

# **EAST ROBERTSON MIDDLE AND HIGH SCHOOL**

## **STUDENT HANDBOOK 2009-2010**

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Name \_\_\_\_\_

Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Grade \_\_\_\_\_

Welcome to a great year at East Robertson Middle and High School. This student handbook is based upon the ROBERTSON COUNTY SCHOOLS STUDENT HANDBOOK and ROBERTSON COUNTY SCHOOL BOARD POLICY. If a subject is not covered in this handbook, please refer to the county handbook and/or school board policy. Please be sure to sign and return the ACKNOWLEDGEMENT FORM stating that students and parents/guardians have read and understand the policies and procedures of the school.

East Robertson Middle and High School is dedicated to ensuring that all of our students succeed in life. This year we are pleased to introduce the RENAISSANCE PROGRAM which will support us in this endeavor. The goal of RENAISSANCE is to increase overall academic performance; increase graduation rates; create a positive, safe school environment; and increase student attendance. RENAISSANCE will recognize and reward the achievement of these goals. Students will gain membership to RENAISSANCE by demonstrating strong academics, academic improvement, perfect attendance, and good behavior. Students will receive specific information about RENAISSANCE in a separate brochure.

## **6<sup>TH</sup> – 12<sup>TH</sup> GRADE ACADEMIC INFORMATION**

### **GRADING SYSTEM**

The Robertson County Board of Education has passed the following scale for determining grades:

"A" Outstanding Progress	100 - 93
"B" Above Average Progress	92 - 85
"C" Average Progress	84 - 75
"D" Acceptable Progress	74 - 70
"F" Failure	69 - 0
"I" Incomplete*	

\*The grade of a student who has made satisfactory progress but has failed to complete assigned work may be recorded as an incomplete. If the work is not completed within the time designated by the teacher, the grade for that work will become an "F". The value of the assignment may be reduced for late work.

Cheating on any assignment, quiz, or test will result in an automatic "0". Parents may be contacted and a conference may be conducted.

### **WITHDRAWAL AND TRANSFER**

If a student finds it necessary to withdraw from school or transfer to another school, he or she must report to the school secretary and obtain release slips, transfer slips, and verification from the teachers and librarian showing that all books have been returned. Grades and records will not be released to another institution until all school and monetary obligations have been satisfied.

## **SCHOOL DEBTS**

All debts such as library fines, fees, sales, textbooks, locks, etc. should be paid and cleared by the bookkeeper before leaving school or before the end of the school year. Academic credit may not be extended to students with outstanding debt. Seniors' diplomas may be held and transcripts not sent until debts are paid.

## **9<sup>TH</sup> – 12<sup>TH</sup> GRADE ACADEMIC INFORMATION**

### **CHANGING A PROGRAM OF STUDY**

Students must initiate any change in their schedule within the first 5 days of the term /semester. Schedule changes will be made only for reasons deemed valid by the school counselor and approved by a parent or guardian. Any changes after this time must be approved and/or initiated by the principal, assistant principal, or school counselor. Dropping a class after the first five (5) days may result in the grade of "F" for that term/semester. Because of class numbers, a student who fails a class will have two options to pass that class: credit recovery or summer school. The school guidance counselor will have information about both of these options and about other programs such as alternative credit and the Challenge Program.

### **CLASSIFICATION**

9th Grade - less than 6 credits

10th Grade - minimum of 6 credits

11th Grade - minimum of 12 credits

12th Grade - minimum of 20 credits

There will be no averaging of terms for grades. Each term in each class stands on its own. A half credit may be earned in any class during a given term. If a passing grade is not received in the class for the term, then the credit is lost until credit recovery or summer school is successfully completed.

### **CLASS RANKING**

A four-point Quality Point System will be used for determining student grade point averages (GPA'S) and for ranking students. Rank in class will be computed at the end of the 3rd term of the senior year. Students must be enrolled full time at the home base school to be eligible for ranking among the top high school seniors. Credits earned prior to entering the 9th grade will not be included in the computation of GPA and class rank. No transfer course will be awarded advanced credit unless an equivalent course is taught at the receiving school and unless the course is so designated on the transcript. Such transfer credit will be accepted only from schools accredited by the Tennessee State Department of Education. Students who choose to graduate early will not be ranked. Students taking AP courses may receive 5 points added to their final average at the end of each grading period. Students taking advanced courses may receive 3 points added to their final average at the end of each grading period.

Selection of Valedictorian and Salutatorian: To be ranked as valedictorian or salutatorian, a student must be enrolled in the high school at least four of the seven semesters preceding the final semester. In the event that multiple students have the same GPA, students who have taken at least five officially recognized \*advanced courses will be ranked above students who have not taken advanced courses. Students' GPA's shall not be adversely affected by taking more or fewer classes than other students. If after considering advanced courses a tie still exists, the final scores of the required Gateway tests (at present English II, Biology I, and Algebra I) and the high school TCAP Writing Assessment will be used to determine final ranking. In the event that multiple students have the same calculated test scores, then students' highest composite ACT scores (at the time of calculation) will be used to determine final ranking. In the event that multiple students are equal on all of these outlined criteria, multiple valedictorians will be recognized.

\*Advanced courses are those courses which have been designated as such by the Director of Schools' Designee and have a quantitative and qualitative difference from the regular course.

**GRADUATION REQUIREMENTS FOR CURRENT HIGH SCHOOL STUDENTS**

<b>REQUIRED COURSES</b>	<b>14 CREDITS</b>	
English	4 Credits	*Must Pass Gateway Exam in English II
Mathematics	3 Credits	* Must Pass Gateway Exam in Algebra
Science	3 Credits	*Must Pass Gateway Exam in Biology
U.S. History	1 Credit	
Government	1/2 Credit	
Economics	1/2 Credit	
Social Studies	1 Credit	*World History or World Geography
Wellness	1 Credit	

Incoming ninth graders (2008-2009) must have at least one math course above algebra to meet requirements of Tech Path.

<b>ELECTIVE COURSES</b>	<b>14 CREDITS</b>
<b>TOTAL CREDITS</b>	<b>28 CREDITS</b>

**PATH REQUIREMENTS**

<b>UNIVERSITY PATH</b>	Algebra I, II, and Geometry; Physical Science, Biology, and Chemistry; 2 credits in Same Foreign Language; and 1 credit in a Visual/Performing Arts
<b>TECH PREP PATH</b>	4 Credits in a Related Technical Area
<b>DUAL PATH</b>	Must meet requirements of both the University and Tech Prep Path

**NEW GRADUATION REQUIREMENTS FOR NINTH GRADERS ENTERING 2009-2010**

**REQUIRED COURSES**

English	4 credits
	(End of Course Tests in Eng. I and II, Writing Assessment in English III)

Mathematics	4 credits (End of Course Test in Alg. I)
Science	3 credits (End of Course Test in Biology I)
Social Studies	3 credits (End of Course Test in U.S. History)
Wellness and PE	1.5 credits
Foreign Language	2 credits (May be waived under certain circumstances)
Fine Arts	1 credit (May be waived under certain circumstances)
Personal Finance	.5 credit
Elective Focus	3 credits
Additional Electives	4 credits
<b>TOTAL CREDITS</b>	<b>26</b>

### **EARLY GRADUATION**

Students who will meet all graduation requirements at the end of the first semester of their senior year may apply for early graduation status. Application will be made on the appropriate forms and submitted to the Office of Secondary Education according to established guidelines. Students approved for early graduation status will be awarded their diplomas and be officially graduated at the end of the first semester and receive diplomas at the Robertson County Winter Graduation Ceremony. Upon graduation, these students are no longer eligible for participation in school-sponsored activities as a student. Examples of excluded activities are athletic programs, extracurricular activities, baccalaureate, prom, and second term graduation. The School System will sponsor graduation exercises at the end of the first semester. Guidelines will be approved by the Director of School or a designee.

### **TENNESSEE SCHOLARS DIPLOMA**

Students have the opportunity to graduate as Tennessee Scholars which may enable them to become stronger candidates for certain types of financial aid and scholarships. This program encourages students to take more demanding classes in high school therefore allowing them to be better prepared to enter a technical school, a community college, a university or the work force. Tennessee Scholars course of study includes:

Four English courses

Four math courses (Algebra I, Algebra II, Geometry and one higher level math)

Three science courses (Biology, Chemistry & Physics preferred)

Three history courses (Social Studies, Economics, & Government)

One wellness course

One computer course

One fine arts course

Two foreign language courses in the same language

Two technical/vocational courses in the same track (one must be in keyboarding/computers)

Additional expectations include:

Twenty hours community service

Overall “C” average in all Tennessee Scholars courses

95% attendance

No out-of-school suspensions

Successfully pass all exit exams

## **GENERAL INFORMATION**

### **SCHOOL DAY**

Students should not arrive at school before 7:30 a.m. without administrative approval.

No student will be in the hall before 7:50 a.m. without proper authorization. School dismisses at 3:00 p.m. Unless students are staying with a teacher, coach, or are under some type of supervision, the school is not responsible for the student after dismissal time. A student who is in the hall during class time must have a hall pass from the teacher to whom he or she is assigned. The student must also obtain permission from a teacher before entering a classroom to which he or she is not assigned.

Bell schedules for the school day are as follows.

#### **MIDDLE SCHOOL**

8:00	First Bell
8:05 – 9:10	First Period
9:15 – 10:55	Second Period (10:20 – 10:55 Extra Help/Remediation)
11:00 – 12:40	Third Period (11:00 – 11:30 First Lunch and 11:30 – 12:00 Second Lunch)
12:45 – 1:50	Fourth Period
1:55 – 3:00	Fifth Period

#### **HIGH SCHOOL**

8:00	First Bell
8:05 – 9:35	First Block
9:40 – 11:30	Second Block (9:40-10:00 on MWF Tutoring/Reading and on TTH Clubs/Activities)
11:35-1:30	Third Block (12:00-12:30 First Lunch and 12:35-1:05 Second Lunch)
1:35-3:00	Fourth Block

### **SCHOOL SUPPLIES AND FEES**

School supply items will be sold in the cafeteria from 7:30-8:00 a.m. School fees for special supplies and class materials may be assessed by subject and/or grade. Students who have applied for and received Meal Benefits also have Fee Waivers. 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade class dues are not considered school fees since the dues are not used for academic purposes but for funding events such as senior night and junior and senior proms.

## **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, the school may be closed, starting time delayed, or dismissed early. Any such circumstances will be announced over the radio station 1590 AM, all local television stations, and by the school system's automated calling system.

If no report is heard, it may be assumed that school will be open on time. Please do not call the school or school officials, as we receive our information from the media and the calling system also.

## **TRANSPORTATION**

If a student changes his/her regular afternoon transportation, a note from the parent/guardian must be turned in that morning with a phone number to reach that parent/guardian to verify the change in transportation. Parents/guardians may also call the school office to make a necessary change in afternoon transportation.

### **MORNING DROP OFF**

Parents dropping off students at regular opening time should enter by way of the lower driveway entrance, turn at the front corner of the high school, and drop students off at the commons area entrance to the school. After students are dropped off, exit at the main driveway. If students arrive at school after 8:00 a.m., they will need to enter at the main office entrance which is located in front of the middle school classrooms.

### **AFTERNOON PICK UP**

Parents picking up students at regular dismissal time should enter by way of the lower driveway entrance, circle behind the building to the drive closest to the football field, and go to the middle school end of the building at the side parking lot to pick up students. Junior high students being picked up by high school drivers should be picked up at the same location (middle school end of building on the side).

### **BUS CONDUCT**

Transportation to and from school on buses operated by the county is a privilege. It requires that students conduct themselves properly, always obeying the instructions of the bus driver. Use of cell phones is prohibited while on school buses.

"A student shall become ineligible for pupil transportation when his/her behavior is such as to cause dissension on the bus, or when he/she disobeys state or local rules and regulations pertaining to pupil transportation." (State Rules and Regulations, p. 121)

### **DRIVING/PARKING**

A student must have a driver's license (NO PERMITS) to drive to school.

Students driving to school must purchase a \$10.00 parking permit from the office. This permit will be numbered, and the student must park in the corresponding numbered space on the school parking lot.

The permit must be displayed in the vehicle when parked on school grounds. Students should be in the parking lot only upon arrival or departure. The student must leave the vehicle immediately on arrival to school and enter the building. Loitering in cars on school grounds is strictly forbidden. Students will enter and exit the parking area only by way of the paved area. Any student who parks illegally, violates speed limits, or drives recklessly will have parking and/or driving privileges revoked, or will receive other disciplinary action. Students guilty of excessive tardiness may also be subject to loss of driving privileges (refer to tardiness). Any student who has lost his or her driving privileges or who is not in compliance with state driving laws, will not be allowed to drive on campus for any reason. During the driving

suspension, the student may not ride to school in any vehicle owned by the student or his/her family unless the vehicle is operated by the parent, guardian, sibling, or the vehicle owner. State law states that ANY vehicle on school property may be searched at anytime.

### **DRIVING/STATE LAW**

State law requires documentation of enrollment status for any student fifteen years or older to be presented to the Department of Safety before a student can apply or be reinstated for a permit or license to operate a motor vehicle. Any student fifteen years or older who misses ten (10) consecutive unexcused days or fifteen (15) total days unexcused during a semester or becomes ineligible academically shall be in violation of the Tennessee Compulsory Act and shall be reported to the Department of Safety for driver's license revocation.

State law provides that the student must earn two credits at the end of each semester to remain eligible for a driver's license (each semester contains two nine week terms). Grades are reviewed for license eligibility twice a year, in December and May. We strongly discourage the application for hardship licenses by students and parents. The school will validate applications for only the most legitimate of reasons.

### **TRANSPORTATION TO THE ROBERTSON COUNTY TECHNICAL CENTER**

All students are transported on the bus provided. Students **MUST** get approval from the administration of both schools and parents to drive to tech school. Violation of this rule could result in disciplinary action.

### **FOOD AND DRINK**

Foods and drinks are not allowed outside of the commons area for students without administrative permission. Food ordered from restaurants must have prior approval from administration and should be brought in only under special circumstances.

Students may not purchase soft drinks during their lunch period. At other times of the day with permission from their teacher and/or an administrator, they may purchase items from the Water/Juice machine. Straws and other lunch items may not be taken from the commons area. Keeping our school clean is a right we owe ourselves and future students.

Breakfast is an important meal. All students should eat breakfast before coming to school. If that is not possible, students may purchase school breakfast which may be eaten in the cafeteria before reporting to the bus room. Only students purchasing school breakfast may remain in the commons area.

### **SCHOOL MEALS**

Breakfast	Students (grades 6-12)	\$1.50
	Staff	\$2.00
	Visitor	\$2.00
Lunch	Students (grades 6-12)	\$2.50
	Staff	\$3.00
	Visitor	\$3.75
Holiday lunch	Child Visitor	\$3.00
	Adult visitor	\$4.00

Our cafeteria uses a computerized accounting system. Students may pay in advance for meals with either a check or cash. Payment may also be made by credit or debit card on **myLunchMoney.com** for a fee of \$1.95 per transaction/per school. Account balances may be monitored free of charge by using the same website. Applications for Free and Reduced Breakfast and Lunch Forms are available in both school offices. Students who are eligible for Free and Reduced Breakfast and Lunch may also apply for a Request for Waiver of School Fees. These forms are also available in both school offices.

## **SCHOOL CLINIC**

Students with legitimate medical concerns may visit the clinic when necessary with a pass from their teacher. The school nurse will issue a pass back to class or notify the teacher if the student is too ill to return to class. The clinic is not to be used as a gathering place to avoid being in class.

**MEDICATION POLICY:** If a student is required to take medication during school hours, the school nurse or the nurse's designee will administer the medication in compliance with the following regulations which are the policies of the Board of Education:

1. All medicine (prescription and over-the-counter) must be brought to the office to be stored.
2. All medicine must be brought to the school office by a responsible adult in properly labeled pharmacy container (prescription), or unopened bottle (over-the-counter)
3. All medicine (prescription and over-the-counter) must be accompanied by written permission from parent/guardian and must include home/work numbers for verification and/or clarification.
4. Prescription medication must have written physician orders and the following information: child's name, name of medication, dosage, time interval, administered, possible side effects, and termination date.

If it becomes necessary for a student to be taken home or to the doctor, arrangements will be made through the office. A student who becomes ill at school must not leave campus without signed permission from an administrator.

## **PERSONAL PROPERTY/LOCKERS**

The responsibility for your personal property is yours. If you lose an article, check to see if it has been turned in to the main or secondary offices. Found items will be periodically displayed in the gym or commons area for students to look for items they may have lost. Lockers are provided for storage of books, coats, and personal belongings at school. Keeping your locker locked is the best method of preventing problems. Locks may be brought from home or purchased in the school bookstore. Book bags/clothes bags may be used to bring items to and from school and stored in students' lockers. However, they may not be carried from class to class during the day. Students should limit the amount of money that they bring to school and keep it on their person at all times. If it is necessary for a student to bring a large amount of cash to school, it is suggested that it be turned in to the office for safe keeping. Although the school will investigate any reports of stolen property, it cannot be held responsible for items lost, damaged, or taken from the locker.

State law affirms that lockers are the property of the school; therefore, the contents may be examined at any time. **NO WRITING INSIDE OR OUTSIDE OF THE LOCKER.**

## **RESPONSIBILITY FOR TEXTBOOKS**

Textbooks are the property of the Robertson County Board of Education. Students are responsible for their books, and a fee is assessed by the Robertson County Board of Education for any books which are lost, stolen, or damaged.

## **VISITORS**

All visitors to East Robertson High must report to the main office in front of the middle school classrooms during regular school hours. Visitors must sign in and secure a visitor's pass at the office. This pass is to be worn for the duration of the visit. Upon leaving, visitors should return the pass to the office and sign out.

## **INTRODUCTION TO DISCIPLINE POLICY**

Each student is responsible for knowing the Robertson County Student Discipline Policy. The following information outlines students' rights and responsibilities as well as consequences which may be assigned to those who choose not to abide by county, school, or classroom rules.

Each student should understand that learning itself is an orderly process that must take place in an environment conducive to education. No student ever has the right to keep others from receiving an education. Also, understand that some actions, which in themselves may not be wrong, are inappropriate in school. Students should practice SELF-DISCIPLINE in order to become a credit to themselves, their parents, and their community.

## **STUDENT CONDUCT**

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 she/he urge other students to engage in such conduct.

## **TEACHER AUTHORITY**

Each teacher is the authority in his or her classroom. Wherever this handbook is silent on a particular question, individual teachers may, with the full support of the administration, establish rules and regulations to be observed in their classrooms. Any staff member in school may, if necessary, correct any student at any time with full authority.

## **SCHOOL POLICIES AND PROCEDURES**

### **APPROPRIATE DRESS**

The Robertson County Board of Education specifically gives the administration of each school the responsibility to determine what is and what is not proper dress for that school. **ANY MODE OF DRESS OR OTHER ADORNMENT THAT IS A DISTURBING INFLUENCE TO STUDENTS OR TEACHERS WILL BE IN VIOLATION OF THE SCHOOL DRESS CODE.**

County-wide policy includes some of the following guidelines:

1. No head covers, except yarmulkes, Muslim scarves
2. No bare midriff, revealing necklines

3. Appropriate length of skirts and shorts (middle of the thigh)
4. No holes or splits (frays) in clothing
5. No tube tops, no tank tops, or see through tops. All shirts, tops, blouses, etc. must have complete sleeves (sleeve is completely attached around the armhole).
6. No sagging pants which reveal underwear
7. No attire promoting alcohol, tobacco, drugs, or weapons.
8. No clothing containing advertising for objectionable causes or offensive language
9. No unnatural hair color, only conventional hair coloring will be permitted
10. No facial piercing (including tongue, chin, nose and eyebrows) Earrings are allowed
11. No gang related clothing, dusters or trench coats
12. Shoes/sandals must be worn at all times (tied/fastened and no house shoes)
13. Outer clothing which resembles loungewear, pajamas, or underwear is prohibited.
14. No spikes, chains or other items that cause a safety concern
15. Spandex shorts or pants should be covered below the hips by a shirt, skirt or shorts of appropriate length as described in #3.

Consequences:

1st offense -- correction of violation and notification to parent

2nd offense -- detention

3rd offense -- ISS

4th offense -- OSS

## **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is a privilege which may be revoked by the principal or sponsor at any time. In order to participate in extra-curricular activities, the following conditions must be met:

1. Students must be present for the entire day (at least two blocks unless approved by an administrator.
2. Unless approved by an administrator, coach, or sponsor, students will travel to and from school with the sponsor or coach.
3. No student will be allowed to drive his own vehicle without parental permission and approval of an administrator.
4. Students will not be allowed to ride with another student to and from school activities.
5. Athletes and cheerleaders must have a physical examination and school insurance or proof of other insurance coverage prior to participation.

6. Athletes must meet eligibility standards prescribed by the Tennessee Secondary School Athletic Association (TSSAA) which states the student must pass 6 credit courses or the equivalent of a possible 8 at the end of each school year. Middle school athletes must meet the requirements of the Robertson County Middle Grades Athletic Association.

## **ATTENDANCE**

**Absences:** Tennessee State Law holds a parent responsible for a child who misses an excessive number of days, even those that may be excused. This is mandated by the Tennessee Compulsory Attendance Law. This law requires children to be enrolled in school until the age of eighteen. Also, students who miss five days of school, not necessarily consecutive days, will be reported to the director of schools. Students missing five or more days (or same class) during a nine week period will not receive credit for that class until the school attendance committee has reviewed the circumstances of absences as they apply to the attendance policy. Truancy letters will be sent home to parents after 5 unexcused absences and after 7 unexcused absences. At that time, the attendance committee will request a parent conference. After 10 unexcused absences, the student will be referred to the Central Office Truancy Hearing Authority.

**Early Dismissals:** All students are expected to be at school for the entire day unless they are high school students participating in an approved CO-OP program. Excessive excused or unexcused tardiness and/or early dismissals may result in attendance review. Reasons for early dismissal must be presented in writing or in person by parents or guardians. Students must report to the office and obtain a permission-to-leave form which must be signed by an administrator or designee.

**Tardiness to school:** A student who is tardy or who returns to school before the end of the day must report to the main office in front of the middle school classrooms, sign in and receive a note or tardy slip indicating whether the tardiness is excused or unexcused.

**Tardiness to class:** Students who are tardy to class without a note from a teacher or staff member will be reported to the office.

Consequences for tardiness to school and to class:

1<sup>st</sup> offense – parent contact

2nd offense – two days lunch detention

3rd offense – five days lunch detention

Subsequent offenses – before or after school detention, ISS, or OSS

### **Reasons for Absences, Early Dismissals, or Tardiness as stated by Robertson County Board of Education**

1. The following are excusable when verified in writing by a parent or guardian: Illness of student (if absent 3 or more consecutive days for medical reasons, a doctor's note may be required), illness of a family member which requires this student's presence at home, death of a family member, medical appointments (verification that the appointment was kept must be provided). Makeup work and tests will be allowed for excused absences.

2. The following may be excused when a written request is made in advance of the absence (px - prior excuse): Family trips, representing the school in an activity approved by the administration; setting, cutting, or housing family-owned tobacco; taking a driver's or military exam; college visitation; seasonal work in family business; or reasons not listed which are deemed sufficient and unavoidable by the administration. All work must be made up prior to the absence if possible. Verification that an appointment was kept must be provided in writing for absences for appointments that are prior excused.

3. The following reasons are normally not excusable: Car trouble or repair, cleaning house, shopping, baby-sitting, bad weather, personal business, tractor pulls, implement shows, hair appointments, errands, etc. School work and tests missed for such reasons may not be made up.

**Make-up Work:** Students who received excused absences may have time equal to the number of days missed plus one day to make up missed assignments or tests. Exceptions to this include pre-announced tests and term assignments. It is the responsibility of the student or parent to initiate this process. Students may be denied the privilege of making up work missed as a result of an unexcused absence or suspension.

All students, regardless of age, need to have a note for absences, early dismissals, tardies, etc., signed by a parent or guardian.

Students may be excused from school a total of ten days with parent/guardian notes. In order for subsequent absences to be excused, a doctor's excuse or verification of a required absence must be provided to an administrator.

## **DANCES**

Dances are a privilege at East Robertson Middle and High School. Please familiarize yourself with the following rules:

1. The dance will start and end at the announced time. Students who have parents/guardians picking them up should notify parents/guardians of these times.
2. Anyone in the parking lot during or after the dance will be asked to leave.
3. The faculty/chaperones will have the right to refuse any individual whom they feel (normally due to discipline history) should not be allowed to attend, and they have the right to ask any individual whose behavior is not appropriate to leave. Parents/guardians will be notified of any misbehavior and consequence.
4. Middle school dances are for 6th, 7th, and 8th grade students only; high school dances are for 9th, 10th, 11th, and 12th grade students only. Regardless of the classification of a student, students attending dances will be age appropriate.
5. High school students bringing dates who do not attend East Robertson High will be responsible for their dates' behavior. Guest rule forms must be obtained one week prior to a dance. Misbehavior may result in exclusion from future dances (including the prom), detention, or suspension.
6. Tobacco, alcohol, and drug use are prohibited at all school dances. People caught in the possession of or using tobacco, alcohol or drugs will be turned over to the proper law enforcement authorities and parents will be notified.
7. Students who leave the dance will not be allowed to return, and they must leave the site immediately.
8. Students are to be present the day (at least two blocks) of the dance. Students who are suspended cannot attend dances. Students with unserved detentions will not be allowed to attend dances.

## **DESTRUCTION OF SCHOOL PROPERTY**

Any damage or destruction to property belonging to the school, faculty, staff or students will result in immediate disciplinary action. The student(s) responsible will also be required to pay for repairing or replacing the damaged item.

## **ELECTRONIC DEVICES AND CELLPHONES**

Students are advised not to bring electronic devices to school. However, if a student chooses to bring them, they are not to be turned on, used, or visible in the school building during the school day.

State law asserts that beepers and cellular phones may be in student possession at school and on buses, however, they are not to be visible or turned on until the school day ends. The school day ends when the student exits the building or when the bus rider exits the bus.

Consequences:

1st offense -- confiscated item sent to administrator for parent to pick up

2nd offense -- confiscated item sent to administrator to hold for 10 school days and detention

3rd offense -- confiscated item sent to administrator to hold for 20 school days and one day ISS

4th offense -- confiscated item sent to administrator to hold until the end of the school year and two days ISS

### **TELEPHONE POLICY**

The telephone in the office is a business phone. If a student is ill or has an emergency situation, he or she will be allowed to use the phone with written permission from a staff member. The student will need to enter calling information on the office phone log.

### **HANDS-OFF POLICY**

East Robertson will enforce a "hands off" policy. Physical contact is not appropriate at school and does not promote an environment in keeping with our philosophy and goals. Horseplay and rough housing are also not acceptable at school.

### **TOBACCO USE**

The Robertson County Board of Education, in accordance with state law, prohibits the USE OF TOBACCO by students in school buildings or on school grounds; in school vehicles; or at any school-sponsored activity at anytime, whether on or off school grounds. Possession of tobacco products will be treated the same as the use of tobacco-related products. State law requires law enforcement officials and/or school administrators to issue a juvenile court citation for students under 18 who unlawfully possess tobacco products. At the time of issuance of the citation, the officer or school official shall seize the tobacco product.

In addition, the following actions will be taken:

1st offense – warning and a letter explaining the violation

2nd offense – 1 day suspension

3rd and subsequent offense – 3 day suspension

### **EXPLANATION OF DISCIPLINE MEASURES**

#### **DETENTION POLICY**

1. If a student is assigned a detention it must be served on the day(s) scheduled by the administration. If the detention is not served as assigned, the student will receive a suspension. Detentions will be required to be served before or after school with notification to the student and the parent.

- a. Morning: 7:00 - 7:50
  - b. Afternoon: 3:10 - 4:00
  - c. The date and location will be written on the detention form.
  - d. The student is responsible for providing transportation to morning detention and home from afternoon detention.
2. Excessive detentions for repeated misbehaviors may result in the student being suspended from school and the possibility of a referral to the Robertson County Discipline Hearing Authority.
3. If a student becomes a discipline problem in detention, he/she will be removed and may be assigned out-of-school suspension.
4. Examples of offenses that may be punished with detention:
- a. Violation of hands-off policy
  - b. Food items (candy, soft drinks, etc.) in the academic area, including gym, music room and theater, unless approved by the administration.
  - c. In the hall without a pass
  - d. Being out of place (in gym, outside, parking lot, etc. between classes)
  - e. Disruptive or disrespectful behavior in halls or commons area
  - f. Minor school bus behavioral problems

#### **IN-SCHOOL ISOLATION (ISO) OR IN-SCHOOL SUSPENSION (ISS)**

Students whose behavior prevents other students from learning or prevents the teacher from teaching may be removed from the classroom and placed in ISO or ISS. The period of time will vary depending on the situation. When the administration deems it appropriate, the student may be removed from one class only (ISO) or assigned \_ or one or more full day(s) of ISS. Students will be dismissed from ISO or ISS only at their normal dismissal time, unless an emergency arises.

- 1. Examples of some offenses that may be punished with ISO or ISS:
  - a. Refusing to obey instructions or class rules
  - b. Repeated minor classroom misbehavior
  - c. Minor language abuse
  - d. Disrespectful behavior to faculty or staff
- 2. Expected behavior in ISO/ISS
  - a. Students will complete assignments for the class(es) they are missing.
  - b. Students will follow the policies and procedures of the ISS/ISO room supervisor
  - c. If a student cannot comply with the policies and procedures of ISS/ISO, he or she may be suspended out of school.

#### **OUT-OF-SCHOOL SUSPENSION or referral to the ROBERTSON COUNTY DISCIPLINE HEARING AUTHORITY**

1. Examples of some offenses that require immediate referral to the administration that may be punished more severely:
  - a. Fighting (anywhere on school grounds or school buses)
  - b. Directing verbal abuse or profanity at a teacher or supervisor
  - c. Vandalizing
  - d. Threatening or actual violence directed toward a teacher or a student
  - e. Stealing
  - g. Leaving school without permission
2. Parents/guardians will be notified of all suspensions. A parent-administrator conference pertaining to the suspension will either be by phone or in person.

### **ZERO TOLERANCE POLICY**

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors will be subject to a suspension for a period of not less than one calendar year. The Director of Schools shall have the authority to modify the suspension requirement on a case-by-case basis. Zero-tolerance acts as defined by Law or Board of Education Policy:

1. Unauthorized possession of a firearm
2. Possession/use/transfer of dangerous weapons
3. Possession/use/transfer of illegal substances
4. Assault, threatening to assault, or committing battery upon any teacher, employee, student, or other person

### **CONCLUSION**

School pride is an important aspect of East Robertson High School. Students are expected to value their time here and to take advantage of the educational and extracurricular opportunities that are offered. School pride and spirit dictates that students are respectful of their school, classmates, faculty, and staff. Since the inception of East Robertson High School, which combined students from Cross Plains and Orlinda High Schools in 1950, students, faculty, staff, parents, and community members have taken great pride in ERHS. Let's continue this tradition of Indian Pride!

### **EAST ROBERTSON SCHOOL ALMA MATER**

On our county's Eastern border

Reared against the sky,

Proudly stands our Alma Mater  
As the years go by.  
Forward, ever be our watchword;  
Conquer and prevail.  
Hail to thee our Alma Mater,  
E.R.H.S. All Hail!

\*We stand with pride and respect when the Alma Mater is sung.\*

