

ROANE COUNTY HIGH SCHOOL

LEARNING TODAY - LEADING TOMORROW



**540 W. Cumberland Street
Kingston, TN 37763
(865) 376-6534**

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INTRODUCTION

LEARNING TODAY - LEADING TOMORROW

Welcome to the home of the Yellow Jackets! Here at Roane County High School, spirit and tradition play a major role in the pride of the entire community. By taking part in all we have to offer, you are helping to preserve the spirit and traditions at RCHS. Your high school years, in return, can be your best and most memorable ones. This student handbook will serve as a guide to help you become familiar with school expectations, policies, procedures, and rules. You, as a student, are required to know and follow the requirements and regulations stated herein.

DISCLAIMERS

1. School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, or local regulations and are subject to review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others. It should also be noted that any board policy that is created and adopted or recently revised during the current school year takes precedence over what is contained in this handbook. **FAILURE TO READ THIS HANDBOOK DOES NOT EXCUSE THE STUDENT FROM THE REQUIREMENTS AND REGULATIONS STATED HEREIN.**

RELEASE OF DIRECTORY INFORMATION

Roane County High School releases directory information on our students to the armed services and lists honor students in the yearbook and at graduation. If you do not want your directory information released, you need to notify the guidance office by September 1 of each school year.

CHARACTER EDUCATION

We, the entire staff of Roane County High School, believe that Character Education provides students with the information and skills needed to mature into ethical and virtuous individuals and also lays the foundation for positive leadership development. Our aim is to provide an environment that exhibits, teaches, and encourages practice in core ethical values, such as Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

- Your character is defined by what you do, not by what you say or believe.
- Every choice you make helps define the kind of person you are choosing to be.
- Good character requires doing the right thing even when it's costly or risky.
- You don't have to adopt the worst behaviors of others as a standard for yourself. You can choose to be better than that.
- What you do matters, and one person can make a big difference.
- The payoff for good character is that it makes you a better person, and it makes the world a better place.

HOME OF THE YELLOW JACKETS

Member of the Southern Association of Colleges and Schools

Member of Tennessee Secondary Schools Athletic Association

School Colors: Orange & Blue

School Yearbook: The Yellow Jacket

ALMA MATER

Just across the flowing river,	Cherished by her sons and daughters,
Stands Roane County High.	Memories sweet shall throng.
She's our Alma Mater ever,	Here's to you our Alma Mater,
As the years go by.	As we sing this song.
She's a fair one; she's a true one,	Onward ever be our watchword,
She's our do or die.	Conquer and prevail.
Hail to thee, our Alma Mater,	Hail to thee, our Alma Mater,
Dear Roane County High.	Roane County High, all hail.

MISSION STATEMENT

The purpose/mission of Roane County High School is to promote excellence in all things.

VISION STATEMENT

The vision of Roane County High School is to create a safe, supportive environment where all learners are expected to engage in a learning process in which they are challenged to achieve their highest potential.

BELIEF STATEMENTS

- All students in our school need to have an equal opportunity to learn.
- Students learn best when all stakeholders communicate and maintain high expectations for learning.
- School policies should be clearly stated, well-publicized, and uniformly enforced.
- Students learn best in an environment that facilitates communication, respect, and safety.

ROANE COUNTY SCHOOLS WEBSITE:

www.roaneschools.com

ROANE COUNTY HIGH SCHOOL WEBSITE:

rchs.roaneschools.com

ROANE COUNTY HIGH SCHOOL

PERSONNEL DIRECTORY

Ms. Jessica Alred	Assistant Principal/Graduation Coach	Building A Office
Mr. Keith Anderson	Special Education	Room 303
Mr. Bill Ardison	Social Studies	Room 316
Ms. Stephanie Bess	English/Theater	Room 105
Mr. Greg Bowman	Math	Room 328
Ms. Nicole Branham	Special Education	Room 312
Ms. Erin Brown	Special Education	Room 318
Ms. Karen Clark	Educational Assistant	Room 303
Ms. Debbie Coffman	Attendant	Room 304
Mr. Robby Collier	Special Education	Room 303
Ms. Ellen Dailey	English	Room 111
Ms. Paula Gaines	Attendant	Room 304
Mr. Loftin Gerberding	STEM	Room 306
Ms. Cindy Gilkey-Gouge	Life Skills	Room 302/304
Dr. Barry Golden	Science	Room 206
Mr. Mike Guillemet	Business	Room 309/311
Ms. Connie Guinn	Vocational & Life Skills	Room 305
Mr. Scott Guinn	Criminal Justice	Room 310
Ms. Sierra Hall	Secretary/Receptionist	Building A Office
Ms. Brittany Hampton	Attendant	Room 304
Ms. Angela Hendrickson	Technical Secretary	Building A Office
Mr. Adam Howard	Math	Room 326
Ms. Natascha Hudson	Art/Theater	Room 317/319
Mr. Fred Jackson	Math	Room 324
Mr. Ken Johnson	Social Studies	Room 104
Ms. Sarah Johnson	Science	Room 209
Ms. Wendy Johnson	Social Studies	Room 307
Ms. Shelley Jones	Attendant	Various
Ms. Tracy King	School Counselor	Building A Office
Ms. Steffany Korte	English	Room 106
Mr. Andy Kroeger	Business/Marketing	Room 314
Ms. Missy Lane	Math	Room 108
Mr. Andrew Layne	Band/Music Appreciation	Band Room
Mr. Joe Layne	Math	Room 113

Ms. Alex Lunsford	Health/Physical Education	301/Gym
Ms. Anna Manning	Attendant	Room 304
Mr. Dan Matthews	Assistant Principal	Building B Office
Ms. Denicia McAbee	Educational Assistant	Various
Mr. Keith McDaniel	AV Production	Room 323
Ms. Caroline McDonald	French/Spanish	Room 109
Mr. Kent Millsaps	Principal	Building A Office
Ms. Noelle Money	English	Room 101
Mr. Jerry Monroe	Digital Arts & Design	Room 313/315
Ms. Toni-Maree Montross	English	Room 102
Ms. Kaylee Moore	Health Science	Room 302
Mr. Michael Murphy	School Resource Officer	Building A Office
Mr. Brian Pankey	Health / Physical Education	Room 301/Gym
Ms. Theresa Parrish	Library Media Specialist	Library
Ms. Susan Peden	Bookkeeper	Building A Office
Ms. Christie Pitts	Spanish	Room 320
Mr. Johnny Plemens	Social Studies	Room 308
Ms. Laci Pryor	Biology	Room 208
Mr. Bruce Robinette	Science/AD	Room 202
Mr. David Smith	Math	Room 114
Ms. Debbie Smith	English	Room 103
Ms. Katy Stout	Business	Room 325
Ms. Julia Tedder	School Counselor	Building A Office
Ms. Ruth Thompson	English	Room 110
Ms. Alison True	Nurse	Clinic
Ms. Ellen Warman	Spanish	Room 322
Ms. Roz Wilkerson	Nurse	Clinic
Ms. Pat Witherspoon	Educational Assistant	Room 312
Ms. Laurissa Wynn	Science	Room 201
Mr. Jason Young	STEM	Room 405

ROANE COUNTY SCHOOLS TELEPHONE DIRECTORY

Career & Technical Education (CTE) Director	376-1223
Career & Technical Education Fax	376-0043
Midtown Educational Center (MEC)	882-3700
RCHS Band Room	376-8532
RCHS Field House	376-8531
RCHS Main Office	376-6534
RCHS Main Office Fax	376-8530
Roane County Board of Education/Title I, III, VI, IX Directors/Supervisors	376-5592
Roane County Bus Supervisor	590-0153

SCHOOL CALENDAR 23-24

FIRST SEMESTER

August 1	Tuesday	In-Service Day (Required)
August 2	Wednesday	In-Service Day (Required)
August 3	Thursday	Classes Begin; ½ Day for Students
August 4	Friday	Administrative Day
August 7	Monday	First Full Day of Classes
September 4	Monday	Labor Day Holiday
October 9 – 13	Monday - Friday	Fall Break
October 16	Monday	Classes Resume
November 22 – 24	Wednesday - Friday	Thanksgiving Holidays
December 15	Friday	End of 1 st Semester; ½ Day for Students
December 16 – January 1, 2023		Christmas Break

87 Student Days - 1st Semester

SECOND SEMESTER

January 2	Tuesday	Staff Development
January 3	Wednesday	Classes Resume
January 15	Monday	Dr. Martin Luther King, Jr. Day Holiday
February 17	Friday	Staff Development
February 19	Monday	President's Day/In-Service Day (Optional)
March 5, 2023	Tuesday	Staff Development/Election Day
March 11 – 15	Monday - Friday	Spring Break
March 18	Monday	Classes Resume
March 29	Friday	Good Friday Holiday
May 21	Tuesday	End of 2 nd Semester; ½ Day for Students
May 22	Wednesday	In-Service Day (Required)
May 23	Thursday	Administrative Day

91 Student Days - 2nd Semester

NINE WEEKS GRADING PERIODS

FIRST SEMESTER

1st 9 wks ends October 6 = 45 days

2nd 9 wks ends December 15 = 42 days

SECOND SEMESTER

3rd 9 wks ends March 8 = 45 days

4th 9 wks ends May 21 = 46 days

HIGH SCHOOL GRADUATION REQUIREMENTS

<u>CORE CURRICULUM</u>	<u>CREDITS</u>	<u>SUBSTITUTE COURSES</u>
English	4	
Math	4	
Science	3	Any STEM course
World History & Geography	1	
Economics	1/2	1/2 credit Business Econ
US Government & Civics	1/2	1/2 credit American Business Legal Systems
US History & Geography	1	
PE.	1	1/2 PE credit can be other physical activity
Wellness (Health)	1/2	
Personal Finance	1/2	

<u>UNIVERSITY PREP</u>	<u>CREDITS</u>	
Fine Arts	1	Digital Arts & Design 1
Foreign Language	2	
Electives	2	
Electives (Focus Area)	3	
TOTAL	30	

TN SCHOLARS GRADUATION REQUIREMENTS

Students must satisfy all requirements for a university path diploma and complete the following additional course requirements:

- 80 hours of community service in 4 years
- 95% attendance (9 days absent a year)
- Maintain "C" average in all classes
- No out-of-school suspensions

GRADUATING WITH STATE HONORS

Students must satisfy all requirements for a diploma and score at or above all of the following ACT subject readiness benchmarks (or equivalent SAT scores):

English = 18; Math = 22; Reading = 22; and Science = 23

GRADUATING WITH STATE DISTINCTION

Students must satisfy all requirements for a regular diploma, earn a "B" average (85 or higher), and complete at least one of the following:

- Earn a nationally recognized industry certification (available through CTE, i.e. CNA)
- 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 Semifinalist
- Attain a score of 3 or higher on at least two AP Exams
- Attain a composite score of 31 or higher on the ACT
- Earn 12 or more semester hours of transcripted secondary credit (~ 4 Dual Credit courses)

HONORIFIC CLASSIFICATION

Numerical class rank has been replaced by the Latin honorific distinction: “*cum laude*” (with honor), “*magna cum laude*” (with great honor), and “*summa cum laude*” (with highest honor). To qualify for this distinction, students must fall within the GPA ranges outlined below. Schools will no longer be recognizing valedictorian/salutatorian.

- *Cum laude*: 3.50 – 3.79
- *Magna cum laude*: 3.80 – 4.09, in addition to a **21+ ACT Score**
- *Summa cum laude*: 4.1+, in addition to a **21+ ACT Score**

STUDENT CODE OF CONDUCT

Board Approval May 15, 2008; revised May 20, 2010; revised June 16, 2011; revised May 17, 2012; revised July 17, 2014; revised July 18, 2018; revised July 2021; revised July 2023

DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA)¹ affords certain rights to parents & eligible students² regarding educational records. The following rights are guaranteed under FERPA:

1. The right to inspect and review the student's educational record;
2. The right to request that the record be amended if the parent feels the record is inaccurate, misleading, or violative of the student's privacy rights;
3. The right to consent to disclosure of personally identifiable information in the educational record, except that which FERPA allows without consent;
4. The right to file a complaint with the U.S. Department of Education; and
5. The right to obtain a copy of the Roane County Schools' policy regarding FERPA from the local school principal's office.

For Roane County Schools, the following is designated as Directory Information. Directory Information is information, which if revealed, would not be considered violative of the student's privacy rights and includes, but is not limited to:

- a. Name
- b. Address
- c. Telephone Listing
- d. Photograph
- e. Birth date
- f. Place of birth

- g. Field of study
- h. Attendance rates
- i. Grade level (i.e. freshman, sophomore, etc.)
- j. Awards/degrees earned
- k. Participation in sports or activities
- l. Weight and height of athletes
- m. Most recent educational institution/agency attended
- n. Sports statistics; and/or
- o. Academic and extracurricular honors and awards.

Student Directory Information for 11th and 12th graders shall be made available upon request to persons or groups that make students aware of occupational and educational options, including official recruiting representatives of the military forces of the state and the United States.

Parents or eligible students who do not wish to have specific information released to any outside person or agency may request that no information be released. This request must be in writing to the principal of the school with a copy to the Director of Schools. The request must be received no later than fifteen (15) calendar days after the annual notification of rights. Information contained in the above paragraphs shall serve as the annual notification.

¹ 20 U.S.C § 1232g. Reg 34 CFR Part 99

² Eligible Student is any student who has reached the age of eighteen.

STUDENT GOALS AND OBJECTIVES

In order to establish an environment conducive to learning for each student, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex, or disabilities;
2. To protect and observe the legal rights of students;
3. To promote a learning environment which provides opportunities for all students without regard to race, creed, religion, ethnic origin, sex, or disabilities;
4. To enhance the self-image of each student by helping them feel respected & worthy through a learning environment which provides positive encouragement from frequent success;
5. To provide an environment where students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
6. To deal with students in matters of discipline in a fair and constructive manner;

7. To provide for the safety, health, and welfare of students; and
8. To promote faithful attendance and good work.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Each student has the right to:

1. be provided the opportunity for a free education in the most appropriate learning environment;
2. be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. expect that the school will be a safe place;
4. have an appropriate environment conducive to learning;
5. not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities; and
6. be fully informed of school rules and regulations.

Each student has the responsibility to:

1. know and adhere to rules and regulations established by the Board;
2. respect the human dignity and worth of every other individual;
3. refrain from libel, slander, inflammatory and/or obscenity in verbal and written expression;
4. study and maintain the best level of academic achievement;
5. be punctual and present in the regular school program;
6. dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. refrain from behavior which would lead to physical or emotional harm or disrupt the educational process;
9. refrain from any harassing behavior such as bullying, hazing, or discrimination in any form;
10. respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
11. obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and
12. possess on school grounds only those materials which are acceptable under the law & accept the consequences for articles stored in one's locker or vehicle while on school property.

RIGHTS AND RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents have the right to:

1. be informed of the issues affecting your child;
2. be involved in your child's education;
3. have your child attend a safe and orderly school;
4. be assured that your child and you will be treated with respect and dignity;
5. have school officials work cooperatively with you to solve problems, avoiding confrontation and adversarial resolutions when possible; and,
6. have school officials schedule conferences as appropriate.

Parents have the responsibility to:

1. support school rules and work cooperatively with the school, avoiding confrontational and adversarial resolution of grievances;
2. provide support for your child's progress by ensuring your child attends school daily and is on time and prepared to learn;
3. be familiar with and follow school procedures and to take the initiative to obtain information from the school, the website, newsletters, or other sources;
4. schedule conferences with appropriate personnel when necessary;
5. attend conferences when asked by school officials;
6. maintain current contact information at all times; and,
7. review the school/system-wide discipline plan with your child.

NOTICE

Chronic and repeated violation of the rules of Roane County Schools

Any student who accumulates a total of ten (10) days (singularly or cumulatively) suspension will be remanded to the alternative education center at Midtown for a minimum assignment of not less than nine (9) weeks or forty-five (45) days.

Parent/Guardian and student must petition the home school principal to return at least fourteen (14) days prior to the end of the assignment. Return to the home school will be based upon attendance and behavior during the assignment to the alternative education center. At least 95% attendance is required. Days missed beyond the 95% must be served at MEC before student may return to the home school. Out of county students who are assigned to the Alternative School will be required to return to their home school/system immediately.

The contents of the Code of Student Conduct is not intended to be an exhaustive list of rules, regulations, behavior policies, or consequences for violations of such. Individual schools may

have a Student Handbook that will contain rules particular to that school. Athletics is governed by Roane County Schools' rules, individual clothing rules, and rules promulgated by TSSAA. It is important that students and parents familiarize themselves with all governing rules.

GIVE IT UP POLICY

Students are encouraged to give up any item that could be considered in violation of board policy. The student in possession of such an item should take the item immediately to a school employee upon discovery of the item and explain the situation. The circumstances of the situation will be considered by the school principal, and the student may avoid an expulsion.

ALCOHOL AND DRUG USE

Students will not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Any substance represented to be marijuana (i.e. synthetic marijuana, potpourri, bath salts, etc.) or any other drug is prohibited and shall be treated as any other controlled drug.

Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

If it is determined that Board policy has indeed been violated, the principal shall notify the student's parent(s)/guardian(s) and the appropriate law enforcement officials.

CONSEQUENCES FOR DRUG USE ONLY

First Offense and Subsequent Offenses - A student who violates the drug use policy shall be subject to suspension/expulsion for a period of not less than one calendar year. **The Director of Roane County Schools shall have the authority to modify this suspension requirement on a case-by-case basis.**

MEDICINES

If under exceptional circumstances, a child is required to take non-prescription or prescription medication during school hours, the medication must be delivered to the principal's office in person by the parent/guardian of the student. Additionally, the student must have a note from the parent allowing self-administration of the medicine.

Non-prescription medication includes, but is not limited to, aspirin, ibuprofen, cough syrup, and any over-the-counter pain medication. Any such medicine **MUST** be turned in to the office immediately upon the student's arrival at school. Any medication that must be retained by the

student for immediate use (i.e. students with asthma) must be accompanied by a physician's note. (See Board Policy 6.405)

CONSEQUENCES FOR INAPPROPRIATE USE OF MEDICINES

Violation of the policy on Medicines may result in consequences ranging from a conference to detention, suspension, or remandment depending on the circumstances.

ATTENDANCE

A. Absenteeism and Truancy - The Roane County Board of Education recognizes that absenteeism is a hindrance to the efficient education of students. Realizing that punctuality and regularity of attendance are necessary for progress of a student at school, as well as important life skills, the Board has adopted the following attendance policy.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Personal illness - A physician's statement or a parent conference will be required after the sixth day of absence. A physician's statement may be required any time should the principal or teacher deem it necessary.
2. Illness of immediate family member which requires the temporary help of a student - A physician's statement is required.
3. Death in the family - Family includes parent, step-parent, guardian, grandparent, sibling, aunt, or uncle.
4. Absence approved by principal in advance.
5. Recognized religious observances - Parent/guardian must apply in writing to the principal a minimum of five (5) days prior to a religious observance for which a student needs to be excused. Such applications must include a written statement from the particular church, synagogue, or mosque. Statements must include the student's name, inclusive dates that the student will be absent, and a statement affirming that the observance is one that occurs annually on a regular date.
6. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control (court appearances, etc.).

All excuse notes must be signed by the parent(s)/guardian(s). The notes should clearly state the name of the student, the reason for the absence, & a phone number so the school official can confirm the excuse with the parent. **All excuses must be presented before school starts in the morning**. Notes from professionals should clearly state the period of time the student was required to be absent & not simply that the student was seen in the office.

Students with six (6) or more absences the previous or current semester will be listed on an Attendance Improvement List. Students will remain on the list until they attend a semester without accumulating six (6) absences. Students on the list must provide official documentation in order to be allowed any additional excused absences. Documentation must be provided within three (3) days of returning to school. All absences for students on the list will be considered "unexcused" until adequate documentation from a doctor, court official, or proof of death in the family is received.

After a student accumulates ten (10) unexcused absences, the student and parents shall be cited to a hearing with the Roane County School Truancy Board to determine the causes of absences, recommend means of eliminating such cases, and warn the student and parents of the consequences of continued truancy. If truancy continues, the student and parents may be petitioned to Juvenile Court where court costs will be assessed, a fine and probation may be imposed, community service may be required or such remedies as the court may find necessary up to and including incarceration of the parents or commitment of the student to the Department of Children's Services. **Out-of-School Suspension days are counted as unexcused absences. The Tennessee State Department of Education mandates that students in grades kindergarten through sixth maintain an average of 95 percent attendance. In grades seven through twelve, 93 percent attendance is required. All children between the ages of 6 and 17 are required to attend school under the provisions of TCA 49-6-3001 (no student can withdraw from school until their 18th birthday).**

Excessive Absence of Students 18 Years of Age - Although these students are no longer compelled to abide by the Compulsory Attendance law, attendance of students who have reached the age of eighteen (18) shall be regular. Any student who refuses to abide by the Board's guidelines shall be dropped from the roll. A request for readmission must be in writing by the student's parent(s)/guardian(s) and approved by the principal and the Director of Schools.

Parent Request Days - Parents or guardians may request principal approval for student absence for such reasons as travel, cultural experiences, or college visits, etc. up to two days each year. Such absences, if approved by the principal, shall be excused and the student shall be allowed to make up missed work. The absences shall count in the total number of excused absences for the student. No permissions will be given for absences during state (TCAP, End of Course, etc.) or local (Semester Exams) test dates.

The principal/designee shall count a student present for no more than two (2) days each school year for postsecondary visits. See Board Policy 6.2001.

Requests shall be presented to the principal in writing **at least five (5) days in advance of the expected absence.** Principal approval is required. No approval will be given after the absence has occurred and the absence will be unexcused.

- B. Skipping Class** - Cutting class means the student did not report to the assigned class during a given period but remained on campus.
- C. Leaving Campus without Permission/Inappropriate Location/AWOL** - Leaving campus without permission or failing to arrive at school after leaving home is considered a serious offense because the student is missing class time, is unsupervised by designated adults, and/or is possibly engaging in unacceptable activities. The school will attempt to notify the parents as soon as the student's departure from school is discovered.
- D. Being in an Unauthorized Area** - All school campuses contain areas that are Unauthorized Areas for students. Those areas may be designated as such for reasons of safety or privacy. Students are expected to refrain from being in those areas.
- E. Tardiness** - All students are expected to be on time for school, classes, and other appointments. Persistent tardiness will be treated the same as truancy since the student is accumulating time away from classes. **Any time a student arrives at school late or leaves school early, the student loses valuable instructional time. This time accumulates and the end results are counted as absences from school. In grades nine through twelve, three unexcused tardies per class will equal one unexcused absence for that class. Students who are 10 or more minutes tardy for any period**

will be considered to have cut class and also counted absent.

- F. Trespassing on School Grounds While on Suspension/Expulsion** - When a student is suspended, remanded, or expelled from school, he or she may not be on school grounds or attend any school function whether it is on campus or at another site. Suspended, remanded, or expelled student athletes may not participate in athletic practice or games until he/she has returned to the regular classroom for one full day (i.e. a student who is suspended on Thursday may not participate on Thursday night, but may resume on Friday after school. If the suspension ends on a Friday, the student may not participate again until after school on Monday.) Additional guidelines are provided at each school. A trespassing incident may result in an extension of the student suspension or possible expulsion of the student. Law enforcement officials may also be notified.

CONSEQUENCES FOR ATTENDANCE INFRACTIONS

Consequences for infractions of any of the attendance items may range from making up time, to the loss of driving/parking privileges, referral to the Truancy Board and/or the Court system, and/or remandment to the alternative education center.

BUS CONDUCT

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus. **Students and parent(s)/guardian(s) are reminded that riding a school bus is a privilege and not a service that must be provided for every student.**

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards of safety and classroom behavior. The Roane County Board of Education has approved the following rules to be observed while riding a bus.

1. Students must remain seated at all times while the bus is in motion.
2. Noise must be kept to a minimum with no loud talking, shouting, singing, or unnecessary noises.
3. Students are prohibited from throwing any objects inside the bus or out the windows of the bus.
4. Inappropriate language, gestures, inflammatory comments, horseplay, pushing, touching, or fighting are prohibited.
5. Tobacco products, e-cigarettes, vapors, alcohol, and/or drugs are prohibited.
6. Students may not eat or drink while on the bus.
7. Students are expected to be courteous and orderly at all times on the bus.

8. Students are expected to share seats with other students.
9. Drivers may assign seats and require students to sit in those assigned seats.
10. Windows may be lowered only with the driver's permission.
11. Students that ride a bus equipped with seat belts must utilize the seat belts.

Behavior on trips for any school activity, whether normal transportation, field trips, athletic trips, or other shall conform to the same standards. The above rules shall be observed at all times while traveling on a school bus.

Parent(s)/guardian(s) are responsible and liable for any damage resulting from the misconduct of their children while such are passengers on school buses en route to and from school and/or school-related activities.

CONSEQUENCES FOR BUS MISCONDUCT

- Administration may suspend students from riding the bus for a designated length of time if any of the rules listed above are not followed.
- Administration may also choose to utilize any disciplinary measure used inside the school (verbal reprimand, detention, suspension from school, etc.).
- **Chronic or extreme abuse of bus rules may result in a suspension or permanent loss of riding privileges.**

CRIMINAL BEHAVIOR

A student may be suspended from school, from a school or system sponsored event or activity, or from riding a school bus when the student engages in criminal behavior which results in the student being legally charged with a felony and the student's continued presence in school poses a danger or disrupts the educational process.

BULLYING/DISCRIMINATION/HARASSMENT

Discrimination/harassment by students will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words, either written or spoken, of a sexual, racial, ethnic, or religious nature used in a derogatory manner.

Alleged victims of discrimination/harassment should report these incidents immediately to a teacher, counselor, or building administrator. Reports of discrimination/harassment will be fully investigated by the school system. Disciplinary action will be taken against perpetrators of discrimination/harassment.

Bullying, hazing, or any other type of harassment is strictly prohibited. This includes, but is not limited to, cyber bullying, text messaging, use of pictorial representations, or other harassment perpetrated through the use of technology.

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, or;
- Knowingly placing a student or students in reasonable fear of physical harm or damage to the student's property, or;
- 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 protective class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, and creates a hostile environment.

Instigation/promotion/encouragement of harassment will be considered as severe as the act of harassment itself. No student should become a part of harassment by encouraging another student to commit an act(s) of harassment.

Students are encouraged to report incidences of bullying as soon as possible. A report form is available at each school.

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 telecommunications devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.

Sexual Harassment - At no time should any student engage in sexual harassment, which includes persistent verbal abuse, sexual abuse, unwanted touching and sexual advances, postings to blogs, contents of websites, text messages, and/or photographs.

CONSEQUENCES FOR VIOLATIONS

Incidences of discrimination/harassment shall be addressed through any of the following disciplinary actions:

- Principal conference with notification to the parent;
- Detention or school isolation;
- In-School Suspension up to five (5) days;
- Out-of-School Suspension up to five (5) days; and/or
- Remandment to the alternative education center.

Report to law enforcement officials may occur at any violation depending upon the circumstances and the severity of the actions.

Additional consequences may be addressed through Title IX of the Educational Amendments of 1972.

DRESS CODE GUIDELINES

The Roane County School Board of Education believes that in keeping with the educational purposes of public education, students are expected to dress and groom themselves as individuals with a sense of responsibility and pride. Each student is expected to keep their

person and clothing neat and clean. It is expected that students, while exercising the right to dress and groom themselves in an individual way, will also show through their appearance a high degree of respect for the standards of decency, cleanliness, and style acceptable by the school. In matters of opinion, the judgment of school administration (principal/designee) shall prevail.

The following guidelines will be observed:

1. Only appropriate attire may be worn at school. No sleep wear, lounge wear, or swim wear will be allowed.
2. Hats, bandanas, hoods, sweatbands, sunglasses, etc., are not to be worn in the building.
3. Wearing of body piercing materials which are visible in or on any part(s) of the body (other than ears and/or a small nose ring or stud) is prohibited. Students may be required to remove any piercing material while at school or involved in a school activity.
4. No see-through or revealing clothing will be allowed. No undergarments may be visible at any time. Clothing that exposes the abdomen, buttocks, cleavage, naval areas, and/or waist is prohibited.
5. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops, or extremely tight tops, tube tops, or any top that exposes cleavage, are prohibited. Frays, tears, or rips in tops and dresses are not permitted.
6. The waistband of clothing must be worn at waist level. No oversized, baggy, or sagging attire will be permitted. If exercise pants or jeggings/leggings are worn, tops or dresses must extend to mid-thigh.
7. Skirts/dresses must be of age-appropriate modest length – top of the knee for students in grades 6-12.
8. Shorts must be of age-appropriate modest length – mid-thigh for grades 6-12.
9. Pants must not have holes, rips, frays, tears, or cuts above mid-thigh.
10. Appropriate street shoes must be worn at all times. Shoe cleats, shoe skates, bedroom shoes, excessively high heels, or any shoe that impairs the ability of a student to walk safely are prohibited.
11. No belts which are extra-long with excessive belt material hanging loosely will be permitted. Belt buckles with inappropriate symbols, designs, or insignia are prohibited. Wallet chains or large chains of any kind may not be worn. Jewelry of any kind that promotes inappropriate messages, contraband material, or could pose a safety hazard will not be permitted.
12. There is to be no graffiti or symbols that relate to gang, drug, or cult activities on books, book bags, notebooks, or any other items carried by students on school grounds.
13. Students participating in school-sponsored extracurricular activities that require alternate dress are exempt from the dress code during the activity. School functions are community

events and dress must reflect the appropriate community atmosphere.

14. Any item of clothing that is deemed to be disruptive to the instructional process may be prohibited and the student will be asked to change.

SPECIAL DRESS: Special dress days for particular occasions, such as homecoming, may be implemented under the direction of school administration.

THE FOLLOWING ITEMS ARE NOT TO BE WORN AT SCHOOL:

- Clothing brands, tattoos, stickers, or any materials that exhibit written, pictorial, or implied references to illegal substances, drugs, tobacco, alcohol, negative slogans, vulgarities, or profanity, or that attract undue attention; wearing apparel brands, tattoos, stickers, or any materials that are sexually suggestive or that feature crude or vulgar lettering, printing, and/or pictures; wearing items that depict racial/ethnic slurs, violence, or gang affiliation.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

In matters of opinion, the judgment of school administration (principal and/or designee) shall prevail.

First Offense - The student will receive a warning AND must correct the problem (change clothes if necessary) before attending any classes on that day. **Absences from class to correct the problem will be considered unexcused.**

Second Offense - The student will be assigned to detention for two hours AND must correct the problem (change clothes if necessary) before attending any classes on that day. **Absences from class to correct the problem will be considered unexcused.**

Third Offense - The student will be suspended from school for up to three (3) days AND must correct the problem (change clothes if necessary) before attending any classes on that day. **Absences from class to correct the problem will be considered unexcused.**

Subsequent Offenses - Additional days may be added to the length of the previous suspension AND the student must correct the problem (change clothes if necessary) before attending any classes on that day. Additionally, the student may be required to adhere to an individual dress code stricter than the normal one. **Absences from class to correct the problem will be considered unexcused.**

SEVERE CLAUSE - Any student behavior of a severe nature, even on the first offense, may be subject to Third Offense Consequences and possible law enforcement involvement.

FIGHTING

It is the expectation of every student in attendance at a Roane County School to make every effort **NOT** to engage in a fight with another individual while at school, on the bus, or at a school-related activity. Specifically, this means that when a student feels that a physical confrontation is imminent, he or she, by word and action, is to **WALK AWAY** from the situation. Legally, it is not considered self-defense when a punch is thrown and a student's immediate response is to fight back. In this scenario the one who retaliates is just as guilty as the student

who struck first. Self-defense may only apply when a student is attacked from behind. It is important for the student and the parent(s)/guardian(s) to understand that in most instances what actually started a fight occurred long before the first punch. Consequently, before any disciplinary action is rendered, administration will investigate to determine the extent of the roles of the individual students involved. It is illegal for anyone to:

- Engage in fighting or in violent/threatening behavior;
- Refuse to obey an official order to disperse;
- Create a hazardous or physically offensive condition by any act that serves no legitimate purpose;
- Make unreasonable noise which prevents others from carrying out lawful activities;
- Incite or urge three or more persons to create/engage in a riot (TCA 39-17-304 and TCA 39-17-305).

CONSEQUENCES FOR FIGHTING

First Offense - The student will be assigned to In-School Suspension at Midtown Education Center for five days.

Second Offense - The student will be assigned to In-School Suspension at Midtown Education Center for five days and remanded to the Alternative School at the Midtown Education Center as a Chronic Violator.

Third Offense - The student will be remanded to the Alternative School at the Midtown Education Center for the remainder of the school year, or for a period of not less than one school year, and may result in expulsion.

SEVERE CLAUSE - Any student behavior of a severe nature, even on the first offense, may be subject to Third Offense Consequences and possible law enforcement involvement.

ASSAULT

Students are expected to refrain from any uninvited physical contact. No act of physical aggression is permitted. Any student who initiates violence by hitting, slapping, kicking, punching, or otherwise attacking another student may be subject to Zero Tolerance consequences. Law enforcement may be contacted.

HAZING, VIOLENCE, THREATENED VIOLENCE

A student will not use violence, threats, force, noise, coercion, intimidation, fear, passive resistance, email, text messaging and/or other technologies, products known to cause allergic reactions (i.e. food products such as peanuts or personal care products), or any other conduct which causes the disruption, interference or obstruction of any school purpose; nor shall any student acting alone or with others direct against any other student any intentional or reckless act that endangers the mental or physical health or safety of that student. These prohibitions apply while on school property, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off campus. Neither will he nor she urge students to engage in

such conduct. Violence or threatened violence or hazing (physical or verbal) against anyone attending or assigned to a public school is against the law. (TCA 49-6-3401) (TCA 49-2-120)

Bullying - See Definitions Section

IMMORAL, DISREPUTABLE, OR DISRUPTIVE CONDUCT

- A. Classroom Misconduct** - All students are expected to come to school every day, ready to learn in all classes. Classroom misconduct consists of student behaviors, attitudes, and/or dialogue that interferes with the teacher's ability to conduct the lesson and also disturbs the learning opportunities for other students in the class. Students do not have the right to interrupt the educational process for any reason.
- B. Gambling/Games of Chance for Money or Property** - It is against the law to knowingly engage in gambling (TCA 39-17-502) or games of chance for money and/or other articles of value.
- C. Insubordination, Defiance, Disrespect, Non-Compliance** - Any student who refuses the request of a faculty member is guilty of insubordination. A student may only decline if the request is: (1) illegal (2) immoral (3) will cause harm to the student (4) or will cause harm to another individual. In all other cases, the student is expected to immediately fulfill the request of a school employee. Other examples of insubordination include defiance, disrespect, and non-compliance.
- D. Persistent Infringement of the Rules** - Individuals who regularly violate the student code of conduct are guilty of persistent infringement of the rules. This is a student who commits a series of rule violations over a reasonably short period of time. What the students and parents need to be mindful of in this situation is the possibility the student could be remanded to the alternative school. This may become necessary if the student is unable to modify his or her unacceptable behaviors.
- E. Profanity, Vulgarity, or other Inappropriate Language** - The use of vulgar and/or profane language on school property (including buses) or at any school event is prohibited. The use of abusive, inflammatory, or ethnically offensive language or gestures is prohibited.
- F. Rude and Improper Behavior and Public Displays of Affection** - Students are expected to exhibit appropriate behavior at all times. Students will not engage in behavior that is discourteous, disrespectful, and/or degrading, and thereby interfering with the educational process while on school property, on school transportation, or during a school event. Public displays of affection will not be tolerated.
- G. Inappropriate Physical Contact** - Students are expected to refrain from inappropriate physical contact including, but not limited to, pinching, pushing, kicking, shoving, punching, etc. Additionally, students are expected to refrain from kissing, hugging, fondling, and other inappropriate displays of affection.
- H. Lying, Cheating, and Plagiarism** - Students are expected to be truthful in all dealings. Taking another's work and claiming it as his/her own or any other form of cheating is

prohibited. Taking credit for work without citing sources is a form of cheating called plagiarism. Whenever work is used from another source including the Internet, credit must be given.

- I. Intimidation, Endangerment, or Assault** - Students are expected to be respectful toward others. No student shall use products known to cause allergic reactions (e.g. food products, such as peanuts, or personal care products such as perfume, deodorant, or body spray, or others) to intimidate, endanger, or assault another student or staff member. Violation of this rule may result in a Zero Tolerance consequence.
- J. Contraband** - Contraband is any object, item, or product that would not normally be present in a school setting or in the possession of a student. Examples may include small knives (less than 2.75 inches in length); over the counter medicine not turned in to nurse; toy weapons, e-cigarettes, vapors, etc. Students are expected to have in their possession only those items necessary for their classroom learning experiences. Items that cause a distraction or disruption to the learning process may be identified as contraband.

**CONSEQUENCES FOR VIOLATION OF IMMORAL, DISREPUTABLE, OR
DISRUPTIVE CONDUCT RULES**

Violations of the items in this section may result in consequences from a combination of or single use of conferencing, suspension, or remandment and may include referral to law enforcement officials.

LUNCH - CLOSED CAMPUS

All schools within the Roane County School System observe a closed campus regarding lunch. No outside commercial sources are to be permitted in school buildings and/or on school premises for the purpose of selling/delivering food items or beverages to students. Parents or others are prohibited from delivering commercial food products to school for student meals.

Students are not allowed to check out of school and leave campus for the sole purpose of picking up food for their lunches. Disciplinary action will be taken against any student found to have violated this policy.

CELL PHONES AND PERSONAL COMMUNICATION DEVICES

Permission to possess a cell phone while on school property during the regular school day is a privilege, not a right. Students and parents may want or need to be in contact before or after the school day, and the ability to have a cell phone available is a privilege that should be guarded by adhering to the rules for possession.

Any student in grades 6 - 12 may possess a cell phone while on school property during the regular school day. The cell phone must be in the off mode and placed in a locker, backpack, pocketbook, or similar personal carrying device. Administration may grant a student permission to use a cell phone at their discretion. No cell phones are allowed for students in grades K - 5. It is **not** the responsibility of administration to recover lost/stolen cell phones or personal communication devices.

It is the responsibility of each student to handle his/her cell phone properly. Allowing another student to use your phone may result in consequences being applied to both students. It is the responsibility of a parent to realize that their child is not allowed to have their cell phone in the ON position while at school and therefore refrain from calling during normal school hours. If a student's cell phone rings, vibrates, or sounds because someone (including a parent) has called or texted, the student is responsible for the consequences of having the phone on during school hours.

Roane County High Schools have limited access to cell phones during the day. (See Board Policy 6.312).

Developing, collecting, and/or forwarding sexually explicit images of oneself or others via text messages or other technology devices is prohibited and will not be tolerated. Possession of such images may constitute child abuse or neglect or child pornography. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other materials of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device, including posting to social websites, is prohibited and may result in charges being filed through the justice system.

Students accused of possessing the image on school property, or if the sexting causes a school disruption, will have their device confiscated and searched by the school administration and/or police. Parents will be notified as soon as possible. Police and other appropriate authorities will be informed.

PERSONAL ENTERTAINMENT DEVICES

Personal entertainment devices such as CD players, CDs, DVDs, radios, video games, iPods, MP3s etc., **ARE NOT** allowed to be visible or used during the school day. Such devices, when utilized at improper times, will be confiscated and forfeited to an administrator. **It is not the responsibility of administration to recover lost or stolen personal entertainment devices.**

It shall be the responsibility of each school principal to designate their regular school day according to the needs of their school. The decision of the principal is final in determining the

CONSEQUENCES FOR VIOLATING THE CELL PHONE AND PERSONAL COMMUNICATION DEVICES POLICY

First Offense - The item is confiscated and returned to a parent/guardian.

Second Offense - The student is suspended from school for a minimum of 2 days and the communication device is forfeited to administration.

Third Offense - The student is suspended from school for a minimum of 2 days and the communication device is forfeited to administration. The item will only be returned to the parent/guardian at the end of the forfeiture period.

Fourth Offense - The suspension process is continued to include forfeiture of the communication device and a parent meeting is held prior to the student's readmission to school.

In all cases of the forfeiture/confiscation, the device shall only be returned to the parent at the end of the day of the forfeiture period.

Additionally, parents shall be required to sign a statement that they have read and understand the Board Policy regarding the use of personal communication devices at school.

nature of a device.

REFUSAL TO IDENTIFY SELF

All persons must, upon request, identify themselves to school personnel when present on Roane County Schools grounds and school buses or while attending any Roane County Schools sponsored events or activities.

TECHNOLOGY/INTERNET

Technology and internet access and use is considered a privilege, not a right. All technological resources must be used in accordance with the school system's policies and procedures and local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Students must use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions, or companies. **Misuse of the internet or other technological resources will result in disciplinary action and the loss of access to those items.**

All computer hardware and software belongs to the school system. All computer data, including email communications stored or transmitted on school system computers, will be monitored. Students should have no expectation of privacy with regard to computer data.

Network Rules - The following are not permitted on school system networks or computers/Chromebooks (**this list is not inclusive**):

- Sending or displaying offensive or obscene messages, language, or pictures
- Harassing, insulting, threatening, or attacking others
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders
- Intentionally misusing resources (i.e. changing settings, bypassing passwords, hacking, etc.)
- Employing the network for commercial purposes
- Vandalizing computers, computer systems, computer networks, files or software
- Personal hardware and software are prohibited

THEFT, EXTORTION (SCHOOL BUILDING OR SCHOOL FUNCTION ACTIVITIES)

- Breaking and Entering/Burglary** - It is unlawful for any student to be on any public school property without lawful authority (TCA 49-6-2008) (TCA 39-14-401-407).
- Extortion** - It is unlawful for anyone to threaten, harm, or restrict the freedom of action of another person in order to obtain property or services of that person (TCA 39-14-112).
- Possession of Stolen Property** - It is unlawful for any student to have stolen property in their possession (TCA 39-14-101).
- Theft** - It is unlawful for any student to take property from another person by force, fear, or

without consent. Violators will be held responsible for the return or restitution of an equivalent amount. In the event the property taken belongs to the school system, the same consequence will be true (TCA 39-14-101).

- E. **Forgery** - It is unlawful for any student to improperly sign another's name to any school document including, but not limited to, a parent note for absence, teacher's name on

CONSEQUENCES FOR VIOLATION OF THEFT, EXTORTION, FORGERY

Violations of the items in this section may result in consequences from conferencing, suspension, and remandment and may include referral to law enforcement officials.

report, etc.

TOBACCO/VAPE POSSESSION

Smoking or the possession and/or use of any tobacco product in school buildings, on school premises, on school buses, or at school-related activities is prohibited (TCA 39-17-1604). Each time a student is found to be in possession of any tobacco product while on school grounds, he or she will be remanded to the court system (TCA 39-17-1505 (b)).

CONSEQUENCES FOR VIOLATION OF THE TOBACCO LAW

TCA 39-17-1505 (a) It is unlawful for a person who has not attained twenty-one (21) years of age to possess either a tobacco, smoking hemp, or vapor product, to purchase or accept receipt of either product, or to present or offer to any other purported proof of age that is false, fraudulent, or not actually that person's own for the purpose of purchasing or receiving any tobacco, smoking hemp, or vapor product. (b) Any person who violates this section shall be issued a citation by a law enforcement officer or school principal who has evidence of the violation. The citation shall require the person to appear in the juvenile court for the county in which the citation is alleged to have occurred. At the time of the issuance of the citation, the tobacco product shall be seized as contraband by the law enforcement officer.

TCA 39-17-1604 Smoking or the use of vapor products is not permitted, and no person shall smoke or use vapor products in the following places: school grounds, including any public seating areas, such as bleachers used for sporting events, or public restrooms.

In addition, a student who violates the tobacco law will be subject to suspension of up to three days.

PROGRESSIVE TOBACCO/VAPE INTERVENTION PROCEDURES

For Middle and High Schools – Beginning 2023-2024 SY

TIER I – 1st OFFENSE

- INDEPTH ASSIGNED – Intervention for nicotine dependence
 1. \$25.00
 2. 4 hour class (4 sessions) on Saturdays (8:00 a.m. – 12:00 p.m.)
 3. Parent must attend for first hour of the class

4. Held at the OES in Kingston Jail

- Middle School – 2nd Saturday of the month
- High School – 4th Saturday of the month
- Failure or refusal to complete the INDEPTH program will result in going to TIER II

TIER II – 2nd OFFENSE

- Petition to Juvenile
- Community Service Assigned (10 hours)
- INDEPTH Class rescheduled/repeated – Parent must attend 4 hour class (\$25.00)
- Assign 2 days of ISS @ MEC (In School Suspension)
- Completion of Tier II will result in a dismissal of the petition
- Failure or refusal to complete the TIER II program will result going to TIER III

TIER III – 3rd OFFENSE

- Petition to Court – Judges Discretionary Decisions
- Fines up to \$50.00 plus court cost
- NOT (Not On Tobacco) Class (10 week program) or Community Service up to 50 hours
- Assign 3 days of ISS @ MEC (In School Suspension)

TIER IV – 4th OFFENSE

- 45 Days at Alternative School

WILLFUL DAMAGES OF PROPERTY (PERSONAL AND PUBLIC)

- A. **Arson** - Any student found guilty of arson will be held accountable and responsible under state law (TCA 39-14-301; TC.A 39-14-307).
- B. **Bomb Threat** - Roane County Schools will punish anyone responsible for a bomb threat under state law (TCA 39-16-502).
- C. **Damaging School Property (including computer access and software)** - Students who willfully or maliciously damage school property will make restitution to the school or the school system. Parents of students are held liable for damages committed by children until they reach the age of eighteen (TCA 37-10-101).
- D. **Tampering/Setting Off Fire Alarms** - Purposefully setting off fire alarms is the same thing as reporting a false alarm. This is a violation of state law (TCA 39-16-502) and is punishable under that statute.
- E. **Vandalism** - Students who willfully and maliciously vandalize school property will be responsible for cleaning, repairing, and/or making restitution for any damages. This is a violation of state law (TCA 39-14-408) and can escalate to a felony offense.
- F. **Pranks/Vandalism** – Students involved in school pranks may be prohibited from participating in any or all commencement exercises and will be subject to prosecution to the fullest extent of the law.

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon at any time in school buildings, on school grounds, in school vehicles and/or buses, or off the school grounds at a school-sponsored activity, function, or event.

Dangerous weapons for the purpose of this policy shall include, but are not limited to, "...any

firearm, explosive, explosive weapon, bowie knife, hawkbill knife, ice pick, dagger, slingshot,

CONSEQUENCES FOR HAVING WEAPONS OR DANGEROUS INSTRUMENTS

First Offense - When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the justice or juvenile delinquency system as required by law. Students who are found to have violated this policy shall be subject to suspension/expulsion for a period of not less than one calendar year. **The Director of Roane County Schools shall have the authority to modify this suspension requirement on a case-by-case basis.**

switchblade knife, blackjack, brass knuckles..."

GRADUATION CEREMONIES BEHAVIOR

Graduation Ceremonies or Commencement is a dignified, formal ceremony to mark the accomplishment of the entire senior class. Extra effort is made by the individual school and by parents to ensure that it is a memorable event. Students are expected to behave in a manner consistent with the formal nature of a graduation ceremony. Appropriate graduation apparel shall be worn by all graduates. This includes the graduation gown and mortar board (hat). Graduation apparel is fully decorated when received and no further decoration is allowed. Appropriate footwear is expected, and any student who has a problem with securing such shoes should speak to their principal, counselor, or senior sponsor. Beach balls, silly string, balloons, or any other similar item is not appropriate at a graduation ceremony. While graduation is a celebration, it is a dignified celebration and should be conducted as such. Students should encourage their parents and friends to refrain from any such behavior that would detract from the enjoyment of all present. Use of excessive noise makers such as air horns or cow bells is inappropriate and should not occur at such an event.

While entering or exiting the ceremony, students should conduct themselves with decorum. While seated, it is inappropriate for students to yell or hoot at fellow graduates. It is appropriate to applaud for classmates who are a part of the program.

Students who behave in an inappropriate manner and disrupt the graduation ceremony may receive consequences including the withholding of their diploma.

DEFINITIONS

While school system personnel welcome discussion with parents concerning disciplinary matters, not all disciplinary actions are appealable in a formal process.

Assault – Intentional physical aggression toward another student. Threatened physical aggression toward a school employee or adult. Assault may also be defined as intent to do harm, such as tainting food or exposing one to a known allergen, chemical, or other substance.

Bullying - A continuous pattern of intentional behavior that takes place on school property, a

school bus, or at a school activity including, but not limited to, verbal, written, electronic, or physical acts that are reasonably perceived as being harmful to the victim. See page 17 for more.

Chain of Command - As a parent, when addressing a disciplinary situation, the following "Chain of Command" should be observed.

- ✓ **Step One** - A conference (telephone or in-person) should be held with the teacher involved in the incident that resulted in disciplinary action.
- ✓ **Step Two** - A conference should be held with the assistant principal **UNLESS** the principal administered the disciplinary consequences regarding the incident.
- ✓ **Step Three** - A conference should be held with the principal (omit if the principal was involved in step two).
- ✓ **Step Four** - Contact the appropriate supervisor when applicable (depending on the situation there may not be a supervisor).
- ✓ **Step Five** - Contact the Director of Roane County Schools.

Criminal Offense - Any act posing a direct threat to the safety of others in the school will involve notification of the proper law enforcement authorities and immediate removal of the student will occur. Parents will be notified as soon as the situation allows (ACTS 1981, ch. 341:1; TCA 49-6-4301 and TCA 49-6-4209).

Cyber Bullying - The use of the internet, cell phones, social websites, chat rooms, or any other technology to send or post text or images intended to threaten, embarrass, humiliate, or intimidate another person.

Detention - Students may be assigned to serve detention as a disciplinary consequence under the supervision of a certified employee. The student will be given written notification, which may require a parent signature, at least 24 hours in advance. Parents are required to provide transportation for their child at the time detention is dismissed. If a student fails to serve the assigned amount of detention by the designated deadline, he or she may be suspended from school or may be subject to any of the other consequences stated in the Roane County Schools Student Code of Conduct.

Due Process and Appeal - See Appendix (p. 29)

Expulsion - Expulsion will mean a denial of attendance at any Roane County School for more than ten consecutive days or more than fifteen days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion. In addition, an expulsion will be assigned to any student in violation of the Zero Tolerance Policy (TCA 49-6-3401 and TCA 49-6-4216).

Remand - Assignment to the alternative school (Midtown Educational Center).

Search and Seizure - In order to provide a drug and weapon free environment in all Roane County Schools, all lockers, purses, bookbags, and vehicles parked on school property are

subject to being searched by school administration (TCA 49-6-4204). A student may be subject to a physical search if the action is deemed reasonable by the principal or his/her designee (TCA 49-6-4205). Periodically, the administration may also assist local law enforcement officers in a random search of the school by K-9 drug dogs.

Suspension - To be dismissed from attendance at school for any reason for not more than ten consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

- * **In-School Suspension (ISS)** - When a student is assigned to serve an in-school suspension, he or she will serve the suspension at the Midtown Educational Center located in Midtown. For the number of days assigned to ISS, the student will be counted as present for school and receive credit for the work completed while there. If a student is assigned to ISS and he/she fails to serve the suspension, the missed days will be recorded as unexcused and make-up work will be prohibited. Additional consequences may apply.

In-School Suspension (ISS) is not optional and students must serve the entire number of assigned days before being allowed to return to the home school. In-School Suspension (ISS) may not be replaced with Out-of-School Suspension.

Students are responsible for taking completed assignments back to their home school at the end of their suspension.

While a student is serving ISS or OSS, he/she may not be on any school campus or participate in any school activity until they have returned to the home school for one full day. (i.e. If a student has ISS for two days ending on Thursday, the student may not participate in any extracurricular activity until Friday after school.)

- * **Out-of-School Suspension (OSS)** - When the disciplinary option administered is an out-of-school suspension, the student is denied attendance to school for a designated number of school days. Out-of-School suspension days are counted as unexcused absences. In addition, the student may not be allowed to make up any of the assignments missed during the suspension period. Students will be given written notice and parents will be contacted by phone, stating the nature of the incident and the beginning and ending dates of the suspension. A suspended student will not represent the school or participate in any extracurricular activities sponsored by the school during the time of suspension. A suspended student will not be able to use school transportation and will not be allowed on any Roane County school property or to attend any Roane County school events during that time period (TCA 49-6-3401).

Out-of-School Suspension is reserved for the most severe infractions where the student may be judged to be a danger to himself/herself or others. OSS may be used as a Summary Suspension for the purpose of completing an investigation into a disciplinary matter.

- * **Summary Suspension** - Suspension out of school for the purpose of completing an investigation into an incident or for the purpose of removing a student on the basis of safety. Summary Suspension is usually confined to two days or less.

ALTERNATIVE SCHOOL

The Roane County Schools Board of Education shall operate an alternative program for students who have been suspended or expelled from regular school programs. Attendance in

alternative school programs shall be mandatory. Students attending the alternative school program shall provide their own transportation and will not be allowed on any other Roane County Schools property while remanded to the alternative school.

Teachers in alternative school shall be certified by the state and shall be selected on the basis of interest and ability to work in alternative situations. Sufficient textbooks, equipment, and supplies shall be provided by the home school.

Alternative school programs shall be operated in accordance with the rules of the State Board of Education and instruction shall proceed in accordance with the instructional programs at the student's home school. All course work completed and credits earned in the alternative school shall be transferred to and recorded in the student's home school. Credit earned and progress made shall be granted as if the work were performed in the home school. No student may graduate based solely on attendance in alternative schools. Students found to be eligible for Special Education in related circumstances shall be placed and served in accordance with the laws and rules relating to Special Education.

Except for students who are eligible for Special Education, such change in a student's program shall be determined by the Disciplinary Hearing Authority, with approval of the Director of Schools, in accordance with the suspension policy of the Board and based upon recommendations from the principal, with or without the parent(s)/guardian(s) being present.

The student shall be subject to all rules of the school and violations of such rules may result in the student's removal from the school. The final decision on such removal shall be made by the chief administrator of the alternative school.

While on assignment at alternative school, students shall be expected to maintain a minimum of 95% attendance. Days missed in excess of this will result in an extended assignment at alternative school.

Failure to follow school rules while on assignment at the alternative school may result in an extended assignment and/or other consequences, up to and including expulsion.

APPENDIX 1

DISCIPLINE FOR STUDENTS WITH DISABILITIES

The Roane County Schools Student Code of Conduct will be implemented in compliance with the requirements of applicable federal and state statutes and accompanying regulations governing the appropriate discipline of students suspected of or identified as having a disability. Due process requirements for such students shall be in accordance with the Individuals with Disabilities Education Act (IDEA, 2004). A copy of this document is available at <https://sites.ed.gov/idea> or may be requested from the Special Education Department.

Students who are members of the Gifted and Talented program receive services from the Special Education department of Roane County Schools. However, regarding behavior and disciplinary issues, these students are not considered to have a disability. Consequently, these students are not entitled to a manifestation hearing at any time.

Suspensions of more than ten days per incident or when a student has accumulated more than ten days of suspensions total, shall be considered a change of placement for handicapped students. Prior to such action, the student's IEP Team must meet and determine:

1. Whether the offense is a manifestation of the student's handicapping condition
2. The appropriateness of the student's current placement

If the IEP Team determines that the offense is a manifestation of the student's handicap, the student cannot be suspended. If the team determines that the offense is not a manifestation of the student's handicap, the student is treated as if he/she were not handicapped & may be suspended.

Either determination is subject to due process procedures, and upon challenge, placement shall be frozen pending the outcome of any administrative or judicial proceeding. If a student is suspended, educational services, as determined by the IEP Team, must be provided during the suspension period.

APPENDIX 2

DUE PROCESS

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedures are required. An inquiry into the incident will ensure that the offender is accurately identified, that he/she understands the nature of the offense, that he/she has an opportunity to respond to the inquiry, and that he/she knew the consequences of the offense of which accused.

In case of severe offenses where there is a possibility of suspension or expulsion, the student shall be advised of the nature of his/her misconduct, questioned, and be allowed to give an explanation.

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, the student should be suspended from school grounds.

If the suspension or expulsion is for more than a ten (10) day period, parent(s)/guardian(s) have the right to appeal to the Disciplinary Hearing Authority. If the suspension is less than ten (10) days, the appeals process stops at the Director of Schools.

APPENDIX 3

ZERO TOLERANCE POLICY

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

Weapons and Dangerous Instruments: Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses, or off the school grounds at a school-sponsored event. Dangerous weapons for the purpose of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury, or anything that in the manner of its use is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion.

Firearms: In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion

requirement on a case-by-case basis.

Drugs: In accordance with state law, any student who unlawfully possesses or is under the influence of any drug, including any controlled substance or legend drug, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Assault: In accordance with state law, any student who commits aggravated assault or commits assault that results in bodily injury as defined in TCA 39-13-102 upon any teacher, principal, administrator, other school employee, or school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Electronic Threats: In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat causes actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Zero-tolerance acts are further defined as follows:

1. Students who bring a drug or a dangerous weapon on a school bus, onto school property, or to any school event or activity.
2. Any student who, while on a school bus, on school property, or while attending any school event or activity:
 - a) Is under the influence of a drug; or
 - b.) Possesses a drug, drug paraphernalia, or dangerous weapon; or
 - b) Assaults or threatens to assault a teacher or other school employee.

Notification: When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

NONDISCRIMINATION POLICY

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

The following are responsible for coordinating and monitoring activities necessary for compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990:

Ms. Marti Sparks

Ms. Mandy Evans

Section 504 and ADA Coordinator

Title VI and Title IX Coordinator

105 Bluff Road, Kingston, TN (865) 376-5592

APPENDIX 4

BUS SAFETY COMPLAINT PROCESS

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and
2. Complaints may be submitted in person, via phone, mail, or email.
 - a. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the Director of Schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the Director of Schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook. Signature of the Student Code of Conduct/Bus Rules is also acknowledgement of the Bus Safety Complaint Process.

THIS CONCLUDES THE STUDENT CODE OF CONDUCT SECTION GENERAL INFORMATION

ACT TEST DATES

TEST DATES	REGISTRATION DEADLINES	LATE DEADLINES
September 9, 2023	August 4, 2023	August 18, 2023
October 28, 2023	September 22, 2023	October 6, 2023
December 9, 2023	November 3, 2023	November 17, 2023
February 10, 2024	January 5, 2024	January 19, 2024
April 13, 2024	March 8, 2024	March 22, 2024
June 8, 2024	May 3, 2024	May 17, 2024
July 13, 2024	June 7, 2024	June 21, 2024

ADMINISTRATION

The principal has responsibility for the entire school. The assistant principals have the major responsibility for discipline. All administrators assume responsibility in any area when necessary.

ADMIT SLIPS

Students who are absent all or any part of the previous school day(s) must go to the main office to obtain an admit slip before school starts. **If the student does not get an admit slip before the tardy bell for 1st period, then he/she will receive an unexcused tardy.**

ALCOHOL AND DRUG TESTING OF ALL STUDENTS

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers, vehicles, persons, and/or containers produced evidence of the presence of drugs and/or alcohol; or
3. Through observation or other reasonable information reported by a teacher, staff member, or other student that a student is using drugs and/or alcohol on school property.

Upon receiving reasonable information, the principal shall give the student or parent(s)/guardian(s) an opportunity to decline the test and inform the student that if the test is not taken the penalty is expulsion from school and the administrator may turn the student over to law enforcement.

ATHLETES STUDENT DRUG TESTING

Fall, Winter, and Spring seasons begin on the first day of practice allowed by the Tennessee Secondary Schools Athletic Association (TSSAA) and end the day determined by the TSSAA. It shall be the policy of the Board to drug test student athletes involved in interscholastic competitions as defined above. It shall be the policy to require that the parent(s) and/or legal guardians(s) of each student (eligible student) athlete and the student athlete who voluntarily participates in athletics to sign a written consent form for drug testing prior to participation. If a student athlete who has parent consent for testing refuses to be tested or leaves school upon announcement of a drug test and is not tested, he/she will be suspended from athletic participation for the remainder of the academic year. It shall be the policy of the System that these tests are to be unannounced.

ATHLETIC EVENTS

Students must be present at least $\frac{1}{2}$ of the school day on the day of an athletic event or he/she cannot participate in the athletic event in any way. (Ex: Game, practice, workout session, etc.)

AWOL (AWAY WITHOUT LEAVE)

Leaving campus without permission (see 2nd and 3rd paragraphs) or failing to arrive to school after leaving home is considered a serious offense because the student is missing class time, is unsupervised by designated adults, and/or is possibly engaging in unacceptable activities. The school will attempt to notify the parents as soon as the student's departure from school is discovered.

Once a student comes onto school property, which includes parking lots, sidewalks, etc., by way of school bus or any other means, he/she is not to leave campus until the school day is over or the proper checkout procedure has been followed.

Students will be considered AWOL if they come on school property - even if they do not enter a building - and then leave campus for any reason without permission from the

principal. Violations will result in suspension.

BELL SCHEDULE

7:15 AM Detention/Credit Recovery

8:15 Dismissal from Detention

8:25 – 9:45 **First Block**

9:45 – 9:50 Class Break

9:50 – 11:10 **Second Block**

11:10 – 11:15 Class Break

11:10 – 12:05 **1st Skinny Block**

11:40 – 12:35 **2nd Skinny Block**



11:10 – 11:40 1st Lunch students

12:05 – 12:35 2nd Lunch students

12:35 – 12:40 Class Break

12:40 – 2:00 **Third Block**

2:00 – 2:05 Class Break

2:05 – 3:25 **Fourth Block**

3:25 Dismissal from School

3:30 PM Detention

4:30 Dismissal from Detention

BOOKS/TEXTBOOKS

Students and their parent(s)/guardian(s) are financially responsible for ANY school book that is lost, stolen, damaged, or vandalized. Textbooks will be issued to students by individual teachers. Each textbook is numbered and students are responsible for returning the same textbook that was issued to them. If a textbook or library book is lost, stolen, damaged, or vandalized, the student and their parent/guardian will be required to pay the full replacement cost.

CAFETERIA (FOOD SERVICES)

During breakfast and lunch, students are NOT allowed to take food and/or drink outside of the cafeteria. Any student(s) throwing food and/or any other item(s) in the cafeteria will be subject to suspension. Students are not allowed to charge more than \$20. If no money is in account, an alternate meal will be provided.

CELL PHONES

Permission to possess a cell phone while on school property during the regular school day is a privilege, not a right. Students and parents may want or need to be in contact before or after the school day, and the ability to have a cell phone available is a privilege that should be guarded by adhering to the rules for possession.

Any student in grades 6 - 12 may possess a cell phone while on school property during the regular school day. The devices may be used before and after school, during lunch periods, and during class change times. At all other times, cell phones and/or other personal communication/entertainment devices must be in the off mode. The principal or principal's designee may grant a student permission to use such devices during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

It is not the responsibility of administration to recover lost/stolen cell phones or personal communication devices.

It is the responsibility of each student to handle his/her cell phone properly. Allowing another student to use your phone may result in consequences being applied to both students. It is the responsibility of a parent to realize that their child is not allowed to have their cell phone in the ON position while at school and therefore refrain from calling during normal school hours. If a student's cell phone rings, vibrates, or sounds because someone (including a parent) has called or texted, the student is responsible for the consequences of having the phone on during school hours.

Sexting- Sexting is the practice of developing, collecting, and/or forwarding sexually explicit images of oneself or others via text messages or other technological devices. Possession of such images may constitute child abuse or neglect or child pornography. Sexting is strictly prohibited & will not be tolerated. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device, including posting to social websites, is prohibited. Students accused of sexting & possessing the image on school property, or if the sexting causes a school disruption, will have their device confiscated by the school administration & searched by police. Parents will be notified as soon as possible. Police & other appropriate authorities will be informed.

Any student violating this policy must surrender their phone immediately to the school employee that requests it. Failure to forfeit a phone or attempting to remove the battery will result in additional consequences. Confiscated phones are taken to the main office & placed in a plastic bag, labeled with the student's name, & locked in the vault. Only a parent/guardian or person(s) listed on the student data form can pick up the phone at the end of the day of the forfeiture period.

CHEATING/PLAGIARIZING

Cheating and plagiarizing are not acceptable at RCHS. Students found engaged in either activity will not receive credit on that particular examination, project, or homework assignment. Additional infractions will result in detention (2nd offense) and in-school suspension (3rd offense). Further consequences may be issued by individual teachers and/or the administration.

COLLEGE DAYS

Students may request two (2) school days to visit any college if pre-approved by the principal.

The college day is considered a field trip and does not count as an absence toward the exemption/incentive program. College days cannot be taken during EOC tests or semester exams.

COUNSELORS

RCHS has two school counselors that seek to understand the expectations and concerns of both students and parents. They work together to make the high school experience a rich and rewarding one for each student. School counselors can assist with the following:

- | | |
|--|-------------------------------|
| ✓ Academic Advisement and Counseling | ✓ Community Referral Liaison |
| ✓ Crisis Intervention | ✓ Four Year Academic Planning |
| ✓ Graduation Requirements & Checklists | ✓ Individual Counseling |
| ✓ Parent/Teacher Conferences | ✓ Post-Secondary Planning |
| ✓ Student Enrollment and Withdrawal | ✓ Student Records/Transcripts |

CREDIT RECOVERY

The purpose of this program is to provide an alternative instructional setting for in-county students who have not been successful in earning credits at the high school level. Credit Recovery is an independent, self-directed learning environment using a computer-based curriculum and technology for both instructional delivery and student management. It is designed for students in grades 9-12 who have failed a core class. Elective classes are not included in this program. A maximum of four credits can be earned. Lab facilitators are certified teachers who have been trained on the selected courseware. For more information, contact a guidance counselor or the credit recovery facilitator.

DISCRETIONARY DAYS

Students may take two (2) discretionary days during the school year if pre-approved by the principal. Even though these days may be excused, **they will still count as absences toward the exemption incentive program.** Discretionary days cannot be taken during EOC tests or semester exams. Requests must be made at least one week in advance.

EDUCATIONAL INSTRUCTIONAL FEES

The basic educational instructional fee each school year is \$10.00.
Parking registration: \$20.00 (price reduces to \$10.00 if purchased after Jan. 1, 2024)
There is also a lab fee with each science class.
Additional supplies, not covered by the above, may be needed for some classes.

EXEMPTION/INCENTIVE PROGRAM

In grades 9 - 12, a student who has a semester average of 80 or above with parental approval will be exempt from the following:

0 blocks absent/semester	All Semester Exams
Absent 1-4 total blocks	4 semester exam exemptions
Absent 5-8 total blocks	3 semester exam exemptions
Absent 9-12 total blocks	2 semester exam exemptions

Any student missing more than twelve (12) total blocks will not be exempt from any exams. No student may choose to be exempt from an exam if they have missed four (4) or more blocks from that course. Test exemptions will not be affected by absences on final exam days. **Three (3) instances of being tardy to school will equal one unexcused absence.**

An exempt student may choose to take semester exams, but if the exam is taken and a low score is the result, it may be dropped before the semester scores are averaged.

GRADE POINT AVERAGE (GPA)

Grade Point Average is a number, generally ranging from 1-4, that represents a student's performance in a 4-year high school. Students should learn how to calculate their own GPAs.

Each grade has a Quality Point assigned: A = 4; B = 3; C = 2; D = 1; F = 0

A's ____ X 4 = ____; B's ____ X 3 = ____; C's ____ X 2 = ____; D's ____ X 1 = ____

Total # of grade points ____ /divided by # of grades ____

LOCKERS

All students will be assigned a locker to be used during their entire enrollment at RCHS. Students should use only the locker they are assigned. Lockers are equipped with a built-in combination lock for security and should not be tampered with or disabled in any manner. Lockers are school property and may be searched by school officials any time with or without the student's permission.

LOST AND FOUND

The lost and found area is located in the Main Office in Building A. Students who have lost items may retrieve them if they give a proper description. Unclaimed items will be given to charity at the end of each school year. Students are encouraged not to bring anything of value to school that is not needed for learning. RCHS will not be liable for loss or damage to personal belongings.

MAKE-UP WORK

The student is excused for the day(s) of the absence, not the material covered in class. Therefore, it is the student's responsibility to contact the teacher for make-up work. If the absence is excused, all missed class work or tests may be made up provided the student makes the request immediately upon returning to each class and provided class time is not taken from other students. The number of days missed is the number of days the student will be given to complete the make-up work. (For example, a student who misses Monday and Tuesday and returns Wednesday will turn in the work due on Monday and Tuesday at the beginning of class on Friday.) Exceptions to this provision must be approved by the principal in advance.

MEDICATIONS

Students are not allowed to have medications, over-the-counter or prescribed, in their possession (unless approved – see below). The parent/guardian must submit to the school principal/designee either a (1) completed Over-the-Counter Form or a (2) Roane County Schools Physician Medication Authorization (PMA) Form signed by the parent/guardian and physician for any medications administered for periods greater than two (2) weeks. The medication must be delivered in its original container to the principal's office by the parent/guardian unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma). If medication is to be retained by the student, the school must have a Roane County Schools PMA Form signed by the parent/guardian and

physician. For students with asthma, the parent/guardian must submit a completed and signed Asthma Packet to the principal/designee, *and* the student must have a note from the parent to allow self-administration.

PARKING

If you do not park in your assigned number or if you park in an unauthorized area, you will be given the following discipline: 1st time – 1 hour detention; 2nd time – 2 hours detention; 3rd time and each time thereafter – 1 day suspension to MEC.

PERSONALPROPERTY

Any student who takes the personal property (backpack, gym bag, purse, etc.) of another person with the intent to taunt/tease, horseplay or harass is subject to multiple days of suspension at MEC.

PROM - ELIGIBILITY AND GUEST GUIDELINES

Prom is held each year in the Spring for Juniors and Seniors, and attendance is a privilege, not a right. To be eligible to attend, the RCHS student must have maintained at least 90% attendance during the current school year, which would be **any absences totaling 16 days or less**. (NOTE: Every 3 tardies equal 1 day of absence.) Prom tickets are \$50.

1. A student in good standing bringing a guest to prom must complete the Guest Agreement form from Roane County High School.
1. The guest must be enrolled in the 9th-12th grade or be a high school graduate **and** not older than 20 on the day of the prom.
2. A copy of the guest's driver's license must accompany the form, and the guest must show the same identification on the night of the prom.
3. The guest must agree to conform to the Roane County Schools Code of Conduct.

The agreement must be signed by the student, the student's parent or guardian, and the guest. The form must be approved before prom tickets can be purchased.

REPORT CARDS

Report cards are issued every nine weeks. The computerized report sheets do not have to be returned to the school by the student. The grading system is as follows:

A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60-69 F = 0 - 59

RESTROOMS

Restrooms are open before and after school, between class periods, and during 10-minute breaks within each block. Keep restrooms clean; do not litter, write on walls, or damage the facilities in any way. When a student is ill, he/she should report to the nurse's office in Building B. If the emergency is extreme, the student should ask the classroom teacher to find another student to escort them to the nearest restroom immediately. During class time, the only restrooms open are the ones closest to the Main Office in Building A and the ones closest to the Library in Building B.

SCHOOL-SPONSORED ACTIVITIES

Students participating in school-sponsored activities, whether on or off campus, shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.

SEARCHES

All lockers, purses, and/or bookbags are subject to search by school administration. All vehicles parked on school property, by students or visitors, are subject to search by school administration (TCA 49-6-4204). A student may be subject to a physical search if such action is reasonable to the principal or his designee (TCA 49-6-4205). It is the goal of the administration to provide a drug-free and weapon-free environment for students. Periodically the administration will request that the K-9 dog conduct a random search of the school. School lockers and cars parked on the school campus will be subject to this random search (TCA 49-6-4214).

OFFENDERS MAY BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

SEMESTER EXAMS

Students who are absent during a semester exam will receive a zero (0) on the exam. A missed semester exam can only be made up if the student's absence was due to being under direct care of a physician.

STATE MANDATED TESTS (END OF COURSE)

Students who are absent during a regularly scheduled state-mandated test such as the End-of-Course test will receive an "incomplete" in the applicable course until the student has taken the test at a time designated by the State. All students who miss a scheduled End-of-Course test must take the test at the next administration in order to meet their EOC diploma requirement.

TARDIES

The 4th time that a student is tardy to any class, he/she will receive one (1) hour of detention, the 5th time two (2) hours of detention, etc. If detention is not served by the date specified on the referral, the detention time will double. If all detention is not served by the second due date, then the student will be suspended to MEC.

TRUANCY

A meeting with the assistant principal will be required when a student accumulates five (5) unexcused absences. When a student accumulates seven (7) days of unexcused absences, three hours before or after school detention will be assigned. At ten (10) days of unexcused absences, the parent/guardian will receive a letter to attend the truancy board. (NOTE: A student's driver's license will be revoked if he/she has 10 consecutive absences or 15 inconsecutive absences in a semester.)

VEHICLE PARKING AND USE

Driving a vehicle to school is a privilege, not a right. If a student cannot obey the rules of safe driving, as well as the school rules, the principal has the right to suspend that student's privileges of driving to school. Certain rules concerning the operation of motor vehicles must be observed.

1. Students are not permitted to sit in or on their vehicle, or any vehicle, or loiter in parking lots at any time, including before/after school or lunch/breaks. Violations will result in suspension.
2. No one is to wait for a student in any parking lot at any time. Students may be dropped off and/or picked up in front of the main school building or in the circle parking lot adjacent to the main school building. Violations will result in strict disciplinary action for the student involved.
3. Students are required to operate their vehicles in a courteous and safe manner in the parking lots and around the school campus. All speed limits must be observed.

4. **Students going to their vehicles during the school day must get permission from the office. Permission will only be granted once during the school year. Additional requests will require principal approval. Any student seen at their vehicle without permission will face suspension. This includes getting lunch money, textbooks, assignments, etc.**
5. Once a student comes onto school property, which includes parking lots, sidewalks, etc., by way of a vehicle or any other means, he/she is not to leave campus until the school day is over or the proper checkout procedure has been followed. **STUDENTS WILL BE CONSIDERED AWOL IF THEY COME ON SCHOOL PROPERTY - EVEN IF THEY DO NOT GET OUT OF THE VEHICLE - AND THEN LEAVE CAMPUS FOR ANY REASON WITHOUT PERMISSION FROM THE PRINCIPAL. VIOLATIONS WILL RESULT IN SUSPENSION.**
6. Students must register to park in an authorized area. Students parking in unauthorized areas will be given the following discipline: 1st time - 1 hour detention; 2nd time - 2 hours detention; 3rd time and each time thereafter - 1 day suspension.
7. Registration will go on sale at the beginning of the school year. Due to limited authorized areas, preference will be given to seniors first, followed by juniors, then sophomores. Each student will have to present his/her schedule in order to purchase parking registration.
8. A parking permit must hang on the vehicle's rear view mirror with the number visible at all times.
9. **UNAUTHORIZED VEHICLES WILL BE REMOVED AT THE OWNER'S EXPENSE.**
10. **ALL VEHICLES PARKED ON SCHOOL PROPERTY BY STUDENTS OR VISITORS ARE SUBJECT TO SEARCH BY SCHOOL ADMINISTRATION (T.C.A. 49-6-4204).**
11. Any student who parks in an unauthorized area and walks to campus is in violation of the school's vehicle parking rules and is subject to disciplinary action.
12. Parking privileges may be revoked for a designated amount of time due to disciplinary reasons.

VISITORS TO THE SCHOOL

Except on special occasions, such as school programs, athletic events, open house, and similar public events, all visitors will report to the main office when entering the school. The visitor will sign a logbook and be issued a visitor's pass. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his/her designee.

WORK-BASED LEARNING (CO-OP AND SERVICE LEARNING)

CO-OP Students can receive 1 or 2 credits per semester for paid work experiences related to their Program of Study.

SERVICE LEARNING Students receive no credits for a non-paid, not-for-profit endeavor that combines community service with a structured, school-based opportunity.

For complete details on Work-Based Learning, students may obtain a handbook in the Building B office. Some of the major guidelines for getting into the program are as follows:

- Be a senior.
- Have a satisfactory record of behavior in the previous school year.
- Maintained attendance of at least 90% in the previous school year, which would be absences totaling 18 days or less. (NOTE: Every 4 tardies equal 1 day of absence.)

- Provide proof of driver's license and vehicle insurance if driving to the work site.
- Provide proof of medical insurance.
- If co-op, be employed in a job that is directly related to the CTE course enrolled in.
- If co-op, be employed in a job where a W-2 is submitted and taxes are taken out.

YEARBOOK

A yearbook is published by the students under the close supervision and direction of a faculty advisor. Orders are taken in the Fall, and the yearbook is delivered in the Spring.

STUDENT ACTIVITIES

HOMECOMING

Homecoming is held during the football season each year and revolves around a selected varsity game. The entire student body has the opportunity to be involved in some manner, such as by participating in dress-up days, pep rallies, class competitions, and other activities to promote school spirit.

JUNIOR-SENIOR PROM

The Junior-Senior Prom is held in the Spring each year. Only juniors and seniors are invited to attend and bring one (1) guest. (Guest guidelines are listed under General Information - PROM.)

STUDENT COUNCIL

Student Council provides an opportunity for individuals to become involved in student government and serves as a communication link between the student body and the administration. Membership consists of representatives from the four classes selected by the students. The sponsor is Ms. Dailey. Meetings are held in the Gym when announced.

STUDENT CLUBS

All clubs at Roane County High School meet either before or after school hours and must be sponsored by a faculty member. Students must have a signed parent/guardian permission form on file with the club sponsor to participate in that club.

BETA CLUB

The Beta Club is a national honor society open to students with a 3.0 GPA or higher. All members are required to complete 10 community service hours each year. Activities include collecting "Coats for the Cold," keeping food pantries at various churches restocked, visiting the elderly, providing Christmas gift boxes to underprivileged children, honoring teachers, working with the city Easter Egg Hunt, and attending the state Beta convention. There is a fee to be in this club. The sponsors are Ms. Lane and Ms. Thompson. Meetings are held when announced.

in the auditorium.

BOOK JACKETS READERS' CLUB

The Book Jackets Readers' Club is open to students who enjoy reading and discussing books with others. Meetings include discussions of books read by members, as well as games and opportunities for fundraising and promoting literacy. The sponsor is Ms. Parrish. Meetings are held every other Monday from 3:30 p.m. until 4:30 p.m. in the library.

CHESS CLUB

The Chess Club is a great way to meet new people and a fun way to learn with others. Students playing chess can improve academic skills such as concentration, reasoning, creativity, and problem solving. It can be a very rewarding experience. It is a game of strategy that challenges your mind while building friendships along the way. The sponsor is Ms. Gouge, and they meet in room 304 every other week from 3:30 to 4:30.

DECA

DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management in high schools and colleges around the globe. As a DECA member, students have the opportunity to go on field trips, compete in local, state, and national events, and participate in community service initiatives. Mr. Kroeger is the club sponsor. Meeting dates and times TBD.

FCCLA

Family, Career and Community Leaders of America (FCCLA) is a career and technical student organization that functions as an integral part of the family and consumer sciences education curriculum and operates within the school system. Mrs. Thompson is the sponsor. Meeting dates and times TBD.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

FCA is a Christian ministry using athletics as its platform and athletes and coaches as role models and spokespersons. Participants should be current or former members of school athletic teams and those who have an interest in athletics. However, participation is open to all students. The sponsor is Ms. Guinn. Meetings are held every Wednesday morning at 8:00 a.m. in the auditorium.

FISHING CLUB

The Fishing Club is open to all students who want to gain knowledge about the sport of fishing. It also provides many opportunities to get together and enjoy nature. The sponsor is Mr. Collier. Meeting dates and times TBD. Follow Roane County High School Bass Fishing Team on Facebook to get updates on meetings and events.

GAY-STRAIGHT ALLIANCE (GSA)

A Gay-Straight Alliance is a safe, accepting environment for both LGBTQ+ and straight students. The club is open to any student—gay, straight, and everyone in between—and focuses on acceptance and community. The sponsor is Ms. Parrish, and meetings are held in the library when they are announced.

HOSA — FUTURE HEALTH PROFESSIONALS

HOSA is an international student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's mission is to promote career opportunities in the healthcare industry and to enhance the delivery of quality health care

to all people. Through HOSA, we will compete in local and state competitions with the opportunity to go to nationals. The fee is \$30 per student. Meeting times and location TBD.

INTERACT CLUB

Interact is a club for teens who want to join together to tackle the issues in their community. The club works with the Kingston Rotary Club and takes action on two service projects per year: one that helps the school or community and one that promotes international understanding.

KEY CLUB

Key Club is a service organization that works for the good of the school & larger world community, with its mission being to serve children in various capacities. Members participate in activities such as food drives and clothing collections. Any student may participate.

SKILLS USA

Skills USA is a national organization serving students enrolled in Career and Technical Education programs involved in technical, skilled, and service occupations. Members earn the right to compete at the regional, state, and national levels. There is a fee to be in this club. The sponsor is Mr. Monroe. Meetings are held when announced in Mr. Monroe's room (313).

SPANISH CLUB

The Spanish Club promotes the Spanish language and Hispanic culture. Students will participate in various activities, such as conversational Spanish, Hispanic crafts, and community service. Any student may participate. Meetings will be held on the first and third Thursdays of the month after school at 3:30 p.m. in Ms. Pitts' room (320).

STEM CLUB

STEM Club provides an opportunity for students to gather and explore various branches of science in an environment that accepts all levels of ability and experience. Students will have the opportunity to compete throughout the year in settings both on and off campus. Membership fees are not required, but students may encounter small expenses throughout the year. Meeting dates and locations will be determined by club sponsors. STEM Club does not have any leadership positions or assignments since we are all learning together. Mrs. Sarah Johnson and Mrs. Wynn are the sponsors.

YOUNG DEMOCRATS CLUB

The Young Democrats Club is open to all students interested in learning about or becoming a democrat or those who support a democratic candidate. Anyone may join at any time. National, state, and local elected officials speak to members throughout the year. Students may travel to the state capital, help campaign for democratic candidates, and other various activities. The sponsor is Ms. Thompson. Meetings are held when and where announced.

YOUNG REPUBLICANS CLUB

The Young Republicans Club is open to all students interested in learning about or becoming a republican or those who support a republican candidate. Anyone may join at any time. National, state, and local elected officials speak to members throughout the year. Students may travel to the state capital, help campaign for republican candidates, and other various activities. There is a fee to be in this club. The sponsor is Mrs. Wynn. Meetings are held when and where announced.

YOUTH SUMMIT LEADERSHIP CLUB

The Youth Summit Leadership Club promotes a positive culture and safe environment for all students. Members provide random notes of encouragement and treats to brighten the day of students during the year and display posters and words of encouragement throughout the school. The club meets monthly in Room 110 at 8:00 a.m. Mrs. Thompson & Mrs. Lane are the sponsors.