

2017-2018

WELCOME TO GALLATIN HIGH SCHOOL

700 Dan P. Herron Drive, Gallatin, TN 37066 615-452-2621
[HTTP://GHS.SUMNERSCHOOLS.ORG](http://GHS.SUMNERSCHOOLS.ORG)

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Welcome to Gallatin High School for the 2017-2018 school year! I want to extend a special welcome to our freshman class and to our new teachers and staff. The beginning of a new school year can be an exciting time, but it can also be one of some anxiety because of the unknown. I am confident, though, that you'll find our school to be a welcoming place with many opportunities if you will allow yourselves to be open and receptive to them. Don't hesitate to ask any of our veteran teachers, staff, or upperclassmen for any information that you need.

To those of you returning to GHS, I extend a big Green Wave greeting to you! To our parents and guardians, I extend good wishes to you also. As you know, the success of your child both academically and socially depends heavily on your involvement. Please read this handbook to learn what is expected of your child and to learn what we can offer him/her. It is extremely important that you know your child's assistant principal and guidance counselor. Additionally, I encourage you to be sure that you learn the dates that report cards are sent home, the names and email addresses of your child's teachers, and the rules/requirements given to your child from each of his/her teachers.

Gallatin High School is truly rich in traditions of excellence in academics, in the arts, in athletics, and in our career and technical offerings; however, we still have many areas that need improvement to meet the standards set forth at GHS. I personally accept the challenge not only to maintain our standard of excellence, but also to achieve that excellence in every aspect of our school. I want to extend that challenge to every student, teacher, and parent so that Gallatin High School can continue to thrive.

As we strive for excellence, it is important to foster a partnership with home, community, and the school so we can better prepare our students for college and today's workforce expectations. This combined support will provide our students with additional opportunities, guidance, and encouragement to assist them in achieving their goals and reaching a higher level of success. The faculty of GHS eagerly looks forward to working with each of you and anticipates a great 17-18 school year!

Sincerely,

Ron Becker, Ed.D.
Principal

Gallatin High School Vision Statement

Gallatin High School commits to growing learners who exhibit PRIDE - *Personal Responsibility In Developing Excellence* - through quality instruction, strong leadership, the effective use of resources, and a culture of collaboration.

Quality Instruction

- GHS will promote a culture of collaborative, public, and reflective practice that supports the continuous improvement of curriculum, assessment, and instruction to provide our students with learning opportunities that transcend the classroom and are applicable to their goals.
- GHS will provide varied opportunities and authentic learning experiences to develop knowledge, creativity, critical-thinking, and problem-solving skills for our students.
- GHS will provide rigorous and relevant learning opportunities for students.

Leadership

- GHS will seek out teacher and student leaders for their knowledge and input on the school level.
- GHS will model effective leadership for all stakeholders, working together towards a common goal.
- GHS leadership will set high expectations for all stakeholders and hold itself to an even higher standard.

Resource Utilization

- GHS will consistently evaluate our research, teaching, leadership, and service to ensure their relevance and effectiveness for our students and other stakeholders in the educational community.
- GHS will provide our students with excellent teachers, relevant technology, and authentic experiences.
- GHS will work to develop teachers and their use of best practices, innovative teaching, and collaborative planning.

Collaborative Culture

- GHS will link teachers, students, parents, family members, and the community to each other in order to provide collaboration and a shared responsibility for student achievement and success.
- GHS teachers will lead students by inventing work that is standards-based, interesting, challenging, satisfying, and engaging.
- GHS teachers will strengthen their use of research-based practices through staff development and peer collaboration across grade levels and content areas.

ALMA MATER

On our city's western border,
Reared against the sky,
Proudly stands our Alma
Mater
As the years go by.

Forward ever, be our
watchword,
Conquer and prevail -
Hail to Thee, our Alma
Mater
GHS, All Hail!



GHS MISSION STATEMENT

PRIDE: Personal Responsibility In Developing Excellence

Along with increasing your knowledge and developing your skills, your major responsibility while at GHS will be to respect your fellow students, teachers, and staff members. They, in return, should respect you. No individual at GHS has the right or privilege to infringe on or to deny the rights of another individual.

This handbook has been prepared to help you get acquainted with the Green Wave tradition and to introduce the rules for this school year. We hope you will become familiar with the facilities, rules, schedules, teams, and organizations and that you will make an effort to know your teachers and make new friends. By taking part in all that Gallatin High School has to offer, you are helping to preserve and grow the tradition and spirit of GHS.

NON-DISCRIMINATION POLICY

The following are responsible for coordinating and monitoring activities necessary for compliance with Title VI of the Civil Rights Act of 1964 (prohibits discrimination on the basis of race, color, or national origin), Title IX of the Education Amendments of 1972 (prohibits discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of handicap), and the Americans with Disabilities Act of 1990 (prohibits discrimination on the basis of disability):

Ms. Selena Elmore
Section 504 Coordinator
Sumner County School District
695 East Main Street
Gallatin, TN 37066
Telephone: 451-5200

Ms. Norma Dam
ADA Coordinator
Sumner County School District
695 East Main Street
Gallatin, TN 37066
Telephone: 451-5423

Ms. Katie Brown
Title VI & Title IX Coordinator
Sumner County School District
695 East Main Street
Gallatin, TN 37066
Telephone: 451-6500

In the operation of all feeding programs administered by the U.S. Department of Agriculture, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you or any individual has been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

STUDENT RIGHTS AND SERVICES

For information about child advocacy groups and student rights and services, call 615-741-2851 or contact at Legal Services Division. Division of Special Education, Tennessee Dept. of Education, 710 James Robertson Parkway, Andrew Johnson Tower, 5th Floor, Nashville, Tennessee 37243-0380

RELEASE OF INFORMATION

Effective July 1, 2002, schools receiving federal funds under the Elementary and Secondary Education Act must provide to military recruiters, upon request, secondary students' names, addresses, and telephone numbers. If the custodial parents of a student would like GHS to withhold this information from the military, please make a **WRITTEN** request within ten days of the first day of the school year. With this request, GHS will also withhold pictures and other information from the media, school annual and other resources that enable student identification.

ALCOHOL AND DRUG USE

Drugs and alcoholic beverages are not permitted under any condition. This policy covers any school sponsored or school related activity.

ALCOHOL - Possession or use of alcoholic beverages on school property is illegal. Any student who unlawfully uses, possesses, sells, or otherwise furnishes alcoholic beverages while on school grounds or during an activity off school grounds related to school attendance will be referred to the school principal for administrative action and/or law enforcement officials.

DEFINITION OF TERMS:

1. Alcoholic beverage includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine or beer, and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.
2. Use shall mean either the drinking of alcoholic beverages or the indication by action or behavior that such beverages have been consumed.
3. Possession will mean either having alcoholic beverages on the person, or in the immediate vicinity of the person, or among the student's personal possessions (locker, car, etc.).

DRUGS - Any student in possession of illegal drugs or paraphernalia such as but not limited to: bongs, pipes, lighters, rolling papers, pacifiers, etc. designed for the use of drugs or any student suspected to be under the influence of drugs will be isolated and referred to the school principal for administrative action. The parent or guardian will be notified. All information gathered from the investigation of each incident will be made available to the police.

When determined that satisfactory evidence exists that a student used or possessed alcoholic beverages or illegal drugs at any Sumner County school-sponsored activity or used legal drugs in inappropriate amounts for other than appropriate medical purposes, the student will be suspended for up to ten days. Ten-day suspensions also include a referral to the Disciplinary Hearing Authority at the Board of Education.

ATHLETICS

Baseball	Football	Swimming (Girls & Boys)
Basketball (Girls & Boys)	Golf (Girls & Boys)	Tennis (Girls & Boys)
Bowling (Girls & Boys)	Soccer (Girls & Boys)	Track (Girls & Boys)
Cross Country (Girls & Boys)	Softball	Volleyball (Girls)

ATTENDANCE POLICY - SECONDARY SCHOOLS GRADES 9-12

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement: therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

The Compulsory School Attendance Law in Tennessee requires children to attend school each day. A student who has been absent five days (this means a total of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered truant and may be summoned to court. Whenever possible, attendance issues should be resolved at the school level. Prior to referral to a truancy officer, a meeting shall be held at the school to assist the family and improve student attendance. If unexcused absences continue to accumulate, the Director of Schools or his/her designee will report the parent and student to the Juvenile Court for further action.

The following are official/adequate excuses that should be turned in to the attendance secretary in the school office:

- Medical note for the student (doctor, dentist, hospital, etc.)
- Student illness not requiring a doctor visit (five parent notes per semester)
- Court note for the student
- Funeral notice
- Recognized religious holiday
- College Visits
- Military deployment paperwork for parent

A principal may verify absences for the following:

- Approved school activity that is school sponsored and school supervised
- Extenuating circumstances on a case-by-case basis

Tardies: Any student not in the classroom when the class begins is tardy. Students who accumulate excessive unexcused tardies are considered truant and will be reported to Juvenile Court.

Make-up work: Upon the first day of returning to school, it is the student's responsibility in high school to make contact with the teachers regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absence.

AUTOMOBILES / PARKING LOT

Parking on the Gallatin High School campus is a privilege. Students are not to loiter or linger in their automobile after they arrive on campus. ***If books or other personal items must be secured from a student's car, permission must be obtained from an administrator.***

The designated zone in front of the building is to be left open for emergency situations. The parking area in the back of the building has been reserved for teachers and for school buses. All cars must have a parking hangtag to legally park on campus. The cost to purchase a hangtag is \$5.00. Students failing to display a parking tag or who fail to

comply with the following conditions will be subject to a fine and/or loss of driving privileges. A student violating the above rules, driving in a reckless manner, or causing an accident may have his or her driving privileges revoked and is subject to discipline by a school administrator and/or law enforcement officials. Any student who is not parked in a student-designated area or is not in compliance with the school's parking regulations is subject to being towed at the expense of the owner.

Leaving campus in an automobile or motorcycle without permission from an administrator and signing out will result in 2 days of ISS for the **first offense**; the **second offense** will result in the loss of driving privileges for the remainder of the term in addition to 2 days OSS.

DRIVER'S LICENSE CERTIFICATION PROCEDURES

Driver's licenses and/or instructor permits for the operation of a motor vehicle for any person under the age of eighteen will be denied unless the student has written certification from school officials. The certification may be obtained from the attendance clerk (Ms. Baker) during normal school hours by students who meet the compulsory school attendance policy and make a passing grade in at least three (3) classes at the conclusion of the most recent term. Certification forms must be shown to the DEPARTMENT OF SAFETY EXAMINER before a student can take the drivers exam. ***A certificate of withdrawal of a student's driving permit will be sent to the Department of Safety whenever he/she has excessive unexcused absences and/or failing grades.***

BREAK

Break is to serve as a time of leisure and an opportunity to use the restroom for our teachers and students. Horseplay or loud behavior will not be tolerated. There are two (7) minute breaks between 1st and 2nd block classes and two (5) minute transitions before and after WAVE block. The labs and the Juliette Doyle Guthrie Theatre will be closed during break. However, halls, lobbies, and the library will remain open. Going to the parking lot during break without permission from an administrator will result in 1 day of ISS.

CELLPHONES/MEDIA DEVICES

Any student who brings their own devices to school is subject to a reasonable search if suspicion arises that the device contains evidence of a violation of school policy or of a legal infraction. In accordance with school board policy, students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. The teacher/administrator may grant a student permission to use a personal communication device at his/her discretion for educational purposes within a classroom setting. A device used outside of these parameters shall result in the following consequences: **1st offense**: Phone will be turned in to main office and may be picked up by the student the following school day at 3:15 pm. **2nd offense**: Phone will be turned in to the main office. The student will receive 1 hour of detention (2 sessions). The student may pick up the phone at 3:15 the day after the consequence is served. **3rd offense**: Phone will be turned in to main office. The student will receive 1 day of ISS. The student may pick up the phone at 3:15 the day after the consequence is served. **4th and subsequent offenses**: Phone will be turned in to main office. Student will be assigned 1 day OSS. The phone will be held the remainder of the semester. A student who is in violation of the cell phone policy and refuses to turn over his/her cell phone to a teacher will receive a minimum of 2 days ISS. Refusing to turn over cell phone to an administrator will result in a minimum 3 days OSS.

Students may use cell phones during their lunch period while they are seated at the cafeteria tables. Students may not make calls, take pictures/videos, post on social media or play music during this time.

Earbuds are not allowed between the hours of 8:05 and 3:15. If students violate the earbud policy, earbuds will be collected and students can pick them up at the end of the day in the main office. Repeat offenders may receive additional consequences.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions, including restrooms or locker areas. A student in violation of this policy is subject to disciplinary action by the school and/or law enforcement officials. Students may carry cellular telephones while participating in off-campus activities, such as field trips, if specifically authorized by the teacher. Principals may authorize the use of personal cellular telephones in the event of an emergency or serious situation.

**At the conclusion of the academic school year, any cell phone that has not been picked up by the student or parent will be discarded at the school's discretion.*

CHARACTER EDUCATION

Students are expected to demonstrate high values and character while attending Gallatin High School. Theft, cheating, lying, forgery, plagiarism, etc. will not be tolerated. Appropriate disciplinary action will be taken for these violations.

CONDUCT ON BUSES

Transportation to and from school on buses operated by the county is a privilege. It requires that students conduct themselves properly, always obeying the instructions of the bus driver. "A student shall become ineligible for pupil transportation when his/her behavior is such as to cause dissension on the bus, or when he/she disobeys state or local rules and regulations pertaining to pupil transportation." *A student who needs permission to ride the bus with another student must turn in a note from a parent with a valid phone number to the main office prior to the start of 2nd block class.*

COURSES OF STUDY

For students entering SY 09-10 and thereafter, academic recognition is based upon *all* credits attempted. Graduation Requirements:

1. The high school diploma will be awarded to students who: (1) earn the specified 26 units of credit and (2) have satisfactory records of attendance and conduct for eight terms.
2. A transition certificate may be awarded at the end of the fourth year of high school to students with disabilities who have: (1) taken classes toward a high school diploma (26 units of credit), (2) satisfactorily completed an individualized education program, and (3) satisfactory records of attendance and conduct for eight terms. Students who obtain the transition certificate may continue to work towards the high school diploma through the end of the school year in which they turn twenty-two years old.

An IEP certificate will be awarded to students with disabilities who have: (1) satisfactorily completed an individualized education program, (2) successfully completed a portfolio, and (3) satisfactory records of attendance and conduct for eight terms.

TN Diploma Project

Course	Units
English Language Arts	4
Mathematics* (Algebra I, Geometry, Algebra II, plus 1 additional math beyond Algebra I)	4
Science** (Biology I, Chemistry or Physics, plus 1 additional lab science)	3
Social Studies*** (U.S. History, World History or World Geography, Economics and U.S. Government)	3
Wellness	1
Foreign Language**** (2 units of the same lang.)	2
Elective Focus	3
Fine Arts	1
Physical Education	0.5
Personal Finance	0.5
SCBOE Electives	4
Total	26

* Students shall be required to achieve, by the time they graduate, at least the following: Algebra I, Geometry, and Algebra II (or equivalents) plus one additional mathematics course beyond Algebra II. All students will be enrolled in a math class each year. Students with qualifying disabilities as documented in the individualized education program may take Algebra IA, Algebra IB, Geometry A, and Geometry B for their required math classes over four years. Students who enter 9th grade having earned any high school math credits must still complete four credits in high school, taking one math class per year.

**Students shall be required to achieve, by the time they graduate, at least Biology I and either Chemistry or Physics plus another laboratory science. Students with qualifying disabilities in reading and/or math as documented in the individualized education program shall be required to achieve at least Biology I and two other lab science credits.

***The social studies curriculum shall include United States History, World History/World Geography, Economics, and Government.

****In exceptional circumstances, schools may waive the foreign language and fine art requirement for students who are not planning to attend a university to expand and enhance their elective focus.

CREDIT RECOVERY PROGRAM

Credit Recovery is a program that gives students the opportunity to regain a credit in a required course they have previously failed with a minimum of a *50 average*. These credits will be recovered by showing mastery of state curriculum standards in the Plato computer lab curriculum. Eligible students will be allowed to work before or after school in a supervised setting. For more detailed information, see your guidance counselor or the Gallatin High School website at <http://ghs.sumnerschools.org>. Please note that NCAA requirements do not accept credit recovery courses.

DAILY PROCEDURE FOR THE ARRIVAL TO SCHOOL

Students are to report to the main gym as soon as they arrive on campus. So that proper supervision can be provided, students are to remain in the gym until dismissed at 8:05. *After arriving on campus*, students are not to leave without permission from the administration and appropriately signing out.

DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Any damage or destruction of school property will result in immediate disciplinary action. In addition to the punishment, the student will be required to pay for repairing or replacing the damaged item. The Sumner County Board of Education policy states that any student who is responsible for destroying, damaging, or defacing school property (books, equipment, buses, etc.) shall be held responsible for the actual cost of replacing or repairing such material or equipment.

DETENTION/DIRTY DUTY

So that teachers will be able to handle routine disciplinary problems, detentions may be issued. Detention meets Monday through Thursday from 7:00 to 8:00 (room 118) and 3:30 to 4:30 (room 316) (**1 session of detention is 30 minutes**). Students may enter at 7:00, 7:30, 3:30, or 4:00. Note, detention will not meet on Friday afternoon, but students can serve Friday morning in room 118. *In lieu of detention, teachers may issue Dirty Duty (cleaning of classroom, desks, boards, etc.).*

DRESS AND GROOMING

Students dressed inappropriately on school property will have to change into appropriate clothing and will not be allowed to return to class until they have made the clothing change. *If a student is unable to change to approved clothing, he/she will be assigned to ISS and/or a parent conference.* Immediately correctable violations will be handled by any member of the school staff and can result in disciplinary consequences. If a student continues to habitually disregard the dress code, disciplinary action will move beyond ISS, including OSS. Students are reminded that while some garments may be suitable for other occasions, they may not be deemed appropriate for school attire. When, in the opinion of the administration and staff, a student is not dressed appropriately or exhibits grooming which is considered detrimental or distracting to the educational environment, appropriate action shall be taken.

THE FOLLOWING SHALL NOT BE WORN TO SCHOOL:

- ~ Spandex
- ~ Hats/Caps
- ~ Bandanas
- ~ Roller shoes
- ~ Trench coats
- ~ Grills
- ~ Wallet Chains
- ~ Saggy/sagging pants
- ~ Holes in pants or torn clothing (cannot be covered with tape)
- ~ Suggestive slogans, vulgar captions, pictures of advertisements for tobacco, alcohol, drugs, or sex
- ~ Extreme hair styles/color/make-up
- ~ Form fitting/body conforming clothes or revealing necklines
- ~ Eyebrow, nose, lip, or tongue piercings
- ~ House shoes or pajama-like attire
- ~ Bare midriff, halters, fishnet, tank, or open back tops
- ~ Cleated shoes
- ~ Clothing or articles related to gangs

IN ADDITION, THESE GUIDELINES SHALL BE FOLLOWED:

1. No eccentric apparel, costume clothing/disguises, non-prescription glasses, unusual contact lenses, or extreme hair colors such as purple, green, blue, bright red, bright yellow or orange will be allowed.
2. Sunglasses are prohibited; No tinted glasses/sunglasses unless doctor prescribed.
3. Tops and bottoms must overlap
4. Pants should not drag the floor, be appropriately sized, and must be worn at the waist; a belt must be worn if pants cannot stay at the waist without one.

5. Boys: muscle, tank, or sleeveless shirts are not to be worn.
6. Shorts must not be higher than 3 inches from the bend of the knee.
7. Hats are not to be seen/carried during school hours; head covering of any kind is prohibited in the school building (bandanas, sweatbands, do-rags, or hairnets)
8. Hair picks/combs are not to be worn in hair
9. Sweatpants may be worn but must be worn and stay at the waist
10. Leggings cannot be see-through and can only be worn with tops that are minimally fingertip length all the way around
11. Skirt length or slits in skirts must not be higher than 3 inches from the bend of the back of the knee unless they are worn with leggings but must be compliant with rule #9
12. No lettering across the seat of garments
13. Cuts, rips, and holes are not permissible in clothing
14. Chests, backs, and midriffs should be covered at all times
15. Displayed cleavage is not permissible
16. Girls: Shoulders must be covered by a 2-inch or more shoulder seam and tops must be fitted under the arms
17. Jewelry must not be distracting/disruptive or unsafe; Valuable clothes and jewelry are discouraged
18. Visible body piercing is limited to the ears; **No** open gauges in ears.
19. Tattoos that display drugs, sex, alcohol, or tobacco products must be covered at all times
20. Blankets are not to be brought to school, nor worn

EXAMS/EXEMPTION POLICY

Exams will be given in each class at the end of the term. Exams will count 20% of the final grade. Nine-week averages will count 40%. Students may be exempt from final exams if they are enrolled in **three of the four grading periods** of each semester and meet the following criteria:

18 Week Course

- “A” average with up to 3 absences
- “B” average with up to 2 absences
- “C” average with up to 1 absence

9 Week Course

- “A” average with up to 2 absences
- “B” average with up to 1 absence
- “C” average with 0 (no) absences

Within the exemption policy, every three (3) tardies = 1 absence. **No students may take exams early.** Any time spent in ISS or on OSS will result in the loss of exemption privileges for that class for the semester.

There are no exemptions from state-mandated exams. The administration reserves the right to review any exemption to determine if extenuating circumstances exist, which might alter this policy.

All students must take the ACT prior to graduation.

EXTRA-CURRICULAR ACTIVITIES

Academic Team	FCA	National Honor Society
Art Honor Society	FCCLA	Navy JROTC
Astronomy Club	FFA	Noah's Promise
Book Club	HOSA	Science Club
Cheerleaders	Interact	Skills USA
Chess Club	Key Club	Student Council
Dance Team	Math Team	Tri-Hi-Y
DECA	Mock Trial	Yearbook
FBLA	Model UN	Youth Legislature

FAILURE TO SERVE

Students who do not serve assigned detention(s) are subject to disciplinary action by the administration. The following procedure will be used for students who do not serve: **1st offense** (1 full day of ISS), **2nd offense** (2 full days of ISS), **3rd offense and each consecutive offense** (1 full day of OSS). Note, one session of detention is considered 30 minutes.

FIGHTING POLICY

Gallatin High School believes that harmonious relations can be developed among all students. GHS promotes positive ways of handling disagreements with other students. These positive ways include talking out the problem with the other student(s), a counselor, an administrator, a teacher, or a parent.

Students who choose to resort to violence to solve problems with other students will be dealt with in a severe manner. The school will not tolerate fighting. The danger to the students involved and to other students is too great to permit this type of behavior. Consequences for fighting range from 3 – 10 days OSS. The following procedures will be followed if students are cooperative with the school administration:

1. If deemed necessary, the police will be involved.
2. Students involved will have the opportunity to explain what happened.
3. The student who is deemed by the principal to be the cause of the fight will be punished severely.
4. The student who is deemed the lesser cause will be punished in proportion to his/her involvement in the fight. Students are expected to walk away and/or seek help when possible.
5. In the event that a student is involved in another fight at GHS, the student will be suspended and his/her parents will be requested to come to school for a conference with a school administrator.
6. Students involved in large numbers of verbal, physical, or written conflicts will not be tolerated at Gallatin High School. Upon a **10-day** suspension, the student will be referred to the Sumner County Disciplinary Committee to discuss a change of placement.

*Gallatin High School believes that the educational process cannot be disrupted by negative behavior. The school is for all students. The school encourages the development of a positive atmosphere where learning can take place. The GHS administration reserves the right to review each individual situation before determining whether any disciplinary action is required. **HELP US PROVIDE OUR SCHOOL WITH THE BEST POSSIBLE ATMOSPHERE FOR LEARNING TO TAKE PLACE.***

GRADES/GPA

Grades will be reported officially to parents and students after each nine weeks of instruction. The nine-week grading period will stand alone, and each marking period will be averaged as 40% of the final grade. Parents will be given progress reports at the mid-point of each nine-week grading period. State mandated End of Course Tests count 20% of the second nine-week average. Final exams count 20% of the final grade. The Tennessee State Board of Education has adopted this uniform grading policy for all Tennessee schools:

Grade	Scale	% Range	Weighting for Honors Courses	Weighting for AP Courses
A	4.0	93-100	Addition of 3% points to the semester average	Addition of 5% points to the semester average
B	3.0	85-92		
C	2.0	75-84		
D	1.0	70-74		
F	0.0	0-69		

Academic Recognition/GPA for Students Entering High School

Students will be eligible to graduate with academic recognition by achieving the following:

4 Tiers of Recognition

	Cume. GPA Min.	Honors/AP Courses
With highest recognition	3.90	18
With high recognition	3.70	16
With notable recognition	3.50	14
With recognition	3.50	Less than 14

This academic recognition plan includes *all* courses attempted by students for all 8 terms of the high school career. The GPA is based on a four-point scale with internal weighting only (3 points on the final numerical grade for an honors course and 5 points on the final numerical grade for an Advanced Placement course). **Rank by number will be assigned only to valedictorian and salutatorian.** Students other than valedictorian and salutatorian will be recognized only by the tier in which they fall (not by a specific number).

GRADUATION CEREMONY

No student will be permitted to participate in the graduation ceremony until all requirements for graduation have been satisfactorily completed both academically and behaviorally. Participation in the ceremony is a privilege but not mandatory.

It will be the responsibility of any student who completes requirements for graduation at the end of the summer term to notify the principal of his/her school who will requisition a diploma. These students are not eligible to participate in any graduation ceremony and/or activity.

CLASSWORK/HOMEWORK GRADING POLICY

HOMEWORK

Homework will be given at teacher discretion. Any graded item must be a reflection of actual student work toward mastery of a standard. Therefore, grades that simply measure compliance or similar items will not be allowed. Any classwork or homework that is turned in by the unit assessment will receive full credit. With the exception of make-up work from absences, no credit will be given for any homework or classwork after the unit assessment has been given.

ZEROS

Students who do not turn in assignments or do not make up an assignment from an absence will receive a zero. Students who miss all questions on an assignment, with no credible academic reason, will receive a zero. During the first half of any class (first nine weeks of an 18-week class or the first 4.5 weeks of a nine-week class), if a student has credibly attempted every assignment then the student will receive a minimum of 50% of every assignment's total value before grades are posted.

MAKE-UP WORK

Students should maintain an active role in their progress in class. If they are absent, they should contact the teacher immediately upon their return to receive any missing assignments/directions for the class period(s) they missed. Make-up work should be completed in a timely manner in order for the student to have the best opportunity for success on the missing assignments. The student and teacher will determine a deadline that is appropriate for the completion of the missed assignments based on the number of days missed and/or circumstances surrounding the absence(s). Any assignments given PRIOR to the date of the absence and taken up ON the date the absence occurred should be turned in upon the student's return to class.

RE-DO ASSIGNMENTS

Teachers may elect to reteach and retest at their discretion, either for groups of students, as a whole class, or with certain standards, questions, or concepts and amend grades as necessary. Teachers should also use the Enrichment Tutoring services in place to help struggling students catch up. The resubmission of an assessment will be considered only if a student makes an additional academic effort outside of normal class time. This will only be available to students who have earned less than 70% on the assessment. The maximum grade a student can receive on resubmission of an assessment will be 70%.

EXTRA CREDIT

Extra credit may be offered to a class as a whole, not to individual students. Extra credit should be limited to standards-based concepts and should not be tied to financial responsibilities on the part of the student. The number of extra credit points offered may not exceed 5% of the total points for the course; therefore, students should not expect extra credit in place of doing assigned work.

HALL PASSES

Students are to use the restroom and go to lockers during class changes. Hall passes issued during a class period are at the teachers' discretion. The hall pass must have the date, time, and destination documented and signed by the teacher. Students who are found without hall passes will be escorted back to class. Hallways should remain empty and quiet during class time to minimize disruptions. All hallways and classrooms are off-limits during assigned lunch periods.

HARASSING / INTIMIDATION POLICY

Students caught hazing, harassing, or involved in any intimidation of another student will be dealt with accordingly. Each older student is expected to assist new and younger students in a helpful and friendly manner.

HARRASSMENT / SEXUAL HARASSMENT

Any harassment towards any student or teacher will result in stern disciplinary action. Any incident of harassment should be reported at once to one of the assistant principals. The nature of the punishment will be determined by the severity of the harassment.

HOMEWORK POLICY

The administration and faculty of Gallatin High School believe strongly in student homework assignments. Homework is to be assigned to benefit the student and to assist teachers in their efforts to enhance the teaching and learning environment. Homework assigned during an OSS may be completed, but credit will not be awarded. Request for homework assignments (during an extended absence) needs to be made through the front office.

LIBRARY

The library is not a place to gather for socializing; a quiet atmosphere will be maintained at all times. A hall pass is mandatory for each student using the library before school and during third block. All library books are to be returned to the book depository located at the back of the library. Computers are available for word processing. Use of the Internet is for appropriate educational research only. Students and parents are required to sign a Sumner County Schools Internet Use Permission Form. Students using the Internet are advised to follow the written procedures posted near all computers. Students who violate the procedures will be dealt with by the administration and will lose access to the Internet and/or library. *The library will be open Monday-Thursday 7:00am-4:30pm but will close at 3:30 on Fridays.*

LIGHTERS AND MATCHES

Possession of lighters or matches will result in one day of OSS. After confiscation, these items will not be returned.

LOCKERS

Students who request a locker are assigned a specific locker and combination and are not to share with other students. Students are expected to use this same locker throughout the school year. ***Students should never place valuables in an unlocked locker.*** Lockers are school property and subject to searches.

OUTSTANDING DEBT

Students having outstanding debts at the time of graduation will not receive their diplomas nor will their transcripts be released until all debts are cleared. Any students leaving Gallatin High School prior to graduation must clear their debts before final records will be sent to a new school.

MEDICINE

ALL medicines (prescription and non-prescription) must be in original containers and kept in a designated area. All students must have prescription and non-prescription forms completed before the school can administer medication to the student. Please see the Sumner County Schools “Guidelines for Dispensing Medications” form for further information.

OFF LIMITS AREAS

Students are not to be outside the building, or in the parking lots without permission from and administrator. **Students are to remain in the cafeteria during lunch.** Students should remain in the assigned areas at all times. Students will be given **1 day ISS** on the **1st offense**, **2 days of ISS** on the **2nd offense** and **3 days of ISS** on each of the **3rd and subsequent offenses**.

OTHER

Policies outlined in this handbook pertain not only to the school day but also to all school-related functions and trips. Problems or matters not listed in this handbook will be handled in a manner that the administration and faculty deem appropriate.

RELEASE OF STUDENTS DURING SCHOOL HOURS

During the school day, ALL students are expected to remain in the school building from the time they arrive on school grounds until the end of school in the afternoon. Students are not permitted to leave campus during the school day unless they have obtained permission from their parents/guardians and approval from a school administrator. Requests should not be made for early dismissal unless they are absolutely necessary. All requests should be made in writing, signed and dated by the parent/guardian with a phone number where they can be reached. **Notes must be submitted to the Attendance Window before 8:10 a.m.** The request will then be verified by phone before a dismissal slip will be granted. Once a student has obtained a dismissal slip, he/she must sign out in the office at the designated time of dismissal. Students found guilty of forging parent’s or guardian’s signatures will be subject to disciplinary action.

PLEASE NOTE THE FOLLOWING PROCEDURES/RULES CONCERNING CHECK-IN AND CHECK-OUT:

- Any student leaving school without getting permission from the attendance clerk AND signing out properly will be considered skipping.
- Students who frequently check out during 4th block without a verified excuse will receive the following: on the 3rd time = two sessions of Detention; on the 6th time = 1 day of ISS; and on the 9th occurrence and each subsequent time = 2 days ISS.
- If a student returns to school after having checked out, he/she must sign in.
- STUDENTS ARE NOT TO CHECK OUT IN ORDER TO LEAVE CAMPUS FOR LUNCH.
- NO LUNCHES ARE TO BE DELIVERED TO THE SCHOOL. It will be held and returned at the end of the school day.

RESPECT FOR THE RIGHTS OF OTHERS

Every right you have is attached to an obligation. Your rights must be balanced against the rights of others and their rights must be balanced against yours. That is why our society has laws and why a school has rules. If you are one of those students who wants to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of others, we at Gallatin High School will support and help you.

RESPONSIBILITY FOR YOUR OWN ACTIONS

You will be held responsible for only the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student/citizen of Gallatin High School. Your first responsibility is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the privileges and consequences of your actions.

RESTROOMS

Students are expected to help keep restrooms clean, safe, graffiti free, and smoke-free. Only one person at a time is allowed in a stall. Restrooms generally should not be used when classes are in session. Students are to use the restroom that has been assigned to that area. **When an emergency arises that necessitates a student leaving class, a hall pass is required.**

RETURNING FROM AN ABSENCE

Students are required to bring proper documentation upon arriving at school after an absence or after having left school early. After two school days of returning to school, if a note has not been turned in to the office, the absence is considered unexcused. Parent/guardian notes must be handwritten and signed by a parent/guardian. E-mailed notes will *not* be accepted. All notes are to be turned into the main office upon arrival.

SCHOOL HOURS of OPERATION

Students should not arrive at school prior to 7:30 a.m. and once arriving to school, either by bus or private vehicle, students are to enter the building without delay. School is dismissed at 3:15. Students should leave campus by 3:45 p.m. unless under direct supervision by school staff. At 3:45 students are to leave school grounds or report to the detention room for supervision until parents arrive. Teacher hours are 8:00 a.m. - 3:30 p.m.

SKIPPING CLASS/SCHOOL

A student is considered *skipping class* when he/she is not in the classroom to which he/she has been assigned by a teacher, staff member, or administrator. A student is considered *skipping school* when he/she has left campus or never reported to campus. The following list will outline the penalties assessed against students who skip class/school:

Skipping Class/On Campus		Skipping School/Off Campus	
1 st Offense	1 day ISS	1 st Offense	2 days ISS
2 nd Offense	2 days ISS	2 nd Offense	3 days ISS
3 rd Offense	3 days ISS	3 rd Offense	4 days ISS

SOLICITING OR COLLECTING MONEY AT SCHOOL

Any effort to solicit or collect money at Gallatin High School must have prior approval of the principal. An announcement will be made over the public address system to inform teachers and students of this approval. In order to protect students from unnecessary collections or “rip offs”, only major emergencies will be considered for the approval by the principal.

STEALING

Anyone caught stealing will receive either in-school (ISS) or out-of-school suspension (OSS), and the offender may be turned over to Juvenile Court. Students must help us prevent stealing by **not leaving personal items unattended or bringing valuable items to school.**

STUDENT ACADEMIC HELP

We are fortunate to be able to provide help for those students who need additional assistance in subjects in which they are struggling (remediation lab). Each morning before school, teachers are available to assist students in English, world language, mathematics, science, and social studies. Students should ask their teachers for the specific times and locations for this assistance.

STUDENT FEES

Student fees are payable at the beginning of each semester. Specialty class fees will not be refunded should a student withdraw or be removed from the class.

STUDENT ID'S

In a school setting, identification is of the utmost importance to school safety. Therefore, everyone; visitors, students and staff, will be required to wear a school issued ID card. **IDs are to be visible at all times during the school day.** A lanyard will be provided so that the ID can be worn around the neck. Any student found not wearing his/her school issued ID is subject to punishment deemed appropriate by his/her teacher and/or administrator.

- *The Administration reserves the right to perform random ID checks at the beginning of each block throughout the school day. (Any student who is not in compliance is subject to disciplinary action.) Replacement ID's with lanyards (\$5) or lanyard only (\$1) may be obtained in the Library*

ID #1	Warning
ID #2	30 minute detention
ID #3	30 minute detention
ID #4	60 minute detention
ID #5	60 minute detention
ID #6	Administration

STUDENT RELATIONSHIPS

Our school adheres to a “**HANDS OFF**” policy between any students. When this policy is violated, administrative disciplinary action will be taken. The parents may be required to come to school for a conference concerning the problem.

SUMMER READING PROGRAM

Students in honors level English courses will be required to complete a summer reading assignment. Details on this program can be obtained from the school website at <http://ghs.sumnerschools.org>

SUSPENSION OF STUDENTS

(TCA 49-6-3401 / Tennessee State Law)

Any principal or principal-teacher of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension may include, but shall not be limited to:

1. Willful and persistent violation of the rules of the school or truancy
2. Immoral or disreputable conduct or vulgar/profane language
3. Violence or threatened violence against the person or any personnel attending or assigned to any public school
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to said school
5. Inciting, advising, or counseling of others to engage in any of the acts hereinbefore enumerated
6. Marking, defacing or destroying school property
7. Possession of a pistol, gun, or firearm on school property
8. Possession of a knife, etc. as defined in TCA 39-6-1701
9. Assaulting a principal or teacher with vulgar, obscene, or threatening language
10. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101.
11. Any other action prejudicial to good order of discipline in any public school.
12. Off-campus criminal behavior which results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

Any principal/principal teacher of any public school in this state is authorized to suspend a pupil from attendance at a specific class, classes, or school-sponsored activity without suspending such pupil from attendance at school pursuant to an **in-school suspension** policy adopted by the local Board of Education. Good and sufficient reasons for such suspension may include, but shall not be limited to:

- A. Behavior which adversely affects the safety and well-being of other students
- B. Behavior which disrupts a class or school sponsored activity;
- C. Behavior prejudicial to good order and discipline occurring in class, during school-sponsored activities or on the school campus.

TARDINESS TO SCHOOL / CLASS

To avoid interruptions in instruction and to maximize the learning process it is imperative that students make every effort to arrive at school on time. In the event a student arrives late to school, he/she MUST conform to the following:

- Students who are not in the building by 8:15 A.M. are to report to the front office and sign in before being admitted to class with written permission from the front office.
- The Administration reserves the right to perform random hall sweeps at the beginning of each block throughout the school day. (Any student who is not in the classroom is subject to disciplinary action, including ISS.)

The following list outlines the penalties assessed against students who are tardy to class (each semester):

Tardy #1	Warning
Tardy #2	30 minute detention
Tardy #3	30 minute detention
Tardy #4	60 minute detention
Tardy #5	60 minute detention
Tardy #6	Administration

TECHNOLOGY / ELECTRONIC DEVICES AND OTHER ITEMS

Any student who brings their own devices to school are subject to a reasonable search if suspicion arises that the device contains evidence of a violation of school policy or a legal infraction. Personal electronic devices such as CD players, Ipods, or MP3 players may be stored in backpacks, purses or personal carry-alls. However, the use of the devices during school hours is strictly forbidden unless such devices are being used for an educational purpose. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released. A student in violation of this policy is subject to disciplinary action. Since use or possession of beepers on school grounds is against the law, students in violation may be turned over to Juvenile Court for each offense. *Items* that distract from the learning environment are not to be brought to school. If these items are brought to school, they will be taken up, tagged, and placed in safe keeping until the end of the current term. In addition, violations may result in suspension. Students must obtain permission from an administrator to use a *camera* or *video*.

IPODs and MP3 players (without headphones) or other storage devices are allowed to be brought to school and used for educational purposes only. Students using these storage devices for non-educational purposes will have their device taken up, tagged, and placed in safe keeping until the end of the term. Please see cell phone policy if a student refuses to turn over his/her items.

Laptops are allowed to be brought to school and used for educational purposes with permission and supervision of a classroom teacher or administrator. Violation of this policy will result in the device being taken up and stored in the safe. A parent/guardian must pick up the item. Any other offense will result in the student losing the privilege to bring such items to school.

TELEPHONE USE

Incoming calls:

The school telephones are for business purposes only. Callers are requested to leave a message, since students will not be taken from classes for a routine call. Only emergency calls will be delivered during a class block.

Outgoing calls:

Calls may not be made during class time. Students may use the office phone for emergencies. Social calls are not permitted.

TOBACCO

Students shall not use or possess tobacco products in any form including vapor products while on school property, attending or participating in a school-sponsored event, while on school buses to and from school or school-sponsored events. On the **1st offense** a student shall automatically be given a three-day suspension from school. On the **2nd offense** the student shall automatically be given a five-day suspension from school. On the **3rd and all subsequent offenses**, the student will be suspended from school and be required to appear before the disciplinary hearing authority. After confiscation, these items will not be returned.

TRIPS OR CONVENTION POLICY

All school or school-related trips must be approved by the principal. Prior to the trip, the student must obtain approval from each teacher and make satisfactory arrangements concerning make-up work.

TSSAA ATHLETIC ELIGIBILITY REQUIREMENTS

All student athletes must have a passing grade the preceding year in at least six full unit subjects. Student athletes must be enrolled in at least four full unit courses each term.

VISITORS' POLICY

Any person visiting Gallatin High School must report to the school office and obtain a visitor ID. The person must have a legitimate and well-defined reason for the visit. Visiting girlfriends or boyfriends or loitering in the building is not allowed. Visitors will not be permitted to attend classes with students. *Under the provisions of the visitor's policy, students are not permitted to bring children to school.* **Delivery of food, flowers, and other gifts is prohibited.**

WEAPONS OR DANGEROUS OBJECTS ON SCHOOL PROPERTY

Possession of a pistol, gun or firearm on school property is a felony. The Sumner County Board of Education follows a Zero Tolerance Policy concerning students who are found in possession of a weapon or dangerous instrument. Any student found to have brought a weapon to school or is found in possession of a weapon on school property will be immediately removed from the general student population and referred to the disciplinary hearing authority. The Director must report each case to the Board at its next regular meeting. When a student is determined to be a Special Education student, an M-Team meeting, which shall include the Director or his designee, will be called to determine the appropriate disciplinary action. Where appropriate, criminal charges will be brought against the student and parents or legal guardian.

The term weapon shall be defined as any dangerous instrument. The term dangerous instrument shall include but is not limited to the following:

Knives / Swords	Box cutter / Scissors	Laser pointers
Razor Blades	Clubs	Spiked wristbands
Chains	Brass knuckles	Paint ball guns
Ice pick	Taser / Electric Shock Item	Pellet / BB gun

- Any object used in such a manner that could cause bodily harm or inflict damage to property
- Any explosive device
- Any item which could be perceived to be a dangerous instrument such as a toy or non-working device

Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns will be suspended as determined by the principal with the severity being up to the same as a real weapon. Depending on the circumstances, the principal may refer a student possessing a toy weapon or facsimile, including a water gun, to the disciplinary hearing authority for disposition as determined by the committee.

The principal will notify the parents or legal guardian of any student found in violation of this policy. The use of weapons and dangerous instruments in school plays, school bands, or any other school activity is prohibited unless sanctioned in advance and in writing by the Director of Schools.

Any other person in violation of this policy will be removed and appropriate criminal charges filed. This includes anyone with a legal permit from Sumner County or the State of Tennessee to carry a gun, except a person acting under authority of a governmental law enforcement agency shall be exempt.

WITHDRAWAL FROM SCHOOL

When a student withdraws from school for any cause during the school term, he/she must follow Guidance Department procedures. Students must clear all records, textbooks returned to classroom teachers, and indebtedness paid before a transcript of the student’s record can be forwarded to another school for admission.

DAILY BELL SCHEDULE

1st Block	8:15 – 9:35
Break #1	9:35 – 9:42
2nd Block	9:42 – 11:02
Break #2	11:02 – 11:09
3rd Block	11:09 – 1:06
<i>1st lunch</i>	<i>11:10 – 11:40</i>
<i>2nd lunch</i>	<i>11:40 – 12:10</i>
<i>3rd lunch</i>	<i>12:10 – 12:40</i>
<i>4th lunch</i>	<i>12:40 – 1:06</i>
Transition	1:06 – 1:13
Enrichment	1:13 – 1:48
Transition	1:48 – 1:55
4th Block	1:55 – 3:15

SCHEDULE B (TWO HOUR DELAY)

2nd Block	10:15 – 11:02
Transition	11:02 – 11:09
3rd Block	11:09 – 1:06

<i>1st lunch</i>	<i>11:10 – 11:40</i>
<i>2nd lunch</i>	<i>11:40 – 12:10</i>
<i>3rd lunch</i>	<i>12:10 – 12:40</i>
<i>4th lunch</i>	<i>12:40 – 1:06</i>

Transition	1:06 – 1:13
1st Block	1:13 – 1:48
Transition	1:48 – 1:55
4th Block	1:55 – 3:15