



White House High School
STUDENT HANDBOOK
2020-2021

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The Alma Mater

**On our city's southern border
Reared against the sky.
Proudly stands our alma mater
As the years go by.
Forward ever be our watchword
Conquer and prevail!
Hail to thee, our alma mater,
White House High, all hail!**

Academics

Daily Bell Schedule

1st block	8:15-9:31
2nd block	9:41-10:57
3rd block	11:07-12:52
BDP	1:02-1:45
4th block	1:55-3:15

Grading Scale

A	93-100
B	85-92
C	75-84
D	70-74
F	69 or below

Progress Reports and Report Cards

- Progress reports will be issued every 4.5 weeks
- Report cards will be issued every 9 weeks
- Parents are encouraged to log in to parent portal to check grades frequently
 - Teachers post grades weekly
 - Login information will be available through Guidance

Exams/State Assessments

- Every student will take a midterm exam for each class at the end of each nine weeks
- Final exams and state tests count 15% of the student's final grade
- State tests will be counted as the cumulative final exam grade
- Students will take a final exam in each class during scheduled exam day even if a State Exam was given unless they are exempt per policy below

Exemption Policy

- Teachers will provide exemptions from exams based on grades and behavior.
- Students must maintain an A or B average and have no suspensions to be eligible for exemption from final exams.

Graduation Requirements

To earn a regular diploma, an honors diploma, or a certificate of attendance:

- A student must earn a minimum of 26 credits
- A student must complete the requirements of the ready core curriculum as outlined in the Sumner County Curriculum Guide
- Student athletes attending an NCAA institution will need to earn 16 credits from core classes, which are listed at www.ncaaclearinghouse.net
 - Credit Recovery classes are not valid towards NCAA clearinghouse

Honors and AP

- Students enrolled in AP courses will have 5 points added to their final grade
- All students will take the AP exam as stated in the AP contract

- The AP exam takes the place of the cumulative final exam
- Students enrolled in Dual Enrollment, Dual Credit, and Industry Certification courses will have 4 points added to the final grade
 - Students in Dual Enrollment classes will be graded on the individual instructor's grading scale
 - The letter grade earned from the Dual Enrollment class will match the letter grade on the student's high school transcript
- Students enrolled in honors courses will have 3 points added to their grade

Academic Integrity

If cheating or plagiarism is suspected, each case will be reviewed and discussed by administration and the teacher. The following are possible repercussions for academic dishonesty:

- Alternative assignment
- Assigned a zero
- Re-do assignment
- Parents notified
- Other disciplinary or academic actions per administration

Attendance

Tier	Traditional School and Sumner Connect	Virtual Academy
1	<p style="text-align: center;">Attendance will be taken daily</p> <p>If student is absent, the teacher will send a Remind text to students. If no response, teacher sends referral to Attendance Clerk to contact family.</p> <p>Upon student return to school, they will need to provide a parent/doctor note or valid excuse. (preferred collection method is digitally)</p> <p>If student is absent due to Covid-19 reasons they will be coded _6_, counted present and participate via Sumner Connect. It is parent responsibility to communicate this to the school. Attendance Clerk will accept any Covid-19 related parent note as an excused absence. A negative test result OR a return to school note from a healthcare provider should be presented prior to their return.</p>	<p style="text-align: center;">Attendance will be taken daily</p> <p>If student does not participate, the teacher will send a message via Remind.</p> <p>Students enrolled in Virtual Academy will be coded D and enrolled through E.B. Wilson.</p> <p>Students will sign an acknowledgement form stating they commit to the enrollment for the following duration: High School-18 weeks Elementary/Middle- 9 weeks</p>
2	<p>Attendance clerk will continue to monitor student attendance, collect notes and make contacts.</p> <p>** 3-day letter will not be sent, nor the Attendance Contract completed.</p>	<p>If the teacher has not received contact via phone call, text or log-in for 3 consecutive days, a referral will be made to the Instructional Coordinator Team.</p>
3	<p>Attendance Clerk will send a referral to Attendance Department if no contact with student or family for 3 consecutive days.</p> <p>Truancy Department will complete Attendance Contract/Individual Assessment if needed. An Attendance Contract/Individual Assessment will be completed if needed.</p>	<p>If no response to the Instructional Coordinator, a referral will be made to the Attendance Department to complete interventions.</p>

Absentee Make-Up Work

- All classwork will be available on Google Classroom by the end of each day.
- After an absence, students have three days upon return to submit the missing work to teachers for a grade.
- Getting make-up work is the responsibility of the student.
- If a project or paper was due on the day of the absence, it will be due on the day of the student's return.
- Classroom specific guidelines will be communicated with students by the teacher at the beginning of the course.

Student Safety

ID Badges

- Identification of students is essential for maintaining a safe school environment
- Must be visibly worn every day in order to identify WHHS students and teachers
- Badges will be scanned to pay for lunch
- \$5 fee to replace a badge after the first free replacement

Bullying/Harassment

- Sumner County Schools' policy defines bullying as "when [a student] is exposed, repeatedly over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself"
- Harassment of any kind (racial, ethnic, religious, or orientation) will not be tolerated at White House High School
- Any students who believes he or she is being bullied or harassed should report immediately to faculty, staff, or administration

Sexual Harassment

- Sumner County Schools' policy defines sexual harassment as "unwelcome or unwanted sexual advances, behavior or conduct whether verbal, physical or visual that is based on a person's gender or interferes unreasonably with student activities, work performance or creates a hostile learning or working environment"
- Sexual harassment may include, but is not limited to, the following actions:
 - Physical contact (hugging, kissing, grabbing, pinching, touching, or block one's path)
 - Implicit or explicit propositions, requests, demands, or promises
 - Sexually suggestive or demeaning responses
 - Unwelcome verbal or physical flirtation, sexual gestures or comments, or comments about another person's body appearance
 - Vulgar or sexually explicit language
 - Display of sexually explicit printed or visual materials, to include digital images
 - Sharing sexually explicit pictures of another student, even to a friend, constitutes sexual harassment and is a violation of Tennessee State Law. If a student is found in possession of explicitly pictures, by law, the school must contact law enforcement
 - Spreading rumors about another person or persons' sexuality or sexual activities

Leaving Campus Without Permission

- Students may not leave campus without permission of a parent/guardian and permission from the front office
- Students must sign in and sign out in the front office (even if the student is 18)
- Leaving campus without permission will be treated as skipping; students will receive appropriate consequence
- Students must enter the building immediately upon arrival to school
- Once in the building students may not return to their vehicles without permission from the office

Student Medication

- Students are not allowed to carry medication per Sumner County Schools policy
- All student medications, prescription or over the counter, must be registered with the nurse

WHHS Standard of Conduct

The following Standard of Conduct is a set of rules and policies designed to maintain a healthy, safe, and orderly school environment focused on learning and free from behavior that impedes the rights and privileges of students and teachers.

Campus-wide Expectations

Expectation for Cell Phone/Earbud/Headphone:

- Must be turned off and put away from 8:00 until 3:15 unless given an instructional purpose by the teacher
- Cell phone (earbuds & headphones) use is acceptable in the cafeteria only
- Consequences for improper use:
 - Level 1: Warning; cell phone is turned into the office for the remainder of the day
 - Level 2: Work Detail; cell phone is turned into the office for the remainder of the day
 - Level 3: Morning Intervention; cell phone is turned into the office for the remainder of the day
 - Level 4: Morning Intervention; student turns cell phone in daily to the office from 8:00 to 3:15 for one week
 - Level 5: Conference with parent; cell phone is turned in daily to the office from 8:00 to 3:15 for a 4.5 week period; driving privileges may be suspended temporarily

**Further offenses will be handled on a case by case basis by the administrative team*

Expectation for Being on Time:

- WHHS students are responsible for arriving on time to class and all in-school activities
- Consequences:
 - Level 1: Student will receive 3 warnings per class block
 - Level 2: Work Detail (4th tardy)
 - Level 3: Morning Intervention (5th tardy)
 - Level 4: Morning Interventions for 2 days (6th tardy)
 - Level 5: Conference with parent; other interventions explored by administrative team

**Further offenses will be handled on a case by case basis by the administrative team*

Expectation for Driving on Campus:

- WHHS students are expected to drive responsibly on campus at all times
- Students must register their vehicles by purchasing a parking pass for \$5
- The parking pass in the vehicle must be visible and match the assigned color zone
- If student's driving is deemed dangerous or reckless, his/her driving privileges may be suspended or revoked
- Students may not drive between buildings
- American flags, WHHS flags, and military branch/unit flags are the only flags allowed on student vehicles on campus

Expectation for Student Badges:

- WHHS students are held responsible for visibly wearing the school-issued ID badge at all times from 8:00-3:15
- One free badge replacement; \$5 for each subsequent replacement
- Consequences:
 - Level 1: Student will receive 3 temporary badges
 - Level 2: Work Detail (4th temporary badge)
 - Level 3: Morning Intervention (5th temporary badge)
 - Level 4: Morning Interventions for 2 days (6th temporary badge)
 - Level 5: Conference with parent; other interventions explored by administrative team

**Further offenses will be handled on a case by case basis by the administrative team*

Dress Code Expectation:

WHHS students are expected to dress appropriately. If dress or grooming is deemed inappropriate or distracting by the administrative team, appropriate action will be taken. (T.C.A. 49-6-4215 & 4009).

Board Policy (JCBG) states, "Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school." The following expectations will be met:

- No head coverings unless approved by administration
- Pants must be worn at the waist
- No undergarments should be visible
- Holes in clothes cannot reveal skin
- Clothing should not have inappropriate print of any kind
- Sleeveless shirts must have a 2" covering at the shoulder
- Skirts / shorts must be no shorter than 3" above the knee
- Shirts over leggings must extend past student's wrist with arms extended by their side
- Male students must wear shirts with sleeves
- Visible tattoos will be handled at the discretion of the administration

Consequences for improper dress:

Level 1: Warning; student will change into appropriate dress

Level 2: Work Detail; student will change into appropriate dress

Level 3: Morning Intervention; student will change into appropriate dress

Level 4: Morning Intervention; student is required to check in with mentor teacher daily

Level 5: Conference with parent; other interventions explored by administrative team

**Further offenses will be handled on a case by case basis by the administrative team*

Levels of Behavioral Interventions

Level 1 Teachers will provide students with a set of classroom procedures. If student behavior is not at expectation, the teacher will counsel the student and take necessary classroom level action steps. If the teacher does not see improvement, the student will receive Level 2 Interventions.

- Level 2 Teacher will conduct a final warning conference and communicate the interventions that have been used thus far. The teacher will contact the parent to discuss possible solutions to improve behavior.
- Level 3 Student is referred to guidance to discuss underlying causes of the repeated behavior. A parent contact will be made by the guidance counselor. The guidance counselor will notify administration, and a consequence could be assigned.
- Level 4 A conference will be held in person with the student, parent, and team members to discuss possible solutions. A consequence will be assigned.
- Level 5 Administration will conference in person with student and parent to discuss behavior and possible intervention/solutions, and a consequence will be assigned. The possibility of a daily behavior contract will be discussed at this meeting.

Explanation of Consequences:

Work Detail: Student comes before school or stays after school and will participate in campus beautification

Morning Intervention: Student will come before school to participate in focused lessons on a variety of subjects

ISI: The student will be placed in an isolated setting and will receive direct instruction along with behavioral interventions

Our primary goal at WHHS is to keep students in the classroom to receive quality instruction. The following interventions are used in extreme cases or when the behavior is repeated and all other interventions have been unsuccessful.

Out of School Suspension (OSS)

- Any principal or designee of any public school in Tennessee is authorized to suspend a student (Out of School Suspension) from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons
- Sumner County Board policy also states that any student suspended from school may not be on the property of any Sumner County School for the duration of the suspension, and may not attend any school function. Students are encouraged to request the missed work in order to keep up in the class.
- Any student involved in a fight will be suspended for a minimum of three days
- “Willful and persistent” violations of the school rules and/or conduct prejudicial to an orderly learning environment may warrant OSS as defined above. Students may also be suspended out of school for severe violations of school rules and policy and referred to a hearing at the Board of Education for possible removal to an alternative setting

Tobacco Usage/Vapor Pens/E-Cigarettes

- Tobacco products, vapor pens, e-cigarettes and all other similar products are banned from Sumner County Schools

- Students found using or in possession of tobacco or related products will be suspended for three days
- Upon returning to school the student will be assigned Morning Intervention

**Further offenses will be handled on a case by case basis by the administrative team*

Zero Tolerance Offenses

- Any student who uses, brings, or is under the influence of drugs or alcohol or is in possession of drug paraphernalia, is subject to an immediate ten-day suspension pending a board disciplinary hearing
- Any student who is found in possession of a dangerous weapon will also be suspended ten days pending a board hearing

Any student who is suspended for a drug or alcohol related offense during his/her senior year will not walk at graduation