

South Pittsburg High School and Academy

2024-2025 Student Handbook

*Policies in this handbook are current as of 07/01/2024 and are subject to change. Anything omitted from this handbook is subject to policies set forth by the Marion County Board of Education.

South Pittsburg High School

717 Elm Avenue

South Pittsburg, TN 37380

(423) 837 - 7561 office

(423) 837 - 4532 fax

www.southpittsburghhigh.org

Kelli Nelson, Principal

Heath Grider, Assistant Principal

Every adult action reinforces the belief that all of our students can succeed in a college or career of their choice.

VISION STATEMENT

The core vision of South Pittsburg High School and Academy is to advance student academic development and achievement. Each student must be challenged academically, graduate fully prepared for post-secondary learning opportunities and ready for the challenges of a career.

BELIEF STATEMENTS

We believe:

- All students can learn
- Learning (education) is a shared responsibility between students, parents and teachers
- Students should participate in educational activities which promote physical, social, creative, intellectual and cultural growth
- Students must learn to be responsible citizens in our community and have opportunities for community service and leadership
- In today's world, students must be literate in current technology
- Students, parents, and teachers must treat each other with mutual respect
- Students become lifelong learners through cooperative learning, social interaction, communication, and critical thinking

SCHOOL HOURS

School hours for students are 8:00 a.m. to 3:00 p.m. The office will be open from 7:15 a.m. to 3:30 p.m.

SCHOOL CLOSING & SEVERE WEATHER

Announcements concerning the closing of schools in Marion County due to inclement weather will be made on local radio and TV stations and via our Remind message system and South Pittsburg High School Facebook page. Please listen to these radio and television stations and do not call the school. We will need to keep the lines free for emergency use. Parents and students should have a plan for early dismissal from school due to weather conditions. These emergency plans will be followed in the event of an early dismissal. Refer to page 7 for directions on how to sign up for our Remind account for parents and students.

SCHOOL COUNSELING PROGRAM

The School Counselor, Mrs. Lynn Cooper, is available from 7:00 a.m. – 3:15 p.m. and by appointment.

The School Counselor works closely with all students in the school. The counseling program is designed to be proactive in nature. The role of the counselor is to guide, advise, recommend, consult, and assist with the near limitless variety of concerns that students, parents, teachers, administrators, and the community-at-large may have. Specifically, the thrust of the counseling program is defined by three major goals:

1. To assist students with personal and academic concerns such as coping with stress, learning to study, getting into the right classes, graduating on time, and improving standard/state scores.
2. To help students develop educational and career decision-making skills including knowing how to make decisions, developing individual interests and abilities, learning about jobs and careers and the education necessary to get there, and how to research and get into the right college or job.
3. To aid students in developing interpersonal skills such as resolving conflicts, communicating effectively with others, and understanding how their decisions affect others and their own future.

The school counselor serves as part of the school-wide bullying prevention program and works closely with administrators, teachers, students and parents to eliminate bullying at SPHS.

Guidance services are provided by the counselor for ALL students through individual and class meetings, appointments with parents, community presentations and collaboration with teachers and colleges. The school guidance program focuses on identifying and teaching students those skills that will prepare them for life after high school and help them become successful adults. Please check the high school webpage frequently for updates to the counseling program, scholarship information, financial aid, parent presentations/meetings, and other useful information.

IMPORTANT NOTICE:

High schools that receive federal funding are required to provide military recruiters (upon request) with student names, addresses and phone numbers of 11th and 12th graders. The same information may also be released to post-secondary institutions when requested.

Parents have the right to file notification with the school requesting that directory information not be released. In the event that a written refusal is not filed, it is assumed that there is no objection. Parents not wanting their student's directory information released must send a written notice to the school within the first 30 days of enrollment.

Notice may be turned in at the main office or mailed to:

South Pittsburg High School
Principal
717 Elm Avenue
South Pittsburg, TN 37380

GENERAL INFORMATION

ARRIVAL/DISMISSAL

Arrival: No student should arrive at school before 7:00 a.m. Students in grades 9-12 who arrive before 7:40 a.m. must go to the auditorium. Students in grade 7-8 who arrive before 7:40 must report to the gymnasium. We are not responsible for any students who arrive at school before 7:00 a.m.

Dismissal: If a student must leave school during the school day, the person who is picking the student up must go to the office to sign out the student. No parents are allowed to go to the classrooms. If a student is released from school in a way other than their normal way home, a parent/guardian must call the school to notify of any changes. If a student is picked up from school before 3:00 p.m. it is considered an early dismissal and will be considered unexcused unless a parent note or medical excuse is presented to the school office within 3 days. Students will not be permitted to leave campus for the purpose of purchasing lunch. For your child's safety, only designated persons shall pick up students. These persons shall be on file in the school office.

Dismissal During Exams: Please note that during exams, including standardized testing such as TNReady, ACT, TCAP, etc. students may not be permitted to leave school early. Please be mindful of your child's schedules when making appointments. It is crucial that your child be present during these exams. Failure to sit for the AP (Advanced Placement) nationwide exam will result in honor points being subtracted from the student's final grade.

VISITORS

Students will not be permitted to bring friends or relatives to visit them during school hours. Except at school programs, athletic events, open house and similar public events, all visitors must report to the school office when entering any Marion County Department of Education (MCDOE) school and sign a logbook. Passes shall be issued to all persons other than students and employees of MCDOE after submitting approved forms of identification and receiving approval from the school's security monitoring service. The Principal or his/her designee shall exercise discretion in determining the areas of the school that persons are permitted to visit.

To maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, MCDOE staff members parents of students assigned to the school, and other persons approved by the principal.

Individuals who come onto school premises are expected to behave respectfully and lawfully. Specifically, actions of school visitors that are prohibited include, but are not limited to:

- Cursing and using obscenities;
- Disrupting or threatening to disrupt school operations;
- Acting in an unsafe manner that could threaten the health or safety of others;
- Verbal or written statements or gestures indicating intent to harm an individual or property; and
- Physical attacks intended to harm an individual or damage property.

Any person improperly on the premises of a school or District-owned or leased facility or who violates this Visitors' Code of Conduct shall depart at the request of the school Principal or his/her designee or the Superintendent or his/her designee.

The Principal or his/her designee or the Superintendent or his/her designee shall contact law enforcement officials when he/she believes the situation warrants such measures.

SCHOOL ANNOUNCEMENTS

Announcements are made each morning at 8:00. If a message needs to be left for a student, please call before 1:30.

REGISTRATION INFORMATION

Your child must have the following on file at South Pittsburg High School. School Board policy states that these documents must be on file 30 days after the date of registration and will be presented to the School Counselor's office: Copy of Birth Certificate, Physical and Immunization Record, Proof of Residency, Legal Guardianship papers if applicable. Registration may be delayed if we are awaiting academic information from a previous school to determine accurate class placement. If you have any questions, please call the School Counselor, Lynn Cooper.

CHANGE OF ADDRESS & PHONE NUMBERS

It is very important that the school have current addresses, phone numbers, and emergency information. Please notify the school if there are any changes to this vital information.

DELIVERY OF GIFTS/FOOD TO STUDENTS

Deliveries of gifts to students are accepted in the main office of South Pittsburg High School and must arrive by 2:00 p.m. Gifts will be given to students at the end of the school day. However, delivery of food from relatives, friends, or any online app such as DoorDash will NOT be permitted. This becomes a safety issue for our faculty, staff, and students.

SCHOOL TELEPHONE

If a student becomes sick, the school office will notify a parent or guardian. Students may not be called out of class to accept any phone calls. If a message is needed to be given to a student you may leave it with the school office, which will ensure that the student receives the message before the end of the school day. School phone lines are for business use, students may only use the school phone with permission of the office.

SCHOOL ASSEMBLIES

School assemblies are a privilege, not a right for students. Student discipline, attendance, and academics can be used to determine assembly participation. Visitors will have to receive permission to attend assemblies and must sign-in in the office. As noted earlier, students from opposing schools will NOT be permitted to attend any student activities such as pep rallies or class competitions.

MEDICINE

No school official or teacher will routinely dispense medication to students except in unique situations in which the child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours, and the parent cannot be at the school to administer the medication, only the Principal or the Principal's designee will administer the medication in compliance with the following regulations. Written instruction signed by the parent will be required and include:

1. Child's name
2. Name of medication
3. Name and signature of physician
4. Time to be administered
5. Dosage and directions for administration
6. Possible side effects, if known.
7. Termination date for administering the medication.

The medication must be delivered to the main office, in person, by the parent or guardian of the student unless the medication must be retained by the student for immediate administrations (i.e. student with asthma). The medication must be brought to the school in a container appropriately labeled by the pharmacy or physician.

Unless these requirements can be met, medication will not be administered at school.

The administrator/ designee will:

1. Inform appropriate school personnel or the medication being administered.
2. Keep an accurate record of the administration of medication.
3. Keep all medication in a locked cabinet except medication retained by a student per physician's order.
4. Return unused medication to the parent or guardian only.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication. Forms must be completed and returned to the main office before any medication can be administered. Any medication not picked up by the parent/guardian by the last school day will be destroyed.

DRESS CODE

South Pittsburg High School follows the current dress code set forth by the Marion County Board of Education (Policy 6.310)

(1) Rationale

The principals, designated by the Board of Education as the educational leaders of Marion County Schools are generally responsible for the attitude, manners, and conduct of the students and staff. Therefore, the principal, subject to confirmation by the Director of Schools and the Board of Education, has specific authority to determine a standard of dress and good grooming that will be compatible with a wholesome school situation. All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in conformity with the accepted standards of the community; and to contribute in such manner to the academic atmosphere and not detract from it. No attempt will be made to dictate fashion styles as long as they are in keeping with Marion County Schools' policies. It should be noted, however, that it is the responsibility of the student and parent to adhere to the Dress Code. The Administrators of the Marion County Schools shall have the right to appraise any current fashion or fad and determine whether or not it is appropriate for school. Fashions that the principal deems a distraction to the educational process will not be allowed. In matters of opinion, the judgment of administrators will stand.

In order to provide a safe and secure school, strengthen the educational focus, and establish an orderly learning environment while preparing students for success in the professional work place, students, parents and faculty at Marion County Schools have established the following standards for student dress and appearance.

(2) General Information

Students are expected to adhere to dress code at all times while on campus during regular school hours. The school staff will correct any fixable violations, with repeated violations possibly carrying disciplinary consequences. If a student arrives at school and cannot comply with the dress code, he/she will not be allowed to attend classes. The student will be isolated, and a parent called to bring appropriate clothing. If there is a question regarding a questionable item, please obtain clarification from the school administration before wearing the item.

(3) All Apparel

- Must be size appropriate, and free from holes, rips, tears, cuts, or frayed hems above the knee.
- No article of clothing may be worn which implies or otherwise promotes alcohol, sex, tobacco, drugs, violence, gangs, racial or offensive language. This includes belt buckles and jewelry
- Extraneous zippers, metal studs, or dangling cloth strips are forbidden.

- Any item bearing the logo of any school other than the school the student attends is strictly forbidden. College, military or professional sports team logos are acceptable.
- Solids and patterns are permitted.
- No undergarments should be visible at any time.
- No holes that show skin above fingertips or show undergarments. Leggings may be worn under clothing to cover holes.

(4) Bottom Wear

- Shorts must be at or below fingertip length.
- Slacks, shorts or skirts will be worn at or above the hip point and be able to stay up without a belt; NO undergarments are to be visible at any time.
- Leggings are required to be covered by clothing that extends to or below the fingertips.
- Pajama pants may not be worn except on special approved occasions

(5) Dresses and Skirts

- For female students, dresses or skirts are acceptable if they meet guidelines for top/bottom wear.
- Dresses or blouse must have sleeves, no slender straps or tanks, no cold shoulders.

(6) Shirts

- Shirts must cover midriff area and have a modest neckline. Any style or pattern is acceptable as long as it is modest and appropriate.
- Unacceptable items include but are not limited to: items with a low neckline, made of see-through material, shirts with cutouts, or jerseys unless issued by school.
- Shirts must be worn under team jerseys.

(7) Shoes

- Shoes must be worn at all times.
- House shoes or slippers are not allowed.

(8) Coats/Jackets

- Lightweight jackets including sweaters, vests, sweatshirts, or raincoats are permitted.
- No long or trench coats are allowed no exceptions.
- Coats are not permitted to be worn in the school building (exception: when entering or leaving the building or when there is a defect in the heating system)
- Coats are defined as items that are normally associated with outdoor wear and/or worn over indoor clothing for protection from outside elements.

(9) Accessories

- Headwear is not to be worn by any student while in the school building, this includes hoods on hoodies.
- This includes hats, ball caps, wool hats, beanies, bandanas, do-rags and skull caps.
- Large, long and/or heavy chains, studded or chained accessories are prohibited including wallet or belt chains.
- Sunglasses indoors are prohibited
- Blankets are prohibited

(10) Special Situations

If a student cannot comply with the standardized dress code based on religious belief, vertical disability or by the request of a doctor, a parent or guardian may write a letter explaining the situation to the principal with a copy to the Director of Schools. Each case will be evaluated on an individual case by case basis and if the parents and student are not satisfied an appeal may be sent to the Director of Schools. Questions about appropriate clothing should be referred to the school principal. Principals will have discretion when students will be dressed appropriately but not necessarily as specified in the dress code. This shall be approved in advance by the director of schools. Principals may also be allowed to approve appropriate attire for pep rallies.

WAYS TO STAY CONNECTED



South Pittsburg High School



@SPHSPirates1



www.southpittsburghhigh.org



We have a Remind Text account for each grade level. Please use the correct message listed below for the appropriate grade level, as designated by graduation year. (If you have already signed up for messages, you do NOT need to do it again)

Send one of the following messages to 81010

@25sphs

@26sphs

@27sphs

@28sphs

@29sphs

@30sphs

STUDENT SCHEDULES

Bell Schedule for Grades 9-12

1	8:00-9:00		60
RTI	9:05-9:35		30
2	9:40-10:35		55
3	10:40-11:35		55
4	11:35-1:00		55
1st lunch	11:35-12:00		
2nd lunch	12:05-12:30		
3rd lunch	12:35-1:00		
5	1:00-2:00		55
6	2:00-3:00		55

Bell Schedule for Grades 7-12

PERIOD	START	END	Time
1	8:00	9:10	70
2	9:10	10:20	70
3	10:20	11:45	85
4	11:45	1:00	70
5	1:00	2:00	60
6	2:00	3:00	60

RTI /
lunch

8th
related
arts
7th
related
arts

10:25-10:50 7th grade lunch / 10:20-11:05 8th
grade RTI and 11:30-11:45

11:05-11:30 8th grade lunch / 10:50-11:45 7th
grade RTI

DEBTS

Students who do not return all school property (library books, athletic equipment, textbooks, computers, computer chargers, etc.) and pay fines or debts will be notified. Report cards, student records, diplomas, and transcripts will be held.

RETURNED CHECKS

For any defaulted checks there will be a \$25 service charge.

CAFETERIA

Marion County Schools operates on a closed lunch period. Students are not permitted to leave campus for lunch. Students will return trays and utensils to the proper rack and dispose of trash in appropriate containers. Students who litter the cafeteria will be assigned clean up duty in those areas at the discretion of the administration. Only school lunches and sack lunches from home will be eaten in the cafeteria. In order to promote the National School Lunch Program and to insure that each child receives a nutritious meal, deliveries from commercial restaurants will not be allowed in our schools. Students are not allowed to leave school for the purpose of obtaining lunch, nor will parents/family/friends/online apps be allowed to deliver food to students.

Breakfast and lunch are offered at no cost to all students.
Extra items will be charged the appropriate amount.

LOST TEXTBOOKS, UNIFORMS, EQUIPMENT, FINES, ETC.

Tennessee law authorizes school systems to withhold diplomas, grades and transcripts as well as to postpone the taking of final exams if students have lost textbooks, uniforms, equipment belonging to the school system or owe fines, tuition, or any other money regardless of whether the school is on the free or reduced lunch program. More than ever, it is vital that the students be responsible for books and equipment issued to them from the school. Every effort will be made to retrieve the lost items or the fines and cost of replacement for the items, or to cooperate in the prompt payment thereof, replacement for the items.

Textbooks used in the school are property of the Marion County Board of Education. If a non-perishable textbook is damaged the book will be assessed and fine will be determined by the teacher and/or principal. The following charges shall be made to students for lost textbooks:

- 1-2 year-----100% of cost
- 3-4 years----- 75% of cost
- 5+ years----- 50% of cost

*Students taking classes such as math, science, social studies, and English may have perishable textbooks. Students are responsible for these, and if they are lost or damaged beyond use, students are responsible for purchasing another one. They may do this by contacting the SPHS office.

LOCKERS

1. Lockers for 9-12 students will be rented in the office.
2. Cost for a locker is \$5.00.
3. No personal locks (only school locks) can be used.
4. Combinations will not be given to anyone other than the person the locker was issued to.
5. The person to whom a lock is issued is responsible for the lock and the locker.
6. Do not write or mark on the lockers, place stickers on or in the lockers, etc., as this is vandalizing school property.

THE SCHOOL DOES NOT INSURE NOR ACCEPT RESPONSIBILITY FOR PERSONAL PROPERTY BROUGHT TO SCHOOL. IT IS WISE TO LEAVE VALUABLES AT HOME.

STUDENT PARKING/AUTOMOBILE REGULATIONS

1. Parking permits will be sold in the office for \$20.00 for reserved parking. Permits will only be issued to licensed driver who has PROOF OF DRIVER'S LICENSE, CURRENT PROOF OF INSURANCE, AND REGISTRATION.
2. Remember, driving on school property is a privilege and not a right, and privileges can and will be taken away if abused.
3. Students are not to sit in cars before or during school hours.
4. Cars are not to be moved from the parking area during school hours without permission from the office.
5. Speed limit during school hours is 15 MPH.
6. Any students driving any motor vehicle to school must meet all state and school regulations.
7. Once students arrive on school property, they may not leave school property until school is dismissed unless permission is granted through the office.

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any ninety (90) days semester renders a student ineligible to retain a drivers' permit or license, or to obtain such if of age. MCBOE 6.200

Tennessee Code Annotated 49-6-3017

GENERAL SCHOOL FEE

All households will be asked to make a donation of \$25 for a general school fee. This money will be used for the following expenses: replacing calculators, purchasing batteries for calculators, related arts supplies for SPA, lab supplies for science classes and the replacement of and purchase of new Chromebooks.

ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, the Marion County school district will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact Becky Bigelow at (423) 942 – 3434.

ATTENDANCE POLICY

South Pittsburg High School follows the attendance policy set forth by the Marion County Board of Education (Policy 6.200)

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Continued unexcused tardiness and /or skipping school classes are considered a violation of compulsory attendance. Unexcused tardiness includes any late arrival when the student fails to bring an acceptable note upon arriving. Excused and unexcused absences are the only two (2) types of excuses recognized by the Marion County School System. Students and parents must accept full responsibility for regular school attendance. It is the student's responsibility to monitor his/her unexcused absences and tardiness. Students not in attendance during at least 50% (3:50 hours) of the school day are not allowed to participate in after school programs.

The attendance supervisor shall oversee the entire attendance program which shall include: ¹

- All accounting and reporting procedures and their dissemination;
- Alternative program options for students who severely fail to meet minimum attendance requirements;
- Ensuring that all school age children attend school;
- Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
- Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.³

GRADES K-12

The building principal, in determining excused and unexcused absences, may use some discretion. The school office will need approved excused notes turned in and filed to aid the attendance supervisor in documenting attendance. All excuses must be turned in within 3 days of student returning to school. For the purpose of record keeping, late check-ins and early check-outs are considered as tardies. Five (5) tardies will accumulate into one (1) day absent. Six (6) parent discretionary days will be allowed per one hundred eighty (180) days. Once these parent discretionary days are exhausted, absences due to illness shall require a doctor's or dentist's excuse. These parent discretionary days are accepted at the principal's discretion. The following shall be accepted by any certified employee of the Marion County School System as an excuse for absences, tardiness and early dismissal.

Excused absences shall include.⁴

1. Medical reason:

- a. Only six (6) parent discretionary days, whether consecutive or not, can be excused in the one hundred eighty day (180) school year.
- b. All absences due to illness must be accompanied by a medical note.

2. Illness of immediate family member;

- a. An immediate family member refers to a person's parent(s)/guardian(s) or sibling. (Principal's Discretion)

3. Death in the immediate family: absences not to exceed three days: (parent, guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other family member that resides in the student's house. Principal's discretion is allowed in extreme circumstances.

4. Legal, (court order, attorney, subpoena, summons, truancy board, etc.)

5. A one day excused absence shall be granted for students whose parent or guardian is leaving for active military duty or returning from active military duty. Documentation must be provided to student's school

6. School Bus Transportation Issue (Must be verified with the Director of Transportation)

7. Religious observances⁵ (Not to exceed three (3) total days)

8. School-sponsored activities or school endorsed activities College Visits, Field trips⁶

9. Other excuses for "good cause" shall be granted, provided prior approval is obtained from the principal. Anticipated absences shall be excused in advances by the building principal. Forms will be available from the principal's office.

10. For grades nine through twelve (9-12) where eighteen weeks constitutes one full credit, more than three (3) total unexcused absences per eighteen (18) week session shall constitute failure for the session. Where thirty-six (36) weeks constitutes one full credit, more than three (3) total unexcused absences per 18- week session shall constitute failure of the session in courses.

11. The parent shall notify the school of the absence of the child before 8:30 AM each day the student will be absent.

12. School sponsored fishing team events, which includes pre-fishing days for TSSAA sponsored tournaments. (Not to exceed three (3) total days) Absences caused by fishing in tournaments that are not sponsored by the TSSAA will not be excused.

The first six absences a student acquires, when an acceptable excuse note is not turned into the office within three (3) days, will automatically be counted as excused and will eliminate their parent discretionary days.

^{1.} A written excuse from a doctor, dentist, or dentist, or other medical professional must have the following: the date and time of the appointment must be specified. **Only dates specified on the note will be excused as medical.** Doctor's excuses from a doctor's office will only be accepted if the diagnosis and treatment is within the area of the doctor's certification. Students who have office visits not involving an illness (ex; tests, physicals, visits to the dentist, or health department) are expected to return to school and will be excused for reasonable travel time. All notes from doctors/clinic visits are subject to be checked and confirmed by the attendance supervisor or school. Any fraudulent/forged notes will be turned over to the doctor's office/clinic and local law enforcement.

^{2.} If a student is sent home from school by an administrator or nurse for illness, that day will be counted as an excused early dismissal. If the child is absent the next day because of the illness, the school will excuse this day as well. Any absences after these 2 days will require a doctor's note or the parent will need to use a parent discretionary day.

The Principal or their designee shall be responsible for ensuring that:⁷

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences are verified;
5. System -wide procedures for accounting and reporting are followed.

Truancy

Students shall be present at least fifty (50) percent of the scheduled school day in order to be counted present. Students receiving exception Education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan.⁸

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school provides transportation, unexcused absences from these programs shall be reported in the same manner.⁹

Students who are absent five (5) days without adequate excuse shall be reported to the Director of School/designee who will, in turn, provide written notice to the parent(s)/ guardian(s) of the student's absences. The Director of Schools /designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If the student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.¹⁰

The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

Progressive Truancy Intervention Plan

**** If doctors, dentist, or other medical professional notes appear to be excessive ten (10) days, this will result in referral of the student to the Truancy Review Board for further review. Because there are scheduled breaks throughout the year, i.e. fall break, Thanksgiving break, Christmas break, and spring break. Family vacations and skip days will not be excused.

Marion County Schools Attendance Intervention Tiers

Tier I	3 Days (Unexcused)
<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> School <u>Action Level</u> </div>	<ul style="list-style-type: none"> • Implement proactive attendance procedures that identify students with a chronic attendance issue. (letters, phone calls, home visits, meetings, conference). • Handbooks will provide parent/guardian/students written notice of the law at the beginning of each school year. • Monitor attendance data. • Establish a positive and engaging school culture. • Letters are to be sent home after 3 days of unexcused absence • Schedule a conference with parent/student. • Develop and sign a contract stating the specific expectations and additional penalties, if warranted. • Student Progress will be monitored on a regular basis and additional communication with the home (calls, meetings, home visits) will be scheduled as needed.
Tier II	5 Days (Unexcused)
<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> School Community Resources/Agencies <u>Action Level</u> </div>	<ul style="list-style-type: none"> • Conduct an individual attendance assessment to identify the barriers impacting attendance. • Develop an intervention plan to address the barriers. • Refer the student to school based services which may include counselor, nurse or special education. (if needed) • Utilize Centerstone Service within the school setting where available. • Letter will be sent home at 5 days of unexcused absences. • Referral made to Truancy Board. • Possible Home Visits to check-on student welfare
Tier III	5 + Days (Unexcused and Excused)
<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> School, District, Judicial <u>Action Level</u> </div>	<ul style="list-style-type: none"> • Letter will be sent home at 15 days of total absences. • Review the barriers identified in intervention plan. • Current intervention plan and contract submitted to the Office of Pupil Services. • Petition filed with Juvenile Court. • Coordinate with probation officer or service agency assigned by the court. • Make additional recommendation to parent(s) based on outcome of judicial intervention. • Make referral to Department of Children's Service, if attendance is impacting academic growth at the level of educational neglect. • Refer the student to district based services which may include Family Resource Centers, Coordinated School Health, School Psychologist.

Military Service of Parent/Guardian

School Principals shall provide students with a one-day excused absence prior to the deployment of and a one day excused absence upon the return of the parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his /her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.¹²

School Based Extra Curriculum Activities

State guidelines for students and schools; students are expected be in school 93 percent of the school year, which only allows 13 absences per year. Student with more than 13 absences may be denied school based extra curriculum activities. Examples; field trips, ball games, dances, and graduation activities, etc. These decisions will be decided on a case by case bases by a school-based team comprised of Principal/Assistant Principal, school counselor, member of the Marion County Schools Attendance office, a student's teacher and SRO.

Make-up Work

Upon a student's return to school, the length of time for completion of make-up work shall be one school day per absence with a maximum of five days.

Note: pre-assigned papers, projects, and other such assignments are not classified as make-up work. If they are pre-assigned, they are due by the assigned date.

State-Mandated Assessment

Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or must have been given an excused release by the Principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a makeup test. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the course exam which will be averaged into their final grade.

Credit/Promotion Denial

Credit/ promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion¹³. If attendance is a factor; prior to credit/promotion denial, the following shall occur:

1. Student and the parent/guardian shall be advised if student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

Driver's License Revocation

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any ninety (90) days semester renders a student ineligible to retain a drivers' permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects of their equivalency at the conclusion of a subsequent grading period.⁴

Attendance Hearing⁵

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the Director of Attendance and Principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met the requirements that would allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record. Following the review, the board may affirm or overturn the decision of the Director of Schools/designee. The action of the board shall be final.

Attendance & Postsecondary School Visits

High school students participating in postsecondary school visits will be counted as present as follows:

- High school students may have 2 postsecondary school visits during junior year and 2 during senior year.
- The parent or legal guardian must notify the high school one week prior to the postsecondary school visit.
- A signed letter or form from a campus official of the postsecondary institution verifying the students visit to the campus must be submitted to the high school after the visit.
- All schoolwork missed by the student during the postsecondary school visit must be completed in two days per school day absence not to exceed six school days. The student must acquire pre-approval and submit evidence from the date of visit.
- Postsecondary school visits are not mandatory for any high school student.
- Postsecondary school visits are the sole responsibility of the parent or the guardian of the high school student. The student's parent or guardian are solely responsible for facilitating postsecondary school visits and for ensuring the safety of students during the visit.

***** The Director of Schools /designee shall ensure that this policy is posted in each school building and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.**

PERFECT ATTENDANCE

Students with perfect attendance for the year will be entered in random drawings for prizes throughout the school year. Perfect attendance means being present every minute of every day. Students with excused absences, early dismissals, or tardies do not have perfect attendance.

TARDINESS

Tardiness is a part of attendance. Be in class on time! When students are tardy to school, they will: (1) sign in, (2) get an admit slip to class, and (3) report directly to their assigned area. A student is to be considered tardy if he/she is not in the classroom with textbooks and required materials with which to work when the class begins. Unexcused tardies will be sent to the Truancy Director. Please remember 5 tardies = 1 unexcused absence.

After three (3) tardies a student will be issued a detention.

This may be either late entry to school or in a class.

ACADEMICS

COURSE CHANGE

Requests for course changes will only be accepted within 2 days of the start of the semester. Student and Parents, both, must attend a meeting with administration/counselor for a change to be considered when: 1) removing a student from an honors course 2) changing a program of study. Course changes due to graduation requirements/passing grades/failure will be made by administration, and a parent meeting is not required.

South Pittsburg High School follows the grading system policy set forth by the Marion County Board of Education (Policy 4.600)

GRADING SYSTEM

The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with Board-adopted content standards. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform districtwide at comparable grade levels except that the director of schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3.

1. UNIFORM GRADING SYSTEM

a. Local school systems shall use the uniform grading system for students enrolled in grades 9-12 for purposes of application for postsecondary financial assistance administered by the Tennessee Student Assistance Corporation.

Uniform Grading System – <i>Weighting for Advanced Coursework</i>					
Grade	Percentage Range		Honors Courses	Local and Statewide Dual Credit Courses, Capstone Industry Certification-Aligned Courses, and Dual Enrollment Courses	Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses
A	90	100	Shall include the addition of 3 percentage points to the grades used to calculate the trimester average.	Shall include the addition of 5 percentage points to the grades used to calculate the trimester average.	Shall include the addition of 5 percentage points to the grades used to calculate the trimester average. Failure to sit for the nation-wide exam will result in loss of all 5 honors points.
B	80	89			
C	70	79			
D	60	69			
F	0	59			

b. Assigning additional quality points above 4.0 for honors courses, Advanced Placement (AP), College Level Exam Program (CLEP), International Baccalaureate (IB), Cambridge International, dual credit, dual enrollment, and Capstone Industry Certification-aligned courses is not allowed for the purpose of determining eligibility for the lottery scholarships.

c. Local education agencies must utilize the Uniform Grading System to calculate eligibility for financial assistance administered by the Tennessee Student Assistance Corporation. However, local education agencies may adopt an additional grading scale(s) for other purposes. See section 3 of this policy for requirements regarding locally adopted grading scales.

d. Local education agencies may adopt the Uniform Grading System for grades Pre-k through eight (8) or they may adopt a local grading scale for those grades.

2. HONORS COURSES AND EARLY POSTSECONDARY OPPORTUNITIES

Local education agencies may elect to offer honors courses and early postsecondary opportunities (EPSO) for all students to better prepare them for postsecondary and career. Local educational agencies electing to offer early postsecondary opportunities and honors courses shall ensure that the offerings provide opportunities for students to earn postsecondary credits, obtain recognized capstone industry certifications, and/or substantially exceed existing content standards of high school courses as approved by the State Board of Education and as listed in State Board Policy 3.205: Approved High School Courses. Local education agencies electing to offer these courses shall adopt policies providing for additional weighting for these courses, as outlined by the Uniform Grading System in 1.a. above. Local education agencies shall annually approve the list of such courses and shall provide this information readily to the public.

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

- i. Extended reading assignments that connect with the specified curriculum.
- ii. Research-based writing assignments that address and extend the course curriculum.
- iii. Projects that apply course curriculum to relevant or real-world situations. These may include oral presentations, power point, or other modes of sharing findings. Connection of the project to the community is encouraged.
- iv. Open-ended investigations in which the student selects the questions and designs the research.
- v. Writing assignments that demonstrate a variety of modes, purposes, and styles.
 - I. Examples of mode include narrative, descriptive, persuasive, expository, and expressive.
 - II. Examples of purpose include to inform, to entertain, and to persuade.
 - III. Examples of style include formal, informal, literary, analytical, and technical.
- vi. Integration of appropriate technology into the course of study.
- vii. Deeper exploration of the culture, values, and history of the discipline.
- viii. Extensive opportunities for problem solving experiences through imagination, critical analysis, and application.
- ix. Job shadowing experiences with presentations which connect class study to the world of work.

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

b. Capstone Industry Certification Aligned Courses. Career and technical education courses that are aligned to a capstone industry certification recognized by the Tennessee Department of Education are eligible for additional percentage point weighting for students who sit for the identified industry certification exam.*

c. Local Dual Credit Courses. A local dual credit course is a high school course that incorporates postsecondary learning objectives and is aligned with a challenge exam that is approved by a local postsecondary institution through an articulation agreement with a local education agency. Students who pass a local dual credit challenge exam will earn college credit at the specific postsecondary institution(s) participating in the articulation agreement. Local dual credit courses are eligible for additional percentage point weighting for students who sit for the identified local dual credit challenge exam.

d. Statewide Dual Credit Courses. A statewide dual credit course is a high school course that incorporates postsecondary learning objectives and is aligned with an approved dual credit challenge exam. Students who pass these challenge exams will earn college credit accepted by all Tennessee public postsecondary institutions. LEAs must ensure all statewide dual credit courses incorporate the postsecondary learning objectives and that all students enrolled in an identified statewide dual credit course sit for the challenge exam. LEAs must also ensure that statewide dual credit teachers receive appropriate professional development and support to provide the rigorous level of instruction necessary for the course. All statewide dual credit courses are eligible for additional percentage point weighting for students who sit for the identified statewide dual credit challenge exam.

e. Dual Enrollment Courses. A dual enrollment course is a course taught by postsecondary faculty for postsecondary credit that is also recognized by a local education agency for high school credit. Dual enrollment courses may be taught at a postsecondary institution, at a high school, or virtually. Dual enrollment courses that are recognized for high school credit are eligible for additional percentage point weighting for students who pass the dual enrollment course.

f. Advanced Placement (AP), Cambridge International, and International Baccalaureate (IB) and College Level Exam Program (CLEP) Courses. Local education agencies may elect to offer Advanced Placement, Cambridge International, or International Baccalaureate courses, or align their existing courses to College Level Exam Program (CLEP) exams. Local education agencies will ensure that these courses incorporate the learning objectives and course descriptions as defined by the College Board, Cambridge International, or International Baccalaureate, respectively, and prepare students for culminating national exams that, if passed, may be accepted for postsecondary credit by postsecondary institutions. AP, Cambridge International, and IB courses, and CLEP are eligible for additional percentage point weighting for students who sit for the aligned culminating exam.* Failure to sit for the nationwide exam will result in loss of all 5 honors points.

3. LOCALLY APPROVED GRADING SYSTEM

T.C.A. § 49-6-407 set forth requirements for locally adopted grading systems. An LEA that uses the uniform grading system as required for purposes of student application for postsecondary financial assistance administered by the Tennessee Student Assistance Corporation, but adopts another grading system based on quality points for other purposes, shall assign additional quality points in the other grading system for the completion of honors, national industry certification, statewide dual credit, Advanced Placement (AP), Cambridge, International Baccalaureate (IB), and dual enrollment courses as follows (beginning with the 2016-17 school year freshman class):

a. One-half (1/2) quality point shall be added to the numerical quality point value corresponding to the letter grade received for the course in an honors or capstone industry certification course;

b. Three-fourths (3/4) quality points shall be added to the numerical quality point value corresponding to the letter grade received for the course in a statewide dual credit course; and

c. One (1) quality point shall be added to the numerical quality point value corresponding to the letter grade received in the course for an AP, Cambridge International, IB, or dual enrollment course.

d. In accordance with guidance issued by the Department of Education, LEAs may, at their discretion, retrospectively adjust the preceding point weights, if needed, to ensure uniformity of weighting for the same courses taken for all students in a graduating cohort.

4. IMPLEMENTATION AND GUIDANCE

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

a. Rounding. When determining the grade to be awarded, numerical averages with a decimal point of .5 or higher shall be rounded up to a whole number and a decimal point of .49 or lower shall not be rounded up. For example, a numerical average in a course of 92.50 shall be rounded up to a 93 and awarded an A for the GPA calculation. Further, a numerical average of 92.49 shall not be rounded up and awarded a 92 or B for the GPA calculation. This methodology shall apply to reporting period grades as well as semester and/or final average grades.

b. Weighting for honors courses and early postsecondary opportunities. The addition of percentage points to weight these offerings should be made at each reporting period as well as to any semester exam or other grade used to determine the semester average. Do not add to the semester or final average since the points are already in the grade.

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

c. Calculation of the Uniform Grading System GPA. GPA calculation shall be on a 4.0 scale by assigning the following grade points: A = 4, B = 3, C = 2, D = 1 and F = 0. The GPA is the official method for calculating HOPE Scholarship eligibility, and shall be calculated by multiplying the quality points assigned to each course for the semester, trimester, or final course average (for the block schedule) by the credit available for each course and dividing by the total number of credits available. This calculation shall be based on grades at the end of any semester or trimester, not on a grade that spans the entire school year.

d. For purposes of the HOPE Scholarship Eligibility Grade Point Average, a student may repeat any failed course, and the failing grade for the first attempt will not be considered in the HOPE Scholarship Eligibility Grade Point Average calculation. The grade of all repeats of the course shall be counted as part of the HOPE Scholarship Eligibility Grade Point Average.

e. Local education agencies may allow students to participate in credit recovery programs as outlined in the State Board of Education's High School Policy 2.103. Students passing credit recovery courses shall receive a grade of seventy percent (70%). The original failing grade shall not be considered in the HOPE Scholarship Eligibility Grade Point Average calculation.

f. The GPA shall be reported to the nearest 100th. The thousandth digit must be a 5 or higher to round up to the next hundredth. For example, a GPA of 3.296 would round up to 3.30. A GPA of 3.2949 would round down to 3.29.

g. The GPA used to determine eligibility for the HOPE Scholarship shall be reported on the student's transcript as the "Hope Scholarship GPA."

h. The Department of Education will provide guidance for local education agencies to ensure this rule is implemented uniformly across Tennessee.

i. The Department of Education will monitor the calculation of the HOPE Scholarship GPA as part of the routine local education agency audits.

PIRATE ACADEMIC HONORS

Principal's List – 90 and above in all subjects

Honor Roll – Average of 90 or above without any failing grades

MARION COUNTY SEAL OF EXCELLENCE

In order to receive the Marion County Seal of Excellence a student must:

1. Achieve a grade of B or above in at least 10 accelerated courses
2. Achieve a 3.20 GPA

VALEDICTORIAN AND SALUTATORIAN

To become valedictorian or salutatorian, a student must be enrolled in the high school at the beginning of the junior year. Official averaging and ranking will be computed at the end of the fifth (5th) six-week grading period of the 12th grade. The final six-week grading period will not be used in determining class ranking.

The top ten students, including the valedictorian and salutatorian, will be designated from those students with the highest rankings who have qualified for Marion County Seal of Excellence. Should there not be as many as ten students who meet the requirements for the Seal of Excellence; the remaining "TOP 10" will be determined by students' long average at the end of the fifth (5th) six-week grading period of the 12th grade. Seniors who are December graduates will not be eligible for "TOP 10."

RANKING

1. Ranking will be based on the numerical average of all grades.
2. The Valedictorian and Salutatorian will be designated from those students with the highest rankings that have qualified for a Marion County Seal of Excellence.
3. Students who achieve Seal of Excellence will be ranked above students without Seal of Excellence.

TENNESSEE HONORS DIPLOMA

Students must score at or above each of the subject area readiness benchmarks on the ACT or equivalent score on the SAT. The readiness benchmark scores for the ACT are:

English 18
Mathematics 22
Reading 22
Science 23

GRADUATION WITH DISTINCTION

Achieve a B average

Complete at least one of the following:

- Earn a nationally recognized industry certification
- Participate in at least one (1) of the Governor's Schools
- Participate in one (1) of the state's All State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of thirty-one (31) or higher composite score on the ACT
- Attain a score of three (3) or higher on at least two (2) advanced placement exams
- Successfully complete the International Baccalaureate Diploma Programme
- Earn twelve (12) or more semester hours of transcribed postsecondary credit (30 clock hours of laboratory experience at a TN Technology Center is equivalent to 1 credit hour)

TRI-STAR SCHOLARS

Students must earn a Nation Industry Certification AND achieve an ACT composite score of 19 or higher.

TENNESSEE SCHOLARS

English – 4 units

Math – 4 units (Algebra I, Algebra II, Geometry and 1 upper level math)

Science – 3 units (Biology, Chemistry or Physics and one other lab science)

Social Studies – 3 ½ units

Wellness and P.E. – 1 ½ units

Fine Arts – 1 unit

Foreign Language – 2 units

Program of Study – 3 units

Other Criteria - 80 hours of community service

No grade below a “C” on any class counting towards the above needed credits

Overall “C” average

95% attendance throughout high school

No out-of-school suspensions

Community Service forms and logs plus other information may be obtained from the School Counselor

EXAM EXEMPTION

South Pittsburg High School follows the exam exemption policy set forth by the Marion County Board of Education (Policy 4.6001)

As an incentive for high school students, the following final exam exemption procedure will be followed:

9th – 12th Grade Students

Attendance and Grade Requirement

A Average – no more than 2 absences per **Semester**

B/C Average – no more than 1 absence per **Semester**

Absences from class for 30 minutes or more count as one absence; five (5) tardies and/or early dismissals will be treated as one class absence

Final grades to be determined in the following manner:

For students **NOT** exempt:

Semester Class		Yearlong Class	
9 week grade	42.5%	9 week grade	21.25%
9 week grade	42.5%	9 week grade	21.25%
Exam	15.0%	9 week grade	21.25%
Final Grade		9 week grade	21.25%
		Exam	15%
		Final Grade	

For EXEMPT students

Semester Class		Yearlong Class	
9 week grade	50%	9 week grade	25%
9 week grade	50%	9 week grade	25%
Exam	Exempt	9 week grade	25%
Final Grade		9 week grade	25%
		Exam	Exempt
		Final Grade	

Students in End of Course, Dual Credit, Dual Enrollment, Advanced Placement, CLEP, and Industry Certification classes must adhere to the testing requirements of those classes.

GRADUATION REQUIREMENTS

English – 4 credits (students must take an English class each year of high school)
Math – 4 credits (must include Algebra I, Geometry, Algebra II, & one upper level math) (students must take a math class each year of high school)
Science – 3 credits (Biology, Chemistry or Physics and one additional lab science course)
Social Studies – 4 credits (World History/ World Geography, U.S. History, Economics, Government)
Personal Finance – ½ credit
Wellness – 1 credit
P.E. – ½ credit (may be waived for students participating in sports or marching band)
Computer Applications – 1 credit (Computer Science will replace this requirement beginning with the Class of 2030)
Foreign Language – 2 credits
Fine Arts – 1 credit
Focused Program of Study – 3 credits in a related field

Exceptional Education Students may have different requirements as set forth by their Individualized Education Plans.

PROGRAMS OF STUDY

CAREER/TECHNICAL OPTIONS

WELDING

- Principles of Manufacturing
- Welding I
- Welding II

STRUCTURAL SYSTEMS

- Fundamentals of Construction
- Structural Systems I
- Structural Systems II

OFFICE MANAGEMENT

- Computer Applications
- Business Communications
- Business Management
- Advanced Computer Applications

MARKETING MANAGEMENT

- Introduction to Business & Marketing
- Marketing & Management I
- Marketing and & Management II
- Retail Operations

HORTICULTURE SCIENCE

- Agriscience
- Principles of Plant Science and Hydroculture
- Greenhouse Management
- WBL: Horticulture Science Career Practicum

TEACHING AS A PROFESSION

- Fundamentals of Education
- Teaching as a Profession I
- Teaching as a Profession II

THERAPEUTIC NURSING SERVICES

- Health Science Education
- Medical Therapeutics
- Anatomy and Physiology
- Nursing Education

ENGINEERING

- Introduction to Engineering
- Engineering Design I
- Engineering Design II
- Engineering Practicum

ACADEMIC OPTIONS

MATH/SCIENCE: Minimum of three classes beyond Math and Science graduation requirements.

Potential Options: Physics, Biology II, Chemistry II, Ecology, Trigonometry, Pre-Calculus, Calculus, Dual Enrollment math and science classes not used to satisfy a graduation requirement

HUMANITIES: Minimum of three classes *beyond* standard graduation requirements.

Potential Options: Contemporary Issues, Psychology, African/American History, Ancient History, Civil War History, Tennessee History, Vietnam Era History, Dual Enrollment history classes not used to satisfy a graduation requirement

FINE ARTS: Minimum of three classes *beyond* standard graduation requirements.

Potential Options: Band; General Music, Music History, Theatre Arts, Dual Enrollment music classes not used to satisfy a graduation requirement

DUAL ENROLLMENT: Minimum of three classes *beyond* standard graduation requirements

****Programs of Study and classes offered within each program are subject to change**

More detailed information regarding graduation requirements, work based learning and other high school policies may be found by visiting the Tennessee Department of Education's website (<https://www.tn.gov/sbe/rules--policies-and-guidance.html>) or by scheduling a meeting with the School Counselor.

WORK ETHIC CERTIFICATE

Understanding the importance a strong work ethic will have on my future success, I hereby dedicate myself to earning the Work Ethic Certificate during my senior year of high school.

1	Attendance Standard	Date	Points	Total Points Earned
	Student has perfect attendance during senior year.		6	
	Student has no more than 1 absence from school during senior year.		5	
	Student has no more than 3 absences from school during senior year.		3	
	Student has no more than 4 absences from school during senior year.		2	
	Student has no more than 5 absences from school during senior year.		1	
2	Tardiness Standard	Date	Points	Total Points Earned
	Student has no unexcused tardies to school during the senior year.		3	
	Student has no more than 1 unexcused tardy to school during senior year.		2	
	Student has no more than 2 unexcused tardies to school during senior year.		1	
3	Drug Free Standard	Date	Points	Total Points Earned
	Student voluntarily presents proof as being drug free. (10 Panel)		3	

4	CTE Coursework Standard	Date	Points	Total Points Earned
	Student is a CTE POS Completer		5	
	Student has successfully completed 4 CTE courses by the end of the senior year.		2	
	Student has successfully completed 3 CTE courses by the end of the senior year.		2	
	Student has successfully completed 2 CTE courses by the end of the senior year.		1	
5	TN Promise Standard	Date	Points	Total Points Earned
	Student is in good standing with TN Promise and has completed the required 8 hours of community service.		2	
6	Dual Enrollment / Dual Credit Standard	Date	Points	Total Points Earned
	Student has successfully completed a Dual Enrollment, Dual Credit, or Advanced Placement course and has been granted credit by any post-secondary institution during or before the senior year.		3	
7	Industry Certification Standard	Date	Points	Total Points Earned
	Student has received a national industry certification during or before the senior year.		5	
8	Career Readiness Certificate Standard	Date	Points	Total Points Earned
	Student has achieve a Gold or Platinum Level Career Readiness Certificate.		3	
	Student has achieved a Bronze Level Career Readiness Certificate.		2	
	Student has achieved a Bronze Level Career Readiness Certificate.		1	
9	Industry Awareness Standard	Date	Points	Total Points Earned
	Student has participated in a work based learning activity.		3	
	Student has participated in one industry awareness event during the senior year.		1	
Total Points Earned				

To receive the Work Ethic Certificate Distinction a student must earn a minimum of 20 points and a regular high school diploma.

A student that earns the Work Ethic Certificate is guaranteed an interview with a participating business/company for a job they meet the minimum qualifications. The guarantee is valid for 2 years after high school graduation.

Applications and more information can be obtained in the School Counseling office.

Applications are due by April 15th.

RESPONSE TO INSTRUCTION AND INTERVENTION

RTI²

Parent Information Letter Introducing Response to Instruction and Intervention (RTI²)

To All Marion County Schools Parents/ Guardians:

The Marion County Board of Education believes in providing the highest quality of education for our students. This letter is to provide you with information about a three-tiered instructional approach we are using to meet this goal, referred to as Response to Instruction and Intervention (RTI²).

For RTI², all students will participate in the core curriculum, with three levels (tiers) of instruction and interventions for students who demonstrate at-risk skills in general academics or behavior. Each tier provides additional support beyond the core curriculum.

- **Tier I** – Teachers will use different strategies within the core curriculum to address all student educational needs. Students will receive standards-based remediation and enrichment when appropriate.
- **Tier II** – Based on progress data, students who are unsuccessful in Tier I will be provided supplemental research-based interventions matched to their needs. The RTI team, an instructional support team, will track the student's progress, and parents will receive ongoing progress data.
- **Tier III** – Students who continue to struggle in Tier II will receive more intensive interventions at this level. Parents will receive ongoing progress data. After Tier III implementation, students who continue to display limited progress may then be considered for further evaluation and services.

Middle School Aimsweb Dates

- **Fall August 12-Sept 6**
- **Winter December 2-19**
- **Spring April 28-May 16**

Grades 7-11 Benchmark Dates

- **Fall September 16 – October 4**
- **Spring February 24 – March 7**

Our school is excited to take part in this process to improve educational outcomes for all students. As always, do not hesitate to contact your child's teacher or myself if you have questions or concerns.

Kelli Nelson

Kelli Nelson, Principal

DISCIPLINE

Students are expected to treat other students, teachers, staff, administrators, patrons and visitors to the school with respect. Foul and/or abusive language, extortion, harassments and fighting are not allowed. Students who violate these rules are subject to suspension and parent conference for readmission to school.

STUDENT EXPECTATIONS:

- Be on time to all classes
- Come prepared to and participate in all classes (this includes homework)
- Demonstrate acceptable behavior at all times (Bullying behavior of any kind is NOT tolerated)
- Be responsible for one's own actions
- Pursue academic excellence in all disciplines
- Demonstrate and model cultural sensitivity to all ethnic persuasions
- Support and promote a democratic system that follows due process and protects the civil liberties of all individuals
- Help maintain a clean and safe, healthy learning environment
- Maintain acceptable citizenship marks
- Promote and practice a healthy lifestyle, which includes a "drug-free" environment

When these guidelines are met, the privilege of attending South Pittsburg High School will merit an outstanding learning experience rich in academic excellence which will prepare the student for higher education, social success, vocational skills and democratic values.

Non-compliance with these expectations will indicate disinterest in attending South Pittsburg High School. Arrangements may be made to attend another institution or an alternative program. Please refer to the behavior code of conduct.

RESPECT FOR AUTHORITY

All teachers on the staff have authority over any student. Courtesy and respect for their authority is expected of the students at all times. Any teacher has the right and responsibility to discipline any student during school hours or at a school function. Disrespect to staff members can result in an automatic suspension of 5 days, or more.

GANG ACTIVITIES OR ASSOCIATION

Policy number 6.3101 – Gangs which initiate, advocate, or promote activities which threaten the safety of wellbeing of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

DETENTION

Any student given detention by a teacher or administration must serve his/her detention before he/she participates in any after school activities. Failure to serve the assigned date will result in 1 full day of ISS. Detentions may be served Monday – Thursday from 3:00 – 4:00 in the library.

SEXUAL HARASSMENT

Marion County Board policy prohibits sexual harassment from occurring among its employees and/or students and will make efforts to prevent it from happening by advising its employees and students of its prohibition in handbooks.

TELEPHONE (CELL)

Unauthorized use or improper storage of a device will result in a violation of this policy and subject students to disciplinary action.

- 1st Offense the device will be confiscated and returned to the student at the end of the school day.
- 2nd Offense the device will be confiscated, and a parent/guardian must pick the device up from the school.
- 3rd Offense the device will be confiscated and considered defiance resulting in discipline of the student for a Category II Offense.

The Marion County Board of Education will not be liable for any devices lost, stolen or destroyed. Accountability and maintenance for the device will be the sole responsibility of the student, parents, or guardian. Permission is granted and approved for teachers to collect the device and hold during class time.

Grades 9-12

Personal communication device use is authorized during non-instructional times. However, inappropriate use of a personal communication device will result in permanent loss of the right to use the device during non-instructional times.

Academy

Personal communication device use is not authorized during the school day.

Buses

Personal communication device use may be authorized at the bus driver's discretion.

TENNESSEE LAW CONCERNING SUSPENSION

The Administration of Marion County Schools is authorized to carry out disciplinary and related procedures necessary for the successful operation of the school under Tennessee Law concerning suspension and disciplinary action. Tennessee law allows principals to suspend students for good and sufficient reason upon satisfaction of due process. Category II, III, and IV offenses can result in long-term suspension by the principal or expulsion by Marion County Board of Education.

SCHOOL SPONSORED ACTIVITIES

School sponsored activities include field trips, athletic contests, tournaments, conventions, academic competitions, home or away social activities, workshops, and any other related function recognized by the school which is held on or off the campus. Each student who participates or attends is a representative of Marion County Schools and will conduct himself/herself as such. Students who violate regulations at these activities are subject to disciplinary action as defined in the Student Code of

Conduct. **No student who is in In-School Suspension, Out of School Suspension, or Alternative School may attend or participate in any school sponsored activity on any day that he/she is on suspension.**

FIELD TRIP & EXTRACURRICULAR ACTIVITY STUDENT PARTICIPATION

Field Trips and Extracurricular Activity student participation is at the Principal's and teacher's discretion. These trips are privileges and not rights. **Students who continue to be discipline problems and who have served more than 1 ISS and/or who have been suspended from school will not be allowed to participate.**

SEARCHES

New Tennessee laws authorize the principal and his/her designee to conduct searches of students and any visitor entering the building for reasonable suspicion of any violation of illegal drugs, weapons, or items not allowed by school rules. This law extends to cover the search of all automobiles driven to the school by students or visitors. All automobiles, lockers, book bags, purses, or other items brought onto school grounds are subject to search by school officials, police or police drug or bomb-sniffing dogs at any time. T.C.A. 40-6-4201.

UNSAFE SCHOOL CHOICE POLICY

There are no Unsafe Schools in Marion County. But, if a school is considered unsafe, parent or guardians of all students attending the school must be notified that the school has been designated by the Tennessee Department of Education as a persistently dangerous school and provide for all students to be given safe school choice as provided for under the No Child Left Behind Act of 2001.

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under the Tennessee Code Annotate 410-38-11(g), or the attempt to commit one of the offenses as defined under Tennessee Code Annotate 39-12-101, shall, be provided an opportunity to transfer to another grade-level appropriate school within the district.

STUDENT CODE OF CONDUCT

Student offenses are in four categories as stated in Board of Education policy 6.313. Most of these are listed below. Administrators responsible for discipline will classify any offense not listed below unless directed by the Board of Education. Students are subject to all Categories set out by the Board of Education, found in board policy, "in the event it was omitted from this handbook."

CATEGORY I -- Offenses to be administered by the school that may result in detention, loss of privilege, demerits, corporal punishment, or suspension due to severity of incident.

1. Refusing to do assigned work
2. Tardiness (class or school)
3. Refusing to participate in required school activities
4. Minor violations of school or classroom rules
5. Conduct that disrupts the peace or good order of the school or the learning environment (impudence, profanity, disorderly conduct, and disregard for authority, etc.)
6. Inappropriate dress or appearance considered disruptive to the school
7. Loitering (no student should remain at school beyond last bus departure)
8. Inappropriate public display of affection
9. Open food or drink in school without permission
10. Unauthorized use of copying machines, computer, phones, or printers

CATEGORY II -- Offenses that may result in suspension or referral outside the school.

***If any student is placed in ISS or is in OSS, he/she will not be allowed to participate in ANY school function

including field trips, athletic practices or contests, etc.

1st Time Category II Offense: 5 days suspension

2nd Time Category II Offense: 10 days suspension

3rd Time Category II Offense: Referral to Board of Education for expulsion

1. Fighting (both parties, unless one was attacked for no apparent reason)
2. Use of foul or abusive language
3. Disrespect to teacher/staff/school employee
4. Harassment (verbal or physical)
5. Use or possession of tobacco in any form, including Vapes/paraphernalia
6. Use of possession of any incendiary device (i.e., lighter, matches)
7. Insubordination (not following a directive from a teacher, administrator, or other school system employee)
8. Leaving school grounds or class without permission--including the lunch period
9. Repeated refusal to do assigned work
10. Chronic disruption
11. Failure to provide correct identity/address
12. Dishonesty (copying, cheating, forging signatures, etc.)
13. Misuse/destruction of school property
14. Extortion
15. Participation in a school disruption
16. Receipt, sale, possession or distribution of stolen property (reported to legal authorities)
17. Trespassing on school property
18. Prescription drug policy violation
19. Unauthorized possession or use of school keys
20. Gambling (i.e. pitching pennies, dice or other activity)
21. Computer hacking or tampering
22. Stealing (may be reported to police)
23. Bullying, threatening, hazing, or intimidating behavior.
24. Defiance (third offense of all phone policies)

CATEGORY IIA

If a counseling session has taken place regarding a possible fight. Then the administrator will refer the incident for a DHA hearing.

CATEGORY III – Offenses in this category are not automatically considered zero tolerance, but will be treated as such by the principal unless there are extenuating circumstances.

1. Pulling a fire alarm or otherwise causing one to sound when no fire or smoke is visible.
2. Possession or detonation of an incendiary or explosive material (firecracker or greater, as well as stink/smoke bombs, poppers, etc.)
3. Destruction of school property.
4. Inciting a school disruption (i.e., stopping normal proceedings in school)
5. Repeated violation of bus rules
6. Verbal or physical assault on a student/employee
7. Other Types of Threat (Verbal, Written or Electronic)

CATEGORY IV – There shall be zero tolerance for the following offenses and these offenses shall be reported to the Director of Schools and board for expulsion and will also be reported to law enforcement officers.

1. Possession/use of alcohol, and/or other drugs (shall be reported to law enforcement pursuant to the provisions of T.C.A. 52-1439, as amended May, 1981)
2. Possession/sale/distribution of drug paraphernalia (including rolling papers)
3. Arson
4. Bomb Threat
5. Possession, sale, use or distribution of alcohol, illegal drugs or controlled substances.
6. Possession and/or use of weapons, any instrument used as weapon to injure someone intentionally, or any instrument or toy intended to be a weapon.
7. Aggravated assault of a student/employee
8. Possession of a Handgun, Rifle or Shotgun
9. Possession of and Explosive or Incendiary Device
10. Attempted Homicide/Homicide
11. Sexual Assault
12. Possession of a Non-Lethal Firearm

Student Discrimination/Harassment and Bullying/Intimidation/Cyber Bullying

South Pittsburg High School follows the harassment/bullying policy set forth by the Marion County Board of Education (Policy 6.304)

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

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

Building administrators are responsible for educating and training their respective staff at the beginning of each school year as to the definition and recognition of violations of this policy, as well as strategies to address known violations. Also schools are to annually make available to students and parents information relative to bullying prevention.

DEFINITIONS

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

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

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, national, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. Bullying/harassment of a student with a disability could constitute discrimination and violation of federal law and is prohibited. (IDEA, Section 504, ADA)

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles. Cyberbullying is a violation of TN law and charges may be filed when violated.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

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

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

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

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or

benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION

The school is responsible for addressing incidents of bullying/harassment about which it knows or reasonably should have known. School administrators shall consider the nature and circumstances of

the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

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

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

REPORTS

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

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

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

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

GRIEVANCE PROCEDURES

Marion County Schools does not discriminate on the basis of race, color, origin, sex, disability or age. For discrimination complaints, a Section 504 Complaint/Grievance Form or Procedures for a Due Process Hearing are available from the Section 504 Coordinator at the Board of Education and on-line at the Marion County Schools website .

A student shall become ineligible for transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys state or local rules and regulations pertaining to pupil transportation.

1. Be on time at the designated school bus stop. Be at the bus stop prior to bus arriving. Help keep the bus on schedule.
2. Do not stand or play in roadway while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter or leave the bus.
4. Do not, at any time, extend arm, head, or any part of the body out of the bus window.

5. Do not leave your seat or move about while the bus is in motion.
6. No loud talking or yelling that could divert the driver's attention from operating the bus. Be absolutely quiet when approaching or crossing a railroad track or traveling up and down a mountain.
7. No profane or immoral language, smoking or use of tobacco, drugs, or intoxicating beverages in any form or any improper conduct will be tolerated.
8. Keep books, packages, coats, and all other objects out of the aisles. Do not, at any time, throw any object on bus or throw anything out of the bus windows.
9. Do not, in any way, damage seats or anything inside of bus. Person(s) responsible for damage of any kind to bus will be made to pay for cost of repairs and bus privileges will be denied.
10. Pupils must obey the driver at all times and the bus driver has the authority to assign seats to pupils.
11. Pupils must not cross the road in back of the bus. Always cross in front of bus.
12. In case of a road emergency, remain in the bus until the driver gives instructions.
13. No eating or drinking permitted while on the bus. No chewing gum.
14. Fighting is a major offense that will result in immediate removal from bus.
15. Any other actions that disrupt the normal procedures of bus transportation or could result in any accident will result in:

DISCIPLINARY ACTIONS FOR BUS

A. MINOR OFFENSES

1st time: Bus driver talks to child about misbehavior

2nd time: Bus driver sends Bus Conduct Report home with student to the parent(s)/ guardian(s), and copy to school office.

3rd time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus for 3 days.

4th time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus for 10 days.

5th time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus until next School Board meeting. The parent(s)/ guardian and the student will be required to appear before the Marion County Board of Education in order for bus privileges to be reconsidered.

B. MAJOR OFFENSES- Rule 7, 9, 14, and 15 (with 15 being at the discretion of the Principal)

1st time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus for 5 days.

2nd time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus for 10 days or until next School Board meeting is more than 10 days away then the student may return to riding the bus after completing his/her 10 days of suspension. The student will still be required, along with parent(s)/ guardian, to attend that School Board meeting to discuss further suspension and/or proof of conduct improvement.

At the Principal's discretion, any child can be removed immediately from the bus until the next School Board meeting.

DEFINITIONS: ¹

Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively, nor shall multiple suspensions be applied to avoid expulsion from school.

Expulsion: removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: assignment to an alternative school.

IN-SCHOOL SUSPENSION:²

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in school suspension shall be required to complete academic assignments and shall receive credit for work completed.

PROCEDURES FOR IN-SCHOOL SUSPENSION AND EXPULSION:³

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
 - a. Of the suspension/expulsion and the cause for it; and
 - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board.

8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

9. The student will be given the opportunity to attend the Marion County Alternative school for the assigned days (1-10), student will be allowed to continue all course studies and test given during their short-term placement. Course work will be School for the number of days assigned by the building principal. By attending the sent from the student's teachers by the building administrator. If student elects to take the short-term suspension at home. Student is not in school; therefore, student will not be allowed to do any classwork or test in a home setting.

10. A student may receive Out Of School Suspension (OSS) or be placed in the Alternative School three (3) for a violation of Category II offenses during a school year. The fourth (4th) violation of a Category II offense will result in a referral to the Board for disciplinary action.

****For other information regarding how discipline is handled at SPHS, please refer to the Discipline Flow Chart located at the end of this handbook**

ATHLETICS

Currently SPHS has the following athletic programs:

Baseball	Golf	Volleyball
Basketball	Soccer	Wrestling
Cheerleading	Softball	
Football	Track	

Participation in athletics is a privilege, not a right for students. Students can lose this right if they are not in good standing. "Good Standing" includes academics, discipline, and attendance.

South Pittsburg High School is a member of the Tennessee Secondary Schools Athletic Association and follows all TSSAA eligibility requirements. Your student's coach or the school athletic director can answer any questions concerning eligibility.

FAN BEHAVIOR

Students and parents are reminded that they represent the school when they are a fan at an athletic event. We urge them to be enthusiastic and set an example for all around them. Students are subjected to all school rules at school functions. **Fans ejected from a game by an official MUST pay the fine incurred by the school as a result of this behavior AND miss the next game.**

PARENT / COACH RELATIONSHIPS

Both parenting and coaching are extremely challenging responsibilities. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to children. As parents, when your children become involved in athletics, you have the right to understand what will be expected of them. It begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach-

- Philosophy of the coach
- Expectations and goals the coach has for your child as well as for the team and season
- Locations and times of all practices and contests
- Team requirements, special equipment, strength, and conditioning programs
- Procedure if your child is injured during participation
- Team rules, guidelines, and consequences for infractions

Communication Coaches should expect from parents-

- Concerns expressed directly by the coach
- Notifications of any schedule conflicts in advance
- Notifications of illness or injury as soon as possible

Being involved in the programs at South Pittsburg High School will provide your child with some of their most cherished memories. It is important to understand that there will also be times when things do not go the way he/she wishes. At these times, discussion with the coach is encouraged and expected. It is the first and most important step towards resolving potential problems.

Appropriate concerns to discuss with coaches-

- The treatment of your child
- Ways to help your child improve
- Concerns about your child's behavior
- Adverse effects participation may be having on your child's academics

It is very difficult to accept your child not playing as much as you would like. Statistics show that about 25% of total team rosters start. Statistics also show that who finished is just as important in the final result and in the 85% of all contests the starting and finishing teams were not the same. Coaches are professional. They make decisions based on what they believe to be the best for all student/athletes involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as the list below, must be left to the discretion of the coach.

- Playing time
- Team strategy
- Play calling
- Other student/athlete situations

Procedures to follow if you have a concern to discuss with a coach-

- Call the coach to set up an appointment
- The South Pittsburg High School telephone number is (423) 837-7561
- Please do not attempt to discuss and issue with a coach before or immediately after a contest or practice. These can be emotional times for all concerned. Meetings of this nature usually result in embarrassing, non-productive events.

The next step-

What to do if the meeting with the coach did not provide satisfactory resolution?

- Call and set up an appointment with the Athletic Director, Heath Grider
- At this meeting the next step to follow can be determined

Parent Code of Conduct

- Make sure your child understands that win or lose, you love them
- Be realistic about your child's physical ability
- Help your child set realistic goals
- Emphasize "improved" skill performance and development, not winning
- Don't relive your own athletic past through your child
- Be a cheerleader for your child and his/her teammates. Avoid coaching your child or other players during a game or practice.
- Respect your child's coaches. Communicate with them in a positive way.
- Respect the officials and opposing teams
- Be a positive role model; do not embarrass you and/or your child
- Do not talk about the coach in a negative manner around your child

Be sensible, responsible, and keep your priorities in order. Your child's academics and growth as a future leader and citizen of the community should always remain the highest priority. There is a lot more at stake than a win or lose record.

Students and parents are reminded that they represent the school when they are a fan at an athletic event. We urge them to be enthusiastic and set an example for all around them. Students are subjected to all school rules at school functions.

TSSAA ELIGIBILITY REGULATIONS

1. A student must pass at least 6 subjects per year.
2. A student who drops out of school before the end of the term shall be ineligible until he/she has been in school a term and passed at least three full unit subjects.
3. A student shall be ineligible after he/she has attended high school for eight terms.
4. A student cannot participate in athletics if he/she becomes 19 years of age on or before September 1.
5. To be able to play or practice, a student at SPHS must be present for at least a half day unless he/she has been cleared through the office.

INTERNET USE POLICY

The network is provided for students and teachers to conduct research and communicate with others. Independent access to network services is provided to students and teachers who act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Violations may result in a loss of access as well as other disciplinary or legal action. SPSHS, as well as the Marion County School District, utilized Go Guardian as a means to patrol your child's internet activity.

The following uses of the Internet system are considered unacceptable:

1. Personal Safety (For students only)

- A. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- B. Users will not agree to meet with someone they have not on-line without their parent's approval and participation.
- C. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- A. Users will not attempt to gain unauthorized access to any other computer system, or go beyond their authored access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal even if only for the purposes of "browsing".
- B. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- C. Users will not use the internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.
- D. Users will NOT continue to access sites after teachers have removed them from the unauthorized site. This will result in disciplinary action against the student.

3. System Security

- A. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- B. Users will immediately notify the school principal if they have identified a possible security problem.

4. Inappropriate Language

- A. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- B. Users will not use absence profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- C. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- D. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- E. Users will not harass another person. Harassment is one persistently acting in a manner those distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- F. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- A. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- B. Users will not download large files unless absolutely necessary. This will be done, if necessary, under the direction of the classroom teacher or Internet instructor. Any file download without teacher's permission is a violation of policy.
- C. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- D. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their email quota.
- E. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

6. Plagiarism and Copyright Infringement

- A. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were original to the user.

7. Inappropriate Access to Material

- A. Users will not use the Internet system to access material that is profane or obscene (pornography), that advocates illegal act, or that advocates violence or discrimination towards other people (hate literature). For student, a special exception may be made for hate literature if the purpose of such is to conduct research and access is approved by both the teacher and the parent. School employees may access the above material only in the context of legitimate research.
- B. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect user against an allegation that they have intentionally violated this policy.

All Marion County Schools board policies can be found at

www.marionschools.org

Any changes made to the Marion County Board policies supersede what is in this handbook

ACT National Test Dates 2024-2025

Test Date	Regular Registration Deadline Late Fee Applies After This Date	Late Registration Deadline	Photo Upload and Standby Deadline
September 14, 2024	August 9	August 25	September 6
October 26, 2024	September 20	October 7	October 18
December 14, 2024*	November 8	November 22	December 6
February 8, 2025	January 3	January 20	January 31
April 5, 2025*	February 28	March 16	March 28
June 14, 2025*	May 9	May 26	June 6
July 12, 2025	June 6	June 20	July 4

*scheduled for administration at SPHS

Other Dates of Interest at SPHS

- College Application Month – month of September
- Hispanic Heritage Month – September 15 through October 15
- Powderpuff (Girls Football) – September 24, 2024 @ 1:00 on the football field
- Powerpuff (Guys Volleyball) – September 26, 2024 @ 1:00 in the gym
- Homecoming Parade – September 27, 2024 (begins at 1:45 at SPHS)
- SPHS Football Homecoming – September 27, 2024 ALL former classes will tailgate that night between 7th and 8th Streets
- Red Ribbon Week – October 23 - 31
- Fall Festival – October 29, 2024 5:00 – 8:00 pm
- Veterans Day Program – November 8, 2024
- “No Vape” November – month of November
- Black History Month – month of February
- Women’s History Month – month of March