

**JOHNSON COUNTY HIGH SCHOOL
Student Handbook 2019-2020**

JOHNSON COUNTY HIGH SCHOOL MISSION STATEMENT

JCHS will provide a positive, safe learning environment to help students acquire knowledge and useful skills necessary for productive citizenship

Shared vision: Every student and staff member at JCHS will come to school each day and perform to their highest potential.

Dear JCHS Students and Parents:

On behalf of the JCHS faculty and staff I would like to welcome you to the 2019-2020 school year.

We are very excited about the upcoming school year and the opportunities that we have to offer our students. Our goal is that each student develops to their highest potential. I am extremely proud of our school and know you are as well.

Please read this handbook carefully, as it is a guide filled with information about school policies and procedures. We will be working hard to make sure these are followed to guarantee the best educational opportunity possible.

We strongly encourage student, parent, and community involvement as we work constantly to improve our school. Please feel free to contact the school or come by with any suggestions.

We encourage active participation at JCHS from students, staff, and community members. As a team, I look forward to what we will accomplish.

Sincerely,
Leon Henley

JCHS SCHOOL IMPROVEMENT GOALS

- JCHS will meet or exceed the state average score for End of Course Exams in the areas of Math, English, History, and Science.
- The average ACT composite score will improve from the previous year.
- The majority of graduates from the class of 2020 will pursue a postsecondary certificate, diploma or degree.

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The information provided here is a summary of the policies and programs of Johnson County High School. It is designed to help both students and parents. If you have any questions concerning this information, please ask any member of the faculty or staff. Have a great year.

General School Information

The school colors are maroon and white. The school mascot is the Longhorn. The yearbook is the Arcadian.

Classification

Students are expected to carry four units of work each semester, plus one during the skinny period; nine units per year. Classification will be determined by the number of units successfully completed. *Freshman: 0-5 credits, Sophomore: 6-11 credits, Junior: 12-19 credits, Senior: 20 or more credits*

Records

The school maintains a complete set of records to assist in pupil guidance. The Family Educational Rights and Privacy Act of 1974 guarantees eligible students certain rights regarding the release of student records. Copies of school related materials are .20 per copy and must be paid for in advance.

Grades and Credits

Schools will send progress reports home to parents every 4.5 weeks with grade cards being issued every nine weeks. Report cards are issued one week after the end of the nine weeks grading period. Grades are issued on the following scale.

Normal GPA Scale

A	93-100	4 Quality Points
B	85-92	3 Quality Points
C	75-84	2 Quality Points
D	70-74	1 Quality Points
F	0-69	0 Quality Points

Determination of grade point averages for the purpose of class rank will be made by calculating student GPAs on the quality point system. This will provide school officials with cumulative averages on a 4.0 scale. The student who has a 4.0 GPA and the highest ACT score will be named Valedictorian of JCHS.

Incomplete Grades

All incomplete grades must be made up no later than three weeks after the grade is given. Failure of a student to make up work in this time will result in a failing grade. If a student is missing assignments, it is the students' responsibility to get assignments from the teacher.

Transcripts

Every student who graduates is entitled to three free transcripts. Students who are not 18 years old will have to submit to the office a transcript release form signed by a parent. Under no circumstances will a transcript be released unless a signed release is on file in the office. Students will be charged \$1.00 for additional transcripts.

Directory Information

Johnson County High School Main Office	727-2620
Johnson County Vocational School	727-1860
Johnson County Greenhouse	727-2670

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Johnson County Board of Education Policy Section 6.309 Zero Tolerance Offenses

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

WEAPONS & DANGEROUS INSTRUMENTS

Students shall 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.¹

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.²

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 18 U.S.C. § 921)³

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

DRUGS

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁵

ASSAULT

In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁶

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.⁷

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Student Code of Acceptable Behavior and Discipline

IX. Search Procedures

Interrogations and Searches (6.303)

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 must 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.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

INTERROGATION BY POLICE (AT ADMINISTRATOR'S REQUEST)

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation, but the interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, and inform him/her of the probable cause to investigate within the school. The principal shall make a reasonable effort to notify the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

SEARCHES BY SCHOOL PERSONNEL

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, and vehicles of students or visitors (Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

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

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A student using a locker that is the property of the school system does not have the rights of privacy in that locker or its content. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students and are subject to inspection, access for maintenance, and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

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 because of information received from a teacher, a staff member, or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students.
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

USE OF METAL DETECTORS

In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; or every third individual entering an athletic event). Metal detector checks of groups or individuals may not be used to single out a particular individual or category of individuals.

POSTING FLYERS, SIGNS OR OTHER INFORMATION AT SCHOOL

Nothing will be posted at school, on school grounds, or on students without prior approval of the principal. All unapproved postings will be removed, and disciplinary action will be taken as necessary.

ORGANIZED ACTIVITIES AT SCHOOL

Only school-sponsored and principal-approved activities will be permitted at school, on school grounds, and at school-sponsored activities. The teacher-sponsor of the group requesting an activity must seek prior approval from the principal before any plans are made for the activity. Any unapproved activity will be stopped, and disciplinary action will be taken as necessary.

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UNSAFE SCHOOL CHOICE POLICY

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Dr. Mischelle Simcox at 423-727-2640.

One of the primary goals of Johnson County High School is to help students understand how to satisfy their needs in society, to play acceptable roles and to receive the rewards offered by society to those who contribute to its welfare. Framed in this positive manner, reasons for acceptable behavior can be more readily seen by students, and they are more likely to help maintain a positive learning environment by being courteous and exhibiting acceptable conduct toward each other and school personnel. Failure of students to maintain a positive, safe, learning environment will result in quick and firm disciplinary action. Any violation of laws will result in immediate involvement of law enforcement authorities and prosecution. **Anything not listed here is subject to administrative decision.** In the event that new rules are implemented, the students will be informed.

ADMINISTRATORS RESERVE THE RIGHT TO MAKE EXECUTIVE DECISIONS WHEN THEY DEEM NECESSARY IN REGARD TO THE RULES.

All faculty and staff members have the right and responsibility to correct any student anywhere on campus and to expect a proper response when doing so.

***Suspensions** may be carried out at home, in school, or at an alternative school based on administrative decisions.

***Detentions** must be served before a student is allowed to participate in any extracurricular activity. Coaches, sponsors, and co-op supervisor will be notified.

The Disciplinary Hearing Authority (DHA) is a branch of the Johnson County Board of Education, is comprised of educators, and is used for appeals.

BULLYING/HARASSMENT: "Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time."

Please see Johnson County Board of Education, policy 6.304. This can be found at the following website:

http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6304_46.pdf

BUS PASSES: Students wishing to ride a bus home that is not their normal bus must bring a parent note to the office before school starts in the morning. The school secretary will confirm the permission and issue the student a bus pass. The bus pass is required for a student to ride the bus.

CELL PHONES: Students must have cell phones silenced and put away during instructional time. Classroom cell phone violations may result in cell phone confiscation. Students who need to call home may come to the office to do so in cases of emergency. Phone messages from parents will only be delivered to classrooms in cases of emergency.

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CUTTING CLASS OR SCHOOL ACTIVITY: JCHS is responsible and accountable for all students while they are in school. Students must be in their assigned locations at all times. Students who do not attend class while on campus or who leave campus without permission are considered to be skipping class. Consequences for cutting or skipping classes may include ISS and assignment to alternative school.

DAMAGING SCHOOL OR OTHER PROPERTY: Any student who purposely damages school property will be expected to make restitution and will be subject to disciplinary consequences, which may include suspension, assignment to alternative school, and/or prosecution.

DETENTIONS: All detentions should be served immediately after they are assigned. Failure to serve detention in a timely manner will result in additional detention or other elevated consequences.

DISRESPECT: JCHS students are expected to display respect to their peers and adults, at all times. Students who are disrespectful may be assigned detention, suspension, or time at the alternative school.

DRESS CODE: Johnson County High School takes pride in the appearance of its students. Your dress reflects the quality of your school and the values of the community. When, in the opinion of the principal, assistant principal, teacher, or school employee, a student is not appropriately attired or exhibits grooming which constitutes a distraction/disturbance to the school environment, the student will be asked to change clothing or sent home and not readmitted until he/she is properly attired or groomed.

Specific expectations for student dress are as follows, administrators have the right to deem other clothing to be in violation in addition to the list below:

1. Shoes must be worn at all times.
2. Hats and headgear are not to be worn inside. Hats, hoodies, bandannas, durags, beanies, headbands, sunglasses, toboggans or any other headgear may be taken if student violates this policy. Hoodies are allowed, but students cannot wear hoods in the buildings.
3. Dresses and skirts should be at or near the knee. Shorts should be no shorter than 3 inches above the knee.
4. Shirts must have sleeves and be long enough to cover the stomach
5. Clothing must not expose the stomach or midriff.
6. Any clothing which allows undergarments to be visible is not allowed. Pants must be worn at or near the waist, no sagging pants. No pajamas are permitted to be worn to school.
7. Shirts with profane messages or advertising illegal substances are not allowed.
8. Leggings and jeans that have holes above the knee will be reviewed on a case-by-case basis.
9. Clothing that is excessively tight or revealing may not be worn.
10. No blankets or wraps will be brought into the classroom.
11. Other concerns about clothing will be viewed and considered on a case-by-case basis.

Violation of the dress code will result in the student being asked to change and may result in detention. Students will not be allowed to leave school to change. The office will contact the parent to bring appropriate clothes and/or the office will provide other options. Tennessee State code Annotated prohibits "wearing while on the ground of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment."

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E-CIGARETTES/ TOBACCO: Electronic cigarettes are not allowed on school grounds and will be confiscated for a period of time based on the number of times the offense has occurred. Students found in possession of e-cigs will be disciplined and may be cited to juvenile court. Students over 18 in possession of e-cigs will be assigned detention, suspension, or time at the alternative school. Some e-cigs may be treated as drug paraphernalia. Any student that drives will also have their parking permit pulled for a period of time. All other tobacco related offenses may be treated in this manner as well.

EARLY DISMISSALS: Students wishing to check out of school early must present a note to the office by 8:10 a.m. stating the reason for dismissal and a phone number for verification. Phone requests will only be accepted in cases of emergency. Students will not be allowed to check out without parent permission. All requests for early dismissal will be verified by the main office.

FIELD TRIPS: Students are expected to conduct themselves appropriately on all school trips. Participation in a school related trip is not considered an absence. Students are responsible for making up any missed work within three days of the field trip.

FIGHTING: Students who engage in a fight during school, on a bus, or during a school activity will be cited to court and assigned to the alternative school for at least three days.

FIREWORKS: Possession of fireworks on school property is a felony in Tennessee. Security will file charges against anyone caught with fireworks on the campus.

FIRE ALARMS: Pulling a fire alarm at any time other than an emergency situation is a felony. Security will file charges against anyone caught pulling a fire alarm purposefully when there is no emergency.

FOOD AND DRINKS IN THE CLASSROOM: Classroom teachers are responsible for setting rules for food and drink in their classrooms. Students are expected to follow each teacher's expectations when in the classrooms.

GIVING/RECEIVING AID ON TESTS: Students caught providing or accepting help on a test, will be assigned a grade of zero for that test.

GUNS/KNIVES/WEAPONS: Students shall 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.¹ (See School Board Policy) Students found in possession of weapons are subject to appearance before the DHA, suspension, or expulsion for no less than one calendar year and confiscation of weapon. Legal authorities will be notified and charges filed.

HORSEPLAY: Horseplay can lead to injuries and escalated situations. Students engaging in horseplay are subject to disciplinary consequences which may include detention, suspension, corporal punishment, or assignment to the alternative school.

IMMORAL/DISREPUTABLE/RACIST OR PROFANE LANGUAGE OR CONDUCT: Immoral, disreputable, racist, and/or profane language or conduct will not be tolerated. Students exhibiting these behaviors are subject to disciplinary consequences which may include detention, suspension, corporal punishment, or assignment to the alternative school. Some behaviors may warrant filing charges.

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OFF-LIMITS AREAS: The following places are off limits before school and during lunch: Parking Lots, Vocational School, Front of main building, Fenced in area, Circles, Middle School, Gym (during lunch), Back of gym, Cars Locker area, Tunnels. Students found in off-limits areas will be subject to disciplinary consequences which may include detention, suspension, corporal punishment, or assignment to the alternative school.

PERSISTENT VIOLATION OF RULES: A student who consistently breaks the rules and is uncooperative may be considered a habitual rule violator (5 or more incidents). Alternative forms of education are available for those students who cannot abide by school rules. Administrative review is required.

TARDY TO CLASS: Teachers will assign consequences for the first three times a student is tardy to class. Tardies to class beyond those three will have consequences assigned by the office. These consequences may include detention, suspension, corporal punishment, or assignment to the alternative school.

TARDY TO SCHOOL/EARLY CHECKOUT: Students are expected to arrive at school on time every day and stay until the end of the school day. Late arrivals and early checkouts are marked as unexcused unless a student brings in a note from a doctor or the court. Consequences are assigned when students accumulate more than two late arrivals/early checkouts. Consequences may include detention, suspension, assignment to the alternative school, loss of parking privileges, or filing a truancy petition.

TOBACCO: Possession and use of any form of tobacco or paraphernalia (including lighters and matches) is illegal in public buildings, on school grounds, buses, or in or on private vehicles on school property. Underage students found in possession of tobacco or paraphernalia may be cited to juvenile court. Students over 18 in possession of tobacco or paraphernalia will be assigned detention, suspension or time at the alternative school.

TRANSFER STUDENTS: When a student is officially registered, JCHS makes every effort to help students succeed in the new environment. If a student leaves the previous school in **LESS THAN GOOD STANDING**, the student **MAY NOT BE ALLOWED TO ENROLL**. Enrollment and/or placement may be dependent on records and information received from the previous school attended.

UNAUTHORIZED DEPARTURE FROM SCHOOL: Students may not leave school without parental and administrative approval. Students are required to sign-out in the office before leaving campus. Consequences for unauthorized departure from school may include ISS and assignment to alternative school.

UNDUE FAMILIARITY/ PUBLIC DISPLAY OF AFFECTION: All schools in Johnson County have a no-touch policy. Students engaging in inappropriate displays of affection may be subject to disciplinary action, including detention, suspension, corporal punishment, or assignment to the alternative school.

VIOLENCE/THREATENED VIOLENCE: JCHS will not tolerate violent acts threatened or committed against another person. Threats and acts of violence are subject to zero tolerance policies (see School Board Policy). A student who commits battery against any school system employee will be suspended

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or expelled for not less than one calendar year.

VISITORS: All visitors to JCHS are required to check in through the main office.

INSURANCE: Students have the option to purchase group insurance each year. Details are given to students in homeroom. All athletes, cheerleaders, and students in shop classes are advised to participate. All athletes are required to furnish proof of insurance coverage and a current physician before they can practice or participate in any sport.

LIBRARY: Computers are available in the library for student use (please ask before using). Students are financially responsible for loss of or damage to library materials. A per-day fine of ten cents is charged for overdue books. If you do not return or renew your book after 30 days, the book will be marked as lost and your account will be charged the cost of the book. Books may be checked out for two weeks with an option to renew. Calculators are available for check-out also on a weekly basis. A \$5.00 fine will be charged if you do not turn the device in within 3 days of its due date. A \$45.00 fine will automatically be charged if you lose or damage the calculator. Laptops are available on a limited basis if needed for school work. They are checked out on a weekly basis with a \$5.00 fine that is accrued each day after. If the laptop is not returned within 3 weeks of its checkout a report will be filed with the security administration and charges will be filed for the full amount of replacement of the laptop. The library is open from 7:30-4:15. If you need to stay after please let the librarian know in order to make arrangements to have the library open.

LOCKERS: Lockers are assigned at the beginning of the year upon request. Students may use **ONLY** the locker assigned to them, and it is the student's responsibility to keep the locker secure at all times. Valuable personal items should **NEVER** be left in a locker. The school is not responsible for lost or stolen articles. The courts have determined that school officials have the right to conduct searches of individuals, their personal possessions, and lockers when reasonable grounds exist. Lockers must be completely cleaned out at the end of the school year. No items may be left in lockers during the summer.

LOST AND FOUND: Individuals who have lost items are advised to check regularly at the office.

SCHOOL CLINIC: Should a student become ill while at school, he/she will be given permission by a teacher or administrator to report to the school nurse who is located at the Middle School. Students will not be allowed to call home as sick without verification from the school nurse.

MEDICINES: The medication administration policy of the Johnson County School System states: Medications shall be administered only when the student's health requires that they be given during school hours. All medication must be brought by the parent/guardian to the principal's office/school nurse in the original medication bottle. All medication must have the following: child's name, name of physician, time to be self-administered, dosage, and directions for self-administration, possible side effects and termination date for administering the medication. Most prescriptions when filled by the pharmacy have an education sheet with them; this will have the side effects listed on it. The parent must pick up unused medication. Students who have asthma may keep their inhalers with them, but the parent must complete the medical information sheet and the inhaler sheet.

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SCHOOL COUNSELING SERVICES:

A school counselor can provide many services and information to help acquaint the student with resources at Johnson County High School. The student and his/her parents should become acquainted with the school counselors, and together they should use the resources available through the guidance department. Services provided include the following:

- *Academic planning
- *Career counseling
- *Maintenance of cumulative records
- *College admission preparation
- *Personal counseling and referral
- *Financial aid and scholarship information
- *Testing for the school and college

Freshman and Junior Counselor– Amanda Mullins

Sophomore and Senior Counselor– Priscilla Davis

In order to be most effective, counselors see each student on an appointment basis. Students may arrange appointments through the guidance office. Parents may arrange appointments by calling the school office at 727-2620.

SCHOOL MONEY: Students who collect or otherwise handle school money will deliver such money to their sponsors. Sponsors will in turn deliver these funds to the bookkeeper for deposit.

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Required Courses	Credits	
MATH:	4	Including Algebra I, II, Geometry and a fourth higher level math course
SCIENCE:	4	Including Biology, Chemistry <u>and/or</u> Physics, a 3 rd lab course, and a Science elective
ENGLISH:	4	Honors and Dual enrollment are available to students who qualify
SOCIAL STUDIES:	3	World History <u>or</u> World Geography, US History, Economics/Government
WELLNESS:	1	Taken during 9th grade
PHYSICAL EDUCATION:	.5	Taken during 10th grade
PERSONAL FINANCE:	.5	Taken during 10th grade
Focused Program of Study	3	Take at least three courses in <u>one</u> of the following programs: Math and Science <u>or</u> Career and Technical Education <u>or</u> Fine Arts <u>or</u> Humanities <u>or</u> Advanced Placement Classes
Other Electives	5	Courses chosen based on future goals and interests
College Entrance Requirements		
FOREIGN LANGUAGE:	2	May be waived for students not going to a University
FINE ARTS:	1	May be waived for students not going to a University

Several different types of standardized tests are administered to students of Johnson County High School in order to them determine their academic strengths, areas of need, aptitudes and abilities, and learning environment.

The Tennessee Department of Education requires End of Course Exams in English I, and II, as well as Biology, US History, Algebra I, Algebra II, and Geometry.

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TEST PREPARATION

Recommendations for all testing days:

***Get a good night's sleep.**

***Eat a well-balanced breakfast.**

***Dress comfortably considering the school environment and current season.**

TEST	STUDENTS TESTED
PSAT	Interested 10 th graders
ACT	ALL 11 th graders
EOC/TNReady	State designated classes
ASVAB	Interested 10 th -12 th graders
SAT	Interested 11 th graders
Work Keys	Interested 12 th grade CTE Concentrator students
Industry Certifications	Interested 11 th and 12 th grade CTE Students

NCAA INITIAL-ELIGIBILITY CLEARINGHOUSE—GENERAL INFORMATION

Students who want to participate in NCCAA Division I or II athletics should start the certification process by the end of their junior year or early in their senior year.

To be certified by the Clearinghouse, students must:

1. Graduate from high school. (Preliminary certification will be issued for students not yet graduated. Final certification will be issued only after final transcript receipt, including proof of graduation.)
2. Earn a grade point average of at least 2.0 on a 4.0 scale in at least 14 academic core courses.
3. Minimum score for ACT or SAT is dependent on GPA in core courses.
4. See the NCAA clearinghouse.net website for more information.

Questions? Call the guidance office at 423-727-2620.

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CONDUCT ON SCHOOL BUS

A pupil will become ineligible for pupil transportation when he/she disobeys state and local rules and regulations pertaining to pupil transportation.

Following is a list of specific rules and regulations:

1. Pupils are under the supervision and authority of the bus driver from the time they leave home until they reach school in the morning, and from the time they leave school until they reach home in the afternoon.
2. Pupils will not be permitted to have any dangerous items on the bus.
3. Pupils will be let off a bus only at their designated stop unless written permission from their parents gives authority for the driver to do so.
4. Pupils will pay for any damage done deliberately to buses.
5. If a pupil misbehaves on the way to school or to his home and refuses to obey, the driver will notify the transportation supervisor who will contact the principal, and the student may be suspended from riding the bus. The principal will notify the parents by letter or by telephone. The parent must contact the principal and the principal will notify the bus driver as to when the child can ride the bus. For the first offense, the pupil will be suspended from riding the bus for five days. The second time will be for ten days and the third time, he and his parents must go before the Board of Education.

DRIVING ON CAMPUS

Juniors and Seniors in good standing who hold a valid driver's license will have the privilege of driving and parking on school grounds, providing they follow these rules:

1. Permits must be displayed and visible on the rear view mirror of the vehicle. Any time a student drives a vehicle other than the one registered with the school, the permit must be moved to and displayed in the vehicle which is on campus.
2. STUDENTS MUST NOT WRITE ON OR DEFACE PERMITS.
3. Permits are valid ONLY for the student to whom they are registered. They may not be traded, sold, or used in any manner to allow a different student to park on campus.
4. Students must have permission from the school office to go to any car in the parking lots during the school day.
5. Students are responsible for securing their cars in the parking lots.
6. All vehicles parked on campus are subject to search with reasonable suspicion.
7. Students are not allowed to drive their vehicles on the hill or to leave the hill without permission from the main office.
8. Parking permits allow students to park in an individually designated spot, ONLY. Students may not park in another spot for any reason.
9. Reckless driving or speeding on the hill will not be tolerated. It will result in a suspension of parking privileges.
10. Excessive unexcused tardiness or absences during any semester may result in termination of parking privileges.
11. The School or school system is not liable for damages to vehicles parked at school.
12. Upon arrival to school, students must exit their vehicle and enter the building. Students are not permitted to sit in their cars before the school day begins.
13. No Flags are allowed to be displayed on campus.

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Student Handbook 2019-2020

Attendance is a key factor in student achievement. Students are expected to be present all day each day school is in session.

The attendance supervisor shall oversee the entire attendance program which shall include.

1. All accounting and reporting for attendance;
2. Alternative program options for students who fail to meet minimum attendance requirements;
3. Ensuring all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety when a student with a driver's permit or license drops out of school or fails to make satisfactory progress.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Personal illness as documented by medical excuse;
2. Religious observances; or
3. Circumstances which in the judgment of the principal constitute emergencies over which the student has no control.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily attendance reports contain sign-in/sign-out sheets and indicate students present or absent for the majority of the day;
3. All students' absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall, or activity during the school day for which the student is scheduled. Parents will be notified by letter at three, five, seven, and ten unexcused absences.

Students participating in school-sponsored activities, whether on or off campus, shall not be counted absent. In order to qualify as "school sponsored", the activity must school-planned, school-directed, and teacher-supervised. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

All missed class work or tests (whether from excused or unexcused absences) may be made up if the student **makes the request the day he/she returns to school and if class time is not taken from other students.**

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Progressive Truancy Interventions

Tier 1 (School Level) – Violation at 5 unexcused absences

- Students have 10 days to turn in excuses from the day of the last unexcused absence.
- Requires conference with parent and student, as well as a contract for attendance.
- Student remains in Tier 1 remainder of school year if all contract components are met.
- Student will be advanced to Tier 2 if contract components are not met.

Tier 2 (School Level) – Violation if further unexcused absences – triggered at 7th unexcused

- Requires conference with parent and student, as well as new contract with additional steps.
- Student remains in Tier 2 remainder of school year if all contract components are met.
- Student will be advanced to Tier 3 if contract components are not met.

Tier 3 (District Level) – Violation if further unexcused absences – triggered at 9th unexcused

- Required appearance before the Attendance Review Committee
- Community Resources offered to family
- Student remains in Tier 3 remainder of school year if all contract components are met.
- Additional unexcused absences or non-adherence to contract will result in a juvenile court petition.
- Thirteen or more unexcused absences require a referral to Department of Children's Services.

JCHS Attendance Requirement for Course Credit

JCHS must maintain a 95% attendance rate, so each JCHS student must maintain a 95% attendance rate. A 95% attendance rate can be maintained by missing no more than four days in a course. Any student at JCHS who has accumulated more than four (4) total absences (excused and/or unexcused) in any course during a semester shall receive no credit for the course. Parents may appeal the loss of credit for days of a student's hospitalization.

JCHS students who lose credit in a course due to more than four absences may make-up the credit in Before-School Enrichment, After-School Enrichment, Saturday School, or Summer School prior to the final exam for the course.

Any administrative decision regarding attendance may be appealed initially to the Director of Schools and ultimately to the Board. The appeal shall be made in writing to the Director of Schools within five (5) days following the action or the report of action, whichever is later.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

Requests for students to attend school in counties in adjoining states shall be considered on a case-by-case basis.

Tardy to School/Early Checkout Policy

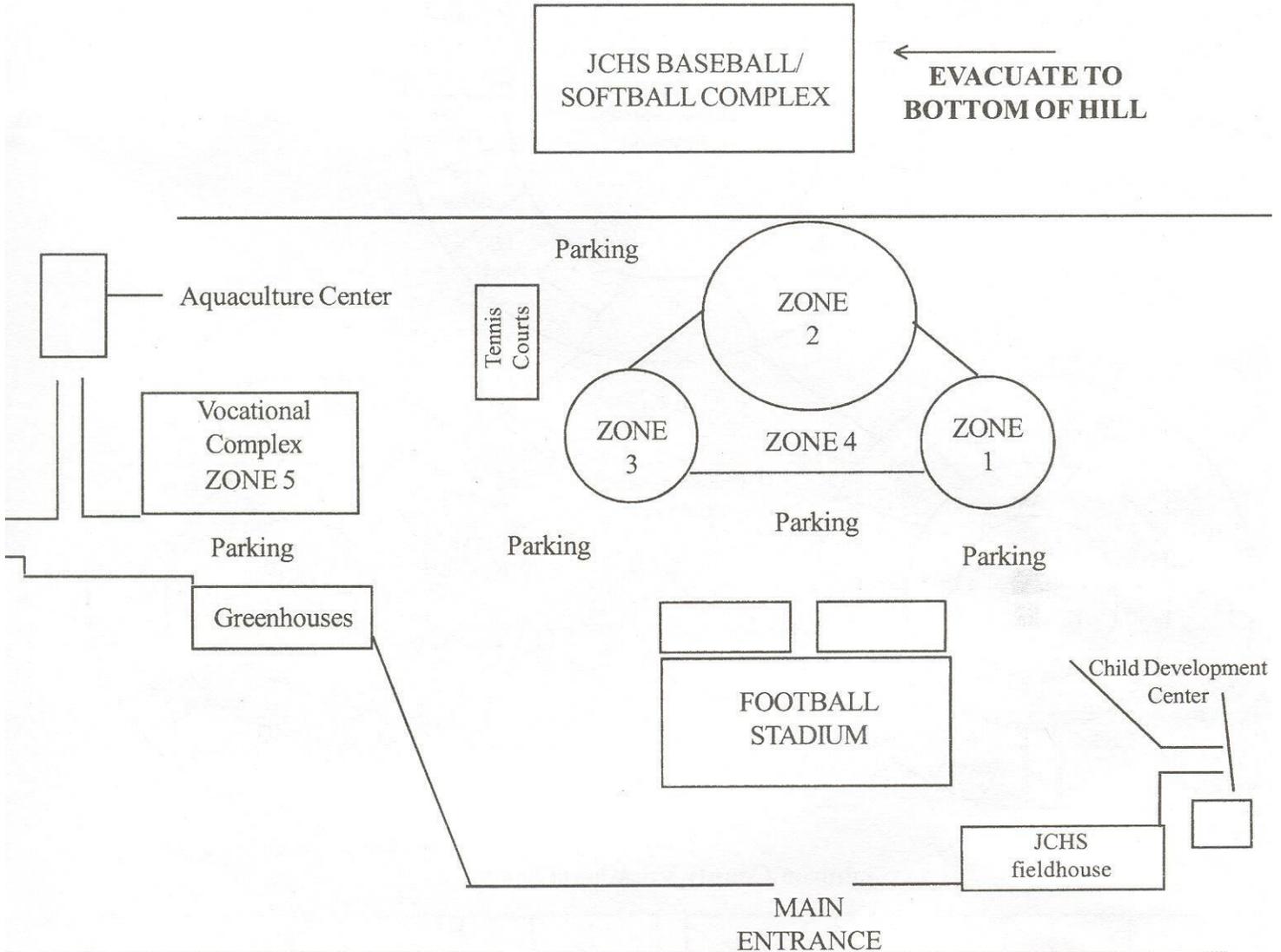
1st unexcused tardy/checkout—warning

2nd unexcused tardy/checkout—call home

3rd or more unexcused tardies/checkouts—Lunch Detention

Excessive tardiness/checkouts— ISS, ESC, ASD, and/or parking permit pulled

Johnson County High School Emergency Evacuation Plan



Teachers and Staff:

In the event that you are required to evacuate the building:
 *Walk your class to the designated area quickly and quietly.
 *Account for all students.
 *Wait for further instructions from the principal or designee.

ZONE:

- 1
- 2
- 3
- 4
- 5

EVACUATE TO:

Parking in front of building
Tennis Courts or rear parking area
Parking in front or side of building
Front parking area
Parking area near vocational school

**JOHNSON COUNTY HIGH SCHOOL
Student Handbook 2019-2020**

No statements contained in this handbook should be construed as creating any type of contract, either expressed or implied. The information contained in this handbook represents guidelines only. Johnson County High School reserves the right to modify, amend, or eliminate the information contained herein at any time.