



UNIVERSITY SCHOOL

EAST TENNESSEE STATE UNIVERSITY

STUDENT HANDBOOK

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

[University School]

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Introduction

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. Please note that the student handbook is considered a living document and may be revised as needed throughout the year; when updated, a new version will be posted on the school website with current revision date.

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.

Welcome

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 and beyond. The University School faculty, in collaboration with the faculty of the Clemmer College of Education and Human Development 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, East Tennessee State University, and the Washington County School District. Our doors are always open to further these relationships.

Again, welcome you to our campus and please feel free to contact me or any member of our faculty and staff if we can be of service. Have a wonderful year and Go Bucs!

Sincerely,

Brian Partin, Ed.D.
Director, University School

[University School]

School Mission, Philosophy and Purpose

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 Clemmer College 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 the Clemmer College 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 600.

[University School]

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 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”

Non-Discrimination Statement

East Tennessee State University is an AA/EEO institution and does not discriminate on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, gender expression, religion, age, disability, veteran's status, genetic information, or any other protected class. If you feel that your rights have been violated under federal law, state law, Title VI, or Title IX, please contact the ETSU Office of University Compliance located in Room 309 of Burgin Dossett Hall, compliance@etsu.edu, (423) 439-8545.

Future Changes

Although every effort will be made to update the handbook on a regular basis, University School reserves the right to change this handbook and any content within, without notice, except as may be required by state and federal law. As a result, the online version of the handbook shall be the official version.

Faculty/Staff Directory

Administration

Dr. Brian Noland
Dr. Kimberly McCorkle
Dr. Janna Scarborough
Dr. Brian Partin
Dr. Ariane Day

Position

President, East Tennessee State University
Provost, East Tennessee State University
Dean, Clemmer College
Director
Assistant Director

E-mail address

officeofthepresident@etsu.edu
mccorklek@etsu.edu
scarboro@etsu.edu
partinbk@etsu.edu
daya@etsu.edu

Faculty

Ms. Kim Allison
Ms. Beth Bader
Dr. Kelli Barnett
Ms. India Barrett
Mr. John Bolton
Dr. Heidi Campbell
Ms. Mahua Chakraborty
Ms. Kristin Colson
Ms. Sharon Cradic
Ms. Leah Darnell
Mr. Chris Davidson
Ms. Cheyenne Davis
Ms. Erin Doran
Dr. Tammy Dycus
Ms. Nicole Havert
Ms. Noell Howe
Ms. Heather Jeffers
Ms. Kristen Johnson
Ms. Jennifer Ledbetter
Ms. Jessica Lee
Ms. Lindsay Lester
Ms. Chelsea Pratt
Dr. Hunter Mullins
Mr. Noah Naseri
Dr. Justin Penley
Mr. Josh Petty
Dr. Rayne Price
Ms. Lisa Reis
Ms. Meg Robinson
Ms. Rachel Dines
Ms. Donna Rose
Ms. Allyson Ross
Dr. Aleeta Shaw
Ms. April Sims
Mr. Samuel Smith
Ms. Sharon Squibb
Ms. Kayla Stinson
Dr. Kim Summey
Mr. Daniel Tadlock
Ms. Theva Trainor
Mr. Bryan Weems
Ms. Holley Ziglar

Special Education K-12
Fourth Grade
Third grade
School Counselor
Interim PE/Health 9-12
Testing & Curriculum Coordinator
Science 9-12
Interim Art K-12
Physical Education K-8
ELA 7-8
Math 9-12
Fifth Grade Math & Science
Second Grade
Math 9-12
Interim Technology 9-12
Kindergarten
First Grade
English 9-12
Sixth Grade ELA & Social Studies
Social Studies 9-12
Library Media Specialist
Sixth Grade Math & Science
Elementary Music/Instrumental Music 5-12
Science 7-8
Health 5-8/Activities & Athletics Coordinator
Social Studies and Technology 9-12
Science 9-12
Math 7-8
English 9-12
French 8-12
Special Education/Hearing & GT
Music and Theater 7-12
School Counseling Coordinator
Math 9-12
Spanish 9-12
Art 9-12
Fifth Grade ELA & Social Studies
Math 9-12
Science 9-12
Speech Therapist K-12
Social Studies 7-8
RTI Interventionist K-12

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[University School]

Staff

Ms. Diedre Carter	Executive Aide – Finance & Counseling	carterdp@etsu.edu / 439-6939
Ms. Heidi Crawford	Instructional Aide	Zhmw7@etsu.edu
Ms. Cindy Estes	Instructional Aide	crawfordca@etsu.edu
Ms. Lesa Grant	Instructional Aide	grantaj@etsu.edu
Ms. Makiyah Gray	Instructional Aide	grayml2@etsu.edu
Mr. Dustin Honeycutt	Finance & HS Athletic Director	honeycuttdg@etsu.edu / 439-8431
Ms. Caroline Howard	Instructional Aide	Howardcj1@etsu.edu
Mr. Cliff Hudson	School Resource Officer	hudsonc@etsu.edu / 439-5755
Ms. Ellie Jordan	Athletic Trainer	jordanek@etsu.edu
Ms. Casey Lovelace	Instructional Assistant Technician	lovelaceca@etsu.edu 439-8393
Ms. Katherine Nidiffer	Cafeteria Assistant	439-4001
Ms. Erin Penley	Office Assistant	penleye@etsu.edu / 439-4333
Ms. Heather Poston	Instructional Assistant	postonh@etsu.edu
Ms. Beverly Pritchard	School Nurse	pritchardb@etsu.edu / 439-8674
Ms. Dianna Rea	Executive Aide – Administration	readg1@etsu.edu / 439-4271
Mr. Dennis Rhinehart	Instructional Assistant	rhinehartd@wcde.org
Ms. Cynthia Ryder	Instructional Assistant	ryderc@etsu.edu
Ms. Stephanie Slagle	Instructional Aide	slaglesa@etsu.edu
Ms. Connie Taylor	Cafeteria Manager	taylorc@wcde.org / 439-4001

Rights & Responsibilities

Student Rights & Responsibilities

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

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

11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker

Parent Rights & Responsibilities

Parents/guardians have the right to:

1. Be actively involved in their student's education;
2. Be treated courteously, fairly, and respectfully by school staff; and
3. Receive all relevant information and communication related to their student's education.

Parents/guardians have the responsibility to:

1. Make sure their student attends school regularly and on time, and when a student is absent, send in written excused notes;
2. Support the School by being a role model for their student, talking with their student about school and expected behavior, and communicating the value of education through words and action;
3. Be respectful and courteous to staff, other parents/guardians, and students while on school premises and during school activities;
4. Encourage students to participate in extracurricular activities that promote social and emotional growth in the areas of creative arts, music, and athletics; and
5. Work with directors and school staff to address any academic or behavioral concerns or complaints students may experience.

Annual Notices

Asbestos Management Plans

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 December 2022. The next re-inspection is scheduled for 2025.
- 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.
- Parent(s)/guardian(s), upon request, shall be given the opportunity to review the Asbestos Management Plan.

If you have any questions or concerns regarding this letter, please contact Dr. Mark Jee, Director of Environmental Health and Safety at ETSU, at (423) 439-7785.

Child Nutrition Program

In the operation of the child nutrition program, no student will be discriminated against because of race, sex, color, national origin, age, or disability. A student enrolled in University School and the Washington County School District may be eligible for free or reduced-price meals and/or free milk if the following criteria is met:

All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) or Families First can get free meals regardless of your income. Also, your children can receive free- or reduced-price meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.

Your children can get low-cost meals if your household income is within the reduced-price limits on the Federal Eligibility Income Chart. Households can find the Federal Income Eligibility Guidelines in the application packet sent home from schools.

Students identified as foster care, homeless, migrant, or runaway are categorically eligible for free meals and free milk.

You should have received an application from your child's teacher. If not, please contact the school directly. You can also apply online by visiting www.wcde.org and following the links through the Food and Nutrition Department page.

[University School]

An application for free or reduced-price meals cannot be approved unless it contains complete information. All information provided on the application may be verified at any time during the school year.

For more information as to the free or reduced-price meals or for questions as to the appeal process due to an application denial, Kimberly Head at (423) 753-1107.

Directory Information

Per the Family Educational Rights and Privacy Act (FERPA), University School may disclose appropriately designated directory information without written consent, unless the parent(s)/guardian(s) or eligible student (a student who is 18 years or older) has opted out of the disclosure of directory information.

In addition, federal law requires University School to provide military recruiters, upon request, with the names, addresses, and telephone listings of students unless parents/guardians have opted out in writing.

University School has designated the following information as directory information:

1. Name of student
2. Address
3. Telephone number(s)
4. Major field of study
5. Participation in officially recognized activities or sports
6. Height and weight of members of athletic teams
7. Hair and eye color
8. Dates of attendance ("from and to" dates of enrollment)
9. Degrees and awards received
10. Most recent previous school attended
11. Date of birth
12. Photograph (Example: school yearbook/annual)
13. Email address
14. Video (Example: classroom instruction or music presentation or athletic event)
15. Student work for display at the discretion of the teacher (Example: student artwork ... no grades displayed)

If the parent/guardian wishes to opt-out of the above, he/she shall indicate his/her preference on the "Opt-Out Notifications" form on **page 57** of this Handbook.

Education Records

FERPA affords parent(s)/guardian(s) and eligible students certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the school receives a request for access.
 - a. Parent(s)/guardian(s) or eligible students who wish to inspect education records shall submit to the principal a written request that identifies the records they wish to inspect.

- b. Arrangements for access will be made, and the parent(s)/guardian(s) or eligible student will be notified of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. Education records may be disclosed without prior written consent if a school official has a legitimate educational interest.
 - b. A "legitimate educational interest" is the official's need to know information to: Perform required administrative tasks; Perform a supervisory or instructional task directly related to the student's education; and Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Surveys, Analyses, and Evaluations of Students

Surveys, analyses, and evaluations for research purposes shall be allowed by the school when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal.

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Mental or psychological problems of the student or the student's family;
2. Sexual behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally privileged relationships;

6. Income; or
7. The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking without the prior consent of the eligible student or parent/guardian.

The collection of the following student data is strictly prohibited:

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership.

Per state and federal law, prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parent(s)/guardian(s) may opt their student out of participation. If the school plans to disseminate a survey, analysis, or evaluation about one or more of the protected areas or use a student's personal information for selling or marketing purposes, consent shall be required before student participation.

Unsafe School Choice

Students who attend a school identified by the State of Tennessee as persistently dangerous or students who are victims of a violent crime while in or on school grounds shall be given the opportunity to attend a safe school within their District.

Meningitis & Flu Awareness

Per state law, the school is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that cause meningococcal meningitis is very common. Most people will carry the bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcome the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that

cause meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not totally eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching his/her mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu.

Administration of Schools

After School Care

The daily cost of the program is \$15 per day or \$60 per week for students who use the program full time. Payment is only expected for the days you actually use afterschool care. Late fees for children who are picked up after normal operating hours (5:30 p.m.) will be \$1.00 per minute.

Payment notification will be sent out weekly. Fees will be paid to University School. Checks should be written to University School and may be dropped off in the school office. Please place your child's name and "Afterschool" on the memo line of the check. Online payments can be made on our school website or you may contact our after-school coordinator, Ms. April Sims at simsa@etsu.edu or 423-429-4271 with any questions about payments.

Calculator Engraving

The required calculators for middle and high school math classes are expensive. Students are encouraged to properly label their calculators or see if Officer Hudson can engrave them. He does this quickly and free of charge, which has allowed us to quickly return missing or misplaced calculators.

Driving & Parking on Campus

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.

[University School]

Parking on 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 2:15 p.m. may leave their vehicle stationed on the yellow lines in the parking lot on the west side of University School. After 2:15 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.

Student drivers who will be parking on the ETSU campus must purchase a parking permit from the School Resource Officer located in the school office.

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

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 at 3:00 p.m. for grades K-12.

Students not in the classroom by 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. for school issued breakfast. 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 and may report to their classrooms at 7:50 a.m.

As a safety precaution, University School exterior doors will be locked during school hours. If entry is required, we ask that you please enter the building through the electronic security system at the main entrance and report directly to the main office. **All visitors will be expected to scan their government issued ID when entering the building. Anyone without an appropriate pass, will be escorted back to the office or out of the building by school administration or an ETSU Public Safety Officer.** 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 3:00 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. Please make sure that arrangements are made for daily pick up of your child. 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 school website). **Frequent instances of children who are picked up late or loitering past 3:15 may result in a loss of enrollment status.**

- K-4 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.
- 5-8 students can be picked up from the side parking lot or from Martha Culp Drive.
- 9-12 students should be picked up from Martha Culp Drive. Students who drive themselves should go directly to their cars at dismissal.

Drug-Free Schools

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Students will not possess, sell, or distribute any substance that is substantially similar in color, shape, size, markings, or lack of markings to controlled substances classified in the law.

Disciplinary sanctions shall be imposed on students who violate this standard of conduct. Such sanctions shall be consistent with local, state, and federal laws up to and including suspension/expulsion as well as referral for prosecution. If a student is expelled or suspended, University School does not have an Alternative School. 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. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

Emergency Closings

University School will follow Johnson City Schools and ETSU weather delays, early dismissals and closures for weather related issues. We will not make an announcement over the media, but the closure will be posted on our website and social media sites. On inclement weather days when Johnson City Schools are not regularly scheduled, announcements will be made through our website and electronic notification platform.

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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.

Extracurricular Activities, Clubs, and Organizations

The following guidelines shall be followed in administering school-sponsored extracurricular activities:

1. The school shall initially approve each extracurricular activity to ensure proper support and supervision.
2. Each student activity must be sponsored or under the guidance and direction of a certified staff member.
3. All extracurricular activities and clubs must have the approval of the director or designee.
4. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the director or his/her designee.
5. Secret organizations shall not be operated within the school.
6. A student shall not be required to attend an extracurricular activity that is scheduled at a time which conflicts with his/her religious practices.
7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise.
8. Student groups shall not participate in state or national activities which are not listed as approved activities by a regional accrediting association or the state and national principals' associations without the approval of the director.
9. A student on out-of-school suspension shall not be permitted to participate in extracurricular activities.
10. Students must have parent approval prior to participation in any extracurricular activity.
11. Student athletes must complete University School Athletic Contract .
12. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are strictly forbidden.

Facilities

University School is housed in Alexander Hall, a three-story structure that was completed in 1929 on the campus of ETSU. The building consists of classrooms, offices, computer labs, and smaller rooms for other uses. The basement level houses the art, instrumental music, choral and theatre classrooms. The first floor includes offices for the director, assistant director, secretaries, and classrooms for grades K through three and fifth grade, cafeteria, our after-school program and gymnasium. The second floor consists of the Media Center, faculty lounge, Intervention room, resource room, counseling office, classrooms for grades four and six through eight, speech, and testing lab. The third floor contains science labs, computer lab, 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.

Although most of the University School programs are contained within Alexander Hall, other facilities on the campus of ETSU are sometimes utilized, such as, Sherrod Library, Brooks Gym, Gilbreath, Warf- Pickel, Brown, Dossett, CPA, 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.

Sherrod Library Use

Students in the 10th, 11th and 12th 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 the office and places them on the clothing racks outside of the cafeteria. 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.

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In order to limit the traffic and congestion in our hallways this year, locker assignments will be limited for coat and lunch boxes only. Students should not congregate around lockers at any point of the day. If coats or items can be stored in their backpacks, then students are encouraged to do so in order to avoid crowding, congestion and delays in the halls.

Parent and Family Engagement

Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school practices and programs

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 2-12), and school announcements. Parents and students in grades 6-12 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).
- 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
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.

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If you need any help with PowerSchool, please contact Dr. Day (daya@etsu.edu). If you need the access ID and access password information to add students to a parent account, please contact Ms. Penley (penleye@etsu.edu) or Ms. Carter (carterdp@etsu.edu). Access ID and access password must be picked up in person from Ms. Rea's office.

School Nutrition Program

University School Nutrition Program is run by Washington County Schools (WCS).

In the more than 700,000 meals served each year, the Washington County Schools Nutrition Department offers a variety of nutritional foods that appeal to their number one customer: the student. All meals meet federal guidelines as required by the United States Department of Agriculture because of our participation in the National School Lunch and Breakfast programs. Meals are available to the student at the lowest possible price. Federal subsidies for free and reduced- price meals are available but families must apply for those benefits to determine eligibility.

It is the objective of the Washington County Schools Nutrition Department to provide nutritional meals in an environment that provides an opportunity for sound nutrition education. To achieve this goal, school food service has broadened its efforts in nutrition education, personnel training, and in the upgrading of facilities and equipment.

Prices for Meals (Subject to change based on WCS Board Policy):

Full Price Student Breakfast \$1.80 (K-5) \$1.90 (6-8) \$2.00 (9-12)

Full Price Student Lunch \$2.60 (K-5) \$2.70 (6-8) \$3.00 (9-12)

Reduced Price Breakfast \$0.30

Reduced Price Lunch \$0.40

Staff Breakfast \$3.00

Staff Lunch \$4.25 Visitor Lunch \$5.00

Cafeteria and Lunch Procedures

Cafeteria services are provided by Washington County. Connie Taylor is the manager. If you have any questions regarding free and reduced lunch, fees and bills, please contact Connie Taylor at (423) 439-4001 or e-mail her at taylorc@wcde.org.

Lunches will be provided at the following times:

- 10:00-10:28: K-1st grade
- 10:30-10:58: 2nd - 4th grade
- 11:00-11:28: 5th - 6th grade
- 11:30-11:58: 7th -8th grade
- 12:00-12:30: 10th and 11th grade
- 12:30-1:00: 9th and 12th grade

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Students in grades 6th through 12th may eat outside depending on the weather; students in grades 6th- 8th are expected to stay in the back of the building. Ninth and Tenth grade students may eat in the back or front of the building. Eleventh and Twelfth grade students may also eat in the front or back of the building or at one of the ETSU dining facilities.

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.

Lunches will be provided at the following times:

- 10:00-10:28: K-1st grade
- 10:30-10:58: 2nd – 4th grade
- 11:00-11:28: 5th – 6th grade
- 11:30-11:58: 7th – 8th grade
- 12:00-12:30: 10th and 11th grade
- 12:30-1:00: 9th and 12th grade

Students in grades 6-12 may eat outside depending on the weather; students in grades 6th- 8th are expected to stay in the back of the building. Ninth and Tenth grade students may eat in the back or front of the building. Eleventh and Twelfth grade students may also eat in the front or back of the building or at one of the ETSU dining facilities.

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.

Student Enrollment

Admission Policy: University School has one section each for grades K-4. Kindergarten and Grades 1, 2, and 3 enroll an average of 20 students each. Grade 4 has 24 students and Grade 5 enrolls 48 students. Grades 6, 7 and 8 have 52 students each. Grades 9-12 have no more than 90 students per grade level.

Applications to University School are accepted beginning January 1st 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:

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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.

The initial pool of applicants will be notified by the end of March to attend an interview for grades 6-12 and teacher meetings for students entering in grades K-5. 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 ELL 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
- 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

As part of the admission process, University School reserves the right to screen applicants for past attendance, academic, and discipline problems. A letter or email 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 dated when they were submitted 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 the end of February 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 a 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 Fees and Fines

The Director (or designee) shall be responsible for waiving school fees for students who receive free or reduced-price lunches. At the beginning of the school year, at the time of enrollment, and/or at the time of requesting school fees, all students and their parent(s)/guardian(s) shall be given clear and prominent written notice of authorized fees that may be requested and notice of the fee waiver process.

The Director (or designee) shall provide written notice to parent(s)/guardian(s) of approval or denial of requests for fee waivers. Any denial shall contain the specific grounds for denial and shall afford the parent/guardian the opportunity for a personal meeting with the principal to discuss the validity of the denial.

The Director (or designee) shall keep copies of any forms, notices, and/or instructions used in the waiver of fees and shall keep records of any denials, appeals of denials, and resolution of such appeals.

The Director shall be responsible for assessing fines for the destruction or damage of school property and for notifying the student and parent/guardian of the responsibility to pay the fine. Except in cases of unavoidable accident, students who destroy, damage, or lose school property, including, but not limited to, buildings, school buses/rental vehicles, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment. Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension or withdrawal to homeschool of the student. If payment is not remitted, the matter will be referred to ETSU Administration for final disposition.

Student Withdrawal

A student/parent shall notify the school office staff and/or director when it is known that they will be withdrawing from school. If a student drops a class or withdraws from school during a grading period, each teacher will record on the withdrawal form, grade sheet, and permanent record the grade attained as of the date of withdrawal. The director will ensure that all information is completed on a student's record before a transcript is sent to another school.

Tobacco-Free Schools

Possession and/or use of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited by students on school property or at school-related activities. At no time are students allowed to smoke or use smokeless tobacco at University School or on ETSU property. This includes the entire ETSU campus and during any school-sponsored activity (i.e., prom, etc.). University School students (even if age 18 or older) who are found to be in possession of any of tobacco like products will be subjected to disciplinary consequences including possible withdrawal to home school.

Transportation Services

University School is a school of choice and does not provide transportation with the exception of field trips and some extra-curricular activities. When doing so, the school may be utilizing buses from Washington

County Schools or rentals through the ETSU rental car agreement. If rental cars are utilized, all drivers must meet the university and State of Tennessee guidelines established.

All buses of the Washington County Department of Transportation must pass an annual inspection by a team from the Tennessee Department of Safety. Each driver attends a safety training clinic annually and receives at least one physical examination each year. Each driver must have a Certified Driver license endorsement as mandated by the state. Before being hired, each driver is required to have forty hours of hands-on training and experience in vehicle operation. Buses of the Washington County fleet exceed the state regulations and standards for pupil transportation and our transportation system ranks with the best in Tennessee in safety and efficiency. We have an excellent transportation department; the State Department of Education and the Tennessee Department of Highway Safety have recognized and honored this system's efforts to ensure that students in Washington County are transported in a safe and responsible manner. All buses are equipped with surveillance cameras and buzzer systems which ensure all vehicles are checked at the end of each route.

Visitors & Volunteers

Visitors: Except on occasions, such as school programs, athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and will provide identification to the office staff for the Raptor Visitor Management System. Visitors will state their destination to the office staff to be logged into the Raptor Visitor Management System. All school visitors must be logged into the Visitor Management System. Authorization to visit elsewhere in the building or on the school campus will be determined by the director or his/her designee. Visitor passes shall always be issued for all persons other than students and employees of the school to be worn while on campus for the visit.

Students are not allowed to open doors for visitors. No student may leave a classroom with a parent or guardian without a message from office personnel to the classroom teacher. Students with permission to leave school before dismissal time must be signed out through the school office by a parent or guardian or person authorized in writing by the parent.

Parents are requested to contact the director or teacher to schedule a conference. Conferences can be scheduled before and after school, during planning periods, or on Parent-Teacher Conference Days. Scheduled conferences are needed to limit disruption of class instruction, please contact your child's teachers in advance (at least 24 hours).

Volunteers: Family members interested in volunteering are encouraged you to work the teachers and our foundation on ways that you can volunteer throughout the year. All volunteers will need to complete a volunteer agreement form for this school year and follow all school policies and procedures, (i.e. confidentiality, etc.).

Student Academic Achievement

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. 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 or if the child should return to their home school.

Attendance verification for driver's license

Please request attendance verification forms for driver's license from Ms. Erin Penley (penleye@etsu.edu, (423) 439-4333) 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 or have a valid excuse approved by the school administration. 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.

Parent Request Days

Parents/guardians may request a maximum of 5 days to be excused at parent discretion. However, University School is required to follow all state attendance guidelines and procedures, so we do not recommend missing school for non-illness days. The student is responsible for all instruction and work missed and encourage to 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 all requests to Mrs. Dianna Rea at readg1@etsu.edu.

Excusable Absences

Absences will be excused with a doctor's note or a parent/guardian note depending on the circumstances. Currently we are still required to monitor any students rate that is below 90%, so please try to use these days as necessary. Parents initially have a limit of five notes (in addition to

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the parent request days). Please turn notes in to the main office or send them by e-mail to Ms. Dianna Rea (readgl@etsu.edu). Excusable absences are:

- Child's personal illness (see "communicable diseases" 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 3-week breaks (fall, winter and spring).
- Circumstances, which in the judgment of the director create an emergency over which the student has no control.

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 Dianna Rea (readgl@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 students are 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 their classes. It is the responsibility of the student to request all make-up work.

- All students are asked to keep up with work on Canvas during absences.
- 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.
- 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 arrangements need to be made 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 their First Period class before the late bell rings at 8:00 a.m. (K-12) and be on time to each class throughout the day. This will prevent interrupting valuable class time and loss of instruction.

If excessive tardies and absences occur for any student, a meeting with administration will be scheduled. If attendance does not improve, the student's zoning exception may be denied and they will be required to return to their residence school of zone.

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, contracts, Attendance Panel referral, and/or petition to the courts. Excessive absenteeism can result in withdrawal of zoning exception 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 may include: disciplinary action, parent meeting, behavioral plan, making up time missed, or withdrawal of zoning exception.

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, or possible withdrawal.

Grading System

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.

Grading Procedure: Kindergarten & First Grade

The student's performance on adjustments to school for each reporting period will be indicated by a check. Skills will be recorded by S-Satisfactory or N-Needs Improvement.

University School uses the Uniform Grading Policy as defined by the Tennessee Department of Education for grades 2 through 12. The scale has been set by the Tennessee Department of Education and is as follows:

A: 90-100; **B:** 80-89; **C:** 70-79; **D:** 60-69; **F:** 0-59

Grades in Art, Music, Physical Education and Conduct (grades 2-8) and specific academic areas (science and social studies) in grade 2 shall be marked as follows:

E... Excellent; **S ...** Satisfactory; **N ...** Needs Improvement

Graduation Requirements

To meet the requirements of graduation, every student shall (1) achieve the specified twenty-two (23) units of credit; (2) take the required end-of-course exams; (3) have satisfactory records of attendance and conduct; (4) take the ACT or SAT prior to graduation; (5) Meet 40-hour minimum community service hours; and (6) pass a United States civics test.

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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 or Physics and an additional lab science.
Social Studies	3.5	Must include World History or AP Human Geography (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 AP Computer Science Principles
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).

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 1st of the same year, they 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 1st of the same year.

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

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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:

10th Grade – 5 credits; 11th Grade – 11 credits; 12th Grade – 17 credits

Graduation Requirements for High School Transfer Students

For students entering University School after the beginning of the 9th 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 12th 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
9th grade	8 possible credits	8
10th grade	8 possible credits	16
11th grade	8 possible credits	24
12th grade at University School	6 possible credits	30
Total required to graduate from University School		29 (30-1)

State Testing

End of Course (EOC) assessments will be given in English I, English II, Algebra I, Geometry, Algebra II, U.S. History, and Biology I. Further, the results of these examinations will be factored into the student's grade at a percentage (15%) 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. All students must also complete a Civics exam prior to graduating, which is usually given when they take Government.

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' final grade (10% for grades 3-8 and 15% for all EOC tested courses) as mandated by the state (Tennessee Code Annotated 49-1-302).

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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 and DE Courses	GPA points for AP courses when calculated at the semester -7th semester senior GPA and honors only.
90-100: A	4 points	2 points	5 points	2.5 points
80-89: B	3 points	1.5 points	4 points	2 points
70-79: C	2 points	1 point	3 points	1.5 points
60-69: D	1 point	0.5 points	2 points	1 point
0-59: 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	Weighted GPA points earned	Calculation
English 9	97 A	1	1	4	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 100th. In this case it is 2.58 for the unweighted GPA. 15.5/6=2.75 is the weighted GPA.
Geometry	70 C	1	1	2	2	
Spanish I	58 F	0	1	0	0	
Biology	88 B	1	1	3	3	
AP Human Geography	98 A	1	1	4	5	
Personal Finance	61 D	0.5	0.5	0.5	0.5	
Creative Writing	95 A	0.5	0.5	2	2	
Totals			6	15.5	16.5	

Senior Academic Honors: Valedictorian, Salutatorian and Top-10

All seniors graduating from University School are eligible for Senior Academic Honors: Valedictorian, Salutatorian and Top-10. Students who transferred into University School during their Junior and Senior year will be recognized for such awards if they meet the criteria alongside students who have completed at least 5 of the semesters used to calculate the cumulative GPA at

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University School. Transfer students who came to University School during their junior or senior year, if they qualify, may earn the title of Co- Valedictorian, Co-Salutatorian, and earn a top-10 rank alongside students who have completed at least 5 of the semesters used to calculate the cumulative GPA at University School.

Academic honors will be determined based on the grade point average after the 7th semester. For year-long courses where the credit has not been earned after the 7th 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 10th, 11th or 12th grade year 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+ = 89	C+ = 79	D+ = 69	F = 50
A = 95	B = 85	C = 75	D = 65	
A- = 90	B- = 80	C- = 70	D- = 60	

Drop / Add policy

At the beginning of each school year, 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 11th and 12th grade any exception for younger students must receive administrative approval and meet all university admission requirements. 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. Contact the counseling 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; any exception must be approved by school administration. Dual-enrollment courses will be counted as such:

- 1-3 credit hours = 2 classes at University School
- 4-6 credit hours = 3 classes at University School
- 7-9 credit hours = 4 classes at University School
- 10-11 credit hours = 5 classes at University School
- 12+ credit hours = 6 classes at University School

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 Dr. 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://www.tn.gov/collegepays/tsac-student-portal.html>
- 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 Dr. Shaw's office) and return it to Dr. 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 no other option is available.

Once registered for classes, students need give or e-mail a copy of their college schedule (concise student schedule) to Dr. Shaw (shaw@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's 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.

Promotion and Retention

Students shall be promoted to the next grade level based on the successful completion of required academic work and satisfactory progress in each of the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and the ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply to students who are participating in a board-approved, research-based intervention prior to the beginning of the next school year or to students who have an individualized education program (IEP).

Students who have difficulty in achieving the requirements for promotion may be considered for retention. The school shall identify these students by February 1st. K-3 Reading Notification If it is determined through a student's overall performance or a state or local assessment that a student in grades Kindergarten through three (K-3) is not meeting grade-level standards in reading, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days of such determination.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to: the date of enrollment; additional information acquired after results of the local assessment, screening, or monitoring are released; or other academic, social, or emotional factors.

When a student is considered for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).

A student may be retained when, in the judgment of the student's teacher and/or the student's IEP team, such retention is in the best interest of the student. However, a student shall not be retained more than once in any grade.

Student Progress

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 (readgl@etsu.edu) 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. 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.

Academic Progress Reports for High School Students

Report cards are accessible for the current school year electronically through PowerSchool (see PowerSchool section). If you would like a printed report card, please contact Ms. Dianna Rea in the school office to request one to 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

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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.

Family Life Curriculum (T.C.A. 49-6-1301-1307)

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.

Student Welfare

Communicable Diseases

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

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 two full-time counselors, one assistant, a graduate assistant, and executive aide. 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 Counseling and Human Services when in doubt as to the validity of an exception.

Immunizations

Students will not be permitted to enroll without proof of immunizations, as determined by the Commissioner of Public Health. It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the school which the student is to attend.

Exceptions will be granted to any student whose parent/guardian files with school authorities a signed, written statement that such measures conflict with the one of the following:

1. His/her religious tenets and practices, in the absence of an epidemic or immediate health threat.
2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her from such immunization.

Proof of exceptions will be in writing and filed in the same manner as other immunization records.

Children enrolling in Kindergarten:

Hepatitis B (HBV)

Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)

Poliomyelitis(IPV or OPV) - final dose on or after the 4th birthday

Measles, Mumps, Rubella - 2 doses of each, usually given together as MMR

Varicella - 2 doses or credible history of disease

Hepatitis A -total of 2 doses, spaced at least 6 - 18 months apart

All children entering 7th grade (including currently enrolled students)

Tetanus-diphtheria-pertussis booster (Tdap) - evidence of one Tdap dose given any time before 7th grade entry is required regardless of Td history

Varicella - 2 doses or credible history of disease

Children who are new enrollees in a TN school in grades other than Kindergarten

Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)

Measles, Mumps, Rubella (2 doses of each, normally given together as MMR)

Poliomyelitis(IPV or OPV) – final dose on or after the 4th birthday now required

Varicella (2 doses or credible history of disease) – previously only one dose was required Hepatitis B (HBV) – previously only for Kindergarten, 7th grade entry

New students entering grades other than 7th grade are not required to have Tdap

Medicines

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 school nurse or director/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 executive 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. Students should not carry or have any medication in their possession at any times unless properly documented with the school nurse and school administration. Failure to adhere to the appropriate protocols could result in disciplinary consequences, so we encourage all families and students to contact the school nurse regarding any medication needs when on campus.

Physical Examinations

It is the responsibility of the parent/guardian to have a complete physical examination of their child prior to:

1. Entering school for the first time
2. Participation as a member of any athletic team or in any other strenuous physical activity program.

The parent/guardian shall provide such proof to the school which the student will attend.

Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted by the Office of Coordinated School Health. Screenings will be performed only with parental permission as indicated by the registration information provided by the parent/guardian. The parent/guardian will receive written notice of any screening result that indicates a condition that might interfere with their student's progress.

Suicide Prevention

University School is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they or a friend are feeling suicidal or in need of help to the school counselors, Dr. Aleeta Shaw or Ms. India Barrett.

National Suicide Prevention Lifeline: 1-800-273-8255

Additional Crisis Resource: Call 855-Crisis-1(855-274-7471 or Text "TN" to 741-741
For more information, refer to <https://www.tn.gov/behavioral-health/need-help.html>

Student Discipline & Behavior

Alternative Education

University School is a school of choice and does not have access to an alternative school placement. If a student in violation of the behavior agreement to attend University School, they may be required to return to their home school based on their proof of residency and follow the school district's alternative placement and hearing procedures.

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 School.

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.

Bus & Van Rental Conduct

Transportation in a school bus and/or any van rentals used for school sponsored activities should be treated as an extension of school activity; therefore, students shall conduct themselves in the bus or van in a manner consistent with the established standards for safety and classroom behavior.

Cameras or video cameras are used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus or van conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline.

These materials, if available, shall be maintained for 30 days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of School/designee, and a time

shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.

For more information, refer to Washington County Schools Board Policy 6.308.

Care of School Property

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. The director/designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Director of School shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent/guardian. Additionally, offenses may result in disciplinary action including: conference, referral, disciplinary contract, ISS, OSS, withdrawal, expulsion, and/or petition to courts.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure in any school.

Detention

Students may be detained before or after the school day as a means of disciplinary action. Students may also be detained to serve lunch detention as a means of disciplinary action.

The following guidelines shall be followed:

- The student shall be given at least one (1) day of notice before detention;
- Parents shall be informed before detention takes place;
- Students in detention shall be under the supervision of school personnel;
- Detention shall not exceed one (1) hour after the official closing of the school day but may be administered several days in succession; and
- Teachers must have the approval of the principal before detaining a student.

All due process procedures must be followed:

- The student shall be informed of the charge.
- The student shall give his/her account.
- A written record shall be kept.
- The student's parent/guardian shall be notified

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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:

University School is committed to providing a safe and nurturing environment for all student learners, grades K-12. The administration, faculty and staff strive to create a community where students are valued as individuals and free of judgement based on their dress or fashion. At the same time, students are expected to display good taste in matters of dress and grooming throughout the scheduled school day and at all University School activities. As a result, it will be at the administration's discretion to determine appropriate dress and grooming, which should not disturb or distract from classroom instruction or exhibit disrespect in any way.

Please review the following expectations and guidelines below:

- Pants and skirts shall be worn at the waist.
- Shorts must have a minimum of a 3" inseam.
- Hats may be worn must be removed in class if requested by faculty/staff member.
- Dresses/skirts shall be no shorter than fingertip length of the wearer.
- Clothing that advertises drug, alcohol, violence, sexual messages or messages with double meaning; house shoes, slippers, blankets, and any revealing clothing (e.g., spaghetti straps, crop tops, etc.).
- Industrial chains, sunglasses, spiked bracelets/neckwear, or chains attached to wallets or clothing that pose a threat to the safety of students and others.

Offense 1-2	Warning and student will be asked to address issue.
Offense 3+	Addressed as insubordination

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

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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 properly covered. The back must be no lower than midway down the back of the wearer.

Sports Practice:

- Shirts must be worn at all times when practicing in a school or campus facility.

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.

[Disciplinary Hearing Authority](#)

Since University School is a school of choice, students who do not meet the school behavior expectations and who have been suspended for more than 10 days of school, will be required to return to their home school of residence. At which time, a Disciplinary Hearing Authority (DHA) for their home school of residence shall conduct appeals for students who have been suspended for more than ten (10) school days. The hearing must be held no later than ten (10) days after the beginning of the suspension. Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request an appeal to the Director of Schools.

For more information, you may refer to your home school's policy and procedures for their Disciplinary Hearing Authority.

[Interrogation and Searches](#)

Interrogations by School Personnel:

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be

conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension. If a student is suspected or accused of any offense committed in school during school hours or on school property at any time the principal may interrogate the student without the presence of parent(s)/guardian(s) and without giving the student constitutional warnings.

Interrogations by Police/Public Safety (at Administrator's Request):

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), and the principal or his/her designee shall be present during the interrogation. The use of police women or female staff members is desirable in the interrogation of female students.

Police-Initiated Interrogations:

If the police deem circumstances of enough urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.

Searches by School Personnel:

Any principal having reasonable suspicion may search any student, place, or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of student's subject to inspection, access for maintenance, and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

A student may be subject to physical search or a student's pocket, purse, or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other student if such action is reasonable to the principal. All the following standards of reasonableness shall be met:

1. A student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student, as well as the nature of the infraction alleged to have been committed. School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

Searches by Police:

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons, or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

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. Parents are encouraged to 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 ETSU Provost shall be final.

Student Code of Conduct

Students at University School accept primary responsibility for maintaining appropriate student conduct. A student will comply with the directions of teachers, resident 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 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.

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 or listed below, 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.

Discipline consequences may vary based on the level/severity of the incident and may include any of the following: student conference, referral, parent/guardian contact/conference, behavior contract, ISS, OSS, expulsion or withdrawal.

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

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

LEVEL III: This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. Law enforcement may be involved in any acts that could be construed as criminal behavior.

LEVEL IV: This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school and the intervention of law enforcement authorities. If a student's action poses a threat to the safety of others in the school, a teacher, administrator, school employee, or school bus/van driver; reasonable force when necessary to prevent bodily harm or death to another person.

Student Discrimination/Harassment/Bullying/Intimidation

University School has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

Bullying/Harassment and/or Intimidation

Bullying is unwanted behavior among youth and/or adults that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying and intimidation in any form are prohibited and will not be tolerated. They are defined as any act that substantially interferes with a student's educational benefits, opportunities, or performance, taking place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation that has the effect of:

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

If the act of bullying or intimidation, including cyber-bullying, takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process, it may be addressed by school personnel.

Cyberbullying

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

Reporting Discrimination

Alleged victims of discrimination, harassment, bullying, cyberbullying or intimidation shall report these incidents immediately to a teacher, counselor or building administrator. If the offending person is an employee, the victim shall report the behavior and/or conditions to the immediate supervisor of the offending person. If the offending person is a student or any person not employed by the system, the behavior may be reported to any teacher, counselor or administrator. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good-faith reporting of an accusation.

The director or designee shall be responsible for promptly investigating all complaints. If satisfactory resolution of any complaint is not reached, the student may appeal the matter to the Dean of Clemmer College and, ultimately, to the ETSU Administration. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated.

The complaint and identity of the complainant shall not be disclosed except (1) as required by law or school policy, (2) as necessary to fully investigate the complaint or (3) as authorized by the complainant. Reports may be made anonymously but formal disciplinary action may not be solely based on an anonymous report.

Suspensions

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.

OSS – Out-of-School Suspension

University School utilizes Out-of-School Suspension (OSS) as one consequence for a disciplinary infraction or infractions.

Title IX & Sexual Harassment

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment and may be reached at any time by contacting the ETSU Office of University Compliance located in Room 309 of Burgin Dossett Hall, compliance@etsu.edu, (423) 439-8545.

Zero Tolerance

The following are zero-tolerance offenses that will result in a calendar year expulsion:

1. Bringing to school or being in unauthorized possession of a firearm on school property;

2. Possession of drugs, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
3. Aggravated assault; and
4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.

The Director of School has the authority to modify the punishment for these offenses on a case-by-case basis.

Individual Needs of Students

English Learners

All EL services are provided to University School students by Washington County Schools.

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (EL) shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extracurricular activity based on the student's surname or EL status.

The Director of Schools (Washington County) shall evaluate the effectiveness of the District's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year or within the first two (2) weeks of a student being placed in a language instruction educational program.

For more information, refer to Washington County Board Policy 4.207.

Homebound Instruction

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week while school is in session for a period of time determined, on a case-by-case basis, by the school.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents

him/her from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

Homeless Students

Homeless students, either currently enrolled or selected in lottery, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, proof of residency). Parent(s)/guardian(s) are required to submit contact information to the school's and District (Washington County) homeless coordinator. The Director of Schools (Washington County) and school director shall ensure that each homeless student is provided services comparable to those offered to other students within the school, including transportation, special education services, programs in career and technical education, programs for gifted and talented students, and school nutrition.

Migrant Students

The school shall:

1. Identify migratory students and assess the educational and related health and social needs of each student;
2. Provide a full range of services to qualifying migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.;
3. Provide migratory students with the opportunity to meet the same statewide assessment standards that all students are expected to meet;
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff; and
5. Provide parent(s)/guardian(s) an opportunity to participate in the program.

Section 504 and ADA Grievance Procedures

The school is committed to maintaining equitable employment and educational practices, services, programs, and activities that are accessible and usable by individuals with disabilities. To discuss concerns or seek resolutions related to Section 504 or the ADA, contact Dr. Heidi Campbell, 423-439-5505. He/she shall respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

Students in Foster Care

Students in foster care, including those awaiting foster care placement, shall be immediately enrolled in the school of residency for the placement family, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, proof of residency) or missed the school's application or enrollment deadlines.

The school district and the child welfare agency shall determine whether placement in a particular school is in a student's best interest. Other parties, including the student, foster parents, and biological parents (if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school staff members shall participate in the best interest decision process. This determination shall be made as quickly as possible to prevent educational disruption.

Should a student currently enrolled in the school be placed in foster care, the school and school district shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school of origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

Students with Disabilities

Special Education services are provided through Washington County. The program at University School is an inclusion model with resource and SLP 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 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).

Instructional Materials and Services

Textbooks and Instructional Materials

Textbooks and instructional materials are property of the school and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their children.

Review of Textbooks and Instructional Materials

A list of textbooks and instructional materials shall be revised annually by school administrators under the direction of the Director of School.

Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their child's teacher.

Library Materials

The library media specialist shall be responsible for library collection development, and all library materials will be reviewed to ensure the content aligns with state law.

The library collection shall adhere to the criteria outlined in school policy. Complaints regarding library materials shall be submitted on a Request for Reconsideration of Library Materials form to the Director of School.

Use of the Internet

University School supports the right of students to have reasonable access to various information formats and believes that it is incumbent upon students to use this privilege in an appropriate and responsible manner. Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. Written parental consent shall be required prior to the student being granted access to electronic media involving school technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, shall be signed by the parent/guardian of minor students and also by the student.

University School makes every effort possible to filter inappropriate content on all devices connected to our network; however, with the ever-changing nature of the internet, there may be times when unwanted content gets through our filters. We ask that you notify your child's teacher or the school administration immediately if you are aware of any inappropriate content that has made it through the filters we have in place. This will allow us to make the appropriate adjustments to keep all of our students safe.

[University School]

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

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.

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

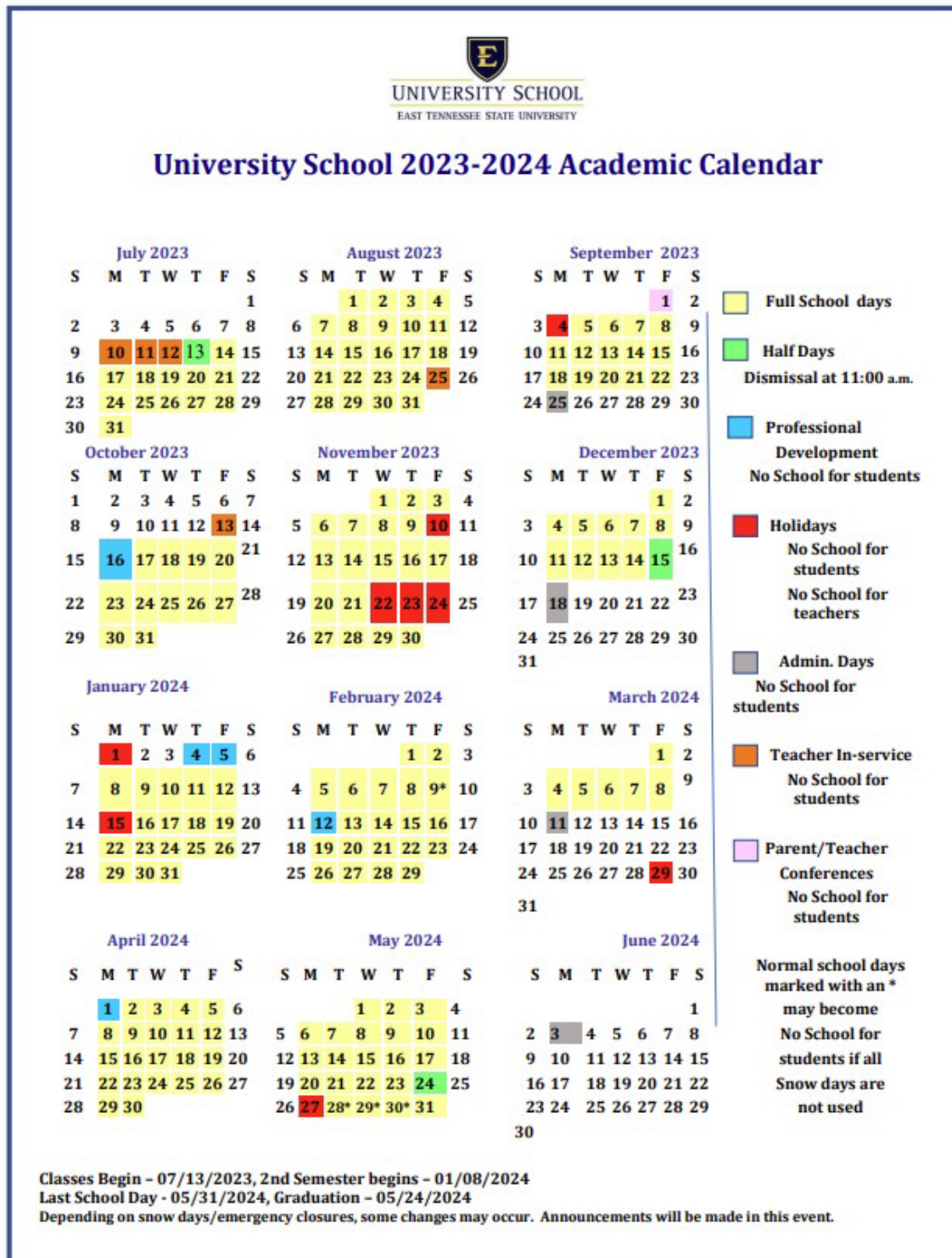
Use of Personal Communication Devices

Recognizing that cellular phones have proven to be helpful in emergency situations, the following will be in place for students:

1. Cellular phones will not be used by students during the instructional day. Cellular phones will be turned off during the school day with the exception of **HS Students ONLY** during class transitions outside of the building and during their lunch period so that incoming signals will not disrupt instruction except as authorized by the director of schools.
2. Only in the event of an emergency situation or with the permission of a school authority may a student use a cellular phone during any part of the instructional day except as authorized by the director of school.
3. Cellular phones will not be allowed to present a distraction or create a disruption to the instructional process by students.

[University School]

School Calendar



[University School]

School Clubs and Organizations

For a list of school specific clubs and extracurricular activities please visit the school webpage

Testing Information

Please visit the University School Testing Webpage for more information regarding our testing for the upcoming school year: <https://www.etsu.edu/uschool/faculty/campbell/testing.php>

Contact Information

University School Mailing Address:

325 Treasure Ln/PO Box 70632
Johnson City, TN 37614

University School Street Address:

68 Martha Culp Dr.
Johnson City, TN 37614

University School Phone/Fax:

Office: 423-439-4271 or 423-439-4333
Fax: 423-439-5921

Resources Page

For information about students' rights and services, contact the Tennessee Department of Education:

Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-5158
<https://www.tn.gov/education>

Note: School policies may be modified or added throughout the school year.

Student Handbook Acknowledgement Form

Please sign the form below and submit it to your child's classroom teacher. Failure to sign and return the form does not relieve the student from the responsibility of complying with the rules and policies referenced in the Student Handbook.

I hereby acknowledge that I have been provided with a copy of the Student Handbook and have read and understand the handbook and the related policies.

Name of Student: _____

Name of Student: _____

Name of Student: _____

Name of Student: _____

Parent/Guardian Name: _____

Signature of Parent/Guardian

Date

Opt-Out Notifications

Please select the box below if you wish to opt-out of the corresponding notification.

- ☐ The release of your child's name for academic or other school-related functions. By checking this box, your child's name will not appear in the yearbook or any school programs, including the honors and graduation programs.
- ☐ The release of your child's photo for use by the media or for website publication.
- ☐ The release of your child's directory information.
- ☐ The participation of your child in student surveys, analyses, and evaluations, including school climate surveys.
- ☐ The participation of your child in any of the health screenings.
- ☐ The access to electronic media by your child while at school.

Signature of Parent/Guardian

Date