
South-Doyle High School

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Home Of the Cherokees

Administration

Rick Walker, Principal

Clark Duncan, Assistant Principal

Dr. Jean Morgan Harper, Assistant Principal

Karen Irving, Assistant Principal

Allan Jones, Assistant Principal

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Dear South-Doyle High School Students:

This handbook is an important source of information for each of you. We have done our best to determine what you will need to know as well as what you would like to know in order to make this a very successful year at South-Doyle High School. We encourage you to read the entire handbook and keep it for future reference. We also suggest that you allow your parents to read it as well. Any questions from you or your parents will be welcome, so please see any of us for further discussion.

Our task at South-Doyle High School is to help you learn—something in which you must actively participate if you are to benefit from your time here at South-Doyle. All of us have responsibilities at this school, whether students or teachers. We promise to make every effort to accept our responsibilities; in return, we ask that each of you do the following:

- Set high goals for yourself and be willing to put forth effort to reach them.
- Be willing to accept responsibility for your actions and decisions.
- Conduct yourselves as ladies and gentlemen.
- Treat others as you wish to be treated.
- Treat the facility with respect and care.

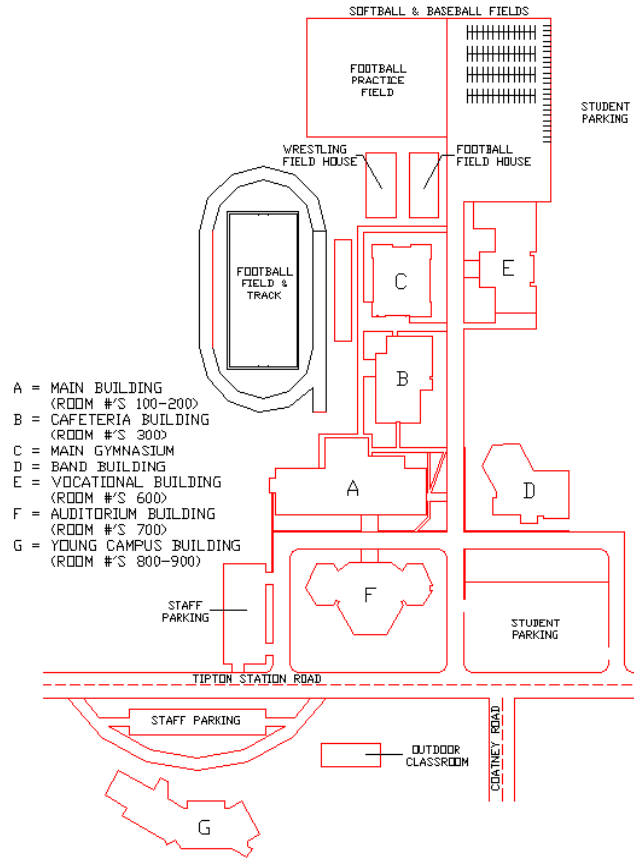
We sincerely hope this is the best year ever for you, that you make lots of friends, and have many memorable experiences of success and joy.

**Committed to Excellence,
*Faculty, Staff, and Administrators of SDHS***

My 2009-2010 Schedule

FIRST SEMESTER SCHEDULE			
PERIOD	SUBJECT	ROOM	TEACHER
SECOND SEMESTER SCHEDULE			
PERIOD	SUBJECT	ROOM	TEACHER

SOUTH-DOYLE HIGH SCHOOL CAMPUS



Organizations and Sponsors

ACTS	B.A. Blevins
Anime Club	Sara Geyer
Art Club	Ron Hickman/LeeAnn Freels
Band	Chris Satterfield
<i>Cherokee</i> Yearbook	Suzanne Shumsky
Chorus/Singers	John Maples
Dance Team	Lacey Bowman
Distributive Ed Clubs of America	Kim Galyon
Future Business Leaders of America	Laura McCall
Fellowship of Christian Athletes	TBA
Future Farmers of America	Mack Sanders
Future Career/Comm Leaders of America	Mary Lynn Berry
French Club	Korey Wheatley
German Club	Pat Bryson
Green Earth Society	Laura Neff
HOSA	Aimee Perry
JROTC	Woodcock/Hartwell
Junior Optimists	Linda Walsh
Key Club	D.Claxton/R.Hickman
Latin Club	Pam Phillips
Mu Alpha Theta	Ryan Milani
National Art Honor Society	Ron Hickman
National Honor Society	K.Buchanan/M.Ketron
<i>Phoenix</i> Newspaper	Sarah Geyer
Prom Committee	LeeAnn Freels
Rugby	Shawn Knapp
Scholars' Bowl	Mildred Ketron
Skills USA	Carmelita Nixon
Spanish Club	Maria Elena Wallace
Student Government Association	Lisa Myers
Technology Student Association	Mike Baker
Young Republicans	Anne Jackson

Assemblies

At all times students' behavior should be courteous. One indication of the cultural level of a school is the conduct of its student body during an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program.

Attendance

According to School Board policy, maximum effort is made in all classrooms to provide a quality learning experience each day; therefore, time out of a class represents a loss of valuable learning. Knox County's policies for attendance are designed to encourage students to take personal responsibility for their class attendance and tardies, to provide an opportunity for students to make up work missed, and to eliminate excessive absences from their attendance record.

For the purpose of these attendance policies, an absence, truancy, tardy, etc. shall be defined as follows:

Class Absence: There are no excused or unexcused **class** absences. Family vacations, personal/family illnesses, non-school sponsored competitions or activities, etc., are all **class** absences. Doctor, parent, or other notes do no affect/alter a **class** absence, and are therefore **not accepted** for this purpose.

School Absence: Daily **school** attendance is checked one time **each** day for system and state attendance reporting. Students must be in school **three hours and sixteen minutes** to be considered present for the day.

Truancy: Deliberate failure to attend school for unauthorized reasons is considered **truancy** and will result in disciplinary action.

Tardy: A student is tardy if he/she arrives in class after the tardy bell has rung.

1. Students with 5 **unexcused** absences from school will receive a letter from Juvenile Court warning of potential court action. At 10 unexcused absences, student and parent will be required to attend a Juvenile Court hearing. These absences are cumulative for the entire school year and relate to **school absences only**, not individual **class absences**. (See above definitions.) **Excused** absences for the following reasons do not count toward those reported to Juvenile Court. **Documentation must be submitted within 5 days** of absence(s).
 - a. Personal or family illness
 - b. Hardship in family
 - c. Death in family
 - d. Court
 - e. Religious holidays
2. All students are expected to attend classes **as scheduled**, regardless of their status related to absences or grades. (Students **must** go to class even if they are failing the course). Failure to attend classes for the above reasons will result in possible consequences for truancy and/or class cuts. **Dropping or adding classes is NOT an option.**

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3. In School Suspension (ISS) does not count as a class absence toward loss of credit.
 4. Parent/guardian will be contacted when a student has accrued five absences in a class.
 5. Students who are TRUANT will be subject to disciplinary action. An appointment will be made with the attendance-social worker
 6. Students may sometimes be absent from the regular classroom for required class activities (i.e. Band concerts, special tests, etc.) or for activities at which students represent the school (i.e. Girls'/Boys' State, etc.).
 7. **To apply for a drivers' license**, a student must submit a completed **Compulsory School Attendance Form** to the Drivers' License Bureau. This form is available in the school office. The top portion must be completed by the student and parent and then returned to the school secretary for attendance/grade verification and completion of the form.

Note: Five school days should be allowed for completion of this form by the school.

Tennessee State Law (Title 49, Ch. 6, Tennessee Code Annotated) contains requirements for compulsory school attendance. Another law (Ch. 819 of Public Acts of 1990) sets the requirements for driving privileges for children under the age of 18, tying these requirements to the compulsory school attendance law. This law states that a student will be denied a license or lose an issued license if the student has any of the following:

1. Ten (10) or more consecutive unexcused days absent in a term.
2. Fifteen (15) or more total unexcused days absent in a term.
3. More than half of his/her subjects failed in a term.

For purposes of state guidelines, unexcused absences are those without a doctor's note, court appearance, or death of an immediate family member. If a license is denied or cancelled, a student must do the following to regain driving privileges:

1. Attend school thirty (30) days in a row without an unexcused absence* and/or
2. Pass half or more of his/her classes the next term with D or better.

Bus Information & Expectations

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times, is available in the Guidance Office or the Knox County Transportation Office.

Discipline on our school buses is a priority in order to insure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus. Knox County bus rules are posted on each bus; failure to cooperate with driver may result in removal of student riding privileges and/or suspension from the bus.

Bus Discipline Code

(Handled by Administration)

Level 1	Level 2	Level 3
Eating or drinking on the bus Failure to remain seated Improper boarding/departing procedures Refusing to obey driver Loud, rude, or abusive behavior Profane language/obscene gestures Any behavior jeopardizing safety	Third violation of Level 1 behavior Tampering with bus equipment Fighting/pushing/tripping Bringing articles aboard the bus of injurious or objectionable nature Destruction of property <i>(Parent/guardian fiscally responsible for damages-student will remain off bus until damages are paid.)</i> Possession and/or use of tobacco products Profane language/obscene gestures Throwing objects in or out of bus Hanging out bus window	Third violation of Level 2 behavior Physical assault/verbal threat directed to bus driver Attempting to set fire to seat, hair, clothing, etc. Possession of weapon Use of chemical substance with intent to do bodily harm. Possession and/or use of alcohol drugs or paraphernalia. Misuse of emergency exit on bus.
Written reprimand (maximum 1 warning) Bus riding suspension (3 to 5 school days) Out of school Suspension	Bus riding suspension (<i>minimum 5 school days</i>) Repeat occurrence of Level 2 violation (<i>minimum 15 school days bus riding suspension</i>) Out of school suspension	Bus riding suspension (<i>minimum 30-maximum 180 school days</i>) Out of school suspension Action by the Board of Education (<i>up to and including expulsion</i>) Appropriate legal action

Cafeteria

Breakfast and lunch are served in both the Main and Young campus cafeterias. **Students must eat lunch in the cafeteria on the campus of their third block class.** Students should conduct themselves in a respectable manner in the cafeteria. This includes helping to keep table surfaces clean and putting trash in the proper containers. **Food and drink should not be taken from the cafeteria.** All students must remain in their assigned cafeteria during lunch.

- All food and drinks must be consumed in DESIGNATED AREAS only unless by special permission.
- Eating areas should be left clean and trash free.
- **NO** commercial food is to be brought or delivered to students on campus during school hours.

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- Visitors are **NOT** permitted in the cafeteria during lunch periods without administrative approval.
 - Student lunch numbers may not be misused in any way. (Such violations may result in loss of free/reduced lunch privileges and/or disciplinary action.)
 - All school behavior guidelines should be followed during lunch.
 - Students must remain in the cafeteria. Students should **NOT** be in instructional or unsupervised areas.
 - No food and drink (except water) is permitted in classrooms or other instructional areas except by special permission.

Cell Phones & Electronic Devices

Students may possess cell phones while on school property during the regular school day. However, the device must be in the off mode and must be placed in a backpack, pocketbook, or a similar personal carrying device during the class. The principal or principal designee may grant a student permission to use a cell phone at the principal or principal designee's discretion. Cell phones may be used on campus prior to 8:30 a.m. and after 3:30 p.m.

- First offense: Parent Notification
- Second offense: One Day Saturday School
- Third offense: Two Days OSS

Students should not bring CD players, iPods, headsets, large amounts of cash or other personal belongings to school due to the risk of loss or theft. CD players, iPods, headsets, cell phones, etc., should not be used on school property during school hours; these will be confiscated if visible. The school cannot be responsible for such items that may be lost or stolen while at school. It is recommended that students not bring valuable items to school.

College and Career Center

Information about colleges and careers is available in abundance in the College and Career Center, located in the Young Campus Conference Center. An appointment must be made with the College & Career Center coordinator in order to use the center. The phone number for the College and Career Center is 579-8298.

Disciplinary Hearing/Initial Hearing:

When information is received by the Administration indicating that a student has committed a violation that could result in a suspension of more than four days, meetings will be scheduled for the following purposes in the order given below:

Initial Hearing (Includes Administrator and Student plus Parent/Guardian)

- To present information concerning the violation.
- To hear the student's statement or statements of others who may have information relative to the violation.
- To determine guilt or innocence.

M-Team (for Special Ed if guilty)

- To determine if violation is a manifestation of the Special Ed certification.
- To determine if placement/programming is needed.

Disciplinary Hearing (For Special Ed. If not manifestation & all regular Ed.)

- To determine the appropriate consequences for the violation.

Displays of Affection & Relationship Expectations

Displays of affection will be limited to holding hands, or taking the arm while walking to class. Any further display tends to degrade reputations and embarrass others and will result in disciplinary action.

- **NO** pushing, scuffling, or horseplay
- **NO** hazing, harassing, or name-calling
- **NO** PDA (Public Displays of Affection)
- **NO** fighting (Totally Unacceptable)

Dress Code - Students

The following expectations for student dress have been established to promote a safe and optimum learning environment. **(Revised 6/09)**

Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

The following standards will be observed in all Knox County High Schools:

1. Pants must be worn at the waist. No sagging allowed.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
5. Clothing and accessories such as backpacks, patches, jewelry, and note books must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses, and shorts must be beyond fingertip length.
7. Sleepwear, pajamas, and/or blankets cannot be worn in school.
8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, and (5) skin-tight outer materials such as spandex.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.

The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

Any student not attired in accordance with the policy shall be subject to the following consequences:

1. Correct the violation or spend the remainder of day in in-school suspension (ISS).
2. Repeat offenders shall be subject to additional measures which include parent conference, in- school suspension, and out-of-school suspensions as described in the county-wide discipline policy.

This policy does not preclude individual schools from implementing standardized dress policies with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any

deviation from the system-wide policy must be submitted in writing to the middle and high school directors for review and recommendation to the Director of Schools and the Board of Education.¹

Driving to School

Driving to school is a privilege, not a right. Permission to drive to school may be revoked at any time if students are found to be abusing the privilege. Parking permits are non-transferable and lost or stolen permits may not be replaced. Permits are the property of South-Doyle High School. Any vehicle on campus without a permit is subject to being towed at the owner's expense.

Student drivers must follow these guidelines:

1. Pay the annual, non-refundable parking fee & hold a valid driver's license.
2. Park in your assigned space on the main campus.
3. Enter the school as soon as you park; do not stay in your car.
4. Observe the 10 mph speed limit on campus.
5. Hang parking permit from rear view mirror.
6. **Do not use cars as lockers or move cars during the school day.** Permission should be obtained from a principal to go to your car.

Early Dismissal

Student dismissals from school before the end of the day should be avoided.

However, when leaving early is necessary a parent note is required.

1. It will be required that a parent/guardian come into the main office to check out any student. In case of emergencies, other adults who may be sent by parents to check a student out of school must be included in the student's emergency information.
2. Students who need to be dismissed from school early (and are driving themselves) must bring a note signed by a parent, stating the reason for leaving. The note should include telephone numbers for a parent for verification by the office. **Notes for early dismissal must be brought to the main office between 8:10 and 8:30 a.m. and will not be accepted after that time.** The failure of a student to bring this note by 8:30 places an unnecessary hardship on the staff to verify the note in a timely manner and places the request in jeopardy. In such cases, a parent has the choice of coming in to sign the student out or having the student remain at school. Leaving school without approval and proper office sign-out will result in disciplinary action.
3. Students being claimed on parents tax forms and considered dependents cannot check themselves out. Eighteen-year olds are therefore advised to bring an early dismissal note as outlined above to avoid delays in the check-out process.
4. Early dismissals will be allowed only during class changes to minimize class interruptions. 10:00 – 10:10 11:40 – 11:50 1:50 – 2:00
5. **A student waiting to be checked out must remain in class until the parent/guardian arrives and the student is called to the office.**
6. Forged communication will result in disciplinary action.
7. When bad weather poses the possibility of hazardous road conditions, parents are advised *not* to call the school to ask for students to be dismissed from school early to drive home.

Electronic Media Access

Written parental permission is required before a student is granted independent access to electronic media at school. Students will be given the “Guidelines for Acceptable Use of Electronic Media” form to sign that they understand the terms and conditions set forth and agree to abide by such terms. If the student fails to abide by these guidelines, their privileges will be revoked and disciplinary action will be taken.

End of Course Test

Examination dates for the entire school year are published well in advance so that families may plan accordingly to avoid conflicts on examination testing dates. Our staff will not be asked by the administration to give examinations early except in very exceptional situations.

Students beginning high school prior to Fall 2009 – must successfully pass the Gateway exam in English II, Algebra I, and Biology. The other areas assessed are Math foundations, US History, Physical Science, and English I. The EOC will be calculated as 20% of the final grade.

Students beginning high school during or after Fall 2009 – EOC examinations will be given on English I, English II, English III, Algebra I, Geometry, Algebra II, US History, Biology, Chemistry, and Physics. The results of these tests will be calculated as 20% of the final grade for the 2009-2010 school year (in accordance with TCA 49-1-302(2)). Students will not be required to pass any one examination, but instead must achieve a passing score for the yearly grade.

English

No student may take more than two English classes per year. Students must have prior permission from the school counselor and the curriculum principal in order to take two English classes in the same semester.

Equal Opportunity Notice

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

No person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building at (865) 594-1540. Complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, or veteran status should be directed to the Title VI, Title IX and ADA Coordinator, Room 1517 of the Andrew Johnson Building at (865) 594-1918 and/or the following:

Title VI Coordinator, Tennessee Department of Education **and/or**
The Office for Civil Rights U.S. Department of Education
P.O. Box 2048, 04-3010 Atlanta, Georgia 30301-2048

Exam Schedules (System-Wide)

FALL TERM: December 7 EOC (English I, US History)

December 8-10 Gateway Exams

SPRING TERM: February 2 Writing Assessment (11th grade)

March 9 State ACT Test Date

May 3-14 AP Exam Testing Window

May 4-6 Gateway Exams

May 11 EOC (English I, US History)

Grade Reporting

All class grades are cumulative, representing all class work from beginning of the course to the date of the report. Each successive report is not the average of previous grade reports; rather, it represents the compiled scores of all daily lessons, homework, projects, quizzes, examinations and other classroom assignments during the entire 22, 45, 67, or 90 days covered by the report.

Grades are distributed within 5 days of dates listed below: Note: All grade reports will be distributed in homerooms except end of term reports, which will be mailed.

<u>First Term</u>		<u>Second Term</u>
Sept. 15	End 4.5-week grading	February 5
Oct. 14	End 9-week grading	March 10
Nov. 16	End 13-week grading	April 20
Dec. 18	End Term (grades mailed)	May 21

Grading Scale

Grade	Percentage Range
A	93-100
B	85-92
C	75-84
D	70-74
F	0 -69

- Weighting for Advanced Placement may include the addition of 5 percentage points to grades used to calculate the semester average.
- Weighting for Honors Courses may include the addition of 3 percentage points to grades used to calculate the semester average.

Assigning additional quality points above 4.0 for honors courses, AP courses is not allowed for the purpose of determining eligibility for the lottery scholarships.

Note: Students are responsible for ordering AP College Board tests through the Guidance Office. Payment must accompany the order(s). AP exams are administered in May.

Graduation Requirements

Students beginning high school prior to the Fall of 2009

A diploma shall be awarded to students who have a satisfactory record of attendance and conduct. Students must pass the Gateway exams in three (3) subjects and either satisfactorily complete (1) Individualized Education Program (IEP) certified by a multidisciplinary team or (2) specified number of units of scholastic credit earned in grades 9 through 12 according to the following pattern:

REQUIRED AND ELECTIVE SUBJECTS	Number of Credits
<u>CORE SUBJECTS</u>	
English I, II, III, IV	4
Mathematics*	3 (including Algebra I or Technical Algebra or Technical Geometry)
Science (1 biological, 1 physical)	3**
United States History	1
Economics	½
United States Government	½
World History or W. Geog.	1
Lifetime Wellness	1
<u>TWO PATHS / DUAL</u>	
University Preparation or Technical Preparation***	3 University Prep. or 4 Tech. Prep*
<u>ELECTIVES</u>	
Specified Electives	-
Unspecified Electives	Sufficient number to satisfy graduation requirements and maintain a full schedule as required by the school.
TOTAL	28

* All current high school students pursuing a University or Dual Path must enroll in a math course their senior year. Beginning with the 2007-2008 ninth grade class, all students will be required to enroll in a math course each year of school.

** All students must complete one of the following: Biology, Biology for Technology, or the equivalent in an integrated science curriculum. All students must complete one course in the physical sciences.

*** Students in the university path must take Algebra I, Geometry, and Algebra II.

Note: Additional information on graduation requirements and types of diplomas can be found in the guidance office.

Students beginning high school during or after the Fall of 2009

A diploma shall be awarded to students who have earned the prescribed 28 credits and have a satisfactory record of attendance and discipline.

CORE SUBJECTS	Number of Credits
English	4 (English I, II, III, IV)
Mathematics	4 (Algebra I, Geometry, Algebra II, and one higher level math)
Science	3 (Biology, Chemistry or Physics, and one additional lab science)
World History or Geography	1
US History	1
US Government	½
Economics	½
Phys. Ed and Health	1.5 (Wellness and one additional ½ credit)*
Personal Finance	½
Elective Focus	3**
University Admissions	Students must complete two units of the same world language and one unit of fine/performing arts. ***
Total	28

* The additional ½ credit in Physical Ed. may be met by completing a Physical Education course (in addition to Wellness) or by substituting a documented and equivalent time (minimum 65 hours) of physical activity in school sponsored activities such as marching band, JROTC, cheerleading, dance, interscholastic athletics and other areas pre-approved by the board of education.

** The elective focus may be CTE (3 courses in the same CTE program area), science and math, humanities, fine arts, AP/IB, or other areas approved by the board of education.

*** Students not planning to attend a university may waive the units of world language and fine/performing arts to expand their elective focus.

Note: Additional information on graduation requirements and types of diplomas can be found in the guidance office.

Hazing

Name-calling, inflammatory or disrespectful remarks, harassment (verbal or physical) is prohibited at all times and is subject to disciplinary consequences.

I.D. Cards

Every student must wear a South-Doyle I.D. during the school day. I.D. cards must be presented upon request by any faculty, staff member, or security officer.

Injury or Illness

If you are injured or become ill:

Do: Report to the nearest teacher, and then report to the main office. If an adult cannot verify your whereabouts, you will be considered to be cutting class.

Do not: Go to a restroom and stay, leave school or go to parking lot without permission.

In School Suspension (ISS)

ISS is a consequence sometimes given for inappropriate behavior. It requires placement of the student in a special class with a designated staff member. Students are expected to complete regular academic assignments, participate in some form of school service, and follow the schedule and guidelines outlined by the staff member in charge.

Journalism

In order to write for the *Phoenix* newspaper or the *Cherokee* yearbook, a student must be currently enrolled in Journalism. Enrollment in Journalism and membership on the *Phoenix* or *Cherokee* staff is by interview and application only. *Phoenix* staff members must be at least sophomores, and *Cherokee* staff members must be seniors. Any student interested in Journalism is encouraged to enroll in creative writing.

Library

The library is open to the student body from 8:00 a.m. to 3:45 p.m. Students should not be in the library during their lunch time unless they have been granted permission by a librarian and have a note from their teacher.

Long Term Suspension

Out of school suspension which is longer than four consecutive days is “long term”. A disciplinary hearing will be held before any long-term suspension is given.

Lost and Found

Lost and Found is located in the main office. Lost textbooks should be turned in to the department chair. Keep all valuables at home and keep a lock on your locker.

Make-Up Work

Parents may request child’s work from teachers when the student is absent. The parent may call the main office to initiate the request, or e-mail teachers. You may obtain teachers e-mail information from the school web-site. Teachers will provide work within 24 hours of the request. You should come by the main office to pick-up work.

Math

Several math classes are sequential. Based upon teacher recommendation, students making a D or F in a sequential course of math will remain in the course until the end of the term and take the course the next year. With permission of their counselor and curriculum principal the student may take the next course in the sequence the

following term. In the event the student is a senior and must have the math for graduation, the student will take one math the first term and one the second term.

Medication Guidelines

No medication of any kind shall be self-administered by students, even with assistance from school nurses or other school personnel, except when medication must be given on a long term basis and is necessary to be given during school hours in order for the student to remain in school. Medications such as Tylenol, aspirin, and other over the counter (O.T.C.) medications are included in these regulations. Any student who is required to take medication during the regular school day must comply with the medication policy. These regulations must include the following:

1. Written orders must be provided by a physician, dentist, nurse practitioner or D.O. (health care provider), who has the legal right to write a prescription. The orders should include the name of the drug, dosage, and time interval medication to be taken by the student. **Only one medication per Physician Form is allowed and must be renewed each school year.**
2. A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
3. A responsible adult (parent/guardian) must bring the medication to the school. Students will not be allowed to transport medication to or from school.
4. Any over-the-counter (O.T.C.) medication prescribed for a student must be in an **unopened original container with the label listing the ingredients and must be labeled** with the student's name.
5. A secure location will be provided for the storage of medications.
6. All medications administered must be given in accordance with these guidelines. Any medication given must be documented on forms provided by the Health Services department.
7. School Nurses will monitor the administration, documentation, and storage of all medications on a regular basis.
8. Medication forms and administration records will be kept in the student's cumulative record when completed.
9. The school system retains the right to reject requests for administering medications.
10. The Parent/Guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up shall be destroyed as per Knox County policy.

Messages, Packages, Flowers, Balloons, etc.

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office at class change only.

Out of School Suspension (OSS)

This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance. Students who receive OSS are subject to the following rules: 1) The student is not allowed on campus at any time. 2) The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, or school performances.

Phone Use

Office phones are NOT for student use. In case of illness, an office staff member will call for the student. Students may come to the office and ask permission to use cell phones in case of emergency.

Photography

Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or school sponsored events.

Posters and Announcements

All posters and announcements must be approved by an administrator. Students posting signs are responsible for their removal. Tape and other adhesives must be removed. **Signs are not to be placed on sheetrock walls, glass or doors.**

Repeating a Class (From Knox County Schools Handbook)

With the curriculum principal's permission, students may repeat courses on a space available basis under the provisions further set forth in this policy.

Repeating failed courses:

- Courses previously failed may be repeated in summer school or during the regular school year one time.
- Failed courses repeated during the regular school year may be scheduled the next term among the required courses for all students.
- Recovery credit using the Plato system is available during the day for students who earned an average of 50 or more in the class and receive a teacher recommendation.

Repeating passed courses:

- Courses passed within a sequential subject may not be repeated after the student has received a passing grade in the next course. (i.e.: The student may not repeat Spanish I after receiving a passing grade in Spanish II.)
- Courses passed with a grade of "C" or better may not be repeated. A grade of "D" may be repeated in summer school or during the regular school year.
- Passed courses repeated during the regular school year must be scheduled in addition to the required courses for all students.

Academic credit options - Several options for acquiring credits are available:

- Credit for classes can be obtained through e-learning, an electronic class;
- Knox County Adult Evening School; for seniors only;
- U.T. Correspondence courses;
- Sylvan Learning Center with prior approval from the curriculum principal at the high school.
- Credit Recovery classes during the school day.

Restricted Areas

Students are not allowed in the following areas:

- Parking lots/vehicles during school hours – arriving or leaving or without administrative permission.
- Rooms or areas designated for "Staff Only"

-
- Instructional areas during lunch periods
 - Hallways, outside areas, or any unsupervised area during classes.
 - In the building or on campus after 4:00 without staff supervision for a school activity.
 - Breezeway between young campus and main campus except during inclement weather.
 - Auditorium building between classes should not be used as a pass through.
 - All doors on Young Campus upstairs and downstairs will be locked. Enter only through main doors. You may exit through upstairs doorways.

Search & Seizure

According to Knox County Board Policy Handbook (JCAB), school lockers and vehicles parked on school grounds are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook available in the school office or on the Knox County Schools Web-site.)

Intimidation, Bullying, Sexual, Racial, Ethnic & Religious Harassment of Students

Knox County Schools prohibits acts of harassment, intimidation and bullying. Harassment, intimidation or bullying means any gesture, written on **paper or electronically**, verbal physical or psychological act that takes place on school property and any school-sponsored function or on a school bus that:

- Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic; and
- A reasonable person should know, under the circumstances, that the act (s) will have the effect of harming an individual or damaging the individual's property, or placing an individual in reasonable fear of harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any individual or group in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing behavior (e.g. bullying). This policy for student conduct will be suited to the age level of the student. This policy requires all students to adhere to these rules and to be aware of such disciplinary measures as are appropriately assigned for violation of these rules and guidelines.
- Sexual harassment is defined as any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing, or sexual comments directed at a person because of his or her sex. (*KC policy JCADA*)

Students are expected to treat their fellow students with dignity and respect at all times on school property and during school programs and activities. **Students are strongly encouraged to report acts of harassment to teachers or administrators**

immediately. The school will investigate any report of such behaviors take prompt and fair action to resolve the situation and prevent its continued occurrence.

Student Counseling

Student services include school counselors, a school psychologist, a school assistant program counselor, and a social worker. Other specialists, such as homebound instructors, eye specialists, and hearing specialists, are available through the Knox County School System.

School counselors are available to students in several areas. Counseling includes educational and vocational planning, interpretation of test scores, occupational information, college selection and scholarships, financial aid information, and counseling for personal and school-related problems. Students must first report to the classroom teacher to receive a hall pass in order to go to the guidance office, main office, or College and Career Center.

School counselors are assigned according to the following chart. Students are encouraged to visit with the counselors for personal guidance and for information on grades, study help, and testing programs.

Counselors are available to discuss any home, school, or social concerns.

All 9 th graders	Grace-Ann Cannon
10 th -12 th A-G	Steffany Barlow
10 th -12 th H-M	Bethany Schultz
10 th -12 th N-Z	Don Mulholland
Graduation Coach	Tracy Dixon

Tardiness

A student arriving before 8:45 should report directly to first period. A student arriving at school any time after 8:45 should report directly to the main office to receive an admit slip. After being signed in, failure to be in class is considered a class cut. Remember, arriving during the first 15 minutes of a class is considered a tardy; arriving after the first 15 minutes is a class cut. Students on campus, but not in class or in the office will be considered to be cutting class. Failure to arrive in class on time will result in disciplinary action.

Tennessee Scholars

Beginning in 2004-2005, students who complete the following credits as well as the additional requirements may be awarded a **Tennessee Scholars Diploma**:

Credits	Additional Requirements
(4) English	(1) Wellness
(4) Math	(1) Business/Computer
(3) Science	(1) Fine Arts
(3) Social Studies	(1) Advanced Placement Course
(2) Foreign Language	(4) Technical Courses (If on Dual Path)
20 hrs. community service	
Overall "C" average	
95% Attendance , No Out of School Suspension	
Pass state assessments (Gateway exams)	

Transcripts

Transcripts sent directly from South-Doyle to colleges, scholarships, the military, or employers are free as long as students are currently enrolled at South-Doyle. Students are not charged for the first final transcript sent to colleges immediately after graduation. Further transcripts will be \$2 each. If you would like to have a copy of your transcript for your own use, the cost is \$0.50.

Vending Machines

Students use vending machines at their own risk. Refunds will not be given. Vending Machines are not to be used during instruction time.

Visitors

Parents are always welcome at South-Doyle. However, SDHS is a closed campus. **The only permitted visitors are parents and guardians of currently enrolled students.** We ask that an appointment be made to see a teacher, school counselor, or administrator. We accept only visitors who have legitimate business at the school. All visitors must be issued a pass from the main office. An administrator may refuse to issue a visitor's pass anytime they believe it in the best interest of the school.

Withdrawing from School

Any student withdrawing from South-Doyle must report to the records office on the Young Campus to get the correct forms and procedures for completing the process. This should be done the day prior to final checkout. All obligations, such as library books, fees, fines, and textbook return must be completed prior to checkout so that there will be no delay of transcripts and records being sent to the next school.

Zero Tolerance Policy

According to Knox County Board Policy Handbook JCCC

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to removal from school for a period of not less than one (1) calendar year. The Superintendent (or designee) has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

1. Students who bring a drug, paraphernalia, or dangerous weapon onto a school bus, onto school property or to any school event or activity.
2. Any student who while on a school bus, on school property or while attending any school event or activity:
 - a. Is under the influence of a drug; or
 - b. Unlawfully possesses a narcotic or stimulant drug, prescription drug or any other controlled substance (including but not limited to alcohol and marijuana), drug paraphernalia, or dangerous weapon; or
 - c. Commits a battery on a teacher or other employee of the school.

It is the Board's intent that the Superintendent exercises his power to modify and ensure that no student shall be out of school for more than two semesters for a zero tolerance offense. The Superintendent shall consider each zero tolerance case for placement in the alternative school program.

Incentive Cards

Gold Card: All A's for the term

- Student parking fee reimbursed on term basis. (Juniors and seniors only)
- Free admission to five SDHS events, excluding tournaments & in-school games.
- Fifteen free copies from the library.
- Entry into a drawing for \$50 first prize and \$25 second prize.

Red Card: All A's and B's for the term

- Free admission to three SDHS events, excluding tournaments & in-school games.
- Ten free copies from the library.
- Entry into a drawing for \$25 first prize and \$15 second prize.

Navy Card: Perfect attendance for the term

- Free admission to one SDHS event, excluding tournaments and in school games.
- Five free copies from the library.
- Entry into a drawing for \$25 first prize and \$15 second prize.

*Students who participate in organizations and sports
also tend to be successful
in the classroom. Choose to get involved!*

Sports and Head Coaches

Athletic Director	<i>Clark Duncan</i>
Baseball	<i>Jeff Browning</i>
Basketball-Boys	<i>Scott Eggleston</i>
Basketball-Girls	<i>Anthony Norris</i>
Cheerleading	<i>Angie Goddard</i>
Cross Country	<i>Don Madgett</i>
Football	<i>Clark Duncan</i>
Golf	<i>Robby Howard</i>
Soccer-Boys	<i>Gabe Walker</i>
Soccer-Girls	<i>Gabe Walker</i>
Softball	<i>Allison Jacobs</i>
Tennis	<i>Ron Hickman/Laura McCall</i>
Track-Boys	<i>Rick Wood</i>
Track-Girls	<i>Don Madgett</i>
Volleyball	<i>Wendy Romanowski</i>
Wrestling	<i>Weldon Smith</i>

Athletic Opportunities

South-Doyle is proud of its athletic program. Although academics are of primary importance, an athletic program can also be a meaningful learning experience. South-Doyle offers the following sports: baseball, basketball, cheerleading, cross country, football, golf, soccer, softball, tennis, track, volleyball, and wrestling.

We believe that athletics enhance student athletes' opportunity to learn, encourage physical, mental, and social awareness, and help create within them a greater desire to improve themselves. Our goal in athletics is to help student athletes reach their potential academically as well as athletically and to become a more productive member of society after having participated in our athletic program.

Students interested in participating in college sports should start the certification process their freshman year. Information concerning this process is available from the athletic director and from school counselors.

Athletic Objectives

- To develop self-confidence and a positive self-concept.
- To set and work toward accomplishment of goals.
- To grow socially, emotionally, and physically in a nurturing environment.
- To learn the skills of teamwork and cooperation.
- To develop a desire to excel.
- To learn to treat others as we would have others treat us.
- To receive enjoyment from participation & satisfaction from accomplishment.
- To develop a respect for a high degree of physical fitness through exercise and good health habits.

Athletic Eligibility

Student athletes must:

- Have earned at least 6 term credits the preceding school year or 3 term credits the preceding term.
- Be taking at least three subjects per term.
- Have a medical examination before participating in a practice or game.
- Have a parent/guardian complete the parent consent form.
- Comply with all eligibility rules as set forth by TSSAA.
- *Not* participate in athletics more than 8 terms beginning with the ninth grade.
- *Not* be 19 years old on or before August 1 of their senior year.

Conduct

- Student athletes are to exhibit good sportsmanship, give respectful attention to classroom activities, and show respect for other students and faculty. Athletes are representatives of their parents, team, and school, and should act as such.
- Student athletes are expected to be properly groomed. Appearance, expression, and actions are important attributes of an athlete.
- Student athletes are not to use tobacco, alcohol, or drugs.

Athletic Policies

Attendance

Student athletes are expected to be in class. An athlete must be in school 3 hours and 16 minutes to participate that day in a game or practice. *Student athletes may not participate during an out-of-school suspension.*

Equipment

Equipment issued to the student athlete remains the property of South-Doyle High School. The equipment is a loan and athletes should strive to ensure it is kept in good condition. Lost equipment is the financial responsibility of the student athlete.

Fan Behavior

South-Doyle students have traditionally had tremendous school spirit and fan support is a great asset to our sports teams. As you cheer the Cherokees on, remember the following:

- Demonstrate good sportsmanship by respecting opponents, fans, and officials.
- Do not engage in any dress or conduct that would incite others or would offend our opponent.
- Removal from an athletic event for unsportsmanlike conduct will mean disciplinary action from the administration, including the possibility of suspension from school or not being able to attend athletic events for the remainder of the school year.
- Harassment or fighting at any time warrants immediate suspension from school. Do not gather in parking lot in any threatening manner toward opponents or fans.
- Outside food and drink may not be brought into the stadium or gym.

Insurance

Insurance coverage for South-Doyle High School is a secondary coverage that covers only after parents have filed their own insurance plan. (Cost for a catastrophic plan for serious injury is the responsibility of each participating student athlete.)

Letters and Awards

Athletic letters are awarded in each sport to athletes designated by the coach. Each sport has specific criteria which qualifies the student athlete for a letter in that sport. Qualifications to letter will be discussed by each coach during the sport's preseason.

School Calendar 2009-2010

(Revised May 21, 2009)

August 10 (Monday)	First Day for Teachers – Inservice Day
August 11 (Tuesday)	Administrative Day
August 12 (Wednesday)	Staff Development Day
August 13 (Thursday)	Inservice Day
August 14 (Friday)	Administrative Day
August 17 (Monday)	First Day for Students (1/2 day for students)
September 7 (Monday)	LABOR DAY – Holiday
September 17 (Thursday)	Constitution Day
October 14 (Wednesday)	End First 9-week Grading Period
October 15-16 (Ths/Fri)	<i>FALL BREAK</i>
November 19 (Thursday)	Civic Education Day
November 25-27 (Wed-Fri)	Thanksgiving Holidays
December 17-18 (Thur & Fri)	High School Finals
December 18 (Friday)	End Second 9-week Grading Period (1/2 day for students)
December 21-Jan 1 (10 days)	<i>WINTER HOLIDAYS</i>
January 4 (Monday)	Staff Development Day – Student Holiday
January 5 (Tuesday)	First Day for Students
January 18 (Monday)	Martin Luther King, Jr. Day - Holiday
February 15 (Monday)	President’s Day – Inservice Day – Student Holiday
March 10 (Wednesday)	End Third 9-week Grading Period
March 29-April 1 (Mon -Thur)	<i>SPRING BREAK</i>
April 2 (Friday)	Good Friday – Holiday
April 5 (Monday)	Staff Development Day – Student Holiday
May 17-20 (Monday-Thursday)	High School Finals (dependent upon graduation)
May 20-22 (Thursday-Saturday)	Graduation
May 21 (Friday)	End Fourth 9-week Grading Period Last Day for Students (1/2 day for students)
May 24 (Monday)	Inservice Day
May 25 (Tuesday)	Administrative Day
May 26 (Wednesday)	Administrative Day – Last Day for Teachers

Calendar Summary

175 instructional days (excludes 5 days earned through extended hours)
4 scheduled administrative days
1 unscheduled teacher-parent conference day
4 scheduled inservice days
3 unscheduled inservice days
3 staff development days
10 vacation days
200 days

Instructional days canceled due to inclement weather will be rescheduled as follows:

- (1) First five days missed: use days earned by extended hours.
- (2) Next two days missed: change from administrative days to instructional days – May 25 and 26, 2010.
- (3) Additional days missed: extend the school year through June 1, 2010.

DISCIPLINARY TERMS & DEFINITIONS

CONFISCATION: Items that are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to the office. These items may be returned to the student or parents at the Administrator's discretion. (Note: Beepers, Cell phones, etc. may be turned over to Knox County Security.)

HAZING: Name-calling, inflammatory or disrespectful remarks, harassment (verbal or physical) is prohibited at all times and is subject to disciplinary consequences.

IN SCHOOL SUSPENSION (I.S.S.): I.S.S. is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a special class for the entire day with a designated staff member. Students are expected to complete regular academic assignments, participate in some form of school service, and follow the schedule and guidelines outlined by the staff member in charge.

OUT OF SCHOOL SUSPENSION (O.S.S.): This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance. Students who receive O.S.S. are subject to the following rules:

- The student is not allowed on campus at any time.
- The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, Time for Time sessions, or school performances.

LONG TERM SUSPENSION: Any out-of-school suspension that is longer than four consecutive days is considered "long term." A disciplinary hearing will be held before any long-term suspension has been given.

INITIAL HEARING/ DISCIPLINARY HEARING: When information is received by the Administration indicating that a student has committed a violation that could result in a suspension of more than four days, meetings will be scheduled for the following purposes in the order given below:

Initial Hearing (Includes Administrator and Student + Parent/Guardian)

- To present information concerning the violation.
- To hear the student's statement or statements of others who may have information relative to the violation.
- To determine guilt or innocence.

M-Team (for Special Ed if guilty)

- To determine if violation is a manifestation of Special Ed certification.
- To determine if placement/programming is needed.

Disciplinary Hearing (For Special Ed. If not manifestation and all regular Ed.)

- To determine the appropriate consequences for the violation

SEARCH AND SEIZURE: According to Knox County Board Policy Handbook (JCAB), school lockers and vehicles parked on school grounds are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook available in the school office.)