

# Tyner Academy



## Student Handbook

2018-19

School Hours: 9:00-4:00

Principal: Gerald Harris

Assistant Principal: Kristen Childs

6836 Tyner Rd.

Chattanooga, TN 37421

(423) 855-2635 Fax: (423) 855-9417

## **NON-DISCRIMINATION POLICY**

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, color, national origin, creed, religion, age, marital status or disability in its educational programs (including CTE, Special Education, etc.), activities or employments policies.

A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes:

- (1) The Rehabilitation Act of 1972, Section 504:
- (2) Title VI of the Civil Rights Act of 1964: or
- (3) Title IX of the Educational Amendments of 1972

## ACADEMICS

### Graduation Requirements

<u>Subject</u>	<u>Credit</u>	<u>Course</u>
English	4	English I, II, III, and IV
Math	4	Algebra I, Geometry, Algebra II and one Advanced Math. Students must take math each school year.
Science	3	Biology, Chemistry or Physics and 1 lab science.
	1	Additional HCDE Science Elective.
Social Studies	3	World History and Geography, US History and Geography, Economics (.5) and US Government & Civics (.5).
Wellness	1	
PE	.5	
Personal Finance	.5	
World Language	2 (same language)	
Fine Arts	1	
Major Elective Focus	3	
Capstone Experience	1	
	<hr style="width: 10%; margin: 0 auto;"/>	
	28 credits- Block	

A satisfactory record of attendance and conduct is required for all graduates.

### Additional Information

- Students with qualifying disabilities as documented in the IEP shall be required to achieve at least Algebra 1 and Geometry. Follow the TN Correlations of Course & Endorsement Codes for specific course numbers and all requirements.
- Students with qualifying disabilities as documented in the IEP shall be required to achieve Biology 1 and two other lab science credits. Follow the TN Correlations of Course & Endorsement Codes for specific course numbers and all requirements.
- Additional HCDE Science Elective approved list is in the Appendix.
- ROTC credit as substitution for required courses: Traditional Block One Credit---No substitute credit One year (2 credits)---Wellness (1), PE (.5) Two Credits--- Wellness

(1), PE (.5) Two years (4 credits)---Personal Finance (.5), Government (.5)\*\*\* Three Credits---Personal Finance (.5), Government (.5)\*\*

- \*\*Substitute Personal Finance and Government credits can be earned in later courses under block scheduling but no earlier than the end of 2nd semester of the 2nd school year.
- Physical Education requirement may be met by substituting an equivalent time (65 hours) of physical activity in other areas including but not limited to marching band, cheerleading, interscholastic athletics and school sponsored intramural athletics. HCDE board approved addition: dance. See Appendix for Documentation form.
- In exceptional circumstances, Foreign Language may be waived for students not going to a university to expand and enhance the elective focus. See Appendix for waiver form. • In exceptional circumstances, Fine Arts may be waived for students not going to a university to expand and enhance the elective focus. See Appendix for waiver form. • Major Elective Focus: 3 credits (1) Math and Science. (2) Career and Technical Education: State required program of study. The three courses must be in the same cluster. (3) Fine Arts. (4) Humanities. (5) AP or IB: Any 3 courses or combination of courses above the core requirements. (6) Intervention Academic Elective. (7) Transition Elective Focus
- The Capstone Experience is a requirement. Elective credit may be earned but is not required. The Capstone experience can be satisfied by a senior project, internships, Work Based Learning, service learning (40 hour min.) and community service (40 hour min.).

### **Diploma Criteria**

Regular Diploma: Students who have fulfilled the requirements for graduation set by the State of Tennessee and the Hamilton County Board of Education as outlined above receive a regular diploma.

#### 1. Early Graduation – 7 semesters

Students who meet all requirements for graduation from a Hamilton County high school may graduate early with the following provision: • Students who choose to graduate early must declare their intent to do so no later than the beginning of the term in which they plan to graduate. • Once graduated, students may no longer participate in high school athletics or any other extra-curricular program. • Participation in senior activities is at the discretion of the Principal.

#### 2. Early Graduation – 6 semesters or less

Students who meet all requirements for graduation from a Hamilton County high school may graduate early with the following provision: • Students who choose to graduate early must declare their intent to do so no later than the beginning of the term in which they plan to graduate. • Student must complete the Capstone Experience requirement. • Once graduated, students may no longer participate in high school athletics or any other extra-curricular program. • Student is not eligible to be named valedictorian or salutatorian. Additionally, early graduates are not eligible for a senior award. • Student may participate in current year graduation ceremony but not with cohort. .

3. Early College Admissions – Early College Admissions Procedure (From TN Minimum Rules & Regulations)

To be considered for an early admissions program, the student shall: • Earn a cumulative GPA of at least 95 through 3 years of high school. • Earn an ACT (or equivalent SAT score) composite of at least 25. • Submit a written request to the high school principal at the end of the junior year signed by the students and parents (TMRR). • Be accepted into an early admission program by an accredited institution of higher learning. • Not be required to participate in the high school graduation program. • Complete school and system requirements for regular high school diploma. • Transportation and tuition is the responsibility of the student.

**Grading**

The Hamilton County Department of Education follows the Tennessee State Board of Education’s Uniform Grading System which consists of the following:

Uniform Grading System – Weighted for Advanced Coursework

<b>Uniform Grading System – Weighted for Advanced Coursework</b>				
Grade	% Range All Courses	Honors Courses	Statewide Dual Credit Courses, Capstone Industry Certification Courses & Dual Enrollment Courses	Advanced Placement and International Baccalaureate
A	93-100	Addition of 3 percentage points to the grades used to calculate the semester average	Addition of 4 percentage points to the grades used to calculate the semester average	Addition of 5 percentage points to the grades used to calculate the semester average
B	85-92			
C	75-84			
D	70-74			
F	0-69			

\* 100 is the highest grade that may be recorded for any graded component except for courses with weighted grades.

\*\* Incomplete must be removed during the next grading period.

**Grade Point Average**

Hamilton County high schools may utilize two methods in calculating Grade Point Averages (GPA) for students.

- The first method is a 4.0 scale. The 4.0 scale is defined in the Tennessee Uniform Grading System. This grading scale is used to calculate and determine a student’s eligibility for the Tennessee Hope Lottery Scholarship. This state-recognized GPA will appear on the high school transcript for all Hamilton County graduates (TCA 49-6-407).

- A second method for determining cumulative GPA may be calculated using weighted quality points. AP, IB and Dual Enrollment courses will receive an additional weight of 1.0. Honors will receive an additional 0.5. The weighted GPA may be requested by certain colleges and universities for admission requirements and scholarships. Assigning additional quality points above 4.0 for these courses is not allowed for the purpose of determining eligibility for the Tennessee lottery scholarships (SBE Rule 052001-03-.05).

### **Grade Calculations for Block Schools**

#### **Grade Calculations for High School Courses without State End-of-Course Tests**

Semester 1 (1st 9 weeks) and semester 2 (2nd 9 weeks) each 9-weeks grade counts 42.5% and the exam counts 15%.

#### **Grade Calculations for High School Courses with State End-of-Course Tests**

For semester 1 (1st 9 weeks) and semester 2 (2nd nine weeks) each nine weeks grade counts 42.5% and the state End-of-Course test counts 15%.

### **Components of the Quarter Grade**

The grading formula for each nine-week's grade is as follows:

- a. Instructional Tasks-----50% Teaching Assessment Tasks. These may include instructional tasks such as daily work, quizzes, teaching tasks, and problem/project based learning activities. Homework assignments should count no more than 10%.
- b. Assessment Tasks----- 50% Performance and/or Assessment Tasks. Assessments may include summative unit tests, essays, performance assessments, constructed response tasks and problem/project based learning activities.

### **Grade Not to exceed 100**

A grade of 100 is the highest recordable grade for a course, with the exception of weighted courses. Grades for weighted courses may exceed 100 upon the addition of added points.

### **Credit Recovery**

Students interested in participating in Credit Recovery must have a course average of at least a 50. A contract must be signed and agreed upon by the second week of the next 9 week term. Successful completion will result in a grade of 70 for the course. A student who does not successfully complete the course will retain the original average.

### **Field Trips and Off Campus Activities**

School sanctioned field trips will follow Hamilton County Board Policy regard the administering of field trips. Under no circumstances are students permitted on field trips without a properly signed permission slip.

Decisions regarding student participation may be based on attendance, grades, and/or behavior.

## ATTENDANCE/DISMISSAL/TARDY

Students are expected to be in school and **on time** for each class. A student who is not in school for at least half the day will be counted absent for the day, and that student may not participate in extra-curricular/sports activities on that day. All excuses should be submitted to our school attendance clerk.

### **HCDE Attendance Law/Policy/Procedures**

Information can be found at:

- hcde.org
- click School Board tab
- scroll down and click Board Policies

### **Dismissal**

Students must always receive office approval before leaving, regardless of the reason. Valid reasons for an excused checkout from school:

- Illness of the students
- Illness in the home
- Death in family
- Appointment with health care professional
- Court order

The administrative staff must approve other non-listed reasons for dismissal. The logbook must be signed if dismissal is approved. The school secretary may ask to see your license to verify that permission has been granted for you to check out a student.

Students will remain in class until called by the office (upon parent arrival) in order to minimize lost class time.

**No students will be dismissed by way of phone calls**

### **Tardies**

Late arrival disrupts class and causes loss of instruction time. **All students who arrive after 9:00 are counted tardy by the classroom teacher and must check in the main office for a pass to class.** Administrative consequences will be assigned to students with excessive tardies.

## BEHAVIOR

### **Athletics**

Tyner Academy is a member of the Tennessee Secondary Schools Athletic Association. (TSSAA). Students must earn six credits the preceding school year, receiving credit in three out of four classes in the preceding term to participate in any TSSAA sport. Other restrictions may apply. Student athletes will have a code of conduct to follow which will be given to them by the coaches for their sport(s). School behavioral issues can affect participation in school athletics.

A low conduct grade may determine eligibility for athletic involvement. Students must be good role models to represent EHS in all facets of the school environment. Student athletes must follow all rules set forth by the school and the TSSAA.

### **Bullying Policy**

Bullying will not be tolerated on school property, at a school function or on a school bus. Harassment or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate in a safe and disciplined environment.

Bullying being defined as deliberate harassment, intimidation, and/or violence against a student perpetrated by another student or group of students. Bullying is any written or **electronic communication (cyber-bullying)\***, physical act, taunts (name-calling or ethnic, racial, or gender based verbal abuse), threats, intimidation or extortion. Bullying is also defined as conduct which creates a hostile or offensive learning environment.

A student who commits an offense determined as bullying under this definition above shall be disciplined appropriately, including but not limited to suspension from school. Students who are intimidated or harassed by another student or students who become aware of a bullying situation should report these incidents immediately to a teacher, counselor, or administrator. The privacy and anonymity of all parties and witnesses will be respected.

All reported complaints will be investigated and handled appropriately by a teacher, counselor, or administrator.

\*Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat and websites. This includes text messages or emails, rumor sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. If cyber bullying affects the normal school day, per HCDE policy, administration can address and punish accordingly **even if the communication took place off campus and after-school hours.**

### **Cell Phone and Electronic Device Policy**

Students bringing cellular phones or electronic devices to school, do so at their own risk. Neither the Hamilton County Department of Education, nor East Hamilton High School will assume any liability for any lost, stolen or damaged cell phones or electronic devices in school, nor any school related activity.

Students are restricted at all times within the building and on campus from using their cell phone or electronic device during the school day. Students who violate this policy will be asked to surrender their device. These devices will be held according to the following schedule, per school board policy:

- 1<sup>st</sup> Violation – 10 days
- 2<sup>nd</sup> Violation – 20 days
- 3<sup>rd</sup> Violation – Remainder of the School Year

Notice to parents: Please do not contact or communicate with students during instructional time via cell phones. All emergency contact to the student must go through the main office. In most cases, a student may be given permission to use a classroom or administrative telephone to contact a parent/guardian.

### **Discipline**

All Board Policies regarding behavior as outlined in the HCDE Code of Conduct will be enforced. Consequences, including suspension or expulsion, may result in violation of these policies.

**All students and parents must sign and return the HCDE Code of Conduct stating you read and understood the contents.**

Specific Conduct/Behavior Information and consequences can be found in the Code of Conduct and at

- hcde.org
- click School Board tab
- click Board Policies
- click Section VI – Student
- click Behavior and Discipline

In addition suspension from school will occur when:

- A student is involved in off-campus criminal behavior resulting in felony charges
- A student's presence in school poses a danger to persons or property, or disrupts the educational process
- A student is involved in fighting, which can also result in an arrest and summons to juvenile court.

### **Discrimination and Harassment**

(Sexual, Racial, Ethnic, Religious)

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

### **Dress Code**

Students are expected to be in appropriate dress at all times while on the school campus.

- Students not adhering to the dress code will not be allowed to attend classes.
- Chronic dress code violators will face alternative placement.

**ACCEPTABLE**

**UNACCEPTABLE**

<p><b>Shirts</b></p> <ul style="list-style-type: none"> <li>• Solid black, gray, pink, white, gold, official Tyner maroon only</li> <li>• Collared (polo, or oxford style only)</li> <li>• Long or short sleeves</li> <li>• Logos must be on the left pocket area only</li> <li>• Turtlenecks may only be worn in winter</li> <li>• Ties may be worn with button down shirt. Ties must be school appropriate.</li> <li>• <b>Tyner t-shirts may be worn everyday. <u>Must have Tyner on the t-shirt.</u></b></li> </ul>	<p><b>Shirts</b></p> <ul style="list-style-type: none"> <li>• Stripes, Checked, words, or other designs</li> <li>• Cap sleeves</li> <li>• Sheer or see-through material</li> <li>• Sleeveless, tank tops, tube tops, midriff/cropped tops</li> <li>• Oversized shirts</li> <li>• <b>No shirts that have other school/team logos</b></li> </ul>
<p><b>Pants</b></p> <ul style="list-style-type: none"> <li>• Khaki color only</li> <li>• Worn at the waist</li> </ul>	<p><b>Pants</b></p> <ul style="list-style-type: none"> <li>• Shorts (cannot be worn at any time)</li> <li>• Capris, leggings, dresses, skirts, skorts</li> <li>• Sweat pants, warm-ups, athletic shorts</li> <li>• Denim of any color</li> <li>• Sagging pants</li> </ul>
<p><b>Shoes</b></p> <ul style="list-style-type: none"> <li>• Leather, canvas, or athletic shoes or boots</li> <li>• Sandals with a strap that goes around the heel</li> <li>• <b>Shoes with a closed toe only</b></li> </ul>	<p><b>Shoes</b></p> <ul style="list-style-type: none"> <li>• Flip flops, slides, pool shoes</li> <li>• House shoes</li> </ul>
<p><b>Outerwear</b>  <b>Appropriate Colors: black, gray, white, maroon, gold, pink</b></p> <ul style="list-style-type: none"> <li>• Hoodies, sweaters, sweatshirts, pullovers, fleece, or jackets</li> <li>• Scarves</li> <li>• Jean jackets</li> </ul>	<p><b>Outerwear</b></p> <ul style="list-style-type: none"> <li>• No hoods, hats, caps on heads in the building (hallways, classrooms, cafeteria, gym, etc)</li> <li>• Inappropriate pictures, wording</li> <li>• Bandanas of any kind</li> <li>• No Bonnets or any kind of hair wrap</li> </ul>

**Miscellaneous:**

- **NO BEATS headphones or earbuds** during school hours—unless teacher directed
- **Shirts that are too long will have to be tucked in.**
- All hats must be in the students’ lockers during school hours.
- All backpacks and purses must be in students’ lockers during school hours.
- All sunglasses must be in students’ lockers during school hours.
- Students should not wear any attire (shirts, hoodies, jackets, etc) from other schools. **RAM PRIDE** only

**Special Note:**

- Club 21 members may be out of dress code every Monday with an appropriate badge—cannot wear sweats, slides, or pants/jeans with holes in them.
- Athletes may only wear jerseys to school on game days as directed by their coaches.

### **Dress down Days:**

- Students may wear appropriate jeans or other color pants (no holes, fraying, tears, no shorts, capris, skirts, dresses)
- Students may wear appropriate shirts, blouses, t-shirts (no sheer, midriff/cropped, sleeveless, inappropriate words/content, etc)
- **Students must adhere to all other dress code stipulations on shoes and outerwear**

### **Driving and Campus Parking**

Students need to understand that parking on school property is a privilege, not a right afforded to students. Certain conditions are attached to privileges. Students who fail to uphold those conditions will be subject to loss of parking privileges with no refund of fees paid, and disciplinary actions.

The conditions for parking are as follows:

- All students who drive on school grounds must possess a valid driver's license.
- Students must register any vehicle they intend to drive to school with school authorities. All information requested must be given on the registration form. **A \$50 parking fee is to be paid prior to issue of the permit.** If the permit is purchased second semester the fee is \$30. This permit is to be hung on the rear view mirror - **NO EXCEPTIONS.**
- Vehicles without visible parking permits are subject to towing at owner's expense and/or disciplinary actions.
- No students are to park in the spaces that are reserved for faculty.
- All students should lock and secure their vehicles.
- Students are not to allow anyone to borrow their permit. Permits must be used on the registered vehicle only.
- Students conducting or allowing illegal activity in their cars on school grounds will be subject to losing their permit permanently, as well as normal disciplinary action in regard to the discipline policy.

### **Reasons for Loss of Driving Privileges**

- Speeding or reckless driving (including entering and exiting campus).
- Entering parking area during the school day without permission from the office.
- Excessive tardiness (5)/absences (5 unexcused) – to be determined by administration.
- Refusal to follow school official's directions.
- Allowing another student to borrow permit.

### **Driver's Permit and License SF 1010 Form**

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

Tennessee State Law requires that students pass at least three full subjects and have attendance in compliance with state regulations to apply for the SF1010/Permit form.

### **Driver's License Revocation**

(State Law 49-6-3017) Any student 15-17 years of age who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license

revocation. A student shall be deemed academically deficient if he/she has not received passing grades in at least three full unit subjects at the conclusion of any regular school semester. A student shall be deemed deficient in attendance when he/she drops out of school or has excessive absences. Suspensions count as unexcused absences (TN state law). A student may not be considered to be in compliance until the student makes a passing grade in at least three full unit subjects at the conclusion of any subsequent grading period.

## **SAFETY**

### **Closings and Delays**

The director of schools may close schools, delay starting times of schools or dismiss schools early in the event of hazardous weather or any other emergency that presents a threat to the safety of students, staff members or school property. If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved will be postponed or cancelled.

### **Communication**

Tyner Academy uses the Connect ED system to notify parents or guardians of emergencies, general announcements, and student absences. **It is vital we have current information, such as current phone numbers on file.**

Parents and students may also opt to receive messages via the Remind app. The Tyner Academy family code is @ramfamily

### **Drills – Fire, Tornado, Safety**

All drills are conducted in accordance to regulations and policies. Appropriate student behavior is expected at all times.

### **Medication**

Information can be found at

- [hcde.org](http://hcde.org)
- click Inside HCDE tab
- scroll down and click Support Services
- click School Health
- click School Health Program
- click Board Medication Policy

### **Visitors**

Tennessee State Law requires that guest passes be issued to anyone who is a visitor to a school other than enrolled students and school employees. All visitors must report directly to the front office and present a photo ID when signing the guest log. Students are responsible for notifying their friends that they are not to be visited either in the building or anywhere on the school grounds. Any person found on the school grounds without permission from the administration is trespassing and is subject to arrest by authorities.

We ask that parents refrain from sending balloon, flower bouquets, etc. to school. This will help to minimize distractions throughout the school day. Students should not have these items on

Hamilton County School buses, especially if it reduces seating capacity on the bus. This will help ensure safety for all students.

Items brought or delivered to school (for students) will be distributed via Administrative discretion.