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Mission Statement

Students being educated at Dickson County High School will work in a safe and accepting environment structured around family and community values to achieve academic success and life skills fostering life-long learning and informed choices.

DCHS Motto

DCHS, a school where students learn to learn,
learn to earn, learn to live, and learn to give.

Alma Mater

On a hill in Dickson County	Forward ever, be our watchword
Reared against the sky,	Conquer and prevail,
Proudly stands our alma mater	Hail to thee, our alma mater,
As the years go by.	Cougar Pride, all hail.

Fight Song

Fight! Dickson County, fight!	Lead on, on to victory!
On to the score;	D-C-H-S, fight!
To the blue, orange and white,	Cheer our alma mater
Our loyalty will ever soar.	With all your might!

A. Clubs and Organizations

1. Art Club
2. Athletics
3. Band
4. Barbershop/Beautyshop Singers
5. Beta Club
6. Bible Club
7. Business Professionals of America (BPA)
8. Chamber Singers
9. Cheerleader
10. Chess
11. Cougars Against Tobacco (CAT)
12. Distributive Education Clubs of America (DECA)
13. Dramatics
14. Fellowship of Christian Athletes (FCA)
15. Forensic Team
16. 4-H
17. French Club
18. Future Business Leaders of America (FBLA)
19. Future Farmers of America (FFA)
20. Future Teachers of America (FTA)
21. History Club
22. Health Occupations Students of America (HOSA)
23. Interact
24. Jazz Band
25. Junior Civitan
26. Key Club
27. Latin Club
28. Literary Magazine
29. Science Club
30. Songwriters Club
31. Spanish Club
32. Student Council
33. Tennessee Career Association
34. Technology Students of America
35. Vocational/Industrial Clubs of America
36. Youth Association for Retarded Citizens (YARC)
37. Woods and Waters
38. Yearbook

B. Classification of Students

To be promoted next year, students must have earned:

- 4 credits to be classified as a sophomore;*
- 12 credits to be classified as a junior; and*
- 20 credits to be classified as a senior.*

C. Graduation Requirements

To meet state and local requirements for graduation, all students shall have attained an approved attendance, conduct, and subject-matter record which covers a planned program of education, as well as pass the Gateway tests in mathematics, science, and language arts.

Types of Diplomas

1. **THE REGULAR DIPLOMA** will be awarded to students who earn the required credits or satisfactorily complete an Individualized Educational Program, make passing scores on all state-mandated Gateway tests, and have satisfactory records of attendance and conduct.

2. **THE CERTIFICATE OF ATTENDANCE** will be awarded to students who have earned the required credits and who have satisfactory records of attendance and conduct but who fail to meet graduation standards as outlined below.

3. **THE SPECIAL EDUCATION DIPLOMA** will be awarded to students who have satisfactorily completed an Individualized Educational Program and who have satisfactory records of attendance and conduct but who have not met graduation standards as outlined below.

**State of Tennessee Graduation Requirements
High School Curriculum**

Core Curriculum

4--units of English I, II, III, IV

3--units of Mathematics (must include Algebra I or Technical Algebra)
Beginning with the Class of 2009, students must complete one mathematics course beyond Algebra I (Algebra II, Geometry, or Technical Geometry).

3--units of Science (must include a life and a physical science)

3--units of Social Studies (U.S. Government, Economics, U.S. History plus 1 unit of World History or World Geography)

1--unit of Wellness

Total of above: 14 Core Curriculum Units or Credits

University Preparation Path	Dual Preparation Path	Technical Preparation Path
2-units same foreign language 1-unit fine arts 3-electives (state)	must complete requirements for both university and technical path	3-technical units 1-technical related unit 2-electives (state)
Note: Mathematics units must include Algebra I, Algebra II, Geometry or Advanced Math 20 units (state)	21 units (state)	20 units (state)

Other Graduation Requirements

--Students must pass Gateway exams in Mathematics (Algebra I or Technical Algebra), Science (Biology I), and Language Arts (English II).

--DCHS units (credits) requirement: two additional credits above the state requirements for each year on block schedule

Note: Students who have one year or more enrolled in an 8-unit program will have additional local credit requirements. The chart below shows both the state and local credit requirements for graduation:

Yrs. Enrolled In 6-Unit Plan School	Yrs. Enrolled In 8-Unit Plan School	Units Required By State	Units Required By Dickson Co.	Total Units Required For Graduation
0	4	20	8	28
1	3	20	6	26
2	2	20	4	24
3	1	20	2	22
4	0	20	0	20

Credit Checklist

Name: _____ Student Number _____

Path: () University () Dual - Major: _____ () Technical - Major: _____

Core Curriculum:

_____ English I	_____ Science 1(Phys): _____
_____ English II	_____ Science 2(Biology): _____
_____ English III	_____ Science 3: _____
_____ English IV	_____ Math 1: _____
_____ U. S. History	_____ Math 2: _____
_____ Economics	_____ Math 3: _____
_____ Government	_____ Wellness
_____ Social Studies: World Geography or World History	

Technical Path:

3 units from major area:

University Path:

_____ Fine Arts: _____
_____ Foreign Lang** : _____
_____ Foreign Lang** : _____

**Two years of same foreign language

Electives:

1 unit from related area:

Gateway exams passed:

Gateway Mathematics: _____

Gateway Science: _____

Gateway Language Arts: _____

9-12 Grade Academic Records

Each graduate's 9-12 grade academic record will show--

- a. rank in class
- b. grade-point average
- c. Gateway exam scores
- d. type of diploma
- e. PSAT/ACT/SAT scores
- f. writing assessment scores

Graduation Exercise

a. No student will be permitted to go through graduation ceremonies in Dickson County until requirements for graduation have been satisfactorily completed.

b. At commencement, all students must wear caps and gowns. Girls will be required to wear light-colored dresses and shoes. Boys must wear light-colored shirts, ties, dress pants, dark socks, and shoes.

c. The commencement will be scheduled for Friday, no more than one week before the end of the school year, at 7:30 p.m. in the football stadium.. If it is raining on Friday night, the graduation will be held Saturday morning at 10:00. If it begins raining after the exercise has started, the program will be canceled.

d. Practice for graduation will be from 9:00 a.m. until 12:00 noon the day before commencement. Attendance at practice is required if the student is to participate in the graduation exercise.

College Requirements

All University of Tennessee schools and the Board of Regents universities (Austin Peay, East Tennessee State, Memphis, Middle Tennessee State, Tennessee State, and Tennessee Tech) will have the following course requirements for admission:

4 units of English

3 units of Mathematics (Algebra I, Geometry, Algebra II)

2 units of Natural/Physical Science (including at least one unit with lab, or Biology for Technology, Biology, Chemistry, Principles of Technology or Physics, Ecology, Geology)

1 unit of United States History

1 unit of Social Studies (including World History, World Geography, Ancient History, European History, or Modern History)

2 units of the same foreign language

1 unit of Visual/Performing Arts (Theater, Visual Arts, Vocal Music, Instrumental Music, Art History, or General Music)

For athletes to be eligible for scholarships to NCAA schools, they must have completed two full units in Social Studies. (ncaaclearinghouse.com)

D. Rules and Regulations for Students

1. Admission Requirements

Students over eighteen who have left school with disciplinary action pending shall not be permitted to return to school until authorized to do so by the principal.

In order for a student from another Tennessee county to be admitted at Dickson County High School, the student must obtain a written release from the school system serving the student's residence, and admission must be approved by the director of schools and received no later than May 3 in the year in which the student seeks admission. Tuition must be paid by the school system in which the student resides or by the parent/guardian.

2. General Registration Policies

During registration, each student receives a DCHS Program of Studies, containing information regarding registration policies, course offerings, recommended course sequence, and other services. Additional registration-policies information may be found in the Program of Studies, which is also available at *dicksoncountyhighschool.com*.

3. Calculation of Grades and Grade-Point Average

a. All GPA's will be calculated on a 4.0 system to determine class rank. A weighted numerical average of grades will be used. All grades earned in grades 9, 10, 11, and first term of the 12th will be counted toward the grade-point average used to determine class rank.

b. Beginning the 2005-06 school year, Dickson County High School will use Tennessee's uniform grading scale:

A = 93-100 D = 70-74
B = 85-92 F = 69 and lower
C = 75-84

Additional points will be added to the quarter grade and the term-exam grade for advanced classes. Advanced Placement will receive five (5) points; Honors and National Industry Certification will receive three (3) points. Only advanced classes can receive points above 100 for the quarter grade and term-exam grade.

Grading policy prior to 2005-06:

A = 95-100 D = 70-76
B = 87-94 F = Below 70
C = 77-86

c. The weight of the grading periods shall count eighty percent (80%) of term grade. Term examinations will count twenty percent (20%).

d. The following percentages are for courses that are designated as Gateway/ end-of-course subjects. Gateway/end-of-course tests will count fifteen percent (15%), and the final exam will count ten percent (10%), while the four grading periods will make up seventy-five percent (75%) of a student's grade.

(1) Students who are absent the days of the Gateway/end-of-course tests must have an excused absence as defined by this handbook. Students who have excused absences will be allowed to take a make-up exam developed by the course's department. The department-made exam will count as fifteen percent (15%) of the

grade. This policy does not satisfy Gateway graduation requirements.

(2) Students who have an unexcused absence will take the department-made exam. Only fifteen percent (15%) of the test score will be averaged into the final grade. If a student fails to take this make-up exam within two weeks of the end of the course, a grade of zero (0) will be recorded.

(3) All students who miss a scheduled Gateway test must take the test at the next administration in order to meet the Gateway diploma requirement.

e. The following are deemed advanced classes:

Honors

Algebra II Honors
Biology I Honors
Chemistry I Honors
Chemistry II
Economics Honors
English I, II, III, IV Honors
Geometry Honors (9)
Government Honors
Physical Science Honors (9)
Physics Honors
Pre-Calculus
U.S. History Honors

Advanced Placement

Calculus
Introduction to Calculus

4. Faculty Awards

Only students ranked in the top ten percent of the graduating class will be eligible for the faculty awards (gold, silver, and bronze medals). Each member of the graduating class is eligible for the boys' and girls' citizenship awards and departmental awards. The departmental awards are for excellence in one specific department over a period of time, at least two years, as determined by the faculty members in that department.

The following awards will be given:

Language Arts

1. English
2. French
3. Latin
4. Journalism/Yearbook
5. Spanish
6. speech

Mathematics

Science

Athletics

1. Female
2. Male

Fine Arts

1. Art
2. Band
3. Choral
4. Dramatics

Social Studies

Vocational

1. Agriculture
2. DECA
3. Family/Consumer Science
4. Health Science Technology
5. Information Technology
6. Business
7. Trades & Industry

5. Attendance/Student Responsibility Policy

a. Daily Schedule - School Day 8:00 a.m. - 3:00 p.m.

Regular Schedule

8:00 - 9:33-----1st Block
9:40 - 11:10-----2nd Block
11:17 - 1:23-----3rd block
1:30 - 3:00-----4th Block

Activity/Homeroom Schedule

8:00 - 9:23-----1st Block
9:30 - 9:56-----Activity/Homeroom
10:03 - 11:25-----2nd Block
11:32 - 1:32-----3rd Block
1:39 - 3:00-----4th Block

Lunch Shifts (Regular):

First Shift - Lunch (11:17 - 11:48)
First Shift - Class (11:48 - 1:23)
Second Shift - Class (11:17 - 11:48)
Second Shift - Lunch (11:48 - 12:19)
Second Shift - Class (12:19 - 1:23)
Third Shift - Class (11:17 - 12:19)
Third Shift - Lunch (12:19 - 12:51)
Third Shift - Class (12:51 - 1:23)
Fourth Shift - Class (11:17 - 12:51)
Fourth Shift - Lunch (12:51 - 1:23)

Lunch Shifts (Activity):

First Shift - Lunch (11:32 - 12:02)
First Shift - Class (12:02 - 1:32)
Second Shift - Class (11:32 - 12:02)
Second Shift - Lunch (12:02 - 12:32)
Second Shift - Class (12:32 - 1:32)
Third Shift - Class (11:32 - 12:32)
Third Shift - Lunch (12:32 - 1:02)
Third Shift - Class (1:02 - 1:32)
Fourth Shift - Class (11:32 - 1:02)
Fourth Shift - Lunch (1:02 - 1:32)

b. Student Attendance

(1) In order to meet the requirements for satisfactory attendance, students in the Dickson County School System shall have an approved record of attendance. In order to receive credit in any course in which they have not maintained at least ninety (90) percent attendance, they must have a final average of seventy (70) or above and pass a comprehensive final examination. Students will be allowed to make up time for time to reach ninety (90) percent attendance prior to the examination.

(2) The attendance of students who have reached the age of eighteen (18) shall be satisfactory. Unsatisfactory attendance that is not supported by an adequate excuse shall result in the student's being suspended. Request for re-admission must be made.

(3) A student must be in attendance for at least one hour of actual class time per block to be counted present for that class.

(4) Students will be required to show an admission slip for absences from school. The first four (4) absences will be excused unless the absence is hooky. After four (4) absences from any class, it will be the responsibility of the student to obtain a documented admission slip from the main office; otherwise, the absence will be unexcused.

(5) Students absent from school without their parents' knowledge/permission shall be treated as playing "hooky."

(6) Students withdrawing from school for any reason must go through the proper clearance procedures for transcripts and recommendations to be sent upon request.

c. Excused Absences

(1) A student may receive an excused absence for up to four (4) times per block in either term for these situations:

- sickness without a doctor's statement
- religious holidays
- death of someone who is not in the immediate family
- driver's license exam
- family request (note or telephone call from parent or legal guardian)

(2) Students involved in school-sponsored activities will be counted present.

(3) To be considered excused, absences in excess of four (4) days each term must be the result of the following only:

- **sickness** - documented by an unaltered doctor's statement
- **documented court appearance**
- **death in immediate family** (parent, grandparent, sibling)
- **documented religious holiday**

(4) The student may be excused from attendance, not from material covered or assigned work. It is the student's responsibility, not the teacher's, for make-up work in all subject matter covered during absences.

(5) The student will be requested to take tests or complete work assignments on the first day the student is back in school for absences of one (1) day or less. Checking out of school the period that something is due does not excuse the student from the work or the due date. The due time for make-up and/or make-up tests will be scheduled at the discretion of the teacher. If the absence is extended (at least two [2] days, but not in excess of five [5] days), a maximum of three (3) days will be given for make-up of a test or assigned work. If the absence is in excess of five (5) days, the student shall have a reasonable time to make up tests or assigned work (not to exceed ten [10] school days).

(6) Assignments, including homework and out-of-class projects, that are due on a day when the student has been absent from school must be turned in upon returning to class the very next day (except in the case of extended absences).

d. Unexcused Absences

Work missed due to any unexcused absences shall receive a grade of zero ("0"). This includes any graded assignment (i.e. - homework, in-class assignment, test, etc.) A teacher has the option to give a student the opportunity to make up work missed due to an unexcused absence for a maximum of fifty percent (50%) provided the work is made up on the student's own time and initiative and make-up work is completed in the same time as excused absences.

e. Reporting Procedure for Unexcused Absences

(1) If and/or when a student commits a third (3) unexcused absence, a letter will be sent to the parents or guardian by the school in which that student is enrolled.

(2) If and/or when a student commits a fourth (4) unexcused absence, that student's name will be reported to the attendance director for appropriate action.

(3) If and/or when a student commits a fifth (5) unexcused absence, that student's name will again be reported to the attendance director, who will set a compliance date.

(4) If and/or when a student has an unexcused day after a compliance date has been set, that student's name and facts of unlawful absence will be reported to the attendance director for a petition to juvenile court.

Note: Unexcused absences from the first term do carry over to the end of the school year.

6. Arrival/Departure

Students arriving early should not arrive before **7:15 a.m.** Students should leave promptly after school is dismissed. Students remaining after 3:30 should be in direct supervision of a school person.

7. Early Dismissals

Students shall not be permitted to leave school premises during the school day without the request of the parent/guardian. No students will be permitted to leave school simply because they have no more classes. If students have permission to leave school, they must sign out in the office and state the reason. If students return to school before the end of the school day, they must report to the office immediately and sign in. Parents who wish to have their children excused from school must contact the office by telephone, note, or in person. Students who leave campus without permission will be treated as if playing hooky. No more than four (4) sign-outs will be excused each term without proper documentation: sickness documented by a doctor's statement, documented court appearance, death in immediate family, documented religious holidays. A student must have a phone call to be dismissed after the fourth sign-out each term.

8. Tardiness

The tardy bell will be enforced to the limit. The tardy bell will ring seven minutes after the previous class has been dismissed. This is ample time for students to get from one station to the next. Students are tardy if they are not in assigned seats when the tardy bell rings, do not have a note from another teacher stating they were held overtime, or must be sent to the office to get an admission slip for the previous day's absence and return to class after the tardy bell has rung. When students are tardy, the teacher will issue demerit slips, give the lower portion to the students, and take the other portion to the office at the end of each day. The accumulation of three demerit slips within 20 days may result in detention or an in-school suspension assignment. After students have arrived to school tardy four times, students will speak with a principal, have "repeated tardiness to school" recorded on their discipline records, be assigned to in-school suspension, and the parents will be notified.

9. Visitors

All visitors must be approved by an administrator.

10. Suspension (TN. Code 49-6-3401)

Any principal, principal-teacher, or assistant principal of any public school in this state is authorized to suspend a student from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons.

11. In-School Suspension

A student may be placed in in-school suspension for any type of misconduct prejudicial to good order and discipline in the school as deemed punishable by the administration.

12. Behavior Modification Program

A student may be placed in the in-school behavior modification program for persistent

violation of school rules or for misconduct as deemed necessary by the school's administration.

13. New Directions Academy

At the discretion of the administration, a student can be recommended to the Disciplinary Hearing Authority. A request may be made for the student to be assigned to New Directions Academy (NDA). If assigned to NDA, a student must complete all levels before returning to DCHS.

14. Reporting Pupil Progress

a. Teachers are to have grades entered in the computer the Wednesday after the grading period ends. Grade cards will be issued in homeroom on Monday, a week following the end of a grading period.

b. When students withdraw, they must go through the proper clearance procedure to insure that obligations are clear for transcripts and recommendations to be sent upon request. Students who withdraw and later re-enter will have all absences recorded as unexcused unless they have been enrolled in another school.

15. Dress and Grooming

Students shall dress and groom in a clean, neat, and modest manner in order not to distract or interfere with the educational environment of the school. Specific attire guidelines for secondary students are as follows:

a. Attire for Girls:

(1) Dresses, shorts, culottes, skirts, or jeans with appropriate tops are considered suitable. Appropriate tops cover the midriff and back. Cleavage is not visible. Shoulder straps of tops should be at least two (2) inches wide at their narrowest point.

(2) Proper length for dresses, skirts, culottes, or shorts should extend below the student's fingertips when student's shoulders are in a relaxed position with arms extended fully downward alongside the body. Slits in skirts must meet the same length guide.

(3) Proper undergarments must be worn and not be visible.

(4) Pants are to be worn at the proper height. Pants should not drag on the floor. Shoes should be visible when the student is standing.

b. Attire for Boys:

(1) Jeans, shorts, or trousers with appropriate tops are considered suitable. Appropriate tops have sleeves. Length of shorts is the same as for girls.

(2) Pants are to be worn at the proper height (around the waistline). Pants should not drag on the floor. Shoes should be visible when the student is standing.

(3) Underwear should not be visible whether shirt is tucked or untucked.

c. Types of Clothing Not to be Worn:

Muscle shorts, tank tops, vest tops, "fish-net," or see-through shorts, halters or bare midriffs, lycra or spandex shorts, mini-skirts, or short-shorts, cut-off jeans, and oversized pants

d. ***Clothes, buttons, or patches with questionable slogans*** are not appropriate school wear. Questionable slogans include, but are not limited to, tobacco-alcohol-drug advertisements; use of profanity or sexual connotations; or any type of clothing, apparel, or accessory which denotes such student's membership in, or affiliation with, any gang associated with criminal activities.

e. ***The following are not allowed:***

Any body piercing other than ears; sweatbands, bandannas, combs; chains worn from the belt or wallet; body or facial painting; large chains worn around neck or wrist; spiked necklaces and bracelets; sunglasses, caps, or hats inside the building; jeans with tears or holes.

f. ***Shoes must be worn at all times.***

g. ***Hair colored*** other than natural human colors and multi-colored hair are not permissible. Hair should not be worn in spikes.

h. ***All clothing*** worn must be neat, clean, and in a state of good repair. Any dress or hairstyle that detracts from the educational environment will not be tolerated.

i. ***Discipline Guidelines for Dress-Code Violations:***

(1) First offense: warn, allow to change, and record on discipline page

(2) Second offense: 2 days After School; contact parent

(3) Third offense: 2 days ISS; contact parent

16. **Chewing Gum** during the school day is an infraction.

17. **Running in Hallways** is an infraction of school rules.

18. **Use of Tobacco**

Possession or use of tobacco/tobacco products by a DCHS student on any Dickson County school campus during the school day or while under the direct supervision of a school board employee will be in violation of Dickson County Board of Education policy.

19. **Alcoholic Beverages**

Possession, use, and sale of alcoholic beverages will subject the student to suspension. A Disciplinary Hearing Authority may be requested to determine if the student is a candidate for the New Directions Academy, and a petition to Juvenile Court in Dickson County may be requested.

20. **Drugs and Look-Alikes**

Possession, use, and sale of illegal drugs, marijuana, pills, capsules, or substances of a look-alike nature will subject the student to suspension. A Disciplinary Hearing Authority will be requested to determine if the student is a candidate for the New Directions Academy, and a petition to Juvenile Court in Dickson County will be filed. A student who unlawfully possesses any narcotic, stimulant, prescription drug, or other controlled substance shall be subject to suspension for a period of not less than one (1) calendar year.

21. **Possession of a Weapon**

It is an offense for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any public or private school building or bus, on any public or private school campus, grounds, recreational area, athletic field, or any other property owned, used, or operated by any board of education, school, college or university board of trustees, regents, or directors for the administration of any public or private educational institution. Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors, or compasses with the intent to do harm or in a manner which renders the item dangerous. Students who violate this policy shall be subject to expulsion from the regular school program for at least one year.

22. Fighting will not be tolerated. Violators are subject to suspension.

23. Threats

Acts of violence or threatened violence including formulation of lists or verbal threats will not be tolerated.

24. Disciplinary Point System

An accumulation of disciplinary infractions will result in a charge of willful and persistent violation of school rules.

25. Damage to Property

Students who deface, vandalize, or damage in any manner any school property, including school buses, shall pay in full for all damage and shall subject themselves to disciplinary action.

26. Stay off the Grass.

Students are to remain on the sidewalks.

27. CD/Tape Players, Radios, Cell Phones, and Beepers

Because of the distraction and annoyance to others, CD/tape players, radios, cell phones, and/or beepers are not to be in the possession of students during the school day.

28. Lunch Period Procedures

Students will go to lunch by rooms one at a time in order. All students will go to the cafeteria and remain in the lunch room until dismissed by the lunchroom supervisor. When excused from the cafeteria, all students must remain in the designated break areas. No food is to be eaten outside the dining area. Parents who bring lunches to students are to bring them to the office. Students are not permitted to leave school for lunch or to pick up their lunches off campus. Students will be assigned an ID number which will be the last four digits of their Social Security number unless there is a duplication. These numbers and the student status will be coded into the cash registers. Students can prepay for their meals, or they can pay as they go through the line.

Meal Prices

<i>BREAKFAST</i>		<i>LUNCH</i>	
Free Student	No Charge	Free Student	No Charge
Reduced Student	.30	Reduced Student	.40
Full-Paid Student	.80	Full-Paid Student	\$2.00
Adult	\$1.00	Adult	\$2.50
		Visitor	\$3.25

29. Motor Vehicle Regulations

All vehicles parked in the senior parking lot, junior parking lot, Sullivan parking lot, or the fieldhouse parking lot must be registered. Parking lot permits will be color coded:

Senior parking lot----- ORANGE

Junior parking lot, fieldhouse, and designated spaces at Sullivan----- BLUE

- Vehicles parked in the parking lot nearest the by-pass will not be required to have a parking permit.
- Spaces (marked with yellow lines) located on the front row of the senior and junior parking lots are reserved for teachers.
- Parking permits are to be displayed on the lower left portion of the front window. The cost of the original parking permit is \$5.00. If a parking violation is committed, the parking permit will be revoked, and the student must purchase a second permit. The cost of the second permit will be \$15.00. If a second violation should occur, the third permit will cost \$25.00.
- All seniors may purchase an orange permit. If a space is not available, seniors may park in the junior lot, the fieldhouse lot, or in designated areas in the Sullivan lot.
- Juniors, sophomores, and freshmen may purchase a blue permit, which will allow parking in the junior lot, the fieldhouse lot, or in designated areas in the Sullivan lot.
- To purchase permits, students must have a valid driver's license.
- Campus speed limit is 15 mph.
- Students are to park only in spaces identified as student parking and park within the lines.
- Upon arrival, students are to exit their vehicles and come inside the building. During the school day, students are not to be in the parking lots, sit in the vehicle, or use the vehicle during the school day without permission from a school administrator.
- Radios, tape, or CD players are not be played in a loud, disruptive manner.
- Parking sticker deception will result in loss of parking privileges, notification of parents, and/or other disciplinary action as deemed appropriate.
- Non-registered vehicles parked in parking lots requiring a permit will be identified, and the student will be subject to disciplinary action.
- Once students arrive on campus, they are not permitted to leave without permission.

30. Pupil Transportation

a. The school bus driver shall report any misconduct of students on the bus to the administration. The administration will suspend or recommend expulsion of students for disobedience or disturbance on a school bus in the same manner as for any other infraction which occurs in the school. Students who ride buses to another school in the county and transfer to a high school bus are under the supervision of the principal of that school. and must abide by all rules and regulations of that school while on that campus. Students will not be permitted to get off the school bus except at their destination.

b. Students who drive to school shall not be on the campuses of other schools on the way to and from school. No student shall ride a bus to another school and transfer to a car to ride to DCHS.

c. Student drop-off and pick-up should be made in front of the auditorium lobby.

31. Textbooks

Parent-agreement slips must be signed and returned to the teachers before textbooks

will be issued. Each student will be furnished a sufficient supply of textbooks for each class. At the completion of a unit of study, all books previously distributed to the students shall be returned to the teacher, who shall check each book. If any book has been unduly abused, mutilated, lost, or destroyed, a charge shall be issued against the student.

32. Flower Delivery

Students will be notified of flowers by the end of the 4th block and allowed to pick up their flowers at the end of the school day.

33. Student Insurance

a. An accident insurance program is made available to each student enrolled in DCHS. This insurance is required for all students enrolled in athletics (including football), band, physical education (including swimming), vocational classes, and science classes.

The school-time plan is \$8; the 24-hour plan is \$44.

b. Parents who believe their students are adequately covered may present a signed waiver to the teacher in charge of each program.

E. Rights to Privacy (Public Law 96-342)

1. Statistical information (information not identifying any particular student) may be released to anyone.

2. Directory information (name, phone number, date, and place of birth, major field of study, activities, height and weight, dates of attendance, awards received, degrees attained, and most recent institution attended) may be given out provided the school publishes a notice within the first three weeks of the school year.

3. The policy at Dickson County High School is to consider name, address, phone number, and classification as "directory information." Any student or parent objecting to this information's being distributed upon request should within two weeks of this publication notify the principal in writing as to the item or items to be deleted from the "directory information." This letter may be signed by the student if eighteen years old. This letter must be signed by one or both parents if the student is under eighteen.

4. At the end of this two-week period, "directory information" with the requested deletions will be distributed upon request.

Release - Student Records

Pursuant to the requirements as set forth in Public Law 93-390 as amended, the Dickson County Board of Education will publish annually the policy of the Dickson County School System relative to the maintaining, access to, and releasing of student's records:

Types of Records Maintained	Location	Person Responsible
Active Comulative Folders Health/Scholarship Records	Local School	Principal
Inactive Comulative Folders Elem & Jr. High Students Transfer/Dropouts	Office of Dickson County Board of Education Dickson, TN	Attendance Supervisor
Inactive Comulative Folders Sr. High Grades 9-12 (Inc. Transfers/Dropouts/Graduates)	Local School	Principal
Records of Minor Disciplinary Action (destroyed after graduation)	Local School	Principal
Records of Senious Disciplinary Action (destroyed after graduation)	Office of Dickson County Board of Education Dickson, TN	Director of Schools
Guidance	Counseling Office/School	Counseling Department
Special Education Records and Psychologicals	Dickson Co. Development Center or Psychologists Burns, TN	Director of Special Education or School Psychologists

I. A cumulative record is maintained for all students. The other records listed may exist for some students.

II. Access. Parents or eligible students may request access to the records of their children or their own (if over 18). This access will be granted as soon as possible, but in no case will the time between the request and access be more than 45 days. Up to three (3) copies of transcript will be made free of charge, after which a charge of \$2 will be made for each additional copy.

III. Challenging content of records. A parent or student who has acquired the right of access by becoming 18 years of age or attending an institution of post-secondary education may challenge the accuracy of a record. This action will initiate the following proceedings: (1) Student, guidance counselor, and principal participation. (2) If a satisfactory solution is not obtained in (1) above, the parent or student may appeal to the director of schools, who will within 30 days schedule a hearing before a panel consisting of the director, instructional supervisor, and the principal. (3) In the event the parents or student is still not satisfied, they may appeal to the board of education, which will schedule a hearing as soon as possible or within a 30-day period.

IV. Directory information. The Dickson County School System will not compile or publish directory information on students such as name, address, telephone number, date of birth, major field of study or sports participation. The principals of Dickson County schools will give, (or consent to be given) on request only, information relative to whether or not specific student is enrolled in school and his grade classification. Any other information desired will be released only upon receipt of signed request of parent of student.

V. Other. If there are any additional questions relative to student records, they should be directed to Charles R. Daniel, Director of Dickson County Schools, Dickson, TN 37055.

The Dickson County Board of Education will, upon request from a school in which a student intends to enroll, forward the educational records of the student to that school and will furnish the parent a copy only upon request.

F. *Notice to Parents, Teachers, and Employees of Dickson County Schools - June 30, 1996*

1. This notice is sent in compliance with Federal Law 40CFR763, better known as AHERA.

2. Asbestos-containing building materials were used and still remain in the following school facilities:

- | | |
|---------------------------|--|
| A. Charlotte Elementary | H. William James Junior High |
| B. Charlotte Junior High | I. White Bluff Elementary |
| C. Dickson Elementary | J. Old Burns Elementary
(Kindergarten & Building B) |
| D. Dickson Junior High | K. Old BOE Building |
| E. Dickson High School | L. Warf School (BOE Office) |
| F. Old Oakmont Elementary | |
| G. Vanleer Elementary | |

3. The specific location, type, condition, and other pertinent information concerning

the asbestos-containing building materials may be determined by consulting the management plan for the facility in question. Copies of the management plan may be found in each principal's office, the Dickson County Board of Education Office and the Dickson County Maintenance Department. Questions may be addressed to the Asbestos Coordinator - Harvey Foster, 751 N. Russell, Portland, TN 37148. Telephone (615) 325-2073

4. No asbestos-containing building materials were identified in the following facilities:
Stuart-Burns Elementary James E. Sullivan Elementary
New Oakmont Elementary Dickson County Bus Garage

This notice is to be distributed as follows:

- Copy posted on bulletin board at Board of Education
- Copy posted in each teacher workroom or lounge
- Copy posted in each school administrative area
- Copy read and made part of the minutes of the Board of Education meeting (placed on agenda and announced publicly prior to meeting)
- Copy to each PTA or PTO president with request that it be read in open meeting
- Copy to each local paper with request that it be printed in its entirety

G. *Equal Educational Opportunities/Grievance Procedures*

Equal Educational Opportunities

It is the policy of the Dickson County School System not to discriminate on the basis of sex, race, color, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Title VI prohibits discrimination on the basis of race.

Title IX prohibits discrimination on the basis of sex.

Section 504 prohibits discrimination on the basis of handicap.

Students shall be provided an environment free from sexual, racial, ethnic, and religious 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 employees from discrimination/harassment.

Sexual harassment activity toward any student by an employee or another student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures, or words of a sexual 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.

Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor, or building

administrator. Allegations of discrimination/harassment shall be fully investigated by a complaint manager as set forth in this policy.

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 and 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 identify 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 of the complaint manager. 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 education and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Discrimination/Harassment Grievance Procedures

1. Filing a complaint--Any student of this school district who wishes to file a discrimination/harassment grievance against another student or 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 allegation. The complaint should include the following information:

- A. Identity of the alleged victim and person accused;
- B. Location, date, time, and circumstances surrounding the alleged incident;
- C. Description of what happened;
- D. Identity of witnesses; and
- E. Any other evidence available.

2. 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. The interview shall take place within five (5) days from the time the mutually agreed upon by the student and 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 of 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 schools will keep the board informed of all complaints.

3. 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 school's findings of fact, appeal may be made to the board within five (5) work days. The board shall, within thirty (30) days from the date of 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.

Appointing Complaint Managers

The director of schools shall appoint two complaint managers, one of each gender for each school. The federal rights coordinator may be appointed as a complaint manager. The director of schools shall publish the names, addresses, and telephone numbers of current complaint managers.

Acceptable Use Policy for School Computers

General Principles

When students at Dickson County High School access computer systems and networks owned or operated by Dickson County High School/Dickson County Board of Education, they assume certain responsibilities and obligations. All access of this type is subject to school policies and to local, state, and federal laws. Dickson County High School expects that student use of computers provided by this school will be ethical and will reflect academic honesty. Students must demonstrate respect for property, data, system security mechanism, and rights to privacy.

Guidelines

As a student, you are expected to make appropriate use of computer resources provided to you by Dickson County High School. You must--

1. Use computer resources only for authorized purposes following established procedures;
2. Be responsible for all activities on your assigned computer;
3. Access only files and data that are your own, which are publicly available, or to which you have been given authorized access;
4. Use only legal versions of copyrighted software; and
5. Be considerate in your use of all resources (diskettes, paper, CD ROM drive, etc.).

Unacceptable

1. Using another person's password to access computers or files (Students who "loan" an account or enable unauthorized access may lose their account privileges.)
2. Using another person's files, system, or data without the permission of the instructor
3. Attempting to block passwords or access control information
4. Attempting to circumvent system security measures
5. Engaging in any activity that might be harmful to systems or to any information stored thereon,
such as creating viruses, damaging or deleting files, changing system settings
6. Making or using illegal copies of copyrighted software, storing such copies on school systems or sending them over networks
7. Altering or changing any computer settings
8. Using e-mail services to harass others or using inappropriate language in email or other electronic messages
9. Wasting computer resources
10. Using profanity, obscenity, pornography, or language which may be offensive to another user
11. Plagiarizing (taking someone else's words, ideas, or findings and intentionally presenting them as your own without giving credit to their source)

Dickson County High School considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information that may suggest that students are using school computer systems inappropriately. Violators are subject to disciplinary action by school officials.