there is a telephone that automatically contacts the office when it is picked up. In the case of an emergency, pick the phone up and tell the person answering which end of the hall you are on. Someone will come to your aid.

### **DROPPING/ADDING CLASSES**

Students are allowed to drop and/or add classes during the first 10 days of the first semester and the first 5 days of the second semester. Students are allowed to do this without a parent/guardian's permission as long as the change(s) are elective courses. Students may not change core academic courses without the permission of a parent/guardian. Students cannot drop/add after the drop/add period unless approved by an administrator. Classes cannot be dropped simply to protect a student's grade point average (GPA).

A non-required class may be dropped after the drop/add period if the student is taking seven (7) credits and has no study hall. Board policy requires students to take a minimum of six (6) credits per school year. Students in that situation may drop a class that is not required for graduation and pick up a study hall in its place. This change must be approved by an administrator.

### **STUDENTS WHO RESIDE OUTSIDE HUMPHREYS COUNTY**

Students who live outside of Humphreys County are required to pay an annual fee of \$1000 per child. Checks are to be made to the Humphreys County Board of Education. Children of school system employees living in other counties are exempt from this fee. Others believing they should be exempt from this fee may appeal to the Director of Schools. This fee must be paid before students begin classes unless prior arrangements have

been made with the Principal or Director of Schools.

### **PARENT/GUARDIAN ACCESS TO STUDENT RECORDS**

Parents/Guardians have the right to read their child's permanent records. For more information, contact the Principal at 931-582-6950 or the Counseling Office at 931-582-3283.

### **PARENT/GUARDIAN ACCESS TO COURSE CALENDARS AND STANDARDS**

As required by Public Chapter 660, House Bill 1905, parents have access to a course calendar, list of standards and objectives, list of required major assignments, and a list of field trips. These are kept on file in the office. To view them, please contact the office. The office phone number is 931-582-6950.

### **CONFISCATED ITEMS**

Any items confiscated by teachers, principal, or assistant principal will be held for an appropriate amount of time, as determined by the principal, before it is returned to its owner. This amount of time may be until the end of the school year. No items will be held past the end of the school year.

### **PARENT INVOLVEMENT POLICY**

We at McEwen High School are of the belief that education is a shared responsibility of the family, school, and community. To that end, a parent involvement policy has been developed which will be reviewed annually. A copy of this policy is on file in the Principal's office and may be viewed by anyone upon request.

### **ASBESTOS**

According to an inspection conducted by US Energy Systems, Inc., McEwen High School is in compliance with state regulations regarding asbestos-containing materials. Any questions regarding the same should be directed to the Principal at 931-582-6950.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Parents (custodial and noncustodial) and legal guardians have the right to inspect and review the cumulative and special education records of their child by making a written request to the official having custody of the records. The official shall have a reasonable time, not to exceed 45 days, to produce the records. If the parent or guardian objects to the inclusion of any item or document in the record, a written statement identifying the specific item or document objected to and the basis of the objection must be filed with the custodian of records. The custodian of records in the school is the Principal. A conference with the Principal or his/her designated representative may then be scheduled in an attempt to resolve the matter informally. If you are not satisfied with the results of this informal resolution, the parent or guardian may make a written appeal to the Director of Schools or his/her designated representative. A hearing shall be scheduled within 30 days of the receipt of the written appeal. A full and fair opportunity to present relevant evidence will be granted.

### **YEARBOOK PHOTOS**

Junior and Senior photos must be made by Hooper Photography to be included in the MHS yearbook. These photos do not have to be purchased by the student. These photos are made by appointment during summer break (931-296-1533).

Students who are retained at the end of the school year should have photos made for the grade in which the student was retained and the grade to which the student may be promoted after summer school. For

example, if an 11<sup>th</sup> Grader was retained, he or she should have both 11<sup>th</sup> and 12<sup>th</sup> Grade photos made. After first semester grades are posted, the retained student's grade level at that point will be the grade the student is listed in the yearbook.

Students who enroll in MHS after first semester grades are posted will not be in the yearbook.

### **MHS ACTIVITY PERIOD**

During Activity Period, MHS will implement part of the RTI<sup>2</sup> program, as required by the state of Tennessee. Students not assigned to Tier 2 intervention will participate in the Enrichment Program. Students in Tier 2 will be assigned to the Intervention Program during Activity Period. Depending on the student's needs, a student may be assigned to Math Intervention for the entire year, English Intervention for the entire year, or English Intervention during one semester and Math Intervention during one semester. Students will be assigned to the Intervention Program based on students' TVAAS scores and/or Universal Screening results. There are three main purposes of the intervention program: 1.) To help the student be more successful in his or her classes; and 2.) To help the student be more successful on state and national exams; and 3.) To help the student be more successful in life after high school. All Enrichment and Intervention Courses during Activity Period are ungraded non-credit bearing courses. These courses do not count toward a student's Graduation Requirements or GPA.

Students assigned to Intervention Courses during Activity Period or during a Tier III Intervention course are expected to participate in intervention class each day. This includes working in Academy of Math or Reading, Path Driver, and completing tasks assigned by the teacher. Students who do not work on the assigned tasks during Intervention class will be sent to the office. The consequences will be as follows:

1<sup>st</sup> Offense – 1 Detention

2<sup>nd</sup> Offense – 2 Detentions

3<sup>rd</sup> Offense – 3 Detentions

4<sup>th</sup> Offense – ISS and Parent Contacted

## MHS CREDIT RECOVERY POLICY

- I. Credit Recovery is a privilege – not a right.
- II. A student must have a failing semester grade no lower than fifty (50) in order to participate in Credit Recovery for the class that was failed. Students who received a grade of below fifty (50) must retake the course.
- III. A student's parent/guardian must give written consent for the student to enroll in the credit recovery course. Parents/guardians will be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit.
- IV. If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive the full credit for the course until he/she has enrolled in and passed the second semester of the course and taken any applicable EOC exams.
- V. Students in credit recovery will complete a course skill-specific diagnostic to determine skill-specific goals, meet individual skill-specific goals in a flexible time frame as established by identified need, and master all individualized skill-specific goals as established by the diagnostic process in order to earn credit.
- VI. There is limited space in the Credit Recovery program. A maximum of 8 students per period will be allowed to participate in Credit Recovery.
- VII. Credit Recovery is not available for all courses. It is available for most English, math, science, and social studies courses. It is also available for some fine arts, foreign language, elective courses, etc.
- VIII. Students are enrolled in Credit Recovery based on seniority (Seniors first, then Juniors, etc.).
- IX. Students who do not put forth sufficient effort and/or who are making unsatisfactory progress in Credit Recovery as determined by the Credit Recovery Facilitator and/or school administrator will be removed from the Credit Recovery program.
- X. Students who have excessive unexcused absences from school as determined by a school administrator will be removed from the Credit Recovery program.
- XI. Students who are not eligible for or who choose not to participate in the Credit Recovery program who need to recover one or more credits may do so through retaking the course(s) or through correspondence school. Correspondence school is not free. The student will be responsible for the payment(s) for the class(es). The student should see the School Counselor for information about correspondence school.
- XII. If a student is taking an EOC Course in Credit Recovery, he or she must have an acceptable score on an EOC Practice Exam to gain a credit from Credit Recovery. These courses include English I, English II, English III, Algebra I, Geometry, Algebra II, Biology I, Chemistry I, and US History.
- XIII. The Credit Recovery Facilitator will work closely with the teachers to develop an appropriate Credit Recovery program for each student. EOC teachers may send additional work for the student to complete in addition to the assigned program in Odysseyware in order to best prepare the student for the EOC test.
- XIV. Students enrolled in Credit Recovery must complete  $\frac{1}{2}$  credits in no more than five (5) school months and must complete full credits in no more than ten (10) school months.
- XVI. If the credit recovery grade is an 85 or higher, the originally earned "F" will be factored into the student's grade by making the final grade for the semester a "C." If the credit recovery grade is a 70 to an 84, the originally earned "F" will be factored into the student's grade by making the final grade for the semester a "D." A credit recovery grade of 69 or lower will result in no credit earned through the program. The student's transcript will denote that the credit was attained through credit recovery.

## APPENDIX I

### DRESS CODE

The administration shall determine the appropriateness of dress and grooming to the school situation.

When, in the opinion of the administration and/or the Humphreys County Board of Education, a student is not attired appropriately or exhibits grooming which is considered detrimental to the educational environment, appropriate action shall be taken. Students violating the dress code will be sent to the office where they may receive a warning, call for someone to bring a clothing item, call for permission to check out to go get the item, have an unexcused absence, or spend the rest of the day in in-school suspension (ISS). Upon a student's first dress code violation, the student may be allowed to return to class with a Dress Code Form marked "WARNING" as long as the dress code violation is not serious. Warnings will NOT be issued upon subsequent dress code violations. When a student is sent to the office by a faculty or staff member to be checked for a possible Dress Code violation, the administrator will complete the Dress Code Form if the student is allowed to return to class. The form must be kept with the student for the remainder of the day so that if he or she is questioned by any faculty or staff member regarding his or her attire, the student will be able to show proof of administrator review. If the student does not possess a Dress Code Form and a faculty or staff member suspects a student is violating the Dress Code, the student should be sent to the office immediately. **The administrators will have the final decision as to what is acceptable and what is not acceptable.**

**I. SHIRTS** –Shirts worn on the outside must come below the waistline. The following types of shirts must not be worn: low-cut shirts, spaghetti strapped/narrow strapped shirts, muscle shirts, halters, t-shirts with questionable slogans or advertisements. Lace shirts and see-through shirts may only be worn if worn over a dress-code acceptable shirt. Sleeveless shirts are permitted for females. However, the material over the shoulder must be at least 3 inches in width. Racer-back shirts are permitted for females. However, the racer back must not be deeply cut, and the material over the shoulder must be at least 3 inches in width. **UNDERGARMENTS MUST NOT BE VISIBLE AT ANYTIME.**

**II. PANTS** – Jeans or pants with holes are not acceptable. Pants with holes must have a permanent patch on every hole. Pants will be worn with the waistline properly on the hips. Sagging or very loose fitting pants are not acceptable. Cut-off jeans are not permitted. Super low-rise pants are not permitted. Shorts are not permitted, including Bermuda shorts. Capri pants are permitted for females. Capri pants must fall below the knee. Leggings are not permitted unless worn with a skirt or dress meeting the dress code (no higher than 3" above the knee). No athletic pants are permitted. This includes sweatpants, yoga pants, nylon warm-ups, etc.

**III. SKIRTS AND DRESSES** -- Females are permitted to wear skirts and dresses that are no shorter than 3 inches above the knee.

**IV. OTHER** -- Questionable patches or slogans on articles of clothing will not be tolerated. No apparel or jewelry advertising any type of alcohol, tobacco, or drugs is permitted. Male students are to be clean shaven at all times with no exaggerated sideburns. Male students will not wear ponytails or otherwise braid or bind their hair together. Male students are not allowed to wear makeup, eye shadow, or fingernail polish. Sweat bands, do rags, bandanas, combs, caps, or sunglasses will not be worn in the building at any time. Students are not allowed to bring hats or caps into the school building. Shoes will be worn at all times. No body piercing jewelry will be worn, other than earrings worn in the ear. No ear gauges of any size are permitted. Hair coloring (including, but not limited to, blue, green, pink, etc.) is not acceptable. Hair coloring must be natural human colors (blonde, brown, black, red, etc.). Hair must be cut so that eyes are completely visible at all times. No items may be woven into the hair such as beads, feathers, etc. Mohawks and "faux-hawks" are not acceptable. Large chains worn around neck or wrist are not permitted. Spiked necklaces, bracelets,

and earrings are not permitted. Unusual make-up will be at the principal's discretion.

## V. SPECIAL EVENTS

- A. Special events include, but are not limited to, the following:
  - 1. Senior Superlative Photos
  - 2. Junior/Senior Yearbook Photos
  - 3. Awards Day
  - 4. Club Induction Ceremonies
  - 5. School Photos (at least one Senior casual photo must follow dress code)
  - 6. Job Shadowing
  - 7. Ad Sales (Yearbook, Newspaper, etc.)
  - 8. Senior Night
  - 9. Sports Banquet
  - 10. One-day field trips (TPAC, Renaissance Center, etc.)
  - 11. School dances (Halloween, Homecoming, etc.)
- B. The regular school dress code applies to all of these special events, including skirt/dress length, no piercings, and no gauges. All efforts should be made to cover up visible tattoos. No shorts. Males must be clean shaven.
- C. Jeans and tennis shoes/sneakers are not acceptable at the following special events: Senior Superlative Photos, Awards Day, and Club Induction Ceremonies. Jeans are discouraged at the following special events: Job Shadowing, Sports Banquets, and one-day field trips. If jeans must be worn to one of these events, a student should wear his or her best pair of dark, hole-free jeans.
- D. **Prom Dress Code**
  - 1. Men
    - a. Tennis shoes are not allowed. Men must wear dress shoes or dress boots.
    - b. All men must wear a tie or bow tie.
    - c. All men must wear one of the following:
      - 1. Tuxedo
      - 2. Suit
      - 3. Dress pants and dress coat
    - d. All men must be clean shaven.
  - 2. Women
    - a. The regular dress code dress length rule still applies to this event. Dresses must not be shorter than 3" above the knee.
    - b. Women must wear a formal or semi-formal dress.
    - c. Dress shoes or dress boots are required.
    - d. Women may not wear dresses that expose excessive mid drift.
    - e. Excessively low-cut dresses are not allowed.
    - f. Excessively high-cut slits in dresses are not allowed.
    - g. Strapless dresses and spaghetti-strapped dresses are acceptable.

- h. If a portion of the dress is made of “see through” material, the student’s underwear must not be visible.
  - 3. Parents
    - a. Parents who choose to attend the Senior Walk and/or Prom Court must be dressed appropriately.
    - b. Parents must not wear flip flops, tank tops, caps, etc.
    - c. Inappropriately dressed parents and/or students will be denied entry – ticket or no ticket.
- E. **Homecoming Dress Code**
  - 1. The ladies on the Homecoming Court must follow the same Dress Code as the Prom Dress Code.
  - 2. Inappropriately dressed ladies will not participate in the Homecoming Parade, Pep Rally, and Crowning Ceremony.
- F. **Graduation Dress Code**
  - 1. Men must wear the following:
    - a. Black dress pants
    - b. White button-up dress shirt with a collar (Long sleeve or short sleeve)
    - c. Dark, solid-colored tie (No prints)
    - d. Black dress shoes or dress boots
  - 2. Women must wear the following:
    - a. Dress or skirt/top combo no shorter than 3” above the knee
    - b. No turtlenecks or mock neck tops
    - c. Black dress shoes
    - d. No flip flops



## APPENDIX II

### DISCIPLINE CODE

300.60

The following discipline code is applicable to all schools in the Humphreys County School System. Violations or infractions of the rules listed in this code may lead to suspension or expulsion from the school system. Student behavioral policies or rules shall apply at all times on school grounds, at any school activity or event (either on campus or off), or while students are being transported to and from school or any school-related activity.

### CODE OF CONDUCT

Students are expected to:

1. Comply with all rules and regulations of the school.
2. Refrain from activities that endanger the health and safety of students and school employees.
3. Ensure that behavior complies with the laws of the State of Tennessee.
4. Ensure that their actions do not interfere with the rights of any student to learn and to achieve.
5. Respect the rights of others.
6. Be in their assigned program of activities as assigned by the principal or his designee.
7. Attend classes and assigned school programs.
8. Follow directions of authorized school personnel during any period of time when the student is properly under the authority of the school.
9. School buses are also school property and school bus drivers are authorized school personnel. **Drivers are, therefore, charged with maintaining order on the buses and reporting students to the principal for disciplinary action.**

Tennessee state law gives the principal, or his designee, the authority to discipline students that violate School Board policies or school rules. A list of violations and misconduct subject to disciplinary action is listed below, but in no way should this list be considered to be an all inclusive list.

Students who are assigned to detention for any reason who did not report to detention will be assigned to in-school suspension (one day).

#### I. MINOR VIOLATIONS

Such violations are typically handled by the classroom teacher. However, continued violation of minor offenses shall be referred to the principal after correctional efforts by the teacher have proven to be fruitless, and more serious disciplinary action is necessary. Some examples of minor violations are:

- A. Tardiness
- B. Failure to conform to dress code
- C. Pranks-not resulting in injury or damage
- D. Other violations such as offenses which the administration may reasonably deem to fall within this category.

CONSEQUENCES ARE:

1st offense--Counseling, detention, in-school suspension, corporal punishment, punishment or at the discretion of the principal or his designee (not to include suspension).

2nd offense--Corporal punishment, in-school suspension.

3rd offense--Discretion of principal.

## II. INTERMEDIATE VIOLATIONS

Some examples are:

- A. Refusing to comply with an order or directive from a school board employee.
- B. Using or being in possession of tobacco, tobacco products or smoking paraphernalia.
- C. Gambling.
- D. Using obscene or profane language.
- E. Obscene gestures.
- F. Attendance / leaving school without permission / truancy.

CONSEQUENCES ARE:

1st offense--Corporal punishment, detention, suspension for 1-10 days depending on severity of violation.

2nd offense--Same as 1st offense

3rd offense--Suspension of up to 10 days or referral to the Disciplinary Hearing Authority.

## III. MAJOR VIOLATIONS

Some examples are:

- A. Disruption of school, which may include:
  - 1. Preventing students from attending class or encouraging student not to attend.
  - 2. Refusal to obey an order of a principal, teacher, or other school personnel.
  - 3. Continual violation of dress code.
  - 4. Disreputable conduct.
- B. Disrespect to teachers or staff members.
- C. Fighting.
- D. Damage, misuse or destruction of school property or private property.
- E. Possession of fireworks.
- F. Arson.
- G. Extortion / Theft.
- H. ANY OTHER CONDUCT THAT IS PREJUDICIAL TO GOOD ORDER AND DISCIPLINE of the SCHOOL-Any other action, as determined by the principal, that prevents or disrupts school activities may be considered within the scope of this policy.

Consequences are:

- 1. Parents may be notified.
- 2. Police **MAY** be notified according to the nature of the offense.
- 3. Suspension or referral to the Disciplinary Hearing Authority.

#### IV. ZERO TOLERANCE OFFENSES

##### A. POSSESSION OF A WEAPON

Possession of a weapon on school property, including buses, or at a school sponsored activity is prohibited. Weapons include:

1. Gun
2. Metallic Knuckles
3. Chemical Sprays
4. Knives, to include switch-blade knives, butterfly knives, box cutters, hunting knives. lock-blade knives, or any type inertia or gravity operated knife.
5. Any other object used as an offensive threat or used to cause physical injury.

##### B. DRUGS/ALCOHOL

A student shall not knowingly possess, use, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or any intoxicant of any kind or any other controlled substance, and shall not possess drug paraphernalia or transmit, distribute, or sell any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverages, intoxicants of any kind or any substance purporting or meaning to be any of the above.

This policy applies to the following:

1. School ground during, immediately before or immediately after school hours.
2. On school grounds at anytime when the school is being used by any school group.
3. Off the school grounds at a school activity, function or event (including on school buses).

**DRUG AND ALCOHOL RELATED OFFENSES ARE ZERO TOLERANCE OFFENSES AND RESULT IN A MANDATORY 1 YEAR EXPULSION FROM SCHOOL. (THIS MAY BE APPEALED TO THE DIRECTOR OF SCHOOLS).**

When it is suspected that a student has violated any section of this ZERO TOLERANCE POLICY, the principal will take the following action:

1. Law enforcement authorities will be called.
2. The parent / guardian of the student will be called.
3. The student will be suspended and referred to a Disciplinary Hearing Authority for further action.
4. The Director of School will be notified.

The Disciplinary Hearing Authority will hear the case and if the student is found guilty of the offense then the student will be suspended from the school system for a period of not less than one (1) calendar year.

##### C. ASSAULT

A student shall not cause or threaten to cause physical injury to a teacher, another student, any board employee or other person(s). This includes any written or verbal communication that threatens the welfare of any of the above individuals.

## BUS RULES

The uniform Code of Discipline for the schools will be utilized in all discipline reports. It reads as follows:

1. Be on time at designated bus stop. Buses cannot wait for tardy students.
2. Obey the driver's suggestions cheerfully. Help the driver to assure safety at all times.
3. Expect to walk some distance to a bus stop as required by state regulations.
4. Stay off roadway while waiting for the bus. Form a line to get on the bus.
5. Cross in front of the bus when crossing the road or highway. **DO NOT CROSS IN BACK OF THE BUS.**
6. Be careful while approaching bus stops; walk on the left side of the road facing oncoming traffic.
7. Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Remain seated while the bus is in motion. Enter or leave the bus only at the front door, except in the case of an emergency.
8. Do not leave the bus without the driver's consent, except at home or school. No unauthorized stops will be made. Hand the driver a **WRITTEN STATEMENT SIGNED BY YOUR PARENTS** when you are to leave the bus at any place other than your home or regular unloading area.
9. Students will be assigned seats by the driver. Occupy any seat assigned by the driver. Keep feet out of the aisles and off seats and seat backs.
10. Sit three in a seat by filling the back seats first when conditions require it.
11. Musical instruments will have to be held by the owner. Do not leave them in the aisle or at the front or rear at the emergency exit. Do not clutter the aisles with books, lunch boxes, etc. Hold them in your lap.
12. Sit erect with your feet on the floor.
13. Keep head, arms and hands inside the bus.
14. Observe classroom conduct. Avoid unnecessary disturbing noises. The driver should not be distracted while the bus is in motion. Do not shout at passing vehicles or persons.

Students that will not follow these rules will lose their bus privileges upon the request of the bus driver.

## APPENDIX III

### McEWEN HIGH SCHOOL LIBRARY

The McEwen High School Library is a place for reading and individual study. It is open daily from 8:00-3:00 and serves grades 6-12.

Books are checked out for two weeks and may be renewed one time. Students may check out a maximum of two books at a time. Any student needing more than two books for a class project or research assignment may make special arrangements with the librarian. Return books at the circulation desk in the library. Students are expected to be responsible and return books on time. No student may check out other materials if he/she has overdue books. The student, at a minimum of \$15.00 per book, must replace lost or damaged books.

Magazines, newspapers, reference materials, audio-visual materials and equipment are not checked out to students, but may be used in the library. Copies from reference materials can be made upon request at \$.05 per page.

All student computers are Internet accessible and are available for educational purposes only. Students are not permitted to use the Internet without written consent by a parent or legal guardian. Internet permission forms must be turned in each school year as per school board policy. Students may print from the Internet at a fee of \$.05 per page for black and white copies and \$.10 per page for color copies. Students are expected to adhere to all copyright laws.

Email is for academic or other approved use, such as communicating with colleges and universities concerning programs and admittance. Checking and sending personal email is not allowed. Speak to the librarian first before emailing.

If you come to the library from a class you must:

1. know your assignments; bring textbooks, pencil, paper, etc. with you.
2. come with a signed note from the teacher
3. take care of personal business (lockers, office, etc.) before entering the library
4. remember that food and drinks are not allowed in the library
5. behave respectfully to the librarian, the library assistant, and each other.

If you are disruptive, disrespectful, or rude, your library privileges may be revoked.

The library is available for students and teacher to use to enhance the educational process. Keep in mind the library is utilized by junior high and high schools. It is very busy. In order to maximize efficiency of library operation, the following directions are being implemented:

1. If a class comes to the library, the classroom teacher must be with them at all times.
2. Teachers must reserve the library for a class visit at least three days in advance.
3. A student from a class may report to the library if he/she has a legitimate need to be there. The library is not a sitting service. The student must have a note from the teacher to come to the library explaining why he/she is there.
4. Students not actually utilizing the library as aforementioned will be sent back to class.

## APPENDIX IV

### HEAD LICE

#### LICE AND SCABIES EXCLUSION POLICY

300.120

1. Any student found to be infested with lice, nits or scabies, shall be excluded immediately from school and treatment shall be advised.
2. Prior to being re-admitted to school the student will be examined by school personnel to determine that they are not infested with lice, nits or scabies.
3. A student will be allowed a maximum of four excused absences for treatment of lice or scabies. Any days in excess of this will be dealt with as unexcused absences.

#### **SOME HELPFUL INFORMATION ON HEAD LICE AND CONTROL:**

It is not easy to get rid of nits. There is a comb provided in the shampoo box which will help, but sometimes nits must be picked off one by one. If there is a disagreement between the school and the parent, the parent will need to get a statement from a doctor or the Health Department that the child is nit free. Head lice do not carry any disease, nor does their presence mean that your child is dirty. However, to prevent further spread, this condition should be treated at once.

Head lice can be acquired by coming into close contact with an infested person; by wearing infested garments such as coats, caps, and scarves; by using infested combs and brushes; by lying on infested carpets or beds; or by resting the head against upholstered furniture that has been used by and infested person. Both the infested individual and his personal articles (caps, combs, brushes, towels, and bedding) should be disinfected. Fumigation (spraying) of the home and school is not recommended since the efficiency of these practices has not been evaluated.

1. **TREATMENT**
  - A. Several shampoos to kill lice are on the market. Some can be bought over-the-counter at your local drugstore, but others require a prescription.
  - B. All persons in the household who have head lice should be treated.
2. **PROCEDURE**
  - A. Remove all clothing.
  - B. Use shampoo as directed.
  - C. Put on clean clothes after shampooing.
  - D. Repeat treatment in 10 days to kill newly hatched lice. (This is not always recommended by the private physician, so ask your doctor before repeating treatment.)
  - E. Wash all clothing, towels, and bed linens used by persons with head lice with hot water and detergent.
  - F. Dry clean all clothing and hats that cannot be washed.
  - G. Soak combs and brushes for an hour in a 2% Lysol solution, or put in a pan of water on the stove and heat to about 150<sup>o</sup> F for about 5-10 minutes.
  - H. Thoroughly vacuum carpets, curtains and upholstered furniture.

To prevent spread, persons with head lice should not share articles that come in contact with the head, neck, or shoulders. This would include combs, brushes, hats, coats, towels, etc.

## APPENDIX V

### **STUDENT ALCOHOL AND DRUG TESTING**

Students will be notified in writing (student handbook) at the beginning of each school year or at the time of enrollment that they shall be subject to testing for illegal or unauthorized drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and illegal or unauthorized drug use has been violated.
2. A search of lockers produced evidence of the presence of illegal or unauthorized drugs and / or alcohol or drug-use paraphernalia.
3. A search of persons and containers produced evidence of a presence of illegal or unauthorized drugs and / or alcohol or drug-use paraphernalia.
4. A search of vehicles produced evidence of the presence of illegal or unauthorized drugs and / or alcohol or drug-use paraphernalia.
5. Through observation or other reasonable information reported by a teacher, staff member, another student, or any other credible source that a student is using or under the influence of illegal or unauthorized drugs and/or alcohol on school property.

Students assigned to the Alternative Learning Center may be randomly tested, at the discretion of the program director. Assignment to the Alternative Learning Center is conditioned that the student and his or her parent/guardian agree to random testing as a condition of enrollment. Such tests will be administered in the same manner as other tests are administered on students in a regular school setting.

All athletes, including cheerleaders, are subject to random drug testing. See the school board policy about random drug testing for school athletes online at [www.facebook.com/mcewenhighschool](http://www.facebook.com/mcewenhighschool) or view a copy in the school office. This policy also contains a provision to include non-athletes in the programs should parents want their child tested. A positive test under this program is non-punitive and is only meant to let parents know if their child is using drugs. A participation form for non-athletes is available in the office and online [www.facebook.com/mcewenhighschool](http://www.facebook.com/mcewenhighschool).

The principal / other administrator shall take the following steps:

1. Inform the student of the substance of the basis or reason that a test is being conducted;
2. Designate another administrator/teacher as a witness for the testing procedure;
3. Inform the student of the procedures which shall be followed in administering the test;
4. Notify the parent/guardian of the student of the impending test and inform them and the student that refusing to take the test may result in an immediate suspension from school.
5. The principal and witness will administer the test using the urine strips that are available through the school health supervisor. If this screening test shows positive then the student's parent will be notified and the student will be transported to the designated medical/testing facility within Humphreys County where an appropriate sample will be taken under the supervision of the facility staff. This facility may be the local hospital, physician, or a private testing facility such as Workforce Essentials. The student will be accompanied by the administrator and witness during this process.

The above test must be administered within four (4) hours of the original screening test and the cost of such tests will be the responsibility of the Humphreys County Board of Education.

6. Upon receipt of written, certified results of the analysis from the facility or laboratory, the principal / administrator shall do one of the following:
  - a. If the results of the tests are negative, all evidence of the individual test including all records in the school that the test was ordered and the reasons therefore, shall be destroyed.
  - b. If the results of the analysis are positive, the student and parents / guardian shall be given written notice of the results. In addition, they shall receive referral information which shall include in-patient, out-patient, and community-based drug and alcohol treatment programs.
7. Upon finding of a positive presence of an illegal or unauthorized drug or alcohol in the student's system as a result of the test, disciplinary action shall be taken in accordance with established board policy relative to possession of illegal or unauthorized drugs on school property or at or in connection with school functions or activities.



## APPENDIX VI

### **Qualifications for Homecoming Attendants/Princesses, Class Officers, Senior Superlatives, and Student Council Representatives**

The purpose of these requirements is to ensure that students who represent McEwen High School are students who will do so in a positive manner. Students elected to represent McEwen High School will conform to the following:

1. Must be in good standing with teachers and administration.
2. Must not have been assigned to ISS more than once for any reason.
3. Must not have been assigned to out of school suspension or to alternative school.
4. Must not have been assigned to detention more than three times.
5. Must have a satisfactory attendance record.
6. Student Council Representatives will be removed from their positions if they are assigned to ISS more than once during their term of service.
7. Students running for Student Council President must have previously served as a Student Council Officer and/or a Class President.
8. In order to be elected as a Senior Superlative, the student must officially be a Senior (based on the number of credits earned).

Class officers and student council representatives must have at least a 2.5 GPA and must have attended McEwen High School or McEwen Junior High School the previous year.

## APPENDIX VII

### DUAL CREDIT FOR COLLEGE COURSES

3.502a

A student enrolled in the 11<sup>th</sup> / 12<sup>th</sup> grade in the Humphreys County School System may enroll in college level courses which are conducted either during the school day or outside of the school day. If the course the student wishes to take is offered at his or her home high school campus during the school day, the student must take that course on the high school campus or after regular school hours. For the purposes of this policy, dual enrollment will mean the enrollment of a high school student in one or more specified courses for which the student may be awarded both high school and college credit.

The student may receive high school credit for participating in such courses in accordance with requirements of the local Board of Education and / or the rules and regulations of the State Board of Education. Courses taken during the school day will automatically become dual credit courses and must be counted in the GPA. If the course is taken after school hours, the student and parent may determine whether to accept or not accept the college credit for high school credit at the completion of the college semester but prior to the end of the high school semester. Grades from courses taken in the summer must be reported to the high school counseling office by the first day of the upcoming school year.

1. The student must have a 3.0 GPA and / or the recommendation of the school principal and /or counselor that are familiar with the student's work habits and abilities. The student must also have qualifying test scores as determined by the participating college. Acceptance by the participating institution of higher learning is required. This institution must be an accredited college/university and courses may, in some circumstance, include online courses, hybrid courses and / or web-conferencing courses. The student may take up to one online, hybrid or web-conferencing course per semester, with the approval of the high school principal, and only due to unavoidable scheduling conflicts.

2. A student may take college courses as Dual Enrollment or Joint Enrollment. Dual is the enrollment of a high school student in a college course which allows the student to earn both high school and college credit. Joint Enrollment is the enrollment of a high school student in a college course which allows the student to earn only college credit.

3. A three hour or more, semester college course will be equivalent to a semester high school course. Because the policy allowing a student who has earned an "F" first semester and a "C" second semester to receive credit only applies to full year courses, this "F-C" policy will not apply to courses taken for Dual Credit.

4. These classes can be counted as one /or more of the 6 classes / year now required by other board policy. Dual credit courses being taken at night may be shown on the student schedule.

Students and parents shall be required to sign that they have read the dual policy, and they know that there may be consequences such as not being able to graduate, if they elect not to count the course for dual credit.

**APPENDIX VIII**  
**MHS Computer Lab Rules**

There are several classrooms at MHS with computer labs. The rules listed here must be followed at all times.

1. Absolutely no food, drink, candy, or gum is allowed in the room, especially near the computer equipment. Students will be instructed to throw away these items at the door. If a student refuses, he or she will be sent to the office immediately. (Consequence: 3 days detention)
2. Students may only print with the permission of the teacher. Students may also go to the Library to print.
3. Each student will need to have a personal zip/jump/flash drive to store his or her own work. Computers will be set up to “dump” any saved information each night. Students should not depend on being able to save to the desktop. Students may also email their work.
4. Only students who are in the assigned class during that period will be allowed access. Other students must obtain written permission from the teacher in the lab at that time and will only be allowed as room permits.
5. Computer labs are open from 8:00 AM until 3:00 PM each day. They are closed during lunch, Long Break, and Activity Period. During tutoring, students may seek permission to use the lab from a tutor.
6. Horseplay and misconduct will not be tolerated. Students will be warned or ejected from the lab to the office if problems occur. (Consequence: 3 days detention)
7. Computer should be used only for academic purposes as directed by the teacher in the lab. No games or illegal downloads are allowed. Students may not go around the established school filter systems. Violations will be a punishable offense. (Consequence: 3 days ISS)
8. Students in the computer lab must do their own work. It is considered cheating or plagiarism if a student saves the work of another student and attempts to turn it in for a grade. You will receive a failing grade for the work if you cheat or plagiarize. (Consequence: 3 days ISS)
9. If a teacher decides that computers are not to be used during a certain class period, students will not use the computers during that period. (Consequence: 3 days ISS)
10. Students should close all programs on the computers at the end of each period.

**Appendix IX**  
**Driver's License Information**

**Denial of Motor Vehicle License – TCA49-6-3017)**

This state law applies to all persons 15-17 years of age and requires suspension action be taken in regards to persons who do not have a driver's license, as well as those that are licensed. The law requires that students be enrolled and making "satisfactory academic progress" in secondary school. As used in this law, "satisfactory academic progress" means making a passing grade in at least three full unit subjects or their equivalency at the conclusion of any regular school semester. A student who fails to maintain "satisfactory academic progress," based on end of semester grading, may not be considered to be in compliance until the student makes a passing grade in at least three full unit subjects or their equivalency at the conclusion of any subsequent grading period. Summer school does not satisfy criteria for renewal of licenses revoked due to second semester failures, because it is not possible to earn three credits in school.

**Drug Free Youth Act (Juvenile Offender Act)**

Denial of driving privileges by court:

1. When a person, younger than 18 years of age, but 13 years of age or older, commits any offense or engages in any prohibited conduct described in this subsection, then at the time the person is convicted of the offense, or adjudicated a delinquent child, unruly child or status offender, the court in which the conviction or adjudication occurs shall prepare and send to the Tennessee Department of Safety, Driver Control Division, within 24 hours of the confiscation or adjudication, an order of denial of driving privileges for the offender. This section applies to any criminal offense, status offense, violation, infraction of other prohibited conduct involving the possession, use, sale, or consumption of any alcoholic beverages, wine, beer, or any controlled substance as defined by law, or involving the possession or carrying of a weapon on school property. The denial of driving privileges, authorized by this section applies when the prohibited conduct occurs before the offender attains the age of 18, regardless of when a conviction or determination occurs. The Department of Safety shall promulgate an "order of denial" for use by the courts.
2. If a court has issued an order of denial of driving privileges, the court, may review the order and may withdraw the order at any time the court deems appropriate, except as provided in the following:
  - a. A court may not withdraw an order for a period of 90 days after the issuance of the order if it is the first such order issued by any court with respect to the petitioning person and
  - b. A court may not withdraw an order for a period of one year after the issuance of the order if it is the second or subsequent such order issued by the court with respect to the petitioning person.
3. For a motion for withdrawal to be properly before the court for consideration, the local district attorney must have received at least ten days prior notice of the motion along with the time and place where it will be considered. The motion must be joined in by a custodial parent or legal guardian of the offender, if the offender is an unemancipated juvenile at the time the motion is made. The motion shall state whether any prior orders of denial have been issued by any court and shall include all exhibits from any prior orders of denial so issued.
4. The local district attorney general or assistant district attorney general shall have the right to appear, present evidence, and be heard at proceedings under this section.

**APPENDIX X  
STUDENT EQUAL ACCESS  
(TSBA 4.802)**

**Student Meetings**

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control, or regularly attend.

**School-Sponsored Events**

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

## APPENDIX XI MOVE ON WHEN READY ACT REQUIREMENTS

The Move on When Ready Act (T.C.A. § 49-6-8303 ) provides public high school students the opportunity to complete an early high school graduation program and be eligible for unconditional entry into a public two (2)-year institution of higher education or conditional entry into a public four (4)-year institution of higher education. MHS students wishing to pursue this course of action must submit the appropriate paperwork to the Counseling Office prior to the first day of school of the Sophomore year. Students wishing to pursue this course of action should complete the paperwork prior to the first day of school of the Freshman year, if possible.

In order to meet the Move on When Ready Act criteria, an eligible student must fulfill each of the following requirements:

1. Earned 18 credits,
  - a. English I, II, III, and IV
  - b. Algebra I and II
  - c. Geometry
  - d. United States History
  - e. Two (2) courses in the same foreign language
  - f. One (1) course selected from the following:
    - i. Economics
    - ii. Government
    - iii. World Civilizations
    - iv. World Geography
  - g. One (1) course selected from the following:
    - i. History and appreciation of visual and performing arts
    - ii. A standards based arts course, which may include studio art, band, chorus, dance, or other performing art
  - h. Health and Physical Education (Wellness)
    - i. Biology
    - j. Chemistry
2. Have a cumulative GPA of at least a 3.2 on a 4 point scale
3. Scored at the advanced level on TCAP end of course assessments
4. Met benchmark scores on the ACT or SAT examinations in mathematics and English as determined by the Tennessee Higher Education Commission
5. Achieves a passing score on a nationally recognized language proficiency assessment.
6. Completed two credits in AP, IB, dual enrollment or dual credit offerings.

*The complete requirements can be found on the State Board of Education's website at [https://tn.gov/assets/entities/sbe/attachments/4-20-12-IV\\_B\\_Move\\_on\\_When\\_Ready\\_Act.pdf](https://tn.gov/assets/entities/sbe/attachments/4-20-12-IV_B_Move_on_When_Ready_Act.pdf) and in Tennessee Code Annotated § 49-6-8303.*

Listed below are available language proficiency assessments that meet the criteria to be used for this program.

### **ACTFL Oral Proficiency Interview (OPI)**

This test is administered by Language Testing International. OPI is a telephonic interview and is available in 100+ languages. <https://www.actfl.org/assessment-professional-development/assessments-the-actfl-testing-office>  
*Recommended Cut Score:* Intermediate Low

## **ACTFL Oral Proficiency Interview Computer (OPIC)**

This test is administered by Language Testing International. OPIC is offered in Arabic, English, French, German, Korean, Mandarin, Indonesian, Italian, Pashto, Persian, Portuguese, Russian, Spanish, and Tagalong.

<https://www.actfl.org/assessment-professional-development/assessments-the-actfl-testing-office>

*Recommended Cut Score:* Intermediate Low

## **ACTFL Writing Proficiency Test (WPT)**

This test is administered by Language Testing International. The WPT is offered in over 20 languages.

<https://www.actfl.org/assessment-professional-development/assessments-the-actfl-testing-office>

*Recommended Cut Score:* Intermediate Low

## **ACTFL Reading Proficiency Test (RPT)**

This test is administered by Language Testing International. The available languages are: English, French, German, Italian, Portuguese, Russian, Spanish, Arabic and Mandarin.

<https://www.actfl.org/assessment-professional-development/assessments-the-actfl-testing-office>

*Recommended Cut Score:* Intermediate Low

## **ACTFL Listening Proficiency Test (LPT)**

This test is administered by Language Testing International. The available languages are: English, French, Italian, Portuguese, Russian, Spanish, Arabic and Mandarin.

<https://www.actfl.org/assessment-professional-development/assessments-the-actfl-testing-office>

*Recommended Cut Score:* Intermediate Low

## **The ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL)**

The AAPPL measure is currently available in Arabic, Chinese (Mandarin), English, French, German, Portuguese, Russian, Spanish and ESL. The AAPPL measure assesses Interpersonal Listening/Speaking, Presentational Writing and Interpretive Reading and Listening.

<https://aappl.actfl.org/>

*Recommended Cut Score:* N4, which corresponds to ACTFL Intermediate Low

## **Advanced Placement Examinations of the College Board (AP)**

AP offers language testing in the following: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture and AP Spanish Literature and Culture.

[http://apcentral.collegeboard.com/apc/public/courses/teachers\\_corner/index.html](http://apcentral.collegeboard.com/apc/public/courses/teachers_corner/index.html)

*Recommended Cut Score:* 3

## **Avant STAMP 4S**

The Avant STAMP 4S available languages include Arabic, English, French, German, Hebrew, Hindi, Italian, Japanese, Mandarin (Simplified and Traditional), Russian and Spanish.

<https://avantassessment.com/stamp4s.html>

*Recommended Cut Score:* Level 4, which corresponds to ACTFL Intermediate Low

## **ALTA Language**

A combination of the following three assessments should be used to align with the modes of communication outlined in the *ACTFL Performance Descriptors for Language Learners*: the Speaking and Listening Assessment, the Written Assessment and the Reading Assessment. Regularly requested language tests include Arabic, Mandarin, Cantonese, French, German, Italian, Japanese, Korean, Portuguese and Spanish.

<https://www.altalang.com/language-testing/>

*Recommended Cut Score:* Level 5, which corresponds to ACTFL Intermediate Low

## APPENDIX XII

### Humphreys County Board of Education Acceptable Computer/Technology Use Policy (Student Edition)

The Humphreys County School System is pleased to provide computers with Internet access and network capabilities in all classrooms. This document contains the acceptable use of all computer related equipment set forth by the Humphreys County Board of Education.

- All students in good standing with the school will have access to the Internet (World Wide Web) and informational resources through their classroom, library, or school computer lab with permission of parent or guardian.
- At this time, email accounts and personal web pages are not being issued to students. If and when these resources are allowed, additional conditions will be added to the Student Acceptable Use Policy to address the additional responsibilities, which accompany these items.

To ensure that Internet connections are used constructively for the advancement of educational opportunities for the students of Humphreys County Schools, it is necessary to establish policies for acceptable use of computer network communications. The State of Tennessee has taken precautions to restrict access to controversial materials. Filtering software to block access to sites deemed inappropriate for instructional purposes has been installed and is monitored daily.

Acceptable use of the district's network and the Internet must be in support of education and research, and be consistent with the educational objectives of the school district. Use of other networks or computing resources must comply with the rules appropriate for that network. Transmission of material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by a trade secret. Personal use for commercial activities, product advertising and /or political gain is prohibited. No two-way communication through "chat lines" will be allowed. Only those computers connected and approved by the school administrators and the system technology coordinator will be allowed to use Humphreys County Schools Internet access. Access to protected resources "computer hacking" is illegal and prohibited. Student use is restricted to activities approved by the supervising teacher. Computers and equipment must be used exclusively for school business and educational activities, and are subject to monitoring. Abusive behavior toward equipment will be reported to the school principal for disciplinary action. To safeguard computers and software from virus and corrupt files, supervising teacher and system technology coordinator must approve any materials downloaded from the Internet. Students are prohibited from installing any software on the school system's computers. Programs or games that are not educational or research based instructional programs are not to be installed or played on any computer at any time. Students are prohibited from providing personal information to anyone online. Never share your password with anyone. User accounts must not be shared or left open and unattended. Backup copies of documents are the responsibility of the user. As a user you are accountable and can be held responsible for policy violations traced to you. Attempting to log in through another person's account or access another person's files is illegal, even if only for the purpose of browsing.

Vandalism will result in a cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to harm or destroy computer equipment. The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of those privileges. Students who fail to comply with acceptable use policies adopted by the Humphreys County Board of Education will also be subject to disciplinary action by school administration consistent with the school's discipline policy. In order to better inform our students on the issue of Internet safety, the Humphreys County Board of Education will be integrating the study of safe internet usage into our curriculum. Staff will be informed and trained to deliver this curriculum in grades K12, and information on this topic will be made available to the community.

Learning Tablets that are property of Humphreys County School System and **MUST BE TURNED INTO THE CENTRAL OFFICE PERIODICALLY FOR SYSTEM MAINTENANCE AND INSPECTION. DO NOT RETURN TABLETS TO TEACHER. THE TABLETS MUST BE HAND DELIVERED TO THE SPECIAL EDUCATION DEPARTMENT IN THE CENTRAL OFFICE LOCATED AT 2443 HWY 70 EAST, WAVERLY, TN 37185. ANY DAMAGES TO LEARNING TABLETS WHILE IN THE STUDENT'S POSSESSION WILL BE THE EXPENSE OF THE STUDENT'S PARENT OR GUARDIAN. THE REPLACEMENT COST WILL BE FULL RETAIL VALUE OF THE LEARNING TABLET. ANY DAMAGES THAT OCCUR TO THE TABLET DO TO VIRAL DOWNLOADS FROM QUESTIONABLE WEBSITES, EMAIL, OR PROGRAMS THAT HAVE NOT BEEN APPROVED FOR TABLET USE WILL BE THE RESPONSIBILITY OF THE PARENT OR GUARDIAN OF THE STUDENT WHOSE POSSESSION IT WAS IN. HUMPHREYS COUNTY BOARD OF EDUCATION IS NOT LIABLE FOR ANY DAMAGES DONE TO THE LEARNING TABLET BY UNAUTHORIZED USE OR MODIFICATIONS THAT ARE DONE OUTSIDE OF THE TECHNOLOGY DEPARTMENT. LEARNING TABLETS ARE INTENDED FOR EDUCATIONAL PURPOSES NOT ENTERTAINMENT.**

I understand and will abide by the above Terms and Conditions for use of the Internet and the district's network system. I further understand that violations of the regulations above are unethical and constitute a criminal offense. Should I commit any violation, my access privileges could be revoked; disciplinary action could be taken and/or appropriate legal action could occur.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



**APPENDIX XIII**

**McEwen High School Photo Permission Form**

I give permission for photos of my son or daughter to be used in the school newspaper and on the school website(s). All photos must be approved by the administration and/or faculty appointed by the administration.

\_\_\_\_\_  
Name of Student (Please print)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**RETURN THIS FORM TO THE MAIN OFFICE.**

**APPENDIX XIV**

**STUDENT HANDBOOK SIGNATURE PAGE**

I have read and understand the 2017-2018 MHS Student Handbook. If I have questions, I will call Dr. Honea for clarification. (931-582-6950)

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**RETURN THIS FORM TO THE MAIN OFFICE.**