

SIGNAL MOUNTAIN MIDDLE-HIGH SCHOOL
STUDENT HANDBOOK
2023-2024

Signal Mountain Middle-High School
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Signal Mountain, TN 37377

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Kim Adams Middle School Secretary
Jessica Giles Bookkeeper
Deann Swan Attendance Clerk
Michael Houston School Resource Officer

Guidance

Leslie Sharpe High School Counselor
Sherry Dagnan High School Counselor
Sara Jane Flowers Middle School Counselor
Angi Donen Middle School Counselor
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HAMILTON COUNTY SCHOOL CALENDAR
2023-2024

1st TERM- 87 DAYS

August 3, Thursday Administrative In-Service #1 (School-Based)

August 4, Friday Administrative In-Service #2 (School-Based)

Registration Day for Students (no classes)

August 7, Monday Administrative In-Service #3 (System-Wide)

August 8, Tuesday Administrative In-Service #4 (School-Based)

August 9, Wednesday First Full Day of School

August 11, Friday Teacher Professional Development #1 (School-Based)

September 4, Monday Labor Day (Paid Holiday #1)

September 18-November 3 Schools choose one extended day (3.5 hrs) for Parent Teacher Conferences

(First 1/2 of Administrative In-Service #5)

September 20, Wednesday Half Day for Students/Half Day Teacher Planning- BUSES WILL RUN

October 6, Friday End of 1st Quarter (42 days)

October 9-13, M-F Fall Break (5 Unpaid Days)

October 16, Monday Teacher Professional Development #2 (School-Based)

October 20, Friday Report Cards

November 8, Wednesday Half Day for Students/Half Day Teacher Planning- BUSES WILL RUN

November 22-24, W-F Thanksgiving Holiday (1 Unpaid, Paid Holiday #2 and #3)

December 20, Wednesday End of 2nd Quarter (45 days)

2nd TERM- 93 DAYS

December 21-January 3 Winter Break (Paid Vacation-10 Days)

January 4, Thursday Teacher Professional Development #3 (School-Based)

January 5, Friday Teacher Professional Development #4 (System-Wide)

January 8, Monday School Reopens

January 12, Friday Report Cards

January 15, Monday Martin Luther King Day (Paid Holiday #4)

February 7, Wednesday Half Day for Students/Half Day Teacher Planning- BUSES WILL RUN

February 19, Monday President's Day (Unpaid Holiday)

February 20-April 5 Schools choose one extended day (3.5 hrs) for Parent Teacher Conferences
(Second 1/2 of Administrative In-Service #5)

March 8, Friday End of 3rd Quarter (45 days)

March 11-15, M-F Spring Break (5 Unpaid Days)

March 22, Friday Report Cards

March 29, Friday Spring Holiday (Paid Holiday #5)

April 1, Monday Teacher Professional Development #5 (School-Based)

May 23, Thursday Last Day of School- Report Cards

End of 4th Quarter (48 days)

May 24, Friday Administrative In-Service #6 (School-Based)

May 27, Monday Memorial Day (Unpaid Holiday)

SMMHS VISION

Our vision is to create a community of caring and committed learners with a passion for excellence.

SMMHS MISSION

Signal Mountain Middle-High School strives to develop socially responsible and engaged scholars who will positively impact their community, country, and world.

IB LEARNER PROFILE

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world.

IB learners strive to be:

Inquirers – They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable – They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers – They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators – They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled – They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded – They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are

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accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring – They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Courageous – They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced – They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective – They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

ACADEMIC EXPECTATIONS

The primary purpose of Signal Mountain Middle/High School is learning. For this purpose to be accomplished, every person - student and staff – must accept the responsibility for

contributing to an appropriate teaching and learning climate.

As a result, we

- × Respect the rights, worth and dignity of each individual.
- × Exhibit good behavior and manners, dress appropriately, and use appropriate language.
- × Come to school intending to learn.
- × Come to all classes with proper tools (books, pencils, etc.) and with all assignments completed by their due dates.
- × Be familiar with and adhere to all school policies and rules, and be willing to accept the responsibilities that accompany rights and privileges.
- × Attend school regularly and be on time to class.
- × Treat others in a manner that builds them up rather than puts them down.
- × Seek to make the school better for everyone by positive contributions.
- × Represent the school with pride and good behavior, both on and off campus.

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- × Exhibit a sense of pride toward the school and exercise proper use and care of equipment and facilities.

ACADEMIC HONESTY

All students are expected to produce their own original work. Violations of academic honesty include, but are not limited to the following:

- × Cheating - taking information of any form into a test situation for the purpose of responding to test items.
- × Plagiarism - submitting another person's published words or ideas as one's own. This includes not just verbatim copying of an author's work but also paraphrasing from that work without giving appropriate reference to the original source.
- × Copying - copying the work of others when the copied material is to count as a grade. This includes electronic copying.
- × Inappropriate Aid - Providing test information to others in or out of class; taking test questions in any form to provide assistance in later test situations; sharing of information by the use of calculators is not allowed.
- × Selling or buying papers or projects.

× Forging of parental or doctors' notes.

Dishonesty and misrepresentation of student work will not be accepted.

Students will not be given credit for work involving violations of academic honesty. The teacher will contact the student's parent or guardian and refer the case to the administration.

Recommended Disciplinary Actions are as follows:

1st Offense Zero on assignment, parent notification by teacher and administration

notified 2nd Offense 2 Days of In-School Suspension and 1st offense consequences

3rd Offense 5 Days of In-School Suspension and 1st offense consequences

STAR ROLL/HONOR ROLL

Students who maintain a B average or above in all classes each semester and have no behavioral infractions will earn Honor Roll. Students who maintain an A average in all classes each semester and have no behavioral infractions will earn Star Roll. A suspension during a nine-week period will disqualify the student from being on the Honor or Star Roll.

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ACADEMIC RECORDS (TRANSCRIPTS)

A transcript is the student's official high school academic record sent upon his/her request to legitimate agencies. Request forms are available in the School Counselors' Office. After all transcript items are completed by the student's counselor, they will be mailed from the Counselors' Office. Seniors sending transcripts to colleges must request them through the Naviance website.

ATHLETICS

SMMHS is a member of the Tennessee Secondary Schools Athletic Association. Students must earn five credits the preceding school year to participate in any TSSAA sport. Middle School students follow the HCAC guidelines. To be academically eligible for middle school athletics, the student cannot fail more than one class the preceding grading quarter. For example, to be eligible for the fall sports, the student's 4th quarter grades from the previous year will be the

determining factor in eligibility. Other restrictions may apply. Coaches of all sports will give students a code of conduct which they must follow. Student athletes must follow all rules set forth by the school, the TSSAA, and the TMSSAA.

High School and Middle School

Fall Sports:

Cheerleading (Yearlong)

Cross Country

Football

Girls Soccer

Golf

Volleyball

Winter Sports:

Boys Basketball

Girls Basketball

Bowling

Wrestling

Spring Sports:

Baseball

Boys Soccer

Softball

Tennis

Track

Students who plan to participate in a school sport must have a sports physical before trying out. Per the TSSAA and the TMSSAA, one physical is required and valid from May 1 to May 1 each year. This, along with parental permission, must be indicated on the proper TSSAA and TMSSAA sports permission form. The TSSAA Physical form and the Emergency Medical Release form must be turned in before a student will be allowed to practice, train, or try out. Speak with the head coach of each sport, see the school's website, the TSSAA website, or email the athletic director to acquire any of these forms.

ATTENDANCE POLICY

Students are expected to be in school and on time for each class. A student who is not in school for at least half the day (11:15 am) may not participate in extra-curricular/sports activities on that day. If the day is shortened to a half day, the student must stay the entire half day to be counted present.

Perfect attendance is determined by each class period.

Excused Absences

- × Personal Illness – Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A doctor's statement will be needed after three sick days.
- × Death in Immediate Family – Students may be excused for three days in the event of a death in their immediate families including parents, step-parents, siblings, or grandparents. Extenuating circumstances may require a longer period of excused absence.

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- × Family Illness – A student having an illness in the family which requires him or her to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.
- × Religious Holiday – Students shall be excused on special or recognized religious holidays regularly observed by particular faiths. Prior approval is required should these days occur while school is in session.

- × Personal – Students who are absent for a good cause – doctor, dental, or court appointment – which cannot be scheduled at times other than school hours may be excused upon proof of appointment. Prior approval by parent or guardian and the principal or his designee is required.
- × Approved School Sponsored Activities – Students shall be marked present when participating in a school sponsored activity away from the school building.

Written requests for authorized absences such as college visitations must be submitted to the principal for approval in advance. Upon returning from an absence, all notes for absences should be turned in to the attendance secretary. Students should keep a copy for their records.

A student dismissed for any of the reasons listed must bring a note that contains the student's name, the explanation for the absence, and the parent's signature and daytime phone number. This note should be given to the attendance secretary on the first day the student returns.

Unexcused Absences- are any absences not covered in the excused absence list and includes but is not limited to

- × Truancy
- × Cutting class
- × Out of town
- × No excuse submitted
- × Missed the bus
- × Out of school suspension
- × Trouble with automobile
- × Unexcused tardy
- × Failure to check in when tardy to school

- × Absent without parent's permission
- × Not properly dismissed

Excessive Absences

By law students are allowed five (5) unexcused absences per school year. HCDE will allow parent excuses to serve as documentation for three (3) additional personal illness days. After the five (5) unexcused days and the three (3) additional personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (as defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent or guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school.

After more than five (5) unexcused absences, parents will be notified by a school social worker via legal notice to attend an Informal Truancy Hearing before juvenile court representatives. If unexcused absences continue after the Informal Truancy Hearing, parents will be petitioned to attend a Formal Hearing before a juvenile court judge.

Make-up Work

It is the student's responsibility to get his/her make-up work after an absence. Students will be given five school days to turn in the work. When make-up work is requested, the teacher should be given one full school day notice to allow time to gather the assignments and get them to the office. If a student's absence is unexcused, he/she may be allowed to make-up work for reduced credit (may not exceed 10%).

Arrival Policy

Students in the high school car line and all bus riders will enter the building upon arrival and report directly to the high school gym from 7:15 - 7:35am. High school students will sit on the home side bleachers and middle school students will sit on the visitor side bleachers. Students must find a seat and stay in their seat until dismissed at 7:35am. Any business students need to complete before school starts can be done from 7:35 - 7:45am when they should be in their first class. This includes delivering notes to the office, using the restroom, visiting the vending machines, or other activities that must wait until 7:35am. The use of cell phones is prohibited on school campus once students arrive. Students may not be on their cell phones or other electronic devices during morning arrival time.

Dismissal Policy

Students must always receive office approval before leaving campus, regardless of the reason.

Notes/faxes are accepted for dismissal for a scheduled appointment. Notes must be brought to the attendance secretary before the first period on the day of the dismissal. Students are not to leave until the appointments have been verified. Students will receive a dismissal slip verifying approved dismissals. A student must sign out on the dismissal log book in the high school office before leaving the building. All other dismissals from school require a parent signature in our log book in the office. No emails/phone dismissals will be granted. Early dismissals will not be granted, except for pressing emergencies. Your student will be called to the office for dismissal once you have signed them out in the office. Please do not call and ask that your child wait on you in the office. No dismissals after 2:20.

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Tardy Policy – TARDIES ARE CALCULATED EACH QUARTER

- Tardies 1-3 will receive a warning.
- Tardies 4-6 to school within the quarter will result in a morning/afternoon detention.
- Tardies 7-9 to school within the quarter will result in 1-2 days of ISS, OSS, or Saturday School for each tardy or administrative assigned equivalent.
- On the 10th tardy to school within the quarter discipline will be determined by administration. ISS, OSS, Saturday School and/or loss/suspension of parking/driving privileges are all possible consequences.

CODE OF CONDUCT

The goal of the discipline policies of Signal Mountain Middle/High School is to provide a safe and healthy learning environment for all who enter our building. The following rules, based upon common sense, consideration, and respect, apply to everyone:

- × Be on time
- × Be considerate of others
- × Do your work
- × Be respectful of yourself, of others, of their ideas, and of the facility
- × Students should respect people, respect property, and respect ideas.

Discipline can have many different meanings, 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 their own behavior. Being responsible for one's behavior involves taking ownership of the consequences for the result of one's actions.

SMMHS DISCIPLINARY PROCEDURES

Students who neglect or refuse to abide by the educational standards of the school or whose conduct is detrimental to the school may expect to receive consequences as outlined in the HCS Code of Acceptable Behavior. To access the COAB, parents and students can [CLICK HERE](#) , or visit www.hcde.org

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and click on the "Parents and Students" tab and select "Code of Acceptable Behavior". Please note that the administration reserves the right to modify, change or add to the disciplinary actions.

Suspension Policy

Suspension means removal from the student's regular school and prohibition from attending all school events and activities during the time of the suspension.

- × The principal or assistant principal is authorized to suspend a student from attendance at school, including sponsored activities, both at school and away from the school campus, or from riding the school bus for good and sufficient reasons.
- × Except in an emergency, no principal, or assistant principal shall suspend any student until that student has been advised of the nature of the misconduct, questioned about it, and allowed to give an explanation.
- × For students suspected or identified as having a disability, the principal will ensure that the disciplinary process is in compliance with IDEA.
- × The school must make a reasonable effort to contact the parent or guardian of a suspended student.

Reasons for such suspension may include, but shall not be limited to:

- × Willful and persistent violation of the rules of the school or truancy, including attendance violations and excessive tardiness.

- × Immoral or disreputable conduct or vulgar or profane language.
- × Fighting and/or violence or threatened violence against any person including students and adults attending or assigned to any public school.
- × Willful or malicious damage to real or personal property of the school, or the property of any person including students and adults attending or assigned to the school.
- × Marking, defacing or destroying school property.
- × Possession of a pistol, gun or firearm, real or look-alike, operable or non-operable, on school property, on a school bus, or at any school event.
- × Possession of a knife, etc., as defined in (TCP 39-17-1301) on school property, on a school bus, or at any school even.
- × Disrespect to Faculty or Staff.

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- × Unlawful use or possession of any illegal or prescription drug or drug paraphernalia on school property, bus, or at any school event. Smoking, chewing, or possessing tobacco or using and/or possessing electronic cigarette paraphernalia.
- × Any other conduct prejudicial to good order or discipline.
- × Off-campus criminal behavior resulting in felony charges; when the student's presence in school poses a danger to person or property, or disrupts the education process.
- × Bullying, gambling, cheating, stealing, food throwing, sexual harassment, or excessive dress code violations.
- × Inciting, advising, or counseling of others to engage in any of the acts herein enumerated. × Any activity which results in the disruption of the school environment.

HCDE Recommended Discipline for Misconduct on the Bus

Students should conduct themselves properly in accordance with the school board policy. Student transportation is a privilege, not a right. Rule 6, Part IV, Rules and Regulations. Public Transportation, as formulated by the TDOE reads as follows: "A pupil shall become ineligible for bus transportation when his/her behavior physically endangers other riders, causes dissension on a school bus or when he/she disobeys state or local rules and regulations pertaining to bus transportation." In the event that it can be established that a student's relatives or any other

individual acting in the student's behalf enters onto a school bus without the driver's permission, the student may be suspended from riding the County school bus. Any violation of proper conduct on school buses will result in consequences as outlined in the HCS Code of Acceptable Behavior. To access the COAB, parents and students can [CLICK HERE](#), or visit www.hcde.org and click on the "Parents and Students" tab and select "Code of Acceptable Behavior". Please note that the administration reserves the right to modify, change or add to the disciplinary actions.

Discrimination/Harassment

(Sexual, Racial, Ethnic, Religious, etc.)

Students and teachers shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of Hamilton County Board of Education policy for any employee or any student to discriminate against or harass a student or teacher through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. This includes conduct, gestures, drawings, words, or phrases which are commonly accepted to have a sexual, racial,

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ethnic, or religious connotation. Guidelines are set forth to protect students and teachers from discrimination/harassment.

Notice of Non-Discrimination

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504; (2) Title VI of the Civil Rights Act of 1964; or (3) Title IX of the Educational Amendments of 1972. Dr. Marsha Drake is the Title VI and Title IX coordinator for Hamilton County Schools. She may be reached by calling (423) 498-7022.

Bullying/Cyber Bullying

Bullying will not be tolerated on school property, at a school function or on a school bus, or virtually via electronic devices and platforms. Bullying shall mean deliberate and repeated harassment, intimidation, and/or violence against a student perpetrated by another student or

group of students. Bullying includes but is not limited to:

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

A student who commits an offense under this policy shall be disciplined appropriately, including but not limited to suspension from school. Students who are intimidated or harassed by another student should report these incidents immediately to an administrator.

Cyber Bullying can be defined as the following:

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat and websites. Examples may include mean text messages or emails, rumor sent by email or posted on social network sites, taking or sending

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embarrassing pictures, videos, websites, establishing fake profiles, etc. If cyber bullying affects the normal school day, per HCDE policy, administration can address and punish accordingly even if the communication took place off campus and after-school hours.

Fighting

In the event of a conflict between students (or any other person), all students are expected to resolve such conflict in a non-violent, non-threatening manner, which does not demean anyone involved. Each incident of fighting will be handled on a separate and individual basis and determined by the severity of the incident. The penalty for each student involved in a fight, defined as an exchange of physical blows (hitting, slapping, pushing, shoving, etc.), will be 5 days of out-of-school suspension. The second offense will be 10 days of out-of-school suspension. Students should report potential fights or actual fighting immediately to an administrator or teacher. Students should not take matters into their own hands but should allow an administrator to handle the situation.

Students who instigate fights, but are not actively involved (that is, students who carry rumors, put others up to fighting, or carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report these incidents immediately to an administrator. Students may be arrested for fighting and/or summoned to Juvenile Court.

Substance Abuse

Students found in possession of alcohol, controlled substances, illegal drugs, intoxicants, imitation controlled substances, paraphernalia, etc. for use, sale, or transmittal or showing the effects of alcohol or other drugs on school grounds or at school-sponsored functions will receive consequences as outlined in the HCS Code of Acceptable Behavior. To access the COAB, parents and students can [CLICK HERE](#), or visit www.hcde.org and click on the "Parents and Students" tab and select "Code of Acceptable Behavior". Please note that the administration reserves the right to modify, change or add to the disciplinary actions.

Consequences may include, but are not limited to the following:

- × Parent Notification / Conference
- × 20, 30, 45, or 60 Day Out-of-School Suspension (Alcohol Possession, Use, Under the Influence, Sale, etc.)
- × Expulsion for Zero Tolerance Offense (Drug Possession, Use, Under the Influence, Sale, etc.)
- × Suspension or Removal from Extra-Curricular Activities

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- × Involvement of Law Enforcement
- × Other Consequences as Determined by the Administration

Possession is defined as being found on a student or in a student's personal belongings, locker, or vehicle at school, on the bus, on school property, at school sponsored events on or off school property, etc.

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

Tobacco Use

Students using, possessing, or transferring tobacco products or electronic cigarette paraphernalia in any form on school premises or school-related activities will receive consequences as outlined in the HCS Code of Acceptable Behavior. To access the COAB, parents and students can [CLICK HERE](#), or visit www.hcde.org and click on the “Parents and Students” tab and select “Code of Acceptable Behavior”. Please note that the administration reserves the right to modify, change or add to the disciplinary actions.

This shall include use in cars, school buses, and/or during any school sponsored activity whether it occurs before, during or after school hours. To possess shall mean to have tobacco products or electronic cigarette paraphernalia of any form on the person, in the vehicle or other areas in control of the individual, including one's personal effects. To use shall mean holding of a lighted cigarette, cigar, pipe, or electronic cigarette paraphernalia, any inhaling of the smoke of tobacco, vaping, or any chewing or dipping of any tobacco product. To "transfer" shall mean to give or pass contents of any of these items from one person to another.

Consequences may include, but are not limited to the following:

- × Parent Notification / Conference
- × In-School Suspension
- × Saturday School
- × Out-of-School Suspension
- × Suspension or Removal from Extra-Curricular Activities

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- × Expulsion
- × Other Consequences as Determined by the Administration

School administrators reserve the right to inspect lockers, automobiles, and personal effects on the premises.

If a tobacco product or electronic cigarette paraphernalia are determined to contain illegal drugs, actions and consequences aligned with Substance Abuse will be taken.

All Hamilton County facilities are smoke free environments per Board Policy as of 7-1-94 with this policy including any tobacco-related products and electronic cigarette paraphernalia.

Zero Tolerance Policy

A. Zero Tolerance Offenses

- × Bringing to school or in unauthorized possession on school property of a firearm, explosive or incendiary device, poison gas, bomb, grenade, rocket, missile, mine or similar device. (A firearm is defined as any weapon which will or is designed to or may be readily converted to expel a projectile by the action of an explosive.)
- × Committing battery upon any teacher, principal, administrator, on any other employee of a local education agency or school resource officer.
- × Unlawfully possessing any controlled substance or legend drug. A controlled substance is any drug included in state law as a Schedule I, II, III, IV, V, VI, or VII substance. A legend drug is any item which federal law prohibits dispensing without a prescription from a licensed doctor, dentist, optometrist or veterinarian.
- × These offenses require that the student be expelled for a period of not less than one (1) calendar year, except that the superintendent may modify this expulsion on a case-by-case basis. Expulsion means removed from the pupil's regular school program at the location where the violation occurred or removed from school attendance altogether.

B. Other Offenses Which May Result in Year-Long Suspension

The following acts may result in at least a calendar year suspension or a lesser suspension depending on the circumstances of the incident:

- × Possession of a knife or any other device with a sharp blade attached, club, knuckles or any instrument which is capable of inflicting injury to or disabling another individual.

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- × Possessing, transferring or receiving drug paraphernalia.
- × Possessing, transferring, receiving or using any substance which the student indicates or understands to be a substance which is controlled in any manner by state or federal law.
- × Possessing, transferring or receiving non-prescription drugs.

The Superintendent or his designee may modify a long-term suspension on a case-by-case basis. For purposes of this section, possession means actual physical control of the device

or substance or the ability to exercise control over the device or substance. This includes possession of the device or substance on school property, a school bus or at a school sponsored event or activity.

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

Remember, “has reason to suspect” means you have seen indicators of abuse, the child has disclosed abuse, or you have a “gut” feeling something might not be right. It does not mean that you are certain that abuse has occurred. Reporting abuse, or suspected abuse, is actually a request for professionals to investigate further.

If you suspect child abuse, call the Tennessee Toll-Free Hotline at 1-877-54-ABUSE (1-877-542-2873).

DRIVER’S PERMIT AND LICENSE SF1010 FORM

Any student under the age of eighteen who is applying for a TN driving permit will be required to take form SF1010 to the driver license station. Students may obtain the form from Kim Adams while school is in session. Allow 1 week for the form to be completed and returned to the student.

Tennessee State Law requires that students pass at least five full subjects to apply for the SF1010/Permit form. Also, students cannot miss more than 10 consecutive days or 15 days total of unexcused absences during a single semester. When a student applies for the driver's license or permit, the SF1010 is only good for thirty (30) days from date of issue.

DRIVER’S LICENSE REVOCATION

Per State Law 49-6-3017, any student 15-17 years of age who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver’s license revocation. A student shall be deemed academically deficient if he/she has not received passing grades in at least five full unit subjects at the conclusion of any regular school semester. A student shall be deemed deficient in attendance when he/she drops out of school or has excessive absences. Suspensions count as unexcused absences (TN state law). A student may not be considered to be in compliance until the

student makes a passing grade in at least five full unit subjects at the conclusion of any subsequent grading period.

DRIVING AND CAMPUS PARKING

Students should understand that parking on school property is a privilege, not a right afforded to students. Certain conditions are attached to privileges. Students who fail to uphold those conditions will be subject to loss of parking privileges with the cost of parking non-refundable and disciplinary actions.

The conditions for parking are as follows:

- × All students who drive on school grounds must possess a valid driver's license and proof of insurance.
- × Students must register any vehicle they intend to drive to school with school authorities. All information requested must be given on the registration form. A \$25 non-refundable charge is to be paid prior to issue of the permit. This permit is to be hung on the rear view mirror. NO EXCEPTIONS.
- × Vehicles without visible parking permits are subject to towing at owner's expense.
- × No students are to park in the spaces which are reserved for faculty in the main front lot and no students are to park in any lower MS parking lot spaces.
- × All students should park, lock, and leave their vehicles upon arriving at school. Loitering is not permitted in the school parking lot.
- × Students are not allowed to return to the parking lot once they enter the building until school is dismissed without administrative approval.
- × Students are not to share their permit. Permits must be used on the registered vehicle only.
- × Parking is provided for seniors and juniors only. Parking for sophomores, if any, will be based on availability. Freshman parking will be granted by administrative approval only.
- × All vehicles on school property are subject to search by school officials.
- × Students conducting or allowing illegal activity in their cars on school grounds will be subject to losing their permit permanently, as well as normal disciplinary action in regard to the discipline policy.
- × Ten tardies to school may result in loss of driving/parking privileges for a set amount of time. Reasons for Loss of Driving Privileges
- × Speeding (15 mph speed limit) or reckless driving (including entering and exiting campus).

- × Attempting to cut through the Nolan drive or parking area at any time.
- × Entering parking area during the school day without permission from the office.
- × Excessive tardiness/absences.
- × Refusal to follow school official's directions.
- × Allowing another student to borrow a permit, parking in unassigned spot, parking sideways or not within a marked parking space, or driving off pavement.
- × Possession of alcohol, drugs, tobacco, or electronic cigarette paraphernalia.

ELEVATOR

The elevator is off limits to all students unless given specific permission by an administrator and are issued an elevator pass. Failure to follow guidelines is subject to disciplinary consequences.

DINING HALL / EATING AREA RULES

All students are expected to eat and remain in the dining hall or other designated eating areas during their lunch times. Students are expected to dispose of all trash and clean up after themselves. Proper manners are expected in all eating areas. Use of improper manners will result in disciplinary action. Students who choose to throw food may be suspended from school.

CELL PHONES AND ELECTRONIC DEVICES

Hamilton County Schools has a district wide cell phone/electronic device policy, with discretion given for grades 9-12 if devices can be used at lunch. Per the policy, all students grades 6-12 “may possess devices so long as they are not seen or heard, and should be stored in closed pockets, backpacks, purses, bags, assigned locker, automobile, or other school location.” Students at SMMHS may not have devices seen or heard from when students arrive at 7:15am until school ends at 2:45pm.

“Devices are defined as cell phones, personal communication devices, and electronic personal devices including, but not limited to, wearable technology such as eyeglasses, rings, earbuds,

headphones, or watches that have the capability to record, live stream, or interact with wireless technology.”

At SMMHS, students in grades 9-12 may use a device during lunch while in designated lunch areas, including the cafeteria, library, and quad. Students are not permitted to use devices in the hallways or any other areas than designated during lunch. Administration reserves the right to monitor this privilege and can revoke lunch electronic access as determined appropriate.

The policy also states that “taking photos or recording videos, whether by cell phone or any other device, is prohibited. Using cell phone cameras to record altercations on school grounds or at school events is prohibited. In such cases, phones may be confiscated as evidence and consequences will be assigned. Consequences may be issued for the person who records and/or shares an altercation. Cell phone recordings done outside of school that are shared by and with members of the school community and cause harm toward students and/or a significant disruption in school are prohibited.”

“When technology is used to support the instruction of standards in the classroom, the use of chromebooks should be prioritized over cell phones.”

“STUDENT EXCEPTIONS- Students may be allowed to use a cell phone as a tool for hearing, translation, or other functions for students with a 504 Plan or IEP that articulates both the need and parameters for use. All staff will be informed if a student has an identified exception and will accommodate the student accordingly.”

The consequences for violations of this policy both at the HS and/or MS levels shall result in the following actions per the HCDE Code of Acceptable Behavior (COAB):

1st Violation – Phone and device privilege is lost for the remainder of the day with a parent being required to pick the phone up from school. If a parent is unable to pick the phone up, then the school will hold the phone for 3 days before returning it to the student.

2nd Violation - Phone and device privilege is lost for 5 school days. Student must check their phone in with their grade level Assistant Principal each morning and check the phone out each afternoon. Failure to check in a phone or device, checking in an alternate phone or device, or using another student’s phone or device, will result in additional days of lost phone privilege and/or In-School Suspension.

3rd Violation – Phone and device privilege is lost for 10 school days. Student must check their phone in with their grade level Assistant Principal each morning and check the phone out each

afternoon. Failure to check in a phone or device, checking in an alternate phone or device, or using another student's phone or device, will result in additional days of lost phone privilege and/or In-School Suspension.

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4th Violation and Beyond – Phone and device privilege is lost for 20 days, 45 days, 90 days, or for the remainder of the year, depending on the violation. If a student uses another student's phone or device at any time during this period, the student will receive In-School Suspension. If a student brings a phone or device to school at any time during this period, the student will receive Out-of-School Suspension.

School-Issued Chromebook Notes: As part of the district-wide 1:1 initiative, all students in grades 6 through 12 will have access to school-issued Chromebooks for academic use. Like phones, all Chromebooks must be used appropriately at all times in alignment with district and school policies.

Note to Parents: Please do not try to contact or communicate with students via cell phone, text, etc. during instructional or restricted times. All emergency contact to students should go through the main office or nurse's office when necessary. Each classroom is equipped with a phone so teachers can be reached to receive information or important student messages relayed from the office. In most cases, a student may be given permission to use a classroom or administrative telephone to contact a parent or guardian if necessary. Please note that all students will have access to their phones at least once per day to check any messages from parents or communicate with parents regarding transportation changes, after school activities, etc.

This policy is designed to protect the educational program of all students. Students found by staff members to be in violation of the above rules will be subject to the disciplinary actions stated in this policy. Students using cell phones or electronic devices in a manner that violates our school rules of conduct (sending inappropriate messages or pictures, harassment, unlawful use, etc.) will be subject to more severe disciplinary actions up to and including extended suspension and/or expulsion. Neither the Hamilton County Department of Education nor Signal Mountain Middle High School will assume any liability for any lost, stolen, or damaged cell phones or electronic devices in school or any related activity.

Hamilton County Department of Education Technology Use Policies

The use of technology is an essential component of the school program and the educational process. The Hamilton County Department of Education will allow students and employees access to HCDE's wireless network using school-issued Chromebooks and personally

owned phone devices. The use of HCDE's network is a privilege not a right and may be revoked at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps build good digital citizens.

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Rules and Conditions:

The following rules and conditions are specific to our district's and school's Cell Phone/Electronic Device Use Policy. All students and their parents must read and sign the Technology Acceptable Use Policy before the device will be allowed on the network.

Failure to follow the Technology Acceptable Use Policy or school Cell Phone/Electronic Device Policy may result in loss of device privileges and/or further disciplinary action.

Where/When/Storage

1. Students may only use their device as outlined in our school Cell Phone/Electronic Device Policy.
2. Students may only use their device in designated areas at designated times as outlined in our school Cell Phone and Device Policy and only in an appropriate manner.
3. Students should not ask teachers or staff to hold or store their device.
4. No school employee should be asked to retrieve a device left in school after normal school hours.
5. Students may not use their device to update or post on social media sites or accounts during school hours.
6. Students should not use device to call, text message, take pictures, videos or audio recordings, or electronically communicate with others during the school day.
7. Students should not possess, share, or download inappropriate videos, pictures, or audio recordings during the school day.
8. Per our school Cell Phone/Electronic Device Policy, any misuse of devices will result in disciplinary actions which may include the student's devices not being allowed at school for a period of time or for the entire year or other consequences.

Network Access

1. Students should use the school's wireless network, not personal data plans, to access the web. BYOD privileges may be revoked for students not using the approved network.
2. No guarantee is made that the school's wireless network will always be available. Network outages may occur and signal strength may vary.
3. The school district monitors each school's wireless network to maintain filters to block inappropriate content. If a student encounters access to inappropriate content at any time, they must report this to a teacher or administrator in order for the district IT department to be notified.

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Theft/Loss, Etc.

- 1 The school district will not be held financially responsible for lost or stolen devices.
2. The school district will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
3. School staff will not configure, troubleshoot, or repair student devices.
4. School officials may read, examine, or inspect the contents of any student's personal device upon reasonable suspicion that the contents of the device may contain evidence of a violation of our school policies or other rules and policies of the district or local, state or federal laws.
5. School officials may confiscate any student device if the student is not following district or procedures or our school Cell Phone/Device Policy. Confiscated devices will be locked in an administrative approved location and parents will be contacted.

DRESS CODE

The dress code is designed to allow for student comfort while maintaining an environment conducive to learning and appropriate for the educational setting. A statistical correlation exists between good grooming, personal attire, and achievement. Apparel and/or appearance should promote student learning and should not be disruptive to the learning environment. An important goal of a dress code is to teach young people that in the larger arena of life, different types of dress are appropriate for different settings. Apparel that is appropriate for social settings may not be appropriate for school.

WITH DECISIONS REGARDING SCHOOL DRESS, THE PROFESSIONAL JUDGMENT OF TEACHERS AND ADMINISTRATORS WILL PREVAIL.

Disciplinary Actions for Dress Code Violations include, but are not limited to: warning and being made to change, ISS, and/or administrative decision for further additional consequences.

Shirts

1. Clothing that reveals the navel is unacceptable. Shirts should extend below the top of the pants when standing as well as when seated.
2. Strapless shirts, backless tops, halters, tank tops, see-through material, and low-cut shirts are not appropriate for school. Top apparel must be modest and no cleavage or bare midriff should be revealed. All tops must have a minimum of 3-fingers width on the shoulders and NO undergarments should be visible.

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3. Shirts may not depict suggestive wording, pictures, graphics, or advertisements for alcoholic beverages, tobacco, drugs, sex, gangs, etc. Students will not be allowed to turn shirts inside out.

Pants/Shorts/Dresses/Skirts

1. No underwear is to be visible when standing or sitting.
2. No holes or tears where skin is visible may be present in any garment worn.
3. Skirts, shorts, and dresses must be at least mid-thigh length. Students should be able to sit, stand, and walk without revealing underwear above or below the garment.
4. Pants must fit appropriately (all pants must be worn at waist level and cannot be extremely tight) and may not be ripped or have holes or patches showing skin.
5. Pajama pants are not permitted.
6. Shoes or other appropriate footwear are to be worn at all times. No house shoes or slippers.
7. Coats are not to be worn during school, and must be placed in a locker upon entering the school building. Fleece, sweatshirts, and pullovers may be worn during school, but hoods cannot be worn. Blankets are not allowed.
8. Hats, head coverings, bandannas, and sunglasses are not to be worn in the building from the

time the building opens until dismissal. These items must be kept in lockers during the school day, and if seen with the student during the day, they are subject to confiscation.

9. Any inappropriate piercing will be dealt with at the discretion of the administration.

ACADEMICS

COLLEGE ACCESS

The purpose of your college advisor is to collaborate with school counselors and support the existing school counseling/guidance program by serving as a resource for college and financial aid information for students, parents, faculty and staff.

SMMHS subscribes to the belief that every student should have the opportunity to go to college. We will work to help increase awareness of postsecondary opportunities, find the right college match for your child, and present as many scholarship opportunities as possible.

COUNSELING SERVICES

Philosophy: Our comprehensive school counseling program is predicated on the belief that all students are unique and dynamic individuals, capable of becoming responsible and productive adults. Our program is proactive and preventative in nature and we are committed to meeting the needs of ALL students.

Although working with students is the primary focus of the mission and philosophy; communicating, coordinating and consulting with administrators, teachers, parents, and community agencies are integral to the work of our Guidance and Counseling Program.

Services Provided: While it is impossible to list all of the services provided by our school counseling department, the primary areas of service include individual counseling, small group counseling, advisory assistance, classroom guidance, academic counseling, college and career counseling.

Throughout the counselor's work with students in each of the following areas, confidentiality is very important. Our school counselors keep information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed. Counselors will consult with appropriate professionals when in doubt as to the validity of these exceptions.

SUSPECTED CHILD ABUSE

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

Remember, “has reason to suspect” means you have seen indicators of abuse, the child has disclosed abuse, or you have a “gut” feeling something might not be right. It does not mean that you are certain that abuse has occurred. Reporting abuse, or suspected abuse, is actually a request for professionals to investigate further.

If you suspect child abuse, call the Tennessee Toll-Free Hotline at 1-877-54-ABUSE (1-877-542-2873).

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COURSE LEVELS

All students in grades 6-10 participate in the International Baccalaureate Middle Years Program (MYP), and all classes in 6th – 10th are IB Middle Years Program courses. The IB Diploma Program (DP) is open to 11th and 12th grade students interested in this rigorous and challenging curriculum.

Standard Level Courses: Standard level courses are offered in each discipline and are open to any student.

Honors Level Courses: The following Framework of Standards for Honors Courses is required by the State Board of Education to ensure that additional rigor is being provided in all honors courses:

Honors courses will substantially exceed the content standards, learning expectations, and performance indicators approved by the State Board of Education.

Honors courses have three points added to each semester grade.

The IB Diploma Program is an internationally recognized program that provides a rigorous pre-university course of studies, leading to examinations, designed for highly motivated secondary school students. The program is designed as a comprehensive two-year curriculum that allows its graduates to fulfill and exceed requirements of state, national, and international high school graduation. Individual colleges and universities have their own specific standards for granting credit for IB work.

IB Diploma Program students take six courses as well as a Theory of Knowledge course over two years. Students can also take up to three individual DP courses without being a full

diploma candidate. Theory of Knowledge will not be offered as an individual DP course. Scores from internal assessments given by the teacher and from external exams given in each subject in May are combined to derive the student's

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final IB grade. Seniors in the IB Diploma Program also complete a 4000-word extended essay and CAS (Creativity Action Service) activities.

IB courses have five points added to each semester grade. Students who do not take the required IB exam will not receive the additional 5 points to the final semester grade.

Dual Enrollment/Early College Program: Chattanooga State has partnered with SMMHS to offer courses that will earn both high school and college credits. Classes are taught on campus at Signal Mountain Middle High School. The student will be required to pay the registration, tuition, and fees for Chattanooga State classes.

Dual enrollment classes will have three points added to each semester grade.

GRADING POLICY

With Power School, grades are accessible at any time, through the parent portal. Report cards are not printed or mailed. If you need a printed copy of the report card, a written request should be made to the Guidance office. Grades are reported on a numerical basis. To receive credit for a course, a student must finish the course with an average of 70 or above. High school grades are finalized at the end of each semester (December and May). For high school courses Semester 1 and Semester 2 grades DO NOT average together for a final year-long average (Year-long average is for middle school). The finalized grades are used to calculate a high school Grade Point Average (GPA) for high school courses. The grading scale is as follows:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 0-59.

CREDITS NEEDED FOR GRADE CLASSIFICATION

Freshman: 0-4 Sophomores: 5-10

Juniors: 11-16 Seniors: 16 and up

GRADUATION REQUIREMENTS

All students are required to have the following for graduation:

English 4 credits

Math 4 credits

Science 4 credits

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Social Studies 3 credits

Foreign Language 2 credits (same language)

Wellness 1 credit

Fine Art 1 credit

Personal Finance ½ credit

Physical Education ½ credit

Elective Concentration 3 credits

Seniors are required to be enrolled in math, science, and English courses their senior year. Also, students that choose not to participate in the DP program of IB will be required to complete a senior project.

SENIOR LUNCH REQUIREMENTS

Seniors who are passing all courses, and have not had any adverse discipline issues that resulted in suspension or in-school suspension, may take an off-campus lunch on a designated date with parent permission and teacher approval.

SENIOR EXAM EXEMPTIONS

For a senior to be exempt from second semester exams, he or she cannot have more than 3 absences for the 2nd semester (school-related events, i.e. field trips, athletics do not count) and must have an 85 or higher in the class.

END OF COURSE EXAMS

The Tennessee Department of Education requires TN Ready Exams to be administered to all students in Algebra 1, Algebra 2, Biology, Chemistry, US History, English 9, and English 10. These exams will be given at the end of the appropriate course and will serve as a percentage

of their second semester grade as determined by the state.

CREDIT-RECOVERY PROCEDURES

If a student finishes a class with a 50-59 average, he or she will have the opportunity to complete credit recovery. The teacher will assign the appropriate task(s) for the student to complete to earn a 70 for

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that class. For the high school, credit recovery will be offered at the end of each semester. For middle school, credit recovery will take place at the end of the year. If a student does not score between a 50- 59, he or she will be required to retake the course. If a student is passing a class prior to taking the final exam and failing the exam causes the student to fail the class, the student will be afforded the opportunity to retake the final exam. The teacher will have the choice as to the same final being given or an alternative one

SCHEDULE CHANGES

Valid schedule change requests are considered by school counselors only through the first five school days of the term. After the first five days, the principal is the only one that can approve a schedule change. Schedule request forms may be obtained in the School Counseling office, and may require signatures from teachers and parents. Any change must be approved by an administrator, after 5 days, or a counselor, before 5 days. Schedule changes will only be approved for a valid educational purpose.

HONORS

Valedictorian – The senior must have the highest numerical average, rounded to the nearest hundredth, not to exceed 100. The valedictorian's course selection must include all core courses from the highest level (Honors, Dual Enrollment, AP, and IB) offered in English, mathematics, social sciences, foreign language, and science at each high school. The valedictorian must be enrolled in the school from which he/she graduates at the beginning of the junior year.

Salutatorian – The senior must have the highest numerical average, rounded to the nearest hundredth, not to exceed 100. The salutatorian's course selection must include all core courses from the highest level (Honors, NIC, Dual Enrollment, AP, and IB) offered in English,

mathematics, social sciences, foreign language, and science at each high school. The salutatorian must be enrolled in the school from which he/she graduates at the beginning of the junior year.

Student Council – Applicants must have a GPA of 3.00 or higher. For middle school students running for freshman office, they cannot have any D's or F's for semester grades. Also, students running for student council cannot have more than 5 absences per semester (excused or unexcused) and no office referrals or suspensions (OSS or ISS) for the previous 2 semesters.

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Homecoming Queen – To be considered for homecoming queen, the student can have no suspensions/pattern of misbehavior for the previous 2 semesters and must have a GPA of 3.0 or higher.

Mr. and Ms. SMHS – To be considered for Mr. or Ms. SMHS, students had to have a 3.0 GPA and can have no suspensions/pattern of misbehavior for the previous 2 semesters.

HONORS CLUBS

Beta Club

The Beta Club is a leadership-service organization recognizing excellence. Its purpose is to stimulate effort and reward achievement:

1. Must be a member of the junior or senior class.
2. Must have, at the time of induction, and MAINTAIN a 90.2 grade point average. 3.

Must be a member of at least two extra-curricular or school sponsored groups or clubs. 4. Must be nominated by a faculty member and approved by the administration,

5. Must have can have no suspensions/pattern of misbehavior for the previous 2 semesters.

National Honor Society

The National Honor Society creates an enthusiasm for scholarship, stimulates a desire to render service, promotes leadership, and encourages the development of character:

1. Maintain the G.P.A. set by the N.H.S. Honor Council
2. Be a junior or senior enrolled at SMMHS, the equivalent of one term.
3. Can have no suspensions/pattern of misbehavior for the previous 2 semesters
4. Commit to participate in school and/or community service projects.
5. Leadership, service, and character of potential members are equally important factors.

MU ALPHA THETA MEMBERSHIP (Math Honors Club):

1. Have and maintain a minimum cumulative weighted numerical grade of 93.

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2. Be enrolled in at least one honors math class during the entire academic year and maintain a minimum letter grade of "B" in all of your math classes. Once you have become a member, you may subsequently have only one semester's math grade below "B"—a second grade below "B" will result in termination of membership.
3. Pay annual dues of \$20 when you apply for membership. If you must reapply for membership later in the year (due to suspension or termination of membership because of a violation), you must pay an additional \$20. (Make checks payable to Signal Mountain High School.)
4. Abide by the rules and regulations as specified in the Signal Mountain High School Mu Alpha Theta Constitution.
5. Be recommended for membership by your current math teacher.
6. Help with fund raising events to support chapter activities.
7. You must compete in four of the six in-school math competitions which take place during Directed Studies and help organize these and other competitions when the need arises. You also need to help with tutoring for at least 3 hours per school year and you must attend monthly meetings.

FIELD TRIPS

School sanctioned field trips will follow Hamilton County Board Policy regarding the administering of field trips. Under no circumstances are students permitted on field trips without a properly signed permission slip. In all cases, field trips must be via approved transportation. Students should dress neatly, according to the school's dress code. Students who are improperly dressed will not be permitted on field trips.

Prior to the field trip, students must obtain missed assignments that will be assigned while the student is missing class time. Following the field trip, students shall be responsible for assigned homework being turned in, test, quizzes, projects, etc. as scheduled by the teacher, on time. Time extensions may be granted at the teacher's discretion.

Students are under the same behavior rules as if they were actually on the school campus. Field trip participation is a privilege. Decisions regarding student participation may be based on attendance, grades, and/or behavior.

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LOCKERS

Each student will be assigned a locker. Students may use the locker at their discretion to store school related items. Backpacks are permitted in the classroom if they can be stowed safely under a desk or away from traffic areas. Backpacks are not permitted to be stored in the hallway. Other items such as gym bags, athletic equipment and bags, outerwear, etc., must be stored in a locker and not in a classroom. Students are responsible for keeping their locker closed and locked properly. SMMHS will not be held responsible for lost or stolen articles. Lockers are the property of the school and are subject to search by school officials at any time. Any item found in the student's locker is the responsibility of the student. Student's lockers will be assessed for exterior or interior damage or defacement. If any damage is found, it will be the student's responsibility to repair or, at the discretion of the administration, replace their damaged locker.

COMPASS MEDIA CENTER HOURS

The Compass Media Center is open from 7:45 am until 2:45 pm Monday-Friday. Please refer to the school website for more information on the media center.

MEDICATION POLICY

Medication is not dispensed to students except by the school nurse or a designee under orders given by a physician. This includes, but is not limited to, aspirin, Tylenol, cough medicine, and/or antibiotics. However, when children require long-term prescription medication, the principal or his designee, in compliance with the following Hamilton County Department of education Board Medication Policy, will administer the medication.

Medications should be limited to those required during school hours and necessary to maintain the child in school. Medications should be administered by school nurses or other non-medical school personnel designated by the school principal. Any student who is required to take medication during the regular school day must comply with the following regulations:

- A written permission form for prescription medications will be provided to the parent by the Health Services Department. This form must be completely filled out and signed by both the parent(s) and child's licensed health care provider.
- A new permission form must be provided to the school at the beginning of each new school year. The permission form must be updated when there is a change in dosage or time of medication.
- Any medication brought from home must be delivered to the nurse by a parent or guardian – students are not allowed to transport medication to or from school at any time. Medication must be in the original prescription bottle and refilled in like manner. Failure to follow this regulation can result in a student being suspended.

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- If medication is administered by non-medical school personnel, the school nurse will provide instruction on the proper administration of medication, and the potential benefits and side effects. Any medication given will be documented on forms provided by the Health Services Department.
- All medication will be kept in locked areas.
- Any unused medication must be picked up by a parent or legal guardian at the end of the school year. Unused medication that is not picked up on or before the last day of school, or medication that has expired, will be properly disposed of by the school.

- School nurses will monitor storage and proper documentation of medications administered, on a regular basis, to insure that medications are handled properly.
- All medications administered will be given in accordance with the above guidelines.
- Prescribed emergency medications to address life-threatening situations must be readily accessible to the students at all times. These may be in the student's possession or in a designated location as is appropriate to the situation (field trips, etc.). Examples of these medications include, but are not limited to, asthma inhalers, epi-pens, glucose tablets, etc.
- The school system retains the right to reject requests for administering medications that are not in compliance with the above guidelines.

PROM

All juniors and seniors will be invited to the SMHS prom in the spring each year. Students who do not attend SMHS must be enrolled in either a high school or post-secondary program and must provide documentation that they are in good disciplinary standing at their current placement. Students enrolled in a post-secondary program must attach a class schedule or registration on official letterhead. Guests who do not attend SMHS will be required to show an ID for admittance. No one over the age of 20 will be allowed to attend.

PTSA

The SMMHS Parent Teacher Student Association works closely with the school's faculty and administration to promote the best possible education for our students. By uniting parents, students, teachers, and the community we can offer our students the highest advantages in education. Membership dues are \$5 per person and will be made available on the student's registration day. We encourage everyone to participate and join our PTSA because without this organization, SMMHS students and staff would not enjoy all that makes our school the best.

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MOUNTAIN EDUCATION FOUNDATION

The Mountain Education Foundation, or MEF, exists for the sole purpose of providing supplemental funding to our three Signal Mountain public schools. To this end, we ask all of our parents and caregivers to support MEF as you are able to through both monetary and non-monetary volunteer donations. To find out more about our wonderful MEF, and to become a monthly donor or make a one time donation, please visit www.meftoday.org.

SCHOOL SECURITY AND EMERGENCY PROCEDURES

Fire Drills

When the fire alarm sounds, all students, staff, and visitors are to exit the building and proceed to the designated area using the egress routes posted throughout the building. Everyone is to move quickly and quietly and be alert for alternate directions provided by teachers and/or administrators as needed. There is no running and absolutely no talking during fire drills. Everyone is to wait quietly until the signal is given to return to class.

Tornado Drills

When the signal for a tornado drill is given, all students, staff, and adults are to move quickly and quietly to the designated sheltered areas as posted throughout the building. Everyone is to remain in their designated area until the signal is given to return to class.

Intruder/Lockdown Drills

When the signal for a lockdown drill is given, all students, staff, and adults are to move to the nearest classroom. Classroom doors should be locked and secured immediately. Everyone is to remain quiet in the room until the drill ends.

Additional School Security

Search of Lockers – In accordance with Tennessee state law, students are hereby notified that lockers and other storage areas are school property and are subject to search per TCA 49-6-4204.

Search of persons – 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 administration per TCA 49-6-4205

Search of vehicles – Vehicles located on school property are subject to search in accordance with TCA 49-6-4206. Animals may be used to facilitate a search on school property in accordance with TCA 49-6-4208

VISITORS

Tennessee State Law requires that visitor passes be issued to anyone who is a visitor to a school other than enrolled students and school employees. All visitors must be buzzed in and report directly to the front office. A photo ID may be required when signing the visitor's log.

Once the visitor has signed in, he or she will be escorted to the location visiting. Students are responsible for notifying their friends that they are not to be visited either in the building or anywhere on the school grounds. Also, SMMHS does not allow shadowing of students during the school day. Any person found on the school grounds, or in areas other than those they were approved to visit without permission from the administration, will be considered as trespassing and will be subject to arrest by authorities.

SCHOOL CLOSINGS

The director of schools may close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property. As soon as the decision to close schools is made, the director of schools will notify the public media and request that an announcement be made. If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved will be postponed or cancelled. The director of schools or his designee will review scheduled activities on a case-by-case basis in emergency situations to determine if an activity may be approved as scheduled.

Both student and parent or guardian must review this handbook thoroughly, and sign below indicating that they understand and agree to follow and uphold the policies and procedures therein.

All handbooks must be signed within two days of receipt.

We acknowledge receipt and fully understand the contents of the Signal Mountain Middle-High School Student Handbook and agree to follow and uphold the policies and procedures therein.

Student Printed Name

_____ Student

Signature _____

Date _____ Grade _____

Parent/Guardian Printed Name

_____ Parent/Guardian

Signature _____ Date
