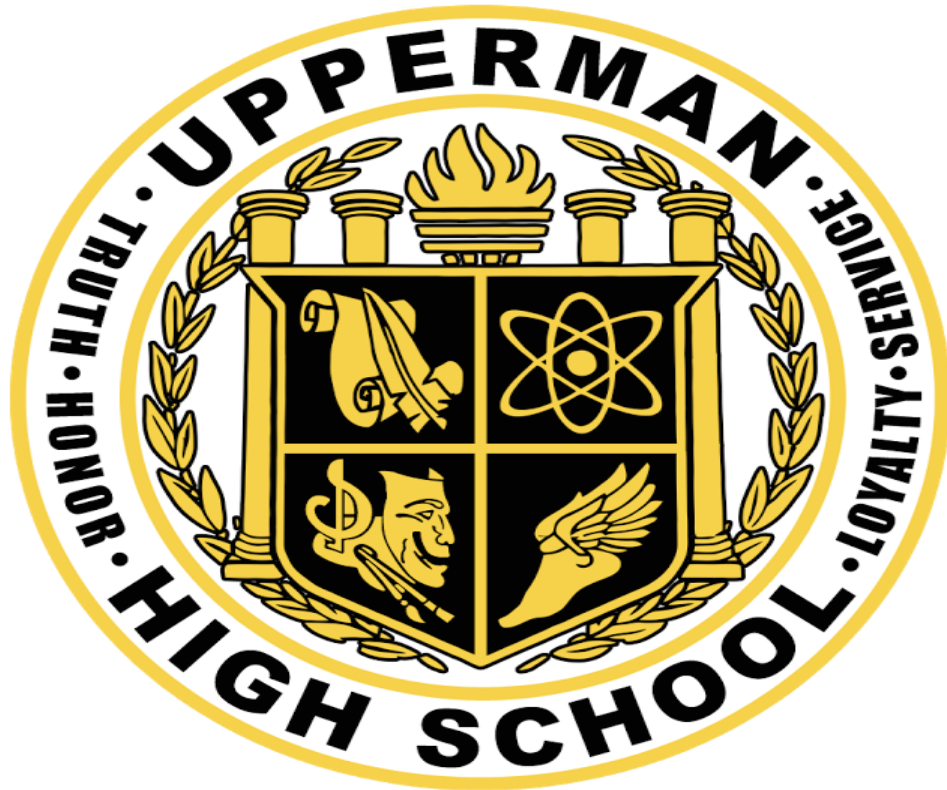


# Upperman High School Student and Parent/Guardian Handbook

6950 Nashville Highway, BAXTER, TN 38544  
931-858-3112      931-858-4641 (FAX)



## **Our Mission:**

*Educators and leaders of the Upperman High School provide outstanding, first-rate instruction and support for every student in our district.*

## **Our Vision:**

*Each student in Upperman High School is **Engaged** and **Inspired** to learn, to **Achieve** academic success and to develop socially and emotionally. Graduating students are motivated to excellence, equipped with a strong work ethic and committed to family and community.*

## **Our Core Values:**

- 1. Our students become valuable, thriving citizens who are honest, respectful of others, take responsibility for their actions and otherwise contribute to the well being of our community and society.*
- 2. Our teachers are prepared and supported to embrace the daily opportunity to engage their students in the most impactful use of their time, energy and resources.*
- 3. Every student has the right to a safe, secure, and challenging learning environment that promotes his or her physical, social, emotional and academic development.*
- 4. We respect the individual differences of our students and understand the need for flexible, personalized instructional strategies and opportunities.*
- 5. We set and pursue high expectations for all students that are inspiring and motivational.*
- 6. Equal opportunity to access high-quality programs is available to every student.*
- 7. Family engagement is crucial for the success of our students.*

## **Our Beliefs:**

- 1. Student learning is enhanced when multiple teaching strategies can be related to some real aspect in their own lives.*
- 2. Every child should have equal opportunities for a quality education.*
- 3. All students can learn when they share the responsibility for their learning and have adequate support and resources.*
- 4. An effective instructional program empowers its students with the ability to think critically and make informed decisions using available resources.*
- 5. Our teachers have a responsibility to teach and our students have a responsibility to learn.*
- 6. A quality education is necessary for a rewarding and fulfilling life.*
- 7. Students should develop an appreciation as well as a tolerance for races, cultures, and perspectives that are different from their own.*
- 8. A school must have the necessary means to meet the needs of every student regardless of their learning abilities.*
- 9. Education is a process whereby each student is provided a program of instruction that will provide knowledge and skills that will enable him/her to function in our society as an individual and as a productive citizen in a global society.*
- 10. An education is possible for everyone especially when a partnership is formed between the school staff, parents, and the community*

The UHS Handbook reflects Putnam County School Board Policy. The most recent copy will always be available at <http://uppermanbees.com>

## **UPPERMAN HIGH SCHOOL ADOPTERS**

Academy Sports

One Bank (Baxter Branch)

Hooper-Huddleston & Horner

Putnam 1<sup>st</sup> Mercantile Bank

STONECOM

Zaxbys

## **SCHOOL COLORS**

Black, White, Yellow/Gold

## **SCHOOL MASCOT**

Bees

# UPPERMAN HIGH SCHOOL FACULTY

## PRINCIPAL

**Stephen Robbins** - Building Principal  
Phone: 858-3112  
Email: stephen.robbs@pcsstn.com

## ASSISTANT PRINCIPALS AND COUNSELORS

**Michelle Bowman** – Assistant Principal  
Email: mbowman3@pcsstn.com  
**Ross Fanning** - Assistant Principal/AD  
Email: ross.fanning@pcsstn.com

**Lindsey VanWinkle**, Counselor (A-G)  
**Aaliyah Gore**, Counselor (H-O)  
**Dr. Jamie Torrence**, Counselor (P-Z)

## UHS Support Staff Administrative Assistants

Mary Hargis – Administrative Assistant  
Pam Turner – Bookkeeper  
Jessica Williams – Attendance  
Alex Asberry – Counseling Secretary

## Student Resource Officer

Bo Sherrell

## Foreign Language

Jamhile Eckert  
Betzaida Ortiz  
Ellen Martin

## Media Specialist

Diane Phy

## CTE

Wayne Farris  
Taylor Key  
Stacey Moss  
Wes Shanks  
Susie Dobbs  
Whitney Slatten  
Austyn McWilliams  
Michael Gomez  
Emily Morgan

## History

John Apple, Chair  
Melissa Douglas  
Stephanie Davis  
Cade Painter

## Fine Arts

Jason Robbins, Chair  
Jon Oliver  
Emily Phillips

## PE/Lifetime Wellness

Dana McWilliams, Chair  
Tyler McWilliams  
Adam Caine

## Nurse

Dana Stewart  
**RTI**  
Kristen McWilliams, Chair  
Robert McWilliams

## JROTC

Doug Romero

## Vital

Becky Maynard

## English

Trinity Davis  
Lexy Clark  
Brandi Dunford  
Caleb Konopka  
Renee Craig  
Monica Johnson

## Mathematics

Tracy Jones, Chair  
Alan Asberry  
Aaron Casey  
Alexander Adam  
Mark Livesay  
Kayse McCoy

## Science

Patrick Weaver, Chair  
Sarah Proffitt  
Kalyn Napper  
Sloan Reinard

## Special Education

Cindy Stephenson, Chair  
Jacob Ramsaur  
Allyssa Peters  
Leann Walker  
Bruce Heady

## Teacher Assistants

Charlene Allen  
Kaye Anderson  
Vincent Ferguson  
Brian Johnson  
Lee Wilson  
Martel Curd  
Robert Haynes  
Jamie Vaughn

## Maintenance

Carl Mashburn

## Food Service

Jennifer Haggard- MGR  
Wanda Swartz

## 2023 - 2024 BELL SCHEDULES 7 Period Day - Normal Schedule

Periods	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:00-8:50	8:00-8:50	8:00-8:50	8:00-9:30	
2	8:55-9:45	8:55-9:45	8:55-9:45		8:00-9:30
3	9:55-10:45	9:55-10:45	9:55-10:45	9:40-11:10	
4	10:50-11:40	10:50-11:40	10:50-11:40		11:15-1:20
5	11:45-1:10	11:45-1:10	11:45-1:10	11:15-1:20	
<b>U Time (6)</b>					<b>***9:40-11:10</b>
7	1:15-2:05	1:15-2:05	1:15-2:05	1:30-3:00	
8	2:10-3:00	2:10-3:00	2:10-3:00		1:30-3:00

Lunches	M, T, W	Thursday	Friday
1st	11:40 Release to Lunch 11:45 - 12:10  Science, Math, Farris,Robbins, Vital	11:10 Release to Lunch 11:15 - 11:40  Science, Math, Farris, Robbins, Vital	11:10 Release to Lunch 11:15-11:40  Science, Math, Robbins, CTE, Vital
2nd	12:10 Release to Lunch 12:15 - 12:40  English, Spanish, RTI	12:00 Release to Lunch 12:05-12:30  English, Spanish, RTI	NA
3rd	12:40 Release to Lunch 12:45-1:10  CTE, Electives, History	12:50 Release to Lunch 12:55 -1:20	12:50 Release to Lunch 12:55-1:20  English, Spanish, Electives, History, RTI

Should Putnam County Schools exceed the 13 built in (“stockpiled”) snow days, the second week of spring break beginning with March 14, 13, etc. as needed. For more information on current events at Upperman High School please visit our website at [uppermanbees.com](http://uppermanbees.com).

**POLICIES AND PROCEDURES  
GENERAL INFORMATION**

Although the information presented in this handbook is not intended to be a complete compilation of the policies and procedures that govern our school, we hope it serves as a guide to school rules, procedures, and other useful information. It is our sincere hope that it will prove informative and aid in promotion of school pride with parents and students. In the event that rules and policies conflict with the Putnam County Board of Education policies or State Rules and Regulations, the county or state will prevail.

The information contained in the UHS Handbook has been divided into four sections:

**I. GENERAL INFORMATION**-contains various items concerning Putnam County School and Upperman High School policies, procedures, and programs.

**II. UPPERMAN HIGH SCHOOL DRESS CODE** - contains a description of the Upperman High School standards of dress and grooming policy and the disciplinary procedures for any infractions.

**III. STUDENT CODE OF CONDUCT** - contains an introduction describing the expectations for appropriate student behavior, student rights and responsibilities, a listing of items describing inappropriate behavior, and a brief listing of possible disciplinary actions.

**IV. PARENT/STUDENT NOTIFICATION OF BOARD POLICIES** - contains information relative to AHERA-asbestos in schools; disclosure of directory information; unsafe school choice option; Tennessee Department of Education Contact Information; and access to student information by military or college recru

# I. GENERAL INFORMATION

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th colspan="7">NOVEMBER 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td style="background-color: #f00;">22</td><td style="background-color: #f00;">23</td><td style="background-color: #f00;">24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table> <p style="color: red; margin-top: 5px;"><b>22-24 Thanksgiving Holiday</b></p>	NOVEMBER 2017							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th colspan="7">MAY 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td style="background-color: #f00;">1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td style="background-color: #00b050;">23</td><td style="background-color: #00b050;">24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>1 Election Day – No Students</li> <li>23 Teacher Work Day</li> <li>24 Last Day of School 10:00 a.m. Dismissal</li> </ul>	MAY 2018							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
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## **ACADEMIC ASSISTANCE PROGRAM**

Academic Assistance is offered before and/ or after school in the following subjects if funding is available: English, Math, Science, Social Studies and Foreign Language. Times and room numbers will be announced and posted. Mandatory academic assistance may be assigned in the respective academic area if deemed necessary by the classroom teacher and/or administration. Instances requiring mandatory academic assistance may include, but are not limited to a failing grade, jeopardy of a failing grade, and/or a recognized deficiency in the academic area.

## **ACADEMIC HONESTY**

Students will complete all assignments, including homework, quizzes, exams, projects, and various other assignments, in all classes. The completion of each assignment, regardless of its type, will be the sole work of the student so that teachers may assess each one to determine academic progress. All sources for completing schoolwork must be approved by the classroom teacher. Any work deemed by the classroom teacher to be in violation of this policy will be assigned the grade of zero.

## **ACCELERATED CLASSES**

Upperman High School offers many Honors, Advanced Placement classes. Please see the Program of Studies for a complete listing of classes.

### **Honors Classes**

All honors students are required to work with a computer, do outside reading (including summer assignments), and take comprehensive exams at midterm and end of term. The curriculum is challenging and demanding and is designed for the most serious student. Students may need to purchase several books. A detailed course syllabus may be obtained from the teacher.

### **Advanced Placement Program**

The Advanced Placement Program is an academic program of college-level courses and examinations for secondary school students. The AP Program gives students the opportunity to pursue college-level studies while still in high school and receive possible college credit.

A typical AP course is a special learning experience that takes a full academic year. The curriculum of an AP course is challenging and requires more effort and homework on the part of the student than a regular or honors high school course. It gives greater opportunity for individual progress and accomplishment and goes into greater depth with the academic material of each individual course.

Perhaps the real educational value of this program is that students develop critical thinking skills, fluid writing abilities, problem-solving skills, and expertise in absorbing masses of material. AP students learn to deal with strenuous traditional academic settings. These skills are transferable to all subject areas.

The AP exam in May is **REQUIRED**. The registration fee to take the exam is approximately \$94.00 per exam. All AP course and exam fees are at the student's expense, unless a Free and Reduced lunch form is approved prior to TBA. A student may take one or more AP exams even if he/she is not enrolled in an AP class.

### **AP Testing**

All students enrolled in an AP course are required to take the comprehensive exam that accompanies the AP College Board course curriculum. Exam fees must be paid by the first Friday following winter break. A letter with all pertinent information will be sent home with each student each fall semester (student and parent/guardian signature are required).. Students who do not pay the exam fee will be removed from the AP course and placed into another core academic course. Students will also lose the added weight for any grade already earned in the AP course. The exact amount of the exam fee may vary, however, the fee has been \$94.00 per course the last few years. Payment plans are available. Please contact Jessica Williams at [Jessica.Williams@pcsstn.com](mailto:Jessica.Williams@pcsstn.com) or 931-858-3112.

### **Enrollment in College Level Classes**

Early admission into college may be considered for a 12th grade student who has at least a 3.5 grade-point average and a minimum ACT composite score of 25 (or equivalent SAT score). A student must have written endorsement from the principal, counseling staff and the participating institution of higher learning. Written agreements completed by the student and the parents must be placed on file in the office of the principal. Additional details are addressed in the School Board Policy. The institution of higher learning also has entrance criteria. Interested students should contact their school counselor.

## **APPOINTMENTS**

The administration of Upperman High School makes every effort possible to be accessible to the students, parents, and community, and any others having an interest in our school. We may not, however, always be able to see an individual on the spur of the moment due to administrative duties. If we cannot, please make an appointment with the administrative assistant at the front desk or leave your

name and phone number, and we will contact you as soon as possible. Those that need to speak with a teacher, counselor, or other staff member should work with the individual to establish a mutually agreed upon meeting time and date. In an effort to maintain and protect instructional time, any meetings with a faculty member should occur during his or her administrative/lesson planning time.

## **ASSEMBLIES**

Special assemblies may be called for pep rallies, student recognition, and other programs. Student behavior shall be exemplary at all times. Students who exhibit unacceptable conduct will be removed from the assembly and disciplined appropriately. Attendance at pep rallies is voluntary for those who wish to participate. All other students will stay in their classroom or designated area until the pep rally is over. **The student ID will be required for all out of class and extracurricular activities.**

## **ATHLETICS**

Upperman High School fields teams in the following sports: football, basketball, , bass fishing, volleyball, track, soccer, baseball, softball, cross-country, swimming, wrestling, lacrosse, wrestling, and golf. Most sports field a varsity and junior varsity team. Student athletes will have a code of conduct to follow which will be given to them by the coaches for their sport (s). Student athletes must follow all rules set forth by the school and TSSAA.

The **National Collegiate Athletic Association (NCAA)** is a voluntary organization through which the nation's colleges and universities govern their athletics programs. **It is the student and/or parent's responsibility to ascertain player eligibility for NCAA Division I or Division II colleges. Information regarding eligibility can be found by visiting <https://web1.ncaa.org/eligibilitycenter/common/index.html>.**

**Attendance:** If a student athlete misses more than thirty minutes of class on game day, a doctor's note will be required before the student may participate in said activity. Students who are absent on game day **may not participate** in the extra curricular activities on that day. In the event a student is absent on Friday or any other day that begins a period of time when school is not in session and extra curricular events are scheduled, the student **must** present the coach/sponsor/director with a doctor's excuse before being able to participate. Court Appearance: No fault, may participate; at fault, can not participate. Appeals to this policy may be made to the Administration/Athletic Director, and decisions will be made on a case-by-case basis depending upon the circumstances.

## **ATTENDANCE (Board policy 6.200)**

By law the State of Tennessee requires regular attendance until the age of eighteen (18). Regular attendance is the responsibility of the student and the parent. School attendance and class attendance records are kept separately. The attendance clerk located in the Attendance Office adjacent to the main office keeps school attendance. **School attendance affects driver's license and court. The attendance clerk and/or administrators will determine if an absence is excused or unexcused. The classroom teacher keeps class attendance.**

**Truancy** is defined as an **UNEXCUSED** absence for **an entire school day, a major portion of the school day, a major portion of any class, excessive tardies**, or any activity during the school day for which the student is scheduled. It also includes any after-school special help session or disciplinary session, which the student has been directed to attend. **DISCIPLINARY ACTIONS WILL BE TAKEN IN ALL CASES OF TRUANCY. Students in violation may be cited to Juvenile Court.**

**Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license or obtain such if of age.** Upon the sixth (6th) unexcused absence, parents or guardians of a student with unexcused absences or tardies can by law be notified that they and the student are to appear before the court.

## **Verification Notes For Absences**

Students checking in late, students absent the previous day, or students who checked out early the previous day must present parent/guardian verification or physician verification (within 2 days) to the attendance office. The attendance office staff will properly document the absence in the computer as excused or unexcused. Faculty will check the status of the absence from the attendance module.

The necessary verification note from a parent/guardian (or physician when required) should contain the following:

- ♣ current date
- ♣ the date(s) of the absence
- ♣ the reason for the absence, tardy, dismissal
- ♣ a parent/guardian(s) signature
- ♣ a phone number where the parent/ guardian can be reached



All absences, tardies, early dismissals are unexcused until appropriate verification is presented to the attendance office. **All verifications for absences or tardies should be submitted to the attendance clerk located at the attendance window before 8 a.m. the first day following the absence.** A grace period of one day is allowed if verification is not submitted on the first day following the absence, tardy, early dismissal. Verification must be presented for every absence, either a parent note or doctor's note.

### **5 days per semester (parent note)**

After the fifth (5th) parent note, a statement from a certified medical care provider with **that provider's signature (not a stamped signature)** will be required stating that the student was too ill to attend school during that absence. The principal shall make provisions for students with chronic health problems or special health needs and circumstances if physician documentation is provided. **College visits** are included in the five parent note days. A student who needs additional college visit days because of distance may apply with **Mrs. Hargis in the Main Office.**

Absences, tardies, early dismissals which may be excused with the (5) five parent notes/doctor's note where applicable are as follows:

(1) Personal Illness

(2) College visits

(3) Illness of an Immediate Family Member---Parents or guardians should contact the principal or his designee before the absence if possible, to arrange a suitable time of absence as determined by the emergency circumstances. Written verification must be provided.

(4) Death in Family or of a Close Friend—

Parents should contact the principal or his designee before the absence, if possible, to arrange a suitable time of absence as determined by the emergency circumstances. Written verification in the form of an obituary notice or funeral program is required.

(5) Hospitalization/doctor visit—an official, signed doctor's note with date(s) and time (s) is/are required.

(6) Petitioned court appearance—provided that the student in question is not charged or found guilty of an illegal activity. Written verification of a court official or a copy of the petition is required.

(7) Administrative waiver for religious observances or circumstances, which in the judgment of the principal create emergencies over which the student has no control

### **School Trip Absence**

At the time of a scheduled trip, any student not performing at his/her potential may not be allowed to make the class trip, pending sponsor/teacher collaboration.

Students going on a school sponsored trip must have the official Putnam County Board of Education permission form signed by their parents. The teacher sponsor of the trip will provide the form. All school policies, rules, and regulations are to be enforced on all field trips. This includes the dress code. Students are responsible for securing their assignments from their teachers and for turning in the work according to the teacher's classroom policy.

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 be school-planned, school-directed, and teacher supervised. Students participating in other activities that are a part of the curriculum shall not be counted absent from school provided they have prior approval for the trip from the principal, supervisor and director of schools.

### **Class Attendance**

With all the state mandated tests requirements for graduation, attendance is most crucial. Each course will meet for 50 minutes per day to earn one credit. Maximum effort will be made to protect instructional time and to provide quality, learning experiences for each class.

**All students should go immediately to class when the warning bell rings.** Students should not be standing outside the classroom doors.

— each student should be moving directly to his/her assigned seat. This will eliminate excessive tardies. If a student is late to class, he or she should go straight to class and the teacher will mark him or her tardy. If you arrive after 8:00, he or she should sign in and bring a yellow note to class.

The following guidelines are aimed at helping students become more self-disciplined and responsible:

1. Students must attend one hour and fifteen minutes of a block class and 35 minutes for a period class in order to be counted present. After receiving 4 tardies you will be given lunch detention

2. Upon the fifth (5th) absence in a class, the teacher may contact the parent/guardian to discuss attendance and student performance. Contacts will be made earlier if the teacher determines it to be beneficial to student attendance/performance.. The administrator will require a truancy meeting with administration and the students guardian.

### **Check-In & Check-Out Procedures**

Students will follow these steps checking in or out of UHS during a regular day.

### Student Check-In:

Students should follow these instructions:

1. Students who arrive late to school will go directly to class until 8:15 and at that time they will sign in at the front office and receive a yellow admit slip to class.
2. Students will sign the check-in log in the attendance office and submit verification for their late arrival (doctor's note/parent note if available.)
3. Attendance personnel will issue students a signed and timed check-in form to present to the teacher in the class to which they are arriving late.

Student Check-Out: (Board policy 6.208) Any student wishing to check out early will be required to do the following:

1. A parent must sign you out or anyone that is on the student's personal data sheet.
2. Students will come to the attendance office to check out and will sign the check-out log before leaving campus. Check-out with the attendance clerk is always necessary. Failure to do so is considered leaving without permission and is a MAJOR VIOLATION resulting in disciplinary action.. \*Note: If the student returns to school on the same day after checking out, (s)he must sign time returned on the check-out sheet when returning to school and have a documented verification note.
3. **NO Call-in check-out's:** We will NOT accept call-in check-outs as set by board policy 6.208. Students are only allowed to leave without being signed out by someone on their date sheet, if they can bring back verification they have been to the Dr, Dentist, Ect. Failure to bring back proof will result in disciplinary action.
4. **Eighteen year old students** may not check themselves out under their own signature. A parent is still responsible until the time that the parent terminates their rights. NOTE: Students will only be released to persons on their emergency card – **UHS administration reserves the right to deny any check-out without proper verification.**

### BULLYING/INTIMIDATION

- Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding. Alleged victims of the above referenced offenses shall report these incidents +
- immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305).
- The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.
- A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.
- There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.
- An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the director of schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.
- This policy shall be published in the parent/student handbook distributed annually to every student.
- Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

### BUS NOTES

If a student plans to ride a bus different from his/her regular bus, a note signed by the parent giving permission must be brought to school and must contain a phone number where the parent may be reached during the day. The note should also contain the bus number the student wishes to ride (AM and/or PM), the drop-off or pick-up address and the effective dates. The note should be turned in to the Main Office Secretary prior to 8:00 a.m. An administrator will verify the note and complete an approved Transportation Student Release Form. The student may pick up this form during lunch. If a student is riding the bus for the first time, the note must also contain the student's address.

## CAFETERIA/CHILD NUTRITION PROGRAM

All food and drinks purchased in the food service area will be confined to the dining area at lunch or to designated eating areas during lunch period. The tables, chairs, and floors are to be kept clean and neat so that other students will have a proper place to eat. Students shall properly dispose of garbage by the end of the lunch period in addition to depositing any tray, flatware, and/or dishes in the designated area. When students have finished lunch, they may go to the commons area and may use the restrooms by the gym.. The student parking lot is off limits during lunch. The cafeteria cashier will require each student to present his/her Student ID in order to purchase a meal.

### Breakfast

\$0.00- UHS Student  
\$2.50-Adult  
\$2.00-Child visitor  
\$2.50-Adult visitor

### Lunch

\$3.00-UHS Student  
\$3.75-Adult  
\$3.25-Child visitor  
\$4.00-Adult visitor  
\$0.40-reduced

Because the federal government only recognizes "Free," "Reduced," and "Paid" meals, charging of meals will not be accepted. However, no child will be denied a meal because he/she does not fit in the recognized categories. If a student is having financial difficulty and does not have money for lunch, he or she should contact an administrator and/or cafeteria manager for assistance. Students may bring their lunch, but no glass containers should be brought on campus or into the building at any time.

**Lunch Deliveries - After 8:00 a.m., no food from outside vendors may be brought in or delivered by restaurants, parents, friends or others.**

Vending Machines - Milk, juice, water and snack machines with healthy selections are available for the use of all students. Each teacher reserves the right to determine if drinks and/or snacks may be consumed in his/her classroom. Access to snack machines may be curtailed by the administration if problems arise concerning litter, tardiness, etc. There will be no refunds. Buyers will purchase at their own risk. Vandalism to drink or snack machines could result in criminal charges from the owners of the machines.

## CARE OF SCHOOL PROPERTY

**Textbook Agreement Forms** - All students and their parents are required to sign a form stating they will reimburse the Putnam County Board of Education in the event that textbooks are badly damaged, destroyed, or misplaced while assigned to the student.

**Lockers** - All students are required to maintain their assigned lockers in good order during their tenure at Upperman High School. Students shall not deface or destroy school property and should make every effort to encourage friends and fellow students to exercise this kind of citizenship. Every student should take pride in keeping the building, furniture, books, and equipment in good repair; failure to do so will result in a fee assessment in addition to disciplinary action.

## CELL PHONES/ELECTRONIC DEVICES

Students may possess personal communication devices, such as cell phones, while on school property and use during common times (between classes and lunch). The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside these parameters shall result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action. Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action.

## PERSONAL ELECTRONIC DEVICES

Personal electronic devices such as CD players, iPods or MP3 players may be stored in backpacks, purses or personal carry-alls. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

## EXAMINATION OF CELL PHONES/ELECTRONIC DEVICES

If the school principal or his/her designee has reasonable suspicion that a cell phone, personal communication device, or camera is used in violation of this policy, the principal and/or his/her designee may review the history of the cell phone with respect to the call list/log; text messages sent; and/or photographs taken. The principal and/or his/her designee may also review the contents of a cell

phone if they have reasonable suspicion to believe that any student's or other individual's safety and/or health are in danger. This shall be set forth in the handbook for each school and disseminated to the parents and/or guardians of each student.

#### AGREEMENT TO RULES AND POLICY

By allowing a student to bring a cell phone, personal communication device, or electronic device to school, the parent and the student voluntarily agree to abide by these disciplinary rules and restrictions and the disciplinary rules established at each school by the principal and/or his/her designee with respect to said items at each individual school.

The Putnam County Board of Education,

its schools, nor its employees assume no responsibility or liability for the loss of or damage to any student's personal communication device, or for the unauthorized use of a student's personal communication device.

SCHOOLS/TEACHERS ARE IN NO WAY RESPONSIBLE FOR THE STUDENTS CELL PHONES. The decision to bring a cell phone to school is between the parent and student and all responsibility lies with the student.

#### ELECTRONIC DEVICE VIOLATION DISCIPLINARY PROCEDURES

**"TCA, Title 49, Chapter 2 and Title 49, Chapter 6, relative to student discipline allows a teacher to withhold a student's phone from the student for the duration of the instructional time if the student's phone is a distraction to the class or student."**

##### 1st Offense

- Warning / The teacher takes the phone to administration and the offense is documented in Powerschool. Students are able to pick the phone back up at the end of the school day.

##### 2nd Offense

- The teacher takes the phone to administration and the offense is documented in Powerschool. The student is assigned to either 1 day of after-school detention or 2 days of lunch detention. Phone is held and given back at the end of the one (1) day of after-school detention OR phone is held for the day and given back after each of the 2 days of lunch detention.

##### 3rd Offense

- The teacher takes the phone to administration and the offense is documented in Powerschool. Students serve 1 day of ISS. The parent is required to pick up the phone after the student has served the day of ISS.

##### 4th Offense

- The teacher takes the phone to administration and the offense is documented in Powerschool. Students serve 3 days of ISS. The phone is given back after each day of ISS served. For the remainder of the year after the 4th offense, the student checks in the phone at the office at or before 8 AM every school day, and the phone is returned to the student at 3 PM at the end of every school day.

Note: Failure to immediately release an electronic device to a UHS faculty member or staff (defined as insubordination) will result in additional disciplinary action.

#### CLASS RANKING

The valedictorian and salutatorian will be the graduating seniors with the highest and second highest grade point average (GPA) on a 5.0 weighted scale. In the event of a tie, class rank will be determined by using unweighted GPAs (followed by numerical GPAs, if necessary). In order to be eligible to become valedictorian or salutatorian, a student must be enrolled in UHS at least five complete and consecutive semesters before the official ranking and GPA are calculated. Students must earn a 21 or higher composite score on the ACT to be eligible for class ranking. GPAs for class rank are calculated through seven semesters. Class rank will be announced in March following receipt of February ACT scores.

Each year the Putnam County school system sponsors an academic banquet for all seniors who have earned Honors, Distinction and/or TN Scholars recognition.

#### COMMUNICABLE DISEASE PROGRAM

Tennessee State Law now provides that "it shall be unlawful for any child to attend any school or similar type facility intended for the instruction of children whether public or private, unless they shall first have been vaccinated against those diseases specified by the State Health Department." In order to comply with this law, all Putnam County students must present to the school of enrollment a Certificate of Compliance regarding vaccination. Enforcement of this law will require removal of students from classes if they are not adequately immunized.

(1) Students enrolling at Upperman High School from an out-of-state school must present the immunization compliance certificate at the time of enrollment.

(2) Students enrolling at Upperman High School from a school within the state may be enrolled tentatively until the cumulative record is received.

A student with a communicable disease shall remain at home until the disease is no longer a threat to that student or others. The principal or his designee should report to the Health Department any cases of communicable diseases, which might pose a threat to the health of the school or community.

### **CONFISCATED ITEMS**

Items that are confiscated by any school personnel will only be returned to the student's parent/guardian. **The item may be held for a period of twenty (20) school days from the time it is taken.** After the twenty-day period, the item may be discarded in a manner deemed appropriate by the administration. If an item is confiscated for a fourth time, the student will face suspension.

### **COUNSELING SERVICES**

Various counseling services are provided for each grade level. To make an appointment with a counselor, please contact the school or student's counselor. Students have been assigned a counselor as follows:

Last names A - G: Mrs. Lindsey VanWinkle (lindsey.vanwinkle@pcsstn.com)

Last names H - O: Ms. Aaliyah Gore (aaliyah.gore@pcsstn.com)

Last names P - Z: Dr. Jamie Torrence (jtorrence@pcsstn.com)

### **COURSE REGISTRATION**

Course registration will occur in the spring and information will be shared with students and parents/guardians through meetings, phone calls, and electronic communication. Each student will be provided with a course selection sheet and curriculum guide.

**DIPLOMA TYPES AND REQUIREMENTS\*** **The Regular High School Diploma** will be awarded to students who (1) earn the required units of credit in the chosen University, Dual, or Technical Pathway or have successfully completed their Individualized Education Program, (2) make passing scores on state required Gateway Tests and (3) have satisfactory records of attendance and conduct.

**The Honors Diploma** is offered to students who meet the requirements to earn a regular high school diploma while meeting all four of the ACT College and Career Readiness benchmarks.

**The Certificate of Attendance** will be awarded to students who have earned the required units of credit and have satisfactory records of attendance and conduct, but have not passed the TCAP Competency Test.

**The Special Education Diploma** will be awarded to students who have completed their Individualized Education Plan and have a satisfactory record of attendance and conduct.

### **DRIVER'S LICENSE/PERMIT**

In accordance with TCA 49-6-3017, notify the Tennessee Department of Safety of those students who do not meet the requirements listed below. Students under the age of eighteen (18) who do not meet these requirements will be denied or incur revocation of a driver's license or instruction permit.

- Students must not have more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspension or expulsion from school or confinement in a correctional institution is not a circumstance beyond the control of such a person. and/or
- Students must be making a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of any semester grading period. A student who fails to maintain satisfactory academic progress based on end of semester grading may not be considered as being in compliance with this section until such student makes a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of any subsequent grading period.

A copy of the notice sent to the TN Department of Safety by the attendance office upon failure of a student to maintain attendance requirements and/or satisfactory academic progress shall also be mailed to that student's parents or guardian.

Students who are denied or incur revocation of a driver's license or permit will not be eligible to apply for a Certification of Compulsory School Attendance until the end of the following nine-week grading period.

For second or subsequent occurrences, a student shall have all driving privileges suspended until the student attains eighteen (18) years of age.

### **EXEMPTION POLICY - SEMESTER EXAMS**

#### **Semester Exam Exemption Policy**

**Year-long courses** - All students take the 1st, 2nd and 3rd nine-week exams, but can be exempt from the 4th nine-week exams. Students must follow the attendance exemption policy\* listed below.

**Semester-long courses** - Students will be required to take a nine-week midterm exam. Students will only be exempt from the final exam if they meet the attendance exemption policy\* listed below.

**Attendance Exemption Policy**

**A** average and no more than 3 days absent (6 for a year-long class)

**B** average and no more than 2 days absent (4 for a year-long class)

**C** average and 1 day absent (2 for a year-long class)

**D** with 0 absences

On the 4th tardy to any class, the student will be required to take the exam.

Students will have the option of taking the comprehensive exam if they wish in order to improve their grade even if they meet the exemption criteria. If they choose to take the exam and it lowers their grade, it will not be counted against them.

Students in honors, IB and AP will continue to take comprehensive exams both semesters but will be exempt from attendance on scheduled exam days if they meet the criteria.

If the student transfers from another class within the school, the teacher will obtain attendance info from the previous teacher and the regular exemption policy applies.

If the student is a recent transfer and the teacher feels the student needs to complete work before taking the exam, the teacher has the option to give the transfer student an incomplete but will set a specific date for the student to make-up their exam.

Excused absences DO count towards having to take semester exams.

FieldTrips are counted as regular school days

**FEES**

Example of fees you are responsible for:

1. Fees for activities outside the regular school day, unless the child must do them to get credit or a grade

2. Fines for returning library books late

3. Fines for losing or damaged textbooks

4. Fines for illegal parking at school.

5. Fees for parking at UHS

6. Fees for AP exams and registration No fee will be charged to any student as a condition to attending school, but students shall be responsible for normal school supplies, such as pencils and paper. Parents shall be informed what the fee will cover.

**School Fees**

School fees are optional. Core academic course fees may be requested, but can- not be required. Assessment fees for AP classes are exceptions. Elective focus area course fees are required, if applicable. UHS requests an optional \$25 registration fee.

**Parking Fees**

Parking fees are required if your child chooses to drive and park on UHS campus. These fees are used to maintain the parking lot and school grounds. Parking fees are \$30.

**Graduation Fee**

Graduation fees of \$30 are requested to help assist with the costs incurred during the seniors graduation process. This fee helps cover the cost for graduation taking place at the Hooper Eblen, and UHS diplomas. Cap and Gowns are students' responsibility.

\*If a fee is Non-Required (NR), all documentation sent home to parents must indicate to parents that these fees are "discretionary and not require"

\*If a fee is required, Fee Waiver funds may be applicable according to Board policy.

**FEE WAIVER**

School fees shall be waived for students who receive free or reduced-price school lunches. The application for determining eligibility for free or reduced-price lunches shall be used to verify student eligibility for fee waivers. Applications for Fee Waiver can be found

in the UHS Main Office. The school will still ask you/your student to pay for school fees or field trips. Just write your child's name and "fee waiver" on the paper and place it in an envelope and return it to the student's teacher.

## **GRADING SYSTEM**

Upperman High School grading system:

A-90-100

B-80-89

C-70-79

D-60-69

F-59 and below

Progress reports will be sent home by way of students at 4-1/2 and 13-1/2 weeks each term. Report cards will be issued at 9 weeks and at the end of each term. Each course will receive one final grade per term. Like all other documents issued to students by the school, the grade reports should be reviewed by the student and taken home for parental review. All students are required to take a mid-course exam and a final exam (students who meet exemption criteria will not be required to take final exams) that will be comprehensive and count 16% of each nine weeks final average. Any course with a final term grade of less than 70 must be repeated. Credit Recovery during intercession may be an option.

## **GRADUATION EXERCISES AND OTHER SENIOR ACTIVITIES**

Upperman High School honors the graduates and their parents with a formal graduation and Baccalaureate exercise. These ceremonies are conducted with dignity, and all involved are expected to show the respect due the occasion. A pre-graduation orientation will be held before graduation. Taking part in the closing exercises is considered a privilege rather than a right. It is possible to be denied participation in these ceremonies in the event a student's behavior does not merit this privilege. Only those students who have met all graduation requirements on the day of graduation may participate in graduation activities (PCBE policy 4.606). A student may also be denied this right if he or she has any outstanding financial obligations or fails to turn in school property. Students who are suspended for disciplinary reasons will not be allowed to participate in any graduation activities (prom, project graduation, senior picnic, baccalaureate, or graduation).

The meeting of requirements for graduation is the responsibility of the students. According to State Board regulations and the Putnam County Board of Education, a student must have earned twenty-two (22) acceptable units of credit and must have successfully completed both sections of the Competency test or Gateways, whichever is applicable to that graduating class. If a student/parent/guardian has any questions concerning requirements for graduation, he or she needs to consult the counseling center. Only full time registered senior students or approved early graduation students at Upperman High School (in good standing) may attend prom or project graduation. Any student taking the GED test and passing before the projected graduation date WILL NOT be permitted to attend prom or project graduation.

### **Graduation Cord Criteria:**

1. The club MUST BE a UHS club sponsored by faculty/staff or authorized personnel.
2. The club MUST HAVE a national or international affiliation of which all participants are members.
3. The club MUST PARTICIPATE in a community service project (s) for the school current school year.
4. All club members must be in good standing in regard to conduct. Membership in club/organization must have an academic requirement.
5. The club MUST have been established at UHS for a minimum of four years. Sponsors must request cords to Graduation Committee chair by Jan. 1 of the current year.

### **HALL PASS**

All students are expected to remain in class for the entire period. Students should be released only for emergencies and calls to the administrative office. If an emergency necessitates leaving the classroom or if a student is called to an administrative office, the teacher should give the student an official hall pass. If an administrator encounters a student, the hall pass will be shown and signed by the administrator. A student out of class and/or in a restricted area without a hall pass will be subject to disciplinary action. An official hall pass is colored by floor and kept in all administrative offices. It is the responsibility of teachers to have appropriate hall passes for students to use.

## **HOMEBOUND**

Any student whose physician anticipates the student's having an extended absence from school (more than 10 consecutive school days) should contact the guidance office (or Board of Education) about the procedure for receiving homebound instruction. It is the responsibility of the parent to provide documentation from the physician indicating that the student is unable to attend school. Homebound students may not participate in any extracurricular activities at Upperman High School while being on homebound status. If a student has a disability, then the I.E.P. team must meet to determine eligibility for homebound services.

## **HOME SCHOOL STUDENTS**

Home school students MAY NOT participate in any classes (academic/electives). All home school students must take subject exams before entering Upperman High School. The guidance department will provide subject area study guides and schedule and administer the exams. Exam grades will be the final grade in that subject area and will be shown on the student's permanent record.

## **HONOR ROLL**

The honor roll is divided into three sections: All A's, A's and B's, and all B's. The list is published in the local newspaper each nine weeks and is also posted outside the counseling suite.

## **INSURANCE**

A group accident insurance policy is available to all members of the student body at a nominal fee when school activities begin each year. Students participating in athletics must have some type of accident health insurance in order to participate. If purchased, the group accident policy will cover all sports with the exception of football.

If participating in football, the students

will use their parent/guardian's private accident health insurance or purchase additional accident health insurance through the school policy. All students participating in other sports at Upperman High School will be covered if they purchase the school insurance or use their parent or guardian's plan.

All Career and Technical classes require students to have health insurance.

## **LOCKERS**

Each student will be assigned a locker. A record of assignments will be kept in the Counseling Center. Students are to use the locker assigned to them. There will be no locker sharing. No items of value should be left in lockers. (UHS will not be held responsible for lost or stolen articles.) Lockers are subject to search by school officials; they are public property and may be checked at any time for weapons, drugs, or other illicit property. Any item found in the student's locker is the responsibility of the student. Students are strongly urged to use locks on their lockers. Students' lockers will be assessed for exterior or interior damage or defacement. This includes decoration of the same. Students will be required to keep outer garments and clear or mesh backpacks stored in their lockers. Any personal items left in lockers after the completion of final exams at the end of the year will be discarded. It is the student's responsibility to return textbooks to teachers. **THE AREA BEHIND EACH SET OF LOCKERS IS TO REMAIN CLEAR AT ALL TIMES. NO STUDENTS SHOULD STAND IN THIS AREA DURING BREAKS OR BEFORE OR AFTER SCHOOL. THE AREA SHOULD NOT BE USED AS A WALK THROUGH FROM ONE HALL TO THE OTHER.**

## **MAKE-UP WORK**

This policy is under review and may be changed in the near future. Any changes will be updated in the handbook on our web site-[www.uppermenbees.com](http://www.uppermenbees.com). The opportunity to make up missed assignments, class work, and tests, resulting from an absence, is based upon EXCUSED absences. All missed work and tests from an EXCUSED absence should be completed within the maximum of 3 school days after the student's return to school, provided the student has satisfied all school board and school policies regarding attendance. If the make-up work is not completed within 3 days, the absence may be considered to be unexcused. If a student misses one day and that day was a scheduled test day, then the student should make up the work on the next day in school. If a student misses one day and returns on test day, then the student should take the test on the scheduled test day if the test was announced prior to the student's absence.

Missed class work or tests WILL NOT be made up if the absence is UNEXCUSED unless as Defined specifically in page (3) of Board Policy 6.316, item # 13 which states as follows: "If the suspension (out of school) occurs during the last 10 days of any term/semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal."

Out-of-School suspensions, expulsions, and truancy are defined as unexcused absences.

UHS students are required to complete all work no matter if the absence is excused or unexcused. However, the teacher does not have to give you full credit if unexcused absence.



## **PRESCRIBED MEDICATION**

Please see page 17 (Medication).

## **PROHIBITION OF HAZING (T.C.A.) 49-2-120**

“Hazing” means any intentional act in Tennessee, on or off school property, by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student; or which induces or coerces a student to endanger such student’s mental or physical health or safety. “Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

## **PUTNAM COUNTY SCHOOLS ANTI-DISCRIMINATION STATEMENT**

In accordance with Title VI of the Civil

Rights Act of 1964, The Putnam County Board of Education and Upperman High School do not discriminate against any student based on race, color, or national origin. No student will be denied the benefits of or excluded from participating in any activity or program sponsored by the Putnam County Board of Education and Upperman High School.

More specifically, the Putnam County Board of Education and Upperman High School

do not:

- ♣ Prevent a person from enrolling in a school, class, or extracurricular school activity based on race, color, or national origin.
- ♣ Arbitrarily place a student in a school or class with the intent of separating the student from the general population of students because of the student’s race, color or national origin.
- ♣ Set higher standards or requirements as a prerequisite before allowing minorities to enroll in a school, class, or activity.
- ♣ Unequally apply disciplinary action based on a student’s race, color, or national origin.
- ♣ Fail to provide the necessary language assistance to allow limited English proficient students the same opportunity to learn as English proficient students.
- ♣ Administer tests or other evaluative measures that by design, or by grading, do not allow minority students the same opportunity to present a true measure of their abilities.
- ♣ Provide advice or guidance to minority students with the intent to direct minority students away from schools, classes, or educational activities based on their race, color, or national origin.
- ♣ Provide facilities and/or instructional and related services to minority students that are inferior to those provided to non-minority students.

**Gender** - It is the policy of the Putnam County School District not to discriminate against any student, employee, or applicant on the basis of gender. The Putnam County School District will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. The Putnam County School District will take all necessary steps to ensure that each student’s learning environment and each employee’s work environment is free of unlawful discrimination based on sex. No office, officer, or employee of the Putnam County School District shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.

**Handicap** - It is the policy of the Putnam County School District not to discriminate on the basis of handicap. The Putnam County School District will not:

- ♣ Deny a qualified handicapped person the opportunity to participate in or benefit from any aid, benefit, or service the school district provides.
- ♣ Afford a qualified handicapped person an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded others.
- ♣ Provide a qualified handicapped person with an aid, benefit, or service that is not as effective as that provided others.
- ♣ Provide different or separate aid, benefits, or services to handicapped persons or to any class of handicapped persons unless such action is necessary to provide qualified handicapped persons with aid, benefits, or services that are as effective as those provided to others.
- ♣ Aid or perpetuate the discrimination against a qualified handicapped person by providing significant assistance to an agency, organization, or person that discriminates on the basis of handicap in providing any aid, benefit, or service to the beneficiaries of the recipient’s program.
- ♣ Deny a qualified handicapped person the opportunity to participate as a member of planning or advisory boards.

♣ Otherwise limit a qualified handicapped person in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving aid, benefit, or service.

(Board Policy 6.305) If any student feels he/she has been discriminated against, a complaint may be sent to Mrs. Wheeler or Mr. Brown at Upperman High School or to:

**Mark McReynolds**

Title VI Coordinator Putnam County Board of Education 1400 East Spring Street Upperman, TN 38506 931-526-9777  
OR

**Tennessee Department of Education Civil Right Coordinator**

26th Floor, Wm. Snodgrass Tower 312 8th Avenue North Nashville, TN 37243  
OR

**The Office of Civil Rights**

**U.S. Department of Education** P.O. Box 2048, 04-3010 Atlanta, GA 30301-2048

**RECEIVING GIFTS AT SCHOOL**

Students may receive gifts at school. The purchaser must inform the florist or merchant of the grade of the receiver, and the florist or merchant must place the grade of the receiver on the card next to the receiver's name. All deliveries must be made to the main office. In addition, on Valentine's Day, the florist or merchant must provide a list of all deliveries to the office staff.

**SAFETY PROCEDURES**

**Crisis Prevention Plan** - A formal plan has been developed in the event of a crisis situation. The implementation of the action plan will be initiated by any school official when deemed necessary. In order to assure safety and security, students are expected to immediately comply with all directions of any school official. The plan may be practiced throughout the school year, both when students are present as well as not present.

(1) **Fire Drills** - The State of Tennessee requires that each school conduct frequent fire drills. Each teacher will explain the fire drill procedures for each class in his/her room and will have an outline of the exit route posted by the exit door. When the fire alarm is sounded (siren sound), teachers and students will exit the building immediately. Students should act calmly but promptly when exiting the building. The teacher and students will stay together in their assigned area until the signal is given to return to the classroom. Teachers should give their students a designated spot to meet them outside in case they become separated from one another. The teacher should be the last person to leave the classroom and close the door. Everyone should be 100 feet from the building with the assigned teacher.

(2) **Severe Weather Drill** – When the announcement is given, students should quietly but promptly exit the classroom and report to their designated area on the first floor. Once at the location, students should assume the tornado drill position and should remain quiet. The teacher should be at the front of his or her students in case the designated area must change. One student in each class should be designated to close the door.

(3) **Lock Down/ALICE Drill** - Teachers will advise students.

(4) **Emergency School Closings** - In the event of an emergency early school dismissal, parents should listen to local radio or watch Cable Channel 7 for any up- dates/details concerning student dismissal and/or pick up. Parents should have a plan in place with their child, so he or she knows what to do.

**SEARCH AND SEIZURE (T.C.A. SECTION 49-6-4204; 49-6-4205)**

**Search of Locker** – (a) When individual circumstances in a school dictate it, a principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors can be searched in the principal's presence or in the presence of other members of the principal's staff. (b) Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs, drug paraphernalia by students, which are known to the principal or other staff members, information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the principal which give rise to reasonable suspicion that dangerous weapons, drugs or drug paraphernalia are held on school property by one (1) or more students.

**Search of Persons and Containers**

(a) 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. (b) All of the following standards of reasonableness shall be met:

- (1) A particular student has violated school policy.
- (2) The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia 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 search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
- (5) The search shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and gender of the student, as well as the nature of the infraction alleged to have been committed.

#### **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which provides that: "No otherwise qualified individual with handicaps in the United States shall, solely by reason for his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity."

#### **SPECIAL EDUCATION SERVICES**

Upperman High School offers an individualized program of special services to eligible students whose educational progress is hindered by physical handicap, emotional disabilities, and/or learning disabilities.

A multi-disciplinary team consisting of a school administrator or designee, a special education teacher, a regular education teacher, other necessary school personnel, parents or legal guardian, and the student (when appropriate) plan the students' programs. Special education classes and/or services are provided for students who have been certified for the program according to the process administered by qualified personnel.

#### **STUDENT ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Upperman High School students have the opportunity to participate in various school activities in the areas of academics, student government, athletics, community service, and social development. A current listing of all the available activities along with The respective sponsors may be accessed through the Upperman High School website at [www.Uppermenbees.com](http://www.Uppermenbees.com).

Any student activity additions desired by the students should be presented to the principal or a member of the student government. All club and organization additions desired by the students should be presented to Mr. Brown.

**STUDENT HARASSMENT/DISCRIMINATION & GRIEVANCE PROCEDURES** Students shall be provided a learning environment free from sexual, racial, ethnic, religious and disability related discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, religious or disability related in nature. The following guidelines are set forth to protect students from discrimination/harassment. Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic, religious or disability related nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

*Filing a Complaint* — Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegations.. The complaint should include the following information:

1. Identity of the alleged victim and person accused;
2. Location, date, time and circumstances surrounding the alleged incident;
3. Description of what happened;
4. Identity of witnesses; and
5. Any other evidence available.

*Investigation* — Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of

the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of office during a non-academic time reasonable ideas will be considered.

### **STUDENT CONCERNS AND COMPLAINTS**

Decisions made by school personnel — such as aides, teachers, or assistant principals — which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days. However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem. An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal; schools shall keep the Board informed of all complaints.

*Decision and Appeal* — If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

### **STUDENT MESSAGES/TELEPHONE USAGE**

Students are expected to come to school prepared. All arrangements for transportation, money, assignments, books, materials, etc. should be made prior to arriving at school.

**Messages:** Messages received from parent(s) or other immediate family members will be delivered to students during non-instructional time (i.e., breaks, before or after school). Under normal circumstances, students will not be called out of a class for a message.

**Office Phones:** In the event of emergencies, students may use a phone in one of the offices, but he or she must first receive permission from an employee in that office. Such phone usage needs to be conducted in a timely manner. The administration and office personnel reserve the right to deny, delay, or terminate the use of the phone in the office.

**STUDENT RECORDS** per Family Educational Rights and Privacy Act (FERPA) (Board Policy JRA 6.601) A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and academic record; the folder shall be kept current; and shall accompany the student through his/her school career.

**Transfer Students**-In the event a student transfers to another school in Putnam County, the original records shall be sent to the transfer school. If the student transfers to a school outside of the Putnam County School System and a request for records is received from the transfer school, the original records shall be kept and a copy sent to the school requesting the records.

**Inspection Procedure** -The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are as follows:

The right to inspect and review the student's education records within 45 days of the school day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

**Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605  
STUDENT RIDERS-DROP OFF AND PICKUP**

The following traffic regulations have been put in place for the safety of our students. The UHS administration hopes that parents and students will realize the benefits of this plan.

**A.M. Drop Off** – Students who are brought to school by means other than a school bus or a registered student vehicle remaining on campus should be dropped off at the rear entrance (south parking lot). Parents are asked to use the designated parking lanes that run parallel to the building when dropping off and/or picking up their child. Please do not block these lanes. Bus students will be dropped off and picked up at the cafeteria entrance.

**P.M. Pick Up** – Students that depart from school by means other than a school bus, walking, or a registered UHS student vehicle should be picked up in the designated parking lanes that run parallel to the back of the building. Parents should not park in the visitor lot directly in front of the school nor in the student parking lot or faculty parking lot for student pick up. This is not a parent pickup area.

**Parents may not drop off or pick up students in the student parking lot, bus area or faculty/visitor parking.**

**SUMMER SCHOOL INFORMATION**

Summer school may be organized and operated as a part of the public school program; it shall be under the control and management of the Putnam County Board of Education, shall comply with rules and regulations of the Tennessee State Board of Education, and shall be for those students enrolled the previous school year in Putnam County Schools.

The summer school program, subject to annual approval by the Board, shall provide opportunities for instruction at the elementary and secondary level. The board shall annually determine the tuition rates.

All summer school classes shall meet on school property, and any exceptions must be approved by the Board. The library, laboratories and other facilities shall be made available to all students enrolled in the summer school program.

A student may enroll in summer school, grades 9-12, provided absences do not exceed fifteen (15) per term, the final grade is fifty (50) or above, and enrollment for the previous year was in Putnam County Schools.

No more than one (1) unit shall be earned during any summer school session. One hundred percent attendance is required in secondary summer school. A passing summer school grade can replace a failing semester grade.

Students who qualify for summer school enrollment must fill out an application with their school counselor. Parents and students must also read and sign a rules compliance form on or before the first day of school.

**TECHNOLOGY/INTERNET ACCEPTANCE POLICY**

At the beginning of each school year, a complete description of the expectations for the acceptable use of UHS computers and other technology, including access to the world wide web via the internet, will be sent home for parental and student review. Each student will be expected to sign and strictly adhere to the guidelines outlined in the policy. Access to the Internet is provided to students as an educational resource and a privilege. Failure to observe the expectations as set forth in the acceptable use policy may result in a loss of access to the internet as well as any appropriate disciplinary and/or legal actions.

## **TENNESSEE CHILD LABOR ACT**

The Tennessee Child Labor Act (T.C.A. Section 50-5-101 et al) lists the following guidelines for employing teenager under the age of 16:

- Minors under the age of 14 may not be employed.
- Minors may work no more than three (3) hours daily when school is in session.
- Minors may work no more than eighteen (18) hours weekly when school is in session.
- Minors may work no later than 7:00 p.m. if the next day is a school day.
- Employers must comply with recordkeeping requirements.

## **TESTING**

### **ASVAB (ARMED SERVICES VOCATIONAL APTITUDE BATTERY)**

Juniors take the ASVAB test. The ASVAB is required for any person enlisting in any of the military services. It is also useful in helping students determine in which areas they might be most successful and in assessing possible future career choices. **Test date: TBA-Administered in the fall and spring through U.S. History classes [www.asvabprogram.com](http://www.asvabprogram.com)**

### **END OF COURSE TESTING**

Students entering 9th grade in the 2009/10 school year and thereafter are required to graduate using the “new” plan as established by the High School Transition Policy. This plan requires students to be assessed in the following End of Course assessments: English 9, English 10, Integrated Math I, II, III, US History, and Biology.. The results of these examinations will be factored into the student’s grade at a percentage determined by the State Board of Education in accordance with TCA 49-1-302(2). The weight of the End of Course examination on the student’s course average is 20%. For students not under the “new” plan, their grades on these tests will count as the fourth 9 weeks exam. The 9 weeks exam will count as a regular test grade. End-of-Course tests are given within the last ten instructional days of course.

### **PSAT/NMSQT**

#### **(PRELIMINARY SAT-NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST)**

The PSAT/NMSQT is offered in October each year. Juniors desiring to be considered for the National Merit Scholarship must take this test. Sophomores may take the test for practice only. The PSAT/NMSQT also gives students an idea of what the SAT is like and an estimation of their SAT scores. Students can discover areas of relative weakness and work to improve these areas before they take the SAT.

**Test date: To be announced.**

### **SAT and ACT**

The SAT and ACT are college admissions tests which are required by most community colleges and universities. Most public institutions require the ACT, while many private institutions require the SAT. Each student should determine what the college they plan to attend requires. Students are encouraged to take the test in the spring of their junior year. A student may take either test as many times as they like on any of the national test dates. The ACT is offered on 5 (five) different test dates and the SAT is offered on national test dates. Contact the counseling center for registration forms and additional information. Beginning the 2008/09 school year, all eleventh grade students will take the ACT at no cost to the parent/students. This free ACT exam as a junior will take the place of the one-time free voucher that seniors have previously been given to take the ACT during their senior year. The ACT will be administered at Upperman High School.

NCAA legislation provides for the acceptance of State-Administered ACT test results for use in determination of NCAA Initial-Eligibility for both Division I and Division II schools. Only College-Reportable scores, as determined by ACT, are eligible to be reported to the NCAA. Scores achieved under State-Allowed conditions are not eligible for reporting to colleges or the NCAA. NCAA Bylaws – <http://www.ncaa.org/wps/ncaa?ContentID=19>

Designee; the specific approval of the Board of Education employee responsible for the event (i.e. coach, band director, academic sponsor, etc.); the parent has on file through the Board of Education a copy of any insurance certificate issued to said driver and the vehicle to be used indicating liability limits of at least \$250,000.00 per person/\$600,000 aggregate per accident and \$85,000.00 in property damage; and the permission of parents of the student to be transported.

### **TRESPASSING**

Upperman High School maintains a closed campus for the safety and security of all students and staff. Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

## VEHICLE REGISTRATION & STUDENT PARKING

Authorized parking area for students is the south parking lot only (except along the sidewalk.) Student vehicles parked in any other location are subject to being towed. All students driving cars, trucks, or motorcycles must purchase a parking permit. No student may park for free at UHS. The student must present a valid driver's license, proof of insurance, and current registration. He/she must pay a parking fee (\$30.00) and sign a disclaimer in order to receive a parking permit. Upperman High School will not be responsible for damages or theft to vehicles. The parking permit will be displayed on the rear view mirror. Upon entering the parking lot, students are required to leave their vehicle and enter the school building immediately. If driving a temporary vehicle, it is the student's responsibility to notify the main office so that the vehicle will not be towed. Students are not allowed in the parking lot without a pass. An administrator must give a pass. No student is allowed in the parking lot during lunch unless he/she is leaving due to co-op. The administration reserves the right to change parking procedures. Parking lot checks are random and frequent.

### Student Parking Privilege Disclaimer

#### ♣ Parking Rules

I will park in my assigned space. I will not use a borrowed parking permit, nor will I loan or sell my parking permit. I will not use the space of a friend even if they say it is ok. (written permission by an administrator.)

♣ **Parking permits** are the property of Upperman High School. A student only purchases the privilege to park on campus and this privilege may be suspended or revoked due to the student's abuse of the privilege. Parking permits will be displayed at all times while the vehicle is on school campus. If parking privileges are suspended due to fault of the student, no refund will be provided for the parking fee.

♣ **Driving Laws** – Laws that apply to driving on roads in the state of Tennessee also apply to driving on Upperman High School Property and will be enforced as follows:

**Speeding** – The speed limit on the school campus is 15 mph. Any speed in excess of this is considered reckless driving according to TCA code: 55-8-152 (e) (1-2)

**Stop signs** – There are several stop signs on campus. These will be monitored and violations dealt with by 1. Loss of driving privileges 2. Detention 3. Suspension, 4. Citation, or 5. Any combination of 1-4

**Improper line crossing**- Crossing lines that divide the roadways and the parking lot itself will be adhered to. Drivers will stay in the right lane anywhere there is a yellow line dividing the roadway. The parking lot is divided into lanes. Drivers will stay in these lanes unless directed by an officer to do otherwise.

#### ♣ Violations/consequences

- A. First offense = warning
- B. Second offense = loss of driving privileges for 7 days and \$10.00 Fee
- C. Third offense = loss of driving privileges for 30 days and \$10.00 Fee
- D. Fourth offense = loss of driving privileges for remainder of year and \$10.00 Fee
- E. Citations - Citations may be issued at SRO's discretion on any of the above offenses.

**Note: Depending on the nature of the violation an administrator may skip to a more severe punishment or may add other punishments to these above.**

Note: Fines for all citations vary from \$10.00 to \$130.00.

Students have one week from the date of the parking violation to see Mrs. Pamela Turner in the office to pay or the student will be referred to the appropriate administrator for consequences.

## VISITOR POLICY

**No student visitors will be allowed due to liability reasons.** Any adult visiting UHS **must sign in at the information desk or at the front counter** in the front office (first office on the left) and receive a visitor's badge. The visitor **must sign out and return the badge** before leaving campus. Any speakers or entertainers must be screened and approved by the administration before they will be allowed to visit and appear before a school group. The UHS administration has the right to deny visitation privileges at any time.

## II. UPPERMAN HIGH SCHOOL DRESS CODE

The UHS Dress Code is in compliance with the policy adopted by the Putnam County Board of Education. (6.301) Student dress shall be expected to meet community standards of cleanliness, healthfulness and safety and shall not disrupt the educational process.

No person shall wear clothing that contains pictures and/or writing referring to sexual references; profanity; illegal drugs or the promotion of alcoholic beverages and/or tobacco products; death and destruction; racist or hate themes; violent or aggressive themes; or other suggestive or offensive sayings or graphics in the school building during the school day. No student shall be permitted to wear any headgear (cap, hat, hoodies, etc.) other than for religious or medical reasons during the school day. Any clothing that denotes gang involvement or affiliation shall be prohibited. Community standards dictate that clothing shall not be obscene or suggestive. Halter tops, tank tops, or cropped tops that reveal a bare midriff and short skirts or shorts shall not be allowed.

It shall be the responsibility of the school administration to develop administrative guidelines that provide clarity and uniformity to the application of this policy. As part of the development of these administrative guidelines, building administrators shall set forth uniform and consistent consequences of dress code violations.

### Dress Standards

1. Soled footwear must be worn. **NO HOUSE SHOES** are allowed.
2. The following items are among those **NOT** permitted:

- Hats, caps, knit caps, hoodies, or bandannas are not permitted--These items are not to be worn on school grounds and will be confiscated. Additionally, these items are not allowed on school buses. Administrators may make exceptions for outside the building on bad weather days. Accommodations may be made for documented religious or medical reasons;

- Halter tops, tank tops, cropped tops or muscle shirts that reveal a bare midriff or lower back are not allowed; no midriff bare skin should be visible while standing, sitting, or raising one's hand in class, or walking in the hallways.

- Sunglasses (may not be worn or displayed; **they will be confiscated**); Accommodations may be made for documented medical reasons.

- No sleepwear or pajamas

1. Pants, shorts, skirts, etc. must be

size appropriate and will be worn at the waistline. "Sagging" waistlines will not be tolerated.

2. Shorts, skirts/skorts, and dresses must be unrevealing. An appropriate length must be easily observable during routine school activities.

3. Appropriate athletic wear may only be worn during athletic or similar activities (i.e. P.E., marching band practice, drama practice, etc.)

- 4.. No running shorts.

### Dance Dress Code

Prom - Formal

### Exceptions

These standards of dress and grooming do not prohibit the principal or designee from allowing special celebrations, which involve variations in dress and grooming. For such days, the principal or designee may set the guidelines of appropriate dress.

**DISCIPLINARY PROCEDURES FOR INFRACTIONS OF THE DRESS CODE** Procedures for handling students with dress code violations will be handled on a case by case basis by the judgment of the administration.

**1. First Offense:** The student may return to classes when dress code compliant. In the event that a student and/or the parent/ guardian is unable to provide clothing that meets the dress code policy, the student will be placed in *In School Suspension*, NOT AS A PUNISHMENT, but as a location where he/she can be adequately supervised and be provided an opportunity to complete his/her school work.

**2. Second Offense:** Students may return to class when dress code compliant but must serve three (3) days of lunch detention.

**3. Third Offense:** Students must serve 5 days of lunch detention and parent contact must be made.

**4. Fourth Offense:** Students must serve 1 day of In school suspension and parent meeting/contact.

**5. Fifth Offense:** **3 days of** In school suspension and required parent meeting/contact

**6. Sixth and subsequent offenses:** **Suspension, which will increase with violations/Parent Meeting**



## **Test Dates**

ACT Retake (Seniors)- October , 2020

ACT (Juniors)- March, 2021

End of Course- April 13th - May 8th

Final Exams -

No exams/testing may be done prior to the original testing date. Students will make up exams after the original testing date(s).

## **STATE WRITING ASSESSMENT**

All eleventh grade students, as required by State Board of Education policy, will participate in the state writing assessment.

## **NAEP**

The National Assessment of Educational Progress (NAEP) is the only nationally representative and continuing assessment of what America's students know and can do in various subject areas. Assessments are conducted periodically in mathematics, reading, science, writing, the arts, civics, economics, geography, and U.S. history.

**AP exams** take place over a two-week time span in the month of May each school year. Results are posted in July. [www.collegeboard.com](http://www.collegeboard.com)

## **TRANSCRIPTS**

A transcript is the student's official high school academic record sent upon request to legitimate agencies. Students are required to fill out a transcript request form when they want a transcript sent to a college, university, technological school, for employment, or scholarships. The school charges \$1.00 for each transcript. Students must turn in a request to the counseling center for the final transcript to be sent.

## **TRANSPORTATION POLICY - USE OF PRIVATE VEHICLE**

Parents may transport students to extracurricular events provided they have the permission of the director of schools or his/her designee. The driver must have appropriate insurance.

## **Backpacks/Book Bags/Tote Bags**

No backpacks with roller will be acceptable without medical permission or by approval from school administration. Backpacks must be placed in the locker before reporting to 1st period class. Any apparel, dress or grooming that is potentially disruptive to the classroom atmosphere or educational process is not permitted. Any apparel, dress or grooming that is dangerous to the health or safety of students or the lawful, peaceful operation of the school or presents a dangerous situation is not permitted.

# **III.CODE OF STUDENT CONDUCT (Board Policy JC-6.300)**

The goal of the discipline policies of Upperman High School is to provide a safe, healthy learning environment for all the people who enter our building. When all the rules and regulations in this handbook are categorized into basic issues and principles, the following rules based upon common sense, consideration, and respect would be the only rules necessary for our school:

- 1) Be on time
- 2) Follow your time schedule respecting all bells.

- 3) Do your work
- 4) Be respectful of yourself, of others, of their ideas, and of the facility

Students should **RESPECT PEOPLE, RESPECT PROPERTY, AND RESPECT IDEAS.**

The provisions of the student code of conduct shall apply equally to all UHS students and shall be enforced in a fair, non-discriminatory manner. The Code of Conduct is not intended to include every responsibility of school personnel as specified by federal and state law or Putnam County Board policy; nor is it intended to specifically address every possible behavior which may occur in a school setting. Additional individual classroom rules and procedures covering minor infractions and the appropriate consequences shall be considered desirable as well as necessary in fully administering the provisions of the code. Discipline means lots of things; but in the context of a school, it refers to the process of maintaining order in the building and teaching students the lessons of good character and responsibility. Everyone is responsible for his/her own behavior. Everyone has different challenges, but these challenges do not prevent one from owning his/her behavior. After all, behavior is what truly defines who a person really is. Being responsible for behavior means taking ownership of the consequences for the result of one's actions.

### **Rights and Responsibilities**

(Board Policy JCA-6.301)

Every student must understand his/her individual rights and responsibilities. Although all students have constitutionally guaranteed rights as U.S. citizens, he or she must realize that such rights may be exercised only if doing so does not violate the rights of others. The responsibility of the student is to maximize his/her academic potential, adhere to the UHS code of conduct, and respect the rights and responsibilities of fellow students, faculty, staff, and any other visitors.

**Student Rights ( Board Policy JCA 6.301)** All Upperman High School students have the right to the following:

1. Have the opportunity for a free public education in the most appropriate learning environment.
2. Be secure in his/her person, papers and effects against unreasonable searches and seizures;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
6. Be fully informed of school rules and regulations.

### **Student Responsibilities**

All Upperman High School students have the responsibility to do the following:

1. respect the law as well as adhere to all regulations, policies and procedures set forth by the Putnam County Board, Upperman High School, and each individual teacher.
2. maintain acceptable conduct at all times.
3. respect human dignity and worth of every other individual
4. refrain from libel, slanderous remarks, and obscenity in verbal and written expression
5. promptly comply with the directions of any administrator, teacher, or other school official.
6. display consideration for the rights, privileges, and property of others.
7. promptly and confidentially report to school personnel any conflict that could potentially become a verbal and/or physical altercation.
8. be in attendance and on time for all scheduled classes and school activities with all necessary books and materials.
9. complete all homework and class work in accordance with the teacher's instructions to the best of the individual ability.
10. willingness to exemplify a respect for truth, honor, loyalty, and service.
11. observe proper safety procedures when using school facilities or participating in any school activity.
12. maintain self-control by limiting the display of public, physical affection; respect the personal space of others.
13. be familiar with and adhere to all requirements to obtain and maintain the privilege of driving to and parking on school property.
14. dispose of any garbage in appropriate containers; place any recyclable items in appropriate containers.
15. limit loitering in the hallways and restrooms.
16. obtain written permission from the office to access any restricted area (either explicitly or implicitly understood as a restricted area) during school hours (i.e., parking lot as well as any other area designated as restricted to students).
17. understand and comply with the acceptable use policy as it applies to all computers and other technology within the school.
18. dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety

### **Rules of Behavior**

The items listed below apply:

- ♣ on school grounds (including school buses) during, before, or after school hours;
- ♣ on school grounds at any other time when the school is being used by a school group
- ♣ off school grounds at a school sponsored activity, function, event, or school-related circumstances as determined by the principal and/or designee even if the alleged violation did not occur on a school day

**ITEM 1: DISRUPTION/DISRESPECT OF THE LEARNING ENVIRONMENT** (Board Policy JCB/JCB - 6.306)

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct/action cause the disruption, interference, or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

Harassment, intimidation and other conduct that may be considered “bullying” will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student’s academic development or that creates a hostile or offensive learning environment. While the following list is not a complete list, the following acts—when the result is deemed a disruption, interference, or obstruction of any school purpose- illustrate the kinds of offenses to be considered as such:

1. occupying or blocking any area of the school so as to deprive others of its use;
2. preventing or attempting to prevent the convening or continued functioning of any school class, activity, or any authorized meeting or assembly on the school campus;
3. making noise or acting in any manner so as to interfere with the teachers’ ability to conduct his/her class;
4. exhibiting immoral or disreputable conduct – including but not limited to vulgar/profane/obscene language (spoken or written) and/or gestures, inappropriate display of affection, or indecent exposure;
5. refusing to comply with the dress code;
6. refusing to identify self to school authorities, including presenting student ID to school authorities upon request when appropriate;
7. threatening to use physical force with intent to harm one’s self or others;
8. threatening to use of any type of weapon (firearm, explosives, or any other weapon/dangerous instrument);
9. using, possessing, transporting or selling any electronic devices, especially (Cell phones)
10. harassing, intimidating, or using an action that might be considered bullying

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender’s prior record.

**ITEM 2: DAMAGE OR THEFT OF SCHOOL OR PRIVATE PROPERTY**

A student shall not cause or attempt to cause damage to school or private property or steal or attempt to steal school or private property. In the event that a student damages/destroys school or private property, purposely or accidentally, the student will be held accountable for the repair and/or replacement of the property. Respect of the property of the school and others is important to maintaining a quality environment for learning and pride in our school. Students vandalizing property on school grounds may be subject to other sanctions beyond reparations for the damage done.

**ITEM 3: ASSAULT and/or INJURY ON A SCHOOL EMPLOYEE**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably be expected to cause physical injury to a school employee or any other person acting in an official capacity on behalf of the school. Any student who commits battery on any school personnel will be subject to a suspension for a period of not less than one (1) calendar year.

**ITEM 4: INSUBORDINATION**

The teachers, administration, and other adults in the high school are not going to ask students to do something that would injure themselves or others, or violate religious convictions of students. Accordingly, student compliance with the requests of adults in the building is a basic need for the function of UHS. Our high school would not be a good place to be if everyone were able to do whatever he or she wanted to do without consequence. To insure that this important policy is communicated consistently to all students, adults in the building will use the following procedure when dealing with an insubordinate student after the student has refused to comply with the adult’s request the first time:

1. The adult will repeat the request of the student and inform the student if he/she does not comply, he/she is **CHOOSING TO BE INSUBORDINATE**. (Hearing the words in bold print will alert the student to the expectations of the adult).

2. If the student chooses to be insubordinate, he/she will be referred to the office immediately.

Insubordination includes belligerent and blatant disrespect to staff members. Swearing, name-calling, or physical actions that are disrespectful to staff are examples of belligerent and blatant disrespect.

Students who are insubordinate may receive a suspension. The length of the suspension will vary depending on the severity and frequency of insubordination.

Students who are repeatedly insubordinate may be recommended for expulsion to the Board of Education.

**ITEM 5: FIGHTING WITH ANOTHER STUDENT OR OTHER PERSON EMPLOYED OR NOT EMPLOYED BY THE SCHOOL SYSTEM FIGHTING/PHYSICAL CONFRONTATION:**

In the event of a conflict between students (or any other person), all UHS students are expected to resolve such conflict in a non-violent, non-threatening manner, which does not demean another or himself/herself. No student shall through verbal threat or use of

physical aggression engage another student or any other person employed or not employed by the school. Neither shall any student encourage, provoke, or cause another student or other students to engage in any activity that is, or could be, considered a “fight” or any other activity that could result in injury or a severe disruption of a school function.

Each incident of fighting will be handled on a separate and individual basis with regard to the following (not exclusive):

- ♣ extent of participation in the confrontation
  - ♣ actions taken prior to and after the confrontation by the participant(s)
  - ♣ prior record of behavior
  - ♣ circumstances associated with the incident
  - ♣ willingness of participant (s) to cooperate
  - ♣ evidence (or lack) for a deliberate and previous attempt to resolve the conflict in a non-violent, non-threatening manner
- With all factors considered in addition to any other relevant information gathered during an investigation of the incident by a school official or SRO, each student will be subject to the appropriate disciplinary action, which may vary in each case. In all cases, parent(s) will receive verbal and/or written notification of the incident explaining the details and the disciplinary decision of the school official.

**Assault/Injury:** In the event that an investigation of a confrontation indicates that a student physically assaults (unprovoked or repeated attack) another student, the greatest allowable disciplinary action may be administered which may include a long-term suspension plus contact and possible action of a law enforcement agent. In addition, the parent(s) of the student that has been assaulted may choose to pursue legal action.

**Intimidation:** A student shall not, through threat or use of physical force, attempt to deprive any person associated with school-related functions or activities of any right, privilege, or possession. Intimidation is a form of physical confrontation and may be viewed and treated similar to a fight.

## **ITEM 6: WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not possess, handle, transmit, use, or attempt to use any dangerous weapon\* on school grounds at a school sponsored activity, function, or event. Any student who violates this policy will be subject to a suspension of not less than one (1) calendar year. The director of schools shall have the authority to modify such a suspension.

A student shall not use or attempt to use any object or substance in a threatening or assault-like manner. This applies to weapon replicas, normal school supplies, chemicals, or any other object used in a threatening or assault-like manner. Students who violate this policy shall be subject to a long-term suspension.

A student shall not possess, handle, or transmit a knife of any kind or length. Violation of this rule will result in a minimum of a short-term suspension for up to ten (10) days. \*\*A second violation of this rule will result in a long-term suspension.

**As required by state and federal law, any student who brings a weapon\* to school shall be referred to the appropriate law enforcement officials.**

\* A “dangerous weapon” is defined as a firearm, explosive, or any object/instrument used as a weapon, including any object that can be easily modified to become a weapon.

## **ITEM 7: TOBACCO/VAPES AND TOBACCO PRODUCTS**

All tobacco products, including smokeless tobacco, are prohibited in all school buildings.\* Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events or public restrooms.\*\* Students shall not use, possess, transmit, or sell tobacco or tobacco products on school grounds, on any form of school transportation, and any school sponsored activity on or off school grounds. Students who are found in possession of any form of tobacco products and/or smoking paraphernalia are subject to a citation to either teen court or juvenile court\*\*\* and the following disciplinary actions:

**1st violation:** citation issued, material confiscated, parent notification, and three (3) days of in-school suspension assigned;  
BELOW IS CANCELED DUE TO COVID:

Tobacco Intervention class may be chosen in lieu of court appearance (Call Chris Pierce at 526- 9777 to schedule.)

**2nd violation:** citation issued, material confiscated, parent notification, and five (5) days of in-school suspension assigned; Court Costs and 40 hrs. community service)

**3rd violation:** citation issued, material confiscated, parent notification, and five (5) days of out-of-school suspension assigned- (\$50.00 fine, \$103.50 court costs and 40 hours of community service)

**Subsequent violations:** citation issued, material confiscated, parent notification, and ten (10) days of out-of-school suspension assigned, (\$50.00 fine, \$103.50 in court costs, and 40 hours of community service)

\* Section 1042 of the Environmental Tobacco Smoke/Pro-children Act of 1994 \*\* TCA 39-17-1604 6) (10); TCA 39-17- 1605; TCA 39-17-1606

\*\*\* Violation of Youth Access to Tobacco Act, T.C.A. 39-17-1505 et seq

#### **ITEM 8: ALCOHOL AND DRUG USE**

Students will not possess, distribute, or be under the influence of any illegal drugs or alcoholic beverages in any school building, on school grounds, in any school vehicle or bus, or at any school-sponsored activity or at any time on or off school grounds. Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance on school grounds, in any school vehicle or bus, or at any school- sponsored activity or at any time on or off school grounds. Any student using, possessing, selling, or transmitting any illegal drug, non-prescription narcotic drug or controlled paraphernalia shall be referred to the director of schools and/or School Board for disciplinary action, which may include long-term suspension up to one (1) calendar year.

**Use of a drug authorized by a medical prescription for a student from a registered physician shall not be considered a violation of this rule when the prescribed medication has been properly documented and submitted by the parent to the office for storage and disbursement.**

#### **ITEM 9: CONTINUOUS AND PERSISTENT MISCONDUCT**

A student shall not willfully and/or persistently violate/disregard the rule(s) and/or established procedures of the school. A student shall promptly comply with the directions and/or corrective measures of teachers, student teachers, substitute teachers, teacher aides, administrators, guidance counselors, support staff members and or other authorized personnel during any period of time under school supervision. Students who exhibit a pattern of misconduct (in frequency and/or severity of the violations) may be subject to long-term suspension.

#### **ITEM 10: DISCRIMINATION/HARASSMENT OF STUDENTS**

(Sexual, Racial, Ethnic, Religious),  
Disability (Board Policy 6.304)

Students shall be provided a learning environment free from sexual, racial, ethnic, religious and disability discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment. Students discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious or disability nature which:

. Unreasonably interfere with the student's work or educational opportunities; or

. Create an intimidating, hostile, or offensive learning environment; or

. Imply the submission to such conduct is made an explicit or implicit term for receiving grades or credit; or. Imply that submission or rejection of such conduct will be used as a basis for determining the student's grade and/or participation in a student activity.

Alleged victims of sexual, racial, ethnic, religious and disability discrimination/ harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations of discrimination/harassment shall be fully investigated by the principal, principal/designee or a complaint manager Nathan Brown for males and Breeonna Wheeler for females) of the school from which the allegations arose.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct thorough investigations or to take necessary action to resolve the complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

Retaliation of any kind against a student

or an employee who, in good faith, reports a claim of harassment or participates in an investigation will not be tolerated. However, any

employee or student who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of false allegations will itself be considered harassment and will be treated as such.

### **ITEM 11: BUS CONDUCT**

The school bus is an extension of school activity; therefore, students shall 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 the bus. All reasonable directions shall be followed.

A student may be denied the privilege of riding the bus if the principal determines that the student's behavior is such as to cause disruption on the bus or if the student disobeys state and local regulations pertaining to student transportation.

Any student who gets off the bus at any point between the school and the drop-off point must present the bus driver with a note of authorization from a parent/ guardian or the principal of the school that the student attends.

Any student wishing to ride a bus other than the student's designated bus must have written parental permission along with approval of the principal or principal designee. a weapon or as defined at Section Title 18 of the United States Code.

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\*\* a knife with a blade of more than 4 inches will be considered a dangerous weapon, regardless of intent, and referred to the appropriate authorities in addition to appropriate disciplinary action taken by the school.

Students who transfer from bus to bus while on route to and/or from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the terminal school.

#### **Students shall conform to the following rules of bus behavior:**

1. Remain well back from the roadway while awaiting the bus;
2. Do not attempt to board or depart the vbus until the bus is at a complete stop;
3. Keep hands, arms, head, and all other parts of the body inside the bus;
4. Keep all carry-on articles out of the aisle;
5. Use the emergency door for emergencies only; do not touch safety equipment;
6. Do not open or close the windows without the permission of the bus driver;
7. Comply with all reasonable directions given by the bus driver;
8. Do not throw any objects in or out of the bus;
9. Refrain from fighting, spitting, bothering others, lighting matches, smoking, and using profanity.
10. All school rules are in effect while at the bus stop and on a bus.
11. Younger children shall be allowed to board the bus first.

### **DISCIPLINARY ACTIONS**

Disregard for the student code of conduct may result in any one or a combination of the following disciplinary actions (not listed in any order): (Board Policy 6.313)

- Verbal or written reprimand
- Lunch detention
- Parent/guardian conference required
- Restricting activities
- Assigning work details
- Counseling
- Probation with individualized behavioral contract (i.e. Stricter Standard of Dress for repeated violations of the Dress Code.)
- Loss of driving privileges
- Loss of Break(s)
- Out of school suspension (up to 10 days) • Out of school suspension (10 days or more)
- ISS
- Filing charges with the local law authorities

### **DESCRIPTION OF VARIOUS DISCIPLINARY ACTIONS**

#### **Before and/or After School Detention**

Students may be detained before or after school hours as a means of discipline. The scheduled times will be issued upon the first time a student is assigned for violating the student code of conduct. Students will be given at least one (1) day of notice before serving detention. Parents will be informed of the detention by a written notice issued by a teacher or administrator that is to be signed and returned to the teacher or other school official who issued the detention.

After school detention assigned for a violation of the School Board Policy Use of Personal Communication Devices and Electronic Devices (Policy 6.312) also requires the following:

- 1) Students will be permitted to sign out their confiscated electronic devices once the entire assigned detention is completed., 2) On a first violation, the student will be permitted to sign his/her electronic device out from the school., and
- 3) On a second violation (and all violations following), both the student AND the parent/guardian (as listed in PowerSchool) are required to sign out the electronic device from the school

Students assigned to detention are expected to adhere to the following:

1. Report to detention on time. Tardies will result in additional disciplinary action
  2. The standard code of conduct is to be observed always
  3. Return the signed detention form to the person who issued the detention
  4. Cooperate fully with the person supervising the detention
  5. Serve the full duration of the detention. Leaving early will result in additional detention and/or disciplinary action.
- Failure to report to detention will be considered a type of truancy and treated in like manner.

**NOTE:** After school detention cancelled DUE TO INCLEMENT WEATHER does not count as “excused” detention. Students are required to complete any detention cancelled due to inclement weather.

### **In School Suspension (ISS)**

Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed. ISS is assigned by an administrator only. ISS does NOT count as an absence. Students in ISS are counted present in school.

### **Out of School Suspension (OSS)**

A student’s persistent and/or blatant disregard for the student code of conduct may result in suspension from attending school, any school-related activities on or off campus, or from riding the school bus.

**Short-term:** When a student violation justifies OSS (up to ten (10) school days), the following shall occur:

1. Parents will receive verbal and/or written notification
2. Students will be given documentation stating the reason for the suspension in addition to the duration of the suspension
3. A request for a meeting with the parents or guardian, student, and principal to be held as soon as possible, but no later than five (5) school days following the suspension, may be issued.
4. Immediately following the scheduled meeting (whether or not the parent or guardian or student was in attendance) the principal shall determine whether to readmit the student to school or to continue the suspension. If the principal determines the suspension shall continue, the length of the suspension shall be set between six (6) and ten (10) days.

**Long-term:** (Board Policy JCCCB 6.317) In the event a student’s misconduct justifies an OSS (more than ten (10) school days; including expulsions for zero tolerance behavior), the student and parents/guardians shall be immediately given notification of the right to appeal the suspension decision. Such notification shall describe the means of appeal.

**Appeal:** Any appeal of the decision of the principal must be filed (written or oral) with the superintendent within five (5) school days after the receipt of the notice and may be filed by the parent or guardian, the student, or a person holding a teaching license who is employed by the school system if requested by the student.

The appeal shall be to the board of education or to the executive committee

(Disciplinary Hearing Authority) appointed by the Board and consisting of at least three (3) certified employees. The hearing shall be held no later than ten (10) school days after the beginning of the suspension. A notice of the time and place shall be given in writing to the parent or guardian and student. After the hearing, the executive committee may:

- a) Order removal of the suspension unconditionally
- b) Order removal of the suspension upon such terms and conditions as it deems reasonable
- c) Assign the student to an alternative program
- d) Assign the student to a night school; or e) Suspend the student for specified period of time

The executive committee shall make a written record of the proceedings, including a summary of the facts and the reasons for supporting the decision. The student or principal may within five (5) days of the decision request review by the Board. After a review of the record, the Board may affirm the decision of the executive committee, modify the decision to a lesser penalty, or grant a hearing before the Board. After the hearing, the Board may affirm the decision of the executive committee or modify the decision in any

manner, including imposing a more severe penalty than that of the hearing authority. Following the student's hearing with the Board of Education, the Board has the authority to expel or exclude the student from the school system.

#### **TARDY POLICY**

UHS Administration, Faculty, and Staff expect students to be on time to class.  
A warning bell rings prior to the start of school (1st block).

#### **TARDY TO SCHOOL CONSEQUENCES**

On each day to school (1st block), the student must see an administrator to receive an "admit note" to class. The first 2 tardies to school are considered "warnings," and no disciplinary consequences are assigned. The following is a list of tardy consequences starting with the 3rd tardy to school: (Detention will change due to Covid Environment)

- 4th tardy = 6 days Lunch Detention
- 5th tardy = 10 days Lunch Detention
- 6th tardy = 1 day ISS
- 7th tardy = 2 days ISS
- 8th tardy = 3 days ISS
- 9th tardy = Administration decision

#### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

Students that are eligible for and/or are receiving special education services will be disciplined according to Putnam County School Board Policy in accordance with Federal and State statutes.

## **IV. PARENT/STUDENT NOTIFICATION OF BOARD POLICIES**

All Putnam County School Board Policies can be found by visiting <http://www.pcsstn.com/schoolboard/index.html> and clicking "School Policy".

#### **ASBESTOS NOTIFICATION**

**PUTNAM COUNTY SCHOOLS 1400 EAST SPRING STREET COOKEVILLE, TN 38501**

NOTICE TO PARENTS, TEACHERS AND EMPLOYEES OF PUTNAM COUNTY SCHOOLS. JUNE 30, 2009

1. THIS NOTICE IS IN COMPLIANCE WITH FEDERAL REGULATION 40CFR763, BETTER KNOWN AS AHERA.
2. ASBESTOS CONTAINING MATERIALS WERE USED AND STILL REMAIN IN THE FOLLOWING SCHOOL FACILITIES.
  - A. STAR CENTER (OLD DRY VALLEY SCHOOL)
  - B. AVERY TRACE MIDDLE SCHOOL
  - C. TECHNOLOGY CENTER
  - D. BAXTER ELEMENTARY
  - E. SYCAMORE ELEMENTARY
  - F. CORNERSTONE ELEMENTARY SCHOOL

1. ALL OTHER SCHOOLS WERE ASBESTOS FREE INITIALLY OR THE ASBESTOS CONTAINING MATERIALS HAVE BEEN REMOVED.
2. ALL REQUIREMENTS OF AHERA HAVE BEEN PERFORMED, INCLUDING PERIODIC INSPECTIONS, REINSPECTIONS, ANNUAL REPORTS AND TRAINING OF PERSONNEL. RESPONSE ACTIONS AND POST-RESPONSE ACTIVITIES HAVE BEEN APPLIED WHEN REQUIRED.
3. THE SPECIFIC LOCATION, TYPE, CONDITION AND OTHER PERTINENT INFORMATION CONCERNING THE ASBESTOS CONTAINING MATERIALS MAY BE DETERMINED BY CONSULTING THE MANAGEMENT PLAN OF THE FACILITY IN QUESTION. COPIES OF THE MANAGEMENT PLAN MAY BE FOUND



IN EACH PRINCIPAL'S OFFICE, THE BOARD OF EDUCATION AND THE MAINTENANCE DEPARTMENT. QUESTIONS MAY BE ADDRESSED TO THE COUNTY'S DESIGNATED PERSON, HARVEY FOSTER, 130 CHEROKEE DRIVE, ABITA SPRINGS, LA. 70420. TELEPHONE 615-512-1473.

#### 4. DISTRIBUTION OF THIS NOTICE

- A. COPY POSTED IN THE BOARD OF EDUCATION BUILDING
- B. COPY POSTED IN EACH SCHOOL ADMINISTRATIVE AREA
- C. COPY POSTED IN EACH TEACHER WORKROOM OR LOUNGE
- D. COPY PLACED IN STUDENT HANDBOOK

### **COORDINATED SCHOOL HEALTH SCHOOL HEALTH SERVICES**

**If your child has a medical condition that might require special action, please contact School Health Services at 526-9777.**

**Examples would be diabetes, asthma, severe allergies with the need for an epipen, seizures, or others.**

We will assist you in the communication of those special needs and the appropriate responses at school and on the bus through an Individual Health Plan (IHP).

This is intended to serve as an informational guideline in preventing the spread of communicable diseases in the schools. Please refer to these guidelines throughout the school year. A student should be kept home when the following symptoms persist:

- Temperature of 100 degrees or more
- A dry, hacking or productive cough
- Purulent (green, yellow, thick or unusual) nasal or eye drainage
- Diarrhea
- Skin rashes or eruptions, such as scabies, chicken pox or impetigo
- Complaints of earache, severe stomach ache, sore throat or severe headache
- Red throat, swollen glands around jaw, ears or neck
- Nausea and Vomiting
- Lethargy (general complaint of muscular aches and pains)
- Head or body lice must be treated with appropriate medication before returning to school

### **MEDICATION**

We want to encourage you **not** to send medications to be administered at school. If that is necessary, there are specific guidelines we must follow to comply with the state.

Please consider alternative dosage schedules to minimize medication in the school. Medications, such as antibiotics, that are to be administered three (3) times a day should be given outside of school hours at home and can be given on the following schedule: when the student awakes; when the student arrives home from school; and when the student goes to bed.

- Students required to take prescribed medication must have an **Administration of Medication** form completed and on file. This form is available from the school nurse or the school and **MUST BE COMPLETED** when medication is delivered to the principal's office by the parent or guardian of the student. (**Students do not complete the form or transport medication to school**). Medication will be kept and given to the student at the designated time.
- The school is not permitted to administer medication, including aspirin, Tylenol, etc. at the student's request.
- **NOTE!** Any student possessing, selling, giving, sharing or misrepresenting any medication in any form including, but not limited to any type of over-the-counter medication or health aide (such as vitamins), will be subject to discipline.
- No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances a child

is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or designee will administer the medication in compliance with the following regulations:

\* The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate administration (i.e. students with asthma).

\* All prescription medications must be brought to school in the original container labeled by the pharmacy to include the following information:

**Name of the student Prescription number**

**Name of medication and dosage**

**Administration route or other directions**

**Date**

**Licensed prescriber's name Pharmacy name, address and phone number**

\* Non-prescription medication may be administered only with the written request of the parent or guardian. All non-prescription medication must be brought to school in the manufacturer's container with ingredients of the product listed on the container and the

child's name affixed to the container. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator/designee will:

1. Inform appropriate school personnel of the medication being administered
2. Keep an accurate record of the administration of the medication
3. Keep all medication in a locked cabinet except medication retained by a student per physician's order
4. Return unused prescription to the parent or guardian **only** the parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.
  - o A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication. The parent is responsible for picking up any remaining or unused medication. If the parent does not pick up the remaining or unused medication

### **Meningococcal Meningitis What is meningitis?**

Meningitis is a term that describes inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses.

Meningococcal meningitis is a type of bacterial meningitis caused by a type of bacteria called *Neisseria meningitidis*. This same bacteria can also cause other kinds of Meningococcal disease such as septicemia (blood poisoning). The most common strains of Meningococcal meningitis in the U. S. are B, C, Y and W-135.

Another common type of bacterial meningitis is pneumococcal meningitis, which is caused by *Streptococcus pneumoniae*. Before the 1990s, the leading cause of bacterial meningitis was *Haemophilus influenzae* type b, but new vaccines being given to children as part of their routine immunizations have reduced the occurrence of this disease.

Viral meningitis, which is caused by viruses, can cause similar symptoms to bacterial meningitis, however it is seldom life-threatening. Most people make a full recovery without any specific treatment.

### **What are the symptoms of Meningococcal meningitis?**

Symptoms include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting. If you experience two or more symptoms of these symptoms, seek help from a healthcare provider right away.

### **How do people get Meningococcal meningitis?**

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 or even realizing they are there. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the bloodstream where they can cause meningitis. It is not fully understood why a few people develop meningitis from bacteria which are harmless to most people, but it may be because of a weakened immune system.

### **How is meningitis spread?**

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person, including kissing, coughing, sneezing, and sharing drinking glasses, eating utensils, or cigarettes. Only a small percentage of people who are exposed

The bacteria will develop meningitis because most people have a natural resistance to it. However, people who have had close contact with an infected person are given antibiotics to make sure they are protected.

Fortunately, the bacteria that cause meningitis are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The bacteria are very weak and can only survive for a short time outside the body—so they cannot live long in the air and are not carried on clothes, furniture, or other surfaces. People who have had casual contact are not at risk.

### **How serious is meningitis?**

Meningococcal meningitis can be extremely serious. It may result in blindness, hearing loss, mental retardation, loss of limbs or death. It is fatal in one in ten cases, and one in seven survivors is left with a severe handicap. The disease can progress quite rapidly, so it is important to seek medical attention quickly.

### **How long would it take to get sick if someone were infected with meningitis?**

If you were going to get sick, it would occur in two to seven days, usually less than four days. A person can be contagious from the time they are infected until the bacteria has disappeared from their body. Report all cases immediately to the Health Department by calling (931) 528-2531.

### **How common is Meningococcal disease?**

In the United States, Meningococcal disease (which includes Meningococcal meningitis) occurs annually in about 1 to 3 people per 100,000 population. Tennessee has averaged about 70 cases per year for the past few years. Cases of meningitis are reported to the Department of Health, who make sure that the patient's close contacts get antibiotics and look for links with other cases. Unusual clusters of cases are watched very closely.

### **Is there a vaccine for meningitis?**

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. It is not effective against the B strain; although it is highly effective against the C and Y strains, it still does not confer 100% protection. Protection lasts from three to five years.

### **PUTNAM COUNTY SCHOOLS PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. & 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

♣ It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

♣ It seeks to ensure that schools and contractors obtain written parental Consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems embarrassing to the Student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202)260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:  
Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605

### **Child Advocacy Group Contact Information**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

#### **The ARC of Tennessee**

<http://www.thearctn.org/>

44 Vantage Way, Suite 550 Nashville, TN 37228

Phone: 615.248.5878

Toll-free: 1.800.835.7077

Fax: 615.248.5879

Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

#### **Support and Training for Exceptional Parents (STEP)**

<http://www.tnstep.org/>

712 Professional Plaza

Greeneville, TN 37745

West Tennessee:

(901) 756-4332 [jenness.roth@tnstep.org](mailto:jenness.roth@tnstep.org) Middle Tennessee:

(615) 463-2310 [information@tnstep.org](mailto:information@tnstep.org) East Tennessee:

(423) 639-2464 [karen.harrison@tnstep.org](mailto:karen.harrison@tnstep.org)

**Tennessee Protection and Advocacy (TP&A)**

<http://www.tpainc.org/>

416 21st Avenue South  
Nashville, TN 37212  
1-800-287-9636 or 615-298-1080  
615-298-2471 (TTY)  
615-298-2046 (FAX)

**Tennessee Voices for Children**

<http://www.tnvoices.org/main.html>

West Tennessee: (Jackson Area)  
731-660-6372  
Middle Tennessee:  
1315 8th Avenue South Nashville, TN 37203  
615-269-7751 800-670-9982  
E-mail: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)  
East Tennessee:  
(Knoxville area) 865-609-2490  
fax: 865-609-2543

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list, visit the Tennessee Disability Services- -Disability Pathfinder Database: <http://mingus.kc.vanderbilt.edu/tdir/db-search.asp> . On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit.”

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

## COMMUNICATION WITH PARENTS

PROGRESS REPORTS are sent home electronically to parents at 4-1/2 weeks and 13-1/2 weeks of each term.

REPORT CARDS are sent home electronically at the end of each 9-week quarter and at the end of each term. Paper copies are available upon request.

PARENT TEACHER CONFERENCES AND OPEN HOUSES will be listed on the County Calendar. INDIVIDUAL CONFERENCES with teachers and/or administrators may be scheduled at any time by calling your child’s counselor for help in setting up an appointment time.

UHS WEBSITE [www.uppermanbees.com](http://www.uppermanbees.com) contains an Activities Calendar, email addresses of all faculty and staff, teacher web sites, the UHS Connection (school newsletter) and many other useful resources.

We welcome parents to participate in our Family Engagement activities. Family Engagement meetings and activities are scheduled periodically throughout the school year. Please contact Diane Phy at [phyd@pcsstn.com](mailto:phyd@pcsstn.com) or 858-3112.

THE TENNESSEE LEGISLATURE DESIRES THAT ALL PUBLIC SCHOOLS IN THE STATE ENSURE A SAFE AND SECURE LEARNING ENVIRONMENT FREE OF DRUGS, DRUG PARAPHERNALIA, VIOLENCE AND DANGEROUS WEAPONS AND THAT SWIFT, CERTAIN AND SEVERE DISCIPLINARY SANCTIONS ARE IMPOSED ON ANY STUDENT WHO BRINGS A DRUG, DRUG PARAPHERNALIA OR A DANGEROUS WEAPON ONTO A SCHOOL BUS, ONTO SCHOOL PROPERTY OR WHILE ATTENDING ANY SCHOOL EVENT OR ACTIVITY IS UNDER THE INFLUENCE OF A DRUG, OR POSSESSES A DRUG, DRUG PARAPHERNALIA OR DANGEROUS WEAPON, OR ASSAULTS OR THREATENS TO ASSAULT A TEACHER, STUDENT OR OTHER PERSON. PLEASE REVIEW THIS HANDBOOK CAREFULLY TO BE KNOWLEDGEABLE OF THE PUTNAM COUNTY BOARD OF EDUCATION'S POLICIES AND PROCEDURES AND ANY SCHOOL POLICIES AND PROCEDURES TO ENSURE A SAFE AND SECURE LEARNING ENVIRONMENT.

Each student is responsible for knowing and abiding by the rules of the administration and faculty as outlined in this handbook and for sharing this information with parents. Students should retain this handbook for the duration of their tenure at UHS.

**Putnam County School District  
Family Educational Rights and Privacy Act (FERPA) Annual Notice of Student Education Record  
Privacy**

Dear Parent/ Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a postsecondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Counseling Center Secretary, Jessica Williams Telephone: (931) 858-3112

You will be notified of the place and time the record(s) may be available for review.

2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the

parent or eligible student has the right to place a statement: in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Counseling Center Secretary, Jessica Williams Telephone: (931) 858-3112

3) To control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district: a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

4) To file a complaint with The U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Tennessee Department of Education Contact Information**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division  
Division of Special Education, Tennessee Department of Education 710 James Robertson Parkway  
Andrew Johnson Tower, 5th floor  
Nashville, Tennessee 37243-0830  
Phone: 615-741-2851 Fax: 615-253-5567 or 615-532-9412  
West Tennessee Regional Resource Center 100 Berryhill Drive  
Jackson, TN 38301  
Phone: 731-421-5074 Fax: 731-421-5077  
East Tennessee Regional Resource Center 2763 Island Home Blvd.  
Knoxville, TN 37290  
Phone: 865-594-5691 Fax: 865-594-890

Putnam County School District

Family Educational Rights and Privacy Act (FERPA) Annual Notice for Disclosure of School Directory Information High School

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program, showing your child's role in a drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in newspapers
- graduation programs
- sports statistics listed in programs, such as football which may include height and weight of team members.
- school or district website

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- class ring manufacturers

- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- a court by order of a subpoena

The school district has designated the following as Directory Information:

Student name	Most recent educational agency or institution attended	Major field of study
Address	Participation in school-sponsored activities and sports	Dates of attendance
Telephone number	Weight and height of members of athletic teams	Photograph
Email Address		Date and place of birth
Degrees, honors, and awards received		

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories - names, addresses, and telephone listings — unless parents have notified the district that they do not want their child’s information disclosed without their prior written consent.

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing by September 1, 2008. Please complete the lower portion of this form and return the entire form to your child’s school if you do not want your child’s directory information disclosed.

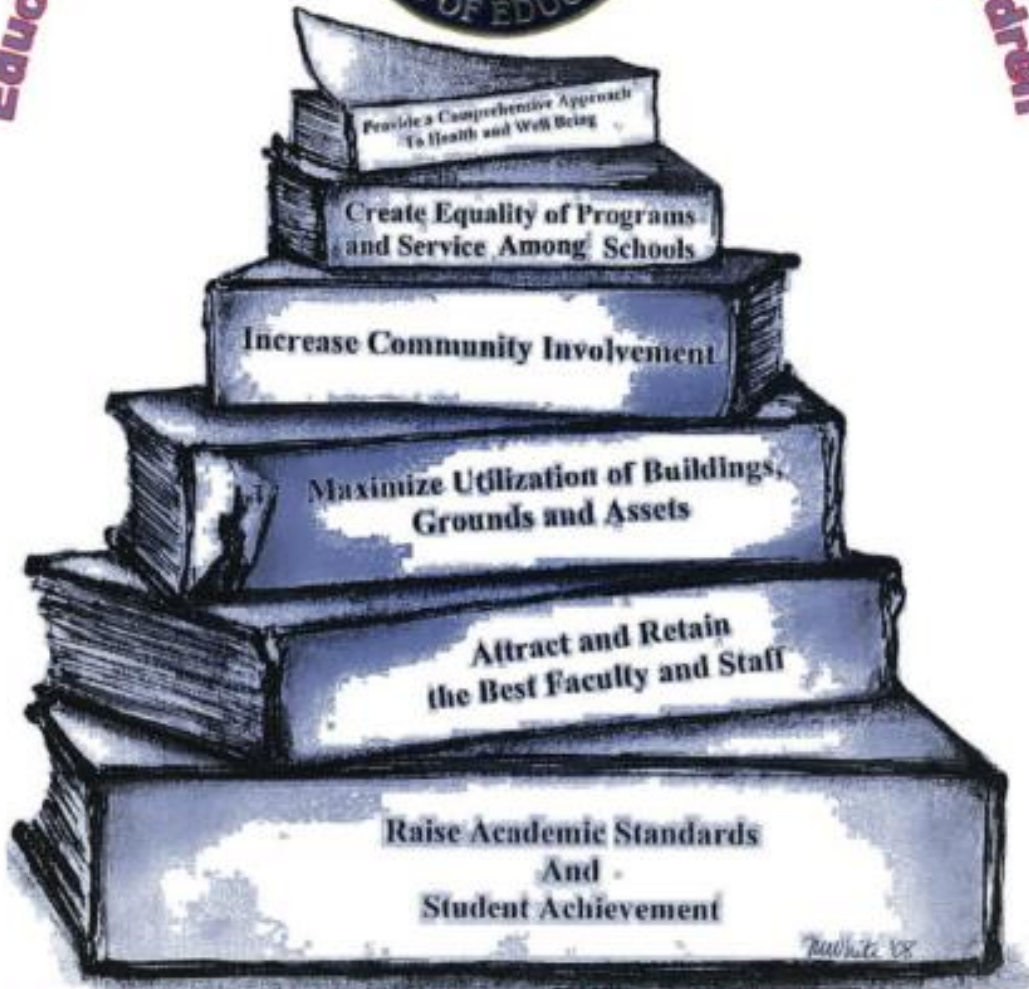
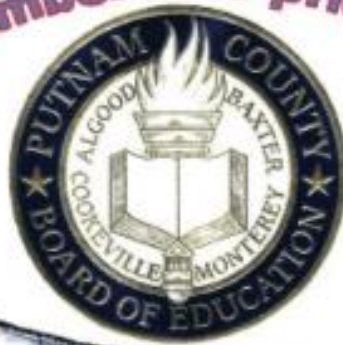
Billy Stepp, Principal  
 Phone: 858-3112  
 Email: steppw@pcsstn.com

Parent: ONLY complete and return this entire form IF you DO NOT give your consent for release of School Directory Information. Use a separate form for each child and return it to their school.

I do not want my child’s Directory Information disclosed and request one of the following:  
 Do not release my secondary student’s directory information at any time.  
 Do not release my secondary student’s directory information without my prior written consent.

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name of Parent/Guardian: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Education is the number one priority for our children**



**Our mission is to produce individuals who serve and participate productively in society.**

Although the information presented in this handbook is not intended to be a complete compilation of the policies and procedures that govern our school, we hope it serves as a guide to school rules, procedures, and other useful information. It is our sincere hope that it will prove informative and aid in promotion of school pride with parents and students. In the event that the rules and policies conflict with the Putnam County Board of Education policies or State rules and/or laws, the county and/or state will prevail.

Revised July 2019

Federal, state and local changes may occur after revision. A current edition is posted on [Uppermenbees.com](http://Uppermenbees.com)

UHS Administration



## Putnam County. School District Protection of Pupil Rights Amendment (PPRA) Annual Notice to Parents

Dear Parent/Guardian:

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Consent before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
  - Political affiliations or beliefs of the student or student’s parent;
  - Mental or psychological problems of the student or student’s family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors or ministers; • Religious practices, affiliations or beliefs of the student or parents; or
  - Income, other than is required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of-
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use –
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and • Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent’s rights transfer to the student. The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:

- collection, disclosure or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey non-funded by the U.S. Department of Education; and
- any nonemergency, invasive physical examination or screening as described above.

Attached, if scheduled at this time, is a “Scheduled Activities and Surveys” notice. For your convenience, we have also attached a “Parent Consent and Opt-Out Response” form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office  
US. Department of Education  
400 Maryland Avenue SW

