

# **McNairy Central High School Student Handbook**

**McNairy Central High School  
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[www.mchscats.org](http://www.mchscats.org)**

## **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 2024-2025 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 1<sup>st</sup> block must sign in at the office.

## **ATTENDANCE (Including Truancy)**

Students are required to be in regular school attendance. If a student is absent from school, the parent should notify the school office. The administration of MCHS would prefer that this notification take place on the day of the absence. 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. The following procedure will be followed for students who have attendance issues:

- A letter to the parent will be given to the student to give to the parent informing them of their child's attendance issues and informing them that the school should be contacted and that a conference to discuss attendance issues and solutions. A telephone call will also be made to the parent informing them of the letter coming home.
- Any absences after 5 will result in the student being considered truant and that student 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 may 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 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 - Please provide an obituary
4. Extreme Weather
5. Religious Observances
6. Circumstances which in the judgment of the administration create emergencies over which the student has no control

**Final Exam Exemptions:** Students may be exempt from final exams given at the end of each semester if the student has not been absent for more than one class period in the particular class. A student who misses the majority of the class period will be determined to be absent for the entire class period. Each teacher will examine their attendance records (and, if necessary, those records maintained in the office) to determine who is exempt. All students are required to take exams given at the end of the first and third quarters if the teacher chooses to give an exam.

### **AUTOMOBILES, MOTORCYCLES, AND PARKING LOT - page 4**

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

1. Obey all traffic regulations of the State of Tennessee and the McNairy County Board of Education.
2. **Campus speed limit is 10 miles per hour.**
3. Students must 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. This parking permit is issued in the office at a cost of \$30 each. The tag that is issued must be on display in the vehicle at all times. Failure to purchase a parking permit may result in driving privileges being revoked.
6. Bus riders and car riders will be dismissed when the tone sounds at 2:53. All other students must remain in their classrooms. Buses will leave campus first when the tone sounds at 3:00. Car riders will be dismissed at the discretion of administration on duty at Entrance #1. Drivers will then be dismissed by office personnel over the intercom.
7. Students who are dropped off and picked up at school must use Entrance #1. Bus riders arrive and are dismissed at Entrance #4.

**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 MCHS. To encourage good nutrition, a well-balanced breakfast and lunch is offered to students at no charge. The school meal program is administered through the USDA and is responsible for some of the guidelines and expectations.

Expectations:

1. Deposit all trash in garbage cans, return all trays and utensils to the dishwashing area...leaving the table and the floor around you neat and clean for others to follow. Remember, it is everyone's responsibility to keep all areas of our school clean and in good order.
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 assigned to you by the administration monitoring meal service.
4. Go to and return from lunch quietly. Other classes are still in session and should not be disturbed.
5. Leave tables and chairs in their regular location. There should be no more than six (6) students to a table.
6. No restaurant food may be brought to students during lunch.

## **CARE OF BUILDING AND SCHOOL PROPERTY/LOCKERS**

Expectations:

- Lockers:
  - Lockers are issued by the administration at student request. Care for these lockers - when issued - is the responsibility of the student.
  - Lockers are not to be shared, and should be secured and locked at all times.
  - The school is not responsible for items stolen from a student locker.
- All books, textbooks, library books and other materials should be treated with care and respect. These items should be returned to the school in as good a condition as when they were issued.
- Do not mark on or deface walls, carve or mark on desks, or damage any school property.

*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. The discipline code set forth by the McNairy County Board of Education will be enforced by the administration in an effort to maintain a safe and orderly learning environment.

- Profanity toward any faculty or staff member will result in suspension or assignment to an alternative placement for a period of time to be determined by administration.
- Students shall not - at any time - possess any dangerous weapon on school property, in vehicles, or at any school sponsored activity. This includes weapons designed for hunting, or other related activities. Whether something can be defined as a weapon is up to the interpretation of the administration.
- The possession, use, or attempt to sell drugs, alcohol, or tobacco (including vapes or related items or materials) will result in appropriate disciplinary action.

—Violation of any of these rules will result in severe disciplinary penalties. For more information, see McNairy County Board of Education Discipline Policy for Grades 9-12.

## **DRESS CODE**

It is assumed that MCHS students want to keep themselves well-groomed and neatly dressed while at school. It should be understood that High School is preparation for the “next level” in life. Whether that is to be the work world, college, technical school, or the military, there will be an expectation about personal appearance, and it is our job to prepare you for these expectations when you graduate.

Appearance and personal hygiene are the responsibilities of the individual student. The faculty and administration of MCHS expect our students to dress in a manner that is tasteful and appropriate for a working and educational environment. Therefore, a dress code has been written to help the student and their parent(s) in making good decisions in how they are dressed when they come to school. However, this dress code is in no way attempting to smother an individual’s personality. Several workplaces and post secondary institutions have dress codes in place, and it is best that you’re prepared to function effectively with these expectations.

The following guidelines are in place and should be followed at MCHS:

- Shorts, skirts, and dresses should be no shorter than mid-thigh including when worn over leggings. Pants should not have large holes above mid-thigh.
- Clothing that advertises/promotes alcohol, drugs, tobacco, sex, violence, vulgar/obscene language, or groups that promote such will not be permitted. Also, clothing containing suggestive wording or messages will not be allowed.

- Shirts should not be inappropriately revealing. Shirts should completely cover the abdomen, back, shoulders, and chest. Sleeveless shirts must have fitted armholes.
- Tattoos, drawings, or clothing that symbolize gang activity or affiliation are not permitted.

Any other personal dress and/or grooming standards determined to be dangerous, disruptive, or distracting from proper school activities are not permitted.

**The school administration reserves the right to determine whether the student's attire is appropriate for a school/work environment. Additionally, dress code situations that are not covered in this handbook will be assessed by the administration for appropriateness, and their decision will be final.**

**Consequences:**

- Students who violate the Dress Code will be given an official warning and documentation will be made as a minor disciplinary offense.
- Extreme cases will be immediately addressed. In these cases, the student could be sent home or a change of clothes can be brought to the school by the parent. If neither of these situations are possible, the student may be sent to ISS for the remainder of the day.
- Continued violations of the dress code could result in disciplinary action.

“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)**.

**ELECTRONIC DEVICES (Cell Phones)**

The administration recognizes that cell phones are an important part of our lives. Also, over the past few years, school personnel have attempted to manage cell phone usage in the school to the best of their ability. Cell phone technology - when used properly - actually can improve the learning process.

However, Chromebooks have eliminated the need for cell phones in the school. Students have access to their Chromebook, the necessary network resources, and Google Classroom at school. The Chromebook is all they need to fully participate in class activities.

Increasingly, some students are using their cell phones in ways that are not helpful to the learning activities at MCHS. Students are spending time in class on social media, gaming, and other activities that distract them from learning material that is being presented. Because of this, our cell phone policy is as follows:

- Students may use their cell phones during meal service (breakfast and lunch), between classes, and before and after school.

- Students may not use their cell phones during class without being given permission from their teacher.
- For the purpose of this policy, smart watches and ear buds fall under the same rules as cell phones.
- If these guidelines are not followed, the following consequences will be given:
  - 1<sup>st</sup> Offense – Verbal Warning
  - 2<sup>nd</sup> Offense – The student will power their phone off and place it in a clear container on the teacher’s desk. The phone will be given back to them at the end of class.
  - 3<sup>rd</sup> Offense – The student will be sent to the office, will power off their phone and place it in a container in the office. The phone will be returned to them at the end of the day.
  - If a student continues to violate this policy or refuses to comply with this policy, they will be placed in ISS. Students in ISS for violation of this policy will turn their phone into the office and it will be returned to them at the end of the day.

### **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. Occurrences of fights accumulate over the entire four years at MCHS. For example, if a student is in a fight during freshman year, and that student is in another fight during sophomore year, the fight during sophomore year would count as the second offense. Discipline for fighting is as follows:

- First Offense: Depending on the severity of the fight, students will receive 5 days In-School Suspension or 5 days Out of School Suspension. Parent must meet with administration before student may return to school.
- Second Offense: 15 days of In-School or Out of School Suspension at the discretion of the administration
- Third Offense: These situations will result in a consultation between administration and the superintendent's office.

Additionally, some students choose to use their cell phones to create a video record or photo of a fight that occurs on campus. This is unacceptable. At the discretion of the administration, disciplinary measures will be taken against any student who chooses to use a cell phone in this manner.

### **FIRE AND TORNADO DRILLS**

MCHS will have fire and other safety drills to make sure that everyone knows what to do in case of an emergency. For fire drills, the fire alarm will sound and your teacher will direct you in leaving and gathering a safe distance from the building. For all other drills - or in the event of an actual emergency - an announcement will be made to inform teachers on proper procedures depending on the emergency. In the event of a power failure, members of the administration (along with the School Resource Officer) will disperse to different areas of the building to announce what actions to take.

### **FUNDRAISING**

Sale of fundraising 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	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69

F Below 60  
I Incomplete

One-half credit may be earned in one quarter and one credit may be earned in one semester. Report cards will be given to students at the end of each nine weeks. Progress reports can be accessed online. 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 Science Found	1 credit
Elective Focus Area	3 credits
Foreign Language**	2 credits
Personal Finance	½ credit
Fine Arts**	1 credit
<b>Total Credits Required:</b>	<b>26 credits</b>

\*\*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 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 a hall pass or note 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: Anita Hively (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 \$5.00.

## **LIBRARY**

The MCHS Library Learning Commons is open weekdays from 7:30 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.
- Students who lose books are responsible for \$15.00 per book.
- Copies may be made in the library. Color copies are \$1.00 per 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.
- Food and drink are not allowed in the carpeted areas of the library or in the vicinity of any computer equipment.
- Students must have written permission from their teacher to come to the library during class.
- 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.

### **M 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.mcnairy.org](http://www.mcnairy.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 645-3226.

### **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.mcnairy.org](http://www.mcnairy.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.

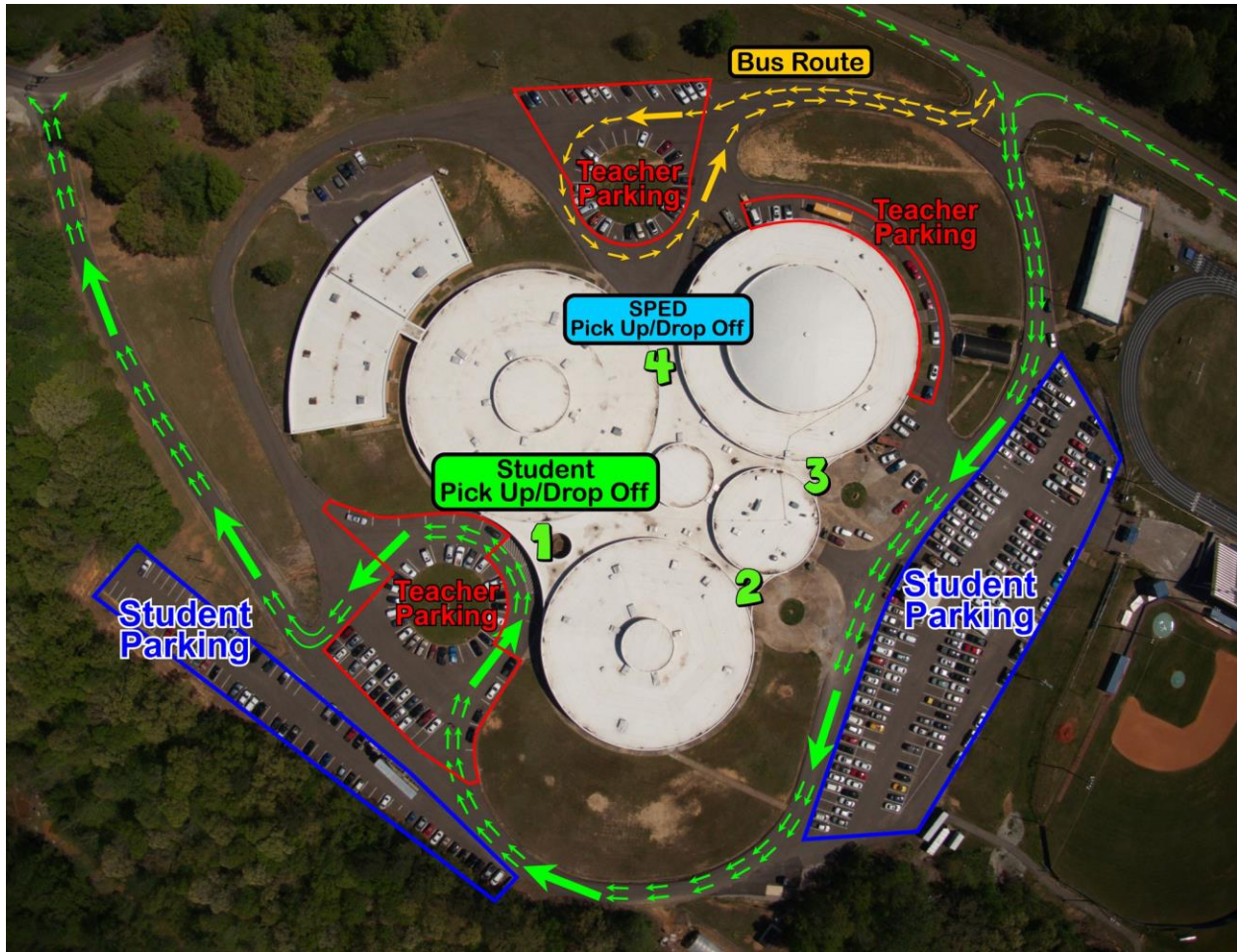
### **TICK REMOVAL**

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.

### **TRAFFIC FLOW 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 the campus from the football field entrance and continue to the left to entrance 1. (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 #1, 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 from entrance 1 down the hill. In the afternoon, students are expected to be outside entrance #1 to wait to be picked up. If students are not outside, parents/guardians will be asked to go to the back of the line.



**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.

**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 antisocial behavior. The grades of the victims can suffer. Fear and stress 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, or for not reporting bullying behavior to school officials.

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

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

Other examples of bullying include:

- Intimidation, either physical or psychological
- Threats of any kind, stated or implied
- Assaults on students including those that are verbal, physical, psychological and emotional
- Text messaging through any electronic means (including social media)

Bullying/Intimidation/Harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent (repeated) and creates a hostile environment. It 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, participating in physical education activities or athletics, attending special events, or riding on the bus to and from school each day.

Bullying of any type has no place in a school setting and will not be tolerated at MCHS. The faculty and administration will work to maintain learning and working environments 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 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 administration will be responsible for handling all complaints by students alleging harassment, including bullying.

# McNairy County Schools

## 2024-2025 Calendar

**FALL TERM**

TBD	Two Administrative Days
July 29	District-wide In-Service
July 30	School In-Service
July 31	School In-Service
August 1	Staff Development
August 2	Orientation for AHS gr. 9, MCHS gr. 9, SMS gr. 6
August 5	First Day of School (excluding students who attended on 8/1)
August 14	School Begins for all students
August 28	Early Release Day – <b>Students dismissed at 11:16</b>
August 30	<i>End of 1<sup>st</sup> month</i>
September 2	<b>STAFF DEVELOPMENT DAY*</b> (TEACHERS ONLY)
September 26	<b>LABOR DAY HOLIDAY*</b>
October 4	<i>End of 2<sup>nd</sup> month</i>
October 7-11	End of 1 <sup>st</sup> Quarter (46 Days)
October 22	<b>FALL BREAK*</b>
November 1	<b>PARENT-TEACHER CONFERENCE*</b> 12 - 6 pm
November 6	1 <sup>st</sup> Quarter Report Cards
November 25-29	<i>End of 3<sup>rd</sup> Month</i>
December 6	Early Release Day – <b>Students dismissed at 11:16</b>
December 20	<b>THANKSGIVING BREAK*</b>
December 23-Jan. 3	<i>End of 4<sup>th</sup> Month</i>
	School Dismissed 9:30
	End of 2 <sup>nd</sup> Quarter (44 days), Fall Term (90 days)
	<b>CHRISTMAS BREAK*</b>

**SPRING TERM**

January 6	<b>STAFF DEVELOPMENT DAY*</b> (TEACHERS ONLY)
January 7	Classes Resume
January 15	2 <sup>nd</sup> Quarter Report Cards
January 17	<i>End of 5<sup>th</sup> Month</i>
January 20	<b>DR. MARTIN LUTHER KING, JR. HOLIDAY*</b>
February 5	Early Release Day – <b>Students dismissed at 11:16</b>
February 14	<b>STAFF DEVELOPMENT DAY*</b> (TEACHERS ONLY)
February 17	<b>PRESIDENTS' DAY HOLIDAY*</b>
February 18	<i>End of 6<sup>th</sup> Month</i>
March 11	End of 3 <sup>rd</sup> Quarter (45 days)
March 18	<i>End of 7<sup>th</sup> Month</i>
March 21	3 <sup>rd</sup> Quarter Report Cards
March 24-28	<b>SPRING BREAK*</b>
April 9	Early Release Day – <b>Students dismissed at 11:16</b>
April 18	<b>GOOD FRIDAY-- SCHOOL DISMISSED*</b>
April 23	<i>End of 8<sup>th</sup> Month</i>
May 16	<b>NO SCHOOL ON FRIDAY – SCHOOL DISMISSED*</b>
May 22	<b>RECORDS AND REPORTS*</b> (TEACHERS ONLY)
May 23	School Dismissed 9:30, End of 4 <sup>th</sup> Quarter (45 days), Spring Term (90 days), <i>End of 9<sup>th</sup> Month</i> , 4 <sup>th</sup> Quarter Report Cards

(\* school dismissed)

**MCHS Bell Schedule  
2024-2025**

First Bell 7:55 A.M.

Physical Activity	7:30 AM	7:55 AM
1 <sup>st</sup> Block	8:00 AM	9:25 AM
2 <sup>nd</sup> Block	9:30 AM	10:00 AM
3 <sup>rd</sup> Block	10:05 AM	11:30 AM
4 <sup>th</sup> Block	11:35 AM	1:30 PM
1 <sup>st</sup> Lunch	11:35 AM	12 Noon
2 <sup>nd</sup> Lunch	12:05 PM	12:30 PM
3 <sup>rd</sup> Lunch	12:35 PM	1:00 PM
4 <sup>th</sup> Lunch	1:05 PM	1:30 PM
5 <sup>th</sup> Block	1:35 PM	2:55 PM / 3:00 PM

## McNairy County School District Grading Policy for Grades 9-12

### Letter Numeric Grade

A 90-100  
B 80-89  
C 70-79  
D 60-69  
F Below 60

- 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.

## Vaping/e-cigarettes/Cannabidiol (“CBD”)

The McNairy County Schools Board of Education recognizes that the use of vaping and e-cigarette devices is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is aware of the serious health risks associated with the use of vaping and e-cigarette devices to users and non-users.

The use of vapes, vaporizers, e-cigarettes, or other devices used to inhale vapor by means of an electronic or similar device (“vaping”) is a violation of this policy. In addition to the health risks, it is illegal for students to use or purchase vaping devices or to purchase vaping paraphernalia. Vaping involves the use of a purpose-made or homemade device (“vaping device”) that vaporizes liquids, oils or gels that may contain flavoring, nicotine, Cannabidiol (“CBD”) oil of varying concentrations, tetrahydrocannabinol (“THC”) oil of varying concentrations, or other substances that may or may not be legal to possess (“vap juice”). A vaping device is generally composed of a vaporizer, battery, reservoir for smoking oil, and a battery charger. By way of example and not as a limitation, vaping devices may be called vapes, Juuls, e-cigarettes, e-cigs, dab pens or other brand names. Vape juice is a slang term for the liquid, oil, or gel used by the vaporizer to create vapor. Vape juice may contain flavored juice, nicotine, CBD oil, or THC oil. The possession, use, distribution, or attempted distribution of a vaping device or vape juice on school property, on school buses, at school sponsored events, or while under school jurisdiction is prohibited. The use of vaping devices is prohibited in all vehicles, owned, leased, or operated by the school district.

The use of Cannabidiol (“CBD”) in all forms and derivatives on school property, on school buses, at school sponsored events, or while under school jurisdiction is prohibited.

### ENFORCEMENT

Students who are found in possession of any vaping/e-cigarette device and/or paraphernalia and/or CBD in all forms and derivatives will incur the following consequences:

- 1) First Offense
  - a. One day of in-school Suspension (ISS) with education components
  - b. A citation will be issued
- 2) Second Offense
  - a. Two (2) days of out of school suspension
  - b. A citation will be issued
- 3) Third Offense
  - a. Four (4) days of out of school suspension
  - b. A citation will be issued



## Cell Phone Use at School

We here at McNairy Central High School recognize that cell phones are an important part of our lives. They are used for communication, work, entertainment...they are an amazing device that most adults have with them at all times.

Over the past few years, school personnel have attempted to manage cell phone usage in the school to the best of their ability. Balance was necessary – especially with the onset of Covid-19 – so that students and teachers could continue the educational process...especially in light of social distancing and quarantines. Cell phones were seen as a necessity when computers and networks were not accessible.

However, the newly issued Chromebooks have eliminated the need for cell phones in the school. Students have access to their Chromebook, the necessary network resources, and Google Classroom at school. The Chromebook is all they need to fully participate in class activities.

In light of all this, some students are still on their cell phones in ways that are not helpful to the learning activities at MCHS. Students are spending time in class on social media, gaming, and other activities that distract them from learning material that is being presented. Because of this, the faculty and administration feel that a change in cell phone policy is necessary.

Our revised cell phone policy is as follows:

- Students may use their cell phones during meal service (breakfast and lunch), between classes, during break, and before and after school.
- Students may not use their cell phones during class without being given permission from their teacher.
- For the purpose of this policy, smart watches and ear buds fall under the same rules as cell phones.
- If these guidelines are not followed, the following consequences will be given:
  - 1<sup>st</sup> Offense – Verbal Warning
  - 2<sup>nd</sup> Offense – The student will power their phone off and place it in a clear container on the teacher's desk. The phone will be given back to them at the end of class.
  - 3<sup>rd</sup> Offense – The student will be sent to the office, will power off their phone and place it in a container in the office. The phone will be returned to them at the end of the day.
  - If a student continues to violate this new policy or refuses to comply with this new policy, they will be placed in ISS. Students in ISS for violation of this policy will turn their phone into the office and it will be returned to them at the end of the day.

We appreciate your support of this new policy. Again, we realize that cell phones are an important part of our students' lives...as they are ours. It is necessary, however, to realize that there is an appropriate time for their use. I think we can all agree that if our students are going to receive the most from the instructional process, distractions should be eliminated to the greatest extent possible. I believe this is why some workplaces either limit or prohibit cell phone use.

Thank you for your support of MCHS.

Jerry L. Pyron, Ed.D.

Principal  
McNairy Central High School

**McNairy Central High School  
School Rules and Policies Signature Page**

**My signature indicates that I have reviewed the student handbook (sent to my student's school email account) and understand the rules of behavior, expectations, and the consequences for inappropriate behavior.**

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent / Guardian**

\_\_\_\_\_  
**Date**