

EARLY TECHNICAL COLLEGE AT



**STUDENT & PARENT HANDBOOK
2021 - 2022**

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Sequoyah High School is a Title I school. Title I is a federal program which provides additional funds to schools based on the percentage of students who qualify for free and reduced lunches.

*Our vision is to develop citizens who are **passionate about their future** by providing real-life experiences to problem solve and collaborate while **empowering students to build on their interests** and by providing **a competitive edge to achieve post-secondary success while in high school.***

- Citizens: Students are an integral part of the greater community and understand their role.
- Real-life Experiences: Students gain first-hand experience in their chosen field. This is the driving force of our students' next steps.
- Problem Solving: Students are empowered to ask questions and equipped to find solutions.
- Collaborate: Students learn to work alongside diverse groups of people and leaders to connect learning, share ideas, and improve learning experiences.
- Empower: Students select and pursue an area of focus for enrichment and certification.
- Competitive Edge: Students are known as preferred hires based on their level of practical experience and industry knowledge.
- Post-secondary Success: Students are prepared for their next steps in the workforce, military, or secondary school selection.



The key principles we value at Sequoyah for our students and staff are problem solving, collaboration, and real-life experiences. These principles are the foundation for school, classroom, and individual decisions to advance our school and community.

STUDENT & ACADEMIC INFORMATION

1:1 DEVICES

Each full-time student at Sequoyah High School will receive a Chromebook to use during the academic school year. In order to receive a Chromebook, students and guardians will have to attend a digital citizenship presentation and sign a contract stating that students/guardians will abide by the acceptable technology use guidelines and are responsible for any damaged or missing Chromebooks.

Hamilton County offers optional Chromebook insurance for families. This is optional but highly recommended.

ATTENDANCE

By law students must attend school daily. Hamilton County Schools (HCS) will allow parent/guardian excuses to serve as documentation for three (3) personal illness days only. After three (3) parent/guardian excused 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/guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school. District personnel will intervene to address habitual truancy using a *Tiered Attendance Intervention* support structure for students and their families. *School Board Policy 6.200*

Tardiness distracts from classroom instruction and the time spent on task. Students who arrive at school after the beginning of the student school day shall be marked tardy, as shall students who arrive late to individual classes during the school day.

Parents may check attendance and tardiness in PowerSchool. Detention will be assigned for chronic tardiness.

Perfect Attendance: Perfect attendance is defined as being present in class each day. The only exception is school sponsored activities.

BELL SCHEDULE

7:15 - 7:25	Bus Drop Off - Welcome
7:25 – 8:40	Announcements (5 min) / 1st Block (70 min)
8:40 - 8:45	Transition (5 min)
8:45 - 10:00	2nd Block (75 min)
10:00 - 10:05 10:05 - 10:10	Transition (5 min) Mid-Day Transfer Bus Pick Up for Partnership Students
10:05 - 10:35	Skinny B / Lunch A (30 min)
10:35 - 10:40	Transition (5 min)
10:40 - 11:10	Skinny A / Lunch B (30 min)
10:56 - 11:05 11:10 - 11:15	Mid-Day Transfer Bus Drop Off for Partnership Students Transition (5 min)
11:15 - 12:30	3rd Block (75 min)
12:30 - 12:35	Transition (5 min)
12:35 - 1:50	4th Block (75 min)
1:50 - 1:55 1:55 - 2:00	Transition to Buses - Transfer Bus Routes return to Zone Schools Car Rider Pick Up
2:00 - 2:30	#SequoyahWorks

CLASS RANKING

- Valedictorian - must have the highest numerical average, rounded to the nearest hundredth. The valedictorian's course selection for their four years of high school must include core courses from the highest level (any combination of Honors, dual enrollment, AP, and IB) offered in English, mathematics, social studies, and science at each high school. The valedictorian must be enrolled in the school from which he/she graduates at the beginning of the junior year.
- Salutatorian - must have the second highest numerical average, rounded to the nearest hundredth. The salutatorian's course selection for their four years of high school must include core courses from the highest level (any combination of Honors, joint enrollment, AP, and IB) offered in English, mathematics, social studies, and science at each high school. The salutatorian must be enrolled in the school from which he/she graduates at the beginning of the junior year.
- For determining valedictorian and salutatorian, only ninth grade students may repeat a course to improve their numerical average. The highest grade earned in a course that has been repeated will be used in determining a student's grade point average and class rank for all other purposes other than determining valedictorian and salutatorian.
- The Valedictorian and Salutatorian will be declared at the end of the fall semester of the student's senior year for media and scholarship purposes. Speakers at graduation will be taken from this group.

DRESS CODE

- Student dress and grooming shall be modest, moderate, and decent. Apparel, accessories or appearance should not interrupt the educational process. In matters of opinion, the judgment of the principal shall prevail. Any student failing to comply with this will be counseled on an individual basis.
- All items listed should be size appropriate.
- See-through garments are not permissible.
- Apparel or accessories may not have writing, pictures, or advertisements that depict drugs, alcohol, tobacco, sex, or other inappropriate material. Symbols, pictures, or word messages that are considered profane, vulgar or offensive will not be permitted.
- Undergarments are not to be worn as outer garments nor should they be visible.
- Shoes: In order to comply with health and safety regulations, all students must wear shoes.
- Shorts: Shorts are allowed as long as the length is no shorter than 2" above the kneecap while standing.
- Pants: Jeans are permissible. Pants may be dress slacks, cotton twill, or corduroy. **Pants must not have holes.** Sagging is not permitted. Pajama pants are not permitted.
- Skirts/Dresses: Skirts or dresses must be no shorter than 2" above the kneecap while standing. Splits in skirts or dresses must not be above the 2" knee mark while standing.
- Tights/Leggings: Tights/Leggings will be allowed under tunics, skirts or shorts that are near the 2" mark to satisfy the requirement of modesty. Tights/leggings are not pants and should not be worn as such.
- Shirts/Blouses/T-shirts: Shirts/blouses/t-shirts must be modest with no visible cleavage, and be long enough to be tucked in. Shirts must have sleeves. *Bare-midriiffs, racerbacks, spaghetti straps and tank tops are not permissible.*
- Hats: Hats, caps, hoods, and toboggans are not to be worn inside the building, this includes hallways, cafeteria, and classrooms.
- Jewelry: The wearing of jewelry must not detract from the learning environment nor be deemed a safety concern.

- Hair: A hairstyle must not disrupt the educational process, nor pose a safety hazard.
- Make Up: Makeup must be appropriate and not disruptive to the educational process. Visible writing or drawing on the body is not permitted.
- Sunglasses: Sunglasses are not allowed in the building unless prescribed by a physician.
- Career and Technical class requirements may supersede the school wide dress code.
- The administration reserves the right to add or delete dress code regulations (or items) in order to maintain safety and preserve the educational environment.

ELECTRONIC DEVICES

Electronic devices are a privilege which is permitted during non-class time, such as before school, during class change, lunch, and after school. ***Use of electronic devices during scheduled class time is allowed only with teacher permission.***

When the inappropriate use of a device causes a distraction to the learning environment, teachers and administrators will address the issue starting with requesting the student turn over the device in question. This includes posting negative comments to social media, sending inappropriate text messages, and/or viewing inappropriate content. A student should turn over to any school official, upon request, the device in question.

Discipline may include, but not be limited to, the device being held the rest of the class period, the device being held for the remainder of the school day, detention, device being held until parental pick-up, parent conference, loss of electronic device privileges, and/or suspension.

FINAL EXAMS

Exemptions

Students may be exempt from their semester exam provided they have an 85 or above average for the course, the course is not one for which there is a state mandated exam, and no more than 3 absences for the semester. This option is at the teacher's discretion. Some exam types are an integral component of the course. **Tardies WILL affect exemptions.** Students are expected to be in class on time. All students will be counted tardy if they are not in the classroom when the tardy bell rings. **Three tardies to any class will be counted as an unexcused absence to determine exam exemptions.**

Retakes

If a student has a passing average before the final examination, the student has an option to retake the examination once if the examination grade would result in course failure.

GRADUATION

Graduation is a time of celebration, but it is also a formal and serious occasion. The following rules must be followed at the Sequoyah High School Graduation Ceremony:

- Every student participating in the ceremony will have completed all graduation requirements.
- Any outstanding debt students owe to the school must be paid before caps and gowns are issued. Graduation fee of \$30.00 pays for the diploma and cover and is considered an outstanding debt if it is unpaid.

- Seniors will dress and act appropriately. Males need to wear a dress shirt with tie, dress pants or khakis (no jeans), socks, and dress shoes (no athletic shoes). Females need to wear a Sunday type dress and dress shoes.

GRADUATION REQUIREMENTS

Updated March 2020

Subject	Credits	Courses/Notes
English	4	English I, II, III, and IV
Math	4	Algebra I, Geometry, Algebra II and one Advanced Math.
		<i>Students must take math each school year</i>
Science	3	Biology, Chemistry or Physics and 1 lab science.
Social Studies	3	World History and Geography, US History and Geography,
		Economics (.5) and US Government & Civics (.5).
Wellness	1	
PE	.5	
Personal Finance	.5	
Foreign Language	2	(same language)
Fine Arts	1	
Major Elective Focus	3	

A satisfactory record of attendance and conduct is required for all graduates.

All graduates must pass the Civics Exam.

All graduates must take the SAT or ACT.

27 credits are required for schools on Block Schedules.

GRADE POINT AVERAGE

Hamilton County high schools may utilize two methods in calculating Grade Point Averages (GPA) for students.

- The first method is a 4.0 scale. The 4.0 scale is defined in the Tennessee Uniform Grading System. This grading scale is used to calculate and determine a student's eligibility for the Tennessee Hope Lottery Scholarship. This state-recognized GPA will appear on the high school transcript for all Hamilton County graduates.
- A second method for determining cumulative GPA may be calculated using weighted quality points. AP and IB courses will receive an additional weight of 1.0. Honors and Dual Enrollment will receive an additional 0.5. The weighted GPA may be requested by certain colleges and universities for admission requirements and scholarships. Assigning additional quality points above 4.0 for these courses is not allowed for the purpose of determining eligibility for the Tennessee lottery scholarships.

GRADING

The Hamilton County Department of Education follows the Tennessee State Board of Education’s *Uniform Grading System* which consists of the following:

Uniform Grading System – Weighted for Advanced Coursework

<u>Grade</u>	<u>% Range</u>	<u>Honors Courses & National Industry Certification</u>	<u>Statewide Dual Credit Courses & Dual Enrollment Courses</u>	<u>Advanced Placement and International Baccalaureate</u>
A	93-100	May include	May include	May include the
B	85-92	the addition of	the addition of	addition of 5
C	75-84	3 percentage points to	4 percentage points to	percentage points to
D	70-74	the grades used to	the grades used to	the grades used to
F	0-69	calculate the semester average	calculate the semester average	calculate the semester average

* 100 is the highest grade that may be recorded for any graded component except for courses with weighted grades.

** Incomplete must be removed during the next grading period.

Out of school suspension days shall be treated as unexcused absences and work missed shall be evaluated at no less than 90% of its value for grading purposes.

GUIDANCE INFORMATION

The Guidance Department of Sequoyah High School exists for the purpose of helping students, parents, and teachers. Our Guidance Counselor is available to assist and advise each student about personal problems, academic problems, career choices, course selection, college choices, and scholarship applications. The Guidance Department also assists in student orientation information and student testing. The Guidance phone number is 843-4707, ext. 65538.

HALF-DAY PARTNERSHIP STUDENTS

Sequoyah High School offers students from neighboring schools the opportunity to attend Sequoyah for a half-day and their zoned school for the other half of the day. This option allows students to participate in extra CTE courses the school offers and gives students the chance to earn 2 credits per semester. Bus transportation is offered for both morning and afternoon sessions. Students must apply and be interviewed before acceptance into the half-day program. Once a student is accepted and completes a minimum of one semester, that student will have the option of attending Sequoyah on a full-time basis pending approval from school administration.

HIGH SCHOOL GRADE CLASSIFICATION

<u>Grade</u>	<u>Block Schedule</u>	<u>Traditional Schedule</u>
10	6 credits	5 credits
11	12 credits	11 credits
12	20 credits	16 credits

HOMEWORK POLICY

Sequoyah High School believes that homework is an integral part of a well-rounded education. Homework enhances learner understanding while fostering the character traits of responsibility and self-discipline which are essential for student success. Every student may expect some homework each night. The actual time may vary from student to student depending on student interest, motivation and assignment difficulty. It is expected that each student will see the relevance of this work and complete assignments to the best of his/her ability. This policy is based on research that supports the benefit of homework in assisting students to reach their highest levels of academic achievement.

HONORS COURSES

Honors courses will be open to all students, having no other requirements other than the normal prerequisites. The criteria for such courses require that “honors courses substantially exceed the content standards, learning expectations, and performance indicators as approved by the State Board of Education.” Three weighted points will be added to the final average for these courses.

HONOR ROLL

Sequoyah High School makes every effort to recognize those students who have excelled. Each grading period, a list of students who have demonstrated academic achievement is posted. The Star Roll is all A’s. The Honor Roll is A’s and B’s. All subjects count toward these lists.

LOST OR DAMAGED TEXTBOOKS

Students will be responsible for the cost of any lost or damaged textbooks that are assigned as part of a class.

MAKE-UP WORK

Make-up work is the responsibility of the student. Excused absences (those meeting board policies) shall entitle students to make up missed work. Unexcused absences may result in homework assignments as make up work that receives reduced credit. Students are allowed five days to complete assignments that were given during the student’s absence. Teachers may provide additional time if extenuating circumstances warrant. For work that was assigned prior to the absence, it is due upon the student’s return to school. Requesting make-up work is the responsibility of the student.

After an excused absence, make up work shall receive up to 100% credit. Any work completed after an unexcused absence may have a credit reduction of 10%.

POWERSCHOOL

Parents will receive a username and password to view their student’s grades and/or attendance online. Parents are encouraged to log on to PowerSchool at least once a week to view their child’s academic progress.

REPORT CARDS

Sequoyah reports each student’s progress on PowerSchool and report cards. Grade reports are provided for parents/guardians and students each nine weeks. Grade reports shall indicate the

student's conduct, attendance, academic, progress and any other information necessary to communicate effectively with parents/guardians.

(TCA 49-6-902) "Any parent who does not have custody of a child or in the case of parents having joint custody of a child, the parent not residing with the child may request in writing that a copy of the child's report card, notice of attendance, names of teachers, class schedules, standardized test scores, and any other record shall be furnished directly."

Report cards, diplomas, transcripts, etc. may be held by Sequoyah High School for those students who owe debts to the school.

STUDENT CONDUCT

The Personal Responsibility of Sequoyah High School Students

As a student of Sequoyah High School, you are expected to be aware of and to accept your individual responsibilities in the following areas:

- Teaching and Learning:
 - Education is a privilege. Sequoyah High School offers you the opportunity to receive an excellent education and gain skills to apply to your life after high school.
 - You may not interfere or disrupt the education and classroom learning environment of those around you.
 - You are responsible for showing respect to your teachers and classmates at all times.
- Personal Relationships:
 - Courteous and respectful treatment is encouraged.
 - Tolerance of differing beliefs and appearance is essential.
 - Dangerous practices such as pushing and scuffling are prohibited. Hazing is strictly prohibited.
 - Public displays of affection between students during school is inappropriate.
 - Students are expected to obey instructions from any school employee who is in performance of his/her duty and to address all adult staff members with respectful word and tone.
 - Official visitors, whether observers, speakers, or entertainers are considered honored guests and should be treated with courtesy and respect.
- Responsibility for Your Own Actions:
 - You are responsible for your own choices and actions. You cannot control the actions or behaviors of anyone around you, only how you choose to act and respond to those around you.
 - If you encounter problems in dealing with other students, consult an administrator, guidance counselor or teacher.

Care of School and Personal Property

- Students should take pride in our campus and help to maintain a positive appearance of our school and grounds.
- Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

General Guidelines for Student Conduct

- Students are under the jurisdiction of all teachers when in the halls, at lunch, during assemblies, extra-curricular events, field trips, etc.
- Students are to abide by the class rules initiated by the teacher.
- Students late to school/class are unexcused unless they have a written excuse from the office.
- Students should be prepared for class each period with appropriate books and materials. Students are to follow directions of the teacher the first time asked.
- Students should not enter the hall without a hall pass from the immediate supervising teacher.
- The teacher, not the bell, will dismiss the class.
- The expectations for behavior are the same when a substitute teacher is present.
- All students must park in the area provided and only with the appropriate permit
- No student will be permitted to go into the parking lot without authorization from the office. Students in the parking lot without permission from the administration are subject to discipline and/or suspension.
- No students will be permitted to leave campus without an excuse from the office.
- Students are to refrain from inappropriate language.
- Possession or use of tobacco products in any form in the building, on campus, or during school-sponsored events is prohibited.
- Respect other people's personal property.

STUDENT DRIVING AND PARKING

Students need to understand that parking on school property is a privilege afforded to students and not a right. Certain conditions are attached to privileges. Students who fail to uphold those conditions will be subject to loss of parking privileges, monetary fines, and/or disciplinary actions.

The Tennessee Department of Safety will revoke the driver's license of a student for the following violations:

- 15 or more unexcused absences in a semester
- 10 consecutive unexcused absences in a semester
- Failing three or more subjects in a semester

Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons.

The conditions for parking at Sequoyah are as follows:

- Students must possess a valid Tennessee driver's license and abide by all restrictions and conditions imposed by such license.
- All students will park in the assigned area in front of building "B".
- Students will register any vehicle that they intend to drive with school authorities. Upon registration at any time during the first semester, a \$25.00 fee is required. This permit is to be displayed in the appropriate manner.
- Vehicles parked in NO PARKING spaces, fire lanes, or handicapped spaces are subject to be towed at owner's expense.
- Students using tobacco or permitting such in their vehicles or on school grounds are subject to losing their parking permit and other disciplinary actions.
- All students should lock and secure their vehicles.

- Students are not to exceed a 10 MPH speed limit on campus.
- Students are not to litter the parking lots.
- Parking lots are off limits during the day unless permission is granted by the administration.
- Students are not allowed to sit in their cars after arriving at school. Each student shall leave the car upon arrival and enter the building.
- Sequoyah is not responsible for theft or damage to vehicles or possessions in vehicles that are parked on campus.

Reasons for Loss of Driving Privileges

- Speeding and/or reckless driving (including entering or leaving campus).
- Allowing students to ride on the exterior of the vehicle.
- Skipping class in a vehicle – 1st offense.
- Five tardiness in one nine-week grading period.
- Multiple infractions or parking regulations.
- Refusal to follow school officials' directions.
- Allowing another student to borrow a parking permit.
- Using tobacco or permitting the use in your car on school grounds.
- Other violations of state and/or school policies.
- Causing a disruption to the academic environment when entering or leaving campus.

GENERAL INFORMATION & PROCEDURES

ACCESS TO STUDENT INFORMATION

Student information will not be released to any third party without written parental/custodial consent. Exception: Military recruiters and college officials may be given access to student information as defined by law with the exception of those students whose parental/custodial guardian sign a form denying access

Release of student information under the “No Child Left Behind” Act. As of July 1, 2002, local schools under the Elementary and Secondary Education Act (ESEA) must provide to military recruiters, upon request, secondary students names, addresses, and telephone numbers. In the past, local schools, including SHS, released “directory information” to colleges, the NCAA, and other public institutions upon request. This is our notice to students and parents that this information is being released.

The ESSA Act also states, “A secondary school student, or the parent of the student, may request that the student’s names, addresses and telephone listing not be released without prior written parental consent.” SHS will give each student a form within the first two weeks of school that will let you “opt out” of public, nonconsensual disclosure of directory information, and you will have two weeks after that to return the form. After this, forms can be picked up and returned to the Guidance Office for parents and students wanting to not have their directory information disclosed.

ARRIVAL TO AND DEPARTURE FROM SCHOOL

Students should immediately report to the Cafeteria area upon arrival by bus or car. Students are not to loiter in the parking lot or sit in their cars.

Students are to leave the school promptly at the end of the day.

The School Board cannot be responsible for students left in the morning at school earlier than thirty minutes prior to the beginning time of school and for students who are not picked up by the time the last bus leaves in the afternoon.

The drop-off point for all students will be in front of Building B. Please do not pass buses while they are unloading.

Car riders may be picked up in the afternoon in front of Building B. Bus riders will report to the awning in the rear of Building A.

BUS PROCEDURES AND REGULATIONS

It is important to remember that the bus drivers are in complete charge of the students on their buses and their instructions must be followed at all times. Bus drivers are authorized to assign seats. Tobacco use, vaping, or eating is not allowed on the bus. Offenses will carry the same punishment as similar offenses at school and may result in loss of transportation privileges.

CAFETERIA

Hot lunches will be served daily. A plate lunch includes meat, two vegetables, bread, and milk. Other foods are also available for purchase. Students may bring their own lunch but must eat in the cafeteria area during lunch. Coke machines and snack machines are not to be used during the lunch period.

Beginning September 8, 2020, all students will be eligible for free meals through June 2022 thanks to a USDA program.

Students that normally pay reduced or full-pay prices will no longer be charged for breakfast or lunch. This includes one breakfast and one lunch per student per day. A la carte items and extra portions are not included.

Questions? Call the School Nutrition office at 423-498-7275.

A full *A La Carte List*, A La Carte pricing, and additional information regarding My Payments Plus is available at hcde.org.

Per Hamilton County policy high school students may not charge meals or A La Carte items. For your convenience, you may monitor and manage your student's account through [My Payments Plus](#).

CHILD ABUSE SUSPICION PROCEDURE

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 indications of abuse, the child has disclosed abuse, or you have a “gut” feeling something may 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. Taken from TCA 37-1-403

Failure to report child abuse is punishable by up to 11 months and 29 days in jail and a maximum fine of \$2500.00.

DISMISSALS

Dismissals may be granted for doctor appointments, court appearances, funerals, or school activities. Dismissals for reasons other than those listed will be handled individually by the administration.

Dismissals will be handled through the main office using the following procedures:

- Students may be dismissed by submitting a written request to the main office at the beginning of the school day for dismissal.
 - The note must state the student’s name, the time and reason for dismissal, parent or guardian’s signature, and a valid telephone number where the parent or guardian may be reached for confirmation of the request. All dismissal requests will be verified by school staff.
- Students may be dismissed by having a parent or guardian in person at the main office to sign the student out. A valid ID is required when dismissing a student and the guardian must be listed on the student’s registration paperwork.

DUAL ENROLLMENT PROGRAM

The Hamilton County Department of Education has established a joint enrollment program with Chattanooga State and UTC. This program allows high school students to earn college credit during the regular school year or during the summer. Admission to the program is contingent upon:

- A cumulative grade point average of 3.00 or higher or an “A” average in courses related to their elected course of work if their overall GAP is less than a 3.00.

- The results of the English and Math placement test which will be administered by the college or university.
- ACT score of at least a 19 overall and a 19 in the area in which the class falls.
- Costs are based on the prevailing per semester hour fee at the college, plus their usual application fee. This cost must be paid by the student and proof of payment presented to the guidance office during the first week of class. Sequoyah attendance policies apply to the dual enrollment programs. Dual enrollment students earn four additional points on their average.

EMERGENCY CLOSING OF SCHOOL

The School Messenger Phone System, Remind, and school social media will be used in case of emergencies to update parents and guardians on early dismissal or late starts of school.

EMERGENCY CARD INFORMATION/ PUPIL INFORMATION/ CHANGE OF ADDRESS

If during the school year any pertinent information changes from what was submitted during registration, please report any changes to the main office to update the information as quickly as possible. This is very important in keeping our records up-to-date and also enables the contact of a parent or guardian in case of an emergency.

FIRE, TORNADO & SCHOOL SAFETY DRILLS

The school is equipped with an emergency alarm system. Drills will be conducted on a regular basis to allow students to be familiar and prepared with emergency procedures.

IMMUNIZATIONS

All students must have immunizations as required by the state. Specific information regarding state regulations can be provided by the Chattanooga/Hamilton County Health Department. Transfer students must have an updated Immunization Card issued from the Chattanooga/Hamilton County Health Department.

INSURANCE

Student accident insurance is available during the school year for the school day and 24 hour coverage. All students in career and technical programs are required to have this insurance or their parents must sign a waiver stating that the child is already covered.

JUNIOR/SENIOR PROM

Sequoyah High School's prom will traditionally be held in the spring of each year. This is a formal affair. Your date does not have to attend Sequoyah High School, however, you must complete a Prom Registration Form for permission to have an escort who does not attend SHS. Proper attire is required. Ladies and gentlemen wear formal dress. Tuxedo or an appropriate suit (coat and tie) for gentlemen and formal evening dress for ladies is considered appropriate. The administration reserves the right to be the final judge as to what is appropriate for the evening. Students are not allowed to leave the prom area and return to the prom. Any suspicion of possession or use of drugs and/or alcohol on prom night will result in suspension from school and the student's parents will be requested to pick up their child. Proper law enforcement authorities will be on duty and notified if necessary.

LOST AND FOUND

The Lost and Found Department is located in the Main Office. If you have any lost articles, check with the school secretary.

MONEY AND VALUABLE ARTICLES

All valuable articles should be in the possession of the owner at all times. DO NOT leave money or other valuables in lockers, shop areas, or desks. The school cannot accept responsibility for money or other valuable articles that are stolen or borrowed.

PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)

The primary source of support for our school will come from our Parent-Teacher-Student Association. This organization is especially interested in the welfare of the students in the community and strives to help in any way possible. All parents and students are urged to join the PTSA and to attend the meetings. Meeting times and dues will be announced.

POSTERS AND ANNOUNCEMENTS

School related posters to be displayed at Sequoyah High School must be approved by a teacher. An administrator must approve non-school-related announcements. The individual posting the poster or announcement is responsible for its removal.

SCHOOL MESSENGER

Sequoyah High School will utilize School Messenger to communicate with parents and students through the automated phone system. It will be used to distribute pertinent information and make parents aware of student absences.

SEXUAL HARASSMENT COMPLAINTS REPORTING 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 which may constitute harassment or sexual harassment, should report the alleged acts immediately to an appropriate school system official as designated by this policy. 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 central office locations.

In each school the principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Area Director and Human Resources immediately without screening or investigating the report.

The HCDE School Board hereby designates the Superintendent, and/or his designee, to receive harassment reports or complaints of sexual harassment from any student, employee, or individual who states he/she is a victim of harassment or sexual harassment. The complaint can be filed directly with the Superintendent of Schools and/or his designee.

Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades, or work assignments.

The school system will respect the *confidentiality* of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as is appropriate based on the results of the investigation.

STUDENT SICKNESS AT SCHOOL

What to do if you are injured or become ill while at school:

- Report the problem to the nearest teacher.
- The teacher will notify the school nurse and direct the student.
- DO NOT take medication from anyone. Teachers cannot give aspirin or any other type of medication. Please do not ask them.
- DO NOT bring any medications on campus without following the guidelines below.

What to do if you bring medication to school:

- Over the counter medications are NOT allowed on campus.
- Prescribed medications by a licensed physician must be taken directly to the school nurse and must be accompanied by a medical form signed by both the physician and parent/guardian.
- All medication, including prescription and over the counter (even aspirin), must be left with the school nurse. Parents are required to sign a form authorizing the medication to be administered. Prescription drugs must be accompanied by a doctor's note.

VISITORS

Parents are always welcome. ALL visitors must check in at the main office and get a pass before visiting any area of the school. Visitors must provide a State issued photo ID when visiting the school.

TRANSFER/WITHDRAWAL FROM SCHOOL

Notify the Guidance Office the day before withdrawal when possible. Get your withdrawal sheet from the Guidance Office and have it signed by all appropriate teachers and staff. All debts, including textbook charges and cafeteria charges, must be paid. No records will be sent to another school until a student is properly cleared of all obligations.

USE OF POLICE AT SEQUOYAH HIGH SCHOOL

It is Hamilton County School Board Policy that the police are notified for Zero Tolerance violations, fighting and theft. The administration at SHS has the responsibility for dealing with student discipline violations. We will make every effort to do so in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, when students or parents refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will not hesitate to call the police and initiate arrest and prosecution proceedings.

DISCIPLINE INFORMATION & PROCEDURES

DIGITAL CITIZENSHIP

Digital Citizenship is the act of using technology resources responsibly and safely. Teaching good digital citizenship to our students provides an opportunity for them to unite their daily activities with their choices in a digital society. HCS requires Pre-K through 12th grade learners to demonstrate and exercise the safe, responsible, and legal use of all technology, the internet, and social media that may be accessed for various reasons (i.e. communication, research, and etc.). It is our goal to empower every student to become a responsible digital citizen in order to prevent incidents of cyberbullying and other harmful practices associated with technology use.

Due to a wide array of curriculum practices, instructional methods, and technological capabilities across the district, each school has the autonomy to establish their own guidelines in determining the use of technology during school hours and school events for educational purposes only.

ZERO TOLERANCE

According to state and federal law, a student who commits a zero tolerance offense is expelled for one calendar year, unless modified by the Superintendent. This includes offenses on any school properties, including buses and at school-sponsored activities. All violations will be reported to local law enforcement officials.

The following are zero tolerance offenses:

- **Weapons and dangerous instruments** - These shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.
- **Drugs** - Any student who unlawfully possesses or is under the influence of any drug including any controlled substance or legend drug.)
- **Assault** - Any student who commits aggravated assault or commits an assault that results in physical contact with any teacher, principal, administrator, and other employee of the school, or school resource officer.
- **Threat by Electronic Device** - Any student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school.
- *School Board Policy 6.309*

SEARCHES

Students have the right to be safe and secure at school and pursue their education in a disciplined environment conducive to learning. Therefore, students and all their property will be subject to random administrative searches. Refusal to cooperate with a reasonable request may result in disciplinary actions.

Any principal, or designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug

paraphernalia or dangerous weapons), and containers or packages if the principal or designee receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

School Board Policy 6.303

BULLYING/CYBERBULLYING AND HARASSMENT/HAZING

It shall be a violation of board policy for any student to bully or haze another student whether directly, through a third party, or through the use of electronic devices such as text messages or posts on social media sites.

For purposes of board policy, bullying includes any act that substantially interferes with a student's educational benefits, opportunities or performance. If the act occurs on school grounds, on a school sponsored activity, on school sponsored transportation or at a school designated bus stop, it is bullying if it has the effect of harming a student or damaging his or her property; knowingly placing a student in reasonable fear of harm to the student or to his or her property; causing emotional distress to the student; or creating a hostile educational environment. If the act occurs off school property or outside of any school sponsored activity, it is nevertheless bullying if it is directed at a specific student or students and has the effect of creating a hostile educational environment or a substantial disruption to the educational environment or the learning process.

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include inappropriate text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. Hazing is any act intended or reasonably expected to endanger the physical or mental health of a student or students, or to humiliate, intimidate or demean a student or students in connection with joining or maintaining membership in any team or organization affiliated with any school or school program. *School Board Policy 6.304*

Claims of bullying/harassment/cyberbullying/hazing are to be directed to the building administrator for investigation without the fear of reprisal or retaliation. False accusations as a means of reprisal or retaliation will be disciplined in accordance with the district policies, procedures, and agreements. HCS will host annual events for parents to discuss prevention strategies. Dates, times, and locations will be forwarded through the HCS messaging system.

UNACCEPTABLE CONDUCT AND CONSEQUENCES

Acts Against Persons

The Hamilton County Board of Education is fully committed to providing a safe and orderly learning environment for all students in order for them to achieve academic success. This environment shall be free from discrimination, harassment, sexual harassment, hazing, bullying or cyberbullying. The Hamilton County Board of Education will not tolerate acts of discrimination, harassment, sexual harassment, hazing, bullying, or cyberbullying toward students by other students or staff. In addition, the Board will not tolerate conduct aimed at

defining a student in a sexual manner or conduct impugning the character of a student based on allegations of sexual promiscuity.

If a pupil is determined, via a fair and thorough investigation made by the principal or the principal's appointed representative, to have acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, which the student honestly believed to be real at that time, then, at the principal's recommendation, the student may not face any disciplinary action.

Attendance Incidents

The Hamilton County Board of Education believes in the establishment of a tradition of regular school attendance for each student. Attendance establishes the first step toward a successful academic career culminating in a high school diploma and this is an essential concept to learn for the job market. Presence in school is a key factor in student achievement and, therefore, students are expected to attend each day that school is in session.

Disruptive Incidents

The Hamilton County Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. Hamilton County students are expected to behave in a way that does not interrupt the education of other students. Board policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.

Board policy also addresses any conduct taking place off of school property or outside of the school sponsored activity if this conduct is directed at a specific student or students and has the effect of either creating a hostile educational environment or substantially disrupting the educational environment or learning process. *School Board Policy 6.304*

Property Incidents

A student will be held responsible for the cost of replacing any materials or property which is lost or damaged, including textbooks, library books, equipment and buildings. All money collected shall be placed in the system-wide school fund.

School Bus Behavior Incidents

By law, school bus transportation is a privilege and not a right. A student shall be prevented from using bus transportation if his/her behavior physically endangers other riders, causes problems on the school bus or when he/she breaks state and/or local rules and regulations pertaining to school bus transportation. All bus referrals need to be documented and kept on file at the school. School Administrators need to ensure that all bus infractions/referrals are reported to the District Transportation Director in a timely and appropriate manner.

Substance Abuse/Drug Incidents

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

vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Other Criminal Incidents

Off-campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the educational process. TCA 49-6-3401

NOTE: The **discipline matrix** can be accessed on the Hamilton County Department of Education website. This matrix sets forth the guidelines for assessing consequences for violations of school board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. However, the Learning Community Executive Director must be consulted when this deviation occurs - prior to finalizing the parental notice.