Tyner Academy



Student Handbook

2020-21

School Hours: 9:00-4:00

Executive Principal: Gerald Harris

HS AssociatePrincipal: Kristen Childs

HS Assistant Principal: Ron Davis

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**

|  |  |
| --- | --- |
| Revised  March 2020 | Graduation Requirements |

**Subject** **Credit Course**

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.

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

28 credits- Block (schools that offer 8 or 9 credits/year)

**Additional Information**

· 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

**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.

· Students must complete the Capstone Experience requirement.

· Once graduated, students may no longer participate in high school athletics or any other

extra-curricular program.

· Students are not eligible to be named valedictorian or salutatorian. Additionally, early graduates

are not eligible for a senior award.

· Students may participate in the current year graduation ceremony but not with cohort.

. **4. 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** | | | | |
| **Grade** | **% Range** | **Honors Courses** | **Statewide Dual Credit Courses, Capstone Industry Certification-Aligned 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 0520-01-03-.05).

**Grade Calculations for Traditional Courses**

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

For semester 1 and 2 each semester grade counts 42.5% and the final exam counts 15%.

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

For semester 1 and 2 each semester grade counts 42.5% and the EOC counts 15%.

**Grade Calculations for Block Courses**

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.

**Report Cards**

Grade reports are provided for parents/guardians and students each nine weeks. Grade reports shall indicate the student’s conduct, attendance, academic progress and any other information necessary to communicate effectively with parents/guardians.

(TCA 49-6-902) “Any parent who does not have custody of a child or in the case of parents having joint custody of a child, the parent not residing with the child may request in writing that a copy of the child’s report card, notice of attendance, names of teachers, class schedules, standardized test scores, and any other record shall be furnished directly.”

**End of Course Examinations**

End of Course examinations will be administered in the following subjects: English I, English II, English III, Algebra I, Geometry, Algebra II, Integrated Math I, Integrated Math II, Integrated Math III, U.S History, and Biology I.

**11th Grade Assessment (ACT or SAT)**

As a strategy for assessing student readiness for postsecondary education, every student enrolled in a Tennessee public school during their eleventh (11th) grade year shall take either the ACT or SAT. This is now a graduation requirement for all students to receive a diploma.

**United States Civics Test**

All high school students shall be given a United States civics test. The test will be prepared by the district. Questions will be selected from the 100 questions that are set forth with the civics test administered by the United States citizenship and immigration services to persons seeking to become naturalized citizens. A student shall pass the test if the student correctly answers at least 70% of the questions. The student may take the test as many times as necessary. A student who had an IEP under which the civics test is determined to be an inappropriate requirement for the student shall not be required to take the civics test. A passing grade is not a condition to receive a diploma. A school all of whose seniors receiving a regular diploma, make a passing grade shall be recognized on the TDOE website as a United States all-star school that school year.

**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 (12:30) will be counted absent for the day, and that student may not participate in extracurricular/sports activities on that day. All excuses should be submitted to our school attendance clerk.

Regular attendance is essential for academic achievement. Recognizing that, the following procedures govern attendance in each high school as required by state law:

When a student is absent five (5) days without adequate excuse, the guardian shall receive an attendance letter from the school.

When a student has been absent ten (10) days without adequate excuse, the guardian shall be contacted to schedule a conference to determine the appropriate services needed to improve the student attendance. The school shall document all communication attempts and refine the attendance plan.

Excessive absences are governed by Tennessee State law, which requires that school officials report to the court and parent, guardian, or other person in a parental relationship with a child who continues to be unlawfully absent from school. After five days absence without adequate excuse, a student is referred to the social worker or truancy officer. The social worker or truancy officer will notify the parents by written notice that their child must attend school on a regular basis. If after three days, the child continues to miss school or there is no response from the parents, a legal notice will be delivered. The legal notice will notify the parents that a petition is being filed in court charging a child with truancy or neglect against the parents. If the student continues to miss school after court consent, the petition will be sent directly to the Juvenile Court Judge. TCA 49-6-3007

* Absences are recorded daily by period.
* Written excuses stating the reason for absences must be signed and dated by the parent or guardian and filed with the school the first day the student returns.

Absences may be excused for the following reasons:

1. Personal illness – Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician’s statement may be required.
2. Death in Immediate Family – Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.
3. Family Illness – Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician’s statement concerning the necessity of the student’s assistance.
4. Religious Holiday – Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.
5. Personal – Students who are absent for a good cause (such as a doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian and the principal or his designee is required.
6. Approved School Sponsored Activities – Students shall be marked present when participating in a school-sponsored activity away from the school building.

**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 individual who dismisses the student must be on the approved pick up list for that student. 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. There will be no dismissals after 3:30.

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

**Tardies**

Late arrival to school disrupts class and causes loss of instruction time. Students who arrive at school after the beginning of the student school day shall be marked tardy, as shall students who arrive late to individual classes during the school day.

**All students who arrive after 9:00 are counted tardy by the classroom teacher and must check in the attendance office for a pass to class.**

For students who are marked tardy, the following consequences shall apply:

3rd tardy - Warning

4th tardy - Parent phone call

5th tardy - Morning school

**BEHAVIOR**

There is a new Hamilton County Code of Acceptable Behavior. Please review this Code and become familiar with the rules and procedures contained within it.

**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 Tyner Academy 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, rumors 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, electronic devices to school or earbuds/headphones, do so at their own risk**. Neither the Hamilton County Department of Education, nor Tyner Academy 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 instructional times within the building and on campus from using their cell phone or electronic device during the school day. **Students may use their phones before school and during lunch only.** Every classroom has a cell phone storage container and all students are required to place their phone in this locked container for the duration of class. Students who violate this policy will be asked to surrender their device and a parent will be contacted.

Students are not allowed to wear earbuds or headphones in classrooms or hallways. Any student who is seen wearing earbuds or headphones will be asked to surrender them for the remainder of the school day.

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 Acceptable 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 Acceptable Conduct stating you read and understood the contents.**

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

* hcde.org

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 be issued a morning school and may not

be allowed to attend classes if the clothing is inappropriate.

· Chronic dress code violators will face alternative placement.

**ACCEPTABLE UNACCEPTABLE**

|  |  |
| --- | --- |
| **Shirts**  · Solid black, gray, pink, white, gold, official Tyner maroon only  · Collared (polo, or oxford style only)  · Long or short sleeves  · Logos must be on the left pocket area only  · Turtlenecks may only be worn in winter  · Ties may be worn with button down shirts.  Ties must be school appropriate.  · **Tyner t-shirts may be worn everyday.**  **Must have Tyner or Tyner affiliate on the**  **t-shirt.** | **Shirts**  · Stripes, Checked, words, or other  designs  · Cap sleeves  · Sheer or see-through material  · Sleeveless, tank tops, tube tops,  midriff/cropped tops  · Oversized shirts  · **No shirts that have other**  **school/team logos** |
| **Pants**  · Khaki color only  · Worn at the waist  · Size appropriate | **Pants**  · Shorts (cannot be worn at any time)  · Capris, leggings, dresses, skirts,  skorts  · Sweat pants, warm-ups, athletic  shorts  · Denim of any color  · Sagging pants |
| **Shoes**  · Leather, canvas, or athletic shoes or boots  · Sandals with a strap that goes around the  heel | **Shoes**  · Flip flops, slides, pool shoes  · House shoes |
| **Outerwear**  **Appropriate Colors: black, gray, white, maroon, gold, pink**  · Hoodies, sweaters, sweatshirts, pullovers,  fleece, or jackets  · Scarves  · Jean jackets | **Outerwear**  · No hoods, hats, caps on heads in the  building (hallways, classrooms,  cafeteria, gym, etc)  · Inappropriate pictures, wording  · Bandanas of any kind  · No Bonnets or any kind of hair wrap |

**Miscellaneous:**

* **NO BEATS** **headphones or earbuds** during school hours.
* **Shirts that are too long will have to be tucked in.**
* All hats must be in the students’ lockers during school hours.
* All backpacks, purses and fanny packs 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 pass—cannot wear sweats, slides, or pants/jeans with holes in them.
* Club 24 members may be out of dress code Monday and Wednesday with an appropriate pass—cannot wear sweats, slides, or pants/jeans with holes in them.
* Club 28 members may be out of dress code any day with an appropriate pass—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 $25 parking fee is to be paid prior to issue of the permit.** If the permit is purchased second semester the fee is $15. 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 the 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 a 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 ConnectED 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**.

**Drills – Fire, Tornado, Safety**

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

**Medication**

Information can be found at

* 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 balloons, 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.