

**PIGEON FORGE
JUNIOR & SENIOR
HIGH SCHOOLS**



**STUDENT HANDBOOK
2020-2021**

Forging Tomorrow's Leaders Today!

SCHOOL DIRECTORY

PFJH Administration

Mitchell Whaley, Principal
Danny Rucker, *Assistant Principal*
Carrie Bailey, *Assistant Principal*
Travis Britton, *Assistant Principal*

PFSH Administration

Benjamin Clabo, *Principal*
Tanya Morgan, *Assistant Principal*

Billy Wilson, *Assistant Principal*

Jay Cameron, *Athletic Director*

Counselors

Eric Bohanan, *Counselor*

John Griffis, *Counselor*

Courtney Carroll, *Counselor*

SROs

Brett Maggard & Dennis Sutton

Please see our schools' websites for directory of teachers.

NON-DISCRIMINATION STATEMENTS

Inquiries or completed grievance forms should be referred to Mr. Tony Ogle; Mr. Tony Stinnett, Title VI Coordinator; or Dr. Whit Helton, Title IX Coordinator; at 226 Cedar Street Sevierville, Tennessee 37862.

The Sevier County Board of Education does not discriminate on the basis of race, sex, color, creed, national origin, disability, age (40 and over), special education status, religion, pregnancy, military/veteran status, or genetic information in provision of educational opportunities, programs, activities, or employment opportunities/benefits. The Sevier County School System provides equal access to the Boy Scouts and other designated youth groups. Inquiries, questions, or complaints related to students or disabilities should be referred to your principal or to the Director of Student Services and ADA/Section 504/Title II Coordinator: Mr. Tony Ogle, (865) 453-4671, 226 Cedar Street, Sevierville, Tennessee 37862. Inquiries, questions or complaints related to Title IX (sex discrimination) matters should be referred to Dr. Whit Helton and issues related to Title VI (race, color, or national origin discrimination) matters should be referred to Mr. Tony Stinnett at 865-453-4671, 226 Cedar Street, Sevierville, Tennessee 37862. Inquiries, questions or complaints related to employees should be referred to your principal or to the Assistant Superintendent of Finance and Human Resources: Karen King, (865) 453-4671, 226 Cedar Street, Sevierville, Tennessee 37862. If you have questions or concerns regarding any of the above, please call the main office at 865-453-4671. The Sevier County Board of Education is committed to taking immediate action to eliminate harassment on the basis of disability, prevent its recurrence, and address its effects. The Sevier County Board of Education does not tolerate harassment on the basis of disability. Students and school personnel who believe that they have been subjected to harassment on the basis of disability are encouraged to report the harassment to the school district. Those students, parents, and school personnel who believe they have been subjected to harassment on the basis of disability are encouraged to contact their principal or the Director of Student Services and ADA/Section 504/Title II Coordinator, Mr. Tony Ogle, (865) 453-4671, 226 Cedar Street, Sevierville, Tennessee 37862. Those students or employees who have been found to engage in acts of harassment on the basis of disability will be promptly disciplined up to and including suspension and/or dismissal. Students, parents, and school personnel are encouraged to work together to prevent harassment on the basis of disability.

DISCLAIMER

This handbook is being provided to you to highlight certain policies and procedures for students and parents. For a complete copy of the Sevier County School System's District Student/Parent Handbook, please visit our website at www.sevier.org. Should you desire a printed copy of the complete handbook as shared online, please contact your child's principal.

Dear PFJH & PFSH Parent/Guardian(s) and Student(s):

Welcome to Pigeon Forge Junior & Senior High for the 2020-2021 school year! A key component to the success of our students and school is clear communication between the school and home. The primary goal of this handbook is to help parents and students understand the policies, regulations, and rules of PFHS. Most of the information parents and students should need can be found within the following pages. However, this handbook is not intended to be an exhaustive list of every rule and regulation, but rather a general guideline. Please take time to read and discuss this handbook with your student, sign the page below, and return the signed page to the school. We are looking forward to a safe, productive, and enjoyable school year. If either of us can ever be of help to you, please do not hesitate to call or email us. Working together, we will continue to ***Forge Tomorrow's Leaders Today!***

Go Tigers!

Sincerely,
Mitchell Whaley
Principal, PFJH

Benjamin T. Clabo
Principal, PFSH

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Please sign the form below and submit it to your child's classroom teacher. Failure to sign and return the form does not relieve the student from the responsibility of complying with the rules and policies referenced in the Student Handbook. I hereby acknowledge that I have been provided with a copy of the Student Handbook and have read and understand the handbook and the related policies.

Student

I understand and will abide by Sevier County Board of Education Policy 519 (Network and Internet Use). I further understand that any violation of the regulations noted in the policy is unethical and may constitute criminal offense. Should I commit any violation, I understand that my access privileges may be revoked or school disciplinary action may be taken, and/or appropriate legal action taken.

Parent

As parents or guardians of this student, I have read Sevier County Board of Education Policy 519 (Network and Internet Use) and agree to its terms and conditions. I understand that this is designed for educational purposes. I will not hold the Sevier County School System responsible for controversial materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to allow Internet access for my child.

OPT-OUT NOTIFICATIONS

Please place an X by any statement below that describes something you want to opt out of on behalf of your child. Opting out means that you do not want your child to participate or information to be distributed as noted.

The release of your child's name for honor roll, academic, or other school-related functions. By checking this box, your child's name will not appear in the yearbook or any school programs, including the graduation program.

The release of your child's photo for use by the media or for website publication.

The release of your child's directory information.

The participation of your child in student surveys, analyses, and evaluations, including school climate surveys.

The access to electronic media by your child while at school.

Student: _____ School: _____

Parent/Guardian: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PIGEON FORGE JUNIOR & SENIOR HIGH SCHOOLS
Forging Tomorrow's Leaders Today

Pigeon Forge Junior High

300 Wears Valley Road, Pigeon Forge, TN 37863

www.sevier.org/pfm

Office: (865) 453-2401 • Fax: (865) 453-0799

Guidance: (865) 453-1068 • Guidance Fax: (865) 429-3525

Pigeon Forge Senior High

414 Tiger Drive, Pigeon Forge, TN 37863

www.sevier.org/pfh

Office: (865) 774-5790 • Fax: (865) 774-5798

Guidance: (865) 453-1068 • Guidance Fax: (865) 429-3525

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PIGEON FORGE JUNIOR & SENIOR HIGH SCHOOLS
Forging Tomorrow's Leaders Today

Mission Statement

The mission of Pigeon Forge High School is to provide all students with engaging learning experiences based on a relevant and rigorous curriculum, preparing them for success in both college and their careers.

Vision Statement

Pigeon Forge High School is a learning community dedicated to academic excellence and student achievement where:

Our Students:

- Develop a vision concerning personal academic goals as well as a plan for a career path;
- Engage in rigorous, high-quality learning activities;
- Practice self-discipline and accountability that shows a sense of pride for their school;
- Commit to creating a culture of respect for themselves and others while demonstrating a desire and passion for learning;
- Communicate effectively through written and oral expression within the learning community.

Our Teachers:

- Model expectations of professionalism and individual accountability that support the core academic values of the learning community;
- Project enthusiasm toward students and use a variety of instructional strategies to present information that is interactive and engaging for all students;
- Teach students to communicate effectively and to think critically, logically, and analytically;
- Participate in data-informed, collaborative professional learning opportunities to ensure continuous improvement in using research based teaching practices.

Our School:

- Provides a safe environment through consistent reinforcement of school policy;
- Offers a diverse curriculum with opportunities for advanced academic study and enriched, practical learning experiences;
- Communicates and builds a positive relationship with all stakeholders;
- Incorporates technology within the curriculum, as well as offers technical support that is readily available;
- Implements a formalized advisory program in order to meet the academic and social needs of all students.

Our Parents and Community:

- Collaborate with our school to provide emotional, financial, and academic support;
- Mentor students through cooperative programs that offer career-oriented experiences;
- Support teachers, staff, and administration and take an active role in the education of their children.

Belief Statements

The faculty, students, and parents of PFHS believe:

- Attitudes of tolerance, respect, and integrity create an environment where all students and staff feel safe.
- Appropriate learning opportunities for students of all levels, learning styles, beliefs, and backgrounds create a school culture promoting creativity, critical thinking, and the effective use of technology.
- Students are prepared for college and today's work force through the development of accountability and responsibility while building competence in core academic areas and career/technical education.
- Opportunities to participate in clubs, athletics, and other extracurricular activities create a well-rounded high school experience.
- A strong, positive relationship among school, home, and community prepares students to be productive, contributing citizens.

School Rules: Be Responsible. Be Respectful. Be Prepared. Be Safe/Orderly.

PFHS Honor Code

As members of the Pigeon Forge High School community, we will always demonstrate our personal values of learning and academic integrity through our:

- **Honesty** – We will never cheat or plagiarize.
- **Trust** – We will exemplify integrity as students and leaders in our school and community.
- **Fairness** – We will exhibit tolerance and decency to others.
- **Respect** – We will always be considerate, courteous, and appreciative to both peers and adults.
- **Responsibility** – We will fulfill any duty or task given to us.
- **Perseverance** – We will reflect a spirit of determination and persistence when faced with challenging situations.

GENERAL INFORMATION

School Hours

The school day begins at 7:53 and ends at 3:00.

School Schedule

First Bell	7:53
First Block	8:00 - 9:40
Second Block	9:47 - 11:17
Third Block	11:24 - 1:24
Fourth Block	1:30 - 3:00

Cafeteria and Lunches

Lunch period is treated as a regular class. Students must report to the cafeteria during their scheduled lunch period. Tardies will be issued if students are late. Students are expected to be courteous to the lunchroom staff and are expected to leave the area in a clean condition. Students are responsible for the disposal of their own trash, trays, etc. Students are not allowed to take food outside the cafeteria. Students may open pre-paid accounts or pay for lunches daily.

Medications

BP 627 clearly states that the SCBOE acknowledges the fact that students occasionally must take prescription medicine during school time as prescribed by a licensed physician or dentist or non-prescription medicine as requested by a parent/guardian. When medicines must be taken during school hours, the student must be competent to self-administer the medication with assistance and must adhere to the procedures communicated by school officials.

IMPORTANT INFORMATION FOR PARENTS AND STUDENTS

COVID-19 Disclaimer

Due to the COVID-19 pandemic, the Sevier County School System has been exploring different ways to provide services to all students. The District has worked with state and local agencies, including our local health department, to draft and implement guidelines moving forward regarding cleaning, screening, social distancing, etc. Though the District and its agents will work hard to implement and abide by our guidelines, we cannot guarantee an environment that is entirely free of COVID-19 related risks. When students return to schools for the fall semester, we must all understand that their attendance will require physical interaction with staff members, other students, and even our volunteers. Such interactions may pose some degree of risk to you, your child, and your family due to the COVID-19 pandemic.

Child Nutrition Program

In the operation of the child nutrition program, no student will be discriminated against because of race, sex, color, national origin, age, or disability. A student enrolled in the Sevier County School System may be eligible for free or reduced-price meals and/or free milk if income eligibility criteria are met.

These criteria are posted annually on www.sevier.org or can be found on the Free and Reduced Meal Application distributed by the school.

Parents Right to Know

The Every Student Succeeds Act (ESSA) requires that all schools notify parents that they have a right to request and receive timely information on the professional qualifications of the teachers and paraprofessionals working with their children.

The Family Education Rights and Privacy Act (FERPA)

In 1974, the Family Educational Rights and Privacy Act (Buckley Amendment) Public Law 93-380, 438 was passed to ensure confidentiality of school records. FERPA requires that the Sevier County School System with certain exceptions, obtain the written consent of parents prior to disclosure of personally identifiable information from a child's educational records. Parents should be encouraged to carefully review the FERPA notice which is distributed for parent signature at each school annually. The notice specifically deals with the access of military recruiters. In 2015, the Sevier County Board of Education modified its Student Records Policy (BP 122). Parents are encouraged to review the modified policy online at www.sevier.org.

Photographs and Videos

Throughout the school year, there may be school sponsored programs and events where photographs or videos may be taken by the media or school district staff. These photographs and/or videos may then be cablecast on the district's educational access channel, or website, thereby making it available to anyone with local cable or internet access. It is the policy of the Sevier County School System that neither students nor their works be identified by name when featured on the district's educational access channel or the district website without prior consent. Your consent to these types of group photographs or videos is assumed, unless you notify your child's school in writing that you do not want your child included in such photographs or videos.

Child Advocacy

Child advocacy group contact information is accessible on the Special Education page of the district's website at www.sevier.org. Organizations available to help with information, training, and advocacy are noted. Links are also provided as a service to individuals seeking additional avenues for help and information. The Sevier County School System does not intend this as an endorsement or recommendation for any individual, organization, or service represented on the pages.

Child Abuse and Neglect

School personnel are required by state law to watch for signs of child abuse and neglect. They are also required by law to report any information or suspicions to the proper authorities.

Children and Youth in Transition

The Sevier County School System will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities for success in school. The system will follow the requirements outlined in the McKinney-Vento Homeless Education Assistance Act. A copy of the policies related to McKinney-Vento is available in the school office.

Safe School Choice

Every public school shall annually notify parents that if their child is a victim of a violent crime at school, the child has the right to attend another grade-appropriate school in the district.

Section 504 and ADA Grievance Procedures

The Sevier County Board of Education is committed to taking immediate action to eliminate harassment on the basis of disability, prevent its recurrence, and address its effects. The Sevier County Board of Education does not tolerate harassment on the basis of disability. Students and school personnel who believe that they have been subjected to harassment on the basis of disability are encouraged to report the harassment to the District. Those students, parents, and school personnel who believe they have been subjected to harassment on the basis of disability are encouraged to contact their principal or the Director of Student Services and ADA/Section 504/Title II Coordinator, Dr. John Enloe, (865)453-4671, 226 Cedar Street, Sevierville, Tennessee 37862. Those students or employees who have been found to engage in acts of harassment on the basis of disability will be promptly disciplined up to and including suspension and/or dismissal. Students, parents, and school personnel are encouraged to work together to prevent harassment on the basis of disability.

English Learners

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the Sevier County School System (SCSS), the SCSS shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (EL) shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extracurricular activity based on the student's surname or EL status.

Students in Foster Care

Board Policy 653 (Procedures for Students in Foster Care) clarifies that the Every Student Succeeds Act (ESSA) contains key protections for students in foster care that are designed to promote school stability, student success, and collaboration between local education agencies (LEAs) and child welfare agencies. The Sevier County School System shall provide all students in foster care, to include those awaiting foster care placement, with a free and appropriate public education. Students in foster care, to include those awaiting foster care

placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency). Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained.

Students from Military Families

A student who does not currently reside within the District shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the District on relocation. Within **60 days** of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the District.

Testing Calendar

As passed in the 2014 General Assembly, Public Chapter 892 requires the Tennessee Department of Education as well as school districts to post a calendar of all state and district mandated tests each school year beginning July 31, 2014. This information is available on the district's website at www.sevier.org. Individual student test results from state testing processes will be released to students and parents by the Sevier County School System promptly upon receipt of the information from the Tennessee Department of Education. Questions about assessment processes should be referred to your child's teacher, principal, or Mr. Tony Stinnett, District Testing Coordinator. Mr. Stinnett can be reached at tonystinnett@sevier.org or at 865-453-4671. Due to the emergency school closure in March of 2020, no standardized testing information will be available for the 2019-2020 school year.

Google Apps for Education Account Users

Some classrooms will be using Google Apps for Education (GAFE). In GAFE-based classrooms, a student may be issued an account which allows access to email and cloud storage under the district's closed domain. If your child is enrolled in a GAFE classroom, the teacher will communicate about this process in greater detail. All users of the Sevier County School System's network, Google accounts, and equipment must comply at all times with the district's Acceptable Use Policy (Board Policy 519) and all school, district, local, state, and federal laws. All accounts are the property of the Sevier County School System. The Sevier County School System reserves the right to suspend or revoke student account access at any time. All files stored on Sevier County School System equipment, the network, or cloud services are property of the district and may be subject to review and monitoring. Students and families must follow all guidelines set forth in this document and by the Sevier County School System staff. All rules and guidelines outlined in this document are in effect before, during, and after school hours for all Sevier County School System accounts. Students who identify or know about a security problem are

expected to convey the details to a staff member without discussing it with other students. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. Students should have no expectation of privacy while using, accessing, or storing content in an assigned domain. The district will provide a digital citizenship curriculum to educate students in using technology tools appropriately; however, parents/guardians are still responsible for supervising and monitoring student use online outside of the school.

Surveys, Analyses, and Evaluations of Students

Surveys, analyses, and evaluations for research purposes shall be allowed by the Sevier County Board of Education (SCBE) when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the SCBE, and the disruption of the regular school program is minimal. No student shall be required to submit to a survey. Per state and federal law, prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parent(s)/guardian(s) may opt their student out of participation.

Vaccinations

Per state law, the Sevier County School System is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that causes meningococcal meningitis is very common. Most people will carry this bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis. Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that causes meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been. There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not totally eliminate risk of the disease. *Influenza* is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea. Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching

something that has the flu virus on it and then touching his/her mouth, eyes, or nose. There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu. To receive additional information regarding these diseases, including locations to receive the vaccinations, contact Mr. Steve Branton, School Health Coordinator.

Immunizations

No students entering school, including those entering kindergarten or first grade, those from out-of-state, and those from nonpublic schools, will be permitted to enroll without proof of immunization. Immunization requirements can be found at www.sevier.org.

Student Fees and Fines

Based on Sevier County Board of Education Policy 638 (Waiver of Student Fees), students who receive free or reduced cost lunches are eligible for waivers of school-related fees. School fees are defined as fees for activities that occur during the regular hours, fees for activities and supplies required to participate in all courses required for credit or grade, fees for a copy of the student's record, refundable security deposits, and fees or tuition applicable to courses taken by resident students for credit or grade in the summer. School fees do not include fines imposed for lost textbooks, late returned library books, parking, abuse of school property, debts incurred, costs for extracurricular activities occurring outside the regular school day, etc. Documentation of parent consent for the waiving of confidentiality on applications for free and reduced meals will be required.

Asbestos Management Plans

Parent(s)/guardian(s), upon request, shall be given the opportunity to review the Asbestos Management Plan. The Sevier County School System's AHERA Management Plan is available for public inspection upon request at the Sevier County School System Maintenance Department at 405 Catlett Road, Sevierville, TN 37862. Anyone interested in reviewing this plan should contact Kevin McClure or Roger Shorter at 865-453-4140.

COMMUNICATION, ANNOUNCEMENTS, AND BULLETINS

SCBE Website and Policy Manual

The school district's website features a copy of the Sevier County Board of Education Policy Manual as well as other meaningful school related information. A link is available from the SCSS website to our school's website.

Tennessee Report Card

The current Tennessee Report Card is available at the State Department of Education website (<https://www.tn.gov/education/data/report-card.html>) and on the school system's website. The Tennessee Report Card provides information about demographics, statistics, and performance indicators for both the system and school.

Severe Weather Closings

Announcements by Superintendent of Schools Jack Parton concerning the closing of schools in Sevier County will be made on local radio and television stations as well as the school system's website and app. In the event of an emergency or abrupt closing, a phone messaging service will be utilized. When the primary phone number for a student changes, the primary parent or guardian should contact school officials and request that the child's phone numbers be updated on all enrollment information as well as in the district's messaging system.

Bulletins and Announcements

All posted announcements or bulletins must be approved by the principal or assistant principal.

Student Messages

Only in cases of emergency will phone messages be delivered to students. The nature of emergency must be specified to a school official before normal classroom activities will be interrupted. Non-emergency messages will be given to students during class breaks and lunches.

Office Telephone

Office telephones are for school business purposes only. Students will not be permitted to make telephone calls during the school day from the office. If a student becomes ill or is injured during the school day, a nurse will call and notify the parent.

VISITORS

Visitor Check-In

The school system is committed to a safe campus without interruption of the instructional process. Visitors will be asked to display a driver's license or government issued photo identification before entering the building, to report to the school office upon entering the school, and to sign a guest log.

Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his/her designee. Through the KeepnTrack Program, guest passes will be issued for all persons other than students and employees of the school.

Parental Visitation

Parents/Guardians are encouraged to visit the school and meet with their child's teacher(s). Parental involvement helps our students and the school. To meet with a teacher, please call the office and schedule a conference. Conferences will be scheduled during planning periods or before/after school. Lunch time is not for visiting a teacher or student. Because of crowding and safety concerns, we do not normally allow adults to eat in the cafeteria.

Laws Relating to Persons on Campus

SCHOOL SAFETY AND SECURITY ACT, SCHOOL DISCIPLINE ACT, TCA 49-6-2008 - Please be aware of the following laws that relate to persons on our campus:

- Personal searches may be conducted if the principal has reasonable suspicion that a student or visitor has in his/her possession drugs, drug paraphernalia, and/or dangerous weapons.
- Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons.
- A student may be subject to physical search because of the results of a locker search or because of information received from a teacher, staff member, student, or other person, if such action is reasonable to the principal.
- FELONY - State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand (\$3,000.00) for carrying weapons onto school property.
- No person shall enter onto the grounds or into the buildings of any school during the hours of student instruction, except students assigned to the school, the staff of the school, parents of the students, and other persons with lawful and valid business on the school premises.
- Chapter 410 of the Public Acts of 2007 - Smoking is not permitted in any form at any time inside any school building. State law prohibits the use of tobacco in any form after regular school hours in any public seating areas, including, but not limited to, bleachers for sporting events, concession stands, or public restrooms. Smoking may be permitted in designated areas at outdoor athletic events, but such smoking must be restricted to a place far away from the seating areas, restrooms, and concessions stands so that the smoke will not drift back into these areas.

ATTENDANCE AND TARDIES

Enrollment

Refer to Board Policy 649 and Board Policy 603 for information about student enrollment. With few exceptions, students residing outside of Sevier County are not eligible to attend Sevier County Schools. A “non-resident student” is a student whose legal residence is located outside of Sevier County. “Legal residence” is defined as the primary residence of the student’s custodial parent(s) or guardian(s). Board Policy 603 (Student Assignment and Transfers within the System) also addresses several enrollment issues. The Sevier County Board of Education has established no attendance zones for schools in our system; however, bus transportation will be provided to the local school only. Parents who reside in Sevier County may transport their children to any school they choose. After the first five days of school, parents of elementary students may not transfer their children from one school to another unless the parents move into a new community. For secondary students there will be no more than three days of open enrollment per term. An exception may be made to this

statement if both gaining and losing principals believe that the transfer is in the best interest of the student(s) and the schools. If either or both principals disagree, the parents may appeal to the Superintendent's hearing officer.

High School Attendance

Under the State of Tennessee Compulsory School Attendance Law, students must attend all sessions of their school while enrolled unless there are valid reasons for absences. The following shall constitute valid reasons for excusable absences:

1. Illness of student
2. Serious illness or death of immediate family member
3. Religious holidays
4. Impassable roads
5. Medical appointments (as signed by the physician)
6. Other excusable circumstances

When a student's absence or tardy is unexcused, the student will be allowed to make up missed tests. The student will receive a zero for regular class work. If no grade assignment is taken for the unexcused absence, the student will be penalized three (3) points off his/her daily grade; for an unexcused tardy, one (1) point will be deducted. If a student misses more than twenty (20) minutes of a class, the student will be counted absent. Any student having five (5) or more unexcused absences will be considered for truancy actions, including legal petitions to court.

Attendance Procedure/Sign-In, Sign-Out

When students return from an absence, they must bring a note to the office before being admitted to class. Admit slips will be issued daily beginning at 7:30 A.M. in the lobby. Absences will be recorded as unexcused until the admit slip is obtained. Failure to receive an admit slip prior to 7:53 A.M. will result in a tardy. Students must sign-in or sign-out through the office only. NO STUDENT may leave campus without following office procedures. WE DO NOT CHECK STUDENTS OUT OVER THE PHONE. Notes may be faxed to the school or emailed. All notes will be verified by the office, and any students found to have forged a note will be subject to disciplinary consequences. All check outs are unexcused until we receive a note, and students have three (3) school days to bring in notes. Student check outs at 2:40 P.M. or later are considered tardies; check outs before 2:40 P.M. are considered as absences. Students are not allowed to leave campus during lunch unless a parent/guardian comes into the office and signs them out.

Final Exam Exemptions

Students with no more than one (1) excused absence in a class will be allowed to exempt the final exam for that class, excluding state mandated tests. Students may only exempt two (2) exams per term. Students will have the option to take exempted exam(s) with the exam grade counting only if it improves the

student's final course grade.

Hall and Class Procedures

Students are expected to be prompt to class. Students must be in their classroom when the bell rings. Only the teacher dismisses the class. All nonessential materials should be placed under desks or left in lockers. Students are not to leave the classroom without a hall pass from the teacher. Classes in session are not to be disturbed; therefore, no running, fighting, or distractions in the halls or restrooms will be tolerated. Each teacher will post a set of class rules to be reviewed and followed.

Tardy Policy

Students are expected to be on time to school and their classes each day. Students will also receive a disciplinary consequence for unexcused tardies each semester. Consequences for tardies will be break detention, lunch duty, after school clean up/detention, in school support, and alternative placement. Parent notes may be used to excuse tardies.

Field Trips

Students will be allowed to travel on field trips only if written parental permission is granted prior to the date of the trip. Under some circumstances deemed necessary by the administration, students may not be allowed to participate in field trips.

Family Vacations

Parents should make written requests for family vacation directly to the school principal at least one (1) week prior to the vacation. Request forms can be picked up in the main office. The SCBOE allows the principal to approve one (1) family vacation for up to five (5) days. Vacation requests will be denied during TNReady/EOC testing weeks (see **Test Dates**, p. 2).

Make-Up Work

Students who receive an excused absence are required to make up work missed in each class (Board Policy 623). In grades 7-12, it is the student's responsibility to obtain all make-up work from teachers immediately upon returning to school. Students in grades K-6 may receive prompts from teachers to ensure that work is completed on time. Students have at least the same number of days absent to complete the make-up work. Teachers and principals may extend this make-up time if situations warrant an extension. Students who receive an unexcused absence will not be permitted to make up missed daily work. Instead the student will receive a zero for this daily work. Major tests may be made up.

SCSS Progressive Truancy Intervention Plan

All students must follow the new state law, which requires school personnel to intervene with services for students who accrue five (5) or more unexcused

absences during the school year. A student's first five (5) absences in each semester may be excused with a note from a parent.

- Tier One (3+ Unexcused Absences) -Schools will check attendance and connect students and families with a school Attendance Team to create an attendance contract and monitor progress.
- Tier Two (Continued Accumulation of Unexcused Absences 4+) -A school based Attendance Team member will check student needs through an individualized assessment, will schedule follow up meetings with the student and parent as needed, and will connect families with appropriate and available services agencies if necessary.
- Tier Three (Continued Accumulation of Unexcused Absences 5+; Non Compliance with Tiers 1 & 2 Mandates) - The school-based Attendance Team will check student progress, review effectiveness of current interventions, and determine appropriate next steps, which could include filing a petition with juvenile court if previous connections with the student and parent have failed.

STUDENT SAFETY AND CONDUCT

Suicide Prevention

Sevier County Schools is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided and information will be posted regarding The National Suicide Prevention Lifeline - 1-800-273-8255 (TALK) and other available resources.

Security

Any student or visitor may be subject to physical search because of information received from a teacher, staff member, student, or other person if such action is reasonable to the principal (state law 49-6-4205). The search law authorizes searches of vehicles and containers or packages brought onto school property. Students and visitors may be subject to search by metal detectors. Trained dogs may be used to search places and objects but not people.

Lockers

For security reasons, students are encouraged to provide their own combination locks. Combinations or extra keys must be provided to the assistant principal. Lockers are the property of PFHS and may be inspected at any time by the principal or assistant principal.

Video Surveillance

The Sevier County Board of Education authorizes the use of external video surveillance equipment on SCBE property as part of a multifaceted approach to protecting the safety and security of students, staff and property. Video surveillance shall be used only to promote the order, safety and security of students, staff and property. The SCBE shall comply with all applicable state

and federal laws related to video recordings when such recordings are considered and relied upon as part of the student's behavioral record as determined by school administrators. Video cameras will be utilized on property of the SCBE as approved by the Superintendent. The SCBE shall notify students, staff, and the public that video surveillance may occur on school property. Such notifications will occur through incorporation in the school parent/student handbook and through the SCBE's website. No concealed cameras will be installed. Equipment will not monitor areas where the public and employees have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms. Video recording equipment may be in operation 24 hours per day, but this is not guaranteed. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building principal or his/her designee. Audio shall not be a part of the video recordings made, reviewed, or stored by staff of the SCBE. Further, in-school audio or video recordings (including surveillance or live feeds) initiated by an individual student, parent, staff or community member are strictly prohibited. The SCBE takes the protection of its students and their confidentiality seriously, thus it takes steps to ensure students are not recorded or in any way monitored by third-parties while under the supervision of Sevier County Schools. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with standards of the SCBE and may include, but is not limited to written reprimand, suspension, demotion or expulsion depending upon the nature and severity of the situation.

Canine Unit Training

As part of the school system's ongoing efforts to work collaboratively with local and regional law enforcement agencies, the Sevier County Sheriff's Department, and our local police departments will be conducting a series of trainings in our local schools. Officers working with canine units will be training on our campuses and in our buildings. These units will periodically patrol our school hallways and our parking lots. These trainings are designed to increase the efficiency of these units and to help ensure the safety of our students and communities.

Tipline for Reporting Theft, Weapons, Bullying, Drugs, etc

A partnership between the Sevier County School System and the Sevier County Sheriff's Department provides a tip line where callers can remain anonymous. The phone number is 865-453-0312. Students are also encouraged to contact the principal, school counselor, or other trusted adult with issues around bullying, cyberbullying, threats of violence, or other social or emotional issues.

School Volunteers and Chaperones

The Sevier County Board of Education welcomes and encourages community and family members to act as school volunteers and field trip chaperones. With

that encouragement, however, comes the need to maintain a safe environment for Sevier County students. Therefore, all school volunteers and field trip chaperones must:

- Be willing to treat all Sevier County students and staff members with dignity and respect;
- Be willing to provide proof they are 21 years of age or older;
- Be willing to sign in and out at the front office when entering/exiting a school building;
- Be willing, whenever possible, to remain in the presence of a staff when students are present;
- Be willing to truthfully complete and return a Volunteer/Chaperone Release;
- Be willing to acknowledge the authority of staff members at school or on field trips;
- Be willing to take direction from and perform tasks assigned by school staff members;
- Be willing to refrain from disciplining, striking or inappropriately interacting with students;
- Be willing to refrain from using tobacco, alcohol and illegal drugs while a volunteer/chaperone;
- Be willing to dress appropriately and use no vulgar language while a volunteer/chaperone.

The Sevier County Board of Education and its staff members retain full and absolute authority to determine whether volunteers and chaperones have complied with the above-directives. Serving as a school volunteer or field trip chaperone remains a privilege and not a right; therefore, the Sevier County Board of Education, the Director of Schools, or a building level supervisor may unilaterally determine to strip all volunteer/chaperone privileges without recourse or appeal, including, but not limited to, a determination based on failing to comply with the above-directives. The Sevier County Board of Education, the Director of Schools, or a building level supervisor may also unilaterally determine to reject a school volunteer/chaperone for any reason allowed by law.

Fire Drills

The signal for a fire drill is three short rings of the bell. Students and teachers should move toward the designated exit (exit instructions are posted on all exits from the classroom). Do not run or talk, but walk swiftly and quietly to a distance of at least 100 feet from the building.

Student Code of Conduct

As stated in Board Policy 608 (Student Conduct), the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee will have the authority to control the conduct of any student while under the supervision of the school system. This authority will extend to all activities of the school, including all games and public performances of athletic

teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction. For more information, refer to Board Policy 608 which can be found at www.sevier.org.

Student Discipline Procedures

Students are expected to conduct themselves in a mature and responsible fashion while at school. Minor discipline infractions, such as disruptions, horseplay, and the like, will be handled by the classroom teacher. Major discipline infractions, such as insubordination, fighting, skipping class, and the like, will result in an office referral. Also, persistent minor infractions may result in an office referral.

Disciplinary Hearing Authority

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent(s)/guardian(s) of the student, the student, and any other appropriate person of the time, place, and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension. Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request a review by the Board, and the Board shall review the record.

Interrogation and Searches

Board Policy 607 (Interrogation and Searches) outlines procedures for the questioning and searching of students. Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning should be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension. Any principal (or his/her designee) having reasonable cause for a search may search any student, place, or thing (including student lockers or cars) on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, if the principal receives information which would cause a reasonable suspicion that the search would lead to the discovery of:

- Evidence of any violation of the law;
- Evidence of any violation of school rules or regulations or proper standards of student conduct;
- Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

For more information, refer to Board Policy 607 at www.sevier.org.

Drug Free Campus

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds. Disciplinary sanctions shall be imposed on students who violate this standard of conduct. Such sanctions shall be consistent with local, state, and federal laws up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

Zero Tolerance

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

- Students will not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event. Dangerous weapons shall include, but are not limited to any firearm, explosive device, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switch-blade knife, blackjack, or brass (metal) knuckles. Violators will be subject to suspension and/or expulsion from school for periods up to one calendar year.
- In accordance with law (18 USC 921), any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools has the authority to modify this expulsion requirement on a case-by-case basis (TCA 49-6-4018).
- In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug will be expelled for a period of not less than one (1) calendar year. The director of schools has the authority to modify this expulsion requirement on a case-by-case basis (TCA 49-6-4018).
- In accordance with state law, any student who commits battery upon any teacher, principal, administrator, any other employee of the school system or school resource officer will be expelled for a period of not less than one (1) calendar year. The director of schools has the authority to modify this expulsion requirement on a case-by-case basis (TCA 49-6-4018).
- When it is determined that a student has violated this policy, the principal of the school will notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.
- The Superintendent of Schools has the authority to modify the punishment for these offenses on a case-by-case basis.

Juvenile Offender Act (TCA 49-6-451)

When a student between the ages of 13-18 engages in and is convicted of such prohibited conduct as possession, use, sale, consumption of any alcoholic beverage, wine or beer or any controlled substance or involved in the possession or carrying of a weapon on school property, the student/offender can be issued a denial or suspension of driving privileges until age 18 by the Tennessee Department of Safety, Driver Control Division.

Student discrimination/harassment/bullying/intimidation

The Sevier County School System has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. Board Policy 648 clearly states that Sevier County students will be provided a learning environment free from sexual, racial, ethnic, gender, national origin or religious based discrimination, intimidation, harassment, bullying or cyberbullying. It will be a violation of this policy for any employee, volunteer, parent or student to discriminate, harass, bully or cyberbully a student for any reason (complaints of disability discrimination, harassment, bullying, cyberbullying and/or retaliation remain governed by Board Policy 016). All school system employees and volunteers are required to report alleged violations of this policy to a building level administrator or the Director of Student Services. Any parent or student may complain of harassment, intimidation, bullying or cyberbullying to a teacher, counselor, administrator, or directly to the Director of Student Services. A student's parent(s) or legal guardian will be informed immediately if their student is involved in an act of intimidation, harassment, bullying or cyberbullying. The student's parent or legal guardian will be informed of the availability of counseling and support services necessary for the student. Any complaint or report will be fully investigated by either a building level administrator or someone designated by the Director of Student Services within forty-eight (48) hours of receiving any complaint or report. Please refer to Board Policy 648 which can be found at www.sevier.org for more detailed information.

Hazing

The school system defines "hazing" to mean any intentional or reckless act, on or off Sevier County Board of Education property, by one (1) student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. This policy focuses on those actions taken and situations created in connection with initiation into or affiliation with any school-sponsored or school-affiliated group/team. "Hazing" does not include customary athletic events or similar contests or competitions. The Sevier County Board of Education expressly prohibits "hazing" as it is defined above. The school system shall distribute or

make available this policy to each student at the beginning of each school year. During the first month of each new school year, time shall also be set aside to specifically discuss the policy and its ramifications as a criminal offense and the penalties that may be imposed by the school system. Any students found to have violated this policy will face disciplinary action, including, but not limited to, suspension or expulsion. Any employees found to have violated this policy will also face disciplinary action, including, but not limited to, reprimand, suspension or dismissal.

Transportation Services

As stated in Sevier County Board of Education Policy 610 (Bus Conduct), the school bus is an extension of school activity. Students must conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by the driver will be followed. The principal of the student transported will be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if the student disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from the riding the school bus will follow the same general procedures as any other school suspension.

Cell Phones and Electronic Devices

Possession of cell phone or other electronic equipment by a student on school property without written permission of the principal is a violation of state law 49-6-4214. **STUDENTS ARE NOT ALLOWED TO USE CELL PHONES IN THE CLASSROOM. CELL PHONES MAY BE USED DURING BUS DUTY, CLASS CHANGES, BREAKS, AND LUNCHES.**

Dress Code

Board Policy 628 (Standardized Dress and Grooming Code for Grades Pre-K through 12) provides recognition of the effect which student dress and grooming have upon student behavior and commitment to learning. Attire considered disruptive to health or safety is not appropriate. Rules concerning dress and grooming are mandatory in grades Pre-K – 12 and are available for review in Board Policy 628 on www.sevier.org.

Personal Property

Students are responsible for their personal property. Large sums of money, electronic devices, expensive jewelry, etc. should not be brought to school. PFHS does not accept responsibility for any valuables left in the open, either inside or outside the building or for valuables placed in the auditorium or school lockers.

Care of School Property

The construction, purchase, and maintenance of school buildings, facilities, equipment, furniture, transportation vehicles, etc. cost the Sevier County taxpayers. Take pride in all that the Sevier County System provides. Students who destroy, deface, or vandalize school property will be required to pay for loss or damage. Accidental damage should be reported so that the item can be fixed or replaced.

Student Drivers

State law require students to maintain good attendance and passing grades in at least half of their classes to get the certificate required for their learner's permit and driver's license. (T.C.A 55-50-321). This form can be found in the main office. If unexcused absences equal more than five (5), the Drop-Out Prevention Coordinator will be contacted and additional steps will be taken to remedy the attendance problems. (T.C.A. 49-6-3001). Driving a vehicle to school is a privilege. Personal vehicles must be registered with the main office. Parking will be allowed only in designated areas. The local laws of the road will be strictly enforced, and vehicles parked or driven on the school grounds without being registered, or parked out of the designated area, are subject to being towed at the owner's expense. No loud music is allowed from vehicles either parked or moving while on school property. The administration reserves the right to revoke driving/parking privileges at any time. Loss of driving privileges may be used as disciplinary punishment for any school violation and may range from one week to the end of the school year. The school is not responsible for any theft or damage to student vehicles. Accidents should be reported immediately to office personnel. Parents will be notified at work or home. In case of extreme emergency, the student will be taken to the nearest medical facility.

In-School Support (ISS)

Students may be assigned ISS by the school administration for a discipline infraction. Students report to the ISS room by 8:00 A.M. with their books and materials. They will spend the day(s) in the ISS room completing work assigned to them by their regular classroom teachers. While in ISS, students take breaks and eat lunch separate from the rest of the student body. Misbehavior in the ISS room will result in added days, possible ALC, or out of school suspension.

Alternative Placement (ALC)

Rather than suspending students out of school, the administration may use alternative placement at the Greenbriar Alternative Learning Center for serious school infractions or for persistent misbehavior. Students assigned to ALC will leave PFHS at 7:45 AM and ride a bus to Greenbriar. Students will spend their allotted days working on assignments from their regular classroom teacher. Attendance at the ALC is mandatory, and all work must be completed before returning to PFHS. Students may not participate in extracurricular activities nor attend after school functions while at Greenbriar.

Suspensions

According to Board Policy 625, the principal may suspend a student from attendance to school for as long as ten days or from riding a school bus for ten days if the conduct of the student is such to warrant such action. The suspension will be reported to the Central Office on forms provided and the student's parent or guardian will be notified by presentation of the parent copy of the suspension form to the parent in person or by letter (registered if necessary). The suspension form will not be given to the student to deliver to the parent/guardian. If the suspension is for more than five (5) days, the principal shall develop and implement a plan of behavior which shall be made available for the Superintendent or his/her designee upon request. An offense that warrants expulsion will be reported in writing as a recommendation for a Superintendent's hearing. After the Superintendent's hearing the student may be assigned an additional suspension of up to ten days, assigned alternative placement, or expelled. The parents or guardian may appeal any suspension or expulsion as outlined in Board Policy 606.

LIBRARY AND TEXTBOOKS

Library/Media Center

The Library/Media Center is an up-to-date facility with approximately 8,000 books, magazines, and journals available to students and faculty. A research computer lab is also located in the Media Center where students have an opportunity to access the Internet for research purposes. Also, computer reference software such as the atlas, dictionary, and encyclopedia are available to students.

Textbooks

Each student is responsible for the textbooks they are issued. Accurate records will be kept of all books and their conditions. All lost or damaged books must be paid for before the student may take final exams.

CLUBS AND ATHLETICS

Clubs

Pigeon Forge High School offers an array of clubs and service organizations for students to join. Information including meeting schedules and financial obligations for these clubs can be found on our website www.pfh.sevier.org.

Sports Eligibility

Pigeon Forge High School offers the following sports:

Football	Golf	Swimming
Basketball	Cross Country	Lacrosse
Baseball	Wrestling	Cheerleading
Softball	Volleyball	Dance
Soccer	Tennis	
Track	Bowling	

According to TSSAA rules, a student is eligible to participate in an approved sport in the Fall season if he or she has successfully completed six (6) classes the previous year; for the Spring season, students must complete three (3) classes or their equivalent the previous semester. Information including schedules and financial obligations for athletics can be found on our website www.pfh.sevier.org.

Sport Physicals

Students wishing to participate in high school athletics must have a sport physical completed prior to tryouts. Physical forms may be picked up in the main office or printed online on the school system's website.

Student Insurance

All students enrolled in a vocational class or those participating in athletics must be covered by school insurance. It is recommended that all students participating in wellness or physical education participate in the program. A group accident policy is available to all members of the student body at a nominal cost. Parents can access the student insurance form on the school system's website.

COUNSELING, ACADEMICS, AND SCHEDULING

Counselors

The PFHS counselors provide a variety of services and resources. Counselors have one major goal, which is to help students derive the most possible benefit from their years at PFHS.

Schedule Changes

Courses selected during registration should be considered as final. Class withdrawals or transfers will be considered only after the request has been initiated by the parent or guardian. The principal must approve or reject the request. Withdrawals will be decided by the principal.

Grade Sheets/Deficiency Reports

Grade cards will be sent home via the student following the end of each six weeks grading period. Deficiency reports may be sent any time during a grading period but do not necessarily mean that a student is failing.

Parent/Teacher Conferences

At the midterm of each grading period, parent/teacher conferences are held from 3:00 P.M. to 6:00 P.M. Parents are encouraged to attend all conferences. The date of each conference will be printed on the student grade sheets and will also be on the school calendar.

College Admissions and Visits

Students are encouraged to study the catalogs of colleges and/or universities to determine specific admission requirements. College visits taken by seniors will normally be limited to two school days and will be considered school-related

activities. Students must check with the school counselor in advance to ensure that appropriate procedure is followed.

Transfer Students from Non-Accredited High Schools or Private Schools

Students transferring from schools which are not approved by the Tennessee State Board of Education or by comparable agencies shall be allowed credit only when they have passed a comprehensive written examination approved, administered, and graded by the principal. The examinations administered to students in grades 9-12 shall cover individual subjects appearing on the official transcripts. (State law rule 0521-1-3-03, Chapter 0520-7-2; BP618)

Grade Classification

Students must pass the preceding grade level before moving on to the next grade level. Student grade level status is based on earning the following number of credits: Sophomore (7 credits), Junior (14 credits), and Senior (20 credits).

Graduation Requirements

Students graduating from high schools in the Sevier County School System must complete all units required by state law and State Board of Education Regulations. In addition, all students must choose a course of study defined by the SCBE. Students must earn a minimum of 28 credits while enrolled in a normal course load. Sevier County secondary schools use a hybrid block schedule each semester. Under normal circumstances, a student will take eight (8) classes each school year. (see Guidance Handbook for full details).

Beginning 2010-2011, units required for graduation are as follows:

English (1 per year)	4	Computers	1	Social Studies	4
Math (1 per year)	4	Fine Arts	1	Economics	1
Science	3	Lifetime Wellness	1	U.S. History	1
Foreign Language	2	Personal Finance	1	U.S. Government	1
		Physical Education	1	World History and Geography	1

Early Graduation Requirements

Beginning with the class of 2006, early admission into college may be considered for 12th grade students who have completed the 28 required units for graduation. A student must have written endorsements from the principal, counseling staff, and the participating institution of higher learning as well as meet the other Board Policy Requirements (BP521). Written agreements completed by the student and parents must be kept on file in the office.

Requirements for Top Ten Percent

4 credits English (3 credits must be honors on the sophomore level and above)
4 credits Math (Algebra I, Geometry, Algebra II, & Pre-Calculus or above)
4 credits Science

Requirements for Graduating with Distinction

Students will be recognized as graduating with “distinction” by attaining a B average and completing at least one of the following:

- Earn a nationally recognized industry certification
- Participate in at least one of the Governor’s Schools
- Participate in one of the state’s All State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of 31 or higher composite score on the ACT
- Attain a score of at least 3 or higher on at least two AP exams
- Complete the International Baccalaureate Diploma Programme
- Earn 12 or more semester hours of transcribed college credit

SCBOE NETWORK & INTERNET POLICY

COPPA-Required Notification

The Sevier County School System is committed to the safety of our learners, especially when it comes to the use of online resources. Technology is a critical part of today’s classroom. We believe there is great potential for the use of online apps/tools to improve teaching and learning. The ever-increasing availability of online teaching and learning resources comes with inherent risks and concerns regarding student data, privacy, and student work. We as a district have a responsibility to ensure that student's data and privacy is adequately protected while using online digital resources for school work. SCSS safeguards a wide range of information about its students. SCSS manages each student’s personally identifiable information in accordance with Tennessee and Federal privacy laws, including FERPA and COPPA. SCSS will not share personally identifiable information with third-party providers unless there is a "legitimate educational interest" for the student(s). In efforts to continue protecting student information, SCSS has adopted a set of standards for the use of new online resources in the classroom. These standards include the use of a vetting process to evaluate new apps/online tools for potential adoption. Only online apps/tools that are appropriate to meet instructional goals, that are well designed, and that meet the legal requirements to protect student privacy/data will be approved for use by students.

General Purpose

The Sevier County Board of Education (“Board”) remains committed to providing staff members and students with access to both a system-wide network and the Internet. However, use of the Board’s network is a privilege, not a right. Therefore, any and all network users are responsible for knowing, understanding, and abiding by this Network & Internet Use Policy.

Authorized Users

Only current staff members employed by and students enrolled in the Sevier County School System may access and utilize the Board's network and Internet service. However, students may only access the network and Internet service while under the direct supervision of a staff member(s).

Internet Access

The Board's Internet service should only be used for educational purposes or other school-related activities. As such, prohibited activities include but are not limited to:

- (A) Uploading and/or downloading files without permission from an administrator;
- (B) Accessing pornographic and/or offensive material;
- (C) Utilizing the Internet for personal or commercial financial gain or fraud;
- (D) Participating in any form of harassment; and
- (E) Introducing or attempting to introduce viruses to the network.

The Board retains full ownership and control of its computers. As such, using those computers to access the Internet should be accomplished with the full knowledge that said access is not private. In fact, Internet access to school computers remains subject to monitoring and review.

Internet Filtering

Access to the Internet via the Sevier County School System's network shall be filtered to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the Federal Children's Internet Protection Act.

Internet Safety Instruction

Students will be given appropriate instruction in Internet safety annually as part of curriculum and instruction either through guidance counselors, school resource officers, and/or other designated staff. This instruction will include education of students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. School system personnel will be given appropriate professional development opportunities during the school year. Parents, students, caregivers, and community stakeholders will be provided with material to raise awareness of the dangers posted on the Internet and ways in which the Internet may be used safely.

Network Use

The Board's network should be used only for educational purposes or other school-related activities. As such, prohibited activities include but are not limited to the following:

- (A) Accessing staff members/students' private information for personal use;

- (B) Utilizing the network for personal or commercial financial gain or fraud;
- (C) Destroying network data without permission; and Introducing or attempting to introduce viruses to the network.

The Board retains full ownership and control of its network. As such, using the network should be accomplished with the full knowledge that said usage is not private. In fact, network usage remains subject to monitoring and review.

E-mail Management

Electronic mail (“e-mail”) addresses shall be provided to the Board’s current staff members. E-mail addresses may also be issued to designated students. However, staff members and students should only use their school e-mail addresses for educational purposes or other school-related purposes.

Please understand that emails are records. Therefore, school e-mail addresses should be used professionally and with the full knowledge that said e-mails are not private communications. In fact, messages sent and received from school e-mail addresses remain subject to monitoring and review.

Available Penalties

Any violation of this Policy may result in the termination of network, Internet, and/or e-mail privileges. Penalties may also include but are not limited to:

- (A) School disciplinary action;
- (B) Restitution by a parent, guardian, or staff member; and
- (C) Appropriate legal action.

System Warranties

The Board makes no warranties of any kind regarding network, Internet and e-mail services. As such, the Board is not responsible for any damages, including but not limited to, the loss of data. Further, the Board is not responsible for the accuracy or quality of any information obtained by staff members or students via the Internet.

STUDENTS WITH DISABILITIES

The Sevier County School System, in keeping with the mandate from the Individuals with Disabilities Education Act (IDEA), aims to provide the least restrictive environment for all students. We recognize and encourage parent participation as an essential and vital element of the total education process.

The Sevier County Board of Education will identify, locate and provide a free appropriate public education to all disabled children ages 3-21, inclusive, residing within the jurisdiction of this school system. The plan for implementation of appropriate instruction and services will be in accordance with the current Rules, Regulations, and Minimum Standards of the State Board of Education, as well as state and federal law.

The Board will develop and periodically update a local plan for providing special education services for all disabled students. Specifically, the Board assures that:

- All disabled children living within the school system have available to them a free, appropriate public education which emphasizes special education and related services to meet their unique needs provided in the least restricted environment; and
- Educational services will comply with state and federal law to ensure the rights of disabled children and their parents are protected.

A plan developed pursuant to the IDEA, 34 C.F.R. § 300.324 will aim toward meeting the following objectives:

- To develop and conduct a comprehensive screening and assessment plan emphasizing the early identification and evaluation of disabled students that are administered in accordance with the requirements and parameters of the IDEA. A parent may seek an independent educational evaluation (IEE) if the parent disagrees with all or part of the assessment completed by the System; such an IEE may be paid for by the System if the IEE meets the System's criteria; however, the System may, at its option, initiate a due process hearing to show the System's evaluation was appropriate; if the System prevails in the hearing, the parent still may obtain an IEE but not a System expense;
- To use the individualized education program (IEP) team for reviewing assessment, formulating programming, and determining placement for every disabled student;
- To ensure that placements are made which educate disabled children in the least restrictive environment;
- To provide each disabled child with an individual educational program (IEP) specifically designed to meet his/her needs, including class sizes that are in compliance with the required BEP formula (such class sizes will be monitored periodically.);
- To ensure that procedural safeguards required by state and federal laws are adhered to; and
- To involve parents of disabled children in a meaningful, ongoing dialogue.

A plan developed pursuant to Section 504 will aim toward meeting the following objectives:

- To develop effective 504 teams to assist in providing accommodations to students with physical or mental impairment(s) that substantially limit one or more major life activity.
- To use the 504 team to evaluate students by reviewing information from a variety of sources, such as teacher observations, standardized test scores, report cards, and information from parents and medical providers;
- 504 teams will reevaluate students every three years, before any significant changes in placement, or at the request of the parents or school personnel;

- To ensure that procedural safeguards required by state and federal laws are adhered to; and
- To involve parents of disabled children in a meaningful, ongoing dialogue.

Class Size Requirements

Students with disabilities placed in the general education classroom will receive a free appropriate public education. The instructional needs of all students will be met. Equitable and educationally sound placement of all student including students with disabilities will be achieved. The state’s BEP formula will be utilized in determining class size for all classrooms.

Free and Appropriate Education

The provisions for a free appropriate public education and the requirements under state law and IDEA are met following the listed criteria.

- Make educational placement decisions for all students, including students with disabilities, based on the instructional needs of the students.
- Provide joint staff development and training of general education and special education teachers (models, strategies and interventions) for maintaining an inclusive classroom;
- Facilitate interactive planning session with general education and special education teachers as well as paraprofessionals regarding each disabled student’s IEP;
- Train general education teachers on modifications and accommodations to the IEP;
- Provide the technical assistance needed to general education teachers in order to address the needs of individual students;
- Train for paraprofessionals is provided to ensure that they acquire the knowledge and skills necessary to assist students in the general education classroom;
- Provide all students in the general education classroom access to the standard textbooks and instructional materials used in the class with alternative and supplemental materials provided as necessary;
- Integrate qualified handicapped students into the general education classroom and/or extracurricular activities to the maximum extent appropriate to the needs of the handicapped student.
- Provide resources and support such as supplemental aids and materials for students to progress in the general curriculum and be successful in the general education classroom (e.g. assistive technology devices and services paraprofessional support, adaptations in the classroom).

Student Discipline

Disciplinary Exclusion of Student with a Disability

- A disciplinary exclusion of a student with a disability from school is a significant change in placement if
- the exclusion is for more than 10 consecutive school days; or

- a series of exclusions that are each of 10 days or less in duration creates a pattern of exclusion.
- Factors that should be considered in determining whether a series of exclusions creates a pattern of exclusion include, but are not limited to:
 - the length of each exclusion,
 - the proximity in time of the exclusions to one another,
 - the total amount of time the student is excluded from school,
 - and similarities of one behavior to another which resulted in the disciplinary actions.
- Before implementing a disciplinary action that constitutes a significant change in placement under Section 1, the District will convene and conduct a manifestation determination meeting with a multi-disciplinary team of individuals knowledgeable about the student, the student's evaluation data, and the placement options, in accordance with the requirements of 34 C.F.R. § 104.35. The multi-disciplinary team will conduct the manifestation meeting as follows:
 - Make a determination as to whether the student's misconduct is a manifestation of the student's disability;
 - Make a determination as to whether the student's misconduct is due to inappropriate placement;
 - Make a placement decision.
 - If the student's misconduct is either a manifestation of the student's disability or is due to an inappropriate placement, the multi-disciplinary team must determine what, if any, modifications to the student's educational placement are necessary and the student may not be disciplined.
 - If the student's misconduct is not a manifestation of the student's disability or is not due to an inappropriate placement, the student may be disciplined in the same manner as similarly situated students without disabilities would be disciplined;
- Provide the student's parents or guardian notice of both the manifestation determination and the placement decision in a prompt manner. The student's parents or guardian also must be provided with a copy of their procedural safeguards and rights related to the disciplinary action in a prompt manner

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