

Student Handbook

ADAMSVILLE JR/SR HIGH SCHOOL
815 WEST MAIN STREET
P O BOX 407
ADAMSVILLE, TN 38310

Phone	(731) 439-4122
Library	(731) 439-4128
SPED Room	(731) 439-4129
Fax	(731) 632-3080

Adamsville Jr/Sr High School Mission Statement

"All students can and will learn with an equitable and adequate education that prepares them for lifelong learning."

ALMA MATER

Adamsville High School,
How I love thee,
Alma Mater hail,
Red and white,
Wave high above thee,
Through the calm and gale.
Long thy sons have sung thy praises
And thy name adored,
While our hearts its jubal raises,
AHS forevermore.

SCHOOL NICKNAMES:

"BIG RED" & "RED RAGE"

MASCOT: CARDINAL

SCHOOL COLORS:

RED AND WHITE

ADMINISTRATION:

Mr. Greg Martin, Principal
Mr. Ricky Coffman, Assistant Principal
Mr. Steve Killingsworth, Assistant Principal

SCHOOL OFFICE:

Ms. Shelley Wynn, Secretary
Ms. Angela Childers, Bookkeeper
Mrs. Kathie Berryman, Data Entry Clerk
Mrs. Allison Templeton, Office Assistant
Mrs. Katherine Vinson, School Nurse

VISITORS

The school policy is to accept only visitors who have legitimate business to attend to at the school. Guests and visitors **MUST** register in the office. Parents are **ALWAYS** welcome. Because of our goals to improve the level of instruction and learning in the classroom, students **MAY NOT** have visitors on campus during regular school hours.

TELEPHONE

Students may use the telephone in the front office **ONLY** on authorization by the administration and **ONLY** for emergencies. Students should not be allowed to leave class to use phone. Students may use other telephones in the building and fieldhouse **ONLY on authorization by the department heads and ONLY during hours before and after school.**

CLINIC

A room is available in the office for students who are ill but do not wish to check out of school. Excessive use of clinic may necessitate restriction of clinic use.

DRIVER'S PERMIT

Student wishing to get a driver's permit **MUST** meet attendance and academic requirements. Student **MUST** obtain a compulsory attendance form from the school office. **This should be done at least one day prior to going to the driver's license office.**

LOST AND FOUND

Students should report lost articles to the office. Articles found in and around school should be turned in to the office or to the custodians where the owners may claim their property by identifying it. Items not claimed by the end of each semester will be disposed of in a proper manner.

DISTRIBUTION OF INFORMATION

Any distribution of information, such as church activities, candy selling, local parties, etc., **MUST** be cleared through the office before it can be posted in any part of the school.

DELIVERY OF GIFTS TO THE SCHOOLS

Delivery to the schools of personal gifts to students shall comply with the following criteria:

1. Containers of gifts (flowers, etc.) shall be made of rubberized plastic or paper. **Glass containers and balloons are prohibited.**
2. Size of gifts shall not exceed eighteen inches (18") in height or width.
3. Subject to the wishes of the principal, the person making the delivery or his representative may be required to remain at the school to assist in sorting, delivery, etc. of the gifts until all deliveries to the students have been completed.

SCHOOL COUNSELOR

Mrs. Jana Bowen, Guidance Counselor
Mrs. Tammy Kelley, Guidance Assistant
(731) 439-4122

COUNSELING/GUIDANCE SERVICE

Guidance services are available for **EVERY** student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study habits, and any school or personal problems.

Any student wishing to see the school counselor for any reason should obtain a pass from the counselor to give to his/her teacher in order to prevent overcrowding in the counselor's office and to let teachers know the whereabouts of their students. **Students should not be allowed to leave a class unless they have a pass. Emergency situations should be reported immediately.**

SCHOLARSHIPS/TRANSCRIPTS

Scholarship forms are in the guidance office. Transcripts are also obtained through the school counselor's office. The first transcript is submitted free of charge. Subsequent transcripts are \$1.00 each.

TRANSFER/WITHDRAWAL FROM SCHOOL

A student's designated school shall be defined as a school in which the student initially enrolls and is in attendance for five (5) days.

Board approval is necessary for student transfer to another school from a student's designated school except in the case of change of residence to another school zone. The Board delegates to the Superintendent the authority to give such approval. Before giving said approval the Superintendent will consult with the involved principals. The school system shall not be responsible for providing transportation for those students attending a school that is outside the attendance zone in which the student lives.

Any student withdrawing from school for any reason should request a Drop or Transfer form from the counselor's office. This form will require the student to:

1. Turn in all books.
2. Get clearance from the librarian, cafeteria manager, and teachers.
3. Pay all fees and fines.
4. Get grades and averages from the counselor's office.
5. Get final O.K. from the principal.

A student's grades **will not** be released unless these steps are followed.

FINES/FEES

A record is kept of all fees and fines in the counselor's office. Records, including report cards may be withheld until fees/fines are paid. Further, these must be paid before graduation or before records can be sent to other schools.

STUDENT SCHEDULES

Student will receive schedules during Cardinal Landing.

STUDENT RECORDS

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the McNairy County School System is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. (MCBE 6.209)

MEDICINE RULES AND REGULATIONS

All medications must be turned in and administered through the counselor's office.

STUDENTS ARE PROHIBITED FROM GIVING ANY MEDICATION (PRESCRIPTION OR NON-PRESCRIPTION) TO OTHER STUDENTS. VIOLATION OF THIS POLICY MAY RESULT IN SUSPENSION.

I. GENERAL REGULATIONS FOR ALL MEDICATIONS

- A. *Medications must be delivered to the nurse's office in person by the parent/guardian of the student or a responsible adult unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma).*
- B. *The parent/guardian shall be responsible for removing any unused medication at the end of the school year.*
- C. *The parent/guardian must submit a **SIGNED** written request that the medication be given during school hours. With the signature, the request shall include:*
 1. *Child's name;*
 2. *Name (print) and phone number of parent/guardian;*
 3. *Name and phone number of physician;*
 4. *Statement that child is competent to self-administer;*
 5. *Name of medication;*
 6. *Reason medication is needed;*
 7. *Dosage and directions including route, time, frequency and special instructions (if any); and*
 8. *Termination date of the medication.*

II. REGULATIONS FOR ALL PRESCRIPTION MEDICATIONS

- A. *Written orders and signature of a licensed prescriber must be provided to the school for prescription medications.*
- B. *Prescription medications must be brought in the original, pharmacy labeled container. The container shall display:*
 1. *Child's name;*
 2. *Prescription number;*
 3. *Name of medication;*
 4. *Date prescription filled;*
 5. *Name of licensed prescriber;*
 6. *Name, address and phone number of pharmacy; and*
 7. *Dosage and direction including route, time frequency and special instructions (if any)*
- C. *Long-term medication prescriptions shall be renewed at least annually.*

- D. *Any change in prescription medication shall have written authorization from the licensed prescriber. The parent/guardian is responsible for informing the school of any change.*

III. REGULATIONS FOR NON-PRESCRIPTION MEDICATIONS

- A. *The container shall be unopened and have the manufacturer's original label with the ingredients listed.*
- B. *The container shall have the name of the child affixed to it.*
- IV. If a child must have a health care procedure performed at school and the parent cannot be present to perform the procedure, physician's orders and parental authorization are required.

TCA 49-5-415 and Departments of Health and Education: Guidelines for Healthcare Procedures 2/12/97 (MCBE 6.405)

SCHOOL CAFETERIA

Mrs. Susan Gilchrist, Manager
Mrs. Peggy Carroll, Assistant Manager
(731) 439-4122

All students are expected to report to cafeteria during their lunch period. Students receive a school-prepared lunch or bring lunch from home.

LUNCH COST

There is no cost for student lunches and breakfasts.

LUNCH VISITORS

Visitors for lunch **must** register in the office upon arrival and have approval from a school administrator before reporting to the cafeteria.

OUTSIDE LUNCHES PROHIBITED

Students **will not** be allowed to have lunch delivered. Students may not check out to eat lunch without prior approval from the administration.

ID NUMBERS

Students will be issued an ID number by the cafeteria manager. This number is to be used throughout the school year, when going through the lunch line. The responsibility of the student is to keep his/her ID number confidential.

INSTRUCTIONAL MEDIA CENTER

Ms. Valerie Harrelson, Librarian
(731) 439-4128

All students and faculty are encouraged to use the library. The library provides materials that will enrich, stimulate growth, and provide a background of information to enable students to make intelligent judgments in their daily lives. The library will open at 7:45 each morning.

ID NUMBERS FOR LIBRARY USE

Students will be issued an **ID number** for checking materials out from the library.

CHECK-OUT INFORMATION

The following rules are to be followed while in the library:

1. **Work quietly** so that others will not be disturbed.
2. Return all materials to their proper places.
3. Return all materials promptly to avoid assessment of fines.
4. Check out books for period of two (2) weeks. They may be renewed for two (2) additional weeks.
5. Leave the area where you worked as neat as how you found it.
6. Classes brought to the library will be under the supervision of the classroom teacher.
7. Students may come to the library during their class/study hall **ONLY** if they have a library pass from their teacher with approval from the librarian.
8. Students are not to come to the library when there is a substitute for their regular teacher.

FEES/FINES

A fine of five (5) cents per school day will be charged for overdue books. The fine for overnight or reserve books will be ten (10) cents per period for late return.

Magazines and a/v materials may be checked out **ONLY** by faculty members. Articles may be Xeroxed for a small charge of ten (10) cents per page. Copies on the laser printer from CD ROM programs are twenty (20) cents per page.

Students with outstanding fees may have their copy privileges denied.

ATHLETIC DEPARTMENT

Mrs. Jan Waller, Athletic Director
(731) 439-4122

TSSAA ATHLETIC ELIGIBILITY REQUIREMENTS:

Students must have earned 6 credits last year in order to be eligible to participate during the upcoming seasons. All credits must be earned by the first day of the beginning of the school year. The eligibility of transfer students must be approved by the Athletic Director. A student must be enrolled before the 20th school day of the semester, in regular attendance, and carrying at least three full courses during the present semester. A student is permitted eight semesters of eligibility beginning with the ninth grade. Athletes must live at home with their parents. In order for a transfer student with an athletic record to be eligible at another school there must be a bona fide change of residence by the athlete's parent. A student who engages in three or more days of practice, including spring practice, with a high school in which he or she is enrolled shall be ineligible, in that sport for 12 months, if the student enrolls in another school without a corresponding change in the residence of his or her parents. A registered athlete cannot accept any money for athletic skills in any TSSAA sponsored sport. All expenses to an athletic camp where specified instruction is offered must be paid by the athlete or his parents.

NCAA CLEARINGHOUSE:

Students wishing to compete at the NCAA level must qualify through the NCAA Initial-Eligibility Clearinghouse (www.ncaaclearinghouse.net) prior to graduation. Credit requirements are very specific so please obtain more information on the Clearinghouse from your coach or Athletic Director.

NAIA CLEARINGHOUSE:

Students wishing to compete at the NAIA level must qualify through the NAIA Eligibility Clearinghouse (www.playnaia.org) prior to graduation. Credit requirements are very specific so please obtain more information on the Clearinghouse from your coach or Athletic Director

Due to the demanding nature of both the NCAA and the NAIA, you are encouraged to begin researching the clearing house your freshman year.

CLUBS/ORGANIZATIONS

AHS is considered to be a "closed" campus where all clubs/organizations are related to the curriculum and have faculty/staff members as sponsors.

SCHOOL CALENDAR 2017-2018

The school calendar will have important events listed such as parent/teacher conference, report cards, school vacations, holidays, breaks, etc. Some dates may be subject to change due to weather, etc.

McNairy County Schools 2017-2018 Calendar

FALL TERM	
TBD	Two Administrative Days
July 31	School In-Service
August 1	School In-Service
August 2	Staff Development
	Orientation for AHS gr. 7-9, MCHS gr. 9, SMS gr. 5
August 3	First Day of School (excluding students who attended on 8/2)
August 4	School Begins for all students
August 29	<i>End of 1st month</i>
September 1	STAFF DEVELOPMENT DAY* (TEACHERS ONLY)
September 4	LABOR DAY HOLIDAY*
September 27	<i>End of 2nd month</i>
October 3	End of 1 st Quarter (44 Days)
October 9-13	FALL BREAK*
October 24	PARENT-TEACHER CONFERENCE* 12 - 6 pm
	1 st Quarter Report Cards
November 2	<i>End of 3rd Month</i>
November 20-24	THANKSGIVING BREAK*
December 7	<i>End of 4th Month</i>
December 19	End of 2 nd Quarter (44 days), Fall Term (88 days)
	School Dismissed 9:30
December 20 -Jan. 2	CHRISTMAS BREAK*
SPRING TERM	
January 3	Classes Resume
January 12	2 nd Quarter Report Cards
January 15	MARTIN LUTHER KING, JR. HOLIDAY*
January 19	<i>End of 5th Month</i>
February 16	STAFF DEVELOPMENT DAY* (TEACHERS ONLY)
February 16	<i>End of 6th Month</i>
February 19	PRESIDENTS' DAY HOLIDAY*
March 9	End of 3 rd Quarter (46 days)
March 16	3 rd Quarter Report Cards
March 19	<i>End of 7th Month</i>
March 26-April 2	SPRING BREAK*
April 24	<i>End of 8th Month</i>
May 11	SCHOOL DISMISSED*
May 18	SCHOOL DISMISSED*
May 24	RECORDS AND REPORTS* (TEACHERS ONLY)
May 25	End of 4 th Quarter (46 days), Spring Term (92 days)
	<i>End of 9th Month</i>
	4 th Quarter Report Cards
	School Dismissed 9:30

* school dismissed

Thursday, May 24, 2017 AHS Graduation

BELL SCHEDULES

Jr High:

- 1st Block 8:00 - 8:40
- 2nd Block 8:45 - 9:25
- 3rd Block 9:30 - 10:25
- 4th Block 10:30 - 12:00

Lunches 10:30 - 11:25

- 5th Block 12:05 - 1:00
- 6th Block 1:05 - 2:00
- 7th Block 2:05 - 3:00

High School:

- 1st Block 8:00 - 9:25
- 2nd Block 9:30 - 10:00
- 3rd Block 10:05 - 11:30
- 4th Block 11:35 - 1:30

A Lunch 11:35 - 12:00

B Lunch 12:05 - 12:30

C Lunch 12:35 - 1:00

D Lunch 1:05 - 1:30

- 5th Block 1:35 - 3:00

GRADING

GRADING SYSTEM SCALE

The grading system will be based on two semester per year. Student progress can be checked at any point during the school year by following the grade program link on the school's webpage.

Report cards will be issued at the end of each nine weeks.

A-93-100

B-85-92

C-75-84

D-70-74

F-Below 70 --Failing--

I-Incomplete

UNOFFICIAL GPA CALCULATION:

To calculate an UNOFFICIAL GPA use classes taken only in 9 - 12 years. Keep in mind that some classes do not factor into your GPA. (For example. . .drivers ed, art, sports, etc.). For a full list of classes that do not count toward your GPA see the guidance counselor. You must have already received your overall grade in the course to calculate your current average.

1 credit courses		$\frac{1}{2}$ credit courses
A=4		A=2
B=3	A=8	B=1.5
C=2	B=6	C=1
D=1	C=4	D=.5
F=0	D=2	F=0
	F=0	

Add total number of points earned so far and divide by total number of credits attempted. (If you made an F in a course, you still must include that credit as attempted).

A=93-100	D=74-70
B=92-85	F=69 and below
C=84-75	

PASS/FAIL

Some course at AHS will be graded as Pass/Fail. Sports and 2nd block enrichment classes are among these.

INCOMPLETE ASSIGNMENTS

The student is responsible for completing all work missed during absences. It is the responsibility of the student to contact the teacher(s) in order to obtain required assignment(s) missed during absence.

The work of a student whose grades are satisfactory, but are withheld because of failure to complete the required work shall be reported as incomplete "I". If the incomplete is not removed within the following nine weeks period, it will then become an "F". Also, if the incomplete is not removed between the time school is out in the spring and the time school begins in the fall, the incomplete "I" will become an "F".

FINAL EXAMS POLICY

Final exams will not be given in subjects with an End of Course exam.

HONOR RECOGNITION

At the end of each grading period students who achieve

- an average of 92 with no grade below an 85 are eligible to be placed on the Honors List.
- all A's are eligible to be placed on the Principal's List.

CREDITS

A student must have 26 credits to graduate achieved from one of the following combinations:

1. 26 state approved credits
2. 24 state approved credits and 2 in-house credits
3. 25 state approved credits and one in-house credit.

IN HOUSE CREDITS WILL:

1. be pass/fail.
2. not appear on a transcript as a credit.
3. not be used to calculate G. P. A
4. not count toward athletic eligibility (participation in TSSAA approved interscholastic athletics which would require the same amount of time as the aforementioned credits or any courses deemed as *in house* credit courses by the McNairy County Board of Education)

*****A student will not be able to receive more than one in house credit per academic year.*****

SPORTS ELIGIBILITY

To be eligible to play sports at AHS--grades 10-12, the student MUST have passed six (6) subjects the previous year.

For all sports requirements go to www.tssaa.org

7TH & 8TH GRADE PROMOTION REQUIREMENTS

Requirements for promotion in the junior high grades (7th & 8th) include:

1. Passing four (4) out of five (5) CORE courses. . . Math, Social Studies, Science, Literature, and Language. If two (2) or three (3) are failed, students will be required to go to summer school at Selmer Middle School in order to pass.
2. Receiving a passing grade in these enrichment courses. . .P.E., Basketball, Band, Reading.
3. Attending school regularly.

Failure of any student to meet these course requirements will constitute a repeat of the course(s). Multiple failures will require repeating of grade.

CLASSIFICATION

A student must have earned the following minimum number of units to be classified . . .

SOPHOMORE . . .4

JUNIOR . . .10

SENIOR . . .18

GRADUATION REQUIREMENTS

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record that covers a planned program of education, and this record shall be kept on file in the high school. The pattern of courses that shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the local Board of Education. 1) Students who have completed all graduation requirements will be awarded the Regular Diploma; 2) Students who follow IEP's toward graduation will receive a Special Education diploma.

Students shall be required to:

1. Have satisfactory record of attendance and conduct; and
2. Earn a total of twenty-six (26) credits.

BLOCK SCHEDULING

Beginning with the 1995 - 1996 school year the McNairy County School System adopted the 4 x 4 block schedule for high school students. This allows school students the opportunity to concentrate their studies on four (4) major subjects per semester as opposed to six (6) or seven (7) for the year. Students are in courses typically from August to December for one (1) credit and then will enroll in new courses from January to May. Most students have the opportunity to obtain eight (8) credits per year in this type of schedule.

ATTENDANCE

Punctuality and regular attendance are essential ingredients for a member of the working force to succeed. They are equally important for a student to achieve success in school. It has been proven that one of the most common causes of failure in school is poor or irregular attendance. Recognizing this to be the case the McNairy County Board of Education has adopted rules and regulations concerning the number of days a student may be absent from school and be promoted to the next grade and/or receive credit toward graduation.

CREDIT FOR COURSEWORK

With the block scheduling in place, in order to receive credit for any coursework, a student must have a passing grade. Any student absent for more than four (4) unexcused days per semester will not receive credit for any course-work taken until time is made up in Catch-Up/Summer School.

ATTENDANCE POLICY

Any student with five (5) unexcused absences within a given school year shall be considered truant. Truant students and their parent or guardian must attend a hearing to determine the best course of action to address the student's truancy. Failure to attend a truancy hearing will result in a summons to McNairy County Juvenile Court. Truancy may result in fines, community service or imprisonment.

In addition to the five (5) unexcused days, each student will be allowed a maximum of five (5) parent excuses each year. Each of these days must be used for one of the six criteria defined in **McNairy County Board Policy 6.2 lines 24-30** as listed below. In accordance with McNairy County Board Policy 6.2 lines 17-19, it is the parent's responsibility to contact the school on the day of the absence. Failure to contact the school on the day of the absence will result in an unexcused absence.

Excused Absences Shall Include

1. Personal Illness
2. Illness of an immediate Family Member
3. Death in the Family
4. Extreme Weather
5. Religious Observances
6. Circumstances which in the judgment create emergencies over which the student has no control.

(MCBE 6.2)

****Students will receive an unexcused absence until official documentation or parent notification is received.**

When the students return to school, they are responsible for all work missed during their absence. STUDENTS MUST CONTACT THE TEACHER FOR MAKE-UP WORK. Make-up work must be made up and turned in on the date set by teacher after the student returns to school.

Any days missed above the designated four (4) must have documentation by a dentist/doctor's statement, required court appearance or death in the immediate family (parents, grandparents, siblings). **Documentation MUST be submitted to the office during the quarter that the date(s) of absence take place.**

All make-up time **MUST** be completed (before the beginning of the next school year) unless prearranged by the principal.

Students who are involved in school-sponsored activities will be considered present in all classes missed. Students who are late because of buses will also be considered present in classes missed. Students who visit colleges or technical schools are required to use one of their Parent Excuses.

Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible for promotion to the next grade and/or to receive credit toward graduation, and to obtain or retain a driver's permit or license.

After ten (10) consecutive or fifteen (15) reported absences (excused or unexcused) by a student during any semester, an attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or verifying that the student has met attendance requirements that will allow him/her to pass the course, be promoted, or retain or obtain a driver's permit or license.

(MCBE 6.2)

LATE CHECK-INS

The first bell rings at AHS at 7:55 AM signaling students to report to their first period classes. At 8:00 AM, students are expected to be in class. Students who report to school after the 8:00 AM bell will check in at the office to receive a tardy/admit slip to their first period class. Students will be allowed 4 (four) late check-ins before any disciplinary action

will be taken by the school. It is our intention to make a call home to notify parent/guardian of the time when student checks in late. Upon the fifth late check-in student will be subject to disciplinary action.

Students who check into school with a doctor's or dentist's excuse, court appearance documentation, or a funeral statement of an immediate family member will receive excused check-in's. These tardies will not count as a penalty against student. However, tardies that result from car problems, including parent notes and parent phone calls to the school, will count as unexcused check-in's. Such tardies will be considered as part of the 4 (four) tardies that are allowed to each student. Further, this policy does not change the policy related to class tardies during the school day.

TARDIES

Student tardies will be managed through the STI system. Accumulated tardy time will result in students making up that time.

Promptness to school and to class is very important. All students are expected to be in the classroom before the tardy bell rings. Students are given approximately five (5) minutes between classes. All unexcused tardies (class and morning) will be taken care of through the office. Because of Block scheduling, four (4) unexcused tardies will be based on a school term (August/December or January/May). Parents will be notified when students have accumulated four (4) unexcused tardies. Excessive tardiness will be considered a Level I Behavior under the McNairy County Student Code of Behavior and discipline.

If a student wishes to appeal an unexcused tardy, he/she should speak with the principal at the time of receiving the tardy.

Students who are late for/return to school must check in at the office.

Car trouble is not considered an excused tardy or absence.

*Students who arrive at school after the 8:00 AM bell rings **must check in at the office** and will be allowed to go to class, but will be counted absent for the amount of time the student is late for class. Those students who leave class early will also be counted absent for the amount of time they miss.

LEAVING CAMPUS

All students **MUST** have permission from the principal/designee to leave the campus. If a student needs to leave early, he/she must have a note and/or a phone call from his/her parent/guardian and check out through the office. Students, 18 years or older, will be allowed to check out of school without parents permission ONLY for school-related activities.

Parents may check out students at any time; however, all students **MUST** be in attendance the complete period in order to receive full credit for the class.

If a student becomes ill at school, the office will contact the parent/guardian and make arrangements for early dismissal. All emergencies should be reported to the office immediately.

No teacher is permitted to excuse students from school. **ONLY** the phone in the office should be used to get in touch with parents in case of illness, and **ONLY** those authorized to contact the parent/guardian should make the call.

ANY STUDENT LEAVING CAMPUS DURING SCHOOL HOURS WITHOUT PERMISSION WILL BE SUBJECT TO DISCIPLINARY ACTION. Teachers are asked to assist in the enforcement of this rule.

HALL PASSES

Any student in the hallway after classes begin must have authorization. Being out of class without a hall pass may result in disciplinary action.

CELL PHONES

Cell phones may not be used during class unless authorized by the teacher. Abuse of this policy may result in disciplinary action.

MISCELLANEOUS

PARKING/VEHICLES

Unauthorized vehicles on school grounds should be reported to the office immediately. All students **MUST** report to the building when you arrive on campus. **There will be NO loitering in cars.** AHS students must have permission to return to their cars after they have been parked. Any student who drives a car or motorcycle to school is expected to:

1. Purchase a general parking permits...**\$30**. Seniors may purchase a parking ticket to paint an assigned spot for **\$50**. Designs must follow guidelines received at the time of purchase. Obey all traffic regulations of the school, city, state, and local Board of Education.
2. No automobile will leave campus while buses are loading and leaving unless given special permission.
3. Campus speed limit is **10 MPH OR LESS**.
4. All students driving vehicles to school **MUST** be licensed drivers.

Students may drive on campus with Learner's Permit only if accompanied by parent or Driver's Education instructor. Students who do not comply with these rules are subject to school and/or state correction by AHS and/or police.

****Driving to school is a privilege that can be revoked if proper driving or parking procedures are not followed ****

Vehicles may be towed from the campus at the owner's expense for parking violations. Any questions should be addressed to Mr. Coffman.

SCHOOL DANCES

One dance will be the Snowball in December, one will be Jr/Sr Prom in the spring. Additional dances will be decided by the Administration. Also, there may be a dance incorporated with the Project Graduation activities on Graduation night, but these activities are sponsored by parents and friends in the community.

RESPECT FOR OTHERS

- Respect can be defined as treating others as you would like to be treated.
1. Administration and staff to students

Students should be treated in a manner that indicates that they are capable of achievement.

2. Students to Administration and staff

Students should treat administration and staff as those who have authority.

3. Students to students

Treat everyone as your equal. Do Not look down on others.

DRESS CODE "THE RIGHT LOOK"

It is assumed that AHS students want to keep themselves well-groomed and neatly dressed while at school. Appearance and personal hygiene are the responsibilities of the individual student and are expected at AHS. Our school has been recognized as one of the best schools in Tennessee, and we believe that our appearance has a great effect in our receiving this award.

We hope to continue our high standards of dress at AHS by wearing clothing that is considered tasteful and appropriate. Therefore, a dress code has been constructed to aid the student in his or her decisions; however, this dress code is in no way attempting to smother an individual's personality. These are the restrictions at AHS:

- 1) Shorts, skirts, and dresses should be no shorter than mid-thigh including when worn over leggings.
- 2) Head apparel must not be worn inside the school building—hats/headbands/bandanas.
- 3) Clothing that advertises/promotes alcohol, drugs, tobacco, sex, violence, vulgar/obscene language, or groups that promote such will not be permitted. Also, suggestive wording or messages will not be allowed on clothing.
- 4) Shirts and blouses must completely cover the abdomen, back, shoulders, and cleavage. Sleeveless tops must have fitted armholes. Lace-back shirts are NOT acceptable.
- 5) Prohibited items include but are not limited to the following:

- | | |
|--|----------------------------------|
| - Tank tops | - Caps |
| - Deep V-neck tops | - Spiked jewelry |
| - Spaghetti Strap tops | - See-through/mesh tops |
| - Chains | - Halters |
| - Taps | - Worn out Sweat pants |
| - Metal Cleats | - Midriff tops |
| - Disruptive/distracting hair styles | - Backless tops |
| - Tattoos or drawings that symbolize gang activity | - Strapless tops |
| - Clothes with holes above mid-thigh | - Inappropriately revealing tops |
| - Wording across the seat of pants | - Tube tops |
| - Pajamas/Pajama Pants | |

Any other personal dress and/or grooming standards determined to be disruptive or distracting from proper school activities are not permitted. The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.

Consequences:

- 1) Students who violate the Dress Code will be given an official warning and notation will be made.
- 2) Extreme cases could be sent home and asked to change before returning to school.
- 3) Continued violations will result in possible suspension from school.

When a student is attired in a manner in which is likely to cause disruption or interference with the operation of the school, the principal or his designee shall take appropriate disciplinary action in compliance with Board policy "Code of Behavior and Discipline". (MCBE 6.310)

REMEMBER WHO YOU ARE AND THE SCHOOL YOU REPRESENT. SO MAKE THE PRIDE YOU FEEL FOR YOUR SCHOOL EVIDENT IN THE WAY YOU DRESS.

ASSEMBLIES

1. Movement into and out of the gym should be in a quick, orderly fashion, with no running, pushing, loud talking, or crowding.
2. Talking an unnecessary movement during any kind of program is rude and inappropriate.
3. Use of good taste and common sense in showing your appreciation for a performance is encouraged. Applause (when appropriate) is in good taste; catcalls, chants, and whistling are not acceptable.
4. Students at Adamsville High School are expected to show the utmost class, manners, and respect toward any person who is speaking to or leading an assembly. Any type of misbehavior will not be tolerated.

PUPIL TRANSPORTATION

Mr. Willie Austin, Supervisor (731) 645-7975

The school bus is an extension of school activity; therefore, the Board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. School bus transportation is authorized only for pupils regularly enrolled in public school in grades K-12. This is a privilege to enjoy rather than a right.

Students riding a bus are under the supervision and control of the bus driver while on the bus, and all reasonable directions given by the driver shall be followed.

Any student may be denied the privilege of riding the bus if it is determined by the principal or his designee that the student's behavior is such as to cause disruption on the bus or that the student has disobeyed state or local rules and regulations pertaining to student transportation and/or behavior. Students suspended from one bus in the system are suspended from all buses. Any student who earns a suspension during the last part of the school year will be subject to serving the remainder of the suspension the following year. If a student's transportation assignment is to be changed, adequate notice shall be given to the student and his/her parent(s).

NOTICES TO PARENTS AND STUDENTS

Unsafe School Choice Policy/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 Tennessee Code Annotated 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade level appropriate school within the district.

Parental Rights under *No Child Left Behind* Legislation

As a parent of a student at a Title I school, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Specifically, you have the right to know

- whether or not the teacher is licensed and highly qualified for the grades and subjects he or she teaches,
- whether or not the state department of education has decided that the teacher can teach in a classroom without being licensed under state regulations because of special circumstances,
- the teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees,
- whether any teachers' assistants/paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please submit your written request to Director of Schools, 170 W. Court Ave., Selmer, TN 38375.

Disorderly Conduct, Weapons, Tobacco, and Alcohol and Drug Abuse

Disruptive behavior WILL NOT be tolerated. Students shall not, at any time, possess any dangerous weapon on school property, in school vehicles, or at any school sponsored activity. Violation of this policy or the possession, use, or attempt to sell drugs, alcohol, or tobacco will result in appropriate disciplinary action. (See McNairy County Code of Behavior and Discipline Level I, II, III, and IV Misbehaviors for further clarification.)

McNairy County Code of Behavior and Discipline (condensed)

1. Know and adhere to rules and regulations established by the Board of Education and the local schools and implemented by school administrators and teachers.
2. Respect the human dignity and worth of every other individual.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and present in the regular school program.
5. Help maintain and improve the school environment, preserve school and private property, and exercise care while using school facilities.
6. Refrain from disobedience or misconduct or behavior which would lead to any physical or emotional harm or that disrupts the educational process.

The McNairy County Code of Behavior and Discipline is available online at www.mcnaury.org. To request a printed copy, submit your written request to Director of Schools, 170 W. Court Ave., Selmer, TN 38375.

Student Discrimination/Harassment and Bullying/Intimidation

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. Likewise, students shall be provided a safe learning environment, free from bullying, intimidation or hostility. The McNairy County Board of Education policy regarding these matters is posted at www.mcnaury.org, McNairy County Online Policy Manual, Section 6.304. To request a printed copy of the policy, submit your written request to Director of Schools, 170 W. Court Ave., Selmer, TN 38375.

Notification of Rights under FERPA for Elementary and Secondary Schools

The *Family Education Rights and Privacy Act* (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are

- (1) the right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. *Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.*
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or students serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The office that administers FERPA is Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

FERPA: Notice of Directory Information

The McNairy County School System may disclose certain information, known as directory information, without consent, in publications such as, but not limited to, the annual yearbook, honor roll/recognition lists, playbills, graduation programs, and sports programs. Parents or eligible students may refuse to allow the school system/school to release this information. If you do not want this information released, you must visit the school office annually and complete the Directory Information Opt Out Form within 10 days of the start of the school year or within 10 days of your student's enrollment in the school.

The System has designated the following information as directory information: student's name; address; date and place of birth; telephone listing/number; electronic mail address; photograph/visual image; enrollment information: major field of study, dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; most recent educational agency or institution attended; other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

In addition, two federal laws require local education agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information

categories – name, address, and telephone listing – unless parents have advised the School that they do not want their student's information disclosed without their prior written consent (by filling out a Military Recruitment Opt Out Form at the school office).

Parental Authorization and Release Agreement for Student Publicity

The McNairy County School System frequently publicizes student accomplishments, honors/awards, projects, etc. in local and regional media. It is understood that parents grant the McNairy County School System permission to use the name, photograph, image, voice, written work, academic product, and/or quote of the student in media publicity prepared/allowed by the school system. The parent understands and agrees that the name, photograph, image, voice, written work, academic product, and/or quote may appear in a media publication (including any print media, television broadcast, multimedia presentation or website), which will be distributed to/viewed by various groups and/or persons.

The parent/guardian releases the Board, its agents and employees, including the Director of Schools, from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever, which may arise, or may in the future arise, from the publication of the photograph, image, voice, and/or quote of the Child and/or the dissemination of the name, photograph, image, voice, and/or quote by a media outlet or on a website.

To refuse to allow the McNairy County School System to disseminate such publicity in any print, broadcast, or electronic media, the parent must annually complete and sign the Media/Publicity Opt Out Form in the school's front office.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The McNairy County School System has developed and adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School/System will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School/System will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The School/System will make this notification to parents at the beginning of the school year if the System has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5902

(MCBE)

To view the complete School Board Policy, go to www.mcnairy.org Tennessee Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division
Division of Special Education, Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center
100 Berryhill Drive
Jackson, TN 38301
Phone: 731-421-5074
Fax: 731-421-5077

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The **ARC of Tennessee** is on the Internet at <http://www.thearctn.org/>

44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615-248-5878 Toll-free: 1-800-235-7077
Fax: 615-248-5879 Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza
Greeneville, TN 37745

West Tennessee:
(901) 756-4332
jenness.roth@tnstep.org

Tennessee Protection and Advocacy (TP&A) is on the Internet at <http://www.tpainc.org/>

416 21st Avenue South
Nashville, TN 37212

1-800-287-9636 (Toll-free) or 615-298-1080
615-298-2471 (TTY) 615-298-2046 (FAX)

Tennessee Voices for Children is on the Internet at <http://www.tnvoices.org/main.htm>

West Tennessee:
(Jackson Area)
Phone: 731-660-6365
Fax: 731-660-6372

These are but a few organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services - Disability Pathfinder Database:

http://mingus.kc.vanderbilt.edu/t_dir/dbsearch.asp

On the web page, select your "county" and the "service" you desire from the drop-down list and click "Submit."

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

McNairy County Schools

Media/Publicity Opt Out Form*

Do not include my child's name or photograph/image

(_____)
child's full name

in any media publication
(including print, broadcast, electronic)*
prepared by the McNairy County Board of Education
to be distributed to/viewed by various groups and/or
persons.

PLEASE NOTE

By signing this Opt Out Form, you indicate your desire to have the child named above **excluded** from publications including but not limited to the annual school yearbook, honor roll/recognition lists, local newspapers, the school/district website, sports programs, playbills, graduation programs, other publications (print, electronic, other)

Signed, _____
parent/legal guardian

Date _____

This document is in effect until June 30, _____.

As stated in the school handbook, the Opt Out Form must be filed annually within 10 days of the start of the school year or within 10 days of a student's enrollment in the school. Parents/legal guardians/eligible students must visit the school's front office to request, sign, and officially register the Opt Out Form with school officials.

*Return the completed and signed form to the front office of AJSHS.