



Elizabethton
High School

Student Handbook

2018-2019

Property of: _____

Address: _____

Phone Number: _____

E-mail Address: _____

In case of an emergency please notify: _____

Emergency contact phone number: _____

Disclaimer: School rules published in this handbook are subject to such changes as needed to insure continued compliance with federal, state, or local regulations and are subject to review and alteration as necessary for the routine operations 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.

FAILURE TO READ THIS HANDBOOK DOES NOT EXCUSE THE STUDENT FROM THE REQUIREMENTS AND REGULATIONS STATED HEREIN



Table of Contents

<u>School Information</u>	
Disclaimer.....	3
Note from the principal.....	4
2018-2019 School Calendars.....	5
EHS Introduction.....	6
EHS Vision, Mission, and Belief Statements.....	7
School Spirit Information, Betsy Alma Mater and Fight Song.....	8
School Telephone Directory.....	9
<u>School Operations</u>	
Assembly Programs.....	10
Athletics.....	10-11
Attendance/Tardy Procedures.....	12-15
Bell Schedules.....	16
Clubs.....	17-18
Conduct.....	19-24
• Alcohol/Drugs/Drug Paraphernalia	
• Backpacks	
• Bullying	
• Bus Behavior	
• CD Players/I-Pods/MP3 Players, etc.	
• Cigarette Lighters/Cameras/Knives/Laser Lights or Pointers/Chains	
• Cell Phones/Personal Communication Devices	
• Dress Code/Appearance	
• Faculty Lounge/Workroom	
• Fighting	
• Fireworks/Bomb Threat/Pulling Fire Alarm	
• Food and Drink	
• Gambling	
• Hall Passes/Policies	
• Harassment/Intimidation	
• Intimate Contact	
• Leaving Campus	
• Lunch Detention	
• Plagiarism	
• Search and Seizure	
• Social Media	
• Suspensions	
• Theft	
• Tobacco/Smokeless Tobacco/Electronic Cigarettes	
• Vandalism	
• Weapons/Ammunition	
Counseling Office.....	24
Credit Recovery.....	24
Curriculum.....	24-33
• TN Graduation Requirements	
• Testing/Test Dates	
• Schedule Change Policy	
• TN Lottery Scholarships	
• Dual Enrollment Grants	
• Work Ethics Diploma	
Debts.....	33
Directory Information.....	33
Discipline Procedures.....	33-34
Driver's License.....	34
Emergency Cards.....	35
FERPA Policy.....	35
Food Service.....	35-36
Grade Policy and Reporting.....	36-37
Graduation.....	38
Harassment Policy.....	38
Insurance.....	39
Internet Policy.....	39
Library Books and Materials.....	39
Lockers and Locks.....	39
Lost and Found.....	39
Medical/Medication/Illness.....	39-41
ESSA No Child Left Behind.....	41
Non-Resident Students.....	41
Semester Exams.....	42
Summer School.....	42
Textbooks.....	42
Title X (McKinney- Vento Act).....	42
Transcripts.....	42
Transportation.....	43
Tuition.....	43
Unsafe School Choice Policy.....	43
Visitors.....	43
Withdrawing from School.....	44
<u>Miscellaneous</u>	
Notes.....	45-46



Mr. Josh Boatman Ed.S
PRINCIPAL

ELIZABETHTON HIGH SCHOOL
907 JASON WITTEN WAY
ELIZABETHTON, TENNESSEE 37643
(423) 547-8015

Tom Hopson, M.Ed.
Assistant Principal

Sheri Nelson Ed.S
Assistant Principal

Brian Culbert, Ed.S.
CTE Director

Forrest Holt B.S.
Athletic Director

Dear Elizabethton High School Students:

To our new students, welcome to EHS, to our old students, welcome back! I hope you had a great summer. Another full year of academics, athletics, concerts, and other performances await you. I am extremely excited to be your principal. The entire staff has worked hard in preparation to help you excel this school year. High school is a very special time in your life. You are nearing the conclusion of many long years of hard work in the educational system and have unlimited possibilities stretching out in front of you. I want you to be excited about all of the opportunities that will be offered to you this school year and the foot up that quality education offered by the talented and dedicated faculty of EHS affords you as you begin preparing for life outside of school.

I have high expectations for each you. I expect you to attend school regularly, put forth your best effort in every class, and respect the rights of each individual in our school. In partnership with students, parents, and the community, it is the goal of the entire staff that you are educated and encouraged to reach your full potential and become successful and productive contributors to our society. Together, as a team, we can achieve great things.

Please take the time to read through this handbook and understand all of its contents. It is your responsibility to know the policies and procedures outlined in its pages. Please do not hesitate to speak with me or any staff member if you need help with anything. I look forward to working alongside you this year.

My hope is that this will be your best school year ever. GO CYCLONES!

Josh Boatman, Ed.S.
Principal
Elizabethton High School

ELIZABETHTON CITY SCHOOLS 2018 K-12 CALENDAR 2019

AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
		1	2	3						1	2	3	4	5
6 TEACHER INSERVICE DAYS	7 TEACHER WORKDAY	8 TEACHER WORKDAY	9 TEACHER WORKDAY	10 TEACHER WORKDAY	13 LABOR DAY	14	15	16	17	18 PR	19	20 X	21	22
20	21	22	23	24	27 PARENT TEACHER CONF.	28	29	30	31	23	24	25 GRADE CARDS FINALIZED	26	27
27	28	29	30	31	24	25	26	27	28	29	30	31		
FALL BREAK														
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
			1	2	3	4	5	6	7		1	2 PD DAY	3	4
5 ELECTION PD DAYS	6 ELECTION PD DAYS	7	8	9	10	11	12	13	14	7	8	9 GRADE CARDS FINALIZED	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21 PR	22	23	24	25 X	26	27	28	21 MARTIN LUTHER KING DAY	22	23	24	25
26	27	28	29	30	31					28	29	30	31	
THANKSGIVING					CHRISTMAS BREAK									
FEBRUARY 2019					MARCH 2019					APRIL 2019				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
				1					1	1	2	3	4	5
4	5 PR	6	7	8	4	5	6	7	8	8 PD DAY	9	10	11	12
11	12	13	14	15	11	12	13	14	15	15	16	17	18	19 GOOD FRIDAY
18 PARENT TEACHER CONF.	19 PD DAY	20	21	22	18	19 GRADE CARDS FINALIZED	20	21	22 PD DAY	22	23	24	25	26
25	26	27	28		25	26	27	28	29	29	30			
					SPRING BREAK									
MAY 2019					KEY									
MON	TUE	WED	THU	FRI	1st SEM Days: 81 2ND SEM. DAYS: 92 173 - STUDENT DAYS 7 - PROF. DEV. DAYS 180 - TOTAL DAYS 3 - TEACHER WORKDAYS 3 - ALT. INSERVICE DAYS 2 - TEACHER INSERVICE HOLIDAYS AND BREAKS 7 - PROF. DEV. DAYS 3 - ABBREVIATED DAYS: GRADES K-5 (8:00 - 11:46 AM); GRADES 6-12 (7:45-11:16 AM) 2 - P/T CONF. DAY: GRADES K-5 (8:00 - 11:00 / 12:00 - 3:00); GRADES 6-12 (7:45 - 11:00 / 12:00 - 2:45); (LUNCH FROM 11:00 - 12:00) PR - PROGRESS REPORTS X - END OF GRADING PERIOD X - FIRST/LAST STUDENT DAY 6 - STOCKPILED INCLEMENT WEATHER DAYS BOARD APPROVAL DATE: 12-19-17									
		1	2	3										
6	7	8	9	10										
13 PD DAY	14	15	16	17										
20	21	22	23	24										
27 MEM. DAY TEACHER WORKDAY	28	29 X	30	31										

ELIZABETHTON HIGH SCHOOL: School Information

INTRODUCTION

Elizabethton High School (EHS) is a four-year comprehensive high school in Elizabethton, Tennessee, a municipality of approximately 13,000 people. Elizabethton is the county seat of Carter County, a rural county with a population of over 52,000 people. Carter County is located in the northeast corner of the state, on the western edge of the Appalachian Mountains, bordering North Carolina on the southeast, and lying only a few miles south of the Virginia border. Elizabethton is part of a tri-cities metropolitan five-county area of approximately 432,000 people within a 75-mile radius.

EHS is part of the Elizabethton City Schools District, which consists of an early learning center, three elementary schools, one middle school, and one high school.

The present 168,500 square-foot high school building was built on thirty-two acres of land, and students occupied the new building in January, 1974. It houses 50 classrooms, 11 of which are part of the Career and Technology Education Department. EHS has a Media Center, band and choral room, a commons area that serves as a cafeteria and a full kitchen which prepares and serves breakfast and lunch daily. There are four special education classrooms, all of which are wheelchair accommodating. The athletic wing has an office for the athletic director, a concession stand area, a football office, a full gym, an auxiliary gym, boys' and girls' locker rooms, an athletic weight room and a swimming pool, which is used by both the students and surrounding community.

The EHS football and soccer programs utilize the new field located at Elizabethton High School. The baseball program utilizes the field at Riverside Stadium. Other programs utilize the acreage around the current building which consists of a track, softball field, tennis courts, and a practice area for the band.

The school maintains an enrollment of approximately 860 students and employs slightly more than one hundred faculty and staff members. One hundred percent of EHS teachers are certified as highly qualified. Over the years, Elizabethton High School has consistently maintained an exceptional reputation for excellence in scholastics, fine arts, and athletics. Scholastically, our students continue to excel in various academic competitions, and currently score above the state and at the national average on the ACT. While at EHS, students may complete honors, college-prep, advanced-placement, and dual-enrollment classes. Students opting to participate in dual-enrollment classes may earn college credit while completing the requirements for their high school diploma. Following tradition, sixty-five percent of our graduates are currently enrolled in a four-year college or university, with another twenty percent enrolled in a two-year community college. Many of our graduates also choose to leave Elizabethton and serve their country in our nation's armed forces.



ELIZABETHTON HIGH SCHOOL: School Information

VISION STATEMENT

The vision of Elizabethton High School is to provide a school climate where diligence, enthusiasm, and optimism lead to student and staff success. We have a vision of expanding opportunities for all students both inside and outside the classroom. We envision our graduates meeting the needs of a changing marketplace and demonstrating success in post-secondary institutions and within the community.

MISSION STATEMENT

The primary mission of Elizabethton High School is to provide a positive atmosphere where students become contributing citizens who are intellectually motivated, vocationally prepared, physically fit, and socially adept.

BELIEFS STATEMENT

Learning:

The school will be safe, secure, and conducive to learning; therefore, no student has the right to interfere with any other student's right to learn. There is a positive correlation between school attendance, discipline, learning, and achievement.

Instruction:

Our school will provide diverse educational opportunities for all students, regardless of their individual differences, needs and abilities, which are correlated to the End-of-Course Standards, State Content Standards, and the provisions of the No Child Left Behind Act. Students learn in different ways, and our school will provide a variety of instructional approaches to support diverse learning styles for optimal student success.

Assessment:

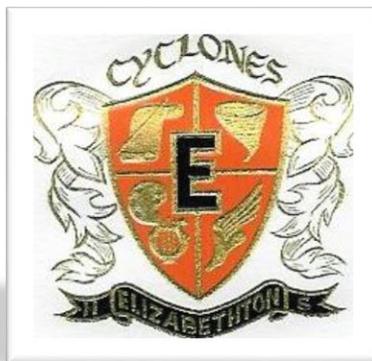
Students will demonstrate mastery and understanding of essential knowledge through State-Mandated Assessments and authentic classroom assessments, including formative and summative testing.

Decision Making:

The school will maintain beneficial and cooperative relations among students, parents, the business community, and other agencies and organizations interested in and related to education.

Policy:

The shareholders will commit to continuous improvement and shared decision-making, resulting in a school community of confident and independent life-long learners.



Elizabethton High School

Colors – Orange and Black

School Yearbook – The Cyclone

School Mascot – The Cyclone “Tuffy”

School Website – <http://elizabethton.tn.ech.schoolinsites.com/>

Betsy Alma Mater

Shaded by the tallest mountains,
with their trees so strong,
Firmly stands our Betsy High School,
noble as a song.

Deep within the peaceful village,
stand her mighty walls.
Reared against the fading sunset,
are her hallowed halls.

Listen to the gentle breezes,
whispering farewells;
With regret we have to leave thee,
whom we love so well.

Fondest memories we will cherish,
and to thee be true.
When the years have come between us,
We'll pledge ourselves anew.

Chorus

Sound the chorus onward
Thee we'll never fail
Hail to thee, our Alma Mater
Hail to thee all hail.

-Martha Jean Browning, '61

Fight Song

Go Ye Ole Betsy

Go ye ole Betsy break right through that line
With your colors flying we will cheer you all the time
RAH! RAH! RAH!
Go ye ole Betsy fight for victory
Fight for the fame of our fair name
Go Betsy win that game!
GO BETSY GO! GO BETSY GO!
HIT 'EM HIGH; HIT 'EM LOW, GO BETSY GO!

SCHOOL DIRECTORY: EHS

Please direct all calls to 547-8015 and follow the prompts. The following is a list of extensions.

Extension	Office	Name
1500	Reception	Main Office
1501	Reception / Secretary	Angie Peters
1546	Main Office / Student Line	Main Office
1510	Principal	Josh Boatman
1513	Asst. Principal	
1511	Asst. Principal	Sheri Nelson
1525	Athletic Director	Forrest Holt
1536	Athletics / Basketball	Basketball Office
1535	Athletics / Football	Shawn Witten
1547	Athletics / Swimming	Pool
1509	Attendance / Data Services	Amy Darling
1542	Band Office	Perry Elliott
1551	Bartleby/XQ	Terry Smith
1531	Bookkeeper	Keri Howell
1532	CAP/ ISS/ Alternative School	Brian Jenkins
1523	CTE Department / Auto Mechanics	Paul Linberg
1538	CTE Department / Business / Technology	Ryan White
1548	CTE Department / Culinary Arts	Jay Shurtz
1521	CTE Department / Health Occupations	Katie Dugger
1524	CTE Department / Technology	Jason Clevinger
1514	CTE Department Director	Brian Culbert
1503	CTE Department Secretary	Jennifer Taylor
1518	Custodian	Gloria Hall
1533	EHS	Conference Line
1507	English Department	English Workroom
1529	Faculty Workroom	Faculty Workroom
1508	Food Service	Regina Isaacs
1527	Guidance Counselor	Melanie Hartley
1540	Guidance Counselor	Megan Ellis
1502	Guidance Office Secretary	Jenny Wetzel
1505	Library	Dustin Hensley
1539	Library Assistant	Peggy Moore
1516	Math Department	Math Workroom
1522	Music / Band	Perry Elliott
1541	Music / Chorus	Debra Gouge
1534	Nurse	Wendy Wright
1537	Physical Education	LeAnne Click
1528	Registrar / Data Services	Charlene Ray
1515	School Resource Officer	James Stevens
1520	Science Department	Science Workroom
1506	Social Studies Department	Social Studies Workroom
1545	Special Education	Abigail Booher
1544	Special Education	Brock Pittman
1517	Special Education	Bonnie Grindstaff
1543	Special Education	Lucas Andrews
1504	Technology	Technology Server Room
1530	Transportation	Zach Ensor
1519	Yearbook	Daniel Proffitt
547-1632	FAX (Athletic Department)	
547-8081	FAX (CTE Department)	
547-8016	FAX (Main Office)	
547-8015, option 8	Message Line	

ELIZABETHTON HIGH SCHOOL: School Operations

ASSEMBLY PROGRAMS

Student assemblies are held during the school year for Honors Day, pep rallies, special programs, and entertainment. All students are expected to attend assembly programs and to participate in these activities. The school will be on an assembly schedule for the day of the planned assembly.

No assemblies, with the exception of Honors Day and any other program approved by the principal will be held during the last month of school.

ATHLETICS

All students are encouraged to participate in school athletics. EHS offers a variety of team and individual sports for our students. These opportunities are for both male and female students. The student-athletes are required to meet academic and behavioral standards set by the TSSAA as well as those rules set by the administration and coaches at Elizabethton High School. EHS offers baseball, basketball, cheerleading, cross-country, football, golf, soccer, softball, swimming, tennis, track and field, volleyball, and wrestling.

Eligibility to participate in athletics

Eligibility rules are set up by the TSSAA and the Elizabethton City Schools Board of Education.

A summary of TSSAA Eligibility Rules is provided for your information. All athletes are responsible for knowing the TSSAA rules.

For additional information, the TSSAA web site may be accessed at: <http://www.tssaa.org>.

- A student must earn five credits the preceding school year if less than 24 units are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year.
- A student must be enrolled before the 20th school day of the semester, in regular attendance, and carrying at least five full courses during the present semester.
- A student is permitted eight semesters of eligibility beginning with the ninth grade. Junior division students are permitted four semesters of eligibility beginning with the eighth grade.
- A student shall be ineligible in high school if he or she becomes 19 years of age on or before August 1, or in junior high if he or she becomes 16 years of age on or before August 1.
- An athlete must live at home with his/her parent(s) or legal guardian(s).
- In order for a transfer student with an athletic record to be eligible at another school there must be a bona fide change of residence by the athlete's parents/guardian.
- All transfer students must be approved by the Executive Director of TSSAA before participating in any game.
- A student who engages in three (3) or more days of practice – including spring practice – with a high school in which he or she is enrolled shall be ineligible in that sport for 12 months if the student enrolls in another school without a corresponding change in the residence of his or her parents.
- A student whose name is listed on the school eligibility report cannot participate in an independent game or meet until the season has closed in that particular sport. (This does not include golf, tennis, or bowling.)
- A registered athlete cannot accept any money for athletic skills in any TSSAA sponsored sport.
- An athlete may accept a medal, trophy, high school letter, sweater, jacket, shirt, blazer, or blanket for athletic participation but nothing else of commercial value, and these awards must carry the school's letter or other appropriate award emblem.
- All expenses to an athletic camp where specified instruction is offered must be paid by the athlete or his parents.

- When an athlete is charged tuition to attend a school, it must be paid by the parent or bona fide guardian, or other family member.
- Any student repeating the 7th grade after having passed the 7th grade, or repeating the 8th grade after passing the 8th grade, shall not be eligible to participate in athletics during their 9th grade year.
- A student may not participate in an all-star game unless it is sanctioned by the TSSAA and unless he/she has completed high school eligibility in that sport. TSSAA has also made the following interpretations to our school:
 - A student can only be eligible for participation in 9th grade athletics if they have *passed* the 8th grade. A student who is *placed* in the 9th grade from the 8th grade is ineligible for athletic participation during the 9th grade year.
 - A student athlete on a 4x4 school schedule can become eligible for Term II athletic participation by passing at least three credit-bearing classes during the fall term.

NCAA Clearinghouse

Seniors who plan to participate in an NCAA sport in college must register with the NCAA Clearinghouse.

Students may register through the following website: <http://www.eligibilitycenter.org>.

If you have questions regarding the clearinghouse, please contact the EHS Athletic Director, Mike Wilson, at 547-8015, ext.1525.



ELIZABETHTON HIGH SCHOOL: School Operations

ATTENDANCE GUIDELINES / TARDY PROCEDURES

Under the rules, regulations, and minimum standards set forth by the Tennessee State Board of Education, each student shall have attained an approved attendance record to meet the requirements for graduation.

Students with perfect attendance will be recognized and rewarded.

The school will inform parents when students have exhibited excessive absenteeism. Each teacher is required by state law to keep a record of attendance for students in each class.

Justifying Absences

- Students are required to be in school every day school is in session.
- Each absence must be justified by a parent/guardian in person or by phone at 547-8015, ext. 1509, on the day of the absence. Parent call-ins are limited to five (5) total call-ins for the entire school year. After five (5) parent call-ins, a valid doctor's note must be presented.
- After the three (3) consecutive parent call-ins, students must have a doctor's excuse for every absence thereafter in order for the absence to be excused.
- A written note from a parent/guardian WILL NOT be accepted. The student must provide an excuse from a doctor within three (3) days of the absence or the absence will not be excused.
- Only a doctor's excuse written on an official note pad or stationery will be accepted.
- A record of the justification will be kept in the office. Failure to notify the school of an absence will result in the absence being treated as truancy.

***It is the responsibility of the parent(s)/guardian(s) to keep in contact with the school regarding his/her child's absence(s).**

If a student is too sick to attend class during the school day, parents/guardians will be called by a school faculty/staff member to take the student home. Any student (due to illness or for any other reason) who goes into a school restroom or any other portion of the campus to contact a parent/guardian to be picked up rather than notifying the office will be considered truant.

Make-Up Work

Following an absence, students are responsible for obtaining make-up work the day they return to school. Students have a minimum of three (3) school days to complete the make-up work in order to receive credit for the work (Teachers may choose to allow longer time at their discretion.).

Teachers are not obligated to take the initiative to distribute assignments and are authorized to give failure marks for incomplete assignments.

Students who are suspended must complete their daily work during the suspension.

Students who must be absent for an extended period (surgery, family trip, etc.) should make arrangements with the office prior to the absence. Make-up work should be completed in advance or satisfactory arrangements made with the student's teacher. Teachers may be reached via e-mail; each teacher's e-mail address is located on the school's website.

If a student is going to be absent ten (10) or more days due to illness, injury, etc., please contact the EHS office at 547-8015.

Excused Absences

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Pending a serious medical issue with required documentation, students will receive no more than five (5) excused absences in a school year. Every absence above this limit will be considered unexcused unless prior permission is granted by the school principal or a valid doctor's note is presented.

Excused absences shall include:

1. Personal illness;

2. Illness of an immediate family member;
3. Death of an immediate family member;
4. Extreme weather conditions;
5. Religious observances; or
6. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

Semester Exam Criteria

Every student at EHS is required to take semester exams in their prospective classes. The percentage of the student's final grade will be mandated based on the following attendance criteria:

Students missing zero (0) to three (3) days in a semester class will take the semester exam, which will count one-tenth ($1/10^{\text{th}}$) of the overall semester average. Students missing zero (0) to two (2) days in a 9-week class will take the semester exam, which will count as one-tenth ($1/10^{\text{th}}$) of the overall 9-week class average.

Students missing four (4) to six (6) days in a semester class will take the semester exam, which will count one-seventh ($1/7^{\text{th}}$) of the overall semester average. Students missing three (3) to four (4) days in a 9-week class will take the semester exam, which will count as one-seventh ($1/7^{\text{th}}$) of the overall 9-week class average.

Students missing seven (7) or more days in a semester class will take the semester exam, which will count one-fourth ($1/4^{\text{th}}$) of the overall semester average. Students missing five (5) or more days in a 9-week class will take the semester exam, which will count as one-fourth ($1/4^{\text{th}}$) of the overall 9-week class average.

The following is an inclusive list of exam-exempt absences at EHS which will not impact the percentage that a semester exam counts toward a student's final grade:

1. School-Related Activities
2. EHS Sports-Related Injuries
3. Death of an Immediate Family Member (2 granted - Immediate family includes: parents, step-parents, siblings, step-siblings and grandparents) – Any other requests for bereavement must be cleared through the principal/school administration.
4. Mandatory Court Appearances (This does not include traffic court. – Proof of the court appearance is required.)
5. Four (4) College Visit Days – This may be a combination of the student's junior and senior years or junior or senior year. (Proof of the college visit(s) is required.)

*Please note that all exam-exempt absences are considered "excused" absences.

Unexcused Absences (as a legal issue)

**Elizabethton City Schools
Three-Tiered System for Truancy**

TIER IA – Prevention - Includes all students in the school:

- Recognize Good and Improved Attendance by way of recognition, rewards, and celebrations
- Engaging students and parents in learning opportunities and with a welcoming environment
- Monitoring daily attendance and analyzing data
- School Attendance Team in place that meets regularly to review attendance data and coordinate efforts to reduce Chronic Absenteeism

TIER IB – Provided for students who accumulate at least 5 unexcused absences and up to 9 unexcused absences:

- 3 Unexcused Days Letter (as courtesy)
- At-Risk Cohort Meeting with guidance counselor or school administrator
- Conference to include Parent/guardian and student
- Attendance Contract signed by parent/guardian and student
- Reported to Elizabethton City Schools Truancy Board
- Each block of 5 Unexcused Absences - Truancy Letter will be generated

TIER II – Provided for students who accumulate at least 10 unexcused absences and up to 19 unexcused absences:

- Truancy Letter generated
- Possible Department of Children Services (DCS) Referral
- At-Risk Cohort Meeting with guidance counselor or school administrator
- Individual Assessment by guidance counselor or school administrator
- New Attendance Contract signed parent/guardian and student
- Scheduled to report in front of Elizabethton City Schools Truancy Board

TIER III – Provided for students who accumulate 20 or more unexcused absences:

- Scheduled to report back in front of Elizabethton City Schools Truancy Board
- Juvenile Court referral

Unexcused Absences (as a school issue)

Truancy is defined as “the circumstance when a student is not in his/her assigned class, the parent/guardian does not know where the student is (or assumes he/she is in school) and/or the school is unaware of the student’s whereabouts.” Truancy will be handled as a disciplinary issue and dealt with using one or more of the following consequences: conferences, notification to parents, lunch detention, in-school suspension, out-of-school suspension or board referral for expulsion.

***After the third (3rd) day of consecutive parent call-in, students must have a doctor’s excuse for every absence thereafter in order for the absence to be excused.**

School-Function Absences

Administrative approval must be obtained in order for students to be dismissed during the school day for school-related activities (i.e., sporting events, band and choral concerts, etc.)

Prior to the absence, students must clear the absence with the teacher(s) of the class/classes to be missed and must make up any work.

Students should notify their teachers at least two (2) days in advance of this type of absence.

Reporting to School

Classes begin promptly at 7:50 a.m. The only doors open prior to school are the “C” Hall doors (open at 6:55 a.m.) and the main entrance doors (open at 7:00 a.m.). – Students are to report directly to the Commons and remain there until 7:30 a.m., at which point they may go to their lockers.

Students arriving after 7:50 a.m. must report to the main office to sign in as present.

Students who sign in late (unexcused) will receive punitive action for classes missed.

Those students who do not sign in will be considered truant and will face disciplinary action.

Students should closely note that if they miss more than one-half of any period (first or second half), they will be counted absent for that entire period. Signing in with the main office does not negate a tardy.

Leaving School

When students arrive on campus, including the parking areas, the following rules apply:

- Students will not be excused to leave school grounds without parental approval (regardless whether or not the student is 18 years of age).
All students must sign out through the main office.
Students who leave campus without permission or signing out will be considered truant.
- Students who drive must receive a call-in from a parent/guardian in order to leave campus.
***No student may leave during lunch (10:40 a.m.-11:55 p.m.) via a call-in by a parent/guardian. The student may only leave if a parent/guardian chooses to personally come in to the main office and sign the student out.**
- Parents/guardians of students who do not drive are required to come in to the main office to sign out students who leave campus during school hours.
- **Students who sign out to leave school after the halfway point of a class (40 minutes) will be counted present for the class. However, a combination of three sign-outs in any given class will equal one absence for that class.**
- Students who leave school during the day should not be back on campus prior to 2:45 p.m., unless it is to attend a school-related function/extracurricular activity. This includes students who have early release or are part of the Cyclone Achievement Program (CAP).
- Students are required to be out of the building by 3:15 p.m. Extracurricular activities sponsored by the school are exceptions; however, the sponsor/coach must be with the respective students.

Tardiness

Three (3) tardies will equal one absence.

If a student misses more than one-half of any class (40 minutes or more), he/she will be counted absent from that class. Disciplinary action will be taken against repeated tardiness.

Tardiness will be dealt with in the following manner:

1st Referral (3 Tardies) – Five (5) days of lunch detention (to be assigned by the teacher)

2nd Referral (Additional 3 Tardies: 6 Tardies Total): One (1) Day of In-School Suspension

3rd Referral (Additional 3 Tardies: 9 Tardies Total): Two (2) Days of In-School Suspension

4th Referral (Additional 3 Tardies: 12 Tardies Total): Three (3) Days of In-School Suspension

Additional Referrals (15 Tardies or more) will result in Out-of-School Suspension.

***A new tardy count will begin for students at the beginning of each semester or when starting a nine-week class.**

Tardy Checks

Random tardy checks will occur several times over the course of a school year. Any student found in the hallways during class time without a note from his/her teacher will receive an automatic one-hour after-school detention to be served the next day

BELL SCHEDULES

<p style="text-align: center;"><u>Regular Bell Schedule</u></p> <p>7:00-7:45 Period 0 7:50-9:10 Period 1 9:15-10:35 Period 2 10:40-12:30 Period 3 1st Lunch Lunch 10:40-11:05 Class 11:10-12:30 2nd Lunch Class 10:40-11:05 Lunch 11:05-11:30 Class 11:35-12:30 3rd Lunch Class 10:40-11:30 Lunch 11:30-11:55 Class 12:00-12:30 12:35-1:20 Period 4 1:25-2:45 Period 5</p>	<p style="text-align: center;"><u>*Half-Day Schedule</u></p> <p>7:50-8:30 Period 1 8:35-9:15 Period 2 9:20-10:00 Period 3 10:05-10:30 Period 4 10:35-11:16 Period 5</p> <p>*Lunch will not be served when Elizabethton High School is on a half-day schedule. *Students enrolled in the Alternative School program do not report on half-days.</p>
<p style="text-align: center;"><u>*Assembly Schedule/PLC Schedule</u></p> <p>7:00-7:45 Period 0 7:50-9:00 Period 1 9:05-10:15 Period 2 10:20-12:05 Period 3 (Band only at 10:20- 10:40) 1st Lunch Class 10:20-10:40 Lunch 10:40-11:05 Class 11:10 – 12:05 2nd Lunch Class 10:20-11:05 Lunch 11:05-11:30 Class 11:35-12:05 3rd Lunch Class 10:20-11:30 Lunch 11:30-11:55 Class 12:00-12:05 12:10-12:55 Period 4 1:00-2:10 Period 5 2:10-2:45 Assembly/PLC Time</p> <p>*Students enrolled in the Alternative School program will report to school at 9:30 a.m. when there is a 1-hour delay. *There will be no lunch detention on 1-hour delay days.</p>	<p style="text-align: center;"><u>*Two-Hour Delay Schedule</u></p> <p>9:50-10:40 Period 1 10:45-11:35 Period 2 11:40-1:05 Period 3 1st Lunch Lunch 11:40-12:05 Class 12:10-1:05 2nd Lunch Class 11:40-12:05 Lunch 12:05-12:30 Class 12:35-1:05 3rd Lunch Class 11:40-12:30 Lunch 12:30-12:55 Class 1:00-1:05 1:10-1:45 Period 4 1:50-2:45 Period 5</p> <p>*Students enrolled in the Alternative School program will report to school at 10:30 a.m. when there is a 2-hour delay. *There will be no lunch detention on 2-hour delay days.</p>

Weather-Related Circumstances (School Reach)

In the event of inclement weather, please call the message line, 547-8015, ext. 8, listen to local radio stations, and/or watch your local news for notification of schedule changes/school cancellations.

CLUBS

All students are encouraged to actively participate in extracurricular activities/clubs offered at EHS. Students participating in after-school activities must have supervision by the club's faculty or staff supervisor.

The following clubs are scheduled for the 2017-2018 school year:

- **Art Club**

This club will be celebrating its establishment during the 2017-2018 school year. Come join the artistic expression as a small group of talented students share their gifts. The club plans to participate in the design and construction of a mural within the new sports complex. They also plan to use their artworks as a source of encouragement by engaging in community service activities. If you are interested in membership, please see Patrick Roberts in the CTE department; room #19.

- **Book Club**

The members of this club will read a wide variety of novels and discuss what they have read with their peers and club advisors. This club is for avid readers!
Sponsors: and Ms. Sara Hardin

- **CSI Club**

The EHS CSI club is a club that is under the umbrella of SkillsUSA, but with a precise focus on all areas of criminal justice and law enforcement. The club meets after school to expound on the knowledge gained in the classroom setting. The club has a regional competition and goes on occasional field trips. CSI members have worked directly with local law enforcement agencies on cold cases. Sponsor: Ryan Presnell and Mr. Kenny Hardin

- **Gaming Club**

Members of the chess club will meet regularly after school working on chess skills, playing chess competitively, and competing in local tournaments.
Sponsors: Mr. Hensley

- **Drama Club**

The Drama Club promotes creative interaction and public presentations, which complement our Fine Arts Program.
Sponsor: Ms. Meg Foster

- **Fellowship of Christian Athletes**

The FCA promotes Christian attitudes among athletes.
Sponsors: Mr. Mike Hooks, Mr. Dan Mills and Mr. Chris Hambrick

- **Future Business Leaders of America (FBLA)**

The FBLA is a service and leadership organization that is dedicated to creating opportunities and teaching skills vital to success in not only the business world, but the real world as well.
Sponsor: Mr. Jason Clevinger, Ms. Angie Wilber, Mr. Ryan White, Mr. Reid Casey, and Mr. Charles Dugger

- **Future Farmers of America (FFA)**

The FFA promotes an appreciation and understanding of agriculture. Members of this group have planted most of the flowers and shrubs on our campus.
Sponsor: Ms. Carrie Lykins

- **Health Occupations of America**

The HOSA chapter, a national vocational student organization, focuses on the enrichment and delivery of quality health care to all people.
Sponsors: Ms. Katie Dugger and Mr. Zach Ensor

- **Key Club**

The Key Club is an international, student-led organization which provides its members with opportunities to offer service, build character, and develop character. The club works with children at the Early Learning Center, supports the Carter County Imagination Library and promotes other community projects. The Key Club is supported by the

Elizabethton Kiwanis Club.
Sponsors: Ms. Andrea Payne

- **Mountain Club**

The Mountain Club is for students wanting to learn about outdoor recreation, fitness, safety, first aid, and proper gear. The goal of the Mountain Club is to provide an opportunity for students to participate in a variety of activities associated with the mountains of East Tennessee such as hiking, skiing and white water rafting.

Sponsors: Ms. Renee Garland

- **National Honor Society (NHS)**

The National Honor Society promotes academic achievement and school service. The club develops leadership, scholarship, citizenship, and character. Grade requirements for membership are 3.5 GPA for juniors and 3.0 for seniors. Sponsors: Andrea Payne and Rachel Wagner

- **Photography Club**

Goal: To introduce photography and enhance student's abilities and involvement in photojournalism. Students are given opportunities to learn about perspective, lighting, composing and editing photographs, and use of various cameras. Students are allowed to meet with professional photographers and to meet in a variety of locals to inspire creativity and opportunities for photos. Meetings occur every Thursday from 3:00 until 4:00. Sponsors include: Daniel Proffitt, Sara Beth Kerr, and Dustin Hensley

- **Powerlifting Club**

The EHS Powerlifting Club is a team of competitive individuals that train and compete in the sport of powerlifting. Although powerlifting is not sanctioned by the TSSAA, it is sanctioned by USA Powerlifting, which hosts area, state and national championships. The club also organizes the largest and most exciting professional deadlift competition in the nation, *The Night of the Living Dead*, which is held locally, televised nationally, and recognized around the world. Sponsors: Mr. Chad Salyer and Mr. Alex Campbell

- **Pride Alliance Club**

Pride Alliance club of EHS seeks to increase awareness of and acceptance for the LGBT community. We also seek to create a safe atmosphere for the fellowship and friendship of our members.

- **Skills USA Club**

The Skills USA Club is a combination of various career/technical education (CTE) skills. Students will meet on a regular basis to discuss and work together addressing different components of the CTE program at EHS.

Sponsor(s): Mr. Paul Linberg, Mr. David Campbell and Mr. Jay Shurtz

- **Spanish Club (El Club Español)**

The Spanish Club is a service and social organization providing students with public service opportunities and interaction with native speakers and elementary students.

Sponsor: Mr. Andrew Bentley

- **Student Government Association (SGA)**

The S.G.A. governs and supervises student activities in the high school. The council provides an opportunity for citizenship training and leadership by participation of students in the operation of the high school program.

Sponsor: Ms. Debbie Gouge

- **Top Gun Aviators Club**

The Top Gun Aviators Club is a club that meets after school on a regular basis to discover aviation through a series of discussions, hands-on activities, and tours of different facilities. The primary objective of **T.G.A.C.** is to encourage students to remain drug free, as well as helping them to discover different careers they can take for achieving their life goals. During the school year, the **T.G.A.C.** will participate in many different trips and activities, some of which include, but are not limited to, tours of the Elizabethton Municipal Airport, Edwards and Associates in Piney Flats, the United Company's hangar at Tri-Cities Regional Airport and the ATC tower at Tri-Cities Regional Airport.

Sponsor: Mr. Dan Mills

CONDUCT

Parents and students are urged to be supportive of EHS's Code of Student Conduct.

Each student is responsible for his/her actions. Students are expected to respect and obey all faculty/staff members and substitute teachers at all times while in any part of the building or campus area(s).

This includes field trips or school-related activities such as ball games, both away and at home.

Failure to follow and adhere to the EHS Code of Student Conduct will result in disciplinary action.

Alcohol/Drugs/Drug Paraphernalia

Alcoholic beverages, drugs (including, but not limited to: marijuana, synthetic drugs, bath salts, intoxicants, narcotics or non-medicinal inhalants), and/or drug paraphernalia are not permitted on school grounds or during any school activity. Students using, under the influence, or who possess these drugs or drug paraphernalia and/or any other mind-altering substance will merit out-of-school suspension and/or a 180-day placement in the Alternative School.

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year.

Police or proper officials, along with the parent/guardian of a student under the influence or who possess these drugs or any other mind-altering substance, will be notified immediately.

Possession of mace (or any form of spray irritant) or possession of any kind of ammunition on campus is considered an offense for which a suspension will be assigned.

Bullying

Acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics are prohibited, including but not limited to: gestures, written, verbal, graphic, or written acts, including electronically transmitted acts.

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

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.

Bus Behavior

Students shall conduct themselves on the bus in a manner consistent with school rules and standards for safety and classroom behavior. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal/principal designee.

CD Players/I-Pods/MP3 Players/Radios/Headphones/Digital Video Recorders

Electronic devices such as radios, CD Players, I-Pods, MP3 Players, radios, and/or digital video recorders are not permitted during school hours. Use of any type of recording device which may interfere with the educational process or violation of another's privacy is also prohibited. Headphones may be used at teacher discretion, during class changes, and at lunch. **For safety purposes, only one earbud may be used at a time.**

While on school grounds or attending EHS/ECS events or activities, students are not permitted to take unauthorized photos, digital images or video recordings of other students or school personnel. Students who violate this policy are subject to disciplinary action as deemed necessary by the school administration.

Cheating

Cheating is defined as (1) giving or receiving information, electronically or otherwise, except by teacher permission; (2) copying another student's assignment, such as a test, classwork, or other assignment; (3) plagiarizing information; or (4) using any other means to gain an unfair academic advantage. Any student found to be cheating on any assignment, quiz, or test will not receive credit for the assignment and will be referred to an administrator for possible further disciplinary action.

Cigarette Lighters/Cameras/Knives/Laser Lights or Pointers/Chains

No cigarette lighters, cameras, knives, chains (worn anywhere on the person which could be used as a weapon), spiked wrist bands, laser lights/pointers, skateboards, or socket-set pieces will be allowed at school.

Theft/Loss of any of these items will not be a concern for school administrators.

Cell Phones/Personal Communication Devices

Students may possess personal communication devices, such as cell phones, while on school property. Students are permitted to use their cell phones/personal communication devices before and after school, during class changes and at lunch.

The use of cell phones/personal communication devices are prohibited in classrooms, restrooms and/or locker rooms for privacy reasons. Cell phones should be off and out of sight during all scheduled class times.

Students using cell phones to record altercations on the EHS campus during the school day or school-related events is strictly prohibited. Students who send, share or view pictures, videos, text messages, emails and/or other materials of a sexual nature is prohibited.

School policy also prohibits the use of cell phones/personal communication devices for cheating.

*Any student in violation of this policy will immediately have his/her cell phone confiscated.

- **1st Offense** – Student will have the cell phone confiscated (including SIM card) for that day and the next five (5) school days. The cell phone may only be released to the student’s parent/guardian after the five (5) school days.
- **2nd Offense** – Student will have the cell phone confiscated (including SIM card) for that day plus the next ten (10) school days. The cell phone may only be released to the student’s parent/guardian after the ten (10) school days.
- **3rd Offense** – Student will have the cell phone confiscated (including SIM card) for that day plus the next thirty (30) school days. The cell phone may only be released to the student’s parent/guardian after the thirty (30) school days.
- **4th and Subsequent Offenses** – Student will have the cell phone confiscated (including SIM card) for that day plus the next thirty (30) days and three (3) out-of-school suspension (OSS) days. The cell phone may only be released to the student’s parent/guardians after the thirty (30) school days.

***Students who refuse to turn over a cell phone to a teacher or administrator will automatically receive three (3) days out-of-school suspension (OSS). The student must turn in his/her cell phone following the OSS, or an additional OSS will be imposed.**

***Students whose parents come to the school to pick up a cell phone early (prior to the end of the confiscation period) are subject to two (2) days of in-school suspension (ISS).**

Parents: More cell phones are confiscated at EHS because a parent calls or texts his/her child during class than for any other reason. Please support the EHS staff by not calling or texting your child on his/her cell phone during normal school hours. Please refer to the school directory to contact a faculty/staff member who can relay a message to your child.

There is a phone in the main office dedicated to student use. Your child should not be calling you during the school day from his/her cell phone.

***Please remember that the cell phone policy is in a handbook that has been approved by the superintendent of Elizabethton City Schools, and cannot be overturned at the school level.**

Dress Code / Appearance

The school discourages the wearing of clothing that may be disruptive, cause health/safety problems or disrupt class or school/school-sponsored activities. The wearing of personal adornments or embellishments that may be disruptive, cause health/safety problems, or may be related to gang attire is not acceptable. While participating in school activities or school-sponsored field trips, students must adhere to the EHS dress code.

The EHS dress code is as follows:

1. **Headgear** (i.e., hats, toboggans, bandannas, hoods, etc.) may not be worn by males or females while in the building during school hours.
Non-prescription sunglasses may not be worn in the building or on the top of the head.
2. **Shoes** must be worn at all times due to health and safety hazards.
3. **Clothing, Shirts, Tee-shirts, Hats or Tattoos** which convey or suggest messages about alcohol or drugs, are sexual in nature, gang-related or which demean any color, race, creed, nationality, sex or contain profanity are strictly prohibited. This policy also applies to any school or school-related functions.
4. **Apparel that exposes undergarments** is prohibited. “Sagging” pants or shorts are also prohibited; these should be worn at or around the waist.
Clothing that exposes the back, cleavage, stomach or midriff areas are not acceptable.
5. **Tank tops, spaghetti-strap tops, “muscle” shirts, tube tops, strapless dresses/tops, midriff shirts or halter tops may not** be worn in the school building or at any school-related function. Sleeveless shirts are permitted so long as straps are the width of a credit card and shirts do not reveal the abdomen/mid-riff or torso areas underneath

- the arm.
6. **Pants, skirts, shorts or dresses** must be worn at the waist and be size appropriate. No sagging is allowed. Pants/shorts/skirts, or dresses must have no rips, tears, or frays, or holes where skin is exposed 4" or width of a dollar bill above the knee. Clothing that is deemed inappropriately tight or revealing will be considered a violation of dress code policy.
 7. **Trench Coats** may not be worn in the school building or at any school-related function.
 8. **Sleepwear/Pajamas/House Shoes** may not be worn in the school building or at any school-related function.
 9. **Clothing with chains, straps, and/or metal devices** is prohibited.
 10. **Hair Styles or Colors** that are deemed distracting to the learning environment by the administrative staff will not be allowed. - Only natural hair colors are allowed at EHS. No hair colors such as green, blue, pink, purple, etc. are allowed. This rule applies to color streaks or clip-in hair pieces.
 11. **Facial Piercings/Adornments** (with the exception of the ears or small studs in the nose) must be covered at all times with adhesive bandages (i.e., Band-Aids) or a clear "place-holder" must be used.
 12. **Contacts** which change the eye to an unnatural color or shape/design may not be worn.

Violations of dress code policy will be treated as a disciplinary issue. To clarify the issue, the following are the disciplinary steps that will be taken for dress code violations:

1st Offense – Student may take the necessary steps to immediately rectify the situation and an administrative referral will be completed. If the student is unable to immediately solve the problem, he/she will sit in isolation in the ISS room until the issue can be resolved.

2nd Offense – Student will take the necessary steps to immediately rectify the situation **and** one (1) day of ISS will be issued. If the student is unable to immediately solve the problem, he/she will sit in isolation in the ISS room until the issue can be resolved.

3rd Offense - Student will take the necessary steps to immediately rectify the situation **and** two (2) days of ISS will be issued. If the student is unable to immediately solve the problem, he/she will sit in isolation in the ISS room until the issue can be resolved.

4th Offense - Student will take the necessary steps to immediately rectify the situation **and** three (3) days of ISS will be issued. If the student is unable to immediately solve the problem, he/she will sit in isolation in the ISS room until the issue can be resolved.

5th and Subsequent Offenses: Student will be sent home and will receive a three (3) day out of school suspension (OSS) for each dress code violation from this point forward.

Faculty Lounge/Workroom

Students may not enter the workroom for any reason. Materials placed in teachers' boxes are often confidential. Teachers and staff members are instructed to not send a student to get drinks from the workroom.

Fighting

Fighting will not be tolerated on campus, on the bus or during any school activity. Any student involved in fighting will be suspended. Student(s), which provoke a fight, will merit suspension. Suspension will not be a punishment for a student who defends himself/herself and does not provoke a confrontation.

Fireworks/Bomb Threat/Pulling Fire Alarm

Possession of fireworks (depending on the potential for injury) may merit suspension.

Making a bomb threat or pulling a fire alarm constitutes a felony, which will merit court action, as well as suspension or expulsion.

Food and Drink

Lunch will be served daily from 10:40 a.m. until 11:55 a.m. (Please refer to the Bell Schedule section for lunch times on alternate schedule days.) The third (3rd) period teachers will advise students as to the time they will have lunch.

- All breakfast and drink items must be consumed prior to 7:50 a.m. in the commons area only.
- Food and drinks/eating and drinking will not be allowed in the hallways or classrooms (except bottled water). Class celebrations are exempt from this rule.
- No outside beverages may be brought into the school with the exception of water in clear bottles with a screw-on cap.
- Food or drinks may not be brought in or consumed in the gymnasium.
- Breakfast is the only time students are allowed to bring in outside food or drinks. - Parents may NOT bring in outside fast food products to school for students. Per school board policy, food or drink purchased at fast food establishments may not be brought into the cafeteria to be consumed while student meals are being served. Canned or bottled carbonated beverages are not permitted in the school area where students receive meals

- during the breakfast or lunch service periods.
- During lunch, students are to remain in the commons area or in the gym. - All hallways, CTE and exterior areas are closed during lunch. Students found in these areas during lunch are subject to disciplinary action.
- Students are asked to help keep the commons area clean during breakfast and lunch by returning trays, drink containers, wrappers and other waste to the return counter.
- Trays are not to be taken out of the commons area, except by those students who are serving lunch detention. It is the responsibility of those students to take their trays to the return counter prior to returning to class.

Gambling

Gambling in any form is strictly prohibited. Teachers are to refer offenders to the office.

Hall Passes/Policies

During class change times, students are not to loiter in the hallways; they must keep moving, as to not impede other students from getting to their designated areas. Students should not be in the hallways during lunch time.

Teachers are to issue appropriate hall passes to students leaving their classroom during class time.

In order for students to use the office phone, a hall pass from the classroom teacher is necessary.

Harassment/Intimidation

Any harassment/intimidation (of a sexual or other nature) is strictly prohibited and will not be tolerated. Any work done for school, including but not limited to: presentations, writings, and films that is deemed threatening in nature will not be tolerated. Those guilty of this misbehavior may merit (due to the extent of involvement) suspension.

Those experiencing this form of mistreatment should contact an administrator or teacher immediately. This is especially important when considering peer-to-peer misbehavior. Any gang recruitment or intimidation will be dealt with expeditiously and punitively.

Intimate Contact (Kissing and Excessive Hugging)

Intimate contact such as kissing, excessive hugging, necking, etc. is not allowed while on school grounds, in the school building, or during any school-sponsored activity.

Students involved in this behavior will be given a verbal warning for the first offense. Additional offenses will result in disciplinary action. Parents will be contacted when students are referred for intimate contact after due process has been followed.

Leaving Campus

Leaving campus before or during the school day is prohibited unless properly excused through the office. In order for a student to leave campus for lunch, a parent/guardian must enter the school building and personally sign out the student. A student leaving campus without permission will be assigned one (1) days of in-school-suspension (ISS). Subsequent violations will result in additional punitive action.

Students may not be in the student parking lot during the school day without administrative permission.

*For additional information, please refer to "Leaving School" under the Attendance/Tardy Procedure section.

Lunch Detention

Lunch Detention will be used for minor offenses (i.e., tardies). If a student fails to serve detention during the assigned time or exhibits inappropriate behavior while in the detention room, a referral will be sent to an administrator. The student will then be assigned the next level of consequence.

Students will not be released from detention assignments in order to participate or practice for extracurricular activities. Those with specific questions about lunch detention should direct those questions to an administrator.

*Lunch detention will not be held on alternate schedule days. – Please refer to the Bell Schedule section for alternate schedules.

Plagiarism

Plagiarism is the act of stealing someone else's quotes, ideas or work without giving proper credit or reference to the original author or piece of work. Elizabethton High School strongly discourages the completion of research papers without proper documentation or references. Please direct any questions concerning plagiarism or information on how to properly cite quotes/pieces of work to the respective teacher who directed the assignment.

Search/Seizure

According to state law, school authorities (acting with reasonable suspicion) do not need student consent to conduct a search of lockers, vehicles, possessions, or students.

Social Media

Acts of bullying through the use of social media/electronically transmitted acts, or “cyber-bullying” of other students based on any actual or perceived traits or characteristics are prohibited.

This policy is in effect while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. Any action, whether on school grounds or not, that is directed at a student or faculty member of EHS, and creates a credible disruption of the school environment will not be tolerated and is a punishable offense.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.

Suspensions

The administration/faculty is authorized to administer procedures necessary for the successful operation of the school. In accordance to Tennessee law (TCA 49-6-3401), any principal, principal-teacher or assistant principal of any public school in this state is authorized to suspend a pupil from attendance at the school, including its sponsored activities or from riding a school bus, for good and sufficient reasons.

Good and sufficient reasons for suspension include, but are not limited to:

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct or vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any public school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts enumerated in subdivisions;
6. Marking, defacing or destroying school property;
7. Possession of a pistol, gun or firearm on school property;
8. Possession of a knife and other weapons, as defined in TCA 39-17-1301 on school property;
9. Assaulting a principal or teacher with vulgar, obscene or threatening language;
10. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;
11. Two (2) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
12. Making a threat, including a false report to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school sponsored event;
13. Any other conduct prejudicial to good order or discipline in any public school; and
14. Off-campus criminal behavior that results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

In-School-Suspension (ISS)

Students who have been placed in in-school suspension (ISS) are not allowed to participate in school activities before or after school. Students in ISS must also make up all work and/or tests. Students are expected to follow the ISS Code of Conduct while serving their ISS assignment. Students returning to school after school hours during an in-school suspension will be considered trespassing.

Out-of-School Suspension (OSS)

Students who have received an out-of-school suspension (OSS) are to stay off campus and are not allowed to attend any school-related activity. Students returning to any Elizabethton City Schools campus during an OSS assignment will be considered trespassing.

Students who are suspended must complete their missed work while out of school during the suspension. The missed work must be completed within three (3) days after returning to school following the suspension. Major projects, tests or exams must also be made up.

Students suspended out of school will have their parent/guardian contacted and will not be readmitted unless a parent/guardian accompanies them to school for a readmit meeting.

Theft

Stealing is a crime and will result in disciplinary action. The police or proper authorities may be contacted, as well as the pursuit of a juvenile or criminal petition. This includes identity theft from students and/or faculty members. The replacement of school property or personal property will be charged to those responsible.

Tobacco/Smokeless Tobacco/Electronic Cigarettes

All uses of tobacco and tobacco products, including smokeless tobacco and/or electronic cigarettes, are prohibited at Elizabethton High School. Students possessing tobacco and/or tobacco products will have those items confiscated. Students (including those 18 years of age or older) will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they participate in any class or activity in which they represent the school. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

Any student who possesses tobacco products shall be issued a citation by the school principal(s)/resource officer. In accordance with the Youth Access to Tobacco Act (TCA 39-17-1501), anyone (under 18 years of age) involved with the possession or use of tobacco will receive a petition to court. Additional tobacco violations for those under 18 years of age will result in further disciplinary action as deemed necessary by the school administration.

Those 18 and over will be assigned two (2) days of in-school-suspension for the first offense. Additional tobacco violations for those 18 and over will result in further disciplinary action as deemed necessary by the school administration.

Vandalism

Any act of vandalism will result in disciplinary action. Students guilty of vandalism may be asked to replace or pay for the repairs associated with acts of vandalism.

Weapons/Ammunition

In accordance to TCA 39-17-1309, it is an offense for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any other property owned, used or operated by any board of education, school, college or university board of trustees, regents or directors for the administration of any public or private educational institution.

FEDERAL AND STATE LAWS MANDATE THAT ANY STUDENT WHO BRINGS A FIREARM ON CAMPUS WILL BE REFERRED TO THE ELIZABETHTON BOARD OF EDUCATION FOR A 180-SCHOOL-DAY EXPULSION. STUDENTS WHO ASSAULT A SCHOOL EMPLOYEE WILL ALSO BE REFERRED TO THE ELIZABETHTON BOARD OF EDUCATION FOR A 180-SCHOOL-DAY EXPULSION.

COUNSELING OFFICE

The EHS Counseling Office strives to offer a safe, non-judgmental environment in which to help students deal with daily issues. The school counseling office provides counseling programs in three critical areas: academic, personal/social, and career. Counseling services help students resolve academic, emotional, social or behavioral problems in addition to developing a clearer focus and/or sense of direction. Students are encouraged to sign the log sheet in the counseling office and to maintain contact with counselors to determine classes needed for graduation.

CREDIT RECOVERY

The maximum number of units/credits that may be earned in a summer is three (3). When enrolling for summer school and/or credit recovery, students will be served on a first-come, first-serve basis.

Credit recovery will be utilized only when a student has failed to successfully complete a course during the regular school year with a grade of 50-69%.

Students will receive a grade of seventy (70) for any credit recovery courses which are successfully completed with a passing grade. Students that have been remanded to Alternative School may not enroll in credit recovery. Not all post-secondary institutions will accept credit recovery courses for credit and the NCCA Clearinghouse will not accept recovery courses for credit.

CURRICULUM

The Curriculum of Elizabethton High School has been designed to adhere to state standards and prepare students for entrance into Tennessee's Public Colleges and Universities. Students who desire to enter the work force immediately following high school education will be equally prepared.

*Tennessee Graduation Requirements

In order for a student to obtain a regular high school diploma, Tennessee's Diploma Project (www.tennessee.gov/education/TDP/GradReq.shtml) requires a minimum of 22 credits to earn a State diploma; however, Elizabethton High School requires commitments above the state minimum. The total credits required for the classes of 2018 and beyond is 30.

All students must have three (3) classes in their program of study to fulfill graduation requirements.

Requirements for EHS Graduation

Course	Units/Credits
English	4
Math	4 (Algebra I, II, Geometry and one higher-level math)
Science	3 (Biology, Chemistry/Physics and a 3 rd Lab Science)
Social Studies	3 (Government, U.S. History, World History or Geography)
*Wellness	1 or 1.5
Personal Finance	.5
Fine Arts	1
Foreign Language	2 (Must be the same language)
*Computer	Computer Apps will be a half credit course requirement for 9 th graders. 10 th through 12 th still have to complete a full credit
*Elective Focus/ Program of Study	3 (Must be in the same area) or 4 (For the fine arts program. – One is already required for graduation.)

* **Wellness:** Students who play sports, cheerlead or are in the band are exempt from the extra .5 advanced wellness credit.

* **Computer:** All students must complete 180 hours (1 year) of documented computer instruction between grades K-12. Elizabethton High School requires ½ credit of Computer Apps.

* **Civics Exam** Students are required to take a Civics Exam

* **Elective Focus/Program of Study:** Students must complete three (3) classes in one (1) of the following focus areas: Fine Arts, Humanities, STEM (10 total credits in science and math, excluding Bio A and Alg A), AP, Criminal Justice, STEM Engineering, Aviation, Health Services, Info Tech (Web design and/or/coding), Business and office management, Mechanics, or Culinary. (All CTE classes must be taken in order as they appear on the course offering sheet.)

****Honors Diploma:** Classes of 2015 - Awarded to students with a cumulative 3.0 GPA. Classes of 2016 & beyond - Check the EHS website for updates on Honors requirements.

TESTING INFORMATION

Testing Tennessee Public Chapter 892 requires that local assessment calendars include pertinent information about each assessment. The following information reflects the assessment approach for the Elizabethton City School System. More information regarding state assessment may be found at <http://tn.gov/education/assessment>.

END OF COURSE

Algebra I, Algebra II, Geometry, Biology, Chemistry, English I, English II, and US History

REQUIRED

Yes

APPLICABLE FEDERAL/STATE LAW

Administered in accordance with the Every Student Succeeds Act (ESSA) of 2015 and T.C.A §49-1-602 pertaining to district and school accountability. Modified assessments in Braille and large print are also provided in accordance with the Every Student Succeeds Act of 2015 and Individuals with Disabilities Education Act (IDEA) of 1990.

PURPOSE & USE

The State assessments tests are designed to assess true student understanding and not just basic memorization and test-taking skills. They measure student understanding of our current state standards, not the previous SPIs, with the exception of biology and chemistry, which are scheduled to have new assessments in the 2017-18 school year.

ADMINISTRATION WINDOW

Fall –November 26, 2018 – December 14, 2018

Spring – April 15, 2018 – May 3, 2018

LENGTH OF ASSESSMENT

High School English I, II, + Writing	230Minutes
Algebra I, II, and Geometry	145 Minutes
Biology	75 Minutes
U.S. History	140 Minutes

RESULTS TO PARENTS & STUDENTS

Quick Score reports, which provide teachers and parents with a snapshot of their student’s performance, are provided to districts by end of school year. These are used to help calculate final grades for report cards.

Districts receive individual performance reports which summarize student performance in more details in midwinter for tests given in the fall. Districts will receive these reports in early summer for tests given in the spring, and districts will receive results again in early fall for tests given over the summer.

ENGLISH LEARNER ASSESSMENT

ACCESS for English Learners

REQUIRED

Yes

APPLICABLE FEDERAL/STATE LAW

ADMINISTERED IN ACCORDANCE WITH THE EVERY STUDENT SUCCEEDS ACT (ESSA) OF 2015.

PURPOSE & USE

Administered to English Learners to evaluate English proficiency.

ADMINISTRATION WINDOW

March 4, 2019 – April 19, 2019 (Tentative)

LENGTH OF ASSESSMENT

To Be Determined

RESULTS TO PARENTS & STUDENTS

To Be Determined

SPECIAL EDUCATION ASSESSMENT

TCAP Alt. and MSAA

REQUIRED

Yes

APPLICABLE FEDERAL/STATE LAW

THE DEVELOPMENT OF ALTERNATE ACHIEVEMENT STANDARDS FOR STUDENTS WITH THE MOST SIGNIFICANT COGNITIVE DISABILITIES IS AUTHORIZED UNDER A DEPARTMENT REGULATION (34 C.F.R. PART 200) PUBLISHED ON DECEMBER 9, 2003, AND T.C.A § 49-1-612. THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), SECTION 504 OF THE REHABILITATION ACT OF 1973, AND TITLE I REQUIRE INCLUSION OF ALL STUDENTS WITH DISABILITIES IN THE STATE ASSESSMENT SYSTEM.

PURPOSE & USE

THIS TEST IS GIVEN TO HELP MEASURE HOW MUCH A STUDENT GROWS ACADEMICALLY OVER THE COURSE OF A SCHOOL YEAR.

ADMINISTRATION WINDOW

March 18, 2019 – May 10, 2019 (Tentative)

LENGTH OF ASSESSMENT

Open Ended

RESULTS TO PARENTS & STUDENTS

Quick Score reports, which provide teachers and parents with a snapshot of their student’s performance, are provided to districts by end of school year. These are used to help calculate final grades for report cards.

Districts receive individual performance reports which summarize student performance in more details in midwinter for tests given in the fall. Districts will receive these reports in early summer for tests given in the spring.

ADDITIONAL ASSESSMENTS FOR SPECIFIC GRADES

ACT/SAT

REQUIRED

Yes; Grade 11

APPLICABLE FEDERAL/STATE LAW

Administered in accordance with T.C.A §49-6-6001(b).

PURPOSE & USE

These exams are used to measure college readiness and HOPE scholarship eligibility.

All Tennessee students receive one free voucher for either ACT or SAT; requests for vouchers should be at the student’s school.

ADMINISTRATION WINDOW

Fall Senior ACT retake: TBD

Statewide ACT Assessment: March 19, 2019 – Make up Dates (April 2 or 23, 2019)

Online ACT Testing Window – March 19 – 28, 2019

ACT Accommodations Window – March 19 – April 2, 2019

Students may also take the ACT Weekday Test. These test dates are listed at ACT Registration | Test Dates in the U.S., U.S. Territories, and Canada.

Students may also take the SAT on the dates listed at US SAT Registration.

Participation in the statewide administration counts as using a voucher.

LENGTH OF ASSESSMENT

ACT:

- **English: 45 minutes**
- **Math: 60 minutes**
- **Reading: 35 minutes**
- **Science: 35 minutes**
- **Writing: 30 minutes (Optional)**

SAT:

- **25-minute essay**
- **Six 25-minute sections (mathematics, critical reading and writing)**
- **Two 20-minute sections (mathematics, critical reading and writing)**
- **10-minute multiple choice writing section**

RESULTS TO PARENTS & STUDENTS

For ACT, student level reports are provided to student approximately three to eight weeks after the administration of the assessment by ACT.

You may find information about the delivery of student level scores at SAT Scores.

Preliminary SAT (PSAT)

REQUIRED

No

APPLICABLE FEDERAL/STATE LAW

Administered in accordance with T.C.A §49-6-6001(b).

PURPOSE & USE

These exams are administered by the College Board and National Merit Scholarship Corporation (NMSC) in the United States to determine eligibility and qualification for the National Merit Scholarship Program. Students register for the exam through the high schools which are members of the College Board.

ADMINISTRATION WINDOW

Nationwide PSAT Assessment: October 10, 2018 (There is a fee for this assessment.)

LENGTH OF ASSESSMENT

The test is composed of three sections: Math, Critical Reading, and Writing Skills, and takes two hours and ten minutes to complete.

RESULTS TO PARENTS & STUDENTS

Student level reports are provided to students approximately three to eight weeks after the administration of the assessment by College Board.

NATIONAL ASSESSMENT FOR EDUCATIONAL PROGRESS (NAEP)

REQUIRED

Yes

APPLICABLE FEDERAL/STATE LAW

ADMINISTERED IN ACCORDANCE WITH THE EVERY STUDENT SUCCEEDS ACT (ESSA) OF 2015, WHICH REQUIRES THE STATE TO PARTICIPATE IN THE BIENNIAL STATE ACADEMIC ASSESSMENTS OF FOURTH AND EIGHTH GRADE READING AND MATHEMATICS.

PURPOSE & USE

Only a small sample of Tennessee fourth and eighth graders will take this test. This test, often called the nation's report card, measures Tennessee's academic achievement against other states also taking this test.

ADMINISTRATION WINDOW

January 28, 2019 - March 8, 2019 (School Sites TBD)

LENGTH OF ASSESSMENT

60 minutes

RESULTS TO PARENTS & STUDENTS

No student level results provided

AIMSweb

REQUIRED

Yes

APPLICABLE FEDERAL/STATE LAW

Administered in accordance with the RTI² guidelines as a nationally normed, skills-based universal screener.

PURPOSE & USE

Administered one time a year to provide data in identifying students in need of reading and math intervention support.

ADMINISTRATION WINDOW

May (TBD)

LENGTH OF ASSESSMENT

3 minutes for reading and 10 minutes for math

RESULTS TO PARENTS & STUDENTS

Grades are given. Results are shared with parents for qualifying students.

According to ECS Board policy 6.200 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given and excused release by the principal prior to testing to receive and excused absence.

Schedule-Change Policy

Students receive schedule-planning assistance through the counseling office. Teachers also assist in providing "level" recommendations for English, Math, Science, and in other academic and technical areas, where students change from one level of a course to the next level. **Students, along with the assistance of their parents, should make careful and thoughtful choices during the registration process, as schedule changes will only be made during the first two (2) school days of the semester.**

Requests for **schedule changes** will be considered ONLY for the following reasons:

- A student **already has credit** for the class and no additional credit is possible;
- A student has **failed the preceding class** in the course sequence;
- A student **does not meet** the required **pre-requisite**;
- A student is **improperly placed** – For example, a student needs CP English, not Honors English;
- Attendance at **summer school results** in a need for a new course request;
- A **class size** is beyond state limits;
- A student is scheduled to **repeat a class with a teacher** with whom he/she has **previously failed**; and/or
- An **IEP** monitor requests a schedule change to meet the need of a special education student.

TN Lottery Scholarships

The State of Tennessee supports several lottery scholarship opportunities for in-state students meeting specific eligibility requirements. Recipients must attend eligible in-state, post-secondary institutions. The most prominent of these scholarships is the TN HOPE Scholarship. Requirements for this scholarship (worth up to \$6,000 at four-year institutions & up to \$3,000 at two-year institutions) are as follows: students must be high school graduates, possess either an overall weighted cumulative GPA of 3.0 or a minimum of a 21 ACT/980 SAT and be accepted at an eligible in-state, post-secondary institution. There are several other scholarship opportunities offered through the lottery scholarship program such as the TN Access Grant and Wilder-Naifeh Tech Skills Grant, as well as various supplemental awards. All lottery recipients must complete the FAFSA (on a yearly basis), as this is the only application for all of the Lottery Scholarships. Please visit www.CollegePaysTN.com for additional details.

Dual-Enrollment Grants

Funds (\$300 per semester or \$600 per academic year) are also available for qualified high school juniors or seniors to take dual-enrollment coursework. Students may earn high school as well as college credit through area colleges & universities. Students must be admissible, however, parents are **not** required to complete a FAFSA. Interested students and parents should check with the school's counseling office and with the institution of interest to make dual enrollment arrangements. Please visit www.CollegePaysTN.com for additional details. Attendance Standard Tennessee

Work Ethic Diploma Standards (This is optional, however we recommend all seniors try to attain this diploma)

- (1 pt.) Student has no more than 5 absences from school during the senior year.
- (2 pts.) Student has no more than 3 absences from school during the senior year.
- (3 pts.) Student has no more than 1 absence from school during the senior year.
- 2. Absence Standard
 - (1 pt.) Student has no more than one unexcused absence from school during the senior year.
 - (2 pts.) Student has no unexcused absences from school during the senior year.
- 3. Tardiness Standard
 - (1 pt.) Student has no more than two unexcused tardies to school during the senior year.
 - (2 pts.) Student has no more than one unexcused tardy to school during the senior year.
- 4. Discipline Standard
 - (1 pt.) Student has no more than one discipline referral during the senior year.
 - (2 pts.) Student has no discipline referrals during the senior year.
- 5. Overall Grade Point Average Standard
 - (1 pt.) Student has an overall GPA of 2.0 to 2.9
 - (2 pts.) Student has an overall GPA of 3.0 to 3.4
 - (3 pts.) Student has an overall GPA of 3.5 or above
- 6. Drug Free Standard (Medical documentation needed)
 - (5 pts.) Student voluntarily presents written proof as being drug free.
- 7. CTE Coursework Standard
 - (1 pt.) Student has successfully completed at least one CTE course by the end of the senior year.
 - (2 pts.) Student has successfully completed two CTE courses by the end of the senior year.
 - (3 pts.) Student has successfully completed three or more CTE courses by the end of the senior year.
- 8. CTE Competition Standard
 - (1 pt.) Student has competed in an approved regional level CTE competition during the senior year.
 - (2 pts.) Student has competed in an approved state level CTE competition during the senior year.
 - (3 pts.) Student has competed in an approved national level CTE competition during the senior year.
- 9. TN Promise Standard
 - (2 pts.) Student is in good standing with TN Promise and has completed the required 8 hours of community service.
- 10. Dual Enrollment/Credit Standard
 - (2 pts.) Student has successfully completed a Dual Enrollment, Dual Credit, or Advanced Placement course and has been granted credit by any post-secondary institution during or before the senior year.
- 11. Industry Certification Standard
 - (2 pts.) Student has received a national industry certification during or before the senior year. (i.e., Snap-on Metering Certificate, NCCER Certificate, etc.)
- 12. Enrollment in Post-Secondary Standard
 - (2 pts.) Student is registered or has applied at a post-secondary institution for the fall of the graduating year.
- 13. Career Readiness Certificate Standard

- (2 pts.) Student has achieved a Bronze Level Career Readiness Certificate.
 - (4 pts.) Student has achieved a Silver Level Career Readiness Certificate.
 - (6 pts.) Student has achieved a Gold or Platinum Level Career Readiness Certificate.
 - 14. Industry Awareness Standard
 - (1 pt.) Student has participated in one industry awareness event during the senior year.
 - (2 pts.) Student has participated in more than one industry awareness event during the senior year.
 - (3 pts.) Student has participated in an internship or work based learning activity.
- *To receive the Work Ethic Diploma distinction a student must earn a minimum of 20 points and a regular high school diploma*

DEBTS

In accordance with School Board Policy 6.709, students who destroy, damage or lose school property including, but not limited to, buildings, school buses, books, equipment and records, will be responsible for the actual cost of replacing or repairing such materials or equipment. State law permits grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft, or who has otherwise incurred a debt to a school to be held until the student or the student's parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault. Failure to remit the cost of replacing or repairing such materials, or to make satisfactory arrangements with the administration for payment, may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

DIRECTORY INFORMATION

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., undergraduate/graduate or full-time/part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received and the most recent educational agency or institution attended.

Student directory information for 11th and 12th graders shall be made available upon request to **persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.**

DISCIPLINE PROCEDURES

The following levels of misbehavior, disciplinary procedures and options are designated to protect all members of the educational community in the exercise of their rights and duties. Please refer to the Elizabethton City Board of Education Policy Manual (6.313) for more information.

- **Misbehaviors: Level I**
 Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.
 Examples (not an exclusive listing): Classroom disturbances, classroom tardiness, cheating and lying, abusive language, non-defiant failure to do assignments or carry out directions and harassment (sexual, racial, ethnic, religious, etc.)
- **Misbehaviors: Level II**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. Examples (not an exclusive listing): Continuation of unmodified Level I behaviors, school or class tardiness, school or class truancy, use of tobacco in unauthorized areas, using forged notes or excuses, disruptive classroom behavior and harassment (sexual, racial, ethnic, religious, etc.)

- **Misbehaviors: Level III**

Acts directly against persons or property, but whose consequences do not seriously endanger the health or safety of others in the school

Examples (not an exclusive listing): Continuation of unmodified Level I and II behaviors, fighting (simple), vandalism (minor), stealing, threats to others and harassment (sexual, racial, ethnic, religious, etc.)

- **Misbehaviors: Level IV**

Acts which result in violence to another's person or property, or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board.

A student's failure to identify himself/herself correctly when asked by a teacher, administrator, or staff member is insubordination and will be dealt with accordingly. Any student who flees from an administrator or other certified staff member may be considered guilty of a level 4 violation which can merit placement at the alternative school.

Examples (not an exclusive listing): Unmodified Level I, II, and III behaviors, extortion, bomb threat, death threat, possession/use/transfer of dangerous weapons, assault, battery, vandalism, theft/possession/sale of stolen property, arson, possession of unauthorized substances, use/transfer of unauthorized substances and harassment (sexual, racial, ethnic, religious, etc.)

***Conduct/Discipline Steps**

If student misbehavior occurs, students may be given a detention assignment. The steps in discipline are as follows:

- 1st offense 3-5 day assignment to Lunch Detention
- 2nd Offense 1 day assignment to In-School Suspension
- 3rd Offense 2 day assignment to In-School Suspension
- 4th Offense 3 day assignment to In-School Suspension
- 5th Offense 3 day Out of School Suspension
- 6th Offense 5 day Out of School Suspension
- 7th Offense 10 day Out of School Suspension

*** Upon reaching 10 days of suspension, either in-school or out-of-school, or a combination of the two, students will be considered for alternative placement**

*** Administrators reserve the right to make executive decisions, when they deem necessary, in regard to severity of punishment for misbehavior.**

DRIVER'S LICENSE

Any person between the ages of 15 and 17, both inclusive, shall present to the Department of Safety a

*Certification of Compulsory Attendance form in order to be eligible to receive a driver's license. This form must be signed by the authorized administrator or superintendent verifying compliance with TCA 49-6-3017.

The 99th General Assembly not only requires students to maintain an adequate enrollment status, but also requires students to make satisfactory academic progress before receiving or maintaining a driver's license. "Satisfactory academic progress" means that students must earn a passing grade in at least three (3) full-unit subjects or their equivalency.

The following steps will be followed by Elizabethton High School in implementation of TCA 49-6-3017:

- Notice will be given to the Tennessee Department of Safety of any students 15 and older who withdraw from school (10 days consecutive or cumulative unexcused absences per semester).
- Notice will be given to the Department of Safety of any student 15 and older if they do not have "satisfactory academic progress".

- Once notice is received by the Tennessee Department of Safety, students may have their driver's license suspended.
- If a student's driver license is suspended twice due to truancy or unsatisfactory academic progress before he/she turns 18, the license remains revoked until the driver reaches the age of 18.
- If a student's name is turned in to the Tennessee Department of Safety and a driver license has yet to be issued, the notice will go on record and the student will be charged a \$20 fee in addition to other costs involved for the privilege to obtain a license.

*Please come by the office and fill out an orange form to apply. Please allow up to 48 hours for completion.

EMERGENCY CARDS/STUDENT DATA FORM

It is imperative for each student to complete a student data form. It includes a parental consent section for emergency treatment. This authorization is needed on occasion when we are unable to contact parents during the day. Those students who have specific health-related problems should make sure these are listed on the student data form and also brought to the attention of the school nurse, guidance and/or administrative staff. Report all accidents immediately to the school nurse, supervising teacher or the main office. A report must be signed and filed in the main office immediately for each accident.

FERPA POLICY

It is the intention of the Elizabethton School System to notify parents(s)/guardian(s) of students and eligible students* of each student's privacy rights. This statement, which has been placed in the handbooks of each school, serves as that notification. It is imperative that parents read the information below and respond (in writing) within the first three (3) weeks of school (Board Policy 6.601).

For students enrolling after the above period, this information will be given to the student's parent(s)/guardian(s) or the eligible student at the time of enrollment (with a similar time frame for completion). The notice will include the right of the student's parent(s)/guardian(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s)/Guardian(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s)/guardian(s) or the eligible student.

*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

FOOD SERVICE

Elizabethton High School offers both breakfast and lunch to all students on all regular school days. Students may also purchase items a la carte (i.e., snacks and water at both breakfast and lunch time). All students will be issued an account number. The students may put money in that account to be used for purchasing items in the cafeteria.

The cost for a student lunch at EHS during the 2016-2017 school year is \$2.55.

Free/Reduced Price Meals

Any student may pick up an application for free/reduced lunch from the cafeteria manager or from the main office. Free and reduced price breakfasts and lunches are available on the basis of the amount of economic need shown by a family. Applications are handled confidentially by the cafeteria manager. The application must be thoroughly completed, signed by a parent/guardian and returned to the cafeteria manager, Ms. Cirie Blevins.

Lunch Service

Lunch will be served in the cafeteria from 10:40am-11:55pm. The students’ 3rd period teachers will notify students of the lunch period for their class.

Sale of Food Items

Federal law prohibits the sale of food other than that sold from the cafeteria during scheduled school lunch periods. This policy also includes the sale of food/candy from clubs.

Vending Machines

All vending machines will be turned off during times when food is being served by school personnel.

GRADE POLICY AND REPORTING

Report cards will be available for access through Skyward at the end of each grading period. Grades will be earned and entered on the report card on a numerical basis.

GRADING SYSTEM

Schools teaching grades nine through twelve shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students’ grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation. Subject-area grades shall be expressed by the following letters with their corresponding percentage range for grades two through twelve:

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

WEIGHTED GRADES

Advanced coursework grades will be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points will be assigned:

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

For courses that include an opportunity for industry certification, teachers will add four (4) percentage points for the first semester. For the second semester, students must sit for the appropriate exam in order to earn the (4) additional percentage points.

GPA CALCULATION FOR HIGH SCHOOL COURSES

Grade	Value	Regular	Honors/ Industry Certification	Statewide/Local Dual Credit	AP/Bartleby
A	93-100	4	4.5	4.75	5

B	85-92	3	3.5	3.75	4
C	75-84	2	2.5	2.75	3
D	70-74	1	1.5	1.75	2
F	0-69	0	0	0	0

LOTTERY SCHOLARSHIPS

Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score, etc.) that must be met in order to receive a scholarship. Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or online at www.fafsa.ed.gov. Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner. Elementary school counselors should explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.

HONORS RECOGNITION

For the purposes of honors recognition Elizabethton City Schools will use the following Latin System:

Summa Cum Laude 4.25 and above

Magna Cum Laude 4.00-4.24

Cum Laude 3.75-3.99

GRADUATION

Graduation will be held no later than two (2) school days after the last day of school and no more than five (5) school days before the last school day. In the event of a delay in the school year, graduation may also be delayed.

Students are advised of the following: Seniors who (at the completion of the last grading period) do not have enough academic credits to receive a diploma, **WILL NOT** be allowed to participate in commencement exercises (including having his/her name called and crossing the stage), regardless of whether or not credit could be obtained in summer school, credit recovery or through summer correspondence.

Graduation Dress Code

- Dresses are to be shorter than the gowns and worn with black shoes.
- Collared dress shirts must be white and worn with a black/dark navy tie.
- Pants (no jeans) must be black or dark navy blue and worn with black shoes.
- No flip flops, boots or tennis shoes are to be worn during the ceremony.
- All students should remove their gown from its wrapping and press with a warm (not hot) iron.

- Caps are to be worn flat on the top of the head; the tassel over the right eye. The tassel is not moved during a high school graduation.
- Those who are wearing NHS collars need to check that you are wearing them properly.
- Do not chew gum during the ceremony.
- Do not write on, paste on, or attach anything on either your hat or your gown.

HARASSMENT POLICY

Pursuant to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, it is the policy of the Elizabethton City School System not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status or disability in its educational programs, activities or employment policies.

It shall be a violation of this policy for any student or employee of the school system to harass a student or an employee through conduct or communication in any form as defined by this policy.

Complaint Procedures

Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct that may constitute harassment or sexual harassment, should report the alleged acts immediately to the school principal or the system coordinator.

The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the school system's central office.

For more information, please contact:

Special Programs Director and/or Special Projects Director
 Title VI, Title IX, and Section 504 Coordinator
 Elizabethton City Schools
 804 South Watauga Avenue
 Elizabethton, Tennessee 37643
 (423) 547-8000

INSURANCE

School insurance coverage exists to address accidents on school grounds and school-sponsored activities (which will cover up to a limit, a portion of the cost for medical care).

Athletics is also covered under insurance purchased by the school. Insurance to cover all the aforementioned situations is supplementary insurance; it will begin paying when the injured student's insurance pays the maximum amount. All students who participate in school-sponsored athletic sports must take out school insurance or complete the "Personal Affidavit in Lieu of Insurance" form.

INTERNET POLICY

The use of the school internet is a privilege that can and will be revoked if guidelines of the Acceptable Use Policy (signed by the student and parent) are violated.

LIBRARY BOOKS AND MATERIALS

Students are responsible for the care of books and other materials they check out of the school library. Students will be held financially accountable for lost or damaged books. The replacement cost will be a charge for lost books or those damaged beyond repair. For damaged books, there will be a cost of not

more than 50% of the replacement value, depending on the type and amount of damage. Students will be required to show a receipt in order to have their names removed from the debt list.

LOCKERS AND LOCKS

Locker assignments and lock combinations are issued when student schedules are generated. This information will be listed on each individual student's schedule. Each student is responsible for the care of his/her assigned locker. **Locks must stay on the assigned lockers and remain locked when not in use.** Students who deliberately use a locker not assigned to them are subject to disciplinary action. If textbooks are taken from unsecured lockers, the student to whom the textbooks were issued is responsible for paying for the books. Cases of theft from unsecured lockers or from lockers of those who share lockers will not be a concern for administrative personnel or teachers.

Lockers may be searched at any time with reasonable suspicion by school officials.

LOST AND FOUND

All losses of personal belongings should be reported to the main office. Any items found should be brought to the main office. Unclaimed items will be donated to charity or disposed of properly at the end of each semester.

MEDICAL/MEDICATION/ILLNESS

Chronic Medical Conditions

If your child has a chronic and/or life threatening condition, such as asthma, diabetes, life-threatening allergies (i.e., peanuts, bee stings, etc.), please contact your school nurse or the system-wide registered nurse and an emergency care plan will be created for your child. This plan will be coordinated with the child's doctor, the parent/guardian and the school nurse. This plan will dictate which medications are needed and procedures to follow if your child has a medical emergency while at school. Awareness of your child's condition will assist us in keeping your child safe while at school. Confidentiality will be maintained by school personnel regarding all medical information. For any questions regarding this process, please contact the EHS school nurse (ext. 1534).

Contagious Diseases

For the safety of others, we cannot allow sick children at school.

Do not send your child to school if they have any of the following symptoms:

- Vomiting or diarrhea
- Rashes
- Elevated temperature accompanied by other symptoms such as sore throat, cough, headache, green nasal drainage or cold/flu-like symptoms, and/or
- Red, irritated eyes with drainage.

Parents will be called to pick up their child if any of these symptoms are present. Please make sure the school has current telephone numbers for parental contact.

Hygiene

Personal hygiene is the responsibility of the student and his/her parent(s)/guardian(s).

Students who do not adhere to proper personal hygiene will be sent home to rectify the problem.

In-School Illness

If a student is too sick to attend class, he/she must notify his/her teacher, and/or immediately visit the school nurse. The school will contact the student's parent(s)/guardian(s) to take the student home.

Any student (due to illness) who goes into a school restroom or any other portion of the campus rather than notifying the office or his/her teacher will be considered truant.

Lice/Nits (Pediculosis)

Pursuant to Elizabethton City School Board Policy 6.4031, the following policy is to be implemented when head lice/nits are found to be present in students:

1. The infested child should be sent home with written recommendations for treatment procedures.
2. The student will be readmitted to school when no nits or lice are present.
3. No more than two (2) days absence will be excused for treatment, unless these two (2) days fall on the weekend, when treatment can occur.

If a child is sent home with lice/nits, a parent/guardian must accompany the student upon return to school. At that time, a school nurse or designated school employee will complete a head check to determine if the child is nit/lice free. If the child is determined to be nit/lice free, he/she may return to class. If the child is not nit/lice free the child will return home with the parent/guardian.

Students who have repeated occurrences of lice/nits may be reported to the proper agencies for dependent neglect.

While lice do not carry diseases, they are contagious through contact. Please encourage your child not to share brushes, combs, hats, scarves, etc. If your child is identified as having lice, please check each family member and treat them also, if needed.

Please note: A case of lice does not mean your child has poor hygiene.

Medication at School

Students are not allowed to be in possession of prescription and/or non-prescription drugs while on school grounds. If a student must take prescription and/or non-prescription medication while at school, the parent(s)/guardian(s) of the student must obtain a "Permission for Medication" form from the school nurse. This form provides all the necessary information for the taking of prescription or non-prescription drugs while the student is at school.

***Prescription Medication**

Only students with severe asthma, life-threatening allergies or insulin may keep prescription medication with them and readily accessible for self administration, as prescribed by the physician, at their own risk. Parents will need to provide medical documentation or a physician's statement indicating that these students have been adequately instructed on how to self-administer these medications. Students may not keep any other medication in their possession while on school property.

***Over-the-Counter Medication**

In order for over-the-counter medication (ex. Advil, Tylenol, Benadryl) to be administered during school hours, the parent must provide the medication labeled with the child's name, give written permission for the medication to be given and fill out the appropriate forms provided by the school.

*Parents/ Guardians must personally bring any medication, prescription or over-the-counter, to the school for verification purposes. All medication will be kept secure in the school office or the nursing office. Only the principal, the principal's designee or nursing staff will administer medication in compliance with school regulations.

ESSA (REPLACES NO CHILD LEFT BEHIND)

The *Every Student Succeeds Act (ESSA)* replaces *No Child Left Behind* beginning in the 2017-18 school year. Under ESSA § 112€(1)(A) Elizabethton City Schools is providing notification of a parent or guardian's right to request information regarding the professional qualifications of the student's teachers and paraprofessionals. This includes information about whether the student's teacher:

- 1)has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

2)is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;

3)is teaching in the field of discipline of the certification of the teacher; and

4)whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may contact Renee.Palakovic@tn.gov for general questions related to changes in the highly qualified and parent notification requirements.

NON-RESIDENT STUDENTS

Information and details regarding the attendance of non-resident students (those in grades K-12 residing outside the corporate limits of the City of Elizabethton) may be found in School Board Policy 6.204. Please refer to the online School Board Policy Manual at <http://www.ecschools.net> .

In accordance to School Board Policy 6.204, tuition-paying/non-resident students (students paying tuition or students residing in tuition-free zones) who become discipline or attendance problems may be asked to terminate their enrollment with Elizabethton City Schools. Likewise, should a non-resident student fall below academic "good-standing" or fail to stay "on-track" for graduation will also forfeit his/her enrollment in the Elizabethton City Schools System. Any unused portion of tuition paid will be refunded on a pro-rata basis.

*Refer to the “Tuition” section for tuition cost and payment information for non-resident students.

SEMESTER/FINAL EXAMS

Final exams will be given at the end of each semester. All students are required to take semester exams in their respective classes. During the allotted semester exam time, any student who leaves the classroom and does not return within a reasonable time period, lays out of a portion of the exam time, and/or leaves campus without permission will receive an automatic “0” for that given exam regardless of whether or not the exam had been completed. **Please refer to the semester exam procedure under the “Attendance Procedures” section of the handbook.**

SUMMER SCHOOL

Elizabethton High School offers Driver’s Education as a summer course for credit. Students successfully completing the Driver’s Education course will receive a grade for credit that will be factored in with the student’s GPA.

*For students wishing to make up credits, please refer to the Credit Recovery section in this handbook.

TEXTBOOKS

Students are issued textbooks by individual teachers. Students will be held financially accountable for any damage to textbooks assigned to them. Students will be charged the full replacement amount for lost textbooks.

Students who damage a book’s binding by storing pencils, notebooks, or other items in it may be charged a minimum of 50% of the textbook. Students must show a receipt (received from the teacher or the school bookkeeper) in order to have their names removed from the debt list. Students must retain the

receipt.

*Refer to the “Debts” section under School Operations for additional information.

TITLE X (McKinney-Vento Act): FAMILIES-IN-TRANSITION

Any family in transition, or living in transitional housing, may contact Mr. Ralph Wheeler (Title X Transitional Liaison) at ralph.wheeler@ecschoools.net or call 423-538-5380 for more information. Mr. Wheeler can assist families-in-transition with enrollment, and help them with other services offered through Title X.

TRANSCRIPTS

Per student/parent request, transcripts may be obtained by completing a Transcript Request Form. This form may be obtained through the front office.

TRANSPORTATION

Transportation to and from school is a privilege extended to students by the school system. Whether a personal vehicle or school bus is utilized, each student must follow the transportation rules. Any student not honoring these rules is subject to disciplinary action and/or having his transportation privileges revoked.

Bus/Vehicle Arrival at School

1. After arriving on campus, students are not to leave the school grounds without parent/guardian permission and school permission.
2. Due to theft and trespassing by individuals who are not students at EHS, the parking lot gates are locked during the school day.
3. All vehicles parked on school grounds (students or non-students) are subject to search.

School Bus

1. Students must remain on the sidewalk until the bus comes to a complete stop.
2. Quiet and orderly behavior is required while waiting for the bus and while riding the bus.
3. The bus driver is the immediate supervisor while in transit and may, when necessary, assign students specific seats.
4. Once a student boards the school bus, he/she shall not exit the bus until it arrives at Elizabethton High School or home.

Privately-Owned Vehicles

1. Any student driving a vehicle to school must register the vehicle and obtain a parking decal for \$5.00. The parking decal must be displayed on the rear window at all times while the vehicle is on campus. The replacement charge for lost decals will be \$10.00. Students who change vehicles must immediately report this change to the office and complete another registration card. – There is no cost to register a change of vehicle.
2. Student parking is available in the north parking area adjacent to the driving range. Faculty/Staff parking is located south and west of the building. The parking lot adjacent to the flag pole is reserved for visitors. Students are not to park in the area adjacent to the flagpole or in faculty/staff spaces.
3. Students shall not park on public streets.
4. Reckless driving and/or violation of parking rules can result in the loss of the privilege to drive on campus.

5. The maximum speed on campus is five (5) miles per hour.

TUITION

Tuition payments for students residing outside the corporate limits of the City of Elizabethton may be paid in one (1) full payment, two (2) one-half payments, or nine (9) monthly payments from August to April. Payments are due by the first (1st) day of each respective semester, or by the first day of the month if paying monthly. The tuition cost for students residing in Carter County is \$300 per school year, and the tuition cost for all non-Carter County areas is \$1,600 per school year. *There is a \$2,200 per year tuition cap for families with more than one child attending Elizabethton City Schools. Please reference Board Policy 6.204 or the [Pay Tuition](#) page of the school website for more information.

UNSAFE SCHOOL CHOICE POLICY

Under the Tennessee State Board of Education's Unsafe Choice Policy, the local education agency shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g) while at school, an opportunity to transfer to another grade-level appropriate "safe" school within the district.

Additional information regarding this option may be obtained by contacting John Hutchins at 547-8000.

VISITORS

Individuals who desire to visit during school hours for any purpose shall first secure permission from a school administrator. All visitors must register in the main office upon arrival, sign in, present a state-issued ID, and receive a visitor's pass. This pass shall be visibly worn during the duration of the visitor's time on campus.

With the exception of school-related matters, "visiting" students, teachers, and/or staff members is not allowed. All visitors and their vehicles are subject to search while on the EHS campus.

WITHDRAWING FROM SCHOOL

Students withdrawing from school must do so through the registrar's office. Transcripts, records, etc., will be held until the official withdrawal process is complete and all debts are paid.

