

STATION CAMP HIGH SCHOOL

1040 Bison Trail
Gallatin, TN 37066
(615) 451-6551
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Parent and Student Handbook 2020-2021

Welcome to Station Camp High School
Home of the Bison



We are very excited about the beginning of a new school year and hope you are looking forward to it as well. This handbook is to inform you of the rules and policies of SCHS and the Sumner County Schools. Please take time to review this information. Changes have been made as we continue to evolve into the school we want to be.

Art Crook, Principal

Station Camp High School Administration

Principal: Art Crook

Assistant Principal: Aaron Milliken

Assistant Principal: Mike Hayes

Assistant Principal: Josh Ray

Assistant Principal: Patrick Duffer

Counselor: Mary Faires

Counselor: Melissa Beckner

Counselor: John Tongate

Counselor: Jennifer Hanna

ATTENDANCE INFORMATION

ARRIVAL TO SCHOOL:

SCHS opens at 7:45am. Students will be dismissed to classrooms at 8am.

ATTENDANCE POLICY:

The Sumner County School Board has adopted the following rules and regulations for grades nine through twelve based on the State Compulsory School Attendance Law. Not following this law can result in a parent being guilty of a Class C misdemeanor. Students will be considered absent in a class if they miss more than one half of that class period. To receive an excused absence, a written note from the parent, guardian, or a doctor must be provided to the office. After the accumulation of five days of excused absences, the parent/guardian must file documentation with the principal to assure classification as an excused absence, i.e. note from doctor, court, etc.

Adequate reasons for absences include the following:

1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency. If the illness or hospitalization is to exceed ten consecutive days, the parent or guardian should apply for homebound instruction after the first five days of consecutive absences.
2. Death of a family member.
3. Special recognized religious holidays regularly observed by a particular faith.
4. Required court appearances. Verification of court appearance times must be provided.
5. Approved school related activities. Prior approval is required.
6. Vacations/Trips with prior approval by the principal. A note from the parent/guardian shall be submitted prior to any vacation or trip. Principal approval is required. Vacations/Trips taken without prior approval will be considered unexcused.

Unexcused absences are those not verified or which do not meet the reasons listed above. All out-of-school suspensions are unexcused. All missed class work or tests, whether excused or unexcused, may be made up provided the student makes a request to the teacher within twenty-four (24) hours upon returning to school. The work must be returned to the teacher within three (3) school days of the request. Students who have unexcused absences will receive a zero for makeup work; however, they will be encouraged to complete the work in order to keep up in the class. In order to meet the requirements for satisfactory attendance, a student may not miss more than five (5) days per semester. Suspension days will not count against the five absences.

COLLEGE VISITS:

Students should schedule college visitations during school holidays whenever possible. The principal can approve seniors to use two (2) school days which will be classified as verified absences if documentation is provided on the college letterhead from their admissions office. These absences will not count against exams.

EARLY DISMISSAL:

A parent may sign out a student at any time in person. Notes will be accepted for early dismissal if presented in the office before 8:00 so they can be confirmed by phone with a parent or guardian. Only administrators or parents may give permission for a student to leave school. Students are not to check out to leave campus for lunch.

GUIDANCE – ADMINISTRATOR CONFERENCES:

A student who is in conference with a counselor or administrator during class time must provide written proof of the conference to the teacher in order to be excused from that class. Parents or students who wish to meet with a counselor or an administrator should try to make an appointment in advance. Students who wait around in the hope of having a conference are not considered to have a legitimate reason to miss class.

RETURNING FROM AN ABSENCE:

When returning to school after an absence, students must have a note from the office in order to be admitted to class. Students will present documentation from parents, doctors, etc., to verify the absence to the attendance secretary. Students without a parental note will be given an unexcused note to class and will not be allowed to receive credit for make-up work. After 48 hours of returning to school, the absence is considered unexcused if a note is not presented. All admit notes must be obtained prior to 8:10. Notes from parent/guardian should include the following: Student's name, reason for the absence(s), date(s) of the absence(s), and parent(s) or guardian(s) signature and phone number.

TARDINESS TO SCHOOL:

1. Students reporting to school after 8:15 should report directly to the attendance office and sign in.
2. Students late to school will not be admitted to class without an admit note from the attendance office.
3. Any student that is late more than 3 times in a semester will be assigned detention.
4. Subsequent tardiness will result in a detention and an administrator will attempt to contact parents.
5. Students will receive ISS if they are tardy to school 6 times or more and the Sumner County Attendance Office will be notified.

TARDINESS TO CLASS:

Students are expected to be in the classroom when class is scheduled to begin. First tardy without a pass will result in a warning, the second offense will result in a phone call home, third offense a detention, and subsequent tardiness will result in suspension (ISS or OSS).

COURSE AND GRADUATION INFORMATION

CLASSIFICATION OF STUDENTS:

Classification is completed at the beginning of the fall semester and is for one full year.

Freshman - A student who has completed the eighth grade.

Sophomore - A student who is in the second year of high school and has completed six (6) credits.

Junior - A student who is in the third year of high school and has completed twelve (12) credits.

Senior - A student who is in the fourth year of high school and has completed eighteen (18) credits.

Graduating Senior - A student who is in at least the fourth year of high school and in range of graduation.

GRADING INFORMATION:

The State of Tennessee has adopted the following grading scale.

93 – 100	A
85 – 92	B
75 – 84	C
70 – 74	D
Below 70	F

Incomplete grades must be made up within ten school days after the end of the grading period. Exceptions to this rule must be approved by the principal. Any work not completed by the end of grading period will be averaged as a zero.

GRADUATION CEREMONY:

A student must complete all of the graduation requirements below in order to participate in graduation exercises.

GRADUATION REQUIREMENTS:

As established by Tennessee State Board of Education and with regard to local graduation requirements, a diploma will be awarded to students who:

Earn the required credits or satisfactorily complete an individualized education program;

Make passing scores on all components of the End-Of-Course Exams; and Have satisfactory records of attendance and conduct.

The Certificate of Attendance will be awarded to students who have earned the required units of credit and who have satisfactory records of attendance and conduct, but who have failed to meet graduation standards as outlined above.

The Special Education Diploma will be awarded to students who have satisfactorily completed an individualized education program, and who have satisfactory records of attendance and conduct, but who have not met graduation standards as outlined above.

Students may graduate with academic recognition if they:

Complete either the university preparation curriculum or the technical preparation curriculum;

Maintain at least a 3.5 overall average on a 4.0 scale;

Pass the EOC Standards in Algebra I, Biology I, and English II;

Have satisfactory records of attendance and conduct for 8 terms; and

Meet such additional requirements as specified by our local Board.

Graduation Requirements/Diplomas:

As established by the Tennessee State Board of Education and the Sumner County Board of Education and with regard to graduation requirements, a high school diploma or an appropriate certificate will be awarded as described below:

Graduation Requirements - effective with the 9th grade class of 2009-2010 and thereafter

(a) High School Diploma and Special Education Certificates.

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) have satisfactorily completed an individualized education program, and (3) have 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) have satisfactory records of attendance and conduct for eight terms.

(b) High School Diploma.

Ready Core Curriculum Units

English Language Arts.....4

Mathematics.....	4
Science.....	3
Social Studies.....	3
Wellness.....	1
Physical Education.....	0.5
Personal Finance.....	0.5
Foreign Language****.....	2
Fine Arts.....	1
Electives Focus.....	3
[Additional Sumner County electives].	4
Total.....	26

**** 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.

DISCIPLINE INFORMATION

ALCOHOL AND DRUG ABUSE:

Any student in possession of illegal drugs, drug paraphernalia, or found to be under the influence of drugs or alcohol will receive a maximum of a ten-day suspension or possible expulsion from school depending on the severity of the offense. Drug paraphernalia will include, but not be limited to pipes, clips and papers. Illegal drugs include, but are not limited to marijuana, alcohol, prescribed drugs (not checked in with the school officially), cocaine, narcotics and hallucinogens. It is against Sumner County Board of Education policy for any student to possess, sell, furnish or barter any illegal drugs on school property or during a school-related activity. Violators will be referred to the Discipline Committee of the Board of Education and will be subject to existing local, state, and federal laws.

CELLULAR TELEPHONES and other devices:

Cellular phones and personal devices are permitted prior to class, in between classes, and lunch. They are not during class.

1st Offense: Warning; Phone will be turned in to the student’s administrator and may be picked up by the student at the end of the following school day.

2nd Offense: Detention issued; Phone will be turned in to the student’s administrator. Phone may be picked up by the student at the end of the following school day after the detention has been served.

3rd Offense: Student assigned ISS; Phone will be turned in to the student’s administrator. Phone may be picked up by the student at the end of the following school day after the ISS has been served.

4th & Subsequent Offenses: Student assigned consequence up to and including OSS; Phone will be turned in to student's administrator and phone may be held in office for an extended period of time. Failure to turn over cell phone after being found to be in misuse of the cell phone policy may result in a student being assigned OSS. THE SCHOOL DOES NOT ASSUME ANY RESPONSIBILITY SHOULD THESE ITEMS BE LOST, DAMAGED OR STOLEN.

BISON FOOD COURT:

Students are expected to display appropriate behavior in the Bison Food Court. Student numbers must be entered into the computer when purchasing items in the food court.

The following rules should be followed:

1. Do not cut in line.
2. Return own tray.
3. Dispose of trash in waste cans.

Violation of these rules will result in detention or ISS. See a cafeteria supervisor for a pass to leave the area.

BUS CONDUCT:

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. A student may be denied the privilege of riding the bus if the student's behavior causes disruption on the bus, or when the student disobeys state or local rules and regulations pertaining to student transportation. Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent and signed by the principal of the school that the student attends. Any student wishing to ride a bus other than the student's designated bus must have written parental permission and approval by the principal or the designee. Board Policy JCBE. Approval forms can be picked up in the office from Ms. Shoulders.

DAMAGE TO SCHOOL OR STUDENT PROPERTY:

Any damage or destruction to school property will result in immediate disciplinary action. Please remember that this costs everyone money and often the loss in usage of the damaged item. In addition to the punishment, the student will be required to pay for repairing or replacing the damaged item.

DETENTION:

Detentions will be held daily following this schedule:

7:20AM – 8:05AM (Monday – Friday) Edgenuity Lab

3:15PM – 4:00PM (Mon., Tues. and Thurs.) Edgenuity Lab

Tardies to class per semester-

3rd tardy- Detention

4th tardy- 1 day ISS, day added for each additional tardy.

Tardies to school per semester-

4th & 5th tardy- Detention

6th tardy and beyond- Bottom Line

DISRESPECTFUL CONDUCT:

In order to build an effective school, we must have confidence in and respect for our teachers/staff. Please remember to be respectful and courteous to all teachers, substitutes, staff, and visitors. Disrespect will be considered a serious infraction of school policy.

DRESSING AND GROOMING:

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. Students dressed inappropriately will have to change into appropriate clothing and will be allowed to return to class with a tardy. The administration reserves the right to withhold confiscated clothing from the student and return articles to only the parent or guardian. Students will be given an unexcused absence if they miss more than half a class. If a student is unable to change to approved clothing, he/she will be either assigned to ISS, sent home, and/or a parent conference.

THE FOLLOWING GUIDELINES SHALL BE ENFORCED:

- No body piercing jewelry except earrings may be worn
- Jewelry must not be distracting, disruptive, or unsafe
- No shorts
- No saggy/sagging pants (no flesh or undergarments should be visible between shirt/top and pants/skirt)
- Skirt length or slits in skirts must not be higher than 3 inches from bend in back of knee
- Leggings allowed covered by appropriate length shirt
- No extreme hair styles or hair color (natural reoccurring)
- No spandex
- No form fitting/body conforming clothes or revealing necklines
- Shoulders must be covered by a 2-inch or more shoulder seam; male shirts must have sleeves
- Clothing made of see through material is not allowed
- No holes in clothing (cannot be covered with tape)

- No pajamas (tops or bottoms) or house shoes
- No suggestive slogans, vulgar captions, pictures of advertisements for tobacco, alcohol, drugs, or sex
- No lettering across seats of garments
- No head dress for boys or girls (unless for religious purposes)
- No tinted glasses/sunglasses unless doctor prescribed
- No clothing or articles related to gangs
- Tattoos will be handled at principal's discretion.
- No shoes with cleats or rollers
- Any other clothing/dress/attire that may distract or interfere with the learning environment or operation of the school will not be allowed at the principal's discretion

DISCRIMINATION/HARASSMENT:

Harassment of any individual will result in stern disciplinary action. Every incident should be reported to an administrator, guidance counselor, or teacher. The nature of the punishment will be determined by the severity of the harassment with possible referral to the local police department and the Sumner County Board of Education.

ELEVATOR USE BY STUDENTS:

Students must get an elevator pass from the front office before using the elevator.

FIGHTING:

Students who seek help with problems in personal relationships before a fight occurs will find a positive response from the school administration. Please inform your teacher or counselor of any potential problems. This will help avoid major problems and will protect both you and other students. Any matters reported will be handled discreetly and in your best interest. Students who choose to incite or resort to violence to solve problems with other students will be dealt with in a swift and severe manner. The nature of the punishment will be determined by the degree of involvement on the part of the individual students. Fight promoters (those students who encourage fighting by gossiping, etc.) will be severely disciplined.

HALL PASSES:

Students must carry a designated hall pass if in the hallways during class time.

HANDS OFF:

Any public display of affection and overt physical contact will be considered a disciplinary infraction.

STUDENT ID BADGES:

All students must wear ID badges on school issued lanyards at all times while in the building. Failure to wear student ID will result in a detention. Replacement badges will be made each morning between 8:05 and 9:00 a.m. Cost of the replacement badge will be \$5.

HONOR CODE POLICY:

All students are expected to produce their own, original work. Violations of this policy include:

1. Taking information of any form into a test situation for the purpose of responding to test items.
2. Plagiarism is the submission of another person's 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.
3. Copying work of others when the copied material is to count as a part of the semester grade. This includes digital copies.
4. Relating test information to others in or out of class.
5. Taking test questions (complete tests, answer keys, teacher's edition).
6. Selling or buying papers.

When a teacher has proof of cheating, the student will receive a "0" for the work and the parent will be notified. Further disciplinary action may be required by the administrator.

IN-SCHOOL SUSPENSION:

Students may be assigned to in-school suspension for a designated number of days. Students who are assigned to ISS must report to the ISS room before 8:15 and will be dismissed at 3:15. Students will be expected to continue regular classroom assignments while serving ISS. Once a student is assigned ISS, he/she must earn his/her way out of ISS by conforming to strict guidelines. Students will not be allowed to return to their regular schedule until they have earned the appropriate points.

LEAVING THE BUILDING:

At no time should a student be outside the building unsupervised. A student should only be in the parking lot if he/she has been dismissed from school. Students will not be allowed to retrieve books, supplies, etc., from their vehicles during school hours without written administrative approval.

PROFANITY:

Profane or vulgar language will not be tolerated in classrooms, hallways, at any school activity, or on campus. Stern discipline will be dealt to any student guilty of this conduct.

SEARCH OF PERSONS AND CONTAINERS:

Any principal, or designee, having reasonable cause for a search may search any student, place, or thing on school property, or in the actual or constructive possession of any student during any organized activity off campus, including buses, if he receives information which would cause a reasonable belief that the search will lead to the discovery of :

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

All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

A student may be subject to physical search (with a witness). A student's pocket, purse, or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other student, if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon or drug;
2. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students; and

A principal or his designee, or both such persons, may search any vehicle parked or otherwise located on school property if there is probable cause to believe that the vehicle contains a dangerous weapon, drugs, or any evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body.
Board Policy JCAB.

TOBACCO:

Students shall not use or possess tobacco, including vapor pens, in any form while on school property, attending or participating in a school-sponsored event, while on school buses to and from school, or on school buses to and from school-sponsored events. On the first offense, a student will receive a three-day suspension from school. On the second

offense, the student will receive a five-day suspension from school. On the third offense, the student shall be required to appear before the Discipline Hearing Authority. Board Policy JCBC.

WEAPONS OR DANGEROUS INSTRUMENTS:

The Sumner County Board of Education has zero tolerance for weapons. Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately suspended from attending Sumner County schools for a minimum period of one calendar year. The Director of Schools may modify the suspension requirements on a case-by-case basis. When a student is determined to be a special education student, an IEP-Team meeting, which shall include the Director or his designee, will be called to determine the appropriate disciplinary action. Any student who brings to school or who is found in possession, on school property or at any school-sponsored activity on or off campus, of any weapon or dangerous instrument will be immediately removed from the general student population. Within five school days, a disciplinary committee shall recommend the disposition, including suspension, of the student. Toy weapons or facsimiles will not be permitted on school grounds. The definition of weapons may include, but not be limited to knives, box cutters, razor blades, clubs or police batons, paint ball, bb or pellet guns, brass knuckles, chains, spiked wristbands or collars, any firearms, explosives including, but not limited to fireworks, and any object used in such a manner that could cause bodily harm or inflict damage to property. This list is not all-inclusive; therefore, the principal shall use discretion in ascertaining whether an object is a weapon as defined in this policy. Board Policy JCBF.

ZERO-TOLERANCE BEHAVIOR:

Zero Tolerance Offenses may result in automatic expulsion from Sumner County Schools for one calendar year after due process has occurred. The offenses are:

1. Any student who brings, uses, is under the influence of, or found in possession of a drug, alcohol, or drug paraphernalia on a school bus, on school property, or at any school event.
2. Any student who brings, uses, or is found in possession of a dangerous weapon on a school bus, on school property, or at any school event.
3. Any student who assaults or threatens to assault a teacher, student, or any other person. Board Policy JCCC.
4. Any student who participates in a bomb threat resulting in the disruption of normal school activities.

GENERAL INFORMATION

ACCESS TO STUDENTS:

Under the law, school officials are required to remain neutral in their contacts with parents who are separated or divorced. The faculty and staff of Station Camp High School are committed to preserving the emotional well-being of each student and to protecting him or her from undue emotional stress when separated/divorced parents cannot agree on school related issues. Under ordinary circumstances, both the custodial and non-custodial parent has equal access to the student's school records. Both parents are granted equal status relative to the education of their child. In some cases, a court decree may be issued that limits or restricts a parent's rights in educational matters. Please be advised that the Sumner County Board of Education will grant equal parent access to school records (and to eligible children) unless a court order is provided specifying any special conditions, which may exist. It is the responsibility of the parent to provide to the school principal the court order if one exists.

CLUBS:

To establish a club on campus, students must:

1. Secure the names of at least ten (10) students who wish to participate in the club.
2. Provide the name(s) of probable adult faculty members who are willing to serve as a club sponsor.
3. Provide a statement of purpose.
4. Function in accordance with the federal Equal Access Law.
5. Make a presentation first to the Director of Student Activities for initial approval and then to the school leadership council for final approval. Clubs currently functioning at SCHS include the following:
 - Beta Club
 - Bison Cares
 - Bison Interact Club
 - Distributive Education Clubs of America (DECA)
 - Family Career and Community Leaders of America (FCCLA)
 - Fellowship of Christian Athletes (FCA)
 - Foreign Language Clubs
 - Future Business Leaders of America (FBLA)
 - Future Farmers of America (FFA)
 - Future Health Professionals (HOSA)
 - Interact
 - Model United Nations
 - National Speech and Debate Association
 - National Honor Society

- Science Club
- Student Council

CARE OF PEOPLE AND PROPERTY:

• **Emergencies:** The school has a comprehensive emergency plan which will be practiced and reviewed annually. Basic contingencies include the following:

1. In drills requiring students to exit the building (fire, bomb threat, etc.) everyone should move quietly and quickly to the designated exits, move away from the building.
2. In severe weather drills (high winds, tornado, etc.); everyone should report to the hallways and assume the safety position per directions given.
3. In the event of a lock-down, everyone (student, employees, and guests) should remain in place. If you are in a hallway, enter the nearest classroom and remain there until told to do otherwise. Your safety and the safety of others may depend on your responding as directed during a lockdown.

• **Building and Grounds:** The appearance of the school building and grounds is a matter of personal and school pride. Common sense tells us that trash belongs in trash cans, food should be eaten in designated areas, and graffiti is unacceptable. Vandalism is grounds for discipline action.

• **Vending Machines:** Food and drink machines have been placed in the rear of the building for the convenience of students, visitors, and staff members. The school is not responsible for refunding money; use machines at your own risk.

DRIVER'S LICENSE CERTIFICATION PROCEDURES:

Driver's license and/or instructor permits for any person under the age of eighteen will be denied unless the student has written certification from school officials. The form may be requested from the attendance office, before or after school, by students who meet the compulsory school attendance policy and meet academic guidelines. A certificate of withdrawal will be sent to the Department of Safety whenever a student has excessive unexcused absences.

FUND-RAISING:

All school fund-raising must be cleared through and approved by the Director of Student Activities and Principal. Athletic team and/or athletic booster club fund-raising which will occur on-campus with student participation must be pre-approved by the Athletic Director and Principal.

LOCKS AND LOCKERS:

Only one lock may be issued to each student, and students may not share lockers. Locks must be left on the lockers at the end of the school year. If a lock is lost, the student should report to the school bookkeeper and pay for a new lock. The receipt may be presented to Mr. Milliken. Locks not issued by the school will be removed. Stickers or inappropriate materials may not be displayed in lockers.

LOST BOOKS:

Students who currently owe for lost books will not receive additional books until they have paid for the missing book(s). Students who lose book(s) should report to the office to pay for lost book(s).

MESSAGES:

As a general rule, the office will relay only emergency messages from a parent or guardian after approval by an administrator. An emergency is an illness or death in the family. When possible, non-emergency messages will be delivered to students between classes or after school.

MORNING BREAK:

Cold drinks and snacks may be purchased from the machines in the gymnasium lobby during break. The food should be consumed in those areas only.

NON-DISCRIMINATION POLICY:

It is the policy of the Sumner County Board of Education and Station Camp High School not to discriminate on the basis of sex, race, religion, national origin, or handicap in its educational program or activities.

PARKING LOT:

Students are not to be in the parking lot, sit in cars, or use cars during the school day. Students are to go immediately into the building after arriving on campus. Students may not move vehicles from one location to another on campus. Vehicles are to be parked within provided spaces and not parked diagonally.

PUBLICATIONS - SOLICITATIONS:

No publications may be produced or distributed unless permission is granted. Any effort designed to solicit or collect money at SCHS must have prior approval. An announcement will be made over the public address system to inform teachers and students of the approval. In major emergencies, such as the destruction of home and personal belongings by fire, collecting money may be considered for approval.

SIGNS OR POSTERS:

Any signs or posters placed in the building must have approval from the administration. Nothing should be placed on the doors.

STUDENT PARKING:

Student parking at SCHS is a privilege and can be suspended at any time. Due to the limited number of spaces, only Juniors and Seniors may park on campus. Student drivers are required to obtain a valid parking permit before a vehicle is parked on school property. Students who drive to school should be aware of the following guidelines and procedures:

1. Students are to park only in their assigned number space.
2. Students are not allowed to go to their vehicles during school hours.
3. SCHS parking permits must be visible from outside the vehicle.
4. Students are not allowed to loiter or linger in their vehicles or parking areas.
5. Non-registered vehicles are subject to towing at owner's expense.
6. The Sumner County Board of Education and SCHS cannot be held responsible for students' vehicles or their contents.

STUDENTS WHO DO NOT PARK IN THEIR ASSIGNED SPACE WILL BE SUBJECT TO A TICKET.

1ST OFFENSE- \$5

2ND OFFENSE- \$10

3RD OFFENSE- \$20

4TH OFFENSE- REMOVAL OF PARKING PRIVILEGES

STUDENT RECORDS:

Parents, guardians, and eligible students are provided the opportunity to inspect student educational records. Students become an "eligible student" upon reaching the age of eighteen (18) or when they enroll in a post-secondary institution. Correction of items in the record which are thought to be inaccurate, misleading, or in violation of the student's rights may be requested as well as a hearing. If necessary, a complaint may be filed with the appropriate federal or state officials when the school district violates laws and regulations relative to student records. Please notify the office if you wish to inspect your records, and we will make an appointment.

TRIPS OR CONVENTION POLICY:

Prior to the trip or convention the student must make satisfactory arrangements concerning makeup work. If a student is assigned ISS or OSS at the same time as the trip, he/she will not be allowed to participate.

VISITORS:

The Sumner County Board of Education encourages parents and other citizens to visit for the purpose of keeping informed of school programs and services, and showing support for school activities. Students, however, may not bring visitors on campus during a school day. On special occasions such as school programs, open house, which occur after normal school hours, all visitors including parents, will report to the school office and sign in prior to handling any business. Guest passes will be issued for all persons other than students and employees of the school. In order to maintain the condition and atmosphere suitable for learning, no other person shall enter onto the grounds or into the buildings of the school during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

HEALTH INFORMATION

ACCIDENTS:

Immediately report to a teacher, administrator, or the office any accidents occurring on school property. First aid supplies are kept in the office for minor injuries. We will provide immediate assistance.

MEDICATIONS:

All students must have the prescription or non-prescription medication form completed before the school can administer medication(s) to the student. The prescription medication form is to be completed and signed by the physician and the parent/guardian. No medication(s) will be given without the properly completed and signed form. All medications must be kept in the office. Additional information:

- Forms will not carry over from one school year to the next. A new medication form must be completed each school year.
- Any change in medication must be accompanied by a new form with the changes noted. The physician must sign the new form.
- All medications must be brought to the school in the pharmacy labeled bottle with the student's name and instructions. This bottle must match the physician's order.
- Inhalers will be kept in the office and the student must have completed and signed orders from the doctor.
- Any remaining medication at the end of the school year should be picked up within five (5) business days. Remaining medications will be disposed of appropriately.

STUDENT ILLNESS/INFORMATION:

If a student becomes ill, he/she must report to the attendance office. A parent/guardian will be required to pick his/her child up from school if the school nurse deems necessary. In addition, if your child is diabetic, the school should be provided with doctor's orders addressing the following:

- Interventions for hypo/hyper glyemic
- Special needs for exercise, diet, blood glucose monitoring
- High blood glucose readings, high ketones
- Insulin at school
- Glucagon injections for emergencies

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Ms. Selena Elmore
Section 504 Coordinator
Sumner County Schools
695 East Main Street
Gallatin, TN 37066
(615) 451-6598

Ms. Norma Dam
ADA Coordinator
Sumner County Schools
695 East Main Street
Gallatin, TN 37066
(615) 451-5423

Ms. Katie Brown
Title VI and Title IX Coordinator
Sumner County Schools
695 East Main Street
Gallatin, TN 37066
(615) 451-5200