



Summertown High School  
Student Handbook  
2019-2020

Success through High Standards

**Summertown High School**  
**411 West College St.**  
**Summertown, TN 38483**  
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**Website:** [www.summertowneagles.com](http://www.summertowneagles.com)  
**Facebook:** Summertown High School – Home of the Eagles  
**Twitter:** @ SHS\_EagleNation

**Summertown High School Cafeteria**  
**931-964-2267**

***Alma Mater***

*On our city's eastern border, reared against the sky,  
Proudly stands our alma mater as the years go by.*

*Forward ever be our watchward, conquer and prevail,  
Hail to thee our alma mater SHS all hail*

**Summertown High School's Mission**

For all students to acquire:

**E**ducational  
**A**chievement through  
**G**oals,  
**L**eadership,  
**E**xperience, and  
**S**kills.

Stated as our school motto:

**Success through High Standards**

**Summertown High School's Vision:**

All students will be prepared to achieve  
personal and professional success.

## **SHS Shared Beliefs:**

**To fulfill our mission, we will...**

### **Challenge all Learners to:**

- Succeed academically
- Have a desire for lifelong learning
- Utilize problem solving skills
- Foster self-discipline and respect for others
- Acquire positive self-esteem
- Prepare for an ever-changing, technological world
- Cultivate an appreciation for the arts

### **Work as a team to:**

- Provide partnerships with the community, using resources to enhance learning and creativity
- Provide a curriculum to stimulate academic, physical, emotional, and social growth
- Offer services for both gifted and talented and those who are physically/mentally challenged
- Increase shared decision making and cooperative learning
- Promote school improvement through continuous goal setting

### **Encourage leadership by:**

- Example
- Providing a safe and secure environment
- Providing opportunities for personal and professional development
- Respecting those in authority
- Working to provide communication between home and school

## **School – Parent Communication**

### **The Summertown High School App**

Download the Summertown High School app by visiting the app store or Google play store. It's free! Search for Lawrence County School System and choose to follow Summertown High School. You will be able to receive push notifications directly to your phone. You will also be able to find teacher email information as well as valuable school information and documents posted on the app. You will also be able to sign those beginning of the year forms electronically through the app.

### **Push Notifications from Remind**

We also invite you to sign up for Remind messages from Summertown High School. It's free and easy to sign up. All you need to do is text: @ms-patty to 81010 and you are set. You will then start receiving text alerts and other information straight to your phone.

### **Online Parental Access to Student Grades**

In an effort to continuously communicate student performance in a more effective manner, the Lawrence County School System provides parents with an internet-based system for parents and students to check student progress at anytime. Lawrence County schools will implement a new student information system called Skyward. This new system will allow parents to login and view their child's course assignments, attendance, daily grades, and cumulative average. SHS encourages all parents and students to access this feature and eventually "Go Green" as to not print report cards and progress reports. Information about accessing this new system will be shared soon!

### **Social Media**

We also encourage you to follow us on social media. You can find us on:

Facebook – *Summertown High School – Home of the Eagles* and Twitter - *@SHS\_EagleNation*.

## Academic Information

### **High School Course requirements**

All Lawrence County students must complete 28 credits before receiving a Tennessee High School diploma and to be eligible for participation in any graduation exercises at any Lawrence County high school. **The following twenty-eight credits shall be required for students to graduate:**

<u>Course</u>	<u>Credits</u>
English	4
Mathematics	4
Social Studies (World Geography or World History, U.S. History, Economics, Government)	3
Applied Science (Physical Science, Biology, Chemistry)	3
Wellness / PE	1 ½
Personal Finance	½
Foreign Language	2
Fine Art	1
Individual Cluster	3
Electives	9
<b>Total Credits</b>	<b>28</b>

### Recommended Pacing for High School coursework

<u>9<sup>th</sup> Grade</u>	<u>10<sup>th</sup> Grade</u>	<u>11<sup>th</sup> Grade</u>	<u>12<sup>th</sup> Grade</u>
Algebra 1	Algebra 2	Geometry	Pre-Cal or Bridge
English 9	English 10	English 11	English 12
Physical Science	Biology	Chemistry	Physics or Elect
Fine Art Class	Spanish 1	US History	Government / Economics
Wellness	World History	Spanish 2	Personal Finance / PE
Cluster Course	Cluster Course	Cluster Course	Cluster Course
	Elective	Elective	Elective
	Elective	Elective	Elective

### **End of Course Exams**

All students will be required to take a multiple-part TNReady assessment exams in 7<sup>th</sup> & 8<sup>th</sup> grade, Algebra I, Algebra II, Geometry, English I, English II, US History, and Biology. These exams will account for a percentage of the student's final grade in that course. See board policy for more information - students cannot opt out of any state mandated test.

### **ACT Test Requirement**

According to state law all 11th grade students must take the ACT Test. Students may not opt out of any state mandated test. All students in the 11th grade are required to take the ACT test during the junior year on either a national test date or the state test date. State legislation requires the ACT exam to provide educators with diagnostic information to assist in developing interventions for the purpose of increasing high school graduation rates and improving student preparation for postsecondary achievement (TCA

49-6-6001). All students are encouraged to do their best when taking the ACT. Many institutions and scholarship foundations use the ACT to award money for college.

### **GRADUATION REQUIREMENTS**

Graduation requirements for Summertown High School students are set by the Tennessee Department of Education, State Board of Education and the Lawrence County Board of Education. These requirements are reviewed and changed pursuant to the aforementioned entities implementation of new requirements. For this reason, the requirements for each graduating class may differ to some degree. However, all requirements for graduation must be met in order to participate in the commencement exercises. Any student eligible for graduation must be in good standing with the school, i.e., all financial matters resolved, have satisfied the requirements for graduation as specified by SHS and the Board of Education, be free from any pending legal matters, and have fulfilled any transition or early graduation stipulations as noted in such contracts. All students who meet the minimum requirements for graduation which are listed in Rules, Regulations, and Minimum Standards of the Tennessee State Board of Education and in accordance to the guidelines and requirements of the Lawrence County School System will be granted a high school diploma. Twenty-eight (28) credits are required in order to receive a diploma from Summertown High School. All students enrolled in the current school year that have met all minimum requirements for graduation and in good standing with SHS are eligible to participate in commencement exercises. Any student under suspension, expulsion, or assignment to the alternative school may not be permitted to participate in commencement exercises, or has legal matters pending, may not participate without written permission from the principal of the school. As is the case with all school sanctioned events, SHS administration reserves the right to limit participation in said event(s) to guests, parents, and students in the Lawrence County School System.

#### ***What is the grading scale at SHS?***

All courses are graded on a 100 point scale.

A	93-100
B	85-92
C	76-84
D	75-70
F	Below 70

#### ***How are students recognized for excelling academically?***

Students are recognized based upon their four year cumulative numerical grade average. Honors and Advanced Placement classes will not be weighted in any way. Pass/Fail courses will not be included in the numerical grade average. Students will receive Honors based on seven semesters in accordance with the following scale:

Honor	Numerical Grade Average
<i>Cum Laude</i>	91 - 94
<i>Magna cum Laude</i>	95 - 97
<i>Summa cum Laude</i>	98 – 100

## **Parental Academic Assistance--Things Parents Can Do to Encourage Achievement**

- Make clear that school is the number one priority for young people
- Encourage your child to attend school daily.
- Encourage and supervise your child's studies at home.
- Encourage your child to take challenging courses in high school.
- Become involved with your child's school activities.
- Keep in touch with your child's teachers and attend Parent-Teacher Conferences each semester.
- Monitor system-wide progress reports and report cards.
- Help students plan / prepare for future goals-college applications, financial aid, workforce plans.
- Stay informed of college and scholarship deadlines-speak to Guidance office regarding scholarship applications and deadlines.
- Stress the importance of regular attendance by scheduling appointments late in the afternoon so students miss very little school.
- Help to create an environment that values academic achievement.

### **Make-Up Policy**

It is the student's responsibility to make-up all subject matter covered during the absence(s). When a student returns following **any** absence, it is the responsibility of the student to bring all doctor/parent notes to the office and check with all of his/her teachers to obtain missed assignments. The student will have 2 days to make arrangements with his/her teachers to complete the work missed. Students who have been suspended will have a maximum of 2 days after returning from suspension to complete all missed tests.

Students who must be absent from classes to represent the school in approved extra-curricular activities will not be penalized for those absences; these students will be considered in attendance. However, these students will be responsible for completing all classroom work that they missed on the day they return to class.

### **Class, Club Field Trips, Conventions, Workshops**

Students must have a C average in each class, and not have excessive absences for any reason, and have no in-school/out-of-school or school bus suspensions in order to attend any club or class sponsored activity that requires missing any classes.

### **Arriving Late**

When students arrive on campus late they must report to the office and officially sign in. Then they are to report immediately to their assigned class. Once on campus, a student may not leave without permission and without going through the regular check-out procedure. Signing out without proper parental and administrative permission is not allowed. Three tardies is equivalent to one absence.

### **Student Attendance / Truancy / Excessive Absences**

Parents of any student who meets the state of Tennessee's definition of excessively absent will be required to meet with school officials to develop an action plan to correct the attendance issues. Failure to meet or correct the problem could result in the parent's being petitioned to court for educational neglect. In addition any student who acquires more than 5 unexcused absences could be petitioned to court for truancy under state laws. See the LCSS board policy for more details.

### **Arrival at School**

All students arriving before 7:40 a.m. must report to the cafeteria or gym. ***Students are not to be dropped off behind the cafeteria.*** Students that drive or ride in a vehicle **must** enter the building immediately upon arrival. Students are **not** allowed to sit in vehicles in the parking lot before or after school.

### **VISITOR INFORMATION**

Visitors to Summertown High School are welcome during business hours which are from 7:30 A.M. until 3:30 P.M. Monday through Friday when school is in session. All visitors must receive permission for school administration and submit a valid picture ID upon arrival in the main office. Our campus is a "CLOSED CAMPUS." All visitors must report to the Main SHS Office immediately upon arriving on campus and before entering any other building including the junior high building, tech building, and cafeteria.

#### ***What if a visitor wants to talk to a teacher?***

Anyone who would like to meet with a teacher may do so by making an appointment during business hours. To make an appointment with any school official please call 964-3539.

#### ***What if a visitor wants to talk to a student?***

**No one** is allowed to talk with a student except his or her parents or legal guardian. Visitors should not come to the school to see a student. Visitors who are on campus for this reason will be asked to leave. Visitors who fail to cooperate will be arrested for trespassing. Students, parents or visitors who have questions concerning Summertown High School are encouraged to come to the office or call the school anytime during business hours.

### **Students Leaving School Early**

A parent/guardian or other designated person may come to the school and check out the student. The person picking up the student must submit proper ID to school personnel. The ID will be scanned through the Raptor system (See Board policy). If anyone other than the parent/guardian is picking up the student or the student drives to school, the parent must send a note to the school the morning of the impending check-out. The note should state the person slated to pick up the child and a daytime phone where the parent can be reached. School personnel will call the parent to verify the information in the note and that the student can leave.

Notes or phone calls alone are not acceptable for dismissal. The parent must send a note to school the day of the check out. Students must turn the note into the office by 9:30 a.m. in order to give school personnel time to verify the information by phone with the parent. Students will not be allowed to check out for lunch and return to school. Students will not be allowed to check out during lunch and return without a doctor's note.

### **Parking on Campus**

Driving to school is a privilege. Your behavior and attire in the parking lot should follow school rules at all times. Inappropriate decals, bumper stickers, or lettering on vehicles will not be allowed. Students are expected to enter the building immediately upon arrival. Students are not to sit in cars during school hours. Students may not return to the parking lot unless accompanied by an administrator or his designee. Students must purchase a school parking decal to legally park on campus and it must be displayed at all times while parked on campus. Failure to register your vehicle could result in the vehicle being towed at the owner's expense. Students must observe entrance, exit, and flow-of-traffic arrows as indicated. These precautions are for the security and protection of the students and their property. Failure to comply with these regulations may result in the loss of your driving privileges. All vehicles on school property are subject to search by the administration as authorized by state law (see board policy on student search). It is the student's responsibility to know the contents of the vehicle. Any prohibited items found in the vehicle will be considered the student's and the student shall be held accountable for their possession. Cars parked inappropriately will be towed at the owner's expense. ***Parking in the church parking lot and behind the school is prohibited.***

### **Textbooks**

Textbooks must be returned in good condition before grades will be issued. Fines will be assessed to cover damage. Students will be charged for books they lose. Failure to return textbooks will be considered adequate reason not to issue new textbooks. New textbooks will only be issued to students with a zero balance.

### **ChromeBooks**

As of the 2016-2017, All students enrolled at Summertown High School will have access to a ChromeBook personal computer (provided they are in good financial standing with the school and system). The student and parent will be required to sign appropriate documents accepting all responsibility for the device. Those documents will be sent home and the parents will be asked to agree before the device will be sent home.

### **Personal Property**

Jewelry (including watches), any electronic devices, or other personal property should not be brought to school. Any personal property brought to school is the sole responsibility of the student. The school or school system will not be held responsible for lost or stolen items. No valuables should be left in lockers or P.E. dressing rooms. See board policy for any updates.

### **SOCIAL MEDIA**

In the rapidly changing field of technology, advances are being made almost daily that enhance student and teacher performance. However, with these advances come many dangers and pitfalls that can result in students and parents finding themselves in trouble with the school system and law enforcement. Parents and students are advised to avoid posting information on any social media outlets, such as Facebook, MySpace, Instagram, and Twitter and any other form of social media which may be deemed offensive, derogatory, defaming, threatening, harassing toward fellow students, faculty, staff, and the school community in general.

## **Dress Code**

All students are expected to abide by the LCSS Dress Code Policy:

**BOTTOM WEAR** - Must be size appropriate (no sagging) and worn securely around the waist. Holes in bottom wear are **NOT** allowed. No form-fitting spandex material will be allowed. *Leggings/yoga pants can only be worn if a student is wearing a dress or skirt that meets dress code over their leggings (leggings are not to be worn with a t-shirt).*

**SHORTS/SKORTS** -Shorts or skorts must be no shorter than 6" from the top of the knee.

**TOP WEAR** - All top wear must be size appropriate. Sleeveless shirts/blouses must fit around the arm. No bare midriffs, strapless or spaghetti straps, or muscle shirts are allowed. Appropriate undergarments must be worn.

**DRESSES/SKIRTS** - Girls may wear dresses/skirts that are no shorter than three (3) inches above the top of the knee. Dresses must also conform to the top wear code.

**ALL APPAREL** -Any other type of clothing, personal item, or tattoos, bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being sexually suggestive, obscene, or offensive, such as references to death, the occult, Satanism, etc., is not permitted in school or school-related activities nor is "gang" related slogans, names, apparel, etc. Students are to wear clothing in the manner it was designed to be worn-i.e. clothing worn backward or inside out. No see-through or cut-out clothing is allowed. Pajamas and/or house shoes are not to be worn. Hats, bandanas, hoods, etc. are not to be worn in the building. Students are not to wear jewelry, ornaments, or accessories which distract from the educational process, such as excessively noisy jewelry, gauges, and/or belts. No body-piercing jewelry is allowed except to the ears. All students are required to wear their hair in such a manner that is not considered unkempt, unclean, or impairing vision. Students are not to wear hair sprayed or dyed in unnatural colors (such as blue, pink, green, yellow), spiked hair, or Mohawks.

## **Cell Phones**

Students are allowed to use their cell phones before school, during break, during class changes, during lunch, and after school. During instructional time, students are not allowed to use their cell phone. If a student's cell phone is visible during class time, the teacher may take up the phone and give it to the administration. The cell phone will be kept at school for three days for the first offense and 10 days for each additional offense.

## **School Property**

School property is made available for the benefit of students. In order to ensure its longevity, students will be charged for the repair and replacement of any school property they damage whether accidental or intentional. School records or transcripts will be withheld until students' balance is zero. Outstanding balances on textbooks will be considered adequate reason not to issue new textbooks. New textbooks will only be issued to students with a zero balance.

### **Medication**

No type of medication will be given to students (including aspirin) without proper authorization. If a child must take medicine at school, a parent/guardian must bring the medication bottle with the following information on the bottle: child's name, name of medication, name of physician, dosage, time to be administered and a printout sheet from the pharmacy on side effects, proper mode of giving medicine and contraindications. A full-time school nurse is on staff to administer any medications brought to school. Also, parents must fill out medication forms when presenting the medication.

### **Junior / Senior Prom**

Prom is held each spring for Summertown High School Juniors and Seniors and their dates. Their date must be at least a freshman but cannot have reached their 21<sup>st</sup> birthday. All parties attending prom must have purchased a ticket and present a photo ID to be admitted.

### **Athletic Policy**

In order to participate, a student must meet the standards of the Tennessee Secondary Athletic Association and must abide by the rules that are established for team conduct. All regularly scheduled athletic events will be after school. No student will be dismissed from class for any reason without prior approval of administration. Please see TSSAA policy or Board Policy for more details.

## **SCHOOL BUS EXPECTATIONS & POLICY**

Student conduct is of utmost importance to the transportation system. A student shall not exhibit behavior(s) that interferes with the rights of another student or the driver, or exhibit behavior that endangers the lives of others in transport. The riding of a school bus is a privilege. That privilege may be taken away when a student demonstrates unacceptable behavior. Students that have been suspended from the bus cannot ride the bus that evening unless authorized by the presiding principal. Suspension from the bus means all bus services. Any criminal activity committed by a student or adult will result in an arrest.

### **BUS EXPECTATIONS**

The following shall be observed at all times:

1. Be on time at the bus stop.
2. Practice safety to, on and from the school bus each day.
3. Share a seat with any other students.
4. Bus seats are to sit on and not for reclining.
5. Face the front.
6. Keep books and other articles off the aisle floor.
7. The rear door is for emergencies only. Use the front door to enter and leave the bus.
8. Respect the rights of your fellow students.
9. Talk to the driver as little as possible.
10. The bus driver is in command; respect and obey the driver.
11. Enjoy your ride. Be reasonably quiet.
12. You will be considered in school if you are riding the bus.
13. A student shall become ineligible for public school transportation after refusing to follow state and local rules and regulations pertaining to pupil transportation.
15. Any student disrespectful to the driver is subject to school and bus suspension and or expulsion.
16. Students will not be allowed to exit the bus anywhere other than home or original pickup point unless by note signed by parent and school official.
17. Students are not allowed to exit the bus to walk to or enter a vehicle unless by permission of a school official. A violation will be reported to the school official.
18. Student projects, etc. may be allowed provided the student can keep them in their possession. No glass items will be allowed. Animals, pets, etc. are prohibited.

### **SCHOOL BUS GUIDELINES AND EXPECTATIONS**

1. Take your seat and remain there. No moving around.
2. Refrain from throwing any object on the floor or at others.
3. Throwing objects out of the window is not allowed.
4. Violations of safety procedures such as opening emergency doors or windows, pushing while exiting, etc. are strictly prohibited.
5. Possession and use of tobacco is illegal.
6. No drinks, eating or chewing gum will be allowed on the bus.
7. Anything considered a weapon or used as a weapon will not be allowed on the bus.
8. Leaning out of windows is prohibited (arms, hands, legs, etc.).
9. Gestures or shouting at pedestrians or vehicles is prohibited.
10. A continuous violation of the expectations will result in an office conference, parent contact and suspension from riding the bus.

In all matters pertaining to this handbook, the administration of the school will be the final determinant. All effort is made to make sure the information contained in this handbook is accurate. The administration reserves the right to amend information contained herein. All updated board policies can be found at [www.lcss.us](http://www.lcss.us).

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