

McNairy Central High School Student Handbook

**McNairy Central High School
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Mission Statement

The mission of McNairy Central High School is to prepare students for post-secondary success by equipping them intellectually, physically, socially, and ethically.

McNairy Central High School

The faculty and staff of MCHS would like to welcome you to the 2019-2020 school year. We expect it to be a successful year! This handbook is for your information. It is your responsibility to share this with your parents. It is also your responsibility to keep up with your handbook and to use it as instructed. You are responsible for knowing the contents of your handbook. This is not intended to be a complete list of every rule or guideline but rather a general outline of the policies and procedures for smooth operation of our school.

At MCHS, the rules are few, but must be observed. Failure to comply shall result in disciplinary action as may be prescribed by the principal, assistant principal, or teacher. This authority extends to all activities including but not limited to sporting events, public performances, trips, or other school sponsored activities. *Any student enrolled at MCHS may be questioned by the principal, assistant principal, or any teacher or staff member at any time concerning the breaking of rules or the knowledge of someone else breaking them.* Students represent MCHS on and off campus. Students who violate any school policy, who exhibit disruptive classroom behavior, or who are charged with misconduct at a school sponsored activity are subject to being assigned to detention, in-school suspension, out of school suspension, corporal punishment, alternative school, court or the Disciplinary Hearing Authority. Students may not attend other scheduled events while in ISS, OSS or alternative school. ISS is held during the school day and all class work must be completed.

ACTIVITIES

MCHS has many opportunities to offer students. These opportunities are available in the areas of academics, career-technical activities, athletics, and in extra-curricular activities. The faculty and administration challenge students to take advantage of the opportunities provided.

ALTERNATIVE SCHOOL

Students will be recommended to alternative school for serious or unmodified offenses. Any student assigned to alternative school is not allowed on any school campus and cannot attend any school functions at home or away. Students who violate this policy are subject to being arrested and/or charged with trespassing.

ARRIVAL AT SCHOOL

All students arriving prior to 7:45 a.m. must go immediately to the Commons or designated area. Students may not stay in cars or loiter in the parking lot once they arrive on campus. At 7:45, the tone will sound, notifying students that they are to go to their first block. Students arriving after the tardy tone (at 7:50) to 1st block must sign in at the office.

ATTENDANCE (including Truancy)

Students are expected to be in regular school attendance. If a student is absent from school, the parent should notify the school office. Students who are involved in school sponsored activities will not be considered absent. If a student needs to sign out of school early, the parent must call the school office to give permission. Students who miss more than 5 unexcused days of school are considered truant and will be referred to the truancy officer. The truancy officer will meet with the parent and student to discuss why they cannot attend school regularly. Upon the student's sixth unexcused absence, and every one thereafter, the student will be cited for juvenile court. Students with excessive absences will not be given an attendance letter to obtain their driver's permit. Excessive absences may also result in the state suspending or revoking a student's driver's license.

Parent Excuses: In addition to the five unexcused days, each student will be allowed a maximum of five parent excuses each year. Each of these days must be used for one of the six criteria defined in McNairy County School Board Policy 6.2 lines 24-30 as listed below. In accordance with McNairy School 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 of the administration create emergencies over which the student has no control.

AUTOMOBILES, MOTORCYCLES, AND PARKING LOT

Driving to school is a privilege granted only to licensed, insured drivers. Drivers are expected to follow these rules for the protection and safety of everyone on campus:

1. Obey all traffic regulations of the state and the McNairy County Board of Education.
2. Campus speed limit is 15 miles per hour.
3. Park in assigned student parking areas.
4. Students may not go to vehicles or exit the building during the day without permission from the office and a parking lot pass.
5. Students must purchase a parking permit.
6. Buses will leave campus first when the tone sounds at 3:00 p.m. Students who drive or ride with someone must wait until the 3:05 bell.
7. Students who are dropped off and picked up at school must use Entrance #4.
8. Car Riders – If students are not ready when the parent arrives, the parent will be sent to the back of the car rider line.

Students who fail to comply with these guidelines will be subject to disciplinary action, which may include the loss of driving privileges and/or having the vehicle towed from school property at the owner's expense.

BATTERY

In accordance with state law, any student who commits battery upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one calendar year.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

Expectations:

1. Deposit all trash in garbage cans, return all trays and utensils to the dishwashing area, leave the table and the floor around you neat and clean for others to follow.
2. Food must remain in the cafeteria.
3. Remain seated at tables in the Commons during the entire lunch period. *Do not go into the hallways, and use only the restrooms by the gymnasium.*
4. Go to and return from lunch quietly.
5. Leave tables and chairs in their regular location. (No more than 6 students to a table)
6. No restaurant food may be brought to students during lunch.

CARE OF BUILDING AND SCHOOL PROPERTY/LOCKERS

Expectations:

1. Lockers are your responsibility. Keep them neat, clean and well maintained. Use them properly. Lockers may not be shared with anyone or students will lose their locker privilege. The school will not be responsible for items (books, etc.) stolen from your locker. **LOCK IT!** Nothing should be placed in the locker so that the locking mechanism will not lock. Students will lose their locker privilege if

anything is placed in the lock mechanism to keep the locker from locking securely.

2. All books, textbooks, library books, and other materials should be treated as you would treat your own personal property.
3. Do not mark on walls; carve on desks or walls, etc.

It is the policy of the McNairy County Board of Education to require any student who defaces or destroys school property to restore or replace the damaged item.

CHEATING

No cheating on any assignment, report, test, or exam will be tolerated. Any student caught cheating will be given a zero for that assignment.

COMPLAINTS AND GRIEVANCES

Student complaints and grievances should be first be made to the teacher or adult in charge, then to the administration. If not resolved, the matter may be appealed to the Director of Schools and then to the school board. Grievances reaching the school board shall be submitted to the Director of Schools in writing at least five days prior to the board meeting and include a request to be heard by the board.

DISORDERLY CONDUCT, WEAPONS, TOBACCO, AND ALCOHOL AND DRUG ABUSE

Disruptive behavior WILL NOT be tolerated. Profanity toward any faculty or staff member will result in student being assigned to alternative school for 45 school days. Students shall not, at any time, possess any dangerous weapon on school property, in 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 Board of Education Discipline Policy for Grades 9-12).

DRESS CODE

In keeping with the educational purpose of the school, students should dress and groom themselves in a manner that will not be distracting to other students.

The following guidelines should be followed:

1. Shorts, skirts and dresses should be no more than six inches above the knee when kneeling and be of proper fit and size.
2. Unless authorized for religious or medical purposes, head apparel will not be allowed inside the school building.
3. Clothing, belts, and suspenders must be properly fastened. "Sagging" is not allowed.
4. Clothing that advertises/promotes alcohol, drugs, tobacco, sex, violence, vulgar/obscene language, or groups that promote such will not be permitted.
5. Clothing that represents gang membership or activity, by color or design, is not allowed. Tattoos, haircuts, and drawings that symbolize gang membership are not allowed.
6. Shirts and blouses must completely cover the abdomen, back and shoulders. Sleeveless tops must have a collar or banded neck with a fitted armhole.
7. No visible piecing except in ears is allowed.

8. The following items are **NOT** appropriate for school:

Tank Tops	Metal cleats
Spaghetti strap tops	Pants with holes above knee
See-through clothing	Sunglasses
Fish hooks	Pajamas
Cut-off jeans	Chains on clothing
Clothing made of spandex, lycra or stretch material	
9. Any other personal dress and/or grooming standards determined to be disruptive or distracting from proper school activities are not permitted. The school's administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.

Consequences: Students who violate the dress code will be subject to disciplinary action including out of school suspension.

ELECTRONIC DEVICES (including Cell Phones)

Electronic devices may be used for instructional purposes in the classroom as deemed appropriate by the classroom teacher. All use of electronic devices must comply with the MCBOE Acceptable Use Policy and MCBOE Use of Personal Communication Devices and Electronic Devices. Unauthorized use of electronic devices will result in appropriate disciplinary action as defined by the MCBOE Discipline Policy for Grades 9-12.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 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).

FIELD TRIPS/COLLEGE DAYS

Field trips must be approved by parents and teachers prior to the day of the trip. Students will not be allowed to miss class for school activities if they have failed to make up work from previous absences, have been absent an excessive number of days for reasons other than school activities, or have marginal or failing grades. College days must be approved in the Guidance office five days prior to the day of the visit. **Seniors are granted one day per semester for college days.**

FIGHTING

Behavior that disrupts the school environment will not be tolerated. Students will be disciplined for fights and/or assaults.

1st Offense: 5 days out of school suspension and parent must meet with administration before student may return

2nd Offense: 15 days at the Alternative School with counseling

3rd Offense: Disciplinary Hearing Authority

* If a fight is serious enough, a student may be sent to court, suspended for more time, and/or expelled. Fights and assaults carry over from year to year.

FIRE AND TORNADO DRILLS

In order to inform the faculty and students of safety precautions during emergency drills, it is necessary to set up signals and rules of conduct to observe during these drills. The signal for a drill or real emergency will be given to warn occupants to leave the building or take appropriate cover. In the event of a power failure, the signal will be given with a whistle. At the signal, students should form single lines and move in an orderly fashion without talking to assigned areas. Plans for emergencies are posted in each room.

FUND RAISING

Sale of fund raising items on campus is to be done only by school-sponsored organizations. Approval of fund-raising projects must be obtained through the principal's office.

GRADE CLASSIFICATION

Students will be assigned to grade levels based on the following earned credits:

Sophomore - 4 credits Junior - 12 credits Senior - 18 credits

GRADING SYSTEM

The school year is based on four quarters with nine-week grading periods. The following number grades are used to designate student progress.

A	93 – 100
B	85 – 92
C	75 – 84
D	70 – 74
F	Below 70
I	Incomplete

One-half credit may be earned in one quarter and one credit may be earned in one semester. Report cards and progress reports will be given to students on a regular basis. Incompletes must be removed by the end of the next grading period or the grade will be changed to "F."

GRADUATION REQUIREMENTS

To meet the requirements for graduation, a student must have attained an approved attendance, conduct, and subject matter record which covers a planned program of education. *No student will participate in graduation unless they meet the guidelines outlined in the MCBOE policy.*

English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Lifetime Wellness	1 credit
Physical Education	½ credit
Computer Applications	1 credit
Elective Focus Area	3 credits
Foreign Language**	2 credits
Personal Finance	½ credit
Fine Arts**	1 credit
Total Credits Required:	26 credits

**Two years of the same foreign language and one Fine Art credit are required for all students. Parents may elect to waive those credits for students not planning to attend a four year university so that they can focus on their elective focus area.

***All Seniors must successfully complete a Senior Project and pass a U.S. Civics Test

Upon graduation, students will be recognized at graduation who have a grade point average of 93 or above:

93 to 94.99	With Honors
95 to 96.99	With High Honors
97 to 100	With Highest Honors

In addition, students will be recognized at graduation if they are a Ready Graduate.

Students must meet one of the criteria to be considered a Ready Graduate:

1. Earn a 21 composite or above on the ACT
2. Complete 4 EPSOs (Early Post-Secondary Opportunities)
3. Complete 2 EPSOs and earn an industry certification
4. Complete 2 EPSOs and earn an acceptable score on the ASVAB

GUIDANCE OFFICE

School counselors are available throughout the day to help students with any problems they may have. The guidance office has several publications dealing with teenage problems. Parents are encouraged to take advantage of these services. Counselors are available to help with your personal problems, drug/alcohol problems, or family crisis situations. These conferences are completely confidential. High school transcripts are available through the guidance office. Guidance also has information on careers, colleges, and universities, as well as testing instruments to help you define your interests and your aptitudes.

HALLWAYS AND RESTROOMS

Expectations:

1. Students in halls or restrooms during class time will have their own agenda book signed by their teacher anytime they are out of class.
2. Students will not run in hallways.
3. Students will not raise their voices above a normal talking voice (if a teacher can understand what is said or can identify a student yelling, the student will be considered too loud).
4. Students will put litter in proper places.

HAZARD EMERGENCY RESPONSE ACT

This is to certify that MCHS has been inspected for asbestos. A copy of the Management Plan can be found at the Director of Schools' office. Contact Person: Cindy Graham (731) 645-3267

HOMELESS / UNACCOMPANIED YOUTH

The McKinney-Vento Act as reauthorized by the No Child Left Behind Act of 2001 defines homeless students as children and youth who "lack a fixed, regular, and adequate nighttime residence." Any student meeting this definition should be reported to the school system's Homeless Coordinator at 645-6010.

IDENTIFICATION CARDS

At the beginning of each school year, students must purchase a student ID card for \$3.00. Students must have an Internet Access Form on file to get an ID for the 2018-2019 school year.

LIBRARY

The MCHS Library Learning Commons is open weekdays from 7:45 am - 3:00 pm. Students should respect the library, furnishing, other students, and faculty by maintaining a clean and harmonious environment. The following procedures/rules help insure that environment.

- Books may be checked out for two weeks and renewed for two additional weeks.
- Students **MUST** present their student id to check out books.
- A late charge of .05/day will be charged for overdue books.
- Students who lose books are responsible for the *full replacement value* of the book.

- Copies may be made in the library. Standard copies are .10/page. Color copies are \$1/page.
- All books must be returned and charges paid before a student may graduate or receive a transcript.
- Overdue notices are emailed to the student's @mcnairy.org school address. Students are responsible for checking their email in a timely manner.
- Students must have a teacher signed agenda to come to the library during class.
- Food and drink is not allowed in the carpeted areas of the library or in the vicinity of any computer equipment.
- Chromebook checkout may be available for a single class period. Checkout is at the librarian's discretion and pending availability. Late returns, damage, or misuse may result in loss of check out privileges.
- A student id is **required** for Chromebook checkout.
- Internet access on any school device is subject to the MCBOE Acceptable Use Policy and MCBOE Use of Personal Communication Devices and Electronic Devices Policy.
- Access to wifi is **not** available for student phones or tablets. Personal laptops may access the school's guest wifi by bringing the device to the librarian. All use of electronic devices must comply with the MCBOE Acceptable Use Policy and MCBOE Use of Personal Communication Devices and Electronic Devices Policy.

LOST AND FOUND

Students must take any items found in the school building or on the grounds to the office. Students who have lost possessions should inquire in the office.

MAKE-UP WORK AND EXAMS

It is the student's responsibility to ask about work missed and to make arrangements with his/her teacher. Teachers will advise students about times available for making up work and/or for assisting students. Teachers may require students to be present before or after school to complete missed assignments. *Regular class time will not be used for making up work missed.* Students who miss mid-term or final exams must have approval from the office to make-up missed exams and must make arrangements with teachers for time and place to take the exams.

MCAIRY 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, 530 Mulberry Ave, Suite 2, Selmer, TN 38375.

MEDICINE POLICY

Students are not allowed to have any medication in their possession at any time. If a student is required to take medication prescribed by a physician, a physician's written order must be brought to the office by parent/guardian with the medicine. If a student must take non-prescription medication during school hours, the parent must bring the unopened sealed container with the medicine to the front office and fill out the proper forms. Students who violate the medicine policy are subject to disciplinary action. If you have any questions, please call the school nurse at 439-4945.

NONDISCRIMINATION POLICY

It is the policy of McNairy County Schools not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

PARENTAL RIGHTS UNDER 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 Mr. Greg Martin, Director of Schools, 530 Mulberry Ave, Suite 2, Selmer, TN 38375.

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.

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: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

SCHOOL BUS CONDUCT

Bus transportation is a privilege. The driver of the bus has the authority over and responsibility for the operation of the bus and maintenance of good order and conduct. The driver will report any misconduct or disregard of the driver's instructions to the principal. Misconduct on the bus is equivalent to misconduct at school and will be dealt with in a similar manner. Loss of bus riding privilege may result from such misconduct.

STUDENT CHECK OUT / SKIPPING CLASS

Any student leaving campus during hours without permission from the principal or a designated member of the staff will be subject to disciplinary action. If a student must leave school early, a parent or guardian must call the school to allow the student to check out. If student check outs become excessive (5 or more), the parent may be required to check the student out in person. If a student is ill and needs to go home, the student must be excused through the office. No teacher may give permission to excuse a student. Participation in extracurricular activities requires that the student be in school at least half of the school day or have permission from the principal to participate under special circumstances. Students are not allowed to check out to go to lunch. Students who check out 4th block and return must have a doctor or court excuse when returning.

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, 530 Mulberry Ave, Suite 2, Selmer, TN 38375.

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 school is provided with legal documents revoking these rights.

STUDENT RIGHTS AND SERVICES

Information about student rights and services may be obtained from the State Department of Education by calling 1-888-212-3162. In addition to state and local resources available to parents and children, there are many agencies that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. The Guidance office can provide contact information to these agencies.

STUDENT SEARCH AND SEIZURE

If a situation is deemed reasonable by the administration, lockers, purses, pockets, vehicles or other storage devices used by students may be searched by an appropriate administrator.

TARDY POLICY

Students must pick up a tardy slip from the office when they are tardy to school at any time of the day. Parents may call the office when students are going to be tardy to avoid a call from the school. Tardiness can also add to truancy issues. As stated in the Attendance Policy, any late check-in or early check-out not accompanied by a doctor's note or court statement will be considered an unexcused tardy. Once a student has been admitted to school with a tardy slip, faculty members will handle individual class tardies. Excessive tardiness will result in disciplinary action as outlined by the MCBOE Discipline Policy for Grades 9-12 (which may include In School Suspension and/or loss of driving privileges).

TELEPHONE

The office telephone is a business telephone and should be used by students only for sickness or as authorized by the administration. Students may not call parents to check them out without reasonable cause. Please do not call the office to leave messages for your child unless it is an emergency. Each time a message is delivered, a class is disturbed; therefore, we ask that you keep telephone messages to an absolute minimum. Messages cannot be delivered after 2:45.

TICK REMOVAL

School staff members do not remove embedded ticks. If a tick is embedded into the skin, then it will be covered with a bandage and the school will notify the parent. If the parent cannot be reached by phone, then a note will be sent home with the student.

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.

VENDING MACHINES

Students may purchase drinks and snacks after school from the school's vending machines. Money is removed from these machines daily. If the machines are damaged, they will be removed and not replaced.

VISITORS

McNairy Central does not allow unapproved visitors to tour the building or to eat lunch in the cafeteria. All visitors must report to the office immediately upon entering the building. Because of space and disruption of the educational process, students may not bring friends or small children to school during the day.

WITHDRAWAL FROM SCHOOL

Any student withdrawing from school for any reason should have a parent/guardian make an appointment with the Guidance Office to request a drop or transfer form. This form requires the student to turn in all books, get clearance from the library and cafeteria and pay all fees. When these steps have been satisfactorily completed, the student's record will be complete and in good order. Transcripts or records will not be furnished until all items owned by the school have been accounted for and all fees paid.

MCHS Bullying Policy

Bullying and harassment are major distractions from learning and both the victim and the perpetrator suffer significant negative consequences when engaged in this type of anti-social behavior. The grades of the victims can suffer. Fear can lead to chronic absenteeism, truancy or even dropping out of school. Bystanders feel both guilty and helpless for not standing up to the bully.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, cyber or written interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extra-curricular activities, or riding on the bus to and from school each day.

Examples of bullying include, but are not exclusive to:

- ◆ Intimidation, either physical or psychological
- ◆ Threats of any kind, stated or implied
- ◆ Assaults on students, including those that are verbal, physical, psychological and emotional
- ◆ Attacks on student property
- ◆ Cyber and text messaging

Most bullying starts out verbally – teasing and put-downs – and may become progressively worse assuming physical dimensions.

Bullying of any type has no place in a school setting. McNairy Central High School will endeavor to maintain learning and working environment free of bullying. The School administrators expect teachers to make clear to students that bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students. McNairy Central High School will promptly and reasonably investigate allegations of harassment, including bullying. The Principal will be responsible for handling all complaints by students alleging harassment, including bullying.

**McNairy County Schools
2019-2020 Calendar**

FALL TERM

TBD	Two Administrative Days
July 29-31	School In-Service
August 1	Staff Development
	Orientation for AHS gr. 7-9, MCHS gr. 9, SMS gr. 5
August 2	First Day of School (excluding students who attended on 8/1)
August 5	School Begins for all students
August 28	<i>End of 1st month</i>
August 30	STAFF DEVELOPMENT DAY* (TEACHERS ONLY)
September 2	LABOR DAY HOLIDAY*
September 26	<i>End of 2nd month</i>
October 3	End of 1 st Quarter (45 Days)
October 7-11	FALL BREAK*
October 22	PARENT-TEACHER CONFERENCE* 12 - 6 pm
	1 st Quarter Report Cards
November 1	<i>End of 3rd Month</i>
November 25-29	THANKSGIVING BREAK *
December 6	<i>End of 4th Month</i>
December 20	End of 2 nd Quarter (45 days), Fall Term (90 days)
	School Dismissed 9:30
December 21-Jan. 3	CHRISTMAS BREAK*

SPRING TERM

January 6	Classes Resume
January 14	2 nd Quarter Report Cards
January 17	<i>End of 5th Month</i>
January 20	MARTIN LUTHER KING, JR. HOLIDAY*
February 14	SCHOOL DISMISSED*
February 17	PRESIDENTS' DAY HOLIDAY*
February 19	<i>End of 6th Month</i>
March 11	End of 3 rd Quarter (45 days)
March 18	<i>End of 7th Month</i>
March 20	3 rd Quarter Report Cards
March 23-March 27	SPRING BREAK*
April 10	GOOD FRIDAY-- SCHOOL DISMISSED*
April 23	<i>End of 8th Month</i>
May 15	STAFF DEVELOPMENT DAY* (TEACHERS ONLY)
May 21	RECORDS AND REPORTS* (TEACHERS ONLY)
May 22	End of 4 th Quarter (45 days), Spring Term (90 days)
	<i>End of 9th Month</i>
	4 th Quarter Report Cards
	School Dismissed 9:30

MCHS Bell Schedule

First Bell 7:45 A.M.

Physical Activity	7:30 A.M.	7:45 A.M.
1 st Block	7:50 A.M.	9:20 A.M.
2 nd Block	9:30 A.M.	10:00 A.M.
3 rd Block	10:05 A.M.	11:30A.M.
4 th Block	11:35 A. M	1:30 P.M.
1 st Lunch	11:35 A.M.	12:00 Noon
2 nd Lunch	12:05 A.M.	12:30 P.M.
3 rd Lunch	12:35 P.M.	1:00 P.M.
4 th Lunch	1:05 P.M.	1:30 P.M.
5 th Block	1:35 P.M.	3:06 P.M. *

*3:10 Late Bell (Car riders, drivers, and late bus students dismissed)

McNairy County School District Grading Policy for Grades 9-12

Letter Numeric Grade

A 93-100
B 85-92
C 75-84
D 70-74
F Below 70

- A. Each regular academic teacher should take a minimum of 12 grades per grading period. At least 4 of those grades will be assessments. Teachers have the discretion to take more than 12 grades and issue more than 4 assessments. Dual Enrollment, Fine Arts, PE, and CTE courses are exempt from this requirement but should take enough grades to accurately assess student progress.
- B. Practice category will comprise 40% of the students' average outside of the state-mandated EOC percentage and includes anything that is not an assessment. All practice activities do not have to count equally. Teachers have the freedom to subdivide the non-EOC Practice percentage as they see fit. Exact percentages will be determined after the State Department determines the EOC percentage for the year.
- C. Assessment category will comprise 60% of the students' average outside of the state-mandated EOC percentage and must adhere to the following: tied to course standard/skill, given after adequate practice/preparation, given with the goal of improving instruction. A term paper, project, etc may also constitute an assessment. Teachers have the freedom to subdivide the non-EOC Assessment percentage as they see fit.
- D. Teachers have the freedom to use averages or total points in order to determine final grades, but all grades must fit the proportions outlined in B and C.
- E. Non-academic grades for the return of papers, behavior, bringing supplies to class. etc. are prohibited. Teachers have the freedom to offer extra credit as long as it is academically based. For example, an exceptionally rigorous problem at the end of a math test--it wouldn't count against them if they missed it but it would reward them for stretching their learning. Teachers also have the discretion to drop grades.
- F. Progress reports will be sent to parents upon request at the halfway point of each nine week grading period. Otherwise parents can access student grades on the parent portal. Teachers will upload grades weekly to keep parents informed of student progress.
- G. In semester classes, the final grade will be the average of the two 9 week averages. In year-long classes, the final grade will be the average of the 2 semester grades plus any other state requirement.
- H. Instructors have the autonomy to allow students to retake all or part of an assessment in order to show mastery. Retaking all or part of an assessment is the only allowable method in which a student may improve a grade. Any retakes must take place within 5 school days of the original test. If a student has one or more excused absences during that 5-day window, the window is extended accordingly. Teachers are encouraged to use a different format for retesting whenever possible.
- I. Each school will share a copy of the overall grading policy with every parent/guardian.

MCHS Campus Traffic Pattern

To ensure safe arrivals and departures by students and staff members, vehicles will follow the one-way traffic pattern indicated on the accompanying diagram. Automobiles which enter the campus to drop off or pick up a student will enter from the entrance structure. (Student drivers use the same entrance, but they proceed to the left of the entrance structure, to the student parking lot).

Automobiles in line to drop off or pick up students will form double lines and proceed to building entrance #4, which is clearly marked. Students will enter the building immediately upon arrival. Students may not be dropped off or picked up at any other building entrance. Automobiles exit the campus by proceeding left around the building, then right near the flagpole and down the hill. In the afternoon, students are expected to be outside entrance #4 to wait to be picked up. If students are not outside, parents/guardians will be asked to go to the back of the line.

**McNairy Central High School
Acknowledgement of School Rules and Policies**

Dress Code

Students have received an explanation of the dress code, which is being enforced strictly. Refer to pages 5 & 6 of the student handbook for dress code guidelines. Students will be disciplined for dress code violations following the MCBOE Discipline Policy.

Electronic Devices (including Cell Phones)

Electronic devices may be used for instructional purposes in the classroom as deemed appropriate by the teacher. All use of electronic devices must comply with the MCBOE Acceptable Use Policy and MCBOE Use of Personal Communication Devices and Electronic Devices. Unauthorized use of electronic devices will result in appropriate disciplinary action as defined by the MCBOE Discipline Policy for Grades 9-12.

Traffic Flow Pattern

For the safety of all, traffic is one way. All traffic must enter campus from High School Road near the football field. Students who are brought to school, dropped off, and picked up must use Entrance #4 ONLY (*this includes all athletes, band members, cheerleaders, etc*). Student drivers must enter campus from High School Road near the football field and stay to the left to the student parking lot (not toward Entrance #4). Any student who does not ride the school bus or with a student driver, will be disciplined if they use any entrance other than Entrance #4. After the student(s) have been dropped off and/or picked up from school, the vehicle must continue around the building to the west side of the building and exit campus down the hill to High School Road. No traffic should exit campus near the football field (*except student drivers at the end of the school day*).

Make-up Work

Any time a student is suspended out-of-school, he/she cannot makeup homework or daily work missed and will receive a grade of "0" if the teacher takes a grade/grades. The student may makeup tests missed during the suspension. *It is the students responsibility to schedule a time, with the teacher, so the test can be made up. Tests must be made up within the specified time frame for absences and may not be made up during class time. If tests are not made up within the specified time frame for absences, the student will receive a grade of "0".*

My signature indicates that I have reviewed the student handbook and understand the rules of behavior, expectations, and the consequences for inappropriate behavior. In addition, I have read the above regulations.

Student

Date

Parent / Guardian

Date