

NSHS

2024-2025

Student Handbook



NORTH SIDE HIGH SCHOOL MISSION STATEMENT

The mission of North Side High School is to provide a stable learning environment where students can access information and develop the skills necessary to find success in the workforce and or community.

Student Expectations

- NSHS is a first and foremost a learning environment. Therefore, students must maintain an appropriate attitude, level of decorum, and a respectful demeanor at all times while present. This includes off campus school related activities too. Any situation can be discussed with the appropriate staff and a peaceful resolution reached. **Therefore, No Violence, be it physical or verbal will be allowed to disrupt our learning environment. Regardless of the cause, these types of incidents will result in a recommendation for alternative school placement.**
- Students should always be in their assigned area.
- Students should always follow the direct instructions of the staff
- Adherence to the dress code is the student and parents' responsibility. Students should always adhere to dress code. The full-dress code policy is listed in this handbook. It is the staff's responsibility to remind a student if they are in violation. If a student does not comply with the instructions of the staff to correct the dress code infraction, then disciplinary action will result from the non-compliance.
- Students should arrive to school on time. School starts at 07:15. Do not be late.
- The following items will be enforced strictly:
 - No hoodies worn on the head. A hoody is acceptable if the hood is not pulled over the student's head.
 - Appropriate school colors-this includes hoodies.
 - Out of area without authorization
 - Sagging and or stretch-yoga-workout pants.
 - Pants have pockets, belt loops, zippers, etc...
- It is the student's responsibility to use the restroom during transition. If a student has a medical issue that requires extended bathroom visits, the student will need to see the nurse and provide proper medical documentation.
- All students who leave the classroom during instructional time MUST have an appropriate hall pass. Hall passes are color-coded by campus. (North-Yellow, South-Blue, Middle-White). No passes will be given during the first and/or last 20 minutes of class.
- Students arriving on campus before 7:15 A.M. will need to report to the South Gym. Gym Doors open at 6:45 A.M. **Breakfast will be served in the classrooms.**
- Snack and drink machines should not be used during class time. Students with passes should never use the machines. Teachers may notify students when drinks/snacks are not allowed in their rooms during specific class activities.
- No open food or drinks are allowed to be brought into the building. For example, opened items found during security checks will be thrown away.
- No food or drinks are allowed in Computer Labs, Gyms, the library, or other areas where sensitive electronics are present.
- Students should be respectful during the National Anthem, Pledge, and the moment of silence at the beginning of first period. NSHS strongly encourages you to stand and show respect for the nation. However, if a student does not stand, they will not be disciplined as long as they sit in silence. Again, NSHS encourages you to stand.

North-Side Faculty & Staff

Welcome to the 2024-25 School year at North Side High School. As a former graduate (1986) I am humbled to be serving as the principal of my Alma Mater. I look forward to continuing to build strong student and staff practices. As a team we can prepare students for a successful future.

Dr. Bryan Chandler, Principal

NSHS Office Hours & Staff

- All visitors should report to the Middle Building. The public will not be allowed entrance at any other location.
- Any day school is in session the office is open to the public from 07:30-2:00PM.
- Prior to 07:30 and from 14:00-14:30 the office staff is helping students. As a result, if you, a parent, or the community need assistance, you will have to wait until the above listed times.
- Office phone number is 731-668-3171

NSHS Administration Team

Dr. Bryan Chandler	Executive Principal	Middle Building
Mr. Brad Barnette	Assistant Principal	South Building
Mr. Rashad Smith	Assistant Principal	South Building
Dr. Adam Peachy	Assistant Principal	North Building
Mrs. Veronica Sesson	Assistant Principal	North Building
Dr. Aaron Woods	Student Supervision/AD	Middle Building
Coach Woodrow Lowe	Student Supervision/AD	Middle Building

NSHS Instructional Coaches & Guidance Team

Jennifer Arnold	Instructional Coach	South Building
Andrea Woody	Instructional Coach	North Building
Kendra Smith	Counselor- 12 th	Middle Building
Jennifer McCauley	Counselor-10 th	Middle Building
Sandra Lanier-Patterson	Counselor-11 th	Middle Building
Robyn Newman	Counselor- 9 th	Middle Building
Tona Brown	Guidance Clerk	Middle Building

NSHS Office Staff

Leslee Kelly	Secretary	Middle Building
Michelle Shaw-Brooks	Secretary	South Building
Tomekia Willams-Mercer	Secretary	North Building
Helen Brooks	Attendance	Middle Building
Chelsea Ledbetter	Bookkeeper	Middle Building

Security Staff

Dept. Hutson	SRO	South Building
Dept. Bergron	SRO	Middle Building

NORTH SIDE HIGH SCHOOL BELIEFS

1. Each student is valued and will make informed choices to promote their mental, physical, and emotional well-being.
2. Regular classroom attendance is a key factor to help students reach their highest academic potential.
3. All students can learn when they are actively engaged in the learning process that utilizes extensive resources, state-of-the-art interactive technology, and varied instructional strategies.
4. Data-Driven Instruction is essential for high academic student achievement.
5. Students will make interdisciplinary connections and integrate previous learning experiences.
6. Students will recognize and embrace the value of all individuals, regardless of social, cultural, and economic diversity. These core values include, but are not limited to respect, honesty, fairness, integrity, responsibility, and dignity.
7. Students will value the process of learning, produce quality work, and strive for mastery in all courses.
8. A safe, supportive environment cultivates experiences that will help students become responsible citizens.
9. Administrators, faculty, students, and their families adhere to policies not only mandated by Jackson-Madison County School System, but also school policies, and procedures as stated in the North Side Handbook.
10. Commitment to continuous improvement is necessary, if our school is to enable students to become confident, self-directed, life-long learners.

CULTURAL DIVERSITY MISSION STATEMENT

The mission of the Jackson-Madison County School System is to provide the necessary leadership at all levels to cause all employees and students to understand and value cultural diversity, so that each person may develop and achieve to the maximum of his or her potential.

EQUAL EDUCATIONAL OPPORTUNITIES

All students shall have the same educational opportunities regardless of race, color, creed, religion, ethnic origin, gender, or disability.

UNSAFE SCHOOL CHOICE POLICY

Under the State Board of Education's Unsafe School Choice Policy, a public-school student who is the victim of a violent crime or the victim of an attempted violent crime shall be provided an opportunity to transfer to another grade-level appropriate school within the district. For additional information contact the Principal or Director of Student Services.

JACKSON-MADISON COUNTY BOARD OF EDUCATION STUDENT GOALS AND OBJECTIVES

In order to establish an environment conducive to learning for each student, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities
2. To protect and observe the legal rights of students
3. To promote a learning environment which provides opportunities for all students without regard to race, creed, ethnic origin, sex or disabilities
4. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment which provides positive encouragement from frequent success
5. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens
6. To deal with students in matters of discipline in a fair and constructive manner
7. To provide for the safety, health and welfare of students

8. To promote faithful attendance and good work

NON-DISCRIMINATION POLICY

The School District of Jackson-Madison County does not discriminate on the basis of race, color, national origin, sex, disability, or age in the provision of educational opportunities or employment opportunities and benefits. The School District of Jackson-Madison County does not discriminate on the basis of sex or disability in the educational programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. This policy extends to both employment by and admission to the School District of Jackson-Madison County. Inquiries concerning Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Director of Student Services. Charges of violations of this policy should also be directed to the Director of Student Services. Complaints/inquiries, regarding compliance with these regulations may be submitted in writing to:

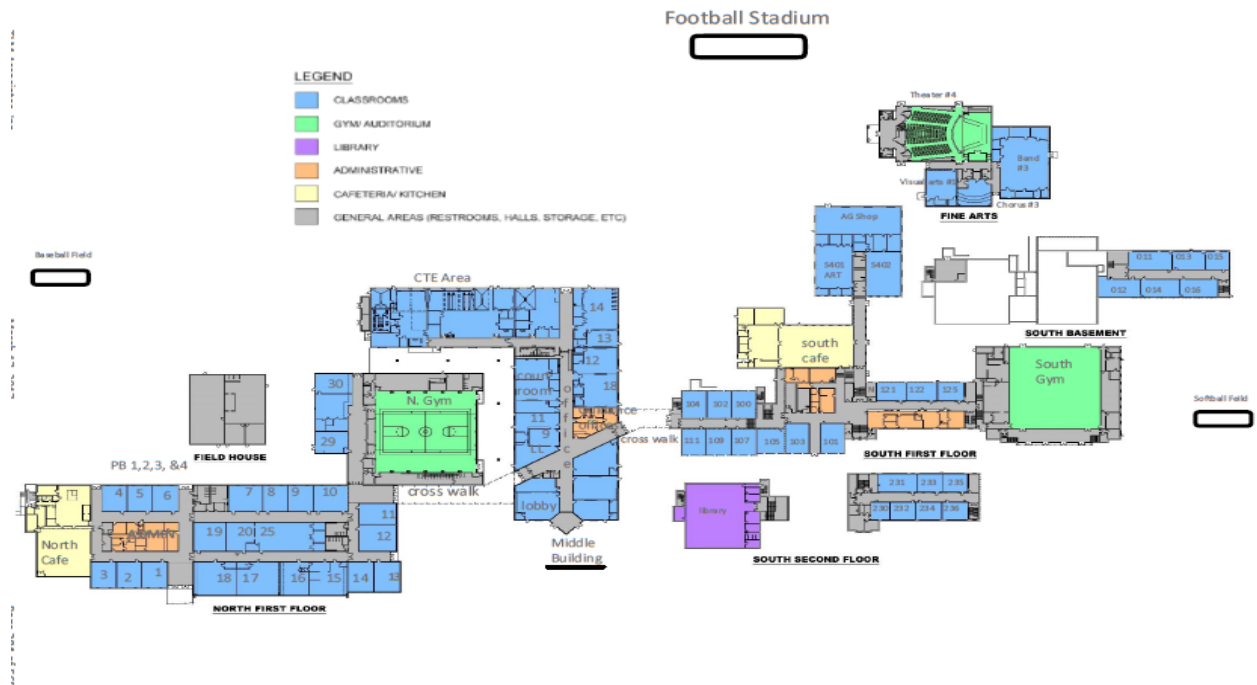
DECLARACION DE LA POLITICA PARA NO-DISCRIMINACION
LA POLITIE OU NODISCRIMINATION
Employee or Student Related Equity Issues
Director of Student Services
Jackson-Madison County School System
310 N. Parkway/Jackson, TN 38305
Phone: 731-664-2534

COUNSELING DEPARTMENT

Counselors provide quality, comprehensive school counseling services. The program is designed to help all students enhance their academic, social, career, and personal strengths in order become responsible and productive citizens. Counselors for the school year are listed below. Students wishing to see their counselor must sign-in at the counter inside of the Counseling Office, then return to class and wait for their counselor to call them to the Counseling Office.

Credit Recovery: If a student needs to recover a lost high school credit or work on an independent study course for new credit, they should meet with their counselor for eligibility requirements, guidelines, and permission forms. A Student's counselor is assigned to them according to their Graduating Cohort. Please note, a student may be listed as a lower classman according to their earned credits, but assigned a counselor according to the year they are scheduled to graduate.

<u>Counselor Assignment</u>	<u>Graduating Cohort</u>	<u>Possible Class Credits</u>
Freshman Counselor, Robyn Newman:	Graduating class of 2028	0-8
Sophomore Counselor, Jennifer McCauley:	Graduating class of 2027	6-16
Junior Counselor, Sandra Linear :	Graduating class of 2026	12-24
Senior Counselor, Kedra Smith :	Graduating class of 2025	18+



ARRIVAL

All Students who arrive on campus prior to 7:15 a.m. must report to the South Gym and go through the security check station(s). Attempting to avoid the check in station(s) will be considered a level III violation of the code of conduct and may result in referral to an alternative school placement. Students arriving between 0645 and 0700 will wait in the gym bleachers until dismissed to class at 0700. Students arriving after 0700 will go through security and then proceed directly to class. Students arriving late, after the 0715 bell must check in through the middle office security check point. Some students may be assigned to check in through the North building checkpoint. These students will be instructed by their teachers and parents will be notified of this procedure.

ATHLETICS

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunity shall be provided for members of both sexes. However, disciplinary infractions may prohibit students from participating in athletics or other extracurricular activities.

Interscholastic athletics shall be administered as a part of the regular school program and shall operate under the guidance of the school's administrative team. Administrators shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/her designee must accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board, provided the team's school reimburses the Board for transportation costs.

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of middle and secondary athletics, including magnet schools.

In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must provide proof of independently secured catastrophic coverage, and liability coverage, with the school system as a named insured, of not less than the limits set forth in Tenn. Code Ann. 29-20-403.

There shall be a complete annual physical examination of every student prior to his/her participation in interscholastic athletics. Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office. Parental permission must be obtained before physicals are conducted. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all students participating in interscholastic athletics.

No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of permitting them to practice or play baseball, football, basketball or any similar game within the regular school hours of any school day of the week without written permission from the Board or the Board's designee. This does not prevent the inclusion of regular physical training lessons in the daily school program.

Students shall not be disqualified from participation on a school athletic team solely on the basis of participation in another sport except where the season overlaps by more than two weeks. The Board specifically forbids the recruitment of students in any fashion.

Participation in interscholastic athletics or marching band shall not be substituted for the lifetime wellness graduation requirement. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities as part of the athletic program. Administrative procedures governing activities of extracurricular groups, including but not limited to, athletic teams and bands, during times of extreme weather shall be followed. All coaches of a sport or cheerleading and/or band directors shall be CPR certified.

Any unsportsmanlike conduct by fans may result in a \$250.00 fine by TSSAA. This fine is owed to the school. This may also result in the fan being barred from future events at NSHS.

All home athletic events require security checks and clear bags for entrance. Also, students who are suspended from any JMCSS school, or are attending Parkview Learning Center, are not allowed to enter any athletic or afterschool event for NSHS. Other disciplinary incidents may also prevent a student from attending after-school extracurricular activities. This applies to SR. Prom. Walking in graduation will be decided by the principal on a case-by-case basis.

Student athletes or any students representing NSHS in extra-curricular activities are considered ambassadors of this school. As a result, their code of conduct and academic success is crucial to demonstrating the published expectations of this school. Therefore, violations of our code of conduct may be grounds for dismissal from their activity, forfeiture of playing time, suspension from the activity, or other appropriate measures to promote esprit de corps.

ATTENDANCE

Student attendance is a key factor for academic success. Therefore, students are expected to be present at school daily. In the event of an absence, a student must bring a note from a parent, or doctor explaining the reason for the absence and deliver it to the attendance secretary's office in the middle building. This note should be delivered prior to 7:15 a.m. following the day of the absence(s). The student will be considered unexcused if no note is provided. Please note, even excused absences count towards a student's chronic absentee rate. NSHS' exam schedule is a week before Senior's graduate and the last week of schools. Do not plan any type of absence during this time period, it will not be approved.

Absences are classified as either excused or unexcused, as determined JMCSS policy. Excused absences shall include:

- 1.) Personal illness.
- 2.) Illness of immediate family member.
- 3.) Death in the family.
- 4.) Extreme weather conditions.
- 5.) Religious observances.

- 6.) Circumstances which in the judgment of the principal create emergencies over which the student has no control.
- 7.) Parents of elementary, or middle school students will be allowed two discretionary days per year.
- 8.) A one-day absence is provided for students when their parent or custodian is deployed into active military service. A one-day excused absence is also provided for students when the parent or custodian returns from active military service. Students shall be permitted to make up schoolwork missed during the excused absences.

School administration shall be responsible for ensuring that:

- 1.) Attendance is checked and reported daily for each class.
- 2.) Student Database contains sign-in/sign-out information on each student.
- 3.) School personnel will verify with parents/legal guardians each day the student is absent.
- 4.) Written excuses from a parent or legal guardian are submitted for absences and tardiness; 5.) The principal may require verification from an official or other source to justify excessive absences.
- 6.) After each separate accumulation of five (5) unexcused absences, notification will be sent to parents/guardians. After ten (10) unexcused absences and every five (5) unexcused absences thereafter, notification will be sent to parents/ guardians and legal authorities (juvenile judge, District Attorney General, sheriff, and police chief).
- 7.) Students who are withdrawn from school are tracked and coded correctly; and
- 8.) System-wide procedures are followed.
- 9.) NSHS employees a Chronic Absenteeism Specialist. This staff member is responsible for working with attendance, students, and parents, to reduce student absenteeism and works as a liaison with the court system to meet state attendance requirements for students.

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as “school-sponsored”, the activity must be school-planned, school-directed, and teacher supervised. Mass exodus, early dismissal, or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

For purposes of this policy, an absence is any day the student is not in a class due to an excused/unexcused absence or suspension. School related absences (i.e., field trips) are not counted as absences for this policy. In-school Suspension (ISS) is not an absence because the student is at school.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Each school and facility may determine to provide access to an Automated External Defibrillator (AED). AED devices purchased or donated for use in Jackson-Madison County Schools must meet the specifications provided by the system. AEDs will be placed in a prominent location for timely access by the designated members of the emergency response team who have been trained in the operation of AEDs and CPR. The AED/CPR procedures and names of the trained responders must be listed in the school and system emergency plans.

CAFETERIA

Student behavior in the cafeteria should be based on courtesy and cleanliness. This has reference to talking quietly, using proper table manners, and leaving your immediate surroundings clean – free of litter, cups, and trays. All students must go to the cafeteria during their lunch period and be in their seat by bell time. No one will be allowed to leave the cafeteria, unless the cafeteria monitor has issued a hall pass. **AT NO TIME are students allowed to take food, drinks, or cups of ice outside of the cafeteria, or have food delivered to them on campus.** Students are not to cross campus during lunch. You must have lunch in the building where your third period class is held, unless your teacher instructs you otherwise. Students in Fine Arts and Middle Buildings will be assigned to a cafeteria. There will be NO charging meals in the cafeteria. Prepay options are available online. Any paid vending machines are operated by outside companies and NSHS is not responsible for lost money or product. No outside food

or beverages are allowed on campus. If students bring items for lunch, they must be in their back packs in the original wrapper/can, sealed, and only consumed in the lunch area. All other food or drink items will be thrown away. No outside open food or drinks will be allowed in the building during arrival.

CAR RIDERS

Car riders, walkers, and students picked up by parents will be dismissed from school by the second dismissal bell at approximately 2:20 p.m. Car riders must be picked up in front of the North Building. PLEASE BE AWARE, at 2:15 p.m. our top priority is to ensure the safe departure of our students and buses as they exit our parking lot. It is of utmost importance that no one hinder the flow of traffic. We also have late buses arriving that pick-up students in front of the South gym. Safety cones, safety barrels, and other signs are present to promote safe traffic flow. Unsafe driving in the parking lot will not be tolerated. Unsafe drivers, including adults, may be barred from driving on campus if found unsafe.

CARE OF SCHOOL PROPERTY

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities. All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Director of Schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian. In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages. When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

JMCSS Board Policy 6.311

School Electronic Pay Portals

School Cash online <https://jmcss.schoolcashionline.com/>
(school purchases)

Athletic Events/Tickets <https://gofans.com>

Power school <https://jmcss.powerschool.com>

Daily Schedule



2024-2025 Bell SCHEDULE

6:45-7:15	All students report to South Gym
7:15	School start Time
	Late students enter through the Middle building
7:15-9:00	First Block
9:00-9:07	<i>Class Change</i>
9:07 - 10:40	Second Block
10:40 - 10:47	<i>Class Change</i>
10:47 - 12:50	Third Block
	<i>*see lunch schedule</i>
12:50 - 12:57	<i>Class Change</i>
12:50 - 2:25	Fourth Block
2:15	Dismiss bus riders
2:23	Dismiss all other students

Lunch Schedule	
1	10:40 – 11:10
2	11:10 – 11:40
3	11:40 – 12:10
4	12:10 – 12:40
(Tardy bell rings at 11:15, 11:45, and 12:15 for lunch periods)	

STUDENT BEHAVIOR

NSHS is first and foremost a learning environment. Therefore, students must maintain an appropriate attitude, level of decorum, and a respectful demeanor with all. Any situation can be discussed with the appropriate staff and a peaceful resolution reached. Therefore, No Violence, be it physical or verbal, will be allowed to disrupt our learning environment. Violence of any nature will result in a referral to JMCSS' Alternative School.

Teachers will provide each student with a classroom environment that is conducive to learning. Each student should come to class prepared to work and learn. It is, therefore, essential that each student bring textbooks and other necessary supplies to class daily. Students must stay awake and alert at all times. Failure to do so will result in disciplinary action on the part of the teacher (or administrator, if necessary). Any student who disrupts this environment is subject to receiving a disciplinary referral from that teacher. Disciplinary referrals will be handled by the student's building administrator. The administrator will use the JMCSS Code of Behavior and Discipline as a guideline. Classroom teachers will make every attempt to correct student misbehavior without removing the student from learning.

CLOSED CAMPUS POLICY

Students should not leave the building for any reason without permission. Students should never let anyone in the building. This is considered a level III code of conduct violation. Students may not go to their car without permission from an administrator and if permission is granted, will be rechecked when they return. If you leave the building, you must go through security when you return. When students arrive or are dismissed from school, they are not allowed to loiter in their car or parking areas. Violations of these rules will result in disciplinary action. ALL students must enter through the South Gym or Middle office where they will be security checked. Attempting to avoid, tamper with, or circumvent the security check stations will be considered at a minimum, a level III discipline violation. Also, if a student is found guilty of letting anyone in the building, thereby circumventing our security protocols, this will be considered a threat to the school, a level III violation.

CRISIS MANAGEMENT

The principal shall develop a Crisis Management plan for use in times of crisis, including suicides, shootings, and death of a student, parent, or employee. Within the development of such plan, the principal shall appoint a Crisis Team, which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis. Members of the Team shall consist of the principal, school counselor, and at least two other staff members designated by the principal.

The principal of each building shall be responsible for the development of emergency procedures, which shall be distributed, to building employees, parents, and members of the Crisis Team. Training for all school employees in the crisis management procedures shall be conducted annually during in-service sessions prior to the beginning of school.

In the event of a crisis, the principal shall notify the Crisis Team members and the Director of Schools. If deemed necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.) Board members should be notified. All media attention shall be directed to the office of the Director of Schools.

DETENTION

Students may have to eat lunch in isolation as a disciplinary action.

JMCSS Board Policy 6.315

DISCIPLINE AND BEHAVIOR CODE (Check jmcass.org for any real time updates)

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as restorative practices including teaching new behaviors, redirecting, problem solving skill development, community circles, structured reflection breaks and calming stations. Exclusionary discipline shall only be used as a measure of last resort. The development of each code shall involve principals and staff members of each level and shall be consistent with the relevant policies as adopted by the Board.

NSHS uses a Positive Behavior Intervention Support plan, referred to as PBIS to mitigate positive and negative responses to student conduct. Via a app, parents can monitor this progress. Please ask your teacher or counselor about this program at NSHS.

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:

JMCSS Board Policy 6.300

DISCIPLINE PROCEDURES

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties. Harassment/bullying of students shall not be tolerated. Students who harass or bully shall be disciplined according to the provisions of 6.313.

***All physical violence related incidents, including fighting or instigating a fight, are referred to DHB for alternative school placement. If any staff member is struck during a fight, even while attempting to assist, and is hit unintentionally, the act will be considered at a minimum a level IV offense.**

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁴
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if he/she understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- In-school suspension
- Out-of-School suspension
- Out-of-School virtual Alternative placement

- Trauma-Informed Practices such as e.g. Building Relationships, Creating a Safe Environment, Calming Exercises/Mindfulness, Restorative Practices, Conflict Resolution, Student Support Groups, Counseling, Mentoring, Peer Mediation and Behavior Intervention Plans

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses
- Disruptive classroom behavior

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action
- The principal meets with the student and the staff member
- The principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- Teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Placement at Parkview Learning Center (PLC)
- Out-of-school virtual placement
- Out-of-school suspension
- Trauma-Informed Practices such as e.g. Building Relationships, Creating a Safe Environment, Calming Exercises/Mindfulness, Restorative Practices, Conflict Resolution, Student Support Groups, Counseling, Mentoring, Functional Behavior Assessments and Behavior Intervention Plans

MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Vapes containing delta 8 or other THC type substances
- Fighting
- Vandalism (minor)

- Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol
- Use, possession, sale, or distribution of drug paraphernalia
- Use, sale, distribution, and/or being under the influence of drugs
- Stealing
- Threats to others
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action.
- The principal may refer the incident to the Director of Schools and make recommendations for consequences.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Social adjustment classes
- Placement at Parkview Learning Center
- Out of school virtual placement
- Transfer
- Trauma-Informed Practices such as e.g. Building Relationships, Creating a Safe Environment, Calming Exercises/Mindfulness, restorative Practices, Conflict Resolution, Student Support Groups, Counseling, Functional Behavior Assessments, Behavior Intervention Plans, Referrals to outside organizations and social services, Referral to outside health and mental health services

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

Examples (not an exclusive listing)

- Any striking a staff member
- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat
- Extortion
- Bomb threat
- Vandalism (Any type of destruction to school property is considered vandalism)
- Theft, possession, and/or sale of stolen property

- Arson
- Use or transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Disciplinary Options

- Placement at Parkview Learning Center
- Out of school virtual alternative placement
- Other hearing authority or Board action which results in appropriate placement
- Trauma-Informed Practices such as Referrals to outside organization and social services and Referral to outside health and mental health services

MISBEHAVIORS: LEVEL V

This level of misbehavior includes acts that are considered Zero Tolerance Offences as defined in policy 6.309.

Examples

- Bringing to school or being in unauthorized possession of a firearm on school property
- Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drugs on school grounds or at a school-sponsored event
- Aggravated assault
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer
- Threats of mass violence (any type of threat that is made by phone, social media, verbally, written, etc.. and affects more than two people is considered mass violence. I.E., a bomb threat made on a social media platform)

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Disciplinary Options

- Expulsion from the regular school program for one (1) calendar year unless modified by the Director of Schools

- Assignment to an alternative school or program at the discretion of Director of School

JMCSS Board Policy 6.300

DISRUPTION / INTERFERENCE OF SCHOOL ACTIVITIES

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school under school sponsorship and direction. Such measures may include the use of reasonable force to restrain or correct students and maintain order. This includes after school events associated with NSHS on or off campus.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall s/he incite other students to engage in such conduct.

Harassment, intimidation and other conduct that may be considered “bullying” will not be tolerated. Students shall not engage in conduct that has the effect of unreasonable interfering with another student’s academic development, or that creates a hostile or offensive learning environment.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and prior record.

BUS CONDUCT

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline. The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student’s behavioral record as determined by the district and in accordance with the law. Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

To maintain a safe environment, no person shall enter onto a school bus except students assigned to that bus. Parents of students or other persons with lawful and valid business on the bus shall obtain written permission from the principal or transportation supervisor before entering a bus. Interference with a school bus is a criminal offense and will be reported to law enforcement.

The school bus is an extension of a school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by his/her driver or assigned aide shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student(s), passenger(s), or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities and/or the transportation supervisor as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver’s permission at a point other than the student’s destination for that trip.

The principal of the student transported shall be informed by the bus driver or the transportation supervisor of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. Any student having his/her riding privileges revoked on one bus may not ride any bus during the period that his/her riding privileges have been revoked.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Multiple bus suspensions or a serious one-time infractions may lead to long-term removal of students from bus transportation. Bus Conduct and Disciplinary Consequences are included in Policy 6.300 specific to Tiered Infractions. (see below)

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

The Board recognizes that a student may occasionally need to ride a bus other than his/her designated bus. For each such occasion, not to exceed one (1) week per event, the student must have written parental permission and the approval of the principal or his/her designee. Students not assigned to a bus must have written parental permission and the approval of the principal or his/her designee to ride a bus.

Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

School principals or their designee(s) shall follow Discipline Procedures - Policy 6.300 - when applying behavior consequences for misconduct on school buses whether enroute to or from school or on any school related trip.

Bus Conduct Discipline Procedures

All bus infractions are considered a safety violation. Since a school bus driver's first and primary duty is the safe operation of the school bus, a safe and orderly environment is a necessity to accomplish this goal. Therefore, any action that distracts the driver from this very important goal is considered a safety violation. To keep our buses safe for everyone, students must exhibit self-responsibility to enjoy the privilege of riding a JMCSS bus.

As a result, safety violations will result in a student losing the privilege of riding a JMCSS bus. See the following chart of infractions and consequences. Please note, Special Education students are held to the same safety standards as regular education students. However, for any disciplinary action that involves a long-term suspension, 10 or more days, or multiple short-term suspensions, consultation with the special education department will be necessary to ensure IEP's and all appropriate laws are followed. All bus infractions should be documented on the appropriate forms and recorded immediately at the school level.

Tier I infractions: (I.E., not sitting, standing in the seat, the use of profanity, and all other infractions that interfere with the safe operation of a school bus that are non-violent)

- K-12 All first-time non-violent safety violations will result in a verbal warning from the school administrator and immediate contact with the parent explaining the need for bus safety and future consequences for non-compliance.
- K-2 Second non-violent safety violation; 1-day bus suspension
- Third non-violent safety violation; 3-day bus suspension
- Fourth non-violent safety violation, 20 – day bus suspension
- Fifth non-violent safety violation, bus suspension for the remainder of the school year
- 3-5 Second non-violent safety violation; 3-day bus suspension
- Third non-violent safety violation; 20-day bus suspension
- Fourth non-violent safety violation, 40-day bus suspension
- Fifth non-violent safety violation, bus suspension for the remainder of the school year
- 6-12 Second non-violent safety violation; 5 –day bus suspension
- Third non-violent safety violation; 20-day bus suspension
- Fourth non-violent safety violation, bus suspension for the remainder of the school year

Tier II infractions: (Any safety infraction that exhibits aggression toward an employee; or another student; or may bring harm to bystanders; or directly interferes with the operation of a school bus; or any type of

vandalism of the bus. (I.E., fighting, threatening an employee (s) or other students, throwing objects from or on the bus; direct interference with the driver as in hitting them with an object or interfering with the steering wheel, gearshift or other critical instruments on the bus; cutting seats, writing on seats or any other type of damage to the school bus.)

- K-2 First violation for aggression/vandalism; 5-day bus suspension
- Second violation for aggression/vandalism; 20-day bus suspension
- Third violation for aggression/vandalism; 90-day bus suspension
- Fourth violation for aggression/vandalism; bus suspension for the remainder of the school year
- 3-5 First violation for aggression/vandalism; 10-day bus suspension
- Second violation for aggression/vandalism; 20-day bus suspension
- Third violation for aggression/vandalism; 90-day bus suspension
- Fourth violation for aggression/vandalism; bus suspension for the remainder of the school year
- 6-12 First violation for aggression/vandalism; 20-day suspension
- Second violation for aggression/vandalism; 90-day bus suspension
- Third violation for aggression/vandalism; bus suspension for the remainder of the school year
- Tier III violations (I.E., weapons, drugs, sexual misconduct, or other serious actions that may involve law enforcement and or possible criminal charges)
- K-12 Consultation with the building Principal, District Level Leader of Student Services, Transportation Administrator, and other relevant district office or school level staff for appropriate discipline; long-term loss of riding privileges that may span multiple school years. All Tier III violations are subject to a referral to the JMCSS Disciplinary Hearing Board.

*Once a student is suspended from a bus, they may not ride any JMCSS bus for any reason from that point forward until the suspension is served. Also, if a student is discovered riding any bus while suspended, will be considered trespassing. Furthermore, students will not be able to ride on the PM route once they have been suspended.

**Any disciplinary consequence may be moved to a higher level based on the building level investigation.

JMCSS Board Policy 6.306

*****Any student suspended from NSHS or any other JMCSS school is not allowed on school property during their suspension, this includes students assigned to Parkview learning Center (PLC). Any school event associated with NSHS, regardless of the location, is considered school property. This includes all athletic events or any after school event associated with NSHS. If a student is on campus while suspended or while assigned to PLC, they will be considered trespassing and may be subject to additional disciplinary action including arrest. No refunds will be provided for pre-paid events that this policy prevents attendance to.**

Students assigned to Parkview Learning Center (PLC) must attend the full number of days they are required to attend by the DHB. If a student is labeled as chronically absent while at PLC, misses 10% of the days remanded, they must make those days up at PLC before being allowed to return to NSHS. For example, a student is remanded for 45 days. They miss 5 days at PLC. They must make those 5 days up before they can return to their zoned school.

NSHS/District Threat Assessment

Personnel at NSHS and at the District level have been trained to assess if a student is on a pathway to violence based on specific student activities. A student on the pathway to violence has engaged in specific incidents indicated through written, verbal, or physical actions that they may harm themselves, others, or poses a threat to the school. This team reviews specific issues that may have occurred at school or in the community. If a determination is made by the JMCSS District Team that a student is on the pathway to violence, they will notify the principal. The principal will make a final decision as to the appropriate outcome for a student found to be on the pathway to violence. Note, this team may view incidents that occur outside of the school day or off campus that indicate a student is on the pathway to violence.

DRESS CODE

Jackson-Madison County School System schools must be environments in which work can be accomplished by students. Students' dress will fall within the following guidelines in order to create an orderly setting in which teaching and learning can occur without distraction and to help young people prepare for the world of work. Standardized expectations related to student dress will assist our mobile student population as students move from school to school within the district.

The school administrator will make the final decision about whether an article or style of dress falls outside these guidelines and appropriate dress during extracurricular activities. Teachers and school administrators will be held accountable for the enforcement of these guidelines. These guidelines will be applied consistently to all students unless a student's Individual Education Plan (IEP) indicates otherwise. All requirements except the one for skirts apply equally to boys and girls. Principals are allowed, with Director's authorization, to designate discretionary days (i.e., picture day, homecoming week, etc.)

JMCSS Board Policy 6.310

General: NO DENIM Jeans of Any Kind

- no hats/caps, toboggans, or bandanas may be worn in the building
- no underwear, undershirts or camisoles should be visible when walking
- Hoodie style shirts can be worn. However, the hood section should not be placed on the head at school. If a student is repeatedly asked to remove their hood, this style of shirt may be prohibited for the chronic out of compliant student.
- no "grilled" teeth
- shower caps or other similar items
- no sweatpants, wind pants, pajama pants or jeans
 - Any one of the following items could constitute sweatpants-
 - pants without pockets
 - pants that have draw strings
 - pants that have elastic on the cuff of the legs
- no items or clothing with symbols related to drugs, alcohol, adult clubs/magazines, gangs, violence, or politics should be worn at school or any school event.
- No clothing should have holes or rips.
- other items determined by the school leadership team and approved by the Director to be distracting to educational environment are prohibited

Jewelry:

- large chains, key chains or other objects may not hang from belts or clothing or be worn as jewelry ("large" is to be determined by the school administrator)
- no items with spikes or anything that could cause harm
- no items or clothing with symbols related to drugs, alcohol, adult clubs/magazines, gangs, or violence are allowed.
- No political advertisements or political groups
- The wearing/displaying of medallions or photos of individuals alive or deceased is prohibited. When seen, students will be asked to place this display under their clothing.

Shirts:

- polo style - collared – black, white, or ROYAL Blue – short or long sleeved (sleeve must go over the shoulder and start down the arm to be acceptable)
- no writing, logos, or any type of design should be on the shirt (unless it is an NSHS logo)
 - Since it has become impossible to distinguish between what type of logo or design is acceptable, no logo, writing, or design on any shirt is acceptable. Shirts should be plain.
 - Shirts with NSHS logos are acceptable.
- no holes, cuts, or rips of any kind are allowed in clothing
- Clothing should not be skintight or sagging
- turtlenecks are allowed if black, white, or royal blue and worn under a polo style shirt or other appropriate shirt.

Pants: All pants must be:

- khaki, navy, or black color
- Capri pants - flat fronted or pleated – khaki, navy, or black colors are acceptable
- no writing, logos, or any style of design should be on any pant
- no holes, frayed cuffs, cuts, or rips of any kind; sized to fit, neither skintight nor sagging; must be worn at waist.
- Pants without belt loops, front and rear pockets, and or with elastic style cuffs at the bottom are not considered as appropriate for school.
- No leggings, tights, yoga, or workout style pants.
- No sweatpants, wind pants, pajama pants or jeans
 - Any one of the following items constitutes sweat pants-
 - Sweat pants are pants without pockets
 - Pants that have draw strings
 - Pants that have elastic cuffs at the legs
- Official NSHS logo team wear, issued by a sports team or an official club, and approved by administration, is acceptable for participants to wear on scheduled game days.

Shorts:

- flat fronted or pleated – khaki, navy, or black color - (must be knee length when standing)
- sized to fit, neither skintight nor sagging; must be worn at waist

Skirts:

- solid color (same colors noted above)
- hemline must at least touch the top of the knee when standing

Jumper:

- black, khaki or navy in color (must be knee length when standing)

Belts: (Grades 1-12)

- must wear a black or brown belt with a silver or gold buckle
- buckle no larger than 2" x 2" square and no specialty, logo, oversized or wording allowed

Sweaters:

- cotton, cotton/poly blend or fleece style - black, white or royal blue
- must be collared and no hood
- may have a full length or 1/4 zipper
- short or long sleeved
- vest styles are acceptable

If a student wears a sweater, an approved uniform style shirt must be worn underneath.

Shoes:

- no shoes with heels higher than 2 inches
- no house shoes/slippers
- no flip flops
- no rolling shoes

Additional information

- no items or clothing with political speech, images, or jargon
- other items determined by the school leadership team and approved by the Director to be distracting to educational environment are prohibited
- no items or clothing with symbols related to drugs, alcohol, adult clubs/magazines, gangs, or violence are allowed

- **Hoodies**
 - Hoodies may be worn in the building if they meet the color requirements; solid black, solid white, royal blue, or if the garment displays an approved logo for NSHS. As with all clothes, no writing, logos, or other prohibited items previously listed.
 - If a student chooses to wear a hoody, the hood section of the outerwear is not allowed on the student's head. Failure to follow this procedure will result in a loss of wearing the hoody and may result in additional disciplinary action. This procedure will be strictly enforced.
 - Facial images are not allowed on any clothing or worn articles. All clothing should be free of logos, writing, or other illustrations. Again, only NSHS official logos are allowed.

Outer Garments:

- No blankets, quilts, throws, or other styles blankets will be allowed in the school building.
- Coats and jackets must be solid in color.
- Again, coats may not display any type of writing, logo, or design, that is not allowed on a uniform shirt/hoody unless it is an approved jacket sponsored by a North Side organization.
 - **ACCEPTABLE:** North Side Letterman jackets, North Side team jackets, FFA jackets, etc.
 - **NOT ACCEPTABLE:** Nascar, sports teams, design prints and camouflage, etc...

THE SCHOOL ADMINISTRATOR WILL MAKE THE FINAL DECISION ABOUT WHETHER ANY ARTICLE OR STYLE OF DRESS FALLS OUTSIDE THESE GUIDELINES.

JMCSS Board Policy 6.310

DRESS CODE VIOLATION

Students will be given a verbal request to comply with the dress code. If the student is unable to correct the issue, they will need to call a parent to bring them the proper attire. The student may be assigned in-school suspension until the dress code violation is corrected. The parent must bring appropriate clothing items to adhere to policy so the student may return to their normal schedule. If the student does not comply or becomes disruptive when asked to adhere to the policy, the student will receive a disciplinary referral for not following the instructions of their teacher/staff. The consequences could result in a multiple day out of school suspension. Discipline procedures will occur for non-compliance of the dress code violation. Dress code will be checked at security check in. Students may not be allowed to enter the building if they are out of dress code. Please, monitor your children's clothing.

Dress code violations may prohibit students from participating in extra-curricular activities, including sports teams, band, chorus, etc...

DRIVER'S LICENSE/PERMIT

Students under eighteen years of age, who lack a diploma, or certificate of graduation from high school, must be enrolled in school and making satisfactory progress in order to obtain or retain a driver's permit or license. For the purposes of this section only, satisfactory progress is defined as having no more than ten(10) consecutive or (15) fifteen total unexcused absences in a semester and passing at least (2) two full units per semester. 1) Upon request, the school will provide a qualifying student with documentation required by the Tennessee Department of Safety to obtain a driver's license or permit; 2) Each semester, the school will identify any student with more than ten consecutive, or fifteen total unexcused absences. The school will provide notice to the parents of the student, to the Attendance Supervisor, and to the Tennessee Department of Safety; and 3) The school's Attendance Review Board may determine if extenuating circumstances exist beyond the control of the student, verifying that a student has met attendance requirements that will allow him/her to retain or obtain a driver's license or permit. For purposes of a driver's license or permit eligibility, suspension from school, expulsion, or incarceration is not a circumstance beyond the control of the student. In order to qualify for reclaiming a suspended driver's license or permit, a student must pass at least two courses or the equivalent at the conclusion of a grading period.

Eligible North Side students may request the approved school documentation from the Attendance Secretary in the Middle Building.

JMCSS Board Policy 6.200

DRUG-FREE SCHOOLS

Students will not consume, possess, distribute, or at any time be under the influence of illegal drugs, or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function or event. This includes, but is not limited to abuse of inhalants and prescription drugs. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office.

DRUG AND ALCOHOL TESTING OF STUDENTS

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year.

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that: The school board policy on alcohol and drug use has been violated; A search of lockers produced evidence of the presence of drugs and/or alcohol; A search of persons and containers produced evidence of a presence of drug and/or alcohol; A search of vehicles produced evidence of the presence of drugs and/or alcohol; Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.

Upon receiving reasonable information, the principal shall take the following steps: Call the student into the principal's office or another private place; Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding; Inform the student of the substance of the information available to him/her which is the basis for the determination that a test is necessary; Inform the student of the procedures which shall be followed in administering the test; Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be expulsion from school and a hearing before the disciplinary hearing authority; Notify the parent or guardian of the student of the impending test.

The appropriate witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the students and which will assure that the integrity of the specimen itself is not compromised.

The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student.

The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board. Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:

1. If the results of the analysis are negative, all evidence of the individual test, including all school records that the test was ordered and the details therefore, shall be destroyed.
2. If the results of the analysis are positive, the student, parents, or guardian shall be given the written notice of the result. In addition, they shall receive referral information which shall include counseling, in-patient, out-patient, and community-based drug and alcohol treatment programs.

JMCSS Board Policy 6.3071

Random Drug Testing

Due to the severity of the drug use problem, both locally and throughout the State, students involved in any voluntary extracurricular activities shall be subject to random drug tests. Parents and students will be informed of this policy prior to participation and shall sign consent to the drug testing and a release of information as a condition of participation.

JMCSS Board Policy 6.3071

EARLY DISMISSALS

Students seeking an early dismissal must present a correctly dated note to the office of their 1st period class by 7:15 a.m. Note must include the first and last name of the student and list a telephone number where parent can be contacted for verification. Students are to sign out in the middle building office. Emergency dismissals will require parent/guardian to sign their student out in the Main Office.

ELECTRONIC DEVICES / CELL PHONES

Students may use cell phones during non-instructional time. For example, during class change, in the lunchroom, early bus, etc... However, upon entering a classroom, all phones or other electronic devices must be put away. If a student has their device out, the teacher will ask the student to put it away. If the student does not comply, the teacher will confiscate the device for the remainder of the class period. Failure to follow instructions will result in a disciplinary referral. A teacher may allow usage for academic purposes.

If students are referred to the office for disciplinary reasons, their phone will be confiscated by an administrator until they are allowed to leave the office. No student will be allowed to use the phone while an administrator is working with them on their discipline issue.

Students are prohibited from using electronic devices in any manner that interferes with, or is disruptive of the educational process, which violates the security or integrity of educational materials or tests, or which invades the privacy of students, employees, volunteers, or visitors. This includes videoing or taking unauthorized pictures. Unauthorized use or improper storage of a device will result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action at the discretion of the principal.

JMCSS Board Policy 6.312

EMERGENCY CLOSINGS

The Jackson-Madison School Board authorizes the Director of Schools to close schools in the event of hazardous weather or any other emergency, which presents a threat to the safety of students, staff members, or school property. As soon as the decision to close schools is made, the Director of Schools will notify public media and request that an announcement is made. If school is not in session, or has dismissed early due to inclement weather, all scheduled activities involving students will be postponed/cancelled. Follow the district's communication platforms for the fastest news.

EMERGENCY PREPAREDNESS PLAN

The Director of Schools shall be responsible for developing, maintaining, and acquiring Board approval of the district Emergency Preparedness Plan which shall include procedures for cases of nuclear or bomb threat, civil disturbance, earthquake, fire, tornado or other severe weather, and medical emergencies, such as pandemic flu outbreak. Emergency preparedness drills will be developed and implemented by each principal, with approval of the Director of Schools, and when appropriate, be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students and parents. The principal shall be responsible for ensuring that a sufficient number of drills are conducted in order to give instruction and practice in proper actions by staff and students. One fire drill requiring full evacuation shall be given every month during the school year, with an additional fire drill to be conducted within the first thirty (30) days of operation. Three (3) additional safety drills shall be given during the school year. These drills may include inclement weather, earthquake, intruder or other emergency drills that do not require full evacuation. In the event of threats to the safety of the school, students will be retained at school when less than one hour of warning time is given, unless parents, or

persons authorized by the parents, pick-up their children. The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions in the proper use of them in their building.

EXTRACURRICULAR ACTIVITIES

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program. The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school. One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program. An approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office.

Each school department or club who presents honors or awards or conducts contests will file with the principal, the name of the honor, award or contest; the basis for selection of the award and honor; the method of participation; and the reason for the contest. The Director of Schools shall approve all requirements imposed by clubs which have restricted membership.

North Side High School provides a variety of extracurricular activities for all students. All students are encouraged to participate in any of the activities listed below. Each group/club/organization/team listed below includes the name of the sponsor/director/coach as well as a contact number. These sponsors/directors/coaches are available, upon request, to meet with any interested students to fully inform him/her about the activity. Notices will be posted throughout the school that contains this information. Periodic announcements will be made for all students to hear that involve these activities.

FINES

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, electronics, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment. The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault. Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available and are free to students, as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of each book and the book number shall be recorded by the teacher issuing it.

The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear there will be no charge. Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

JMCSS Board Policy 6.709

TSSAA Fine

NSHS would like to inform you of recent action passed by the TSSAA Legislative Council. This new legislation requires a minimum disciplinary penalty to be levied on schools when a fan is ejected from any contest and the school may face athletic probation. Therefore, a minimum monetary penalty of \$250.00 may be levied against the school by TSSAA. As a result, NSHS would expect this penalty to be reimbursable by the parents to the school. Otherwise, the parent may be precluded from attending any event(s) at NSHS, and or the student may not be allowed to participate in after school activities such as sports until the fine is paid. However, if the fan is removed at the discretion of a school official, this particular rule will not apply. TSSAA game officials have been instructed to call upon game

administrators or other school officials when there is a problem with a fan. As a result, NSHS administrators, in conjunction with our SRO officers, have been notified that any fan identified by a TSSAA official as being disruptive and in jeopardy of removal will be asked to leave the campus immediately. This fan(s) will also be placed on probation for the remainder of the school year. Any further identification by TSSAA officials or school officials for un-sportsman like behavior by this fan(s) will result in a calendar year ban from any event at NSHS.

GANG/GROUP ACTIVITY OR ASSOCIATION

Groups/gangs, which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds, or which disrupt the school environment are harmful to the educational process. The use of any hand signal(s), graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. The director of schools will establish procedures and regulations to ensure that any student wearing, carrying or displaying group/gang paraphernalia (TCA 49-6-4215), or exhibiting behavior or gestures which symbolize group/gang membership, or causing and/or practicing in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action. The administration will provide service training in group/gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and/or activities as an alternative.

JMCSS Board Policy 6.3101

GRADE PLACEMENT REQUIREMENTS

Students are assigned to a specific grade level according to the number of credits earned by the beginning of the school year. Grade placement remains the same for the entire school year. The following assignments will be made accordingly:

Freshman.....successful completion of 8th grade
 Sophomore.....minimum of 6 credits passed
 Junior..... minimum of 12 credits passed
 Senior..... minimum of 18 credits passed

GRADE WEIGHTING

All courses designated as Honors (H) or Advanced Placement (AP) courses will be weighted. Honors courses will include the addition of 3 points to the grades used to calculate the term average. Advanced Placement courses will include the addition of 5 points to the grades used to calculate the term average.

Honors courses will substantially exceed the content standards, learning expectations, and performance indicators approved by the State Board of Education. To facilitate the maximum interchange of ideas among students, all honors courses will include extensive readings, authentic projects, self-directed research, intensive writing assignments, in-depth explorations, interdisciplinary application, and critical analysis.

Courses with a End of Course Exam (EOC), the EOC exam will be factored into their final grade according to the most recent JMCSS Board policy.

GRADING SCALE

A	90	100
B	80	89
C	70	79

D	60	69
F	0	59

Test	60%
Daily work	30%
Homework	10%
Final Exam is 25% of grade	

GRADUATION REQUIREMENTS

READY CORE CURRICULUM

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Wellness	1 credit
or JROTC	2 credits
P.E	½ credit
Personal Finance	½ credit
Foreign Language	2 credits
Fine Arts	1 credit
Elective Focus/Program of Study	3 credits

- Mathematics: Algebra I, Geometry, Algebra II, plus one additional math course. Students must be enrolled in a math course each year.
 - Science: Biology I, Chemistry I, or Physics, and a third lab science.
 - Social Studies: World History/World Geography, U.S. History, Economics, and U.S. Government.
 - Foreign Language: Two years of the same foreign language. In exceptional circumstances, the foreign language and fine art requirement may be waived for students who are not planning to attend a college/university. This exception may be considered at the junior or senior year with consent of parent or guardian.
 - Elective Focus/Program of Study: An elective focus of at least three credits. The elective focus may be CTE (Program of Study), fine arts, humanities, math and science, or ROTC.
- A. To earn a regular high school diploma, all students must earn 24 credits, complete four years of high school, and have a satisfactory record of attendance and discipline. The number of credits for students who transfer into the Jackson-Madison County School System will be determined on an individual basis.
- B. Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with state honors.
- C. Students who have met graduation requirements and maintained an overall grade point average of 3.0 or higher will graduate with local honors.
- D. Students will be recognized as graduating with distinction by attaining a 3.0 average and completing at least one of the following:
- earn a nationally recognized industry certification
 - participate in at least one of the Governor’s Schools
 - participate in one of the state’s All State musical organization
 - be selected as a National Merit Finalist or Semi-Finalist

- attain a score of 31 or higher composite score on the ACT
- attain a score of 3 or higher on at least two advanced placement exams
- successfully complete the International Baccalaureate Diploma Program
- earn 12 or more semester hours of transcribed postsecondary credit

E. An Academic Scholars Seal will be placed on the diploma of students with a GPA of 3.2 or greater who complete the specific graduation requirements and successfully complete 8 honors courses to selected from the following list of courses.

English I (H)	Algebra I (H)	Chemistry I (H)
English II (H)	Algebra II (H)	Chemistry II (H)
English III (H)	Geometry (H)	Physics (H)
English IV (H)	Pre-Calculus (H)	Spanish III (H)
AP English	Statistics (H)	Spanish IV (H)
World History/World	AP Calculus I	
Geography (H)	AP Calculus II	
AP World History	Biology I (H)	
U.S. History (H)	Biology II (H)	
AP U.S. History	Anatomy & Physiology(H)	
AP European History		

The Valedictorian and Salutatorian must meet the requirements for the Academic Scholars Seal. In addition, a student must have completed four (4) of the eight (8) high school terms in the Jackson-Madison County School System, including both terms of the senior year.

- F. Honors classes are based on student achievement measured by State/LEA testing scores. See your guidance counselor for more details.
- G. A transitional certificate may be awarded at the end of the fourth year of high school to students with disabilities who have (1) taken classes toward a high school diploma (24 units of credit); (2) have satisfactorily completed an individualized education program; and (3) have satisfactory records of attendance and conduct.
- H. A special education diploma may be awarded at the end of their fourth year of high school to students with disabilities who have (1) not met the requirements for a regular high school diploma, (2) have satisfactorily completed an individualized education program and (3) have satisfactory records of attendance and conduct. Students who obtain the special education diploma may continue to work towards a regular high school diploma through the end of the school year in which they turn twenty-two years old.
- I. See your counselor for CTE opportunities.

HALLS

Students should be in halls only at the beginning and close of school and while moving from one class to another. Any student in the halls during class time must have a hall pass or be accompanied by a teacher. Students are expected to be courteous at all times and refrain from use of profanity and expletives in their conversations. At no time will running, shouting or any misconduct be tolerated. Infractions will be dealt with by the administration. Tardiness to class may result in the loss of school wide privileges and or extracurricular activities. Students without passes will not be allowed between buildings.

INTERNET USAGE

Students shall not engage in prohibited and/or illegal activities, including, but not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access

- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet
- Violating regulations prescribed by the network provider

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

INTERNET SAFETY INSTRUCTION-

Students will be given appropriate instruction regarding internet safety as a part of any instruction that utilizes computer resources. Parents and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

VIOLATIONS

Any usage contrary to the above shall be reported immediately to the director of schools and may result in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary action may be taken.

JMCSS Board Policy 4.406

MAKE-UP WORK

All missed assignments or tests (whether from excused or unexcused absences) may be made up. The teacher is responsible for providing all missed assignments. The student or parent/guardian may make the request for make-up work during the period of absence, or on the day the student returns to school. A teacher's instructional time may not be interrupted by these requests; however, information regarding make-up work will be provided within two (2) days. The student will have a minimum of two (2) days per day absent to complete the make-up work.

JMCSS Board Policy 6.200

MEDIA ACCESS TO STUDENTS

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school. Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming of videotaping, prior written consent/release/waiver will be obtained from the students' parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

JMCSS Board Policy 6.701

MEDICAL EMERGENCIES/PANDEMIC FLU

In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and consult with local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection. The director of schools shall develop procedures for health emergencies using as reference the state's 2006 Pandemic Influenza Response Plan

MEDICINES

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the school nurse will assist in self-administration of the medication to competent students. All personnel assisting with medication administration should adhere to the following regulations. All medication must be delivered to the office in person by the parent or guardian of the student unless the medication is required for immediate self-administration (i.e. asthma inhalers). Parental authorization will be required for a child to keep an asthma medication on his/her person, otherwise, all asthma medications, including inhalers and nebulizers, will be kept in the office.

PRESCRIPTION MEDICATIONS: 1) A written statement will be required from the physician that provides the name of the child, name of the drug, drug dosage, times of drug administration, the route of drug administration, possible drug side effects, if known, and the diagnosis or reason the medication is needed will be required; 2) A statement from the physician outlining emergency care will be required if a prescribed medication could necessitate a serious reaction (e.g. a diabetic child that requires insulin in response to blood sugar levels. The physician, according to the blood sugar level, should order the amount of insulin); 3) Written consent from the parent to dispense the medications should be obtained. The form in the medication manual should be used; 4) If the dosage of a medication or directions to give a medication changes, the parent will be required to complete a new authorization form to reflect the changes.

NON-PRESCRIPTION MEDICATIONS: All non-prescription medication (over the counter medication) will be dispensed at school for only a two-week period with parental authorization. The parent should pick up any remaining medication or it will be disposed of by designated school personnel. Should a student need to take a non-prescription medication at school for a period greater than two weeks, a physician's statement with the name of the medication and reason it is needed will be required. Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP). The administrator/ principal's designee will: 1) Be trained annually using the approved medication manual. Training will be conducted by a health professional designated by the school system; 2) Keep written instructions from parent and physician in a medication file to be placed in student's cumulative record when the medication is discontinued; 3) Keep an accurate record using the MAR (Medication Administration Record) located in the Medication Training Manual and ensure that each student has a separate MAR record for each medication received at school;

JMCSS Board Policy 6.405

PARKING AND TRAFFIC REGULATIONS ON CAMPUS

All students must park in the student parking lot. Any vehicles parked on campus must have a \$10.00 parking decal. Decals will be sold to seniors first, juniors next, then sophomores. Decals must be displayed on the rear driver's side window. Once all available spaces are sold, no additional vehicle parking will be allowed. Students must leave their cars immediately after arriving at school. Students may not enter the parking lot during the school day unless permission is obtained from the office. Sitting in cars during the school day is not permitted. School rules will be enforced in areas designated by the school for student parking. All students who park on school property should exit the campus immediately after school dismissal or as soon as their extracurricular activity is finished. Violation of road safety or school rules may result in the loss of any parking privileges. No refunds will be allowed.

Speed limit on campus is 5 mph. Any student who drives recklessly in the parking lot will be issued a citation. Students are not allowed to ride on campus in the open bed of a pick-up truck. The student driving the truck will receive a citation. Abuse of school parking regulations or operation of a motor vehicle in such a way as to cause damage to public or private property located on school grounds or in such a way as to endanger life or limb of persons utilizing school facilities, driveways, or parking areas

will be cited. Citations will be handled by administration and a punishment will be issued that could include upon 1st violation the student being issued a warning and parent contacted concerning incident. Upon 2nd violation, the student will lose driving privileges on North Side High School property for the remainder of the school year.

PERFECT ATTENDANCE

Students with perfect attendance will have five percent (5%) of the final exam score added to their exam grade. (Example: final exam score of 80 x 5% = 84 final exam grade.) This incentive applies to End of Course Tests and final exams.

Perfect Attendance is defined as being present and on time every day. **No absences** (except school related activities) and **No tardies** (this includes early dismissals) of any kind (excused or unexcused).

JMCSS Policy 6.200

PRIVACY RIGHTS

Within the first three weeks of each school year, the school system will notify parent(s) of privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment.

Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records personnel will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the students' parent(s) or eligible student.

“Directory information” means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces. *The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

RESTROOMS

Restrooms should be kept clean at all times. Students are not to be in restrooms during class time without a pass from the classroom teacher. All personal grooming is to take place in the restrooms between classes. Students are to use restrooms in the building where their class is located. The appropriate time to use the restrooms is during class transition. Since classes change every 90 minutes, the need to use the restroom during instructional time should be rare. If a student has a medical issue requiring frequent bathroom breaks, they will need to see the counselor or nurse with appropriate medical documentation. The appropriate staff will notify the classroom teachers as necessary. Restrooms may be monitored by school employees and non-imaging sensors.

RIGHTS AND RESPONSIBILITIES

The Board expects all school staff, students, and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

- 1) Have the opportunity for a free education in the most appropriate learning environment.
- 2) Be secure in his/her person, papers and effects against unreasonable searches and seizure;
- 3) Expect that the school will be a safe place.
- 4) Have an appropriate environment conducive to learning.
- 5) Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities.

- 6) Be fully informed of school rules and regulations.

Each student has the responsibility to:

- 1) Know and adhere to reasonable rules and regulations established by the Board.
- 2) Respect the human dignity and worth of every other individual.
- 3) Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- 4) Study and maintain the best possible level of academic achievement.
- 5) Be punctual and present in the regular school program.
- 6) Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
- 7) Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities.
- 8) Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process.
- 9) Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities.
- 10) Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials.
- 11) Possess on school grounds only those materials, which are acceptable under the law and accept the consequences for articles found in one's locker/backpack.

JMCSS Board Policy 6.301

SCHEDULE CHANGES

All schedule changes must be completed within the first week of the term and then only for one of the following reasons: 1) Student failed to take or successfully pass a prerequisite course; 2) Student failed a course required for graduation; 3) Student failed a course, registered for the course again, and was assigned the same instructor; 4) Student has an unbalanced schedule; that is, a balance among academic and elective courses between terms; 5) Student is enrolled in a subject for which credit has already been earned; or 6) Schedule adjustment is required because of a course taken in summer school.

SCHOOL RELATED ABSENCES

School Related Absences do not count against a student's daily attendance. 1) Students will be allowed two college days to be taken at their discretion beginning the second term of the junior year. These days are excused absences. Students must have prior approval of the principal. In addition, during their senior year, students will be allowed to participate in the annual College/Career Day; 2) All club meetings, pep sessions, assemblies or other group meetings, workshops and athletic events will be held before school, after school or during a regularly scheduled activity period; 3) Teachers will make every possible effort to restrict field trips to the ninety-minute period in which the students are in that teacher's class; 4) Teachers will limit their requests for activities which cannot be confined to their own class time. Principals will grant approval only to those activities which are educationally sound and which must occur within the school day; 5) A teacher may request that a student be disallowed from school-related absences if the total absences for that student exceed (10) ten per term. The principal and/or his designee will determine eligibility for school-related absences after such a request is filed; 6) Students will not be penalized for absences due to school-related activities that are approved by the principal.

SEARCHES ON SCHOOL PROPERTY

Physical searches of students and searches of vehicles and containers or packages brought onto school grounds by students and visitors may be conducted if the principal has a reasonable suspicion that a student or school visitor has in his/her possession a prohibited item or substance (drugs, drug paraphernalia, dangerous weapons, and other property not properly in their possession). The lockers are property of Jackson-Madison County Schools and therefore, can be searched at the discretion of the principal. Random searches or searches of all lockers may occur at any time. Individual searches will be conducted based upon reasonable suspicion as described above or based on any threat real or perceived based on student conduct. Information received about possible threats or violence may prompt a search of the student, bags, and or vehicles.

STUDENT GRIEVANCES AND COMPLAINT PROCEDURES

The Board desires that all matters will be settled at the lowest level of responsibility and will not hear complaints or concerns which have not advanced through the proper administrative procedures from the point of origin.

STUDENT LEVEL COMPLAINT PROCEDURES:

Students, parents or legal guardians who believe that decisions made by, or actions of, school personnel are unreasonable or in violation of law, policies of the Board or individual school rules may request a review by the school principal (or a designated representative if the principal is absent more than two days). 1) To request a review, students or parents must contact the principal's office within two days. The request and resolution must be documented on a School Level Complaint Form, signed by the complainant and the school principal, with a copy provided to the complainant and the school principal. Where possible, the issue will be decided confidentially and within five school days; 2) Within five school days following the principal's decision, the student or parent may appeal that decision to the School Service Center.

STUDENT DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION

The Jackson-Madison County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited, and will not be tolerated at North Side High School.

DEFINITIONS:

Bullying/Intimidation/Harassment – Bullying is a multi-faceted issue. Not all acts listed below may qualify as bullying and may fall under the uniform code of conduct. A repeated act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically touching or harming a student, or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying

A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing

An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety.

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Examples include but are not limited to: touching oneself sexually or talking about one's sexual activity in front of others; coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; sexual gestures; graffiti of a sexual nature or notes or cartoons of a sexual nature; forcing or attempting to coerce or force sexual intercourse or a sexual act on another person; unwelcome touching, patting, pinching or physical contact other than necessary restraining of pupil(s) by school personnel to avoid physical harm to persons or property.

STUDENT PROTECTION GUIDELINES

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy

SUSPENSION/EXPULSION/REMAND; DEFINITIONS:

- **Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively, nor shall multiple suspensions be applied to avoid expulsion from school.
- **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.
- **Remand:** assignment to an alternative school.

REASONS FOR SUSPENSION/EXPULSION: Any principal, principal-teacher or assistant principal (herein called principal) is authorized to suspend a student from attendance at school, including activities sponsored by the school, regardless of the location of the activity. A student may also be suspended from attendance at a specific class or classes (in school suspension), or from riding a school bus, without suspending such student from attendance at school. All suspensions shall be made with good and sufficient reasons, including, but not limited to:

(1) Willful and persistent violation of the rules of the school;(2)Immoral or disreputable conduct, including vulgar or profane language;(3) Violence or threatened violence against the person of any personnel attending or assigned to any school;(4) Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;(5) Inciting, advising or counseling of others to engage in any of the acts herein enumerated;(6) Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;(7) One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;(8) engaging in behavior which disrupts a class or school sponsored activity;(9) Any other conduct prejudicial to good order or discipline in any school.

IN-SCHOOL SUSPENSION: Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study and Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and class work assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:

- 1) Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
- 2) Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

- 3) The principal shall notify the parent or guardian and the director of schools or designee in writing: Of the suspension/expulsion and the cause for it; and A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than (5) five days following the suspension/expulsion.
- 4) Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
- 5) If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/ expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
- 6) The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/ remand for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
- 7) The appeal from this decision shall be to the disciplinary hearing authority appointed by the Board. Absent a timely appeal the decision of the principal is final.
- 8) If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

JMCSS Board Policy 6.301

TARDINESS

Tardy is defined as being a late arrival or an early dismissal from a class period. Students who miss more than 45 minutes of a 90-minute class will be counted absent.

Students who arrive at school after 7:15 a.m. must report to the Middle Building immediately upon arrival to receive an admission slip to class. A form letter will be sent home by the teacher to be signed by the parent and returned the next day after the student's third tardy to class. A student will be issued a disciplinary referral to the truancy department after the fourth tardy to class. If tardies involve first period, the student could be denied driving privileges on campus and/or be required to ride the school bus. Frequent tardiness could result in the truancy department issuing a juvenal court citation for the parent/guardian(s).

TEXTBOOKS/Laptops

Textbooks/laptops are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they will be responsible for the textbooks received and used by their children. The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books: 1 - 2 years 100% of replacement cost; 3 - 4 years 75% of replacement cost; 5 or more years 50% of replacement cost

In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books. If, after hearing the student's explanation and other investigation as necessary, the principal determines that there has been willful loss or damage of the textbook, he/she shall assess the appropriate fine and notify the parents in writing. The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one or both of the following sanctions: 1.) Refusal to issue any additional textbooks until restitution is made; 2) Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made. The principal may waive the assessment of fines when in his/her judgment the student is the victim of uncontrollable circumstances and not responsible for the damages.

JMCSS Board Policy 6.401

TOBACCO-FREE SCHOOLS Including Vapes

All uses of tobacco and tobacco products, including smokeless tobacco and electronic cigarettes and associated paraphernalia, are prohibited in all school district buildings. Smoking shall not be permitted on school grounds. Smoking, electronic cigarettes, and associated paraphernalia shall be prohibited in any public seating areas, including, but not limited to, bleachers used for sporting events, or public restrooms. Any student who possesses tobacco products shall be issued a citation by the school principal or SRO. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

Vaping is a serious issue in JMCSS. According to the disciplinary code of conduct, if a student is found vaping on school property or at a school event. First offense for vaping will result in 5 days of OSS. Two or more offenses will result in the student being referred to the disciplinary hearing board for a 45-day placement in an alternative school setting.

JMCSS Board Policy 6.309

TRUANCY

Truancy is defined as the act of having excessive absences without a reasonable cause. When a student is truant, he/she is referred to the Truancy Hearing Board. Parents/Guardians may be required to pay monetary fees according to the number of days the student has been absent.

TUTORING

After-school tutoring has free tutoring sessions for students who need individual help with their homework and assignments. Any student is welcome to attend and does not have to register in advance. Students receive tutoring services in Lora's Lab, which is located inside of our Middle Building.

VISITORS TO THE SCHOOL

Except on occasions, such as school programs, athletic events, open house and similar public events, **all visitors must report to the Middle Office when entering the school.** Authorization to visit elsewhere on the school campus will be determined by the principal/designee. Name tags shall be issued to all visitors, and they will be escorted to their location. In order to maintain conditions conducive for learning, the principal/designee has the authority to exclude any person from the school premises who may be creating a disturbance to the educational programs in the school, or found to be committing an illegal act. The principal shall engage law enforcement officials when he/she believes the situation warrants such measures. Early graduates or other students are considered visitors if they do not have scheduled classes on campus. NSHS does not allow any deliveries of food or other items to students. Any such deliveries will be disposed of immediately upon arrival. NSHS is not fiscally responsible for any such deliveries.

WITHDRAWAL POLICY

The student must obtain a withdrawal form from the guidance office on the last full day he/she will be attending North Side High School. A parent/guardian must complete the withdrawal form in person, citing the reason for withdrawal.

ZERO TOLERANCE OFFENSES

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

WEAPONS & DANGEROUS INSTRUMENTS: Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school. *Firearms*

(as defined in 18 U.S.C. § 921) In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis. **DRUGS:** In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ASSAULT: In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis: **ELECTRONIC**

THREATS OR MEDIA SITE: In accordance with state law, any student who transmits by electronic device or on a social media site any communication or display of a firearm, weapon or dangerous instrument containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threats creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Threats of mass violence: Any written, verbal, or electronic threat of mass violence is a zero tolerance offense.

NOTIFICATION: When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

JMCSS Board Policy 6.309

Additional Information

JMCSS Board Policies: For the most up to date policy version go to:

<http://tennesseesba.schoolinsites.com/?DivisionID=19438&ToggleSideNav>

JMCSS High School Curriculum web page

<https://www.jmcss.org/Page/1401>