

Sequoyah High School

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Soddy-Daisy, Tennessee 37379

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Student/Parent Handbook 2017-2018



Sequoyah High School is a Title I school. Title I is a federal program which provides additional funds to schools based on the percentage of students who qualify for free and reduced lunches. Sequoyah High School will participate in a school- wide Title I project to provide supplemental support to students, parents, and faculty of our school to positively impact student achievement.

SEQUOYAH HIGH SCHOOL
A PLACE OF NEW BEGINNINGS

Our Vision

The vision of Sequoyah High School is to provide a safe learning environment that fosters positive personal relationships and partnerships among teachers, students, parents, and community members. Our students will be engaged in a relevant and diverse curriculum that empowers them to succeed in their learning based on individual needs, abilities, and talents. We envision each student developing the necessary skills required to become a life-long learner.

Our Mission

The mission of Sequoyah High School's faculty, staff, students, parents, and community is to provide a relevant, comprehensive education to all students within a safe environment, where each individual is highly valued. Through our challenging academic and career/technical offerings, students will prepare for post-secondary education and future employment in their chosen career field while making connections to real-life situations. Each graduate will be equipped to compete successfully and responsibly in an ever-changing society.

Our Belief

We believe that all students given the opportunity can learn and achieve.

School Mascot

Eagle

School Colors

Purple and Teal

Access to Student Information

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

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

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

Arrival To and Departure From School

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

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

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

Note: Additional information regarding students who drive will be in the section on parking.

Attendance

The attendance policy for the State of Tennessee allows a student five unexcused absences per year. Regular attendance is essential for academic achievement. Recognizing that, the following procedures govern attendance at Sequoyah High School:

- Absences are recorded daily during each block.
- Written excuses stating the reason for absences must be signed and dated by the parent or guardian and filed with the school the first day the student returns . **NO EXCUSES WILL BE ACCEPTED AFTER 5 DAYS OF STUDENT RETURNING TO SCHOOL AFTER AN ABSENCE**
- Absences may be excused for the following reasons:
- Personal illness – Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. Three parent notes per year will be accepted to excuse personal illness. Beyond three, a physician’s statement is required to excuse the absence.
- Death in Immediate Family – Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.
- Family Illness – Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician’s statement concerning the necessity of the student’s assistance.
- Religious Holiday – Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.
- Personal – Students who are absent for a good cause (such as a doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment.
- Approved School Sponsored Activities – Students shall be marked present when participating in a school-sponsored activity away from the school building.
- Excessive absences are governed by Tennessee State law, which requires that school officials report to the court and parent, guardian, or other person in a parental relationship with a child who is unlawfully absent

from school for any five days during the school year (this means an aggregate of five days) without adequate excuse. After five days absence without adequate excuse, a student is referred to the social worker. The social worker will notify the parents by written notice that their child must attend school on a regular basis. If after three days, the child continues to miss school or there is no response from the parents, a legal notice will be delivered by an attendance teacher. The legal notice will notify the parents that a petition is being filed in court charging a child with truancy or neglect against the parents. If the student continues to miss school after court consent, the petition will be sent directly to the Juvenile Judge. TCA 49-6-3007

Tardiness will not be tolerated as it consistently distracts from the time spent on task. Each interruption takes away from the class concentration. Students who arrive at school after the beginning of the student school day shall be marked tardy, as shall students who arrive late to individual classes during the school day.

Parents may check attendance/tardiness on PowerSchool. Detention will be assigned for chronic tardiness.

Perfect Attendance: Perfect attendance is defined as being present in class each day. The only exception is school-sponsored activities. Any other absence, no matter how legitimate the reason, will not be considered. Reasons for absences are considered in determining excused/unexcused absences and during appeals but not for perfect attendance.

Attendance Incentive: All students will take exams except seniors in their final term who have a minimum average of 76, good behavior, and no more than two absences for the second semester in each class.

Bell Schedules

Traditional Schedule		8:00 – 8:50	Sunrise
8:00-8:50	Sunrise	9:05 – 10:55	Period 1
9:05 -10:00	Period 1	10:00 – 10:45	Period 2
10:05 -10:55	Period 2	10:50 – 11:35	Period 3
11:00-11:50	Period 3	Lunch 1: 11:35 – 12:05	
Lunch 1: 11:50-12:20		11:40 – 12:25	Period 4A
11:55-12:45	Period 4A	Lunch 2: 12:25 – 12:55	
Lunch 2: 12:45-1:15		12:10 – 12:55	Period 4B
12:25 -1:15	Period 4B	1:00 – 1:30	Activity
1:20-2:10	Period 5	1:35 – 2:20	Period 5
2:15-3:05	Period 6	2:25 – 3:10	Period 6
3:10-4:00	Period 7	3:15 – 4:00	Period 7
<i>50 Minute Classes (55 Minutes 1st Period)</i>		<i>45 Minute Classes (50 Minutes 1st Period)</i>	
<i>30 Minute Lunch</i>		<i>30 Minute Lunch</i>	
		<i>30 Minute Activity Period</i>	
Activity Schedule			

Bus Procedures and Regulations

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

Cafeteria

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

2017-2018 Meal Prices

BREAKFAST		LUNCH	
Full-pay Student	\$2.00	Full-pay Student	\$3.00
Reduced Student	\$0.30	Reduced Student	\$0.40
Free Student	\$0.00	Free Student	\$0.00
HCDE Employee	\$2.50	HCDE Employee	\$3.75
Visitor	\$2.75	Visitor	\$4.50

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

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

Car Drop-Off and Pick-up

The drop-off point will be in the bus lane in the morning. Please do not pass buses while they are unloading.

All car riders will be picked up in the student parking lot to facilitate the ease of bus movement to and from school. The exit points will be closed until the buses have left campus.

Child Abuse Suspected

Tennessee law requires that any person who knows or has reason to suspect that a child has been abused must report the allegation to the toll-free hotline number or local law enforcement.

Remember, "has reason to suspect" means you have seen indications of abuse, the child has disclosed abuse, or you have a "gut" feeling something may not be right. It does not mean that you are certain that abuse has occurred. Reporting abuse, or suspected abuse, is actually a request for professionals to investigate further. Taken from TCA 37-1-403

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

Cheating

Cheating at Sequoyah High School will result in the following policy being applied:

First offense: Zero grade on test or work; notification sent to the office. Notification to parents by teacher.
Second offense: Zero grade on the test or work; referral to the office. Notification to the parents and disciplinary action.

Class Ranking

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

a student's grade point average and class rank for all other purposes other than determining valedictorian and salutatorian.

- The Valedictorian and Salutatorian will be declared at the end of the fall semester of the student's senior year for media and scholarship purposes. Speakers at graduation will be taken from this group.

Corporal Punishment

In all, but those acts of misconduct that are extremely anti-social or disruptive could result in the use of corporal punishment. It is not intended to be used as a first method of discipline, but after other methods have failed to modify a student's behavior. Corporal punishment will be administered in the presence of a second school official or teacher as a witness. The witness will be informed beforehand and in the student's presence of the reason for the punishment to allow the student to protest spontaneously, but there is no requirement that the student be afforded a formal opportunity to present his side to the witness. TCA 49-6-4103

Discipline

Repeated violations of minor rules or serious violations may result in a student being removed from the school environment. A list of offenses that may result in immediate suspension or expulsion follows:

- Willful and persistent violation of school rules or truancy.
- Immoral/disreputable conduct or vulgar/profane language.
- Violence, or threatened violence, against a person or any personnel attending or assigned to the school.
- Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school.
- Marking, defacing, or destroying school property.
- Possession of pistol, gun, or firearm, real or look-alike, on school property.
- Possession of a knife or other weapon(s), as defined in TCA 39-17-1301, on school property.
- Possession of any chemical, such as tear gas or mace, which has the capacity to injure or make an individual defenseless.
- Assaulting a school administrator or teacher with vulgar, obscene or threatening language.
- Unlawful use or possession of any item which federal law prohibits dispensing without a prescription from a licensed doctor, dentist or veterinarian.
- Inciting, advising, or counseling others to engage in any of the acts listed above.
- Any other conduct, prejudicial to good order or discipline in the school. Any principal or principal/teacher of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding the school bus, for good and sufficient reasons.

A student who for any reason neglects or refuses to abide by the educational standards of the school or whose conduct is detrimental to the school may expect to receive such treatment as, but not limited to the following:

- Suspension from extra-curricular activities
- After school detention (given one day notice)
- Removal from class with loss of credit
- Parent-student conference with administration
- Saturday school
- Suspension from school
- Suspension of parking permit and driving privileges
- Parents have the option to attend student's classes in lieu of suspension.
- Assignment to alternative school
- Suspension to Soddy Daisy Zone Discipline Committee
- Expulsion from school by the Hamilton County Department of Education

Before a student is suspended, he/she is to be informed of the accusations, the basis of the accusation, and given a chance to respond. A suspension may be short-term (10 days or less) or long-term (more than 10 days). *Short-term suspensions may not be appealed. Long-term suspensions may be appealed to Soddy Daisy Zone Disciplinary Committee.* The principal or his designee shall make a reasonable effort to contact the parents or guardians of a suspended student. If the parents cannot be contacted, the suspended student shall be supervised at school until time for his/her normal transportation. The principal shall notify the superintendent, attendance officer, and parents or guardians in writing when a student is suspended. A

conference with the student, his/her parents or guardian, and the principal or his designee shall occur before a suspended student may be readmitted to school.

Alcoholic Beverages

Sequoyah High School will do everything in its power to provide a drug-free environment. The sale of alcohol on school property, a school bus, or at a school-sponsored activity shall be reported to law enforcement.

- A student possessing or using alcohol on school property, a school bus, or at a school sponsored activity shall be suspended for at least twenty days. Any portion of the suspension may be held in a probationary status provided the student and parent enter an agreement to become involved in the Chemical Awareness program of STARS or its equivalent.
- Upon the second offense for the use or possession of alcohol, the student will be suspended for a minimum of eighty-five days.
- Upon the third offense, the School Board shall expel the student.
- Possession shall mean legally controlled alcohol found on a student or in a student's personal belongings, locker, or vehicle.
- Cumulative infractions- In the event a student is guilty of an infraction for use and/or possession, the second infraction, whether or not of a different nature, shall be counted as a second infraction for the same type of offense in determining the punishment. The infractions shall include the student's entire school career.

Bullying/Hazing

Bullying will not be tolerated on school property, at a school function, or on the school bus. Bullying shall mean repeated and deliberate harassment and/or violence against a student perpetrated by another student or group of students. Bullying includes, but is not limited to:

- Physical violence
- Taunts, name-calling, or ethnic, racial or gender based verbal abuse
- Threats, intimidation, or extortion
- Conduct which creates a hostile or offensive learning environment

Hazing will not be permitted on school property, at a school function, or on a school bus. Hazing shall mean a deliberate act, or any act, which exhibits a disregard or indifference to the consequences:

- By one student, acting alone or with others, which is directed against any other student endangering the mental or physical health, safety of the student or
- Coerces a student to endanger another's physical health or safety.

Hazing is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. Hazing does not include activities normally associated with athletic events, practices, or similar contests and competitions.

A student who commits an offense under this policy shall be disciplined appropriately, including but not limited to suspension and/or dismissal as a member of the organization.

Criminal Trespass/Trespass in a School Building

A student who trespasses in a building or any public school and who engages in any disorderly conduct shall be reported to local law enforcement officials.

Disorderly conduct includes, but is not limited to:

- Defacing, damaging, or destroying property
- Drinking intoxicating beverages or being in a drunken condition
- Engaging in any action that constitutes a breach of the peace
- Refusing to comply with lawful directions of school personnel including a request to leave the school premises

Drugs

Any person who is found guilty by any court of using, possessing, or selling legally controlled drugs or alcohol in any unlawful manner off-campus or not at a school related function shall be subject to the same suspension as he would have been if the offense had occurred on school property. TCA 49-6-3401(a) (12)

If any person under suspension or expulsion shall attend a school function and be under the influence of drugs or alcohol, or be found to have legally controlled drugs or alcohol in his possession, or be engaged in the sale or other transfer or possession of legally controlled drugs or alcohol, his suspension and expulsion shall automatically be continued for an additional period equal to the period of his suspension or expulsion, except that if the infraction carries a greater penalty under this policy the additional penalty shall be that greater penalty.

A student applying for admission to a Hamilton County school from any other school who has been suspended or expelled for reasons covered by this policy shall not be admitted without a conference with the Superintendent or his designee, and a waiting period prescribed by the Superintendent or his designee which shall not be less than the minimum penalty required by this policy for such infraction, said waiting period to begin upon the date of the letter of application for admission or the date of the conference with the Superintendent.

A student who has been expelled by the School Board may not be readmitted except upon approval of the superintendent and the School Board, provided that this application for readmission shall be heard at the last school board meeting before the end of the term of the suspension or expulsion.

All references herein to "school days" shall mean days during which the school is officially in session, and shall not count days during summer school.

A student who transfers any item which the student indicates is a "drug", or transfers a "look- alike" drug, shall be subject to this policy.

Possession, transfer or sale of drug paraphernalia shall be treated the same as possession, transfer or sale of a controlled drug or alcohol.

Gang Related Activity

Unlawful gang related activity will not be tolerated within the Hamilton County School System. If such activity is known or suspected to be active, local law enforcement officials will be notified. Principals have the authority to prohibit students from wearing, while on school property, any type of clothing, apparel or accessory, which denotes such student's membership in, or affiliation with, such activity. A student who *intimidates or threatens* students, teachers, and/or any other school employee, *or acts in any way prejudicial to acceptable discipline, law and order within the school* because of a gang related activity, will be immediately suspended and shall be reported to local law enforcement officials. The school shall make a reasonable effort to immediately contact the parent or guardian of the suspended students.

Hall Conduct

The intermission between classes is provided for students to go to the restroom, vending machines and for the arrival to the next class on time. Excessive noise, running, etc. is forbidden.

All students must have a pass from an administrator or teacher to be in the halls. This applies to Student Council members, annual and newspaper staff, student aides, students with early dismissal permission and any student who finds it necessary to enter the halls. Any student in the halls without permission will be subject to disciplinary action.

Possession or Use of Tobacco Products

Possession or use of tobacco products will result in detention or suspension. Use or possession of tobacco products on school property may result in a citation to appear in Juvenile Court. TCA 39-17-1505

Sexual Harassment of Students

Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee law. Sexual harassment toward any student by an employee, other student or an individual associated with the school

system is forbidden. Sexual harassment shall be defined as conduct, advances, gestures, and words of a specific nature or words which are commonly accepted to have a sexual connotation. Students who believe that they are victims of sexual harassment shall report such activity to a school administrator or a school guidance counselor.

The school system will take such disciplinary action as it deems necessary and appropriate, including warning, suspension, or immediate discharge, to end harassment or sexual harassment and prevent its recurrence. This act may result in expulsion.

Note: Further information is in the policy section of this handbook and a copy of the entire policy is on file in the principal's office.

Threats, Intimidation, or Extortion

Any student who, either verbally or in a written form or printed communication, maliciously threatens to accuse another of a crime, offense, or immoral act or to do injury to the person, reputation or property of another with intent thereby to extort any money, property or pecuniary advantage whatsoever or to compel the person so threatened to do any act against his will shall be reported to local law enforcement officials.

The act may result in suspension or expulsion. Any threat to do harm to another individual or self will be taken seriously. Depending on the circumstances, a student who has threatened harm to others or self may be:

- Referred to appropriate law enforcement authorities and/or
- Required to obtain a release to return to school from a psychologist or a psychiatrist.

Dismissals

Dismissals during the school day are discouraged. Dismissals may be granted for doctor appointments, court appearances, funerals, or school activities. Bring a written request to the main office at the beginning of school. It must state your name, the time, and reason for the dismissal, your parent's signature (or guardian) and a valid telephone number where the parent or guardian may be reached for confirmation of the request. The secretary will verify all requests. Dismissals for reasons other than those listed will be handled individually by the administration. A parent or guardian must sign the student out in the dismissal book in the main office. Students being dismissed will be called to the office or sent for by an office aide. *Do not come to the office and wait for someone to pick you up!*

Dress Code

Student dress and grooming shall be modest, moderate, and decent. Apparel, accessories or appearance should not interrupt the educational process. In matters of opinion, the judgment of the principal and staff shall prevail. Any student failing to comply with this will be counseled on an individual basis. If it is deemed necessary to take action to correct the problem, appropriate measures will be taken.

- All items listed below must be size appropriate.
- See through garments are not permissible.
- Wearing apparel or accessories may not have writing, pictures, or advertisements that depict drugs, alcohol, tobacco, sex, or other inappropriate material. Symbols, pictures, or word messages that are considered profane, vulgar or offensive will not be permitted.
- A violation exists if a student wears an inappropriate shirt as an undershirt and the outer shirt is unbuttoned to expose the inappropriate undershirt.
- Undergarments are not to be worn as outer garments nor should they be visible.
- Shoes: In order to comply with health and safety regulations, all students must wear shoes.
- Shorts: Shorts are allowed as long as the length is no shorter than 2" above the kneecap while standing.
- Pants: Jeans are permissible. Pants may be dress slacks, cotton twill, or corduroy. Pants must not have holes above the knees and holes should not be larger than one inch in diameter. Sagging is never permitted. Pajama pants are not permitted.
- Skirts/Dresses: Skirts or dresses must be no shorter than 2" above the kneecap while standing. Splits in skirts or dresses must not be above the 2" knee mark while standing.
- Tights/Leggings: Tights/Leggings will be allowed under tunics, skirts or shorts that are near the 2" mark to satisfy the requirement of modesty. Tights/leggings are not pants and should not be worn as such.
- Shirts/Blouses/T-shirts: Shirts/blouses/t-shirts must be modest with no visible cleavage, and be long enough to be tucked in. *Bare-midriiffs, racerbacks, spaghetti straps and tank tops are not permissible.* Shirts/blouses/T-shirts must conform to the bulleted items above.

- Hats: Hats, caps, hoods, and toboggans are not to be worn inside the building.
- Buttons/Pins: Only those related to school sponsored activities will be allowed.
- Jewelry: The wearing of jewelry must not detract from the learning environment nor be deemed a safety concern. No chains or spike collars will be permitted.
- Hair: A hairstyle must not disrupt the educational process, nor pose a safety hazard. Hair may not be of a color, style, or cut that draws undue attention to an individual.
- Make Up: Make up must be appropriate and not disruptive to the educational process. Visible writing or drawing on the body is not permitted.
- Sunglasses: Sunglasses are not allowed in the building unless prescribed by a physician.

Note: Any dress apparel or jewelry worn to school that indicates *gang affiliation*, or could be interpreted as having *gang affiliation*, is prohibited.

Career and Technical class requirements may supersede the school wide dress code. The administration reserves the right to add or delete dress code regulations (or items) in order to maintain safety and preserve the educational environment.

Dual Enrollment Program

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

- A cumulative grade point average of 3.00 or higher or an “A” average in
- courses related to their elected course of work if their GPA is less than 3.00.
- The results of the English and Math placement test which will be administered by the college or university.
- ACT score of at least a 19 overall and a 19 in the area in which the class falls.
- Costs are based on the prevailing per semester hour fee at the college, plus their usual application fee. This cost must be paid by the student and proof of payment presented to the guidance office during the first week of class. Sequoyah attendance policies apply to the joint enrollment programs. Dual enrollment students earn three additional points on their average.

Electronic Devices

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

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

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

Emergency Closing of School

In case of inclement weather, please DO NOT CALL the school. Instead, listen to FM 92 (WDEF) as it will have up-to-date, reliable information regarding school closings or delays. The School Messenger Phone System will also be used in case of emergencies.

Emergency Card Information/ Pupil Information/ Change of Address

It is the responsibility of the student to maintain accurate information on school records. Students must supply correct information regarding street addresses, home telephone number(s), and work numbers of parents and emergency numbers including a doctor’s number. If, during the school year, any pertinent information from the emergency card or student information sheets changes, the student is responsible for

changing the information. Please report any changes to the main office. This is very important in keeping our records up-to-date and also enables the contact of a parent or guardian in case of an emergency.

Exceptional Education Offerings

Full inclusion services are offered in Math, English, and Science. Consultation is available in all academic and vocational areas. There is a focus on diploma capable students who can achieve in a fully integrated academic and technical program.

Final Exam Retakes

If a student has a passing average before the final examination, the student has an option to retake the examination once if the examination grade would result in course failure. If the final exam is a state mandated exam which causes the students to fail the class, the student may take a teacher made exam one time for course credit.

Fire, Tornado & School Safety Drills

The school is equipped with an emergency alarm system. You will be familiarized with this system. Your teacher will tell you what action to take, which exit to use, and where to stand. During drills DO NOT TALK AND DO NOT RUN. Tornado drills will be held before tornado season, and you will be given appropriate instructions at that time. Check the bulletin boards in each of your classes for general information.

Fund Raising

All fund raising projects must be cleared through administration. Sponsors must complete correct forms before allowing a group to have a fund raising project. All fund raising projects must be placed on the school calendar. Fund raising for organizations not connected with the school are not allowed during school hours on school property.

Graduation

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

- Every student participating in the ceremony will have completed all graduation requirements. Students finishing requirements anytime after the ceremony will not be able to participate.
- Any outstanding debt students owe to the school must be paid before caps and gowns are issued. Graduation fee of \$35.00 pays for the diploma and cover and is considered an outstanding debt if it is unpaid.
- Seniors will dress and act appropriately. Males need to wear a dress shirt with tie, dress pants or khakis (no jeans), socks, and dress shoes (no athletic shoes). Females need to wear a Sunday type dress and dress shoes.
- More information will be given to seniors at a senior meeting at the beginning of April and in a letter to parents of seniors at the beginning of May.

Graduation Requirements

(Revised May 2016)

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

A satisfactory record of attendance and conduct is required for all graduates. Number of credits required for graduation:

Class of 2018 – 26 credits

Class of 2019 – 25 credits

Class of 2020 – 24 credits

Class of 2021 – 24 credits

ROTC credit as substitution for required courses:

Traditional

JROTC 1---No substitute credit

JROTC 2--- Wellness (1), PE (.5)

JROTC 3---Personal Finance (.5), Government (.5)**

Grade Point Average

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

The first method is a 4.0 scale. The 4.0 scale is defined in the Tennessee Uniform Grading System. This grading scale is used to calculate and determine a student's eligibility for the Tennessee Hope Lottery Scholarship. This state-recognized GPA will appear on the high school transcript for all Hamilton County graduates (TCA 49-6-407).

A second method for determining cumulative GPA may be calculated using weighted quality points. AP and IB courses will receive an additional weight of 1.0. Honors and Dual Enrollment will receive an additional 0.5. The weighted GPA may be requested by certain colleges and universities for admission requirements and scholarships. Assigning additional quality points above 4.0 for these courses is not allowed for the purpose of determining eligibility for the Tennessee lottery scholarships (SBE Rule 0520-01-03-.05).

Grading

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

Uniform Grading System – Weighted for Advanced Coursework

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

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

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

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

Guidance Information

The Guidance Department of Sequoyah High School exists solely for the purpose of helping students, parents, and teachers. Counselors are available to assist and advise each student about personal problems, academic problems, career choices, course selection, college choices, and scholarship applications. The Guidance Department also assists in student orientation information and student testing. The Guidance Office is open before and after regular school hours. The Guidance phone number is 843-4707 Ext. 2502.

Hamilton County Schools Responsible Use Policy

At registration each student and parent signs the HCDE Responsible Use Policy. A copy can be found on the hcde.org web site.

High School Grade Classification

Grade	Block Schedule	Traditional Schedule
10	6 credits	5 credits
11	12 credits	11 credits
12	20 credits	16 credits

Homework Policy

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

Honors Courses

SHS has a fully implemented honors program. Honors courses will be open to all students, having no other requirements other than the normal pre-requisites. The criteria for such courses require that "honors courses substantially exceed the content standards, learning expectations, and performance indicators as approved by the State Board of Education." Three weighted points will be added to the final average for these courses.

Honor Roll

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

Immunizations

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

Instructional Fees and Payment to the School

Sequoyah High School charges a nominal instructional fee to cover costs not covered by the Hamilton County Department of Education. The fee for 2017-2018 will be \$40.00. This fee is used to provide additional postage, printed materials, workbooks, computer software, duplicating equipment supplies, etc. The school fee is to be paid to the first block teacher by the end of the second week of school. If this causes a hardship, please so indicate in writing to your first block teacher. In addition to the instructional charge, individual classes or departments have fees as well. These are listed below (not every student will incur these fees). These charges are necessary to cover the expenses of the course.

School Fees 2017 – 2018	Amount
General School Fee (paper and copying)	\$40

Class Fees

Art (Pencils, paint, brushes, art supplies)	\$15
Science (Lab and classroom supplies)	\$10
English (Classroom supplies)	\$10
Math (Classroom supplies)	\$10
Foreign Language (Classroom supplies)	\$10
Social Studies (Classroom supplies)	\$5
PE/Health/Wellness (Classroom supplies and equipment)	\$5
Auto Technology (Classroom supplies)	\$40
Carpentry (Classroom supplies)	\$10
Collision Repair (Classroom supplies)	\$40
Cosmetology (Classroom supplies)	\$80
Electricity (Classroom supplies)	\$10
Graphic Communications (Classroom supplies)	\$30
Health Occupations (HOSA, Liability Insurance, classroom supplies)	\$60
Machine Shop (Classroom supplies)	\$40
PC Network & Repair (Classroom supplies)	\$30
Welding (Classroom supplies)	\$40

Other Fees

Athletic Fees (TSSAA dues)	\$10
Parking (Parking Permit)	\$30
Senior Graduation (Diploma cover, senior activities)	\$30
Archery (Equipment, arrows, supplies)	\$10
Transcript (Transcript copies)	\$1
Engine Building Club (Uniform, supplies)	\$80
Welding Club (AWS, supplies)	\$15

Insurance

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

Junior/Senior Prom

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

Lost Textbooks

Students will not be issued textbooks until any lost or damaged textbooks are paid for or returned. A report card hold will be issued for lost or damaged textbooks.

Lost and Found

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

Make-Up Work

Make-up work is the responsibility of the student. Excused absences (those meeting board policies) shall entitle students to make up missed work. Unexcused absences may result in homework assignments as make up work that receives reduced credit. Students must make up work at the teacher's convenience and shall have five days to complete those assignments, if the assignments were made while the student was absent. Teachers may provide additional time if extenuating circumstances warrant. For work that was assigned prior to the absence, it is due upon the student's return to school. Request for make up work is the responsibility of the student.

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

Money and Valuable Articles

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

Parent-Teacher-Student Association (PTSA)

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

Posters and Announcements

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

PowerSchool

Parents will receive a username and password to view their student's grades and/or attendance online.

Report Cards

Sequoyah reports each student's progress on Power School and report cards. Grade reports are provided for parents/guardians and students each nine weeks. Grade reports shall indicate the student's conduct, attendance, academic, progress and any other information necessary to communicate effectively with parents/guardians.

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

Report cards, diplomas, transcripts, etc. may be held by Sequoyah High School for those students who owe debts to the school. Public Chapter 1074-Senate Bill 2109 House Bill 1808 prescribe that local schools may withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has incurred a debt to the school or a student who has taken property which belongs to a local school or any agency thereof until the student makes restitution. Examples of debt are library fines, destroyed or lost textbooks/workbooks, lunch charges and costs for activities occurring outside the regular school day including sports (i.e. uniforms), trips, social events, and fundraisers.

School Messenger

Sequoyah High School will now have the means to communicate with parents and students with an automated phone system. It will be used to distribute pertinent information and make parents aware of student absences. It will also be used in the event of an unexpected contingency.

Searches

Lockers and Storage Areas

When individual circumstances dictate, a principal may order that lockers and other enclosures used for storage by students, and other areas accessible to students, be searched in his presence or in the presence of other members of his staff. Individual circumstances which require a search may include incidents on school property, including buses, involving but not limited to, the use of dangerous weapons, drugs, or drug paraphernalia by students which are known to the principal or other staff members, information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the principal which give reasonable cause that drugs, paraphernalia or dangerous weapons are held on school property by one or more students. Notices are posted in the school stating that lockers and other storage areas are school property and are subject to search.

Students and Containers

A student may be subject to physical search, or a student’s pocket, purse or other container may be required to be emptied because of the results of a locker search or information received from a teacher, staff member or other student, if such action is reasonable to the principal.

All of the following standards of reasonableness shall be met:

- There are reasonable grounds for suspecting that a particular student has violated school policy.
- The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug.
- The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students.
- The scope of the search is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution.

Vehicles

A principal or his designee, or both, may search any vehicle, parked or otherwise, located on school property, if there is a reasonable suspicion that the vehicle contains a dangerous weapon, drug paraphernalia or drug or contains evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body.

Field Trips

A student, his/her possessions or room may be searched while the student is on a school sponsored field trip. The reason for the search must be based on reasonable information or evidence that the student has violated or is violating a rule related to the trip.

Use of Animals

In order to facilitate a search that is found to be necessary, dogs or other animals trained to detect drugs by odor or otherwise may be used in conducting searches, but such animals shall be used only to pinpoint areas needed to be searched.

Sexual Harassment Complaints Reporting Procedures

Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the central office locations.

In each school- The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Assistant Superintendent for Personnel and the Assistant Superintendent for School Operations immediately without screening or investigating the report.

Student to student complaints should be reported to the Assistant Superintendent of Student Services and the Assistant Superintendent for School Operations immediately. A written report will be forwarded simultaneously to the Deputy Superintendent. If a complaint made by a student is verbally given, the principal shall reduce it to written form within 24 hours and forward it to the Superintendent and Assistant Superintendent of School Operations under a *confidential cover*.

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

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

Use of formal reporting forms is not mandatory; however, a sample of the reporting form is attached to this policy.

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

By authority of the school system, the superintendent or his designee, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by school system officials or by a third party designated by the Board of Education. The party making the investigation shall provide a written report of the status of the investigation within 20 working days to the Superintendent and Deputy Superintendent. The twenty (20) day period may be extended by the Superintendent or Board of Education if the investigation warrants the extension.

In determining whether alleged conduct constitutes harassment or sexual harassment, the school system shall consider the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school system shall take immediate steps to protect the complainant, students, and employees pending completion of an investigation of alleged harassment or sexual harassment.

The Investigator(s) shall make a final report including findings and recommendations for disciplinary actions, if any, to the Superintendent of Schools upon completion of the investigation.

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

The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint. The school system shall take such steps as are necessary to prevent recurrence of the harassment. The school system shall keep the complainant informed of the status of the complaint.

Student Conduct

The Personal Responsibility of Sequoyah High School Students

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

- The Teaching/Learning Process
- You deserve the best instruction that Sequoyah High School is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve the best of your ability, you must cooperate with the teachers.
- Personal Relationships
- Each student is expected to show respect for the rights and feelings of his fellow students and to behave in such a way as to draw the respect of others toward him/her. Courteous treatment is encouraged. Tolerance of differing beliefs and appearance is essential. Dangerous practices such as pushing and scuffling are prohibited. *Hazing is strictly prohibited.* Displays of affection between students during school are inappropriate. Students are expected to obey instructions from any school employee who is in performance of his/her duty and to address all adult staff members with respectful word and tone. *Students are responsible to all teachers at all times.* Teachers have supervisory authority and responsibility in all areas of the campus while at school or at school sponsored functions. Official visitors, whether observers, speakers, or entertainers are considered honored guests and will be treated with courtesy and respect.
- Responsibility for Your Own Actions
- You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibilities as a student citizen of Sequoyah. If you choose to follow the bad example set by a few of the other students, you will be held responsible for your actions and your actions only. *The decision will be yours, and so will the consequences.* Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.
- If you encounter problems in dealing with other students, consult an administrator, guidance counselor or teacher.

Care of School and Personal Property

- A school building is not a school until students occupy it. When a building becomes a school, it takes on character and meaning and expresses itself to the student body and visitors in relation to the respect it is given by the students.
- We feel it is a matter of personal and school pride that each and every student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone. This commitment includes using the common sense approach. Trash belongs in trashcans, gum and graffiti have no place on the floors or walls, and the furniture and equipment in our school are for your use and not abuse.
- Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students must turn in the book (identified by book number), which they are issued. Students will not be issued a replacement book until a lost/damaged book has been paid for.
- Students who disfigure property, break windows, or do other damage to school or personal property or equipment will be required either to pay for the damage or replace the item.
- Students should not be on campus unsupervised. At the end of the school day, students should leave the campus promptly unless supervised by a faculty or staff member.

- Students should limit items brought to school to those items necessary for school activities. The administration is not responsible for unnecessary items brought to school that are lost or stolen. Theft should be reported to the office to aid in the recovery.

General Guidelines for Student Conduct

- Students are under the jurisdiction of all teachers when in the halls, at lunch, during assemblies, extra-curricular events, field trips, etc.
- Students are to abide by the class rules initiated by the teacher.
- *Students are to show proper respect toward faculty and staff at all times.*
- Students late to school/class are unexcused unless they have a written excuse from the office.
- Students should be prepared for class each period with appropriate books and materials. Students are to follow directions of the teacher the first time asked. *No responsibility supersedes this one.*
- Students should not enter the hall without a hall pass from the immediate supervising teacher.
- The teacher, not the bell, will dismiss the class.
- The expectations for behavior are the same when a substitute teacher is present.
- All students must park in the area provided and only with the appropriate permit
- *Students are not allowed to sit in their cars after arriving at school.* Each student should leave the car upon arrival and enter the building.
- *No student will be permitted to go into the parking lot without authorization from the office.* Students in the parking lot without permission from the administration are subject to discipline and/or suspension.
- No students will be permitted to leave campus without an excuse from the office.
- Students should not congregate in the halls preventing the flow of traffic.
- Student couples should conduct themselves in a manner that is respectable for the school and the students. No displays of affection (such as embracing or kissing) are permitted at school.
- Students are to refrain from inappropriate language.
- Possession or use of tobacco products in any form in the building, on campus, or during school-sponsored events is prohibited.
- Visitors are not allowed on campus unless they have been given permission from the main office. Students should not encourage visitors during any part of the school day.
- Respect other people's personal property.

Off Campus Conduct

A student may be suspended for conduct away from school if:

- The conduct results in a felony charge and the student's presence in school poses a danger to persons or property or disrupts the educational process. TCA 49-6-3401(a) (12)
- There is a relationship between the conduct and school setting such that there is a significant possibility of disruption of the educational process.
- The conduct results in the student being impaired or exhibiting inappropriate behavior at school, on a school bus or at a school function.

Student Driving and Parking

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

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

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

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

The conditions for parking at Sequoyah are as follows:

- Students must possess a valid Tennessee driver's license and abide by all restrictions and conditions imposed by such license.

- All students will park in the assigned area in front of building “B”.
- Students will register any vehicle that they intend to drive with school authorities. Upon registration at any time during the first semester, a \$30.00 fee is required. Permits issued at any time during the second semester will be \$15.00. This permit is to be displayed in the appropriate manner.
- Vehicles parked in NO PARKING spaces, fire lanes, or handicapped spaces are subject to be towed at owner’s expense.
- Students using tobacco or permitting such in their vehicles or on school grounds are subject to losing their parking permit and other disciplinary actions.
- All students should lock and secure their vehicles.
- Students are not to borrow, sell, or transfer their permits.
- Students are not to exceed a 10 MPH speed limit on campus.
- Students are not to litter the parking lots.
- Parking lots are off limits during the day unless permission is granted by the administration.
- Students are not allowed to sit in their cars after arriving at school. Each student shall leave the car upon arrival and enter the building.
- Sequoyah is not responsible for theft or damage to vehicles or possessions in vehicles that are parked on campus.
- No private vehicle shall pass a bus.
- Traffic leaving the campus after school must wait until all school bus traffic has cleared. A school has the right-of-way at all times.

Reasons for Loss of Driving Privileges:

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

Student Sickness at School

What to do if you are injured or become very ill:

Report the problem to the nearest teacher.

Go directly to the main office and notify either the secretary or one of the administrators.

Give the secretary or administrator your name and grade level.

The secretary or administrator will consult your emergency card and call your parents or guardian.

DO NOT go to a restroom and stay.

DO NOT leave the school grounds or go to the parking lot without approval from one of the administrators.

DO NOT take medication from anyone. Teachers cannot give aspirin or any other type of medication. Please do not ask them.

DO NOT bring any medications on campus without following the guidelines below.

What to do if you bring medication to school:

- Over the counter medications are NOT allowed on campus. Prescribed medications by a licensed physician must be taken directly to the school secretary and must be accompanied by a medical form signed by both the physician and parent/guardian.
- All medication, including prescription and over the counter (even aspirin), must be left in the main office. Parents are required to sign a form authorizing the medication to be administered. Prescription drugs must be accompanied by a doctor’s note. A log sheet will be initiated by a member of administration indicating that medication has been received.

Telephone

THE OFFICE PHONE IS FOR EMERGENCY CALLS ONLY! Students must get permission from the appropriate teacher to come to the office to use the phone. Permission to use the phone then must be granted by the secretary. Students will not be called from class to receive phone calls.

Visitors

Parents are always welcome. ALL visitors must check in at the main office and get permission before visiting a classroom. Students may NOT bring relatives or friends to school to visit.

Transfer/Withdrawal from School

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

Use of Police at Sequoyah High School

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

Withdrawal from Class

If students have administrative approval to withdraw from class(es) during the first fifteen days of a term, no permanent record of class membership shall be made. The records of a student who withdraws from a class after 15 days will include either WA, WP, or WF.

- Withdrawal with approval will receive no academic credit or have any impact on rank. Withdrawal with approval is to be used by the principal for the student who is experiencing circumstances beyond his control which prevent continuation of the course. Withdrawal passing, which must be done before the eleventh week of the term, will receive no academic credit or have any impact on rank.
- Withdrawal failure is a WF and that grade will be entered on the computer and the permanent record. Those students that withdraw from a class will remain in the classroom in a Study Hall setting or be placed according to the administration. After the eleventh week, the student will receive an automatic "F" for the class.

Zero Tolerance

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

The following are zero tolerance offenses:

- Possession of a firearm, explosive device, poison gas device, bomb, or similar device.
- Illegal possession of a controlled substance or drug.
- Striking a teacher, principal, administrator or any other employee of the Hamilton County Department of Education or an SRO

The following offenses may result in at least a calendar year suspension:

- Possession of a knife or any device capable of inflicting injury to another individual.
- Possessing, transferring or receiving drug-paraphernalia, non-prescription drugs or "look-alike" drugs.