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UNIVERSITY SCHOOL

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EAST TENNESSEE STATE UNIVERSITY

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# STUDENT HANDBOOK

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**USBucs.com**

Alexander Hall, 68 Martha Culp Dr., Johnson City, TN, 37614-1702

## WELCOME TO UNIVERSITY SCHOOL

### **Foreword**

This handbook is designed to help students and parents understand the policies and procedures of University School. We encourage you to read it carefully and call the school if you have any questions.

While we hope this handbook is informative and useful it is important to note that it is not meant to be a contract between the University School and the student or parent.

The University School is defined by statute as a teacher training school under the direct supervision of the President of the University. It is not answerable to nor bound by the provisions of any School District, although we do maintain contractual relations with a local school district. As a teacher training institution University School is a school of choice and the student's primary school of assignment is the school to which the student is assigned. Students are expected to maintain appropriate attendance, academic, and behavioral standards to remain at University School.

### **Director's Welcome Letter**

Dear Parents/Guardians and Students,

Welcome to University School! We are excited to begin a new school year and are very pleased to have you as a part of the University School family. As you may know, we offer a unique setting for a public school in that we house grades K-12 at one site on the campus of a major university in northeast Tennessee. Our goal is to teach the students we serve with a dynamic curriculum that prepares them for entry into post-secondary education. The University School faculty, in collaboration with the faculty of the Clemmer College of Education at ETSU, is constantly seeking effective new strategies and methods to accomplish this goal. We also pride ourselves on the strong support we receive from our parents/guardians and East Tennessee State University. Our doors are always open to further these relationships.

Again, welcome to our campus and feel free to contact me or any member of our faculty and staff if we can be of service.

Sincerely,

Dr. Troy Knechtel, Director

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UNIVERSITY SCHOOL  
An Innovative Laboratory College Prep School and Teacher Preparation School at ETSU

**Mission Statement**

"Every child valued. Every child challenged. Every child successful...whatever it takes"

**Philosophy and Purpose**

University School of East Tennessee State University serves a dual function.

1. The primary function is to provide a rich college preparatory curriculum that promotes the continuous academic, social, and emotional growth of each child in grades K-12.
2. The secondary function of the school is to help the College of Education at East Tennessee State University achieve its mission of preparing professional educators by:
  - Providing university students with opportunities to observe innovative instructional practices;
  - Providing university students opportunities to work with and teach K-12 pupils under the direction of skilled mentor teachers;
  - Serving as a research laboratory for the advancement of programs and new ideas in the field of education;
  - Serving in a leadership role for the educational community.

University School and College of Education faculty and administration believe that the two broad functions described above are complementary. When teachers, professors, administrators, and students work collaboratively in the interests of educational excellence, all stakeholders benefit.

**History**

The present University School has been a part of ETSU since it began in 1911 as a two-year normal school. The program and scope of University School has expanded significantly since those early days when the school was a department of the college and held classes in a section of the administration building.

Originally, the school provided for the first seven grades under the direction of four teachers. By 1914, the 8th grade had been added, and a few years later the terminal year was changed to the 10th grade.

The first move occurred in 1915 when classes were transferred to a building known as the "Model School". In 1929 this building was replaced by the present structure (Alexander Hall) and the name was changed to "Training School". This name was derived from the fact that the program was designed to provide training for college students who were preparing to enter the teaching profession.

After a program of advanced planning, grade 11 was established in 1947; and a grade 12 curricula was prepared in 1948. In the spring of 1949 the first class was graduated from the Training School, and those students became charter members of an alumni association. The name "Training School" was officially changed to the present "University School" by the General Assembly on the recommendation of the State Board of Education.

The number of University School faculty has grown from four teachers in 1911 to more than forty faculty members. The student enrollment is approximately 540.

By Tennessee statute, T.C.A. 49-8-105 (a), the University School is recognized as fundamentally different from other schools located within the Washington County school district. The statute provides that ETSU as a state university in the state college (Tennessee Board of Regents) system:

"It is authorized to maintain a training school for grades one through twelve (1-12)...for the purpose of providing practice teaching experience for teachers in training, and the students enrolled in the school shall be taught the same course of study as prescribed by the state board of education for the public school system in grades one through twelve (1-12) or the grades appropriate for the school."

### **University School's Alma Mater**

Revised by Dr. Joe Borden

Through the years we'll grow together  
Standing all as one  
Friendships built will last forever,  
Memories begun

Blue and Gold will be our guide, bright  
Shining as a jewel.  
Season change, our dreams beginning:  
Hail University School!

\*To the tune of "Above Cayuga's Waters"

## FACULTY / STAFF DIRECTORY

### Administration

Dr. Brian Noland  
 Dr. Gregory Aloia  
 Ariane Day  
 Dr. Justin Penley

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 Dean, Clemmer College of Education  
 Interim Director  
 Interim Assistant Director

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 Sharon Cradic  
 Pam Cromie  
 Erin Doran  
 Tammy Dycus  
 Tim Erwin  
 Evelyn Hammonds  
 Kristen Johnson  
 Terri Knight (NBCT)  
 Dedra Lamb (NBCT)  
 Jennifer Ledbetter  
 Lindsay Lester  
 Andrea Lowery  
 Amy Malone  
 Josh Petty  
 Erica Preswood  
 Rayne Price  
 Lisa Reis  
 Meg Robinson  
 Allyson Ross  
 Aleeta Shaw  
 April Sims  
 Samuel Smith  
 Sharon Squibb  
 Kim Summey  
 Daniel Tadlock  
 Tapio, AnnaMarie  
 Theva Trainor  
 Bryan Weems  
 Jessica White  
 Holley Ziglar

Elementary Music, Bands  
 Special Education K-12  
 2<sup>nd</sup> grade  
 Physical Education 9-12  
 Social Studies 9-12  
 1<sup>st</sup> grade  
 French 9-12  
 Social Studies 9-12  
 Science 9-12  
 Physical Education K-8  
 Science 7-8  
 3<sup>rd</sup> grade  
 Math 9-12  
 Technology 9-12  
 English 9-12  
 English 9-12  
 Media Specialist K-12  
 Kindergarten  
 ELA & Social Studies 6  
 5<sup>th</sup> grade  
 4<sup>th</sup> grade  
 Math RTI  
 Social Studies and Technology 9-12  
 Technology Specialist  
 Science 9-12  
 Math & Science 6  
 English 9-12  
 Music and Theater 7-12  
 School Counselor K-12  
 Math 9-12  
 Spanish 9-12  
 Art 9-12  
 Math 9-12  
 Science 9-12  
 ELA 7-8  
 Speech Therapist K-12  
 Social Studies 7-8  
 Art K-8  
 RTI Interventionist K-12

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Virginia Fulton	Nurse	fultonv@etsu.edu / 439-8674

## GENERAL INFORMATION

### **PowerSchool**

University School uses the student management software PowerSchool provided by Washington County Schools. Through this software, parents and students have access to attendance records, grades in current classes (grades 3-12), and school announcements. Parents and students in grades 7-12 are expected to use PowerSchool to monitor academic progress and accuracy of attendance records.

Parents and students have separate login/passwords. Parents will create an account (see instructions below) and add their children to their account which allows them to view multiple children with one login. Students have separate login/passwords.

- To access PowerSchool, parents should retrieve their confidential information from the office. Parents can link several children under one account, provided all the children attend University School or Washington County Schools.
- New students in grades 6-12 will receive their confidential login/password at the beginning of the school year.
- A link to the website is available on University School's website ([usbucs.com](http://usbucs.com)).
- For students and parents who use smartphones and tablets, the PowerSchool app may be downloaded for free. When you do the initial set up, you will be asked for a district code. It is: KPQL . Then you will be prompted for your ID and password. Parents will need to have created their account before login in to the app.

#### Instructions to create a parent account:

1. Go to our website [usbucs.com](http://usbucs.com)
2. midway down on the right, click on the PowerSchool link (rainbow colored P)
3. Click on the "create an account" tab
4. Fill in your information at the top
5. fill in your child's name and enter the access ID and access passwords
6. Click enter at the bottom. This will redirect you to the login page. Login with the account you created.

If you need any help with PowerSchool, please contact Ms. Day ([daya@etsu.edu](mailto:daya@etsu.edu)). If you need the access ID and access password information to add students to a parent account, please contact Ms. Rea ([readg1@etsu.edu](mailto:readg1@etsu.edu)). Access ID and access password must be picked up in person from Ms. Rea's office.

### **Arrival**

University School does not provide transportation to and from school. Therefore, by enrolling your child at University School, you agree to arrange transportation to and from school for your child so that your child is in class by 8:00 a.m. and picked up by 3:15 p.m.

School hours are from 8:00 a.m. until 3:00 p.m. Students not in the classroom at 8:00 a.m. are considered tardy and must sign in in the main office prior to going to class.

Students may be dropped off at the school starting at 7:30 a.m. There is no supervision available before 7:30 a.m. Parents may drop students off using the fire lane in the front of the school or the parking lot to the side of the school.

- K-5 students arriving before 7:50 a.m. must wait in the cafeteria.
- 6-8 students may wait in the gym or in the library.
- 9-12 students may wait in the gym or in the hallways by their lockers.

Parents/Guardians coming into the school with their children in the morning should leave before 8:00 a.m. Parents/Guardians who need to remain in the building after 8:00 a.m. must get a visitor's pass.

As a safety precaution, University School exterior doors will be locked during school hours. After 8:00 a.m., please enter the building through the electronic security system at the main entrance and report directly to the main office. In the spirit of cooperation, we appreciate your support in our efforts to provide a safe school environment for our students, faculty, and staff.

### **Dismissal**

Students are to be picked up between 3:00 p.m. and 3:15 p.m. unless they are staying with the after school childcare program or they are participating in a supervised school sponsored activity. After 3:15 p.m. there is no supervision available for students left on campus. Students whose ride is late should wait in the main office. The main office closes at 4:00 p.m. For their safety, University School students CANNOT be left unsupervised on ETSU's campus. Parents may arrange for alternate supervision (afterschool care is available for K-8 children until 5:30pm – applications are available in the office or on the website). **Frequent instances of children loitering past 3:15 will be taken into consideration when reenrollment decisions are made for the following school year.**

- K-5 students should be picked up by parents/guardians driving through the pick-up line on the parking lot adjacent to the school. Numbered hanging tags are distributed to parents/guardians at the beginning of the year and should be visible to teachers when you pick up your child.
- 6-8 students can be picked up from the side parking lot or from Alexander Drive.
- 9-12 students should be picked up from Alexander Drive. Students who drive themselves should go directly to their cars at dismissal.

### **Early Dismissals, Delayed Opening and Closures due to Weather**

University School will follow Johnson City Schools and ETSU weather delays, early dismissals and closures. We will not make an announcement over the media, but the closure should be posted on our website. On inclement weather days when Johnson City Schools are not regularly scheduled, announcements will be made through our website and Blackboard Connect.

Some students live in areas where the weather may be worse than it is in town. If University School is open, but road conditions between your home and the school are dangerous, please do not put yourself at risk by attempting to drive to school. Call the office and inform us of your circumstances.

### **Emergency Dismissal**

All parents/guardians should be prepared to locate their students at Brooks gym if for some reason there is an emergency that causes us to evacuate University School. All communications should be through University Relations, (423) 439-4317.

### **Driving on the ETSU campus**

Drivers on the campus are subject to all traffic laws of the State of Tennessee and ETSU. Pedestrians have the right of way at all crosswalks. All accidents involving a vehicle must be reported to Public

Safety. The vehicles are not to be moved until the investigating officer instructs the drivers to do so. ETSU will not be liable for damage to any vehicle driven or parked on university property.

### Parking on the ETSU campus

ETSU has strict and enforced parking regulations. More information can be found on the ETSU website.

- Do not leave your vehicle unattended in the fire lane in front of University School. Your vehicle may be ticketed or even towed.
- Parents/guardians who need to come in the school for no more than 10 minutes between 8:00 a.m. and 2:30 p.m. may leave their vehicle stationed on the yellow lines in the parking lot on the west side of University School. After 2:30 p.m. the yellow lines area must be cleared to prepare for the 3:00 p.m. dismissal.
- Parents/guardians who need to come in for longer than 10 minutes will need to come into the office to get a temporary parking permit to be displayed on the vehicle's dashboard. This permit will allow parking in student or faculty spaces.
- Signs at the entrances to parking lots indicate whether parking is for faculty/staff or students. Painted curbs or upright signs also designate reserved parking. Improper parking will result in parking fines.

### Students who park on campus

Student drivers who will be parking on the ETSU campus must purchase a parking permit from Officer Hudson.

- Parking permits are valid from the date of purchase until September 30th. It is the student's responsibility to purchase a new parking permit when theirs expires.
- The cost for a full year is \$50. For new students or new drivers purchasing a permit after September, there will be a prorated price. If you have any questions, ask Officer Hudson.
- Students are to park only in student lots.

Having a car on campus is a privilege not a right. Students who continuously disrespect ETSU parking policies may lose that privilege.

### **Facilities**

University School is housed in Alexander Hall, a three-story structure that was completed in 1929. The building consists of classrooms, offices, computer labs, and smaller rooms for other uses. The basement level houses the art, instrumental music, Spanish and high school social studies classrooms. The first floor includes offices for the director, assistant director, secretaries, and classrooms for grades K through four, cafeteria, and gymnasium. The second floor consists of the Media Center, faculty lounge, College of Education conference room/speech room, resource room, counseling office, classrooms for grades five through eight and the French classroom. The third floor contains science labs, 2 computer labs, and classrooms for the ninth through twelfth grades. Additionally, there are two learning cottages in the back of Alexander Hall that house high school classes and the after-school care program.

Although most of the University School programs are contained within Alexander Hall, other facilities are sometimes utilized. High school physical education/wellness classes are taught at Brooks Gym. Graduation exercises and other large assemblies are held in the D.P. Culp Center or Brown Hall Auditorium. In addition, University School students in grades 10, 11 and 12 have access to Sherrod Library and the Culp Center.

### **Library Policy and Use**

### Check-out policy

- Grades K-2 may check out one book a week.
- Grades 3-5 may check out 2 books a week. Items may be renewed for up to one month.
- Grades 6-12 may check out 2 books at a time. Additional books may be checked out for research.

Students may keep the books for 2 weeks and renew up to a month.

While there are no fines for overdue books, a student may not checkout a new book until the overdue item is returned.

Once a student checks out a book, it is his/her responsibility to return the book in a timely manner and in good condition. Book replacement fees will be charged for lost or damaged material. There is one set fee for replacing lost or damaged books from the University School Library. These fees cover the cost of the book, reordering and re-cataloging the material.

- Elementary Section: Paperback books: \$10.00 Hardback books: \$20.00
- Middle/High School Section: All books \$20.00.

### Middle and High School Library Guidelines

Middle and high school students may use the library during the day with the permission of their classroom teacher. Students are expected to exhibit proper behavior in the library. There is no food or drink allowed in the library. Low voices and productivity are expected of students visiting the library. Students may use the computers in the library lab for work and research only with Ms. Knight's permission. The lab is reserved for classes and testing. For additional information on computer use, please see the Internet/Technology Policy.

The library is open after school on Monday through Thursday from 3:00-4:00 for students in grades 6-12 only. During this time students are expected to work and study quietly or work with a tutor. Occasionally the library will close early for faculty meetings and workshops.

### Sherrod Library Use

Students in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades may check out books from the ETSU Sherrod Library with their student ID. Students checking out books must comply with all use and checkout policies from Sherrod Library. This includes fines, due dates, and paying for lost materials.

### **Lost / Stolen Items**

Lost items are often turned in to the main office. Officer Hudson collects the lost items in his office. If the items remain unclaimed, they will be donated to charity. Parents/guardians are encouraged to label their children's belonging with their child's name.

6th through 12th grades students will be assigned a locker. Students may not adopt a different locker than the one assigned without permission from the office. Students are encouraged to lock their locker to prevent theft. School locks are available to students in the main office and should be the only locks used on the lockers. Be aware that school personnel may search lockers at any time and will cut off locks if necessary. Any missing items must be immediately reported to Officer Hudson.

## Calculator Engraving

The required calculators for high school math classes are expensive. Students are encouraged to let Officer Hudson engrave their calculators. He does this quickly and free of charge. We were able to return misplaced and stolen calculators to their rightful owners because of the engraving.

## **Unpaid Bills**

It's important that all outstanding bills be paid in full in a timely manner. University School will not be able to release school records if there are unpaid bills. Ultimately unpaid bills could affect the enrollment status of your child at University School, or it could delay college applications.

## **Visitors**

Parents/guardians are welcome to visit their child's classroom. Please contact your child's teacher in advance (at least 24 hours) to set up a visit. When approved, please sign in to the office and display your visitor's pass prominently while in the building. Please sign out in the office before leaving. Visitors who are not parents or guardians need to request administrative approval.

## **Volunteers**

If you would like to volunteer in the classroom, please fill out a volunteer form in the office. It will take approximately one week to be approved.

Once you are approved and begin your volunteer service, please sign in at the office, and display your volunteer pass prominently while in the building. Volunteers are expected to follow all school policies and procedures, (i.e. confidentiality, etc.) Please sign out when your volunteer responsibilities are complete. Thank you for your time!

## **University School Website/ Publishing Content**

University School is a Laboratory School. Pictures and videos of students, student work, presentations, projects, activities, athletic events, etc. may be displayed on the University School Website, brochure, and additional media or publications, which represent the school. Industry Standard software may be utilized for publishing.

The University School staff has a strong commitment to provide quality education materials for all students. We are also committed to enabling all to access needed resources for student success, and strive to ensure all website and other digital media meet current document accessibility standards. Students and parents/guardians are encouraged to contact the faculty/staff of University School if they believe a document posted on our website cannot be accessed as needed. Thank you for your help in ensuring the success of all our students.

## **Armed Forces Recruitment**

As required by law, student information will be released to the armed forces recruiters upon request unless a student's parent/guardian specifically requests in writing to the School Counselor's office that the child's records not be released to the recruiters.

## **Cafeteria and Lunch Procedures**

Cafeteria services are provided by Washington County. Kim Curtis is the manager. If you have any questions regarding free and reduced lunch, fees and bills, please contact Kim Curtis at (423) 439-4001 or e-mail her at [curtisk1@etsu.edu](mailto:curtisk1@etsu.edu).

Lunches will be provided at the following times:

- 10:30-11:00: K-3<sup>rd</sup> grade
- 11:00-11:30: 4<sup>th</sup> -6<sup>th</sup> grade
- 11:30-12:00: 7<sup>th</sup> -8<sup>th</sup> grade
- 12:00-12:30: 10<sup>th</sup> and 11<sup>th</sup> grade
- 12:30-1:00: 9<sup>th</sup> and 12<sup>th</sup> grade

Students in grades 7<sup>th</sup> through 12<sup>th</sup> may eat outside depending on the weather. 7<sup>th</sup> and 8<sup>th</sup> grade students are expected to stay in the back of the building. 9<sup>th</sup> and 10<sup>th</sup> grade students may eat in the back or front of the building. 11<sup>th</sup> and 12<sup>th</sup> grade students may go to the Culp Center to eat.

Students may not go eat at or get food from Pal's, Cook Out, McDonald's, the BP gas station or any other location that would require them to leave the main campus of ETSU. Students who drive and park on campus may not go to their cars during lunch. Lunch and driving privileges might be revoked and/or other disciplinary measures might be appropriate if students chose to not respect these expectations.

## **After School Child Care**

An on-site Recreational and Enrichment Program is being offered to children enrolled at University School, ages Kindergarten through 5<sup>th</sup> grade. It runs each day after regular University School hours from 3:00-5:30pm, Monday through Friday. When school is dismissed early, the program does not operate. An afternoon snack is provided each day. Children are given opportunities to be involved with a variety of activities both inside and outside, including some time for completing homework assignments. Enrollment options include full-time (5 days per week), part-time (2 or more days per week on a consistent basis), or drop-in (no more than once per week with a 1-days' notice). For more information, contact Child Study Center by phone at 423.439.4888 or via email at [childstudycenter@etsu.edu](mailto:childstudycenter@etsu.edu).

## **Civil Rights Grievance Procedure**

Washington County Schools is an equal opportunity institution. No person shall be subjected to discrimination because of race, color, gender, or national origin. If you feel that your rights have been violated under Public Law 88-352 Title VI or Title IX, you can contact the Director of Schools, 405 West College Street, Jonesborough, Tennessee, to file a complaint ((423) 753-1100).

## **Annual Asbestos Notification letter**

This notice is to inform you that Terracon has completed an asbestos inspection and management plan as required by the Asbestos Hazard Emergency Response Act (AHERA). This plan is available for your review in the office of University School during normal operating hours. The management plan contains information regarding the locations of asbestos containing materials (ACM), the condition and a plan for dealing with ACM. The following activities are currently planned or in progress for University School:

- Re-Inspection: This is required by law every three years after re-inspection. Our re-inspection was completed in June of 2016. The next re-inspection is scheduled for 2019.

- Periodic Surveillance: This will be performed by ETSU personnel once every six months for visual changes and conditions.
- Response Action: These are activities designed to reduce or eliminate the potential for ACM in the building.

If you have any questions or concerns regarding this letter, please contact Dan O'Brien, Director of Environmental Health at ETSU, at (423) 439-7743.

## STUDENT SERVICES

### **Nurse**

#### Administering Medicine to Students

If under exceptional circumstances a student is required to take oral medication during school hours and the parent/guardian cannot be at school to administer the medicine, only the principal or his designee will administer the medication with doctor's written directions.

Written doctor's orders are required for any prescription medications brought to school. Authorizations to administer medication forms are available at the front office. Please see Ms. Rea, the administrative aide, for these forms.

Nonprescription medication, such as aspirin, will not be administered without written permission from the parent/guardian. The parent/guardian will be expected to furnish the medication.

### **Counseling Office**

The Counseling Office of University School operates under the following provisions of the Tennessee Code Annotated (T.C.A. 49-6-303). The University School counseling office is staffed with one full-time counselor, one assistant, and two graduate assistants. The office provides a variety of services including individual and small group counseling, classroom counseling, and college and career counseling services.

Staff of the University School Counseling Office adheres to the ethical codes of the American Counseling Association and the American School Counselor Association. Student confidentiality is given every priority, and students are informed of limits to confidentiality. Limits include situations in which the student is in imminent danger of death from themselves or others, when another person is in imminent danger of death, or in situations of child abuse. University School counselors consult with the faculty of the ETSU Department of Human Development and Learning when in doubt as to the validity of an exception.



## APPLICATION AND LOTTERY PROCEDURES

### Admission Policy

University School has one section each for grades K-5. The kindergarten enrolls 20 students. Grades 1, 2, and 3 each have 22 students. Grades 4 and 5 each enroll 26 students. Grades 6, 7 and 8 have 52 students each. Grades 9-12 have no more than 85 students per grade level.

Applications to University School are accepted beginning January 1<sup>st</sup> and ending the last business day of February by 4 p.m. for the school year beginning in July. All applications received after the cutoff date and time will not be included in the lottery pool. During early March a random drawing is conducted. In April students are then invited to interview for enrollment in University School for the next school year based on space availability and order of priority. That priority order is as follows:

1. First priority is given to children whose parent/guardian is a full-time University School faculty or staff member.
2. Next in order are siblings of students already enrolled at University School.
3. The third priority group is residents of Washington County.
4. The final priority group is students residing outside of Washington County.

**Any exception to the "Application and Lottery Procedures" will be made by the ETSU President (who has charged the Provost to submit to him recommendations for final approval).**

The initial pool of applicants will be notified by the end of March to attend an interview. Once students have been notified that they have been accepted for an interview to University School, the following forms must be completed, appropriately signed and returned prior to the interview. Applicants who are eligible for services under 504, IDEA, or ESL must have their prior school's service plan included. Any false representation(s) on required documents may result in admission refusal/dismissal from University School.

- Application form
- Special Education Records (if applicable)
- 504 Records (if applicable)
- Immunization record
- Birth certificate
- Social Security Card
- Final Report card from previous school
- Copy of legal documentation certifying physical custody if applicable (does not require entire divorce/separation document)
- Standardized tests records

During the interview, University School reserves the right to screen applicants for past attendance, academic, and discipline problems. A letter of acceptance or non-admittance will be mailed in a timely manner following the interview.

Application received after the cutoff date in February will be stamped and dated recording when they were received and will be added to the waiting list in the order they are received. As openings become available, students will be called for the interview process in the order of their placement on the waiting list.

Applicants who are not admitted will have to reapply January 1 through February 28 to be considered for the next school year.

### **Continued enrollment**

In early January parents/guardians of currently enrolled students will receive a re-enrollment form for their child. This form must be returned by the last business day in February to maintain your child's place at University School.

### **Reapplications**

Students who have previously withdrawn must reenter the lottery for admission or be placed on the waiting list for the first available opening.

Following dismissal, an applicant who chooses to reapply should present documentation of a minimum of one semester of acceptable behavior, attendance and academic progress prior to the readmission interview. A probationary contract between the student, the parents/guardians, and University School might be signed as a condition to readmission if deemed necessary by the administration.

## **STUDENT ATTENDANCE**

To comply with state law, and for students to receive maximum benefits from their University School education, prompt daily attendance is essential. While there are circumstances that make it impossible for students to attend school, University School encourages parents/guardians to ensure that their children make every effort to attend school regularly with a minimum of tardies or absences. The University School Attendance Panel will address attendance issues. It will be the job of the panel to decide if there is an attendance problem, whether or not action needs to be taken to remedy the situation, and what that action will be.

### **Parent Request Days**

Parents/guardians may request a maximum of 5 days to be excused at parent discretion. However, University School does not recommend missing school if avoidable. The student is responsible for all instruction and work missed. Missing work will receive a 0% until made up. Communicate with teachers in advance if possible.

- For 9th through 12th grade students, parent requests will not be approved during midterm exams (last week in December) and final exams (last week in May).
- Please make requests in advance if possible. Send requests to Diedre Carter (carterdp@etsu.edu).

### **Excusable Absences**

Absences will only be excused with a doctor's note or a parent/guardian note depending on the circumstances. Parents initially have a limit of five notes (in addition to the parent request days). After the 5<sup>th</sup> note, parent notes will only be accepted if the student's attendance rate is 90% or above. Please turn notes in to the main office or send them by e-mail to Ms. Dianna Rea (readg1@etsu.edu). If a child has an attendance rate below 90%, parent/guardian notes will no longer be accepted to excuse the absence and the absence will remain unexcused. Excusable absences are:

- Child's personal illness (see "communicable illnesses, ailments and lice" below). If a student is absent four or more consecutive days, a doctor's note should be provided.
- Special circumstances including, but not limited to, death in the immediate family, family emergency requiring the student's assistance, etc. The administration will make the determination on whether the circumstance warrants excusing the absence.
- Special and recognized religious holidays regularly observed by persons of that particular faith.

- Medical or dental appointments that cannot be arranged during non-school hours. Please note, because University School is a year-round school, parents/guardians are encouraged to schedule medical and dental appointments that may interfere with school during the breaks in September, December, March, and June.
- Circumstances, which in the judgment of the director create an emergency over which the student has no control.

### **Communicable illnesses, ailments and lice**

The following may require your child to stay home or be dismissed early from school. This list is not inclusive.

- Strep Throat - May return to school 24 hours after antibiotic treatment begins.
- Vomiting and/or Diarrhea - Dismissal after episode if accompanied with general malaise or other symptoms of illness.
- Conjunctivitis (Pink eye) - May return after 24 hours of antibiotic drops or medical permit.
- Head Lice - The student will be sent home for treatment. All nits must be removed before reentering the classroom. Students will be rechecked by the nurse to determine effectiveness of treatment and removal of nits.
- Fever - 100 degrees or higher will warrant checkout. Staying home 24 hours after all fever is gone is strongly recommended.
- Chicken Pox - Permitted back to classroom six days after initial onset and all lesions are crusted.
- Impetigo - May return after treatment and all lesions are crusted over.

### **On the day that a student is absent**

Please notify the office as soon as possible of your child's absence. You may call the office (439-4271 or 439-4333 and leave a message if nobody answers) or send an e-mail to Diedre Carter (carterdp@etsu.edu). A written notice is necessary to excuse the absence. If no parent/guardian contact is made, the school may call the parents/guardians.

### **Checking Out During the School Day**

Please sign students out in the main office before leaving or our attendance records will be incorrect.

For prearranged appointments and other reasons to check a student out:

- If the student is leaving on their own (students who drive) they should bring a check-out note to the office between 7:30 and 7:50. The note should include the following information: student name, date, time leaving, reason for leaving, parent's/guardian's signature, and a phone number where the parent/guardian can be reached for verification. Teachers will not release students from class without office approval.
- If parents/guardians are picking up their child, please come check them out in the main office. The office staff will call your child's classroom teacher and have your child sent to the office.

For ailment/illnesses that are unforeseen, students should come see the nurse and call their parent/guardian from the main office if necessary.

### **On the day a student returns to school after an absence**

Students are expected to come by the office to get an admit slip that they will present to their teacher(s). The admit slip will list whether the student's absence is excused or unexcused.

## **Make-up Work**

The student is excused for the day or days of absences, not the material covered in his/her classes. It is the responsibility of the student to request make-up work.

- Students with excused absences will have a minimum of one day for each day they were absent to turn in missed assignment(s). Work is expected to be made up in a timely manner. Students should talk with their teachers the day they return to determine deadlines for missed work.
- The classroom teacher/administration will determine whether any credit is given for work missed during unexcused absences.
- If a test, quiz, or project was assigned before the student's absence, the student should plan on taking the assessment or turning in the project the day he/she returns. If that is not possible, the student must make arrangements with the teacher to set an appropriate make-up deadline.
- Students participating in activities that take them out of class, (field trips, athletic events, retreats, etc.), should hand in any work due or to take tests and quizzes on the day they return or discuss appropriate make-up deadlines with the teacher.

## **Tardy Policy**

It is essential that students arrive to 1<sup>st</sup> Period class before the late bell rings at 8:00 a.m. and on time to each class throughout the day. This will prevent interrupting valuable class time and loss of instruction. For students in Kindergarten through 6<sup>th</sup> grade, excessive tardies and absences will result in a meeting with the attendance board.

For students in 7<sup>th</sup> through 12<sup>th</sup> grades, unexcused tardies will be checked twice each quarter.

- 7<sup>th</sup>-8<sup>th</sup> grade students will receive a conduct slip for every three unexcused tardies/absences to the same class. See "middle school conduct slips" in the Code of Conduct section for more information on conduct slips and consequences associated with them.
- 9<sup>th</sup> -12<sup>th</sup> grade students, after the third unexcused tardy/absence to any class, a disciplinary referral will be written. The first time this happens in a given school year, the disciplinary referral will be a warning. All subsequent disciplinary referrals for attendance issues will result in detention at the discretion of the administration.

If attendance does not improve, a meeting with the attendance panel might be necessary.

## **Truancy**

Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, or activity during the school day for which the student is scheduled.

Truancy will be handled as a disciplinary problem through one or more of the following: conferences, notification to parents/guardians, ISS, special assignments, make-up time on Saturdays or during intersession(s), contracts, Attendance Panel referral, and/or petition to the courts. Excessive absenteeism can result in withdrawal from school or loss of the student's driver's license (TCA 49-6-3007).

## **Cutting Class**

Cutting class is either not reporting to class or leaving in the middle of class without permission. If a student is found to have cut a class, the student will be called to a meeting with the administration. Depending on the circumstances leading the student to cut class, appropriate consequences will be

decided which could include: disciplinary action, parent meeting, behavioral plan, making up time missed.

### **Leaving Campus Without Permission**

Leaving campus includes being in any buildings or on any grounds not directly considered University School. The school grounds include the block on which the school building is located. Off campus means being in another building, parking lot, or grounds where the student has no academic business. Students who park on campus may not go to their car without prior permission from the administration and an appointed escort. Those students who have University School classes in other ETSU buildings are permitted in those buildings ONLY during that class period. Students taking college classes are permitted to leave University School for those class periods only. Juniors and Seniors ONLY are allowed to go to the Culp Center for lunch unless special occasions are allowed by the administration. Students found off campus during University School hours will meet with the administration. Depending on the circumstances leading the student to leave campus, appropriate consequences will be decided which could include: disciplinary action, parent meeting, behavioral plan, making up time missed.

### **Attendance verification for driver's license**

Please request attendance verification forms for driver's license from Ms. Diedre Carter ([carterdp@etsu.edu](mailto:carterdp@etsu.edu), (423) 439-4271) in advance to allow for processing time. If the student has attendance or tardy issues, verification will not be issued until the Attendance Officer has investigated the issues. **(TCA 49-6-3017)**

### **Attendance at school-related activities**

In order to participate in school-related activities that involve missing classes (field trips, academic competitions, etc.), students must maintain regular attendance and have passing grades.

In order to participate in after-school activities (sports, dances, academic competitions, etc.), students must be present for a minimum of 3 ½ hours on the day of the event. More information is available in the Athletics section.

Students assigned to ISS or OSS are excluded from all school related activities on the days of the assigned suspension.

## ACADEMIC EXPECTATIONS

University School is academically oriented and college preparatory focused. Students at any grade level and their parents/guardians should understand what is expected of the student and be committed to academic excellence.

University School uses the Uniform Grading Policy as defined by the Tennessee Department of Education for grades 3 through 12. The scale has been set by the Tennessee Department of Education and is as follows:

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

### **Elementary: Kindergarten through 5<sup>th</sup> grade**

Kindergarten through 5<sup>th</sup> grade students will have one classroom teacher for English Language Arts (ELA), Math, Science and Social Studies. The students will also have Physical Education, Music, Counseling, Art and Library time.

Kindergarten through 2<sup>nd</sup> grade students will receive an end of the quarter progress report. The purpose of this report is for parents to understand what their children have mastered and how they compare with where they are expected to be developmentally.

In 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students' progress will be reported using the Uniform Grading Policy.

### **Middle School: 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade**

6<sup>th</sup> grade students will have two different teachers. One teaches Math and Science while the other teaches ELA and Social Studies. Students will learn to transition from one classroom to another in between classes. Students will also have Physical Education, Music, Counseling, Art and Library time. Students may also begin studying a particular instrument if they sign up for Beginner Band.

7<sup>th</sup> and 8<sup>th</sup> grade students will have four teachers for their core classes: Ms. Cromie teaches Science, Ms. Preswood teaches ELA, Mr. Weems teaches Social Studies, and Amanda Milhorn teaches Math. Middle School Students will have specials which include Physical Education, Counseling, Art and Library time. Students may chose for focus their specials by taking Chorus, Beginner Band, and Theater.

Math acceleration: 7<sup>th</sup> graders will take Algebra readiness assessments during the 4<sup>th</sup> quarter to help determine placement into either Math 8 or Algebra I. Students who qualify for Algebra I will have the option to take Algebra I during their 8<sup>th</sup> grade year. Algebra I is a high school level course with strict requirements and an end of course state test. The grade earned in Algebra I will be reported on the students' high school transcript and will affect the students' Grade Point Average (GPA). Furthermore, students in high school at University School are required to take a math course every year. Students taking Algebra I early will still need to take a math course every year in high school, resulting in five math credits.

Middle School Promotion: if a student fails two or more core courses (Math, Science, English, and Social Studies), the student must be retained in the same grade the following school year. If a student fails to meet the academic requirements for advancement to the next grade level (retention), a parent/guardian

conference will be held to discuss whether University School is the most appropriate placement for the student. The Director of University School retains the right in the final determination of placement.

### Academic Progress Reports for Middle School Students

Report cards will be issued electronically through PowerSchool. If you would like a printed report card, please contact Dianna Rea to request one be mailed to you.

A paper interim report will be sent home at the midpoint of the nine weeks for any subject in which a student has a letter grade of D or below (see Appendix C). Students and parents should discuss the report and list strategies they will implement to improve in the classes listed on the report. Parents and students should sign the report and return it to the main office.

Students who are failing two or more classes at the interim will meet with the middle school team. Parents will be invited to the meeting. The purpose of the meeting is to discuss the factors that contributed in the students' lack of progress and to help students and parents come up with strategies to help students improve.

### Locker and Hallway Behavior

Middle school students may access their lockers between 7:50am and 3:15pm. Lockers should be kept clean and organized. The locker door should shut completely without force. Students accessing lockers between classes and after school should be respectful of the students around them as there is not much space when all students access their lockers at the same time. Running and horse-playing are not appropriate in the hallways before, during and after school. There should be no students in the hallways after 3:15pm.

### Middle School Fees:

At the beginning of the school year, middle school students will be asked to pay a \$75 fee. This money will cover any field trips that are taken during the year with the exception of the 8<sup>th</sup> grade trip. All fees are nonrefundable once paid. For example, if a student chooses to not attend a field trip, is absent or is suspended from attending the trip due to disciplinary issues, the money will not be refunded.

### **High School: 9<sup>th</sup> through 12<sup>th</sup> Grade**

University School's high school has a college preparatory focus with a high percentage of graduates entering college. See Appendix A for a full list of high school course offerings.

### High School Class Sponsors

Each high school grade level has teacher sponsors. If students would like to organize anything specific to their grade level, they should contact one of those teachers.

Class	Sponsors
9 <sup>th</sup> grade	Evelyn Hammonds, Daniel Tadlock, Sharon Squibb, Josh Petty and Kimberly Summey
10 <sup>th</sup> grade	Kristen Johnson, Heidi Campbell, Tim Erwin, Mahua Chakraborty and Amy Malone
11 <sup>th</sup> grade	Gina Bailiff, Jessica Bragg, Sky Bridges, and Rayne Price
12 <sup>th</sup> grade	Samuel Smith, Aleeta Shaw and Justin Penley

Graduation Requirements specific to University School:

Subject	Credits Required	Notes
English	4	Must include English I, II, III, IV or equivalent Dual Enrollment substitution
Math	4	Must enroll in a math course each year of high school. Must include Algebra I, Geometry, Algebra II and another math above Algebra II. Dual Enrollment must be beyond the Algebra II level.
Science	4	Must enroll in a science course each year of high school. Must include Biology, Chemistry and an additional lab science.
Social Studies	3.5	Must include World History (1 credit)*, Government (0.5 cr.), Economics (0.5 cr.), U.S. History (1 cr.) and Personal Finance (0.5 cr.).
Wellness and PE	1.5	Lifetime Wellness (1 cr.) and 0.5 credit in Physical Education which can be earned through documented equivalent time in athletics.
Foreign Language	2	Must be two years of the same language.
Fine Art	1	1
Technology	1	1
Elective Focus	3	Three related elective courses which may be in science and math, humanities, fine arts, AP, DE or another series approved by the school.
Total Credits Required for Graduation	23	Must also have a school approved documented senior project, work-based learning experience, or community service (minimum of 40 hours required).

\* Class of 2017 students may substitute World Geography for World History.

High School students are required to enroll in a minimum of 6 classes each semester even if they have more than enough credits to graduate.

Students who have passed all the required courses and cleared encumbrances will receive their diploma at graduation. Encumbrances may include: ID cards, parking fines, library fines, lost or damaged book fines, and damaged school property.

Seniors who are failing one required course for graduation may participate in the graduation ceremony, but will not receive a diploma until they earn the required credit. If the student earns the required credit by August 1<sup>st</sup> of the same year he/she will receive a University School diploma.

Students failing two or more required courses will not have the privilege of participating in the graduation ceremony, but may still earn a diploma from University School provided they earn the missing credits by August 1<sup>st</sup> of the same year.

Any student, who does not complete the graduation requirements by August 1<sup>st</sup> following their senior year, will be considered a drop out and will not receive a high school diploma from University School.



Students must have **successfully completed** the required number of credits to be considered 10th, 11th, or 12th grade students. Student grade placement will be determined by the number of credits they have successfully completed as follows;

- 10<sup>th</sup> grade – 5 credits
- 11<sup>th</sup> grade – 11 credits
- 12<sup>th</sup> grade – 17 credits

### Graduation Requirements for High School Transfer Students

For students entering University School after the beginning of the 9<sup>th</sup> grade year, the number of credits needed for graduation will be 1 (one) less than the number that could have been earned during the 4-year high school experience.

For example: A student enrolls at the beginning of the 12<sup>th</sup> grade. He/she comes from a school where 4 credits could have been earned for each semester resulting in 8 credits per year. The graduation requirements would be determined as follows:

Grade	Credits	total
9 <sup>th</sup> grade	8 possible credits	8
10 <sup>th</sup> grade	8 possible credits	16
11 <sup>th</sup> grade	8 possible credits	24
12 <sup>th</sup> grade at University School	6 possible credits	30
Total required to graduate from University School		29 (30-1)

### High School Course Fees

The following fees are collected to help offset the cost of materials. Please pay these to Dustin Honeycutt (room 109) before August 1<sup>st</sup>.

- \$20 science fee for each science class to cover consumable lab materials.
- \$20 art fee to cover materials cost.
- The cost of the AP English test prep workbook – information will be provided by the teacher.
- \$20 music fee (High School and Middle School Band and Chorus, Theatre Arts)
- \$20 High School class fee for grades 9, 10, 11, 12 (defrays other costs specific to a particular class and the prom)
- \$5 School ID fee for 10<sup>th</sup> graders and all new students in grades 10, 11, 12.

### State Testing

TN Ready assessments will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, U.S. History, Biology I, and Chemistry and Physics. Further, the results of these examinations will be factored into the student's grade at a percentage determined by the State Board of Education in accordance with Tennessee Code Annotated 49-1-302.

The ACT test will be administered to all students during their junior year, usually in early spring.

### Course Grades

The calculation of a course grade varies depending on the course. Students will receive a syllabus in each course they take at the beginning of the school year. The syllabus will have valuable information including the way grades are averaged in each particular course, late work policies, teacher contact information, and student responsibilities. Please take the time to review the syllabi and contact the teacher if you have any questions. In courses where a state test is mandated, a percentage of the

students' grade will come from the test results, and will be calculated as mandated by the state. This information will be available in the syllabus, but is subject to changes as directed by the state.

### Grade Point Average (GPA) computation

The GPA will be calculated on a 4.0 scale and will be calculated when credits are earned (at the end of the year for year-long courses, and at the end of the semester for semester courses). During the senior year, senior GPAs will be calculated to determine honors. Yearlong courses that are not yet completed at the end of the first semester will be calculated like semester courses.

Grade	GPA points for 1 credit courses:	GPA points for 0.5 credit courses:	GPA points for AP Courses	GPA points for AP courses when calculated at the semester
93-100: A	4 points	2 points	5 points	2.5 points
85-92: B	3 points	1.5 points	4 points	2 points
75-84: C	2 points	1 point	3 points	1.5 points
70-74: D	1 point	0.5 points	2 points	1 point
0-69: F	0 points	0 points	0 points	0 points

To calculate your GPA, add together how many GPA points you have and divide that number by the total number of credits you have attempted.

For example, a student has completed the following courses with the following grades:

Course	Grade	Credits Earned	Credits Attempted	GPA points earned	Calculation
English 9	97 A	1	1	4	Take the total of GPA Points and divide it by the total of the attempted credits. (Failed classes do counts for GPA calculation.)  15.5/6= 2.58333  The GPA is rounded to the nearest 100 <sup>th</sup> . In this case it is 2.58.
Geometry	80 C	1	1	2	
Spanish I	67 F	0	1	0	
Biology	90 B	1	1	3	
Technology I	98 A	1	1	4	
Personal Finance	71 D	0.5	0.5	0.5	
Creative Writing	95 A	0.5	0.5	2	
<b>Totals</b>			<b>6</b>	<b>15.5</b>	

### Senior Academic Honors: Valedictorian, Salutatorians and Top-10

In order for a student to be eligible for senior academic awards, he/she must have been enrolled for a full class load for each year of high school attended. To be considered for valedictorian or salutatorian at University School, a student must have been enrolled at University School for at least 5 of the 7 semesters used to calculate the GPA for senior academic honors and be graduating at the end of the year.

**Academic honors will be determined based on the grade point average after the 7<sup>th</sup> semester.** For year-long courses where the credit has not been earned after the 7<sup>th</sup> semester, the semester grade will be factored into the GPA as a semester course would.

## Transfer Grades

High school students enrolling at University School during their 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade will have credits earned from another school. Dual-enrolled students will receive grades from other institutions than University School. Credits and grades will be transferred into the student's University School transcript, keeping the original course name and grade as closely as possible. Number grades from other schools are transferable as is. Letter grades are converted in the following manner:

	B+ = 92	C+ = 84	D+ = 74	F = 65
A = 97	B = 88	C = 80	D = 72	
A- = 93	B- = 85	C- = 75	D- = 70	

## Academic Progress Reports for High School Students

Report cards will be issued electronically through PowerSchool (see PowerSchool section). If you would like a printed report card, please contact Dianna Rea to request one be mailed to you.

A paper interim report will be sent home at the midpoint of the nine weeks for any subject in which a student has a letter grade of D or below (see Appendix C). Students and parents should discuss the report and list strategies they will implement to improve in the classes for which they received a report. Parents and students are expected to sign the report and return it to the main office.

Students who are failing two or more classes at the interim will meet with the Assistant Director. Parents are welcome to attend the meeting. The purpose of the meeting is to discuss the factors that contributed in the students' lack of progress and to help students come up with strategies to help them improve.

## Drop / Add policy

When the school year starts in July, all students in grades 9 through 12 have the opportunity to drop or add a class(s) during the first three school days. Semester courses have a three-day drop/add opportunity at the beginning of the second semester. Class changes will not be granted to change the class periods or to change teachers. Class changes will also depend on available options. After the three days, students will need to make a written request to the Assistant Director to drop a class. If the request is granted, students will be responsible to make up the work that was missed in the new class they added to replace the dropped class.

## Dual-Enrollment

Dual-enrollment courses are university or college courses taken through a university or college. The courses will be reported on the university/college transcript as well as on the University School transcript, hence the name. **University School has to approve any dual-enrollment placement.**

Dual-Enrollment is an option, not a requirement, for students in 11<sup>th</sup> and 12<sup>th</sup> grade. Younger students who have been identified as gifted/talented may also be eligible. All dual enrollment courses, even if they are not needed to meet graduation requirements, will be reported on students' transcripts, and will be calculated in students' high school GPAs. Students may dual-enroll at ETSU, Northeast State Community College, Milligan and Tusculum. Visit the guidance office for current general eligibility and funding information. Please make sure you understand the financial burden you will be responsible for before signing up for dual-enrollment classes. The college or university where you are dual-enrolling will have the most up-to-date financial information.

Students are expected to be enrolled in 6 courses each semester or an equivalent approved load. Students who take a dual-enrollment course first semester must take either a dual-enrollment course, or

a University School course during that time slot second semester. It is possible that a semester course at University School might not be available during the time needed or might be full, forcing the student to take a dual-enrollment class.

For a dual-enrollment course to count as one of the 6 courses, it is expected to be worth 3 credit hours. Once per academic year, one of the following exceptions to that rule may be applied:

- Students who enroll in a course that is less than 3 credit hours will be able to count that course as one of their 6 courses.
- Or, some college courses are 4 credit hours. Students may count one 4 credit hour course as two of their 6 courses.

University School does not have access to student college accounts and records.

- Registering and dropping courses are the responsibility of the student and/or parents.
- Fees for dual-enrollment classes vary depending on the college, the classes taken and the financial aid available. Students are responsible for all fees associated with taking dual-enrollment classes. Students may also need to refund lottery and scholarship money if a course is dropped.
- For students who qualified for the dual-enrollment grant, a college GPA of 2.75 is required to continue receiving the grant. Students **will lose the grant if they have a B- average or below**. Once the grant has been lost, it cannot be regained. Grant rules are subject to change at any time. Please contact the scholarship office of the institution where the dual-enrollment courses are taken for updated information.
- Colleges will not release students' grades if fees have not been paid. If University School does not receive a grade for a dual-enrollment course, an F will be applied to the student's high school transcript.

Students who drop a dual enrollment course must replace the dropped course by either another dual-enrollment course or a University School course.

- Students will receive an F on their high school transcript for any dropped dual-enrollment courses unless the course was replaced by another course.
- Students may drop a dual enrollment class and add a University School class during the three day drop/add window of the University School class.
- Students may not drop at University School course after the three day drop/add window to replace it by a dual-enrollment course unless they have received permission from the administration.
- Students may only withdraw from a dual-enrollment course during the college drop/add period if they replace that course with another dual-enrollment course.

### **Behavior Expectations During the Dual-Enrollment Period**

University School does not provide supervision for dual-enrollment students during the dual-enrollment time. Students are expected to leave University School during the dual-enrollment time, and be back at University School on time for their next class. Students may quietly study in the library during their dual-enrollment time only with permission from the administration. Because of the lack of supervision for dual-enrollment students, excellent behavior is expected. Should there be behavior issues arising during a student's dual-enrollment time, the privilege of dual-enrollment can be revoked.

### **Application for Dual-Enrollment**

Applying for dual-enrollment takes several steps:

- E-mail Ms. Shaw that you intend to dual-enroll and which college you are considering.

- Apply for the Dual Enrollment Grant online at the following address. This step must be repeated every semester. <https://cliplink.guarantorsolutions.com/StudentSignon/>
- Complete an application for the college you will attend and pay the application fee. For ETSU, reapply every semester using "readmission" to avoid a charge.
- Complete the Dual-Enrollment Packet (available in Ms. Shaw's office) and return it to Ms. Shaw.

#### **Application Deadlines:**

- Students who will dual-enroll need to be registered in the college classes
  - Before mid July for Fall classes.
  - Before mid January for Spring classes.
  - Winter session and summer sessions are not part of the regular schedule and should only be taken when not other option is available.

**Once registered for classes, students need give or e-mail a copy of their college schedule (concise student schedule) to Ms. Shaw (shawa@etsu.edu)**

#### **Dual-Enrollment Grades:**

The section "Transfer Grades" has information on how grades received for a dual-enrollment course will be applied to the student' University School transcript.

The name of the course will be reported on the University School transcript according to the State of Tennessee guidelines for dual-enrollment courses. Students will need to submit their University School transcript along with the transcript from the institution(s) where the dual-enrollment credit was earned to any post-secondary school where the student is applying.

#### **Special Education Services**

Special Education services are provided through Washington County. The program at University School is an inclusion model with limited resource and SLP pull-out services. Students who have been determined eligible by their local school system to receive services through 504, Public Law 94-142 (the Education for all Handicapped Children Act of 1975), and/or IDEA (Individuals with Disabilities Education Act), and who have been randomly selected for admission, may be admitted to University School, provided the school can meet the educational program (Least Restrictive Environment) for which the student is eligible. University School is not a school system but rather a single individual school formed under T. C. A. 59-8-105 for the primary purpose of training teachers. If a University School student is qualified for special education services under IDEA, those services are provided by University School only if it is an appropriate placement for the student.

"20 U.S.C. 1412 (54)(B), 34 C.F.R. 300.551 and Tenn. Bd. Educ. Reg. 0520.1.3-09(4)(c)(7) require school systems to provide a continuum of educational opportunities to meet the individual needs of its special education students. The student's local educational agency whether it is the local county school system or the local city school system, must provide a continuum of educational opportunities to meet the individual need of its special education students. The University School is only one resource on that continuum. Parents may not choose a particular teacher, classroom or school." Matter of Student A v/ ETSU. Et al., Dept. of Education Opinion No. 97-18 (1997)

#### **Family Life Curriculum (T.C.A. 49-6-1301 2-b)**

University School is mandated by state law to implement the complete plan for family life instruction according to state standards. One meeting per year, at the beginning of the school year, is conducted for

parents/guardians to speak and express their opinions and concerns. At this time, all family life instructors, materials, and course content will be explained.

A parent/guardian who wishes to excuse a student from all or portions of the family life instruction shall submit such request in writing to the Director of Schools and preview all materials to be used for instruction (T.C.A.49-6-1303).

### **Student Work**

Classroom teachers in grades K-12 will often display students' work in the classrooms, in University School's hallways on designated bulletin boards, and occasionally in various buildings on the ETSU campus or even in art galleries off campus or other appropriate venues. If you have any concerns with students' work being displayed as described above, please contact the teachers.

## CODE OF CONDUCT

### **Student**

Students at University School accept primary responsibility for maintaining appropriate student conduct. A student will comply with the directions of teachers, student teachers, substitute teachers, teacher assistants, lunchroom and playground monitors, administration, or other authorized personnel. Teachers will establish guidelines for their classroom which students are expected to follow. These guidelines will be communicated to students orally and/or in writing. When students repeatedly behave in ways that compromise the dignity and worth of others or that interfere with other students' learning, teachers have the right to expect administrative support in responding to the misbehaving students. That is, when students persistently fail to accept responsibility for their behavior, are disrespectful or insubordinate they will be referred by teachers or staff to the administration. The director/assistant director may contact the parents/guardians when a student is referred to the office. The intent of these contacts will be to enlist parents'/guardians' cooperation in helping students conduct themselves appropriately. Discipline consequences may include any of the following: conference, referral, parent/guardian contact, behavior contract, ISS, OSS, expulsion or withdrawal.

A student will not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct that will cause the disruption, interference, or obstruction of any school activity. Neither will the student engage in or urge other students to engage in conduct that causes or can reasonably be foreseen to cause disruption, interference, or obstruction of any University School or ETSU activity during, before, or after school hours, on school grounds, or off school grounds at a school activity. Because University is a school of choice, if a student chooses to engage in any of the above activities, they may be asked to withdraw from University School and return to their home school. If a student is expelled or suspended, University School does not have an Alternative School.

### **Parent/Guardian:**

Parents are encouraged to contact teachers with any questions or concerns. Parents may call the main office (439-4271) and leave a message for a teacher to call them back, or may contact the teacher directly by e-mail. Teacher e-mail addresses are listed on p. 7-8 of this handbook, on the University School website or on PowerSchool. Please contact the teacher first before contacting the administration about an issue.

University School is not the primary school of assignment, but rather a school of mutual choice. University School has the option, with appropriate consultation, to withdraw any child or children from

the school if the parents/guardians consistently conduct themselves in a manner which interferes with the operation, safety, academic or extracurricular activities of the school. The determination to withdraw children from school on such grounds shall be made by the Dean of the College of Education after a hearing at which the parent or guardian shall have the opportunity to present evidence or testimony. The parents or guardians shall receive written notice of the charges prior to the hearing. The decision of the Dean is reviewable by the Provost as the President's designee and the decision of the Provost shall be final.

## **Dress Code**

Dressing appropriately for the school environment promotes a learning-centered K-12 atmosphere, it teaches students to distinguish between appropriate dress for school and dress for informal activities and it prepares students for workplace environments.

It is expected that adherence to the dress code be a family commitment that should not require extensive monitoring from school personnel. Parents/Guardians and students are requested to monitor attire, using the guidelines below.

### K-12 guidelines:

- **All students must be covered from 5" above the knee to top of shoulders and covering the entire shoulder in non-see-through materials.**
  - The waist area where top and bottom garments meet must be covered at all times.
  - Sagging pants/shorts are not appropriate
- Clothing that advertises obscene, suggestive or illegal materials must not be worn.
- Industrial chains, spiked bracelets/neckwear, or chains attached to wallets or clothing are not acceptable.
- Sun glasses or hats must not be worn in the school building.
- Pajamas and/or slippers are not appropriate for school.
- Athletic and spirit group uniforms, if worn during the school day, must meet dress code guidelines

### K-5 Additional Guidelines:

- It is recommended that elementary students (K-5) wear shorts or leggings under skirts and dresses.
- It is required that elementary students (K-5) wear shoes that are safe for gym class and recess activities. Shoes with rubber soles and buckles/ties are most appropriate. Flip flops, sandals, and shoes with open toes are not safe for running, climbing and other physical activities and should not be worn to school. There is not enough time to allow for changing shoes while at school.

### Special Occasions Exceptions (Dances, etc.):

- Sleeveless dresses, dresses with spaghetti straps or strapless dresses are acceptable for formal occasions as long as the chest is covered. The back must be no lower than midway down the back of the wearer. Slits in dresses/skirts must go no higher than 5" above the knee.

### Sports Practice:

- Shirts must be worn at all times.

### Special Accommodations:

Accommodations to these guidelines may be made, on an individual basis, for students with religious requirements, with disabilities, or special conditions. All individual accommodations must be requested and approved in writing through consultation with the administration.

### Violations and consequences:

K-5: teachers/administrators will contact parents to remind them of the dress code.

6-12: faculty/staff will make a dress code referral to the Assistant Director's office. The Assistant Director will discuss the infraction with the student. For first time offence, the student will be reminded of the dress code and might be asked to modify their attire for the remainder of the day. Repeat offenders will receive further disciplinary consequences.

The administration reserves the right to determine whether a student's attire is appropriate for school and school sponsored activities (sports practices, dances, etc.).

### **Beverage and food**

Students should not consume food or beverages other than water in the classrooms or hallways. Only clear plastic water bottles are allowed in the classrooms.

Students who bring their lunches will be allowed to store beverages for lunch in their lockers provided they are sealed and have not been opened prior to being brought to school. These beverages should be consumed during lunch only.

### **Bullying/Harassment**

Bullying/harassment is defined as a repetitive verbal or non-verbal expression of intent to do physical or emotional harm, or act out against someone. Actual bullying/harassment can be spoken, written (including online social media), symbolic, or physical. Bullying/harassment is a misuse of power which tends to be repetitive in nature.

University School is committed to safeguarding the rights of all students and employees within the school system to learn and work in an environment that is free from all forms of bullying/harassment. If a student feels that he/she is the victim of bullying/harassment from any person at school, they should tell the offending party to stop the offending action at once. Should the offense continue, the student should report every incident to a teacher or counselor. If a student believes that the teacher or counselor has failed to stop the offending action, the student should report any further bullying/harassment to the Director or Assistant Director.

Offenses will result in a conference with the administration and might result in disciplinary action including a disciplinary referral, a behavior contract, ISS, OSS, withdrawal, expulsion, or petition to courts.

### **Destruction of property**

Students are encouraged to take care of and have pride in school property. Students or parents/guardians of students who destroy, damage, or lose school property will be held responsible for the cost of repair or replacement. Offenses may result in disciplinary action including; conference, referral, contract, ISS, OSS, withdrawal, expulsion, or petition to courts.

### **Electronic Devices**

Students will not use personal electronic devices (Radios, Tape Players, Tape Recorders, CD Players, Cell phones, Cameras, iPods, Electronic Pagers, etc.) on the school grounds during the school day, (from 8:00 am – 3:00 pm). This rule is not intended to preclude the use of electronic devices for educational purposes. All prohibited electronic devices will be confiscated by University School employees. The device will be turned in to the office. The device will be kept in the office and returned to the parent/guardian at the end of the day before 4:00 pm. A second offense will result in the device being kept for three days. Additional offenses will result in additional disciplinary action at the discretion of the administration.



## **Internet/Technology Policy**

Internet/technology users are expected to not violate the generally accepted rules of network etiquette. This includes, but is not limited to the following:

- Do not write or send abusive messages,
- Do not use inappropriate language
- Do not reveal personal addresses or phone numbers of students or colleagues
- Do not play unapproved games
- Do not access unapproved sites
- Do not use chats from public social sites

Please note e-mail is not private and may be monitored.

In addition to our school Internet policy, we ask that parents/guardians voluntarily monitor their student's usage of the Internet and telephone at home. Gossiping, bullying, and harassment done via email, instant messaging, text messaging, 3 way calling and social media sites are often done outside school hours, but the problems created in these situations typically follow the student to school.

## **ISS – In-school suspension**

University School utilizes In-School Suspension (ISS) as one consequence for a disciplinary infraction or infractions. A staff person coordinates and supervises ISS and the Director/Assistant Director provides administrative oversight. Students that are placed in ISS remain in a separate location within the school building for the assigned days. The student's teachers will provide classroom assignments for the student. The student must comply with the directions of the ISS monitor to fulfill their ISS obligations. Lunch will be eaten in the ISS room.

## **Public display of affection (PDA)**

Intimate displays of affection are considered inappropriate and disruptive while students are on campus or at school events. While the holding of hands and short hugs are acceptable, kissing is inappropriate during school or at school events.

## **Zero Tolerance (T.C.A. 49-6-4216)**

The State of Tennessee has developed a Zero Tolerance policy to ensure safe and secure learning environments free of drugs, drug paraphernalia, violence and dangerous weapons. If a student is found guilty of a Zero Tolerance Offense he or she may be expelled from the school for up to 180 school days (or 1 calendar year) and not be allowed to enroll in any school, in the state, until the completion of this expulsion. This will include withdrawal from University School.

This law addresses:

- Any student who brings drugs, drug paraphernalia or a dangerous weapon onto school property or to any school event
- Any student who while on school property or while attending any school event or activity is under the influence of a drug; or possesses a drug, drug paraphernalia or dangerous weapon; or
- Any student who assaults or threatens a teacher, student or other person.

In any case of suspension, parents/guardians will be notified immediately by phone.

Juvenile Offender Act TCA 49-6-451:

Title 55, Chapter 10, Part 7

When a student between the ages of 13-18 engages in and is convicted of such prohibited conduct as possession, use, sale, consumption of any alcoholic beverage, wine or beer or any controlled substance or involved in the possession or carrying of a weapon on school property, the student/offender can be

issued a denial or suspension of driving privileges until age 18 by the Tennessee Department of Safety, Driver Control Division.

### **Physical Abuse of faculty, staff, school personnel, volunteers, or students**

Assault is defined as a physical or verbal threat or violence to a person or persons. A student will not assault nor cause or attempt to cause physical injury to a teacher, administrator, or employee on school grounds during, before, or after school hours; on school grounds at any other time when school is being used by a school group; off school grounds at a school activity, function, or event; or off school grounds as a result of a school activity, function, or event.

A student will not engage in any physical assault which will do bodily harm to any person on University School or ETSU grounds during, before, or after school hours; on school grounds at any other time when the school is being used by a school group; or off school grounds at a school activity, function, or event. A student will not, through threat or use of physical force, attempt to take any possession, including money, which belongs to a University School employee or another student. Such acts are considered to be extortion, blackmail, or coercion and are defined as obtaining money or property by violence or threat of violence or forcing someone to do something against their will by force or threat of force.

Physical fights may result in up to 10 days Out-of-School Suspension and could lead to long-term suspension or expulsion under Zero-Tolerance.

### **Sexual assault or abuse**

A student will not sexually abuse or assault any person on University School or ETSU grounds at any time on school grounds during, before, or after school hours; on school grounds at any other time when school is being used by a school group; off school grounds at a school activity, function, or event; or off school grounds as a result of a school activity, function, or event.

Sexual assault is defined as any violent act or threat of violence or forcing someone to do something sexual against his/her will by force or threat of force.

### **Weapons**

Students making threats of violence to the school or any person associated with University School will be removed from school immediately and may face long-term suspension or expulsion or withdrawal from University School. These threats will be taken seriously and dealt with accordingly.

A student will not possess, handle, transmit, use, or attempt to use laser pointers, firearms, explosives, fireworks, lighters, knives, or any object that can be considered dangerous and/or a weapon on school grounds during, before, or after school hours; on ETSU or University School grounds at any other time when the school is being used by a school group or off school grounds at a school activity, function, or event. This rule applies to normal school supplies such as pencils, scissors, razors, or compasses when they are possessed, handled, transmitted, used, or attempted to be used in a dangerous manner.

State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property. There is zero tolerance for weapons at University School on School property, ETSU campus, and at school functions.

### **Narcotics, alcoholic beverages, stimulant drugs**

A student will not possess, use, transmit, or show evidence of having consumed any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind on school or ETSU campus grounds during, before, or immediately following school hours; on school grounds at any other time when the University School is being used by a school group; off school grounds at a school activity, function or event.

A student will not AT ANY TIME possess, use, or be under the influence of any controlled or regulated drug unless he/she has a prescription written for him/her by anyone authorized by the State of Tennessee to write medical prescriptions. There is zero tolerance for alcohol, drugs and/or any drug paraphernalia at University School on school property, ETSU campus, and at school functions.

The school official in charge will immediately remove from contact with other students anyone showing evidence of having consumed alcohol or drugs and thereupon shall contact the parent/guardian. A student suspected of being under the influence of drugs or alcohol may be required at parent/guardian expense to have a drug or alcohol test. Use of a recommended dosage of a drug authorized by a medical prescription for a student from anyone authorized by the State of Tennessee to write medical prescriptions and by written permission of the parent/guardian will not be considered a violation of this rule. Such medication, if administered at school, must be under strict supervision and in accordance with University School's Procedures Manual.

The Director, Assistant Director or campus security may remove a student who has been charged with the selling of narcotics or other serious violations of criminal law from the school when it is necessary to protect other students and/or teachers or avoid disruption to school operations. Neither the foregoing conditions of the Code of Conduct nor any penalty prescribed therein will constitute a waiver to the Tennessee Code Annotated to invoke a more severe penalty than herein prescribed, as prescribed by the General Acts of the State of Tennessee, including but not limited to section (T.C.A. 49-2-203(a), and as the same may be supplemented or amended.

A student will not possess drug paraphernalia on ETSU or University School grounds during, before, or immediately following school hours; on school grounds at any other time when the school is being used by a school group; or off school grounds at a school activity, function, or event. Electronic pagers are considered to be drug paraphernalia in accordance with Tennessee law and under the terms of this rule.

A student will not possess for resale or use any type drug including prescription or over-the-counter drugs on school grounds. This is a zero tolerance offense, which provides for a 180-day out-of-school suspension and withdrawal. When the zero tolerance policy is implemented, the student is prohibited from enrolling in any Tennessee School.

### **Tobacco/Tobacco Substitutes**

Possession and/or use of tobacco by students on school property or at school-related activities is not permitted. At no time are students allowed to smoke or use smokeless tobacco at University School or on ETSU property. University School students (even if age 18 or older) who are found to be in possession of tobacco products will be held to the following consequences:

- For the first infraction student will receive a written reprimand in the form of a disciplinary referral which will also serve as notification to the parents/guardians. Students will be suspended for 1 school day for a first offense (ISS or OSS).
- The second infraction will result in the student receiving three (3) days out-of-school suspension (OSS) and referral to juvenile court as per state laws.
- A third offense will result in 5 days out-of-school suspension.

- A fourth offense will result in 10 days out-of-school suspension and withdrawal. There is no tolerance for tobacco and/or any tobacco products at University School.

Lighters found in a student's possession will result in questions concerning smoking and possible possession and can also result in a disciplinary referral for possession of drug paraphernalia. Possession of a lighter can be grounds for a search of the student's belongings, locker, backpack and/or vehicle if on school grounds. This includes the entire ETSU campus and during any school-sponsored activity (i.e., prom).

### **Burglary, larceny, robbery**

A student will not commit burglary, larceny, or robbery. Burglary is defined as breaking into school or personal property. Larceny is defined as theft. Robbery is defined as stealing from an individual by force or threat of force. Offenders will be prosecuted and withdrawn from University School.

### **Disciplinary Referral**

Any student who receives a disciplinary referral will have the information from the disciplinary referral logged into their electronic record. This information will stay there until they graduate. This information will follow the students should they move to another school before graduating.

### **Middle School Conduct Slips**

The middle school team (7<sup>th</sup> & 8<sup>th</sup> grade) uses conduct slips when a student's behavior is inappropriate, as long as the behavior does not warrant a disciplinary referral. At the end of every quarter, a field trip is planned to reward students who have displayed good behavior and to reward the students' hard work.

Every conduct slip must be taken home and signed by a parent/guardian. This is to signify parent notification. There are no serious consequences until a student reaches six conduct slips in a quarter. Repeated conduct slips may also result in a parent/teacher conference. After six conduct slips, further disciplinary incidents may be referred to the administration for disciplinary action.

Students who receive six or more conduct slips, or who receive in-school suspension/out-of-school suspension will not attend the end of the term "good behavior" field trip. They may also be suspended from other field trips depending on the situation. Every student receives a fresh start at the beginning of each quarter.

### **Behavior Contracts**

Upon recommendation by the Director, alternatives to the mandatory penalty may be offered by way of a contract between the school and the student. The parent/guardian must be aware of the terms of the contract and will attend a conference with the student, teacher, and administrator(s) to plan for its implementation, and will be asked to accept some responsibility, along with the student, for seeing that its conditions are met. If conditions of the contract are not met, withdrawal from University School may be a consideration. All alternatives to mandatory penalty must be approved by the Director of Schools.

University School is not the primary school of assignment, but rather a school of mutual choice. Please note that University School has the choice at any time to convene a committee to discuss options, which may include withdrawal, when conditions of a contract are not met. Contracts may address behavior, academic performance, or attendance.

**The application of consequences is by administrative choice based on the severity of the offense.**

T.C.A. 49-8-105(b) provides, in relevant part, that “the control of the training school shall be wholly under the direction of the state university and community college system through the president of the college.”

## ATHLETICS

Being a University School Student Athlete is a great privilege. All players are expected to be a positive role model, behaviorally and academically. The following sports are available at University School:

<b>Sport</b>	<b>Grade levels</b>	<b>season</b>
Cross Country	middle school/high school	Q1/Q2
Golf	High school	Q1
Basketball	Middle school/high school	Q2/Q3
Soccer	High school	Girls Q1/Q2 Boys Q3/Q4
Baseball and Softball	Middle school / high school	Q3/Q4
Track	High school	Q3/Q4

### **Athletic Guidelines:**

No student can begin a clinic, or tryouts without a current physical, a completed concussion form and a Sudden Cardiac Arrest form. These form must be completed and turned in to the Athletic Director, Dustin Honeycutt (room 109), before practice may begin.

There is a \$20 athletic fee for each sport participated in. Athletic fees are due to the coach or the Athletic Director prior to first practice for each specific sport. A student cannot play in a scheduled scrimmage or game until fees are paid. Athletic fees will be capped at a \$100 maximum per family.

### TSSAA:

All Athletes must meet all TSSAA eligibility rules ([www.tssaa.org](http://www.tssaa.org)). According to the TSSAA, "all credits must be earned by the first day of the beginning of the school year. To be eligible in a school that requires less than 24 credits to graduate, a student must earn 5 credits the previous year. Students who are ineligible first semester may gain eligibility second semester by passing five subjects..."

### University School Academic Eligibility:

Athletes must have a minimum of a 2.0 GPA (C average) to be eligible and grades will be monitored throughout the season. Class grades will be checked on the day the season starts to determine initial eligibility and grades will be checked at the interim and end of quarter after the initial eligibility to check continued eligibility.

At a grade check, if an athlete is failing one or more classes, he/she will be placed on probation.

- If at the next grade check, the athlete is passing all classes, he/she will be off probation.
- If at the next grade check, the athlete is still failing one class (same or different class), he/she will continue to be on probation until the next grade check.
- If at the next grade check, the athlete is failing two or more classes, he/she will be ineligible until the next grade check. If at the next grade check, he/she is either passing all classes or failing just one class, the athlete will be on probation.

<b>Grade check</b>	Athlete passing all classes, 2.0 GPA = <b>eligible</b>		Athlete failing one of more classes, 2.0 GPA = <b>probation</b>		
<b>Grade check</b>	passing all classes = <b>eligible</b>	failing one or more classes = <b>probation</b>	Passing all classes = <b>eligible</b>	Failing any one class = <b>continued probation</b>	Failing 2+ classes = <b>ineligible</b>

For second semester sports: if an athlete is doing poorly in a class at the end of the first semester, the grade needed to pass the class will factor into the athletes eligibility. For example, if an athlete failed English at the semester with a grade of 60%. The athlete will need a minimum of a 79% for the second semester to be able to pass the class for the year. When it is time to determine eligibility, if the athlete has below a 79% (which is the needed grade to pass the class for the year), his/her progress will be considered insufficient.

#### Behavior Eligibility:

- If an athlete has been suspended, in-school or out-of-school, he/she cannot travel or participate in practices or games for the duration of his/her suspension.
- If the student is convicted in court of unlawful or unethical offenses, on or off school grounds, the student will be dismissed from the team.
- Inappropriate behavior, while traveling to and/or from a game or during the game, may result in dismissal from the team. Such actions include but are not limited to: inappropriate language, displays of affection, unsportsmanlike conduct, and not showing respect for coaches, team mates, referees, opponents or toward anyone in the crowd.

#### Attendance Eligibility:

Athletes may not practice or compete on a day they were absent from school for more than half the day. Students must be at school at least 3 ½ hours to attend athletic practices/events on that day. Student athletes who have a history of excessive unexcused tardies and unexcused absences might not be eligible to participate in athletics.

## APPENDICES

### Appendix A: UNIVERSITY SCHOOL COURSE OFFERING DESCRIPTIONS

#### **ENGLISH SELECTIONS: (4 CREDITS REQUIRED)**

**English 9, 10, 11, and 12 (1 credit each):** Skill mastery in literature, grammar, vocabulary, and composition will be the focus of our grade-level English classes. English 9, 10, 11 students will take an end-of-course state exam.

Prerequisite: Students must pass the year of English to proceed to the next level.

Required for graduation.

**Advanced Placement English 11 – Language & Composition (1 credit):** Designed for students demonstrating exceptional ability in English, focuses on both language and composition. It is recommended that students have a B or higher in the prior English course to enroll in an Advanced English course. Advanced Placement English 11 students will take an end-of-course state exam.

**Advanced Placement English 12 – Literature & Composition (1 credit):** Serving students with exceptional English abilities with an overview of English literature and significant world literature pieces. A senior research project is required as well as AP preparatory materials. Writing college-level essays is emphasized. It is recommended that students have a B or higher in 11<sup>th</sup> grade English to enroll in AP English. Students taking this course are required to take the AP exam.

**Media Literacy (0.5 or 1 credit):** An exploration of a variety of media formats, including television, film, magazines, newspapers, and literature and their impact on the values and ideas of popular culture.

**Creative Writing (0.5 credit):** Open for any student who wants to discover and explore his/her unique writing voice with a concentration on poetry and drama. This is an academically rigorous course. (Grades 11-12)

**Literature of World Religions (0.5 credit):** An in-depth examination of the sacred texts and traditions of Buddhism and Taoism, Confucianism, Hinduism and Islam. This is an academically rigorous course. A college-level text is used. (Grades 11-12)

**Journalism/Yearbook (1 credit):** Students will focus on the design, layout, and timelines of professional publishing. Prerequisite: Application and selection committee interview.

#### **MATH SELECTIONS: (4 CREDITS REQUIRED)**

**Algebra I (1 credit):** This is the first course in algebraic concepts. Students will be given two assessments to determine readiness for Algebra I. Algebra I students will take an end-of-course state exam.

Required for graduation.

**Geometry (1 credit):** Students will investigate properties of plane and solid figures as well as aspects of coordinate geometry. Geometry students will take an end-of-course state exam.

Prerequisite: Algebra I.

Required for graduation.

**Algebra II (1 credit):** An advanced study of algebraic concepts.

Prerequisite: Algebra I and Geometry. Algebra II students will take an end-of-course state exam.



Required for graduation.

**Advanced Algebra and Trigonometry (1 credit):** Advanced Algebra and Trigonometry is an advanced mathematics course that extends algebraic concepts and applications and also develops trigonometric functions and applications. Students earning less than 90% in Algebra II will be recommended to take this course before Pre-Calculus. Pre-requisite: Algebra II

**Pre-Calculus (1 credit):** Investigates higher order algebraic functions, their solution, and graphs of these functions. Additionally, the course will cover circular trigonometric relationships. Prerequisite: Algebra II.

**AP Calculus (1 credit):** An introduction to the concept of the limit, leading to differentiation and integration. This course also investigates techniques of differentiation and integration. Prerequisite: Pre-calculus. Students enrolling in this course must take the AP exam.

### **SCIENCE SELECTIONS: (4 CREDITS REQUIRED)**

**One credit must be a life science and one a physical science**

**Biology I (1 credit):** A study of the characteristics of life, the interrelationships of different organisms, the diversity of life and the genetic basis of life. This course is required to graduate. Biology I students will take an end-of-course state exam.  
Required for graduation.

**Physical Science (1 credit):** This course provides a general foundation in the major concepts of physics and chemistry. This course is designed for students who need to strengthen science skills before entering Chemistry.

**Chemistry (1 credit):** An investigation into the major concepts of inorganic chemistry. Atomic structure, chemical reactions and equations, the periodic table, elements, and chemical bonding will be explored. Hands-on laboratory activities and demonstrations are a significant part of the course. Prerequisite: Biology. Chemistry students will take an end-of-course state exam.  
Required for graduation.

**Physics (1 credit):** Advanced investigation into the relationship between matter and energy and how they interact. The following major areas will be investigated: Mechanics, Thermodynamics, Waves and Sound, Light and Optics, Electricity and Magnetism, Atomic and Nuclear Physics. Hands-on laboratory investigations and observations of demonstrations will be a part of the course. Problem solving skills will be emphasized. Prerequisites: Chemistry, Biology. Physics students will take an end-of-course state exam. This course is offered in alternating years.

**Environmental Science (1 credit):** A challenging high school course that places emphasis on environmental issues. Environmental Science can be taken as an elective following Chemistry and Biology. Prerequisite: Biology, Chemistry

**Anatomy & Physiology (1 credit):** Human Anatomy and Physiology is a college preparatory laboratory science course that consists of an in-depth study of all of the body systems that maintain homeostasis from anatomical, physiological, and histological perspectives. Students explore the body through an inquiry approach. Prerequisites: Biology and Chemistry

**AP Biology: (1 credit)** A course designed for the motivated college-bound student. The course is divided into three areas of study: ecology (populations), molecular/cellular and the adaptations of life forms. Classes start at 7:00 am one day per week. Prerequisite: Biology I and Chemistry I. Up to 8 hours

of college credit available based on AP Test performance. Students enrolling in this course are required to take the AP exam.

**AP Chemistry (1 credit):** The AP Chemistry course is designed to be the equivalent of the general chemistry course usually taken during the first college year. Students who receive credit for this during high school will have the opportunity to take more advanced science courses as college freshmen or to take other courses of interest because their lab course requirement will be completed. In addition to covering college-level chemistry topics, students are required to complete a laboratory component that is equivalent to that of a typical college course. Students will be required to come to school at 7:00 a.m. one day each week in order to complete labs. Furthermore it is assumed that students will spend at least five hours each week completing independent study. Prerequisites: Chemistry and Algebra II. Up to 8 hours of college credit available based on AP Test performance. Students taking this class are required to take the AP exam.

**SOCIAL STUDIES SELECTIONS: (3 CREDITS REQUIRED: World History, Government/Economics, and (AP) US History)**

**World History and Geography (1 credit):** The world from Renaissance through the Twenty-first Century will be studied. The global development of man is followed through the major historical eras. Special emphasis will be placed on the unique cultures found throughout the world. World History and Geography is required.

**Economics semester (0.5 credit):** A hands-on experience in economic decision making and a survey of how the business community operates.  
Required for graduation.

**Government semester (0.5 credit):** The political process of the United States government on the national, state, and local levels will be examined.  
Required for graduation.

**U.S. History (1 credit):** Surveys the cultural background of the United States from Reconstruction to the Present. Students will take an end-of-course state exam.  
Required for graduation. Can take AP U.S. History instead.

**AP U.S. History (1 credit):** AP U.S. History is a challenging course that is meant to be the equivalent of a freshman college course and can earn students college credit. It is a two-semester survey of American history for the age of exploration and discovery to the present. Solid reading and writing skills, along with a willingness to devote considerable time to homework and study, are necessary to succeed. Recommended for Juniors. Students taking this course are required to take the AP U.S. History exam.

**Contemporary Issues semester (0.5 credit):** "The rest of the story," An interactive, hands-on experience class that focuses on current and 20<sup>th</sup> century issues.

**Personal Finance semester (0.5 credit):** Personal Finance is designed to help students understand the impact of individual choices on occupational goals and future earnings potential. Real world topics covered will include income, money management, spending and credit, as well as saving and investing.  
Required for graduation.

### **PHYSICAL EDUCATION/WELLNESS SELECTIONS (1.5 CREDIT REQUIRED)**

**Lifetime Wellness I (1 credit):** A course covering physical fitness, nutrition, family life, safety, first aid, and AIDS education.  
Required for graduation.

**Physical Education II: (0.5 or 1 credit):** Designed for students to improve physical fitness.

### **FOREIGN LANGUAGE SELECTIONS: (2 CREDITS in the same language REQUIRED)**

**French I (1 credit):** An introduction to the French language and culture. Students will learn basic vocabulary and grammatical structures within the four skill areas: listening, speaking, reading, and writing. Emphasis is on acquisition of listening and speaking skills.

**French II (1 credit):** A continuation of the study of the French language and culture with an introduction to more complex grammatical structures and vocabulary. Greater emphasis is placed on accuracy and reading and writing skills.  
Prerequisite: French I

**French III & IV (1 credit):** Examines advanced grammatical structures and vocabulary. Emphasis is on accurate self-expression in French, both in written and oral forms. Cultural studies include an introduction to the history and literature of France.  
Prerequisite: French I and II. May be taken twice.

**Spanish I (1 credit):** An introduction to the Spanish language and culture. Students will learn basic vocabulary and grammatical structures within the four skill areas: listening, speaking, reading, and writing. Emphasis is on acquisition of listening and speaking skills.

**Spanish II (1 credit):** A continuation of the study of the Spanish language and culture with an introduction to more complex grammatical structures and vocabulary. Greater emphasis is placed on accuracy and reading and writing skills.  
Prerequisite: Spanish I

**Spanish III/IV (1 credit):** Examines advanced grammatical structures and vocabulary. Emphasis is on accurate self-expression in Spanish, both in written and oral forms. Cultural studies include an introduction to the history, the arts and literature of Spanish-speaking cultures.  
Prerequisite: Spanish I and II. May be taken twice.

### **FINE ARTS SELECTIONS (1 CREDIT REQUIRED)**

**Visual Art I (1 credit):** Basic techniques will be explored relating to drawing, painting, sculpture, and printmaking. Basic media will be explored including pencil, pastel, charcoal, ink, watercolor, acrylic paint and clay. Design elements and principles relating to composition, color, and perspective, are also introduced.

**Visual Art II (1 credit):** Advanced art and design techniques, concepts, and media will be explored relating to drawing, painting, printmaking, sculpture, art technology, art aesthetics, and art history. Students will work on in-depth portfolio and sketchbook projects.

Prerequisite: Visual Art I

**Visual Art III (1 credit):** This is an in-depth, independent art study course. To assist any art college or art career-bound students, we will work on individual projects and develop a professional art portfolio.  
Prerequisites: Visual Art I and II.

**Art IV Design (1 credit):** The course curriculum is concentrated around communication/advertising design and graphic design projects created on the computer. Students use Adobe Photoshop and Adobe Illustrator to create their projects.  
Prerequisites: Visual Art I, Technology I

**Theater Arts (0.5 or 1 credit):** Students will work to know more about theater through reading, study, and performance experiences. Students will learn good performance techniques, which will include the effective use of body language, proper voice and diction, and the discipline of focus and concentration. Performance will include pantomime, oral interpretation, duo-interpretation, storytelling and solo acting.

**Instrumental Music (1 credit):** Advanced instruction on a band or orchestral instrument. Ensemble playing and performance will be emphasized. Scheduled performances are a part of the grade for this class.  
Prerequisite: An audition is required before acceptance into this class.

**Music Appreciation (1 credit):** Students will study the music and lives of major European and American composers throughout history.

**UH Singers (1 credit):** An advanced vocal ensemble.  
An audition is required.

### **TECHNOLOGY SELECTIONS: (1 CREDIT REQUIRED)**

**Technology I (Personal Computing) (1 credit):** This course is divided into four parts. The first part is a nine-week concepts unit. This unit will teach the usage of Word 2007, Excel 2007, Power Point 2007, and Access 2007, proper usage of E-Mail, Movie Maker, and Internet usage. The other three parts of the course will provide introduction foundations in Web Page Design (the HTML Language), the programming language Visual Basic, and the graphics software Adobe Photoshop. These three parts are designed to provide students with a chance to explore possible technology fields in which they could pursue in college and career.  
Required for graduation.

**Graphics in Technology (0.5 credit):** This course explores the graphic software tools Photoshop and Flash CS3. The course provides the students with an exciting opportunity to explore many upper level techniques of Photoshop and an introduction to Macromedia Flash CS3. Students will apply these software tools to various types of business and web page applications.  
Prerequisite: Technology I

**Introduction to Computer Programming (0.5 credit):** This course is designed to parallel the first course taught in most college computer science programs. The students will gain a working knowledge of Visual Basic. They will learn how to utilize the 5 Steps of Problem Solving through the development of challenging yet interesting computer programs. This course gives students that have an interest in a computer science college major a quality foundation in the primary programming language taught in many colleges.  
Prerequisite: Technology I

**Advanced Placement Computer Science (1 credit):** This course will follow the National Advanced Placement Standards and will prepare students for the advanced placement exam. Students taking this course are required to take the AP Computer Science exam.  
Prerequisites: Technology I and Introduction to Computer Programming.

### **OTHER ELECTIVE SELECTIONS**

**Driver's Education (0 credit):** Students will learn how to become safe drivers. No credit toward graduation will be given for Driver's Education. All driving and classroom sessions will be provided by a private contractor during the fall and spring intercessions. More information is available on the school website.

NOTICE OF RECEIPT

Dear University School families: in order to use our funds more appropriately, the student handbook will be available online at:

[http://www.etsu.edu/uschool/documents/student\\_handbook.pdf](http://www.etsu.edu/uschool/documents/student_handbook.pdf)

Please return this page to the office by July 31 of each new school year.

By signing below, our child/children (names) \_\_\_\_\_

\_\_\_\_\_ and we have read over the 2017-2018 Student Handbook. We understand that with every privilege there is a responsibility. We understand that these rules apply to all students and parents/guardians at University School/ETSU and all rules and polices apply to school-related activities and events.

We understand the information and will abide by the guidelines set forth in the handbook.

(Signature) \_\_\_\_\_  
Parent/Guardian Date

(Signature) \_\_\_\_\_  
Parent/Guardian Date

(Signature) \_\_\_\_\_  
Student Date

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