



GO TRIBE!

2019-2020

Student/Parent Handbook

McMinn County High School

2215 South Congress Parkway

Athens, Tennessee 37303

Phone: (423) 745-4142

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www.mcminnhigh.com

ADMINISTRATION AND GUIDANCE:

McMinn County Director of Schools	Lee Parkison
Secondary Supervisor.....	John Burroughs
Principal	David McDonald
Assistant Principal	Marla Cobb
Assistant Principal	Angie Mayfield
Assistant Principal.....	Joe Young
Office Manager	Janie Trammell
Bookkeeper	Margaret Arjomandi
Secretary/Attendance	Melodye Irons
Secretary	Marybeth McGuire
Secretary/Guidance	Kathy Waters
McMinn County Career and Technical Education Center Principal	Kevin Edwards
Secretary/CTE.....	Tammie Murphy
Director of Guidance	Leidy Newton
Counselor	Jenna Moses
Counselor	Mary Fowler
Counselor.....	Cassie Williams
Administration/Attendance	Ashton Innis
Special Ed. C.T.	Michelle Myers
Special Ed. C.T.	Emily Langston
Graduation Specialist	Jacob Slack

Main Office: (423) 745-4142

Guidance Office: (423) 745-7035

McMINN COUNTY HIGH SCHOOL ALMA MATER:

Verse 1

Our strong bond can ne'er be broken;
It can never die;
Far surpassing wealth unspoken
Sealed by friendship's tie.

Verse 2

High school life is swiftly passing;
Soon its days are done;
While we live we'll ever cherish
Friendships here begun.

CHORUS

Lift our standard ever onward,
The Black and the Gold.
Hail to thee dear, McMinn High,
Praise to thee untold.

School Colors: Black & Gold • School Mascot: Cherokees

A NOTE OF ENCOURAGEMENT FROM THE PRINCIPAL

Dear Students and Parents,

I am extremely honored, privileged, and excited to begin a new school year at McMinn County High School. I extend a warm welcome and look forward to working with you all.

McMinn County High School is an excellent school. Over the past few years, McMinn has grown in growth to achieve the state's highest achievement ranking of level 5. This is a direct result of the hard work and dedication from the teachers and students. Of course, none of this would not have been possible without the support from the parents, community, administrators, supervisors, and school board members. Our highly skilled and dedicated staff members know how to help students learn, and they want what is best for them. Their tremendous sacrifice has motivated all students to give their best effort. Many parents and other community members contribute to our school through volunteering and donations. Like all schools, we have opportunities for improvement, and our aspiration is to unite with you to help everyone succeed.

I sincerely care about helping all children achieve their dreams for a productive future. This mission continues to motivate me to try my best in providing a high quality experience for everyone. Ensuring a safe, positive learning environment is a top priority for the staff and me. We strive to come to work every day with enthusiasm to support each student.

Our partnership with the families of our students, as well as other community members and organizations, is a key part of our success. Parent involvement in their child's academic and social development is an essential element in the success of students. Consistent communication between home and school is another key element for families to learn about what is happening at school. Therefore, know that you may call on us at any time.

As I reflect back on my own education journey, I am reminded of two Chinese proverbs.

"The journey is always uphill."

"The journey is the reward."

Sincerely,

David McDonald

Principal

CLASS SCHEDULE:

The classes for students begins at 8:15 AM and ends at 3:15 PM. It is important to encourage students to be prompt for each class and/or advisory meetings and that parents know their child's schedule and student ID number. Bells are scheduled to ring at the following times:

Bell Schedule

8:05 – 8:15	Laptop	15 minutes, pickup laptop from 7 th period class, go to 1 st period
8:15 - 9:10	1 st Period	50 minutes + 5 minutes announcements
9:15 - 10:05	2 nd Period	50 minutes
10:10 -11:00	3 rd Period	50 minutes
11:00 - 12:30	4 th Period and Lunch	(50 minutes instruction + 30 minutes lunch)
11:00 - 11:30	Lunch A	Class 11:35-12:30, 55 minutes
11:35	Tardy Bell for Lunch A	
11:30 - 12:00	Lunch B	Class 11:05-11:30, 12:05-12:30, 50 minutes
12:05	Tardy Bell for Lunch B	
12:00 - 12:30	Lunch C	Class 11:05-12:00, 55 minutes
12:35 - 1:25	5 th Period	50 minutes
1:30 - 2:20	6 th Period	50 minutes
2:25 - 3:15	7 th Period	50 minutes

Advisory Schedule

8:05 – 8:15	Laptop	15 minutes, pickup laptop from 7 th period class, go to 1 st period
8:15-8:55	1 st Period	40 minutes
9:00-9:40	2 nd Period	40 minutes
9:45-10:15	Advisory	30 minutes
10:20-11:00	3 rd Period	40 minutes
11:00 - 12:30	4 th Period and Lunch	(50 minutes instruction + 30 minutes lunch)
11:00 - 11:30	Lunch A	Class 11:35-12:30, 55 minutes
11:35	Tardy Bell for Lunch A	
11:30 - 12:00	Lunch B	Class 11:05-11:30, 12:05-12:30, 50 minutes
12:05	Tardy Bell for Lunch B	
12:00 - 12:30	Lunch C	Class 11:05-12:00, 55 minutes
12:35 - 1:25	5 th Period	50 minutes
1:30 - 2:20	6 th Period	50 minutes
2:25 - 3:15	7 th Period	50 minutes

ACTIVITIES/SCHOOL EVENTS:

Any activity involving MCHS or MCHS groups must be approved by the principal prior to making definite plans for the event. It is the intent of this school to sponsor events which are wholesome in every way to our students and which will build only a good reputation for our students and our school. **Any student not involved in an after school event must leave campus by 3:30.**

ANNOUNCEMENTS:

All posters/announcements to be displayed or read at McMinn High School must first be approved by the principal or designated official. The individual(s) posting the poster/announcement is responsible for removal.

ASSISTANCE IN SELF-ADMINISTRATION OF MEDICATION PROCEDURES:

The Administration at McMinn County High School is implementing the Assistance in Self-Administration of Medications in conjunction with McMinn County School Board Policy-6.401 and Tennessee state law, TCA 49-5-415. Refusal to cooperate with this policy could result in suspension.

STUDENTS ARE NOT ALLOWED TO KEEP MEDICINE WITH THEM.

All medication should be given at home if at all possible. If that is not possible, medication will be given at school as follows:

1. All **prescription** medications must be taken to the nurse, registered with proper documentation, logged, secured, and administered by the nurse. The exceptions are Epi-pens and asthma inhalers. These items must be preapproved in writing from a doctor and registered with the school nurse. Forms are available in the office. The **first** dose of any prescription medication needs to be administered at home. The school nurse cannot give the initial dose of any prescription medication.
2. The students' parent or guardian must fill out the "Authorization to Assist" form for school personnel to assist with self-administration of medication. This will be kept on record. It will include the student's name, name of medication, name and number of physician, time to be self-administered, dosage and directions for self-administration, possible side-effects, termination date for self-administration, and signature of parent/guardian on the "Authorization to Assist" form.
3. OTC Medication must be brought to the front office in the original, unopened container. Any medicine sent to school in something other than the original container (such as a baggie) will not be given or accepted.
4. Assistance with self-administration shall primarily include storage and timely distribution of medication.
5. If a prescription changes for medication, the parent/guardian must make changes on the "Authorization to Assist" form. This is for you and your child's protection.
6. Any medication not picked up by parents at the end of the year will be logged properly disposed of by the end of the year.

ATHLETICS:

MCHS fields athletic teams for varsity competition in fifteen sports: football, basketball, baseball, softball, track, cross-country, golf, soccer, tennis, volleyball, wrestling, bowling, cheerleading, dance, and swimming. The school enjoys interscholastic athletic competition with many of the area high schools and is a member of the Tennessee Secondary Schools Athletic Association. Students must pass at least five (5) full unit subjects the preceding semester to participate. When other questions arise about TSSAA eligibility, please consult your coach. Student athletic passes can be purchased in the front office. The pass covers all regular season home games and no post-season games or tournaments.

ATTENDANCE:

Any student who has accumulated ten (10) or more days of unexcused absence will not be allowed to attend extra-curricular activities as a social suspension. This includes the Homecoming Dance, Junior-Senior Prom, or other school sponsored dances or extracurricular activities.

Students are expected to:

- Be present and on time for all scheduled classes.
- Provide written excuse for each absence(s) from his/her parent/guardian giving the date and reason for the occurrence. Admits to class will be written between 7:55-8:15 a.m. each school day. Students may obtain an admit in front of the guidance office.
- In order to leave school early, students must check out with a blue slip. Parents may come check their child out in person at the attendance desk. If a student is driving or leaving with someone other than a parent, a blue slip may only be obtained by parent note (with parent phone number) submitted to attendance by 8:15 a.m. A blue slip will only be issued after MCHS has spoken with a parent. Blue slips will be issued to the teacher prior to the students

leaving school. All students must sign out with Attendance office prior to leaving school. Students that are returning on the same day, must bring their blue slip to the attendance office. **ALL** Blue Slip absences require written documentation within three days of the absence or they will be considered unexcused. There is a limit of three unexcused partial day absences. Beyond that, a student will not be granted early dismissal and will do time-for-time in detention for additional unexcused instances of arriving late or leaving early.

- Report to the attendance office to sign in (Tardy Slip) if arriving at school after 8:15 a.m. Students with excessive unexcused tardies may be met with disciplinary action.
- Students will be permitted to make up any assigned work missed during excused absences. Assignments missed due to unexcused absences can be made up at the teacher's discretion.

Excused Absences

It is the responsibility of each student's parent/guardian to provide an explanation of absence to the school. Student absences will be excused for the following reasons listed below.

- Sickness or injury (doctor's note required).
- Death in the family.
- Appointments with a health care professional.
- Documented absence for religious instruction or religious holiday.
- Participation in a school sponsored or academic event/activity **MUST BE** approved 5 days in advance by the principal.
- Required court appearance (written note from law enforcement/court personnel, or copy of subpoena).

The school will excuse up to 5 absences for the school year with written note from parent/guardian. Absences beyond 5 will require a note from health care professional or administrative approval to be excused. Absences will be marked unexcused if appropriate documentation is not received within 3 days by attendance office.

It is a policy of this school that all athletes, managers, scorekeepers, cheerleaders, and anyone else connected with an athletic team must attend school on the day of a game in order to attend the game. The only exception is a doctor or dental appointment that was made in advance and could not be changed. A note from the doctor or dentist will be required to verify this. The principal will use discretion when reviewing extenuating circumstances. Electronic Phone System will be used to notify you if your son or daughter was absent.

BULLYING/INTIMIDATION/HARASSMENT POLICIES AND REPORTING PROCEDURES:

The McMinn County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

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

DEFINITIONS

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

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

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

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

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

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

BUS PROCEDURE:

Bus transportation is a privilege, not a right.

All students are to enter the building immediately upon reporting to school. Bus riders should go directly to the cafeteria or gym lobby. Students are to stay on campus until school begins unless they receive permission from the principal.

Afternoon - All bus riders should report to the bus loading area and car riders should report to the student parking lot upon dismissal from school. Buses leave promptly at 3:18, so plan ahead and be on time. Only in emergencies will students be allowed to ride a different bus. He or she must bring a note from a parent with parent contact information to an administrator by 8:15. The note must be verified by an administrator before the student is allowed to ride a different bus. The verified note must be given to the driver of the bus before boarding.

It is important to remember that the bus drivers are in complete charge of the pupils on their buses and their instructions must be followed at all times. Smoking or eating is not allowed on the bus. When you are waiting for your bus after school, you must stay in the appointed area until the bus arrives. Students must be seated, facing the front of the bus, and quiet while the bus is in motion. Keep hands, head, hair, and other objects inside the bus at all times. Throwing objects on the bus is prohibited. School policies contained in MCHS student handbook pertaining to conduct and behavior will be enforced on buses. **OFFENSES WILL CARRY THE SAME PUNISHMENT AS SIMILAR OFFENSES AT SCHOOL AND MAY RESULT IN LOSS OF TRANSPORTATION PRIVILEGES.** The bus driver must maintain order on the bus; therefore, he/she is authorized to assign seating.

CAFETERIA:

Local Charge Administrative Procedure Considerations

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis.

Families will have access to the meal charge administrative procedure via website and a copy is included in the student handbook that is given to students at the start of each school year. Families of transfer students during the year will receive a written copy of the district-wide charge administrative procedure in the student handbook.

General

McMinn County Students receive Universal Free Breakfast at all schools. There are currently no charges at Breakfast.

No Charges are allowed at any school for a la carte items.

Students who are unable to pay for their meals at the time of the meal service are allowed to charge a meal. If the Universal Free Breakfast program changes and students must pay for breakfast, they will be allowed to charge a breakfast meal.

Any student charging a meal will receive reimbursable meal according to USDA guidelines.

Charge limits

Students may charge up to \$14.00 as stated in the School Board Policy 3.5 Food Service Management. An alternate reimbursable meal may be given to the student after they reach the charge limit.

Alternate meals

Alternate meals are provided immediately in lieu of charging after the student's balance has reached -\$14.00. Alternate meals will be provided until the balance due is collected. Lunch: Sandwich, Fruit or Vegetable, and Milk

Household Notification

Low balance notification: The school will notify students of their balance daily. Parents will be able to see student balances on the online system "School Café" website.

Negative balance notification: The school will notify the households monthly by letter of the negative balances that have reached the \$14.00 charge limit.

Delinquent Debt

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The debt may be carried over at the end of the school year.

The household's debt will be delinquent for 30 days before the SFA requests payment. The cafeteria manager will send a note home with the student as the initial contact. If the charge is not paid, the manager will notify the school nutrition supervisor who will then send a registered letter to the home address.

Repayment plans

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact the School Nutrition Supervisor, 423-745-1612 x 1317 for establishing a repayment plan.

Bad Debt

Bad debt is determined to be uncollectable, with that further collection efforts for delinquent debt deemed useless or too costly. Delinquent debt will be considered as bad debt after the end of the school year.

- Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable (section 200.426 of subpart E).
- Bad debt must be written off as an operating loss at the end of the school year. The nonprofit school food service account (NSFSA) resources may not be used to cover the costs related to the bad debt. McMinn County School Nutrition sends a letter to the Director of Schools at the end of each school year to request the Board of Education supply a reimbursement to School Nutrition for unpaid charges.
- Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

Additional Resources

Families may find assistance with applying for free or reduced price schools meals by contacting the Cafeteria Manager at their school or the School Nutrition Supervisor at 423-745-1312 x 1317 or sprince@mcmminnschools.com.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 - 2) fax: (202) 690-7442; or
 - 3) email: program.intake@usda.gov
- This institution is an equal opportunity provider.*

2019-2020 MEAL PRICES: subject to change

•PreK-12 Breakfast	No charge for students
•Adult Breakfast	\$1.75
•9-12 Lunch	\$2.75
•Reduced Lunch	\$0.40
•Teacher Lunch	\$3.50
•Visitor Lunch.....	\$4.00
•Visitor Lunch (Holidays)	\$5.00
•Extra Milk	\$0.45

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, and national origin, sex, age or disability.

Food Service Management

The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all state and federal and local requirements necessary for participation.

The system's food service supervisor will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using a procurement plan which must comply with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as defined by federal regulations.

As required for participation in the School Nutrition Programs, the board agrees to the following:

- Meals must be made available to all students in attendance.
- Free and reduced-price meals/snacks must be made available to students who are determined eligible for these benefits.

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from other students during food service.

Students will be permitted to bring their lunches from home and to purchase allowable beverages and a la carte items at school. No food deliveries will be permitted.

Procedures for implementing guidelines established by the State Department of Education, School Nutrition Program are on file in the district food service procedures manual.

Students Requesting Modified Meals

The School Nutrition Program shall make reasonable modifications to accommodate children with disabilities. These modifications will be made on a case-by-case basis when supported by a written statement from a licensed healthcare professional who is authorized to write prescriptions under state law.

The director of schools shall develop procedures for notifying parent(s)/guardian(s) of the process for requesting meal modifications and arrange for an impartial hearing process to resolve grievances related to requests for modifications based on a disability.

Competitive Foods

The sale of competitive foods must comply with all local procedures, but at a minimum, must be as stringent as the current state and federal regulations concerning competitive foods.

Charging Meals

In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to charge the meal. Students may accrue a maximum of \$14.00 in charges from reimbursable breakfast or lunch meals. When the maximum amount is reached, an alternate meal will be provided, and the parent/guardian will be contacted. Students are not allowed to charge a la carte items.

Payments can be made by sending checks or cash with a student to school. Students, Parents, or Faculty may use the online payment system to view balances or add funds to student or faculty accounts using a credit card.

The director of schools shall ensure that this policy is provided in writing to all households at the start of each school year and to households that transfer to the school during the school year.

Collection of Unpaid Meal Charges

The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to the end of the school year. Uncollected charges from the previous fiscal year shall be considered delinquent debt. The director of schools shall establish reasonable methods and a timeframe for collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board. Upon recommendation of the director of schools, the board may classify delinquent debt as bad debt, which shall be considered uncollectable and categorized as an operating loss.

The non-profit Food Service Account resources may not be used to cover costs related to bad debt. McMinn County

School Nutrition Department sends a letter to the Director of Schools at the end of the school year to request the Board of Education reimburse School Nutrition for unpaid charges.

CELL PHONE PROCEDURES:

PERSONAL COMMUNICATION AND/OR ELECTRONIC DEVICES

A "personal communication device" (PCD) such as a cell phone, is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. A personal electronic device is a device that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message.

Personal Communication Devices

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to disciplinary action.

CHEATING/PLAGIARISM:

Students are expected to do their own school work. Any student caught cheating, involved in theft, illegal entry or conspiracy, will be reported to the office for disciplinary action. Note: All materials turned into a classroom teacher become school property and may be retained at the teacher's discretion.

CLASS CUTS (Skipping Class):

Class cuts are defined as any unauthorized absence from class during the school day. Additionally, student may not leave campus without permission. Violation of this policy will result in disciplinary action.

CLASS DISTURBANCES:

Students who willfully and persistently disturb the learning process for others and disrupt the instruction of the teacher will be subject to detention, in-school suspension, or out of school suspension.

Students need to recognize that while these violations are our most common; out-of-school suspension is not limited to the above-mentioned violations. Any student who plans, organizes, and/or participates in any activity which causes disruption in school, harm to persons, or damage to property is subject to disciplinary action.

CLASS INTERRUPTIONS:

We will be unable to deliver messages or items to students except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency.

The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the

message.

CLASS RANK:

Students will be ranked in the following order:

Diploma of Distinction and Honors Diploma

Students with a "Diploma of Distinction" or an "Honors Diploma" as defined by the Tennessee Department of Education would be ranked first. Students with a Diploma of Distinction or an Honors Diploma will then be ranked by GPA. Students with a "regular diploma" will be ranked by GPA after all Diplomas of Distinction and Honors Diploma students are ranked.

The result of this ranking will be such that a student with a Diploma of Distinction or an Honors Diploma would be ranked in front of a student with a regular diploma even though a student with a regular diploma might have a higher GPA than a student with a Diploma of Distinction or an Honors Diploma. It shall be the responsibility of the students and parents to understand the requirements of the Diploma of Distinction and the Honors Diploma. School personnel will be available to explain these diplomas.

Honors Diploma

Students who score at or above all of subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors. The ACT readiness benchmarks can be found by visiting the ACT web site at www.act.org.

Graduating with a Diploma of Distinction

Students will be recognized as graduating with "distinction" by attaining a B average and completing 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 score of 31 or higher composite score on the ACT
- Attain a score of 3 or higher on at least two advanced placement exams
- Successfully complete the International Baccalaureate Diploma Programme
- Earn 12 or more semester hours of transcript post-secondary credit

For the Class of 2020 and 2021, Class Rank shall be determined by accumulated grade-point averages from grades 9-12 through the conclusion of the senior year. All grades in all subjects will be included in the computations with the exception of any course taken in the middle grades for which those grades will be assigned a Pass/Fail. All courses are assigned the same quality point value except those courses designated as Advanced Placement and Dual Enrollment courses in the core areas. Advanced Placement and Dual Enrollment core courses will receive an additional Quality Pride point value (.025) for a passing grade per semester. The number of AP/DE courses that receive the additional Quality Pride point (.025) will be limited to the number of AP offerings plus four Dual Enrollment classes (12 semester hours) in the core areas that are in place when a student enters the ninth grade of high school. With the permission of the principal, students are encouraged to take additional AP/DE courses but the Quality Pride points will only be added to the original number of allocated courses. Equivalent classes offered in both Dual Enrollment and AP could only be given a Quality Pride point in one of the classes. An example of this is Dual Enrollment Senior English and AP Senior English. A student may only take one of these offerings. Students who take an "equivalent class" as described before may substitute an AP/DE core class and receive the Quality Pride point, if they have not surpassed the original number of allocated Pride point classes. McMinn County's official grade point average (GPA) is un-weighted for the purpose of the Hope Scholarship reporting.

The calculation of the GPA is determined by dividing the sum of the quality points by the total courses attempted. Grade point averages (GPA) are calculated on the following graduated 4-point scale. After the calculation of the GPA is done, any Quality Pride points that have been accumulated will be added onto the final GPA. Each semester grade (one/half of course) stands on its own for calculation of the course's GPA. For example, a "B" in the first semester and an "A" in the second semester would receive a 3.5 GPA. However, a course receiving a full Carnegie unit offered in a block setting would be calculated using only one grade for the entire course. Credit given to all courses taken in high school is counted.

Implementation

The cap of the number of classes to be given Pride Points for the graduating class of 2016 and 2021 is seven full year or 14 semesters of Dual Enrollment/Advanced Placement classes.

In compliance with State Board Policy, there will not be a cap for the number of classes to be given Pride Points for the graduating class of 2022 and beyond.

Grade Point Average and Class Rank

The cumulative grade point average includes grades earned in all courses taken from ninth grade through twelfth grade. The grade point average is based on a fixed quality point system with additional Quality Pride points added to the final GPA for core courses designated as Advanced Placement or Dual Enrollment.

QUALITY POINTS:

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0.0

Transfer Students

A student who transfers into a McMinn County school must complete the final two semesters at that school in order to be considered for valedictorian/salutatorian honors.

Dual Enrollment Criteria

Changes for Dual Enrollment Criteria:

Course	ACT Requirement
English	18 English
Algebra I/Statistics/Pre-calculus	19 math
Calculus	22 math
Advanced Calculus	34 math
Chemistry	18 English, 19 math, 19 reading
Anatomy and Physiology	18 English, 19 reading

*any senior enrolled in SAILS math that has completed up to module 24 will be eligible to enroll in dual enrollment statistics

*any senior enrolled in SAILS math that has completed up to module 34 will be eligible to enroll in dual enrollment algebra or Pre-calculus

A student can select (if he or she meets certain criteria set up by the McMinn County Board of Education) to register for any course offered by a post-secondary institution in which McMinn County High School has agreed to do a dual course offering. For example: DUAL ENROLLMENT has been offered by McMinn County High School and Cleveland State Community College for seniors interested in receiving both their senior English course requirement credit and their college freshman English course requirement credit simultaneously. Students who wish to apply for DUAL ENROLLMENT must meet both the academic standards established by McMinn County High School and by the participating college. The college will also require a student to pay fees that coincide with the regular fees charged to a college freshman enrolled in a 3-hour course.

CLUBS AND ORGANIZATIONS:

MCHS has many clubs and organizations for student participation. Further information may be obtained from the various sponsors. All new clubs wishing to organize must make application to the principal's office giving details of club such as by-laws, aims, purposes, and goals. This application will be reviewed by administration and the school's leadership team. A faculty sponsor must be obtained before consideration by the committee.

COLLEGE VISITS:

Seniors may visit one (1) college/university campus per semester during the school year with prior notice and the visit has to be taken before May. Verification from the college must be presented to the Attendance Office the next day when the student returns to school. In addition, QA's require notifying the principal five (5) days in advance of event.

DANCE REGULATIONS:

School dances are held throughout the year. Dance participants are expected to conduct themselves in accordance with school regulations. All tickets must be purchased at the school with proper identification. Tickets will not be sold at the door. Non-MCHS students must be approved by the principal. Smoking, drinking, or any other conduct deemed unacceptable to the regular school policy will not be permitted at a school function.

If a student is suspected of drinking, his/her parents/guardian will be contacted by a chaperone and a Breathalyzer test may be administered. The parent/guardian will be informed as to where the student may be picked up. Suspension from school will follow. Once a student leaves the building from a dance, he/she will not be permitted to re-enter the building. Students who are suspended from school will not be allowed to attend a dance.

Administration reserves the right to deny students from attendance any extracurricular activity. This includes but not limited to Prom or other extracurricular activity, due to unacceptable discipline (such as OSS, Alternative Placement, etc.), grades, or attendance. Any student who has accumulated ten (10) or more days of unexcused absence will not be allowed to attend extra-curricular activities as a social suspension. This includes the Homecoming Dance, Junior-Senior Prom, or other school sponsored dances or extracurricular activities.

DRESS CODE:

STUDENTS IN GRADES 9-12:

Students shall dress and groom in a clean, neat, and modest manner so as not to distract from student learning or interfere with the operation of school. Failure to comply with the dress code of the McMinn County School system will result in disciplinary consequences.

Large chains, spiked jewelry, or other jewelry that may be dangerous is prohibited. No article of clothing, apparel, jewelry, or tattoos may be worn which implies or otherwise mentions alcohol, tobacco, drugs, sex, gangs, offensive language, harming of others, hatred or any prejudice. Only the American flag may be worn and shall be worn in an

appropriate manner. All apparel must be appropriately sized with no holes. Clothing must not be see-through or revealing. Undergarments shall not be visible at any time.

Certain coursework in high school requires coinciding appropriate attire (i.e. shorts for gym class or marching band, lab coats for science, pants and closed-toed shoes for shop classes). For the safety of our students, these requirements shall be insisted upon.

We encourage parents to communicate with administration if there is a question about the appropriateness of any particular item of clothing before the clothing is worn to school.

SHIRTS:

Shirts, blouses, and dresses shall have sleeves and shirrtails should be appropriate length. Shirts, blouses, dresses, and outerwear should not expose the shoulders, midriff, or cleavage.

PANTS/SHORTS/DRESSES:

Shorts must reach at least the mid-thigh and fit appropriately. Pants, shorts, dresses, skirts, and sweatpants should not be sagging or baggy and undergarments should never be exposed. Skirts and dresses must be worn to the mid-thigh. Ankle-length, opaque leggings may be worn under tunics or blouses that are mid-thigh length. Pajamas are not allowed.

SCHOOL SANCTIONED:

School sanctioned organization wear (spirit wear) may be worn at any time but must be approved by principal. No homemade/hand written spirit wear will be allowed.

COATS:

Coats and hoodies must fit criteria of shirts. Trench coats or long coats may not be worn in the school building during school hours.

SHOES:

Shoes are to be worn at all times.

ACCESSORIES:

Head coverings (hoods, hats, bandanas or sweatbands) and sunglasses are not to be worn in the school. Jewelry that may be dangerous is prohibited.

ADMINISTRATIVE DECISIONS:

The items specifically cited in this dress code should not be viewed as "all inclusive." The administration may make decisions about items that are disruptive to the educational process and deal with those items accordingly.

APPEALS COMMITTEE:

All appeals concerning dress code violations will take place at the school level. Each principal will appoint an appeals committee consisting of four (4) staff members. A fifth staff member will be appointed an alternate to the committee.

An appeal for dress code violation will be made in writing by a parent or legal guardian to the principal or his/her designee within three (3) days of receipt of notice of the violation. The principal (or designee) will arrange for a hearing as soon as practical, but no later than ten (10) days after receipt of the appeal.

After hearing the appeal and reviewing the dress code, the committee shall decide:

- (1) To uphold the action of the principal.
- (2) To uphold the position of the student/parent that no infraction of the dress code occurred.

The decision shall be made in writing to the parent(s) making the appeal and to the principal of the school. The decision of the Appeals Committee will be final.

DETENTION DURING LUNCH TIME:

Students may be assigned lunch detention for tardiness or misconduct. Lunch detention is to be served with a designated teacher during student's regular lunch time. Failure to serve lunch detention will result in a minimum of double detention or one day In-School Suspension.

DISCIPLINARY ACTIONS REVIEWED:

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

- Suspension from extracurricular activities.
- Lunch detention.
- Corporal punishment.
- Removal from class with loss of credit.
- Parent-student conference with administration.
- Suspension from school.
- In-school suspension.
- Suspended from school to the AIM school.

Students who are expelled or suspended may not be on campus or attend school events for any reason. When action is desired toward a student or a McMinn County High School employee, an OFFICIAL COMPLAINT FORM must be filed with the principal. Each complaint will be investigated. Complaint forms will be shared with the person the complaint is directed against. Forms may be picked up in main office.

DRIVER'S LICENSE:

The request form for driver's license or learner's permit has to be filled out and left with the Attendance Secretary five (5) school days prior to date needed. Certificate of Attendance can be picked up at attendance window in a red folder. Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if she/he has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of semester grading. A student shall be deemed deficient in attendance when she or he drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions shall be considered unexcused absences. A copy of the notice sent to the Department of Safety by the attendance teacher or the superintendent and be mailed to the student's parent or guardian.

To reinstate driver's license the student must attend 30 consecutive days of school without an unexcused absence or tardy, and must pass 3 full unit subjects. The State of Tennessee issues a fine for a second offense of this nature.

DRUGS AND/OR ILLEGAL SUBSTANCES:

McMinn County High School, along with the McMinn County System, recognizes that chemical dependency is a treatable health problem which does not respect any group or age. Health problems of youth are primarily the responsibility of

home and community, but schools share in that responsibility because chemical dependency problems often interfere with school operation, student learning, and the fullest possible development of each student. The Board of Education considers chemical dependency/substance abuse to be conduct which is prejudicial to good order and discipline. All medications, including non-prescription medication, must be logged and left in the Guidance or Special Education Departments. School officials wishing to intervene will have personnel at the school level contact students manifesting signs of misuse and abuse and make an effort to both educate and aid them.

EMERGENCY INFORMATION STUDENT:

It is the responsibility of the student to provide complete and accurate personal information to the Attendance Office concerning street addresses, parent/guardian phone numbers, and any emergency numbers that may assist the administration in case of emergency.

ELECTRONIC DEVICES:

Students are encouraged to leave any electronic devices not needed for educational purposes at home. If these or other items such as laser pointers cause a disturbance at school, they may be confiscated and held by the administration. Any of these items not picked up by parents will be discarded.

FIGHTING:

Fighting is prohibited at MCHS. Students are expected and encouraged to resolve differences in a constructive manner. Fighting which occurs before or after school, on school property, or on school buses will be investigated and will result in disciplinary action. More severe consequences may result if staff members have attempted to resolve the conflict and a student continues to participate in harassment, threatening, or physical confrontation. Because fighting can result in serious injury to students and is so disruptive in school, the following instances will be considered for a recommendation of further suspension and change of placement:

- 1) any student who continues fighting once a staff member and/or an adult has attempted to stop the fighting;
- 2) flagrant instances of physical abuse (ex., using an object, kicking, repeatedly striking someone who cannot protect himself/herself) and
- 3) repeated instances of fighting.

Fighting will be subject to a citation to appear in court, and up to 5 days out of school suspension. No form of verbal, written, physical, or sexual harassment will be tolerated at MCHS.

Threats to the safety or well-being of staff members or other students are in violation of the MCHS citizenship code. In all cases, these incidents must be reported to the office immediately. Attention will be given to each individual incident and a decision made on action to be taken; suspension may result. A record of the incidents will be kept on file in the office.

Any student instigating a fight or videoing a fight at school will be subject to disciplinary consequences.

FORGED NOTES & OFFICIAL SCHOOL DOCUMENTS:

McMinn High School considers any note that has not been signed by the parent or legal guardian as an illegal document. Students need to be aware of the fact that forging or altering a note for themselves or for anyone else is a serious offense and with serious offenses come serious consequences. Any student who is in possession of official school documents without permission will be subject to suspension.

FUND RAISING ACTIVITIES:

All fund raising activities must be approved by the group sponsor and submitted for approval to the Principal and Board of Education before the beginning of the school year. All projects should give fair return in service or products for money received. An activity form is to be submitted for each project.

GAMBLING:

Any gambling is an unlawful act that may result in immediate suspension.

GRADES AND GRADING:

GRADING SYSTEM: GRADES NINE - TWELVE (9-12)

Schools teaching grades nine through twelve shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A (93-100)
- B (85-92)
- C (75-84)
- D (70-74)
- F (0-69)

Advanced coursework grades (Class of 2019-20 and beyond) will be weighted with additional percentage points to calculate the

semester average. Depending on the course taken, the following percentage points will be assigned:

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment Courses – four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses – five (5) percentage points.

The minimum failing grade at McMinn County Schools teaching grades 9-12 will be 50.

Numerical grades will be used for all nine weeks, semester test, and semester grades. The final numerical average for the course will be converted to a letter grade.

All fractions equal to or greater than .5 will be rounded to the next highest whole number. All fractions lower than .5 will be rounded to the lowest whole number.

Second semester may pull up first semester. Students will receive one-half (1/2) credit for each semester passed.

The minimum grade of 50 may be waived:

1. If the teacher has followed the following procedure.
 - a. Notification of parents by the mid-point of each grading period.
 - b. Request an s-team. The purpose of the s-team will be to identify the problems and develop action plans to correct the problems.
 - c. The teacher will be responsible for implementing the action plan as developed by the s-team.

2. The minimum of 50 on semester exams is contingent upon the student's completion of the 19 semester exams. Non-completion of the semester exam could also result in a semester average 20 below the minimum of 50.

The McMinn County Board of Education recognizes the responsibility of parents in helping their children to improve academic performance. We encourage parents to work with teachers in the process outlined above in order to help their children to be successful in school. Without parental support, the school system and our teachers will be limited in effecting a positive change in academic performance.

T.C.A. § 49-6-407 requires the State Board of Education to develop a uniform grading system for students in grades 9-12 to establish consistent grade reporting for the purposes of application for postsecondary financial assistance administered by the Tennessee Student Assistance Corporation. Except where otherwise indicated, the changes outlined in this version of the policy shall become effective for students in the 2018 graduation cohort.

UNIFORM GRADING SYSTEM

- (a) Local Education Agencies (LEAs) shall use the uniform grading system for students enrolled in grades nine through twelve (9-12) for purposes of application for postsecondary financial assistance administered by the Tennessee Student Assistance Corporation:

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

- (b) Assigning additional quality points above 4.0 for honors courses, Advanced Placement (AP), College Level Exam Program (CLEP), International Baccalaureate (IB), Cambridge International, dual credit, dual enrollment, and Industry Certification-aligned courses is not allowed for the purpose of determining eligibility for the lottery scholarship.
- (c) LEAs must utilize the Uniform Grading System to calculate eligibility for financial assistance administered by the Tennessee Student Assistance Corporation. However, LEAs may adopt an additional grading scale(s) for other purposes. See section 3 of this policy for requirements regarding locally adopted grading scales.
- (d) LEAs may adopt the Uniform Grading System for grades pre-K through eight (8) or they may adopt a local grading scale for those grades.

HONORS COURSES AND EARLY POSTSECONDARY OPPORTUNITIES

LEAs may elect to offer honors courses and early postsecondary opportunities (EPSO) for all students to better prepare them for postsecondary and career. LEAs electing to offer early postsecondary opportunities and honors courses shall ensure that the offerings provide opportunities for students to earn postsecondary credits, obtain recognized industry certifications, and/or substantially exceed existing content standards of high school courses as approved by the State Board of Education and as listed in State Board Policy 3.205 Approved High School Courses.

LEAs electing to offer these courses shall adopt policies providing for additional weighting for these courses, as outlined by the Uniform Grading System in Section (1)(a) of this Policy. LEAs may award additional weighting to the grades of students who have completed an AP, Cambridge International, or IB course, or a course aligned with an Industry Certification or CLEP exam, prior to sitting for the culminating exam. If the additional weighting is awarded prior to participation in the culminating exam, the LEA shall have a policy to remove the additional weighting if the student does not participate in the culminating exam by the end of the school year in which the course was completed. LEAs shall annually approve the list of such courses and shall provide this information readily to the public.

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

may include oral presentations, power point, or other modes of sharing findings. Connection of the project to the community is encouraged.

4. Open-ended investigations in which the student selects the questions and designs the research.
 1. Writing assignments that demonstrate a variety of modes, purposes, and styles.
 - (i) Examples of mode include narrative, descriptive, persuasive, expository, and expressive.
 - (ii) Examples of purpose include to inform, to entertain, and to persuade.
 - (iii) Examples of style include formal, informal, literary, analytical, and technical.
 2. Integration of appropriate technology into the course of study.
 3. Deeper exploration of the culture, values, and history of the discipline.
 4. Extensive opportunities for problem solving experiences through imagination, critical analysis, and application.
 5. Job shadowing experiences with presentations which connect class study to the world of work.

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

- (b) **Industry Certification Aligned Courses.** Career and technical education courses that are aligned to an industry certification recognized by the Tennessee Department of Education are eligible for additional percentage point weighting for students who sit for the identified industry certification exam.
- (c) **Statewide Dual Credit Courses.** A statewide dual credit course is a high school course that incorporates postsecondary learning objectives and is aligned with an approved dual credit challenge exam. Students who pass these challenge exams will earn college credit accepted by all Tennessee public postsecondary institutions. LEAs must ensure all statewide dual credit courses incorporate the postsecondary learning objectives and that all students enrolled in an identified statewide dual credit course sit for the challenge exam. LEAs must also ensure that statewide dual credit teachers receive appropriate professional development and support to provide the rigorous level of instruction necessary for the course. All statewide dual credit courses are eligible for additional percentage point weighting for students who sit for the identified statewide dual credit challenge exam.
- (d) **Local Dual Credit Courses.** A local dual credit course is a high school course that incorporates postsecondary learning objectives and is aligned with a challenge exam that is approved by a local postsecondary institution through an articulation agreement with an LEA. Students who pass a local dual credit challenge exam will earn college credit at the specific postsecondary institution(s) participating in the articulation agreement. Local dual credit courses are eligible for additional percentage point weighting for students who sit for the identified local dual credit challenge exam.

- (e) **Dual Enrollment Courses.** A dual enrollment course is a course taught by postsecondary faculty for postsecondary credit that is also recognized by an LEA for high school credit. Dual enrollment courses may be taught at a postsecondary institution, at a high school, or virtually. Dual enrollment courses that are recognized for high school credit are eligible for additional percentage point weighting for students who pass the dual enrollment course.
- (f) **Advanced Placement (AP), Cambridge International, and International Baccalaureate (IB) and College Level Exam Program (CLEP) Courses.** LEAs may elect to offer Advanced Placement, Cambridge International, or International Baccalaureate courses, or align their existing courses to College Level Exam Program (CLEP) exams. LEAs will ensure that these courses incorporate the learning objectives and course descriptions as defined by the College Board, Cambridge International, or International Baccalaureate, respectively, and prepare students for culminating national exams that, if passed, may be accepted for postsecondary credit by postsecondary institutions. AP, Cambridge International, IB courses, and CLEP are eligible for additional percentage point weighting for students who sit for the aligned culminating exam.

For the class of 2022 and beyond:

Class Rank Policy and Procedures will be adopted by the McMinn County Board of Education and communicated to students and families. State Policy requires the following:

LOCALLY APPROVED GRADING SYSTEM

T.C.A. § 49-6-407 sets forth requirements for locally adopted grading systems. An LEA that uses the uniform grading system as required for purposes of student application for postsecondary financial assistance administered by the Tennessee Student Assistance Corporation, but adopts another grading system based on quality points for other purposes, shall assign additional quality points in the other grading system for the completion of honors and early postsecondary courses, including, but not limited to, industry certification, statewide dual credit, Advanced Placement (AP), Cambridge, International Baccalaureate (IB), and dual enrollment courses as follows (beginning with the 2018-19 school year freshman class):

- (a) One-half (1/2) quality point shall be added to the numerical quality point value corresponding to the letter grade received for the course in an honors course.
- (b) One (1) quality point shall be added to the numerical quality point value corresponding to the letter grade received in an early postsecondary courses.
- (c) In accordance with guidance issued by the Department of Education, LEAs may, at their discretion, retroactively adjust the preceding point weights, if needed, to ensure uniformity of weighting for the same courses taken for all students in a graduating cohort.
- (d) LEAs may award additional quality points to the grades of students who have completed an AP, Cambridge International, or IB course, or a course aligned with an Industry Certification or CLEP exam, prior to sitting for the culminating exam. Districts may have a policy to require students to participate in the culminating exam in order to receive the additional quality points.

IMPLEMENTATION AND GUIDANCE

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

- (a) **Rounding.** When determining the grade to be awarded, numerical averages with a decimal point of .5 or higher shall be rounded up to a whole number and a decimal point of .49 or lower shall not be rounded up. For example, a numerical average in a course of 92.50 shall be rounded up to a 93 and awarded an A for the GPA calculation. Further, a numerical average of 92.49 shall not be rounded up and awarded a 92 or B for the GPA calculation. This methodology shall apply to reporting period grades as well as semester and/or final average grades.
- (b) **Weighting for honors courses and early postsecondary opportunities.** The addition of percentage points to weight these offerings should be made at each reporting period as well as to any semester exam or other grade used to determine the semester average. Do not add to the semester or final average since the points are already in the grade.

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

$$\begin{array}{ccccccc}
 \text{1}^{\text{st}} \text{ Six Weeks} & \text{2}^{\text{nd}} \text{ Six Weeks} & \text{3}^{\text{rd}} \text{ Six Weeks} & \text{Sem. Exam} & \text{Sem. Avg.} & 88 + 5 = & 93 \\
 & 90 + 5 = 95 & 85 + 5 = 90 & 89 + 5 = 94 & 93 & & \\
 \\
 93 + 93 & + & 95 + 95 & + & 90 + 90 & + & 94 & = & 650 \\
 \\
 \text{Sem. Avg.} & = & \underline{650} & = & 92.8 & = & 93 & = & \text{A}
 \end{array}$$

- (c) **Calculation of the Uniform Grading System GPA.** GPA calculation shall be on a 4.0 scale by assigning the following grade points: A = 4, B = 3, C = 2, D = 1 and F = 0. The GPA is the official method for calculating HOPE Scholarship eligibility, and shall be calculated by multiplying the quality points assigned to each course for the semester, trimester, or final course average (for the block schedule) by the credit available for each course and dividing by the total number of credits available. This calculation shall be based on grades at the end of any semester or trimester, not on a grade that spans the entire school year.
- (d) For purposes of the HOPE Scholarship Eligibility Grade Point Average, a student may repeat any failed course, and the failing grade for the first attempt will not be considered in the HOPE Scholarship Eligibility Grade Point Average calculation. The grade of all repeats of the course shall be counted as part of the HOPE Scholarship Eligibility Grade Point Average.
- (e) LEAs may allow students to participate in credit recovery programs as outlined in the State Board of Education's High School Policy 2.103. Students passing credit recovery courses shall receive a grade of seventy percent (70%). The original failing grade shall not be considered in the HOPE Scholarship Eligibility Grade Point Average calculation.
- (f) The GPA shall be reported to the nearest 100th. The thousandth digit must be a 5 or higher to round up to the next hundredth. For example, a GPA of 3.296 would round up to 3.30. A GPA of 3.2949 would round down to 3.29.

- (g) The GPA used to determine eligibility for the HOPE Scholarship shall be reported on the student's transcript as the "Hope Scholarship GPA."
- (h) The Department of Education will provide guidance for LEAs to ensure this rule is implemented uniformly across Tennessee.
- (i) The Department of Education will monitor the calculation of the HOPE Scholarship GPA as part of the routine LEA audits.



STUDENT TIP SHEET

UNIFORM GRADING POLICY 3.301 – Class of 2022 & beyond

Additional information may be found at www.tn.gov. Please see examples on the reverse.

HONORS COURSES & EPSO'S

	9-weeks / semester exam weighting	Requirements to receive additional points	Additional Quality Points
HONORS	3% points	Course must meet coursework standards	.5 Quality Point
INDUSTRY CERTIFICATION	4% points	Must sit for exam	1 Quality Point
LOCAL DUAL CREDIT	4% points	Must sit for exam	1 Quality Point
STATEWIDE DUAL CREDIT	4% points	Must sit for exam	1 Quality Point
DUAL ENROLLMENT	4% points	Must pass the course	1 Quality Point
ADVANCED PLACEMENT	5% points	Must sit for exam	1 Quality Point

Percentage points are added on the nine-weeks and semester test averages and are not added again to the semester grade.

Any percentage points the student may be awarded will be revoked at the conclusion of the second semester if the student does not take the corresponding exam and pass the course.

There may be a cost associated with Dual Enrollment courses and Advanced Placement exams. Consult with your counselor about these possible costs prior to registering.

Failures & Credit Recovery

- For HOPE Scholarship Eligibility Grade Point Average, a student may repeat **and replace** a failing grade for any class. Students are required to take the End-of-Course test during semester 2 if they are enrolled in an EOC course during that semester.
- For HOPE Scholarship Eligibility Grade Point Average, a student may repeat and **replace** a failing grade for any class through the Credit Recovery Program with a maximum grade of 70.

Weighting for Honors Courses & EPSO's

- If a student is enrolled in an AP course where the semester average is calculated by adding each 9-weeks grade twice and adding the semester grade once (20%) and divided by five:

<u>1st Nine Weeks</u>	<u>2nd Nine Weeks</u>	<u>Semester Exam</u>	<u>Semester Average</u>
90+5=95	85+5=90	89+5=94	
95 (1 st Nine Weeks) + 90 (2 nd Nine Weeks) =185			
185 x 2=370+94(Exam)=464			
464/5(# of grades) = 92.8			93 A

Calculation of the Uniform Grading System GPA

.5 QP for Honors | 1 QP for Statewide Dual Credit, Industry Certifications, Dual Enrollment & AP

Honors English 1 – A(4) +.5 = 4.5

4.5+4.5+3.5+4+4+4+4= 28.5

Honors Algebra 1 – A(4) +.5 = 4.5

28.5/7 grades= 4.0717

Honors Biology 1 – B(3) +.5 = 3.5

Grade point average is reported to the nearest hundredth. The thousandth digit must be a 5 or higher to round up to the next hundredth.

AP Human Geography – B(3) +1 =4

Wellness – A(4) = 4

For example, a GPA of 3.296 would round up to 3.30. A GPA of 3.2949 would round down to 3.29.

Art – A(4) = 4

RTI – A(4) = 4

Calculation of Failing Grades/Credit Recovery

English 1 – C (2)

Algebra 1 – F (0) – recovered via credit recovery for a replacing grade of 70D (1)

Physical Science – F (0) – reenrolled in the class & made an 84C (2)

Wellness – A (4)

General Music – B (3)

Computer Applications – B (3)

RTI – B (3)

2+1+2+4+3+3+3 = 18 / 7 classes = 2.5714

GRADUATION CEREMONY

Students are expected to participate in all graduation activities. Graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student, except for students who are eligible to receive free or reduced price lunches. In such cases, the school shall assume responsibility for payment of fees, provided, however, that the school shall not be responsible for the expenses of graduation apparel if it consists only of the student's personal clothing. All other graduation expenses shall be the responsibility of the Board. Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and other interested citizens. Students and parents who attend the graduation ceremony are expected to conduct themselves in a respectful manner so all graduates may be properly honored and recognized. Students may not be allowed to participate in graduation activities at the discretion of the principal (Tennessee Code Annotated).

Students who do not wish to participate in graduation activities shall make this known to the school principal at least five (5) days prior to the day of graduation. Students will receive their diplomas, or certificates, from the principal's office no sooner than one week following graduation ceremonies.

GRADUATION REQUIREMENTS:

English - 4 Credits:

- English I 1 Credit (Honors)
- English II 1 Credit (Honors)
- English III 1 Credit (Honors, AP Language & Composition)
- English IV 1 Credit (Honors, AP Literature & Composition, Dual Enrollment Composition I & II)

Math - 4 Credits including Algebra I, II, Geometry, and a fourth higher level math course:

- Algebra I 1Credit (Honors, Algebra AB)
- Geometry I 1Credit (Honors)
- Algebra II 1Credit (Honors)
- Pre-Calculus 1 Credit (DE Pre-Calculus I & II)
- Bridge Math 1 Credit
- AP Calculus AB 1 Credit
- DE Adv. Algebra & Trig ½ Credit
- DE Statistics ½ Credit

Science - 3 Credits including Biology, Chemistry or Physics, and a third lab course:

- Physical Science 1 Credit
- Agriscience 1 Credit
- Biology I 1 Credit (Honors)
- Biology II 1 Credit (Honors, AP)
- Chemistry I 1 Credit (Honors, DE, AP)
- Chemistry II 1 Credit (Honors)
- Physics 1 Credit (AP)
- Human Anatomy & Physiology 1 Credit (DE)

Social Studies – 3 ½ Credits including World History & Geography, U. S. History & Geography, Economics, and Government:

- World History & Geography 1 Credit (AP European History, AP Human Geography)
- U.S. History 1 Credit (AP, Dual Enrollment)
- Economics ½ Credit (1 Credit in Marketing can be substituted but not for college-bound athletes)
- Government ½ Credit (AP)
- Personal Finance ½ Credit

P.E. and Wellness - 1 ½ Credits:

- Wellness 1 Credit
- Physical Education ½ Credit

(The physical education requirement may be met by substituting an equivalent time of physical activity in other areas including but not limited to marching band, cheerleading, interscholastic athletics, and school sponsored intramural athletics.)

Fine Art, Foreign Language, and Elective Focus - 6 Credits:

- Fine Art 1 Credit
- Foreign Language 2 Credits (2 Consecutive years of the same foreign language)
- Elective Focus 3 Credits

(Students completing a CTE elective focus must complete three units in the same CTE program area/CTE Career Cluster or state approved program of study such as: science and math, humanities, fine arts, foreign language or AP/IB or another area approved by local Board of Education.)

Credit requirements to graduate: 22

All students have the opportunity to earn a maximum of 28 credits. Students are encouraged to maximize their educational opportunities; therefore, they are encouraged to select two elective focus areas to maximize educational opportunities.

SENIOR GRADUATION REQUIREMENTS:

TAKE (and retake) THE ACT EXAM

Please visit the ACT website: www.act.org

to register to take the ACT exam, test dates, and additional information. Students will find a Preparing for the ACT by registering online at <http://www.actstudent.org>. All 11th grade students are required to take the ACT in the spring semester of the school year; this exam is free of charge to 11th grade students. See the guidance department for assistance.

COMPLETE THE FAFSA

Complete a FAFSA (college financial aid application). The FAFSA is a free application and can be found in on the Internet at <http://fafsa.ed.gov>. Students and parents should complete this free application with parental tax information after January 1 of his or her senior year. Parents can use the previous year's income tax return information and make necessary changes once the current year's income taxes have been filed. Students and one parent must sign up for a Personal Identification Number (PIN) at <https://pin.ed.gov> to electronically sign the FAFSA. The FAFSA is also the student's application for the HOPE Scholarship or Wilder-Naifeh Technical Skills Grant. If you need assistance, come to guidance.

NCAA CLEARINGHOUSE APPLICATION

Students who plan to play a collegiate sport must complete the respective application, or they will not be eligible to continue their athletic career on the college level. Please visit the NCAA and NAIA website for eligibility information and to plan high school courses accordingly. For more information, please visit <https://www.playnaia.org/eligibility-center> or check with the athletic director or guidance department.

CREDIT RECOVERY

McMinn County High School has implemented a Credit Recovery program to assist students in meeting their graduation goals. The Credit Recovery program would apply to students with a 60-69 average in a course. To "recover" the credit, students will utilize a computer based program called Plato. To participate in the program requires approval from teacher and principal. For more information about Credit Recovery, check with guidance and the Graduation Specialist.

HALL CONDUCT:

The intermission between classes is provided for students to go to lockers and restrooms and for arrival to the next class. Excessive noise, running, etc., is forbidden. Students are not to go to lockers during class periods without permission from teachers. Students are not to congregate between classes (a practice that results in multiple tardies); students should proceed to the next class. Students should not congregate in the halls preventing flow of traffic. Keeping to the right when walking down the corridors will speed up the crowded hallways. Students are to refrain from gathering in the hallways in large groups in ways that interfere with travel and instruction in classrooms. Students are urged to gather in areas where they will not be a disturbing element or hinder the normal flow of hallway traffic. Students should not enter the hall without proper permission from the immediate supervising teacher. Students are not permitted to leave class to use the vending machines.

HALL PASSES:

Students must have the teacher issued lanyard hall pass with them when they leave the classroom. Students should strive to be in class and take care of any needs during the five minute class change time.

STUDENTS SHOULD NOT BE IN THE HALL UNLESS THEY ARE IN CLEAR AND VISIBLE POSSESSION OF THE TEACHER ISSUED HALL PASS.

HONORS/AP/DE COURSE REQUIREMENTS:

Students enrolling in honors/AP/DE courses will experience rigorous coursework at an accelerated pace. Additionally, students may be required to complete mandatory summer work as a prerequisite to enrolling in these courses.

INSUBORDINATION:

In order for the school to operate effectively, it is necessary for all students to follow the requests, instructions, or directions given by members of the school staff. Insubordination includes not following instructions, abusive language or gestures, flagrant acts of disrespect, and refusing to give one's correct name when asked. Insubordination can result in suspension of the student responsible.

INSURANCE:

To clarify the policy of McMinn County School concerning injuries to your child that occur while participating in athletic events, we do **NOT** have an insurance policy that covers our athletes. That is the responsibility of the parents or guardians. We do purchase a catastrophic policy that is required by TSSAA for injuries with cost over \$10,000.00. Catastrophic insurance does not cover out of season play or camps. If your child is not covered on your insurance, the school does offer to all its students a very reasonably priced policy that is through Athens Insurance. The application for that policy is given out on the 1st day of school.

INTERNET USE:

A passive consent acceptable use form shall be required prior to the student being granted access to electronic media involving district technological resources. Forms are available upon request.

The following activities are prohibited for students while at school:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Gambling
- Harassing, insulting, defaming, or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access
- Violation of copyright laws
- Trespassing in another's folders, work, or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Buying or selling on the Internet

LIBRARY POLICIES & PROCEDURES:

All students with a current ID may check materials out of the Library. Fines will be assessed at the rate of \$.05 per day to all students who fail to return borrowed materials on the date due. Any and all debts must be paid in full before students can check out books. Entire classes may periodically secure the Library for research projects or Library instruction. Individual students, however, must have a pass from their teachers and their current ID to enter the Library during class time. Any student, with permission to enter the Library, must adhere to the established Library rules. Failure to do so may result in discipline as determined by the administration. Students wishing to access Internet resources must have an Acceptable Use Policy (as specified by School Board Policy) on file in the Library, and a visible, current ID, with an Internet sticker (I) to access Internet resources from the Library.

LOCKERS:

Students may go to their lockers before school, between classes, and after school. Lockers are provided as a service. Students are responsible for all articles in lockers; therefore, the school will not assume responsibility for any lost or stolen articles. Students are encouraged to carry valuable possessions with them or place them in locked lockers. Locker assignments are made by 3rd period teachers. Lockers are subject to search at any time.

LOST & FOUND:

All lost and found articles will be located in the main office or with custodians. All articles will be disposed of at the end of each nine weeks.

MAKE-UP WORK:

If a student must be absent from school for excusable reasons, all work missed may be made up in a reasonable time. Students must request make-up assignments after returning from the absence. Teachers may set a reasonable time for the completion of the work. Failure of the student to initiate a request for make-up work will result in lost opportunity for credit for that assignment.

Parents requesting make-up work must give the teacher at least a 24 hour notice before make-up work is to be picked up. Make-up work will be denied for unexcused absences.

MONEY & VALUABLE ARTICLES:

PLEASE do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school CANNOT accept responsibility for stolen money or other articles. Students should limit items brought to school to those items necessary for school activities. The administration is not responsible for unnecessary items brought to school which are lost or stolen. Thefts should be reported to the office to aid in recovery.

NATIONAL HONOR SOCIETY:

Membership is open to students in grades 10, 11, 12 who have attended MCHS for at least one semester. Membership is not a right, but rather it is an honor bestowed upon a student. Selection is by a faculty council and is based on the following criteria:

1. Scholarship – must meet the national standard to apply. Standards are set by the National Honor Society.
2. Leadership – must display and be able to describe two separate leadership roles since the 9th grade.
3. Service – must have at least twenty documented hours (from school, church, or community) since the 9th grade.
4. Character – must have an 85% approval rating from MCHS faculty.
5. Candidate agrees to abide by NHS guidelines and fulfill membership obligations yearly.

PARKING:

Students are to park in assigned parking spaces, which can be purchased in the office. Students should refrain from parking in undesignated areas, in bus or fire lanes, blocking any entrance or exit, taking up more space than designated for a single vehicle, driving over 10 mph, or loitering in the parking lot after arriving at school. Students are not allowed to sit in vehicles after arriving at school or after school. Each student should leave the vehicle immediately and enter the building and report to the cafeteria or

auditorium. Students are not permitted to leave the building and return to their vehicle without administrative approval. Students not participating in after-school activities must leave campus by 3:30 pm.

Driving privileges may be obtained by possessing a driver's license and by having a parking permit that can be purchased at the office. Failing to comply will result in parking citation and loss of parking privileges.

No student will be permitted to go into the parking lot without authorization from the administration. Parking fees will be charged per year and you will receive a parking pass.

RELATIONSHIPS:

Each student is expected to show respect for the rights and feelings of his fellow students and to behave in such a way as to draw the respect of others toward oneself. Courteous treatment is encouraged. Tolerance of differing beliefs and appearance is essential. Dangerous practices such as pushing, scuffling, or other forms of horseplay are discouraged. Hazing is strictly prohibited.

Student couples should conduct themselves in a manner which is respectable for the school and the students. No display of affection (such as holding hands or kissing) will be permitted at school. Such displays tend to be embarrassing to others and to cause obstructions to the flow of traffic in the hallways. Repeated offenses of public displays of affection will result in disciplinary action such as detention or suspension from school.

SCHOOL PROPERTY:

Students who are issued school property, equipment, or clothing while participating in a class, school sport, or activity are expected to return such equipment immediately at the conclusion of the class/sport/activity or when called for by the sponsor. Failure to return such property can result in restriction from other school activities, disciplinary action, or legal action by the school to recover the property. This includes library books, textbooks, and any other materials issued to students by the school.

SEARCHES:

Tennessee state law permits administrators and his/or her designee to search any person and his or her belongings on campus based upon reasonable suspicion and/or information received.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, administrators may question the student, without the presence of parent(s)/guardian(s) or legal custodians, and without giving the student Constitutional warnings. Surveillance equipment is used to deter misconduct and assist administration in investigation.

SEMESTER TEST EXEMPTIONS

Students may be exempt from their final exams (excluding EOC tests) if they meet the following requirements:

- The student must have maintained a "C" average or higher in the class.
- The student may not have accumulated more than three **excused or unexcused** absences, excluding college visits and field trips (three unexcused tardies = one absence) for the class period during the current semester.

STATE/NATIONAL TESTING DATES:

End of Course testing for English I, English II, Biology, US History, Algebra I, and Algebra II, and Geometry testing will occur within the testing window set by the state. Students will also take the ACT before graduation. End of course tests are given within the state approved testing window. Testing dates vary due to system schedules. Regardless of grade level if enrolled in a class, which requires an end of the course test, you are required to take the test. End of course tests are as follows: English I and II, Algebra I and II, Geometry, US History, and Biology I. End of course test score will constitute a percentage of the second semester grade for each course taken.

For more testing information, visit the state department website: <http://www.state.tn.us/education/assessment/index.shtml>

STUDENT ID'S:

Students are encouraged to be in possession of their student ID while at school. The ID may be worn on a lanyard around the student's neck. Students are encouraged to memorize their number to expedite school procedures. Students must enter their student ID number when getting early dismissals, tardy slips, and for accessing cafeteria and library accounts.

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.1,2,3,5

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.

SUBSTITUTE TEACHERS:

Substitute teachers are to be given the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with according to the MCHS discipline procedures

SUSPENDABLE OFFENSES REVIEWED:

The principal may suspend a pupil from attendance at school, including its sponsored activities or from riding school bus, for good and sufficient reasons, which may include but shall not be limited to:

- Willful and persistent violation of the rules of the school or truancy.
- Immoral or disreputable conduct or vulgar or profane language.
- Violence or threatened violence against the person or any personnel attending or assigned to any public school.
- Willful or malicious damage to real or personal property of said school.
- Inciting, advising, or counseling of others to engage in any of the acts hereinbefore enumerated.
- Marking, defacing, or destroying school property.
- Possession of a pistol, gun or firearm on school property.
- Possession of a knife, etc. as defined in TCA 39-17-1301 on school property.
- Assaulting a principal or teacher with vulgar, obscene or threatening language.
- Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101.
- Possession or use of illegal substances under the Tennessee Drug Control Act of 1971, as amended, (TCA 39-6-401 etc.) or any derivative or residue thereof or any drug paraphernalia other than that medically prescribed.
- The use or possession of alcoholic beverage on school property.
- Any other conduct prejudicial to good order and discipline in any public school.

School administrators reserve the right to inspect lockers, automobiles, and personal effects on the premises. Students who commit crimes are subject to a citation to court.

TARDY POLICY:

Tardiness in a given period of time may be met with the following disciplinary actions: detention, loss of driving privileges, or suspension. Every attempt will be made to contact parents when tardies become excessive.

Tardiness to class is disruptive to the educational process. Therefore, our tardy policy is a joint effort between teachers and administrators in an attempt to cut tardies to a minimum.

- 1st offense - Teacher reprimand.
- 2nd offense - Teacher reprimand, assigned Lunch Detention, and parent contact by teacher.
- 3rd offense - Refer student to administration for a one day ISS or community service before or after school and parent contact.
- 4th offense - The student is referred to administration for two days ISS, parent contact, and community service before or after school.

Additional tardies will result in other disciplinary action at the discretion of administration. The tardy policy is set up on a semester basis. At the beginning of each semester all students will have zero tardies. Reminder: three tardies equal one unexcused absence per nine weeks. Students in excess of three tardies to school may be issued time-for-time for additional tardies to school.

TEXTBOOKS:

Textbooks used in the school are provided by the State and are the property of McMinn County Board of Education. Textbooks that are issued to a student become the responsibility of that student. If a textbook is lost or damaged in any way, the student is responsible for replacing the book. Cost will depend on condition and age of the book. See the bookkeeper for pricing.

THEFT:

Any student involved in the theft of personal or public property is subject to both immediate suspension and prosecution under the law. Any student involved in a second incident of theft, or in an initial flagrant theft, will be subject to alternative placement.

Students going into unauthorized areas on the campus are subject to disciplinary action. Students using or in possession of school property including keys giving access to any area of McMinn High School without the appropriate permission are also subject to disciplinary action, prosecution under the law, or both, depending upon the circumstances.

THREATS:

Any threat will be taken seriously by all McMinn County High School Staff.

In addition, Public Chapter 375 creates another offense that will qualify as zero tolerance: A student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and it creates actual disruptive activity at the school.

TOBACCO POLICY:

Violation of tobacco policy as stated in McMinn County School's Policy Handbook: Juvenile Tobacco Law: Public Law 103-227: Smoking is not allowed by anyone in any public school building housing grades kindergarten through twelve, or any building providing library services to children.

Student shall not possess or use any tobacco or electronic cigarette products in any form on school premises or school buses during school hours.

DEFINITION OF TERMS:

Possession - Shall mean to have tobacco/electronic cigarette products on the person or in the vehicle or other areas in control of the individual, including one's personal effects.

Use - Shall mean the holding of any type of a lighted cigarette, cigar, or pipe, and inhaling the smoke, or any chewing or dipping of any tobacco products.

School Hours - Shall include the period of time beginning with the first bus pick-up in the morning and ending with the last bus drop in the afternoon. Additionally, students arriving by other forms of transportation, or walking shall adhere to this policy upon entering and leaving school grounds.

PENALTIES:

If a student is in possession of or using any tobacco or vaping product:

In all situations, in accordance with BOE Policy 1.803 and applicable laws, students under the age of 18 shall be cited to tobacco court.

1st offense – 3 days ISS and tobacco/nicotine education and prevention program provided by Juvenile Services Liaison or School Counselor.

2nd offense – 1 day OSS and 2 days ISS with tobacco/nicotine education and prevention class provided by school counselors.

3rd offense – 3 days OSS

4th offense – 5 days OSS

5th offense – 10 days OSS

6th offense – AIM School

Further offenses will be discussed with committee and recommendations made.

Students in possession or use of electronic cigarettes or personal vaporizers will receive the same disciplinary consequences as possession of tobacco products.

JUVENILE TOBACCO LAW: Juveniles found in possession of any tobacco product will be charged by law enforcement officers. Juveniles and a parent/guardian will have to appear in juvenile court. Punishment can be fines, court costs, and community service. Second offense can also result in community service work hours for the juvenile and parent. Students who are 18 years old and above are subject to consequences as stipulated per School Board policy. Recent federal laws prohibit smoking anywhere on school campus.

UNAUTHORIZED AREAS:

Students are not permitted to be in unauthorized areas of the school. Unauthorized areas are defined as any areas on campus where an adult is not present. Students found in unauthorized areas before, during, or after school hours will be subject to disciplinary consequences such as detention, in-school suspension, or out-of-school suspension.

VANDALISM:

Students who disfigure or vandalize school or personal property will be required to either pay for the damages or replace the item. Any student who defaces or vandalizes school property, including lockers, is subject to suspension, liability for damages, prosecution, and/or alternative placement, depending upon the circumstances. Surveillance equipment will be used.

VISITORS:

All visitors must report to the main office and must have a visitor's pass.

Parents are always welcome at McMinn High School. We ask that an appointment be made to see a teacher, guidance counselor, or administrator. The school policy is to accept only those visitors who have legitimate business at the school. Visitors are not allowed on campus unless they have been given permission from the main office.

An administrator may refuse to issue a visitor's pass any time he or she feels it is in the best interest of the school to do so. Any person found on the school grounds without permission is trespassing and is subject to arrest by police authorities. Recent federal laws prohibit smoking anywhere on school campus.

Students should not encourage visitors to visit during any part of the school day. Unauthorized visitors shall be asked to leave. If the person refuses, the school will prosecute (TCA 39-1214), (TCA 39-1215).

WITHDRAWING FROM SCHOOL:

Students wishing to withdraw from school must follow the proper procedure through the main office or Guidance Department with legal guardian present. Any student withdrawing to home school, must take proper paper work from home school establishment to McMinn County Board of Education before coming to MCHS to withdraw. Students must turn in all books and pay any fees that have accrued during the school year. In order to enroll in another school, students must be properly withdrawn from MCHS to ensure that transcripts may be expedited quickly. Students will be considered truant if a records request from the enrolling school is not received by MCHS within five school days.

BOARD OF EDUCATION POLICIES AND NOTIFICATIONS:

McMINN COUNTY BOARD OF EDUCATION NON-DISCRIMINATORY POLICY:

It is the Policy of the McMinn County School System not to discriminate on the basis of race, color, national origin, sex, creed, religion, age, marital status or disability in its educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1984, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973.

The following person(s) have been designated to handle inquiries regarding nondiscrimination policies:

Mrs. Rebecca Morgan has been appointed as the Title VI and IX Coordinator for the McMinn County School System. Any inquiry regarding compliance with Title IX or Title VI may be directed to Mrs. Rebecca Morgan at the McMinn County Board of Education, 3 South Hill St., Athens, TN 37303, telephone (423) 745-1612. Email: rmorgan@mcminnschools.com

Roger Freeman has been appointed as the Section 504 Coordinator for the McMinn County School System. Any inquiry regarding compliance with Section 504 may be directed to him at the McMinn County Board of Education, 3 South Hill St., Athens, TN 37303, telephone number (423) 745-1612. Email: rfreeman@mcminnschools.com

McMINN COUNTY BOARD OF EDUCATION COMPLAINTS:

Complaints will be handled in the following manner:

- At the local school level the complainant will have a conference with the Principal.
- If the complaint is from a parent concerning a child, a conference may be held with the teacher, principal, and parent. If the complaint is from an employee, a conference will be held with his/her immediate supervisor. If a complaint is from a student, a student-principal-teacher conference will be held.
- If agreement is not reached, the complainants may take the problem to the Director of Schools.
- When an agreement cannot be reached after a conference with the Director of Schools, the Board of Education may hear the complaint via the board's Hearing Authority.
- Teachers shall follow complaint procedures as adopted by the current contract.

McMINN COUNTY SCHOOLS ASBESTOS PLAN AVAILABLE FOR PUBLIC REVIEW:

The local management plan for dealing with asbestos in the McMinn County School System is located in the Director of School's office at the Department of Education, 3 South Hill Street, Athens, TN 37303.

Reviewing the local management plan is also available by request from the school principals' office during normal business hours. Elizabeth Pierce, Vocational Supervisor, is the person designated to be responsible for the asbestos plan.

IT IS A FELONY TO POSSESS ANY TYPE WEAPON ON PUBLIC SCHOOL PROPERTY IN THE STATE OF TENNESSEE. THE MAXIMUM PENALTY IS 5 YEARS IN PRISON AND A \$5,000 FINE. FEDERAL GUN-FREE SCHOOL ZONE ACT OF 1990.

Parent/Family Involvement in Educational Programs:

The Board encourages the involvement of parents, both as individuals and as groups, to act as advisors and resource people in the following ways:

- With specific talents to complement and extend the instructional services of the classroom teacher;
- To serve as advisors on curriculum development projects;
- To express ideas and concerns by responding to surveys and other information-gathering devices;
- To be actively involved in parent-teacher groups; and
- To serve on citizens' advisory committees.

Technology Acceptable Use Procedure (AUP)

McMinn County Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The McMinn County Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Intentional destruction or vandalism of district computers may result in disciplinary action. This includes, but is not limited to: (a) removing any sticker(s) affixed to the machine such as manufacturers name plate and the district applied asset tag, (b) rearranging keys on keyboards, removing keys, removal of case components, etc.
- McMinn County Schools makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

McMinn County Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Students who attend the McMinn County Schools will be educated about the appropriate use of technology. Teachers and administrators strive to incorporate Internet safety lessons including safe and effective utilization of social networking tools and resources into our daily curriculum. Professional development opportunities on this important subject are offered to teachers sometimes in the form of on-line lessons and information. In addition, family and community outreach programs are offered annually. As new technologies emerge, McMinn County Schools will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

Web Access

McMinn County Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn’t be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email

McMinn County Schools may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are

expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

McMinn County Schools provide a rapid alert notification system that enables our school to reach students, parents, faculty and staff, within moments through a variety of popular communication methods. It is assumed the AUP user gives permission to call personal numbers with School System information. Users are expected to keep their Telephone numbers up to date.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, McMinn County Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally- identifying information online.

Mobile Devices Policy

McMinn County Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should use personally-owned devices (including laptops, tablets, smart phones, and cell phones) only as instructed and allowed by teachers. McMinn County Schools will not be responsible for any damage (including theft) of personally-owned devices. Security Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Personal Safety Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

District provided email accounts and online storage

The McMinn County Schools has partnered with Microsoft to start providing email accounts and online file storage for all students as needed for instruction. A requirement for obtaining access to the online storage is an acknowledgement of the privacy policies

relating to the storage. The Children's Online Privacy Protection Act applies to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. For a child under the age of thirteen (13) to obtain access to online file storage, a parent or guardian must sign the section below indicating their consent for their child to have access to online file storage. Please understand that the online file storage is provided by Microsoft and is governed by their privacy policies. The McMinn County Schools acts only as a conduit to provide access to the online storage and has no control over the contents or policies. Email provided to students by the McMinn County Schools is filtered, monitored, and archived. District personnel are able to see all messages sent to or from any student account, but will not examine messages unless directed to by a competent authority (Principal, Director of Schools, or Law Enforcement with proper documentation).

Limitation of Liability

McMinn County Schools will not be responsible for damage or harm to persons, files, data, or hardware. While McMinn County Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. McMinn County Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.

- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.
 Ref: Child Internet Protection Act (CIPA) 2000, 2008

What Homeless Families Need to Know

- Homeless children have a right to attend school.
- You do not need a permanent address to enroll your child in school.
- Homeless children have the right to stay in their home school if the parents choose.
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child has the right to transportation services to and from the school of origin.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

TEACHER QUALIFICATIONS:

At the beginning of each school year, a district that received Title I funds must notify parents that they may request information about the professional qualifications of their children's classroom teacher(s). If a parent requests the information, it must include at least whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status, the baccalaureate degree major of the teacher and any other graduate certification. The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. 20 U.S.C. 631(h)(6). A Title I school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. 20 U.S.C. 631(c)(1)(N).

Student Record Release for Military:

Pursuant to "The No Child Left Behind Act" you as a parent or guardian have the right to refuse the release of directory information of your child to the military

Tennessee Department of Education Contact Information

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

Legal Services Division
 Division of Special Education, Tennessee Department of Education
 710 James Robertson Parkway
 Andrew Johnson Tower, 5th Floor
 Nashville, Tennessee 37243-0380
 Phone: 615-741-2851
 Fax: 615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center 2763 Island Home Blvd. Knoxville, TN 37920 Phone: 865-594-5691 Fax: 865-594-8909	West Tennessee Regional Resource Center 100 Berryhill Drive Jackson, TN 38301 Phone: 731-421-5074 Fax: 731-421-5077
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Child Advocacy Group Contact Information

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 is on the Internet at <http://www.thearctn.org>

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: 615-248-5878

Toll-free: 1-800-835-7077

Fax: 615-248-5879

Email: pcooper@thearctn.org

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

712 Professional Plaza, Greeneville, TN 37745

West Tennessee:

(901) 756-4332

jeness.roth@tnstep.org

Middle Tennessee

(615) 463-2310

information@tnstep.org

East Tennessee:

(423) 639-2464

karen.harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A) is on the Internet at <http://www.tpainc.org/>

416 21st Avenue South

Nashville, Tennessee 37212

1-800-287-9636 (Toll free) or 615-298-1080

615-298-2471 (TTY) 615-298-2046 (FAX)

Tennessee Voices for Children is on the Internet at <http://www.tnvoices.org/main.htm>

West Tennessee:

(Jackson Area)

Telephone: 731-660-6365

Fax: 731-660-6372

Telephone: 615-269-7751

Middle Tennessee

1315 8th Avenue South

Nashville, TN 37203

Telephone: 615-269-7751

Fax: 615-269-8914

TN Toll Free: 800-670-9882

E-mail: TVC@tnvoices.org

East Tennessee:

(Knoxville Area)

Telephone: 865-609-2490

Fax: 865-609-2543

These are but a few of the organizations available to help with information, training, and advocacy.

For a more extensive list visit the Tennessee Disability Services -- Disability Pathfinder

Database: <http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>

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 additional 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 on this page.

Student-Parent-Teacher Compact

McMinn County High School

It is our goal to work closely with parents to ensure that your child is provided the best education possible. Children will accomplish all that they are capable of when there is strong support at home and a close partnership with the school. In order to achieve this, the home and school must recognize and agree upon the responsibilities of each party in the learning process.

I. AS A STUDENT, I WILL BE RESPONSIBLE FOR:

- Showing respect and cooperating with all adults and other students at school.
- Being on time and attending school regularly.
- Respecting the rights of others to learn without distraction or disruption.
- Completing all assignments to the best of my ability.
- Spending quiet time at home daily studying or reading.
- Utilizing StudentVUE.

II. AS A PARENT, I WILL BE RESPONSIBLE FOR:

- Providing adequate food* and rest so that my child is ready to learn.
*There are resources available for those who cannot provide adequate food. Please contact the school for information.
- Seeing that my child is punctual and attends school regularly.
- Providing a time and place each evening for quiet study and reading without TV.
- Encouraging my child and being available for questions or help.
- Staying aware of what my child is learning.
- Communicating with my child's teacher to discuss my child's needs and performances in school.
- Utilizing various tools available such as ParentVUE and Remind.
- Keeping the school informed of changes in mailing addresses, phone numbers, custody, etc.

III. AS A TEACHER, I WILL BE RESPONSIBLE FOR...

- Providing high quality curriculum and instruction in a supportive and effective learning environment that will help students to meet the state's student performance standards as they enjoy learning.
- Encouraging students and parents by updating grades weekly and utilizing TeacherVUE and ParentVUE as needed.
- Explaining requirements such as the Student-Parent-Teacher Compact as part of the Family Engagement Policy at the annual meeting, etc.
- Being accessible for Parent Conferences and communicating regularly with parents and students.
- Providing availability to students and parents for tutoring at school.

Upon request, students and parents will be provided with a copy of the MCHS handbook in the office. In addition, the MCHS handbook is available on the school website <https://www.mcminnhighschool.com/>

McMinn County High School

McMinn County High School

22.15 S. Congress Parkway
Athens, TN 37303
Phone: 423-745-4142
Fax: 423-745-0584

Principal David McDonald
Assistant Principal Angie Mayfield
Assistant Principal Joe Young
Assistant Principal Maria Cobb



