



East Hamilton School

Commitment Integrity Excellence

STUDENT HANDBOOK & AGENDA 2010-2011

School Office: (423) 893-3535

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www.easthamiltonhurricanes.org

Pam Dantzler
Principal

Chrissy Easterly
Middle School
Assistant Principal

Eddie Gravitt
High School
Assistant Principal

This agenda belongs to:

Name: _____

Homeroom: _____

Hamilton County Commissioners

Mayor Claude Ramsey

Fred R. Skillern
Richard Casavant
Jim M. Coppinger
Warren Mackey
Gregory Beck
John Allen Brooks
Larry L. Henry
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Hamilton County Board of Education

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Janice Boydston
Linda Mosley
Kenny Smith
Chester Bankston

EHS VISION

“Committed to Excellence”

HAMILTON COUNTY SCHOOL CALENDAR – 2010-2011

August 4, Wednesday.....Registration Day
August 11, Wednesday.....First School Day
September 6, Monday..... Labor Day
October 8, Friday End of 1st Quarter
No Students
October 15, Friday..... Report Cards
October 18-22.....Fall Break
October 29, FridayParent-Teacher Conferences
(Students 1/2 Day)

November 24- 26Thanksgiving Holiday
December 16, Thursday.....Last Day before Holidays
December 17, Friday.....End of 2nd Quarter No students
January 5, Wednesday School Reopens
January 7, FridayReport Cards
January 17, Monday.....Martin Luther King Day

February 11, Friday.....Parent-Teacher Conferences
(Students 1/2 Day)

February 21, MondayPresidents' Day
March 11, Friday.....End of 3rd Quarter
March 15, TuesdayACT Testing No Students
March 18, Friday..... Report Cards
March 21-25 Spring Break
April 11-18.....TCAP Testing
April 22, Friday.....Spring Holiday
May 24, Tuesday.....In-Service No Students
May 25, WednesdayLast Day of School-Report
Cards-End of 4th Quarter

**School Start Time: 7:15* AM
School End Time: 2:15 PM**

***There will be no teachers to supervise and the school will not be open
prior to 6:45 AM.**

East Hamilton School Expectations:

- Students and staff members are expected to create an atmosphere of respect, thereby promoting teaching and learning throughout the building.
- Students are expected to be honest and truthful with regard to all school matters.
- Students are expected to be prepared for class and strive to be good school citizens.
- All East Hamilton School students are expected to fulfill the academic requirements for graduation.

STAR ROLL/HONOR ROLL

Students who maintain a B average or above in all classes and nothing lower than an S in conduct will be selected for the Honor Roll. Students who maintain an A average in all classes and nothing lower than an S in conduct will be selected for the Star Roll.

Grading Scale:

A	93-100 (100 is the highest recorded course grade.)
B	85-92
C	75-84
D	70-74
F	69 and below
I	Incomplete- (must be removed by next grading period)

Conduct Grades:

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

A low conduct grade may determine eligibility for clubs and athletic involvement. Students must be good role models to represent EHS in all facets of the school environment.

Report Cards:

Report Cards will be issued at the end of each nine-week grading period. Progress reports will be distributed twice each grading period.

Parents are expected to review this academic report and return a signed acknowledgement of such review. For specific dates for progress reports and report cards, please refer to the district calendar provided in this handbook. Parents should always contact the team and or team leader prior to making contact with administration. A conference should be held with the team first if there are academic or behavior concerns.

A rapid rewards program has been implemented on the middle school level which will help to identify students with successful academic and behavior marks. Levels can range from 1-7 and include the following:

Level 7—All A's in Academics, All S's in Conduct (privilege level)

Level 6—All A's and B's in Academics, All S's in Conduct (privilege level)

Level 5—All passing grades, All S's in Conduct (privilege level)

Level 4—Failing a subject and/or N in conduct

Level 3—office referral, Saturday School, detention, U in conduct

Level 2—suspension

Level 1—alternative placement

ACADEMIC RECORDS (TRANSCRIPTS)

A transcript is the student's official high school academic record sent upon his/her request to legitimate agencies. The student must supply a *stamped* envelope *addressed* to the agency listed on his/her request form. Request forms are available in the School Counselors' Office. After the student's counselor completes all transcript items, they will be mailed from the Counselors' Office. Transcripts will cost \$5.00 per request.

GRADE CLASSIFICATIONS

Although middle school students do not follow grade classifications as in high school, in order to promote to the next grade they may not fail more than one class for the year.

In addition, any student failing math or language arts for the year will not be academically promoted, unless requirements for Summer School have been fulfilled.

High School

Freshman (9 th grade)	0-5 credits
Sophomore (10 th grade)	6-11 credits
Junior (11 th grade)	12-19 credits
Senior (12 th grade)	20 or more credits

Grade classification for Exceptional Education students is determined by an IEP.

Students should meet with their school counselor to insure that course selections meet graduation requirements.

GRADUATION REQUIREMENTS

All students are required to have 28 credits for graduation:
(Classes of 2011 and 2012)

English	4 credits
Math	4 credits
Science	4 credits
Social Studies	3 credits
Foreign Language	2 credits (same language)
Wellness	1 credit
Senior Project	1 credit
Fine Art	1 credit
Major or Academy	4 credits
Electives	4 credits
TOTAL	28 credits

GRADUATION REQUIREMENTS

All students are required to have 28 credits for graduation:
(Classes of 2013 and beyond)

English	4 credits
Math	4 credits
Science	4 credits
Social Studies	3 credits
Foreign Language	2 credits (same language)

Wellness	1 credit
Senior Project	1 credit
Fine Art	1 credit
Major or Academy	3 credits
Electives	4 credits
Personal Finance	.5 credit
PE	.5 credit
TOTAL	28 credits

A regular high school diploma requires the following:

1. Make passing/proficient scores on all State Gateway/EOC exams.
2. Complete a satisfactory record of attendance and conduct.
3. Successful completion of the program of study.

It is the responsibility of every student to know if his or her program meets the requirements for graduation. East Hamilton requires all seniors to successfully complete the Capstone Project upon completion of their senior year.

GRADUATION ETIQUETTE

Graduation is considered to be a formal and dignified ceremony, thus it is expected of each graduating senior to act and dress in a manner prescribed for the occasion. Seniors are not to alter the dress policy in any way or add any type of accessory or adornment to the cap and gown. Students who do not wish to comply will be removed from participation in the graduation ceremony. A student may be denied the privilege of participation in graduation exercises for disciplinary reasons.

COLLEGE ACCESS

The purpose of your college advisor is to collaborate with school counselors and support the existing school counseling/guidance program by serving as a resource for college and financial aid information for students, parents, faculty and staff. Our college access counselor is Stracee Robinson, extension 296.

Early College Program: Chattanooga State has partnered with EHS to offer courses that will earn both high school and college credits. The benefits include:

- Exposure to college level instruction

- Receive dual high school and college credit or college credit only
- Lower pupil / instructor ratio
- Many general education requirements are met for TBR / UT system and many other colleges
- Highly qualified, college level instructors
- Hands on instruction through guided inquiries (lab and lecture)
- Instructors available during office hours and for tutorials
- 1/6 the cost of many major Tennessee colleges
- Classes taught on campus at East Hamilton School

SCHEDULE CHANGE REQUESTS

Valid schedule change requests are considered only through the first three school days of the term. All changes require a parent signature and must be approved by a school counselor in conjunction with the administrative team.

The following will be considered valid reasons for schedule changes:

- If graduation is in jeopardy
- If you are scheduled for a course you have already passed
- If you have an incomplete schedule
- If you have not met pre-requisites for a course on your schedule
- You are scheduled for a course you are enrolled in on-line

AGENDAS

Middle school students must have their agenda with them at all times when they are on school grounds during school hours and immediately before and after school hours. It may serve as an assignment notebook. This student planner contains a pass out of class, which the teacher may use for students to leave class. If a student loses their planner, they will need to purchase an additional copy at their expense. Parents are encouraged to check it daily and communicate with teachers as needed via this tool.

High school students are strongly encouraged to use the agenda as a class planner. High school faculty will issue individual passes for out of class needs.

HALL PASSES

Middle school students are not permitted in the halls during class periods unless they have a notation from a teacher in their own agenda/handbook. High school students must have an individual pass signed by the appropriate faculty member.

INSTRUCTIONAL FEES

East Hamilton middle school students pay an instructional fee of \$75.00 per year. This fee includes \$5.00 for the agenda mate. High school students are required to pay a fee of \$70.00. This fee covers the cost of general supplies and materials for most classrooms. Additional fees may be charged for other classes to help provide materials not provided within the school budget. (i.e., novels, art supplies, science lab materials, band, chorus, transcripts)

The first agenda mate is provided for middle school students as they pay their fees. Each additional charge for a lost agenda mate will cost \$5.00. High school students may purchase agendas for \$5.00. Returned check fee is \$20.00.

Each student is responsible for their assigned textbooks and will be held accountable for any lost or damaged book. Students will not receive grade cards, diplomas, progress reports, or transcripts if they have not paid for a lost or damaged textbook. Finally, the student will not earn credit in the course for which said textbook was issued until full restitution, according to Tennessee Code Annotated, Section 49-609.

LOCKERS

Lockers are assigned as students pay their fees and complete all necessary registration material. You will use only the locker assigned to you and keep it locked at all times. We request that you not share your combination with peers. Locker privilege will be revoked if students intentionally jam lockers to gain easy access or if they share their locker with another student.

The school has the authority and control over the locker and may gain access to it at any time. The school will remove any lock to which the school does not have the key or combination, including gym locker area storage.

Backpacks are to be kept in the locker at all times. Students are not allowed to carry backpacks in the classrooms. Failure to follow this rule will result in disciplinary action.

DINING HALL

Hamilton County School Nutrition Department 2010-2011 Meal Prices

Lunch

Paid: Pre-K through 5 \$2.50
Paid: 6-12 \$2.50
Reduced: Pre-K through 12 \$.40
School Adult (HCDE Employees) \$3.25
Visitor \$4.25
Holiday/Special Meal \$5.00
Extra Milk \$.50
Extra Entrees \$2.00

Students may deposit money in their lunch accounts at anytime. A service charge will be added on for any returned checks. Parent and guardians are welcome to eat with their child in the dining hall by purchasing a meal at the adult visitor price.

All visitors must obtain a pass before entering the dining hall area. The school reserves the right to deny permission to enter the school/dining hall to anyone.

All students are expected to exhibit appropriate manners and behavior in this area. Outdoor dining and seating is at the discretion of school administration and staff.

ATHLETICS

EHS is a member of the Tennessee Secondary Schools Athletic Association. Students must earn six credits the preceding school year, receiving credit in three out of four classes in the preceding term to participate in any TSSAA sport. Other restrictions may apply. Student athletes will have a code of conduct to follow which will be given to them by the coaches for their sport(s). Student athletes must follow all rules set forth by the school and the TSSAA. Listed below you will see the list of teams and approximate times marking the beginning of each sport.

Middle School

August:

- Cheerleading (Year long)
- Cross Country
- Football
- Softball

October:

- Boys' Basketball
- Girls' Basketball
- Boys' Soccer
- Girls' Soccer

January:

- Volleyball
- Wrestling

March:

- Track
- Tennis
- Golf
- Baseball

High School

Fall Sports:

- Cheerleading (Year long)
- Cross Country
- Football
- Girls' Soccer
- Golf
- Volleyball

Winter Sports:

- Boys' Basketball
- Girls' Basketball
- Bowling
- Wrestling

Spring Sports:

- Baseball
- Boys' Soccer
- Softball
- Tennis
- Track

Students who plan to participate in a school sport must have a sports physical before trying out. For rising 7th and 9th graders, this includes a comprehensive check-up. This, along with parental permission, must be indicated on the proper TSSAA sports permission form. All students who plan on participating in athletics must have insurance. The minimum athletic participation fee is \$75.00

ATTENDANCE POLICY

Students are expected to be in school and **on time** for each class. A student who is not in school for at least half the day will be counted absent for the day, and that student may not participate in extra-curricular/sports activities on that day. If the day is shortened to a half day, the student must stay the entire half day to be counted present. All excuses should be submitted to our school attendance clerk.

Hamilton County Department of Education Attendance Law/HCDE Policy/Procedures

Attendance Law Explained

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

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

Hamilton County Department of Education Board Policy (6.200)

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

Personal Illness- Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician's statement may be required.

Death in Immediate Family- Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.

Family Illness- Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.

Religious Holiday- Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.

Personal- Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian, and the principal or his designee is required.

Approved School-Sponsored Activities- Students shall be marked present when participating in a school-sponsored activity away from the school building.

HCDE attendance procedures for 2010-2011 are as follows:

By law students are allowed five (5) unexcused absences per school year. **HCDE will allow parent excuses to serve as documentation for three (3) additional personal illness days.** After the five (5) unexcused days and the three (3) additional personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (as defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent or guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school.

If the following conditions apply, school social workers will contact parents about their child's attendance:

After four (4) unexcused absences:

Parents will be notified by school social worker to attend an Attendance Review Team (ART) meeting

After more than five (5) unexcused absences:

Parents will be notified by school social worker via legal notice to attend an Informal Truancy Hearing before juvenile court representatives.

If unexcused absences continue after the Informal Truancy Hearing parents will be petitioned to attend a Formal Hearing before a juvenile court judge.

UNEXCUSED ABSENCES

May include, but not limited to:

- Truancy
- Cutting class
- Out of town
- No excuse submitted
- Missed the bus
- Trouble with automobile
- Unexcused tardy
- Failure to check in when tardy to school
- Absent without parent's permission
- Not properly dismissed

EXCESSIVE ABSENCES

School officials are required to report to the court the parent or guardian of a student who is unlawfully absent (unexcused) from school for any five days during the school year (this means an aggregate of five days) without adequate excuse. After five days absence without adequate excuse, a student is referred to the social worker. The social worker will notify the parents by written notice that their child must attend school on a regular basis. If after three days, the child continues to miss school or there is no response from the parents, a legal notice will be delivered. The notice will notify the parents that a petition is being filed in court charging a child with truancy or neglect against the parents. TCA 49-6-3007

Appeals Process: The appeals process is the responsibility of the student whose absences exceed 3 days per 9-week grading period or 5 days per 18-week grading term. Students must provide appropriate documentation to the assistant principal. If the absence appeal is unsuccessful, a student's passing grade may be lowered to a 69. Grades below 69 remain unchanged.

TIME FOR TIME

High school students are required by the State Department of Education to have a certain amount of seat time in order to

earn course credit. Therefore, students with excessive absences will be required to serve one hour of time for every absence over five per course.

DISMISSAL POLICY

Students must always receive office approval before leaving, regardless of the reason. Valid reasons for an excused checkout from school:

- Illness of the students
- Illness in the home
- Death in family
- Appointment with health care professional
- Court order

The administrative staff must approve other non-listed reasons for dismissal. The logbook must be signed if dismissal is approved. The school secretary may ask to see your license to verify permission has been granted for you to check out a student. Early dismissals will not be granted, except for pressing emergencies.

Dismissals over the phone will only be accepted if verified by school personnel. Please do not call and ask that your child wait on you in the front office. All students need to remain in class until you arrive in order to minimize lost class time. Further, a request for dismissal after 2:00 may not be granted.

MAKE-UP WORK

It is the student's responsibility to get his/her make-up work after an excused absence. Students will be given five days to turn in the work. When a parent requests make-up work, the teacher should be given one full school day's notice to allow time to gather the assignments and get them to the office. Extenuating circumstances may warrant additional time.

If a student's absence is unexcused, he/she may be allowed to make-up work for reduced credit (may not exceed 10%).

TARDINESS

Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 7:30 a.m. must go to the attendance office and obtain a pass to give to their first

period teacher. All students who arrive **after 7:15** are counted tardy by the classroom teacher.

Students and parents should understand that **three tardies constitute one absence.**

This policy applies to tardies to school and to individual classes. Excessive tardiness may result in disciplinary action.

Excessive tardies will result in the following disciplinary action:

- 4 tardies=warning
- 5 tardies=detention

Every tardy after the fifth tardy will result in Saturday School or another similar consequence...no exceptions.

BUS INFORMATION

Any student who interferes with the safe operation of a school bus will be held accountable. The Superintendent of HCDE or the principal may suspend the right and privilege of transportation from any student due to misconduct or misbehavior while on the bus.

If a student plans to ride a bus different from his/her regular bus, a note signed by the parent giving permission must be brought to school and must contain a phone number where the parent may be reached during the day. The note should be turned in to the front office prior to **9:00 a.m.**

Upon verification, the student will be given a school form to give to the bus driver. Students may not board without this form. **Permission will not be granted for those students who wait until the end of the day.**

CELL PHONES AND ELECTRONIC DEVICES

EHS does not assume any responsibility should any devices be lost, damaged, or stolen.

Cell phones and/or other electronic devices are not to be used or visible during the school day.

Violation of the **cell phone policy** will result in the following:

1st Violation-Phone confiscated for 10 school days

2nd Violation-Phone confiscated for 20 days

3rd Violation-Phone confiscated for the remainder of the school year

- Refusal to turn over the phone when requested by an adult will result in further disciplinary action.
- Any phones not picked up within 1 week after the last school day in a school year become the property of the school.
- **Schools are not responsible for any theft or loss of any electronic device whether it is confiscated or in the student's possession.**

**East Hamilton School
Approved Dress Code**

**ALL CLOTHING IS TO BE SIZE APPROPRIATE
Apparel may not be worn advertising another school
unless that particular school is on the college level.**

Shirts:

- Button down, Polo, turtleneck
- Any color or pattern, no pictures or graphic designs
- With or without buttons (such as the turtlenecks)
- Short or long sleeve
- T-shirts if not "spirit" wear purchased only through East Hamilton must be school appropriate with no obscenities or advertisements of tobacco and/or alcohol
- Shirts may be untucked (may not be longer than just below the hip)
- No tank tops, backless, bra straps showing or bare midriffs

Sweaters:

- Crew, cardigan
- V neck may be worn with approved shirt or camisole
- No shrugs
- Vests may be worn only with an approved shirt

Pants:

- Jeans, any color denim, option to wear every day
- Capris
- Khakis
- Corduroy
- Cargos
- Pants may not have writing, graphics, rips, or holes

- Pants may be the narrow leg or pencil leg style
- No shorts
- No sagging
- No underwear may show

Skirts/Dresses

- None allowed unless approved by administration for religious practice/beliefs

Coats:

- May not be worn in the building; must remain in lockers

Sweats:

- Sweatshirts may be "spirit" clothing or school appropriate (free of obscenities, alcohol, tobacco, etc.)
- Hoodies may be "spirit" clothing or school appropriate (free of obscenities, alcohol, tobacco, etc.)
- May be worn daily, year round with an approved shirt underneath
- No sweatpants (at all)

Shoes:

- All shoes must be school appropriate and may not interfere with safety (stairwells, evacuations). For this reason, flip-fops, heels and house slippers may **not** be worn.

Accessories:

- Belts may be worn, but are not required
- Socks are suggested, but not required
- No hats or bandanas
- Jewelry must be school appropriate (administration has final decision)

Administration reserves the right to address any clothing or accessory deemed inappropriate.

Students who repeatedly violate the dress code will be required to go to a mandatory dress code of khaki pants and solid color polo shirts.

DISCIPLINE POLICIES

Students who neglect or refuse to abide by the educational standards of the school or whose conduct is detrimental to the

school may expect to receive such consequences as, but not limited to the following:

- Parent Notification / Conference
- Suspension from extra-curricular activities as determined by the teachers, coaches, or administrators
- Detention / Community Service
- Removal from class / In-School-Suspension
- Suspension from school
- Expulsion from school by the HCDE
- Saturday School
- Extended Evening School
- Alternative School

(The Administration reserves the right to modify, change or add to the disciplinary actions.)

The following are some simple examples of offenses that may result in suspension:

- Fighting
- Violence
- Gambling
- Smoking, chewing or possessing tobacco
- Stealing
- Using vulgar or profane language
- Showing disrespect, insubordination or refusal to comply with a directive from an adult
- Destroying school or personal property
- Throwing food
- Cheating
- Willful and persistent violation of school rules and regulations
- Attendance violations/Excessive tardiness
- Sexual Harassment
- Bullying
- Excessive dress code violations
- Possession of items not allowed at school
- Skipping class or school

SUSPENSION POLICY

Suspension means removal from the student's regular school and prohibition from attending all school events and activities during the time of the suspension. Nothing prohibits the assignment of such students to alternative school.

- Any principal, principal-teacher or assistant principal is authorized to suspend a student from attendance at school, including sponsored activities, both at school and away from the school campus, or from riding the school bus for good and sufficient reasons.
- Except in an emergency, no principal, or assistant principal shall suspend any student until that student has been advised of the nature of the misconduct, questioned about it, and allowed to give an explanation.
- For students suspected or identified as having a disability, the principal will ensure that the disciplinary process is in compliance with IDEA.
- The school must make a reasonable effort to contact the parent or guardian of a suspended student.
- A student applying for admission to a Hamilton County school from any other school who has been suspended or expelled for reasons covered by this policy shall not be admitted without a conference with the Superintendent of Schools or his designee, and waiting a period prescribed by the Superintendent or his designee which shall not be less than the minimum penalty required by this policy for such infraction. The waiting period begins with the date of the conference with the Superintendent or designee.

Reasons for such suspension may include, but shall not be limited to:

- Willful and persistent violation of the rules of the school or truancy
- Immoral or disreputable conduct or vulgar or profane language
- Violence or threatened violence against the person or any personnel attending or assigned to any public school
- Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school
- Inciting, advising or counseling of others to engage in any of the acts herein enumerated
- Marking, defacing or destroying school property
- Possession of a pistol, gun or firearm, real or look-alike, operable or non-operable, on school property, a school bus or at any school event
- Possession of a knife, etc., as defined in (TCA 39-17-1301) on school property
- Assaulting a principal or teacher with vulgar, obscene or threatening language

- Unlawful use or possession of any illegal or prescription drug or drug paraphernalia on school property, bus, or any school event
- Any other conduct prejudicial to good order or discipline
- Off-campus criminal behavior resulting in felony charges; when the student's presence in school poses a danger to person or property, or disrupts the education process

Students may be arrested for fighting and/or summoned to Juvenile Court.

DISCRIMINATION/HARASSMENT

(Sexual, Racial, Ethnic, Religious)

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

NOTICE OF NON-DISCRIMINATION

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504: (2) Title VI of the Civil Rights Act of 1964: or (3) Title IX of the Educational Amendments of 1972. The school system encourages the reporting party or complainant to use the complaint form available from the principal of each school or available from the central office location.

Mrs. Sheryl Randolph

Mrs. Nancy Reed
Mrs. Gloria Moore

Title VI and IX Coordinator

504 Coordinators

3074 Hickory Valley Road

3074 Hickory Valley Road

Chattanooga, TN 37421

Chattanooga, TN 37421

(423) 209-8654

(423) 209-8590

(423) 209-8589

BULLYING

Bullying will not be tolerated on school property, at a school function or on a school bus. Bullying shall mean deliberate harassment and/or violence against a student perpetrated by another student or group of students. Bullying includes but is not limited to:

- Physical violence
- Taunts, name-calling or ethnic, racial or gender based verbal abuse.
- Threats, intimidation, or extortion.
- Conduct which creates a hostile or offensive learning environment.

A student who commits an offense under this policy shall be disciplined appropriately, including but not limited to suspension from school.

SUBSTANCE ABUSE

Students found in possession of alcohol, controlled substances, illegal drugs, intoxicants, imitation controlled substances or paraphernalia or showing the effects of alcohol or other drugs on school grounds or at school-sponsored functions shall be suspended by the principal or the principal's designee for at least twenty (20) school days. Upon the second offense for use or possession of alcohol, the student will be suspended for a minimum of eighty-five (85) school days. Upon the third offense, the student shall be expelled by the School Board. Possession shall mean legally controlled alcohol found on a student or in a student's personal belongings, locker or vehicle.

Cumulative Infractions - In the event a student is guilty of an infraction for use and/or possession, the second infraction, whether or not of a different nature, shall be counted as second infraction for the same type of offense in determining the punishment, so that one offense for possession, and a second offense for use and vice versa, shall be treated as a

second offense for possession or use in determining punishment. The infractions shall include the student's entire school career.

Sale, Transfer, or Receive - Any student who shall sell or transfer to another person or receive alcohol upon school property, on a school bus, or at a school sponsored event or activity, shall be suspended from school for a period up to eighty-five (85) school days. The facts of each situation will determine whether or not there has been a transfer. For the second offense of selling, transferring or receiving, the student may be expelled from the school by the School Board. Any student expelled for alcohol offenses shall be referred to the Hamilton County Juvenile Court. *Any person who is found guilty by any court of using, possessing, or selling legally controlled drugs or alcohol in an unlawful manner off campus or not at a school-related function shall be subject to the same suspension as he would have been if the offense had occurred on school property. TCA 49-6-3401(a)(12)*

SUSPECTED CHILD ABUSE

Tennessee law requires that any person who knows or has reason to suspect that a child has been abused must report the allegation to the toll-free hotline number or local law enforcement.

Remember, "has reason to suspect" means you have seen indicators of abuse, the child has disclosed abuse, or you have a "gut" feeling something might not be right. It does not mean that you are certain that abuse has occurred. Reporting abuse, or suspected abuse, is actually a request for professionals to investigate further.

If you suspect child abuse, call the Tennessee Toll-Free Hotline at 1-877-54-ABUSE (1-877-542-2873).

TOBACCO

Students shall not use, possess, or transfer tobacco products in any form on school premises. This shall include use in cars, school buses and/or during any school sponsored activity whether it occurs before, during or after school hours. To possess: shall mean to have tobacco products on the person, in the vehicle or other areas in control of the individual, including one's personal effects. To use: shall mean holding of a lighted cigarette, cigar, or pipe, any inhaling of the smoke of

tobacco, or any chewing or dipping of any tobacco product. To "transfer" shall mean to give or pass contents of article from one person to another. School administrators reserve the right to inspect lockers, automobiles, and personal effects on the premises. Use or possession of tobacco products on school property will result in a citation to appear in Juvenile Court. Violations of this tobacco policy shall subject the student to the penalties indicated under the disciplinary guidelines, which may also result in a suspension. *All Hamilton County facilities are smoke free environments per Board Policy as of 7-1-94.*

ZERO TOLERANCE POLICY

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

A. Zero Tolerance Offenses

- Bringing to school or in unauthorized possession on school property of a firearm, explosive or incendiary device, poison gas, bomb, grenade, rocket, missile, mine or similar device. (A firearm is defined as any weapon which will or is designed to or may be readily converted to expel a projectile by the action of an explosive.)
- Committing battery upon any teacher, principal, administrator, on any other employee of a local education agency or school resource officer.
- Unlawfully possessing any controlled substance or legend drug. A controlled substance is any drug included in state law as a Schedule I, II, III, IV, V, VI or VII substance. A legend drug is any item which federal law prohibits dispensing without a prescription from a licensed doctor, dentist, optometrist or veterinarian.
- These offenses require that the student be expelled for a period of not less than one (1) calendar year, except that superintendent may modify this expulsion on a case-by-case basis. Expulsion means removed from the pupil's regular school program at the location where the violation occurred or removed from school attendance altogether.

B. Other Offenses Which May Result in Year-Long Suspension

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

- Possession of a knife or any other device with a sharp blade attached, club, knuckles or any instrument which is capable of inflicting injury to or disabling another individual.
- Possessing, transferring or receiving drug paraphernalia.
- Possessing, transferring, receiving or using any substance which the student indicates or understands to be a substance which is controlled in any manner by state or federal law.
- Possessing, transferring or receiving non-prescription drugs.

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

SEARCHES

All students and visitors are subject to being searched for drugs, drug paraphernalia, dangerous weapons, and other property not properly in their possession.

SEARCH OF LOCKERS - In accordance with Tennessee state law, students are notified that lockers and other storage areas are school property and are subject to search. TCA 49-6-4204

SEARCH OF PERSONS - A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student or other person if such action is reasonable to the principal. TCA 49-6-4205

SEARCH OF VEHICLES - Vehicles located on school property are subject to search in accordance to: TCA 49-6-4206. Animals may be used to facilitate a search on school property in accordance with TCA 49-6-4208.

DRIVER'S PERMIT AND LICENSE SF1010 FORM

Any student under the age of eighteen who is applying for a TN driving permit or license will be required to take form SF1010 to the driver license station. Students may obtain the form from the attendance clerk while school is in session.

Allow a minimum of one week for the form to be completed and returned to the student.

Tennessee State Law requires that students pass at least three full subjects to apply for the SF1010/Permit form.

Also, students cannot miss more than 10 consecutive days or 15 days total of unexcused absences during a single semester. When a student applies for the driver's license or permit, the SF1010 is only good for thirty (30) days from date of issue.

DRIVER'S LICENSE REVOCATION

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

DRIVING AND CAMPUS PARKING

Students need to understand that parking on school property is a privilege, not a right afforded to students. Certain conditions are attached to privileges. Students who fail to uphold those conditions will be subject to loss of parking privileges with no refund of fees paid, and disciplinary actions. The conditions for parking are as follows:

- All students who drive on school grounds must possess a valid driver's license.
- Students must register any vehicle they intend to drive to school with school authorities. All information requested must be given on the registration form. A \$40 parking fee (each semester) is to be paid prior to issue of the permit. This permit is to be hung on the rear view mirror - NO EXCEPTIONS.
- Vehicles without visible parking permits are subject to towing at owner's expense.
- No students are to park in the spaces which are reserved for faculty.
- All students should lock and secure their vehicles.

- Students are not to allow anyone to borrow their permit. Permits must be used on the registered vehicle only.
- Students conducting or allowing illegal activity in their cars on school grounds will be subject to losing their permit permanently, as well as normal disciplinary action in regard to the discipline policy.

Reasons for Loss of Driving Privileges

- Speeding (15 mph speed limit) or reckless driving (including entering and exiting campus).
- Entering parking area during the school day without permission from the office.
- Excessive tardiness/absences – to be determined by administration.
- Refusal to follow school official's directions.
- Allowing another student to borrow permit.

We ask that only teachers park in front of the school. Parents please do not use this as an area to pick up or drop off students. At no time should student drivers be parked in the front parking lot of the school.

ELEVATOR

The elevator is off limits to all students unless given specific permission by an administrator and are issued an elevator pass. Use of the elevator without permission will result in disciplinary action.

FIELD TRIPS

School sanctioned field trips will follow Hamilton County Board Policy regard the administering of field trips. Under no circumstances are students permitted on field trips without a properly signed permission slip. Decisions regarding student participation may be based on attendance, grades, and/or behavior.

MEDICATION POLICY

Medication is not dispensed to students. This includes, but is not limited to, aspirin, Tylenol, cough medicine, and/or antibiotics. However, when children require long-term prescription medication, the principal or his designee, in compliance with the following Hamilton County Department of

education Board Medication Policy, will administer the medication.

“Medications should be limited to those required during school hours and necessary to maintain the child in school. School nurses should administer medications or other non-medical school personnel designated by the school principal. Any student who is required to take medication during the regular school day must comply with the following regulations:

- A written permission form for prescription medications will be provided to the parent by the Health Services Department. This form must be completely filled out and signed by both the parent(s) and child’s licensed health care provider.
- A new permission form must be provided to the school at the beginning of each new school year. The permission form must be updated when there is a change in dosage or time of medication.
- Middle and High School students are permitted to bring medication to school provided it is taken to the office or clinic immediately upon the student’s arrival at school. Medication must be in the original prescription bottle and refilled in like manner. Failure to follow this regulation can result in a student being suspended.
- If medication is administered by non-medical school personnel, the school nurse will provide instruction on the proper administration of medication, and the potential benefits and side effects. Any medication given will be documented on forms provided by the Health Services Department.
- All medication will be kept in locked areas.
- A parent or legal guardian at the end of the school year must pick up any unused medication. Unused medication that is not picked up on or before the last day of school, or medication that has expired, will be properly disposed of by the school.
- School nurses will monitor storage and proper documentation of medications administered, on a regular basis, to insure that medications are handled properly.
- All medications administered will be given in accordance with the above guidelines.
- Prescribed emergency medications to address life-threatening situations must be readily accessible to the students at all times. These may be in the student’s possession or in a designated location as is appropriate to the situation (field trips, etc.). Examples of these

medications include, but are not limited to, asthma inhalers, epi-pens, glucose tablets, etc.

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

SCHOOL CLOSINGS

The director of schools may close schools in the event of hazardous weather or any other emergency that presents a threat to the safety of students, staff members or school property. If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved will be postponed or cancelled.

CONNECT ED

East Hamilton uses the Connect ED system to notify parents or guardians of emergencies, general announcements, and student absences. It is vital we have current information, such as current phone numbers on file.

INTERNET ACCESS RELEASE FORM

In order to be assigned a class that has access to the Internet, or to use any computers on campus, we request the student and parent sign the HCDE authorization form.

FIRE and TORNADO DRILLS

Students are asked to follow procedures as directed by the teacher. Always move quickly and be aware of directions provided to you during this time. There should be no running and no talking during these times. You will be notified when you may return to class.

Teachers and students will be informed and practice our school safety drill at the beginning of the school year.

VISITORS

Tennessee State Law requires that guest passes be issued to anyone who is a visitor to a school other than enrolled students and school employees. All visitors must report

directly to the front office and present a photo ID when signing the guest log. Students are responsible for notifying their friends that they are not to be visited either in the building or anywhere on the school grounds. Any person found on the school grounds without permission from the administration is trespassing and is subject to arrest by authorities.

Finally, we ask that parents refrain from sending balloon and flower bouquets to school. This will help to minimize distractions throughout the school day. Students should not have these items on Hamilton County School buses, especially if it reduces seating capacity on the bus. This will help ensure safety for all students.

EHS HANDBOOK ACKNOWLEDGEMENT AND RECEIPT

Both student and parent or guardian should read this handbook carefully, and sign below. All handbooks must be signed within two days of receipt.

We acknowledge receipt and fully understand the contents of the East Hamilton School Student Handbook.

Student Signature

Parent/Guardian Signature

Date _____

Grade _____