

# DICKSON COUNTY HIGH SCHOOL



**2022-2023**

**Student HANDBOOK**

***#BeTheWildcard***

# COUGARNATION

Principal – Mr. Joey Holley

## Assistant Principals

Mrs. Katherine Perez  
Mr. Mitch Pierce  
Ms. Regina Webster  
Mr. Troy Williams

## Counseling Department

Stephanie Allison – 9th  
Robin Gunn – 12th  
Donna Holt – 10th  
Rachel Lutton – 11th

**Secretaries:** Grace Buckner, Tangie Dawson, Teresa Gill, Earlene Green, Charlotte Wisdom

**Bookkeeper:** Dawn Martin

**Registrar:** Amy Fitzgerald

## STUDENT MISSION STATEMENT

**D**EDICATED

**C**OMPASSIONATE

**H**ARD WORKING

**S**KILLED

### ALMA MATER

On a hill in Dickson County Reared  
against the sky, Proudly stands our  
alma mater As the years go by.  
Forward ever, be our  
watchword  
Conquer and prevail, Hail to  
thee, our alma mater,  
Cougar Pride, all hail!

### COUGAR PRIDE SONG

I'm so glad I've got my Cougar  
Pride!  
I'm so glad I've got my Cougar  
Pride!  
I'm so glad I've got my Cougar  
Pride!  
Glory Hallelujah... "Whew!"  
Got my Cougar Pride!

# Clubs and Organizations

Anime Club- Hollinsworth  
Art Club: Hedge, Hollinsworth, Southerland  
Band: Henson  
Barbershop/Beautyshop: J. Butler  
Beta Club : Beaubien, Hale, Bryant  
Broadcast Club- Rakus, Johnson  
Chamber Singers: J. Butler  
Cheerleaders: Gray  
Chess Club- Taylor  
Crochet Club- Buckner, Nash  
Dance Team: Nash  
DC Travelers: Bryant, Hale, Cude  
Dramatics: Nichols, Baron  
Educators Rising: Akins, Baron  
FCCLA: Akins/Stock, Baron  
Fellowship of Christian Athletes: Parker, Brady Jones, Robertson, Bell  
Forensic Team: C. Butler, Johnson  
French Club: Shelby  
FBLA: Peters  
Future Farmers of America: Weaver, Brady Jones  
History Club: Howington, Bryant, Spurlock  
HOSA: Regen, Sinks, Herbert  
Junior Civitan- Holt, Willey  
Math Club- Fernandez, Hale  
MODEL:  
Recycle Club- Bryant  
Science Club: Beaubien, Taylor, Cardona  
Spanish Club: Thornton  
Tri-M: Joyce  
Technology Students of America: Clifton, Breese  
Woods and Waters: Logan  
Yearbook: N. Akins

# Elections

## Class Officer

- There will be a President, Vice-president, Secretary and Treasurer for each class.
- To be a candidate for an office a student must get 25 signatures from classmates and turn-in before the deadline in May.
- Elections for future Seniors, Juniors and Sophomores will be held in May.
- Elections for Freshman will be held during the first week of school in August.
- To win an office, a candidate must receive a majority vote.
- If no candidate receives a majority vote, there will be a run-off election.
- Each candidate will be required to sign a commitment contract that outlines attendance, leadership, and involvement expectations.
- Any officer who breaks the contract could be removed from office.

## Homecoming and Coming Home Court Selection Process

- For Homecoming, students will select 3 Attendants and 3 Escorts for each class.
- For Coming Home, students will select 1 Attendant and 1 Escort for each class.
- The senior class will select 1 King and 1 Queen for each event.
- Anyone wishing to be a member of either court must get 25 signatures from classmates and turn-in before the deadline.
- Students will select each position by popular vote in each class.
- Seniors will vote for appropriate candidates and the female and male receiving the most votes will be crowned Queen and King. The next available positions will be attendants or escorts.
- Any position not filled by student election will be selected by our faculty members.
- Anyone that is a member of the court is responsible for their attire for the court.
- Attendants (girls) will wear dresses and attire approved by the Coordinator.
- Escorts (boys) will wear suits and ties approved by the Coordinator.
- Pictures will be made. Announcement on when and where will come from the Coordinator.
- All members should be available for the pictures, parade, and ceremony.

Homecoming court will be in the parade. 1 float for Attendants and 1 float for Escorts.

## Junior and Senior Prom Expectations

Dress for the prom is formal or semi-formal.

Appropriate dress includes evening gowns, dresses, tuxedos, and suits with ties.

Jeans are not allowed.

Any date who does not attend DCHS must complete a form and submit it to Mrs. Gill in the front office a week prior to the prom.

# Graduation Requirements

## High School Diploma and Special Educational Certificate

The high school diploma will be awarded to students who (1) earn the following specified 22 units of credit and (2) have attained an approved attendance, conduct, and subject-matter record which covers a planned program of education.

### English - 4 credits

English I (1 credit)  
English II (1 credit)  
English III (1 credit)  
English IV (1 credit)

### Mathematics - 4 credits

Algebra 1<sup>1</sup> (1 credit)  
Geometry (1 credit)  
Algebra II (1 credit)  
Higher Math <sup>2</sup>(1 Credit)

### Science -3 credits

Biology I (1 credit)  
Chemistry I (1 credit)  
Science Elective (1 credit)

### History - 4 credits

World History (1 credit)  
US History (1 credit)  
US Government <sup>5</sup>( $\frac{1}{2}$  credit)  
Economics ( $\frac{1}{2}$  credit)

### Physical Education - 1 $\frac{1}{2}$ credits

Lifetime Wellness<sup>3</sup> (1 credit)  
Physical Ed. ( $\frac{1}{2}$  credit)

### Personal Finance - $\frac{1}{2}$ credit

Personal Finance<sup>4</sup> ( $\frac{1}{2}$  credit)

### World Language- 2 credits<sup>6</sup> Fine Arts – 1 credit<sup>6</sup>

Level I (1 credit)  
Level 2 (1 credit)

### Focus Area- 3 credits<sup>7</sup>

---

<sup>1</sup> Algebra I during 8<sup>th</sup> grade counts as an elective credit. You must be enrolled in a math course each year of high school.

<sup>2</sup> Bridge Math is designed for a student who has not scored a 19 or higher on the ACT Math test by the beginning of the student's senior year.

<sup>3</sup> Lifetime Wellness may be replaced with 2 credits of JROTC

<sup>4</sup> Personal Finance may be replaced with 3 credits of JROTC

<sup>5</sup> US Government may be replaced with 3 credits of JROTC

<sup>6</sup> The World Language and Final Arts requirements may be waived if a student and parent are sure the student will not be attending a two or four year university. As replacements, the student must complete 3 courses to enhance and expand the elective focus. Contact your school counselor to discuss opt out options. Paperwork should be completed prior to junior year.

<sup>7</sup> Three credits for graduation must come from a focus area. Core classes cannot be counted in the focus area. The four elective focus areas are: STEM (Science, Technology, Engineering, and Mathematics), Humanities (English, Social Studies, and Foreign Language), Fine Arts (Visual Art, Performing Arts, Instrumental and Choral Music), CTE (Career and Technical Education), and JROTC (Junior Reserve Officer Training Corps).JROTC focus area will expire after the Class of 2021.

**Other graduation requirements include taking the ACT or SAT plus passing the Civics test.**

To be on target for graduation, a student should have earned the following number of credits:

- **5 credits at the end of the freshman year**
- **11 credits at the end of the sophomore year**
- **17 credits at the end of the junior year**
- **22 credits to graduate**

### **Academic Records**

9<sup>th</sup> -12<sup>th</sup> Academic records contain the following:

- Rank in class
- Grade-point average
- TN Ready test scores
- Type of diploma
- PSAT/SAT/ACT scores
- Writing Assessment scores

## **Graduation Exercises**

- No student will be permitted to go through a DCHS graduation ceremony until all Tennessee and Dickson County requirements for graduation (regular diploma, or special education diploma) have been satisfactorily completed.
- No student will be permitted to go through a DCHS graduation ceremony if the student is not in good standing due to grades, attendance, and discipline.
- Practice for graduation is usually the day before commencement. Attendance at practice is MANDATORY if the student is to participate in the graduation exercise.
- All students participating in the commencement exercise are required to purchase a cap (including tassel), a gown, and a diploma cover. The approximate cost of these items is \$70.00. These items are ordered during the spring semester. Payment is due around the end of April.
- No graduation apparel should be decorated or modified. We desire for all graduates to be unified. Remember that the ceremony is about the class and not the individual.
- Only students in the top 10%, Departmental Award recipients, and Beta Club members will wear cords during graduation. Only the Valedictorian, Salutatorian, and Faculty Award recipients will wear stoles during graduation. This regalia will be provided by the administration at graduation practice.
- The commencement will be scheduled for Friday, no more than one week before the end of the school year, at 7:00 p.m. in the football stadium. If postponed Friday night, the graduation will be held Saturday morning at 9:00 a.m. If postponed on Saturday morning, we will try it for a third and final time

Sunday at 2:00 p.m. If severe weather occurs after the exercise has started, the program will be canceled.

- Each male graduate must wear khaki, black, brown, or navy dress pants; light-colored dress shirt and tie; and dark dress shoes.
- Each female graduate must wear a white or light-colored dress with little or no pattern and white or light-colored shoes.
- If a graduate has outstanding fees, diplomas will be held in office until fees are paid.

## Academic Information

### Calculation of Grades and Grade Point Average

All GPAs will be calculated using a 4.0 system. To determine class rank, a weighted numerical average of grades will be used. All grades earned in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades will count toward the grade-point average. Note: The second semester of the 12<sup>th</sup> grade DOES count toward the final grade-point average.

### Grading Scale

Dickson County High School teachers use the following state of Tennessee grading scale:

A: 90 – 100

B: 80 – 89

C: 70 – 79

D: 60- 69

F: 59 and lower

### Rigor Points

Additional rigor points will be added to the quarter grade and the term-exam grade for advanced classes. Advanced Placement will receive five (5) points, Dual Enrollment will receive four (4) points and Honors will receive three (3) points. Only advanced classes can receive points above 100 for the quarter and term-exam grade.

### Mid-Term and Final Exams

Midterm examinations will count 10% of the first semester grade, and final examinations will count 10% of the second semester grade. **A student with a final average of 90 or higher in a course or a student who has missed 5 days or fewer for that course will be exempt from the final examination.**

### End of Course Exams

In the new High School Transition Policy, the Tennessee Board of Education stipulates that End-of-Course examinations will be given in English I, English II, Algebra I, Geometry, Algebra II, US History, and Biology I. Furthermore, the results of these examinations will be factored into a student's grade at a percentage determined by the Tennessee Board of Education.

- The TN Ready test score will count a percentage determined by the Dickson County Board of Education.
- Students will not be required to pass any one examination unless they are not in compliance with the attendance policy. Students must achieve a passing score for the course in accordance with the designated uniform grading policy.

## Honors

These courses will substantially exceed the content standards, learning expectations, and performance indicators approved by the Tennessee Board of Education. All honors courses must include multiple assessments exemplifying coursework such as short answer, constructed-response prompts, performance-based tasks, open-ended questions, essays, original or creative interpretations, authentic products, portfolios, and analytical writing. An honors course may include the following components:

- extended research assignments
- researched-based writing assignments
- projects that apply course curriculum to relevant or real-world situations
- open-ended investigations
- writing assignments
- integration of appropriate technology
- deeper exploration of the culture, values, and history of the discipline
- extensive opportunities for problem-solving experiences
- job-shadowing experiences

## Honors Courses

Algebra II

Biology I, II

Chemistry I

Economics

English I, II, III, IV

French

Geometry

Government

Physics

Psychology

Spanish

World History

## Dickson County High School Early Post Secondary Opportunities (EPSOs)

Early postsecondary opportunities (EPSOs) include a course and/or exam that give students a chance to obtain postsecondary credit while still in high school.

### Early postsecondary opportunities allow students to:

- Earn postsecondary credits while in high school.
- Become familiar with postsecondary rigor and expectations.
- Develop confidence and skills for success in postsecondary learning.
- Make informed postsecondary and career decisions.
- Decrease the time and cost of completing a certificate or degree.



## **Advanced Placement**

AP Biology  
AP Chemistry  
AP Environmental Science  
AP Spanish IV

## **Dual Enrollment**

APSU Dual Enrollment Collaborative  
On Site classes - TCAT  
College Algebra – APSU  
Probability and Statistics - NSCC  
Pre-Calculus 1 and 2 – NSCC  
Calculus - NSCC  
Teaching as a Profession 3 - APSU  
English Composition 1 and 2 – NSCC  
US History – APSU  
American and British Literature - NSCC  
Automotive Maintenance and Light Repair - TCAT Dickson  
HVAC – Early College @ TCAT-Dickson  
Digital Arts – TCAT Dickson  
Nursing LPN Program - TCAT Dickson  
Psychology  
Speech & Communication

## **Industry Certifications** (may vary due to student interest and federal grant money)

Agriculture – Commercial Pesticide (18+)  
Architecture & Construction - NCCER Core Curriculum, NCCER Construction Technology, OSHA 10  
Automotive Maintenance and Light Repair – Automotive Service Excellence Entry Level  
Maintenance and Light Repair Certification  
Business Management & Administration - G Suite Certification (Google Suite)  
Digital Arts & Design – Adobe Certified Associate  
Health Science – Certified Nursing Assistant, Certified Clinical Medical Assistant  
Human Services – TSIC in Nutrition and Dietetics  
STEM – Autodesk Inventor Certified User, Autodesk AutoCAD Certified User  
OSHA 10  
TPMS4- Tire Pressure Management Systems Automotive

## **Local Dual Credit**

Intro to Criminal Justice – CRMJ-1010DC - NSCC  
Criminal Investigation – CRMJ-1340DC - NSCC  
Intro to Crime Scene Investigation – CRMJ-1360DC - NSCC  
Intro to Business – BUSN-1305DC - NSCC  
Entrepreneurship – ENTR-1600DC – NSCC  
Intro to Engineering Technology – ENGT-1000DC - NSCC  
Technical Graphics – ENGT-1150DC – NSCC  
Computer Aided Drafting I – CAD 1200 – NSCC  
3D Design with Revit Arch I – CAD 1650 – NSCC  
Auto Desk Inventor (with passage of Autodesk Inventor Certified User Certification) – CAD 2113 - NSCC  
Greenhouse Management & Intro to Ornamental Horticulture – PLSO 1101 – MTSU  
Intro to Animal & Veterinary Science – ANSC 1410 – MTSU

## **Faculty Awards**

Students ranked in the top ten percent of the graduating class will be eligible for the Gold Medal, Silver Medal, and Bronze Medal faculty awards. All members of the graduating class are eligible for the Boys' Citizenship and Girls' Citizenship awards and for departmental awards. Departmental awards are for excellence in one particular department over a period of time (at least two years) as determined by the faculty members in that department. Departmental award winners will be chosen for the following: Mathematics, Science, Social Studies, English, French, Journalism, Spanish, Speech, Visual Arts, Band, Choral Music, Dramatics, Agriculture, Family & Consumer Science, Health Science Technology, Information Technology, Business, Trades & Industry, Digital Arts, Male Athlete, and Female Athlete.

## **Cougar Pause**

Cougar Pause (CP) is time in the schedule, which is set aside for the following:

- Additional Instruction (Game Changers)
- ACT Preparation
- Make-up work
- Club Meetings
- Class Assemblies
- Homeroom

# Attendance

## Dickson County BOE Attendance Policy: Grades 6-12

Attendance is a key factor in student achievement and, therefore, students are expected to be present each day school is in session. The State requires all children between the ages of 6 and 17, inclusively, to attend schools. The parent/guardian or other person having charge and control of a child is held responsible for the child's regular school attendance. A student who has accumulated five (5) days of unexcused absences is subject to the Dickson County Schools progressive truancy interventions. Any continued unexcused absences may result in referral to juvenile court.

## Excused Absences

The following are typical examples of excused absences from school:

- **The student's personal illness or hospitalization.** A physician's statement or parent conference may be required. If the illness or the hospitalization is to exceed ten (10) consecutive days, the parent/guardian should apply for homebound instruction.
- **An illness or incapacitating condition of a family member which requires the temporary help of a student.** A physician's statement will be required.
- **A death in the immediate family.** Family includes parent, step-parent, guardian, grandparent, brother, sister, step-brother/sister, aunt and uncle. Appropriate documentation may be required.
- **Recognized religious holidays/events.** Parents or guardians are requested to inform the school principal prior to a student being absent from school for religious holidays/events regularly observed by persons of their faith.
- **Required court appearance.** Verification from appropriate authorities must be provided.
- **Cultural/education activities.** Students may be excused from school to participate in organized cultural and educational activities. Parents/ guardians must contact the principal and secure approval prior to the student being absent for such activity.
- **Other emergency extenuating circumstances beyond the control of the student** may be approved at the discretion of the principal.
- Students shall be excused for up to five days when the parent or guardian returns from active military service.
- **Other absences may be pre-approved by the principal at least 3 days prior to the absence.** The pre-approved absence form is located in the front office. The form must be filled out and signed by parent or guardian before submitted to the principal for approval.
- **Documentation:** If a student accumulates more than 10 days absent, a doctor's statement or court statement will be required to excuse the absence.

## Unexcused Absences

Unexcused absences are any absences not defined above.

### Reporting Procedure for Unexcused Absences

- When a student has a third (3) unexcused absence, a letter will be sent to the parent or guardian by the school in which that student is enrolled and they must meet with a principal to discuss attendance expectations.
- When a student has a fourth (4) unexcused absence, that student's name will be reported to the Attendance Director for appropriate action.
- When a student has a fifth (5) unexcused absence, the Attendance Director will send to the parent or guardian written notice that school attendance is required by law, and he/she is referred to juvenile court.
- If, within three (3) days after receipt of written notice, the parent or guardian fails to comply with the compulsory attendance law, the Attendance Director will report such unlawful attendance to the juvenile authorities.

## Make-up Work

Students shall be permitted to make up schoolwork missed due to excused absences. It is the responsibility of the student (not the teacher) to obtain all work missed due to an absence.

- The student will be expected to take tests or complete work assignments on the first day the student is back in school for absences of one (1) day or less.
- If the absence is two (2) or more days, the student shall have a reasonable time (to be determined by the teacher) to make-up tests.
- Assignments, including homework and out-of-class projects, that are due on a day when the student has been absent from school must be turned in upon returning to class the very next day (except in case of extended absence).
- Checking out of school the period that something is due does not excuse the student from the work on the due date.

No make-up work will be accepted 10 days after progress reports or report cards have been issued

## Consequences of Excessive Absences

The approved acceptable attendance for high school is 92 percent. This allows students to be absent 14 days for the school year and still maintain acceptable attendance. The following are consequences of excessive attendance issues:

- Driver's License Revocation: **More than ten (10) consecutive or fifteen (15) reported unexcused absences** by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. This is based on Tennessee Code Annotated, Section 49-6-3017(f) which states **DUE TO POOR ATTENDANCE OR THE LACK OF ACADEMIC PROGRESS A STUDENT CAN HAVE THEIR DRIVER'S LICENSE REVOKED AND ARE SUBJECT TO ADMINISTRATIVE DISCIPLINE.**

In order to qualify for reclaiming a driver's permit or license, the student must

make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

- Students with **over 18 absences (unexcused and excused)** for year long classes or 9 for semester classes must pass their Final Exam in order to get credit for the class.
- Students with **over 15 unexcused absences** lose their parking privileges and cannot attend prom.
- Seniors with **over 18 unexcused absences** lose the privilege to participate in the graduation ceremony.

### **Attendance Documentation**

- It is the student's responsibility to bring excused documentation upon returning to school after being absent the previous day(s) or part of the previous day. The office needs this documentation (note) by 7:55 am.
- Students absent from school without their parents' knowledge/documentation shall be treated as hooky.

### **Student Withdrawal**

Requests for withdrawal are made through the DCHS Counseling Office. Withdrawals are subject to the following guidelines:

- Parents or guardians must authorize the withdrawal in writing by completing the transfer form, and providing a copy of their picture ID.
- The student must return textbooks, and clear all financial obligations.
- The Counseling Office provides a copy of the transfer form, student's transcript, test scores, and immunization record when requested by the new school.

### **Tardiness**

- **Tardy to School:**  
A student reporting to school late must provide a note written by the parent or guardian stating the reason for the tardiness. Any student who arrives late to school will sign in at the office and receive a pass to class. Excessive tardiness to school may result in further disciplinary action. The Skyward Student Management System will calculate check-in after 11:30 a.m. as absences greater than half the school day.
- **Tardy to Class**  
The tardy bell rings six minutes after the previous class has ended. The tardy bell will be enforced. Students are expected to be in their assigned seats before the tardy bell rings and be ready for instruction. When a student is

tardy, the teacher should fill out a demerit, give the lower portion to the student, and take the other portion to the office at the end of the day.

## **Early Dismissals**

Students shall not be permitted to leave school premises during the school day without the request of the parent/guardian. No students will be permitted to leave school simply because they have no more classes. If students have permission to leave school, they must obtain an early dismissal note in the office prior to 7:55 and then must sign out in the front office before leaving. If students return to school before the end of the school day, they must report to the office immediately and sign in. If a parent note has not been obtained at 7:55, a parent must come to the school to check out his/her student. If a student is sick, he/she must see a DCHS Nurse before check-out or return with a doctor's note in order for it to be an excused absence. Students may not check-out to go to lunch. Students who leave campus without permission will be treated as hooky.

No more than four (4) sign-outs will be excused each semester without proper documentation: sickness documented by a doctor's statement, documented court appearance, death in immediate family, documented religious holidays. If a student checks out before 11:30 a.m., the Skyward will compute the absence as greater than half of the school day.

## **Attendance-related Definitions**

- Absent from school: a student not in attendance in regularly scheduled classes at the school where he/she attends
- Present to school: a student in attendance in regularly scheduled classes at the school where he/she attends
- Present to class: a student in attendance for at least 35 minutes of actual class time
- Early Dismissal: a student leaving class or school early
- Tardy (Late Arrival): a student who does not arrive at school by the time for which he/she is regularly scheduled
- Sign-In/Out: during the day, a student has documented permission to sign out of school for a period of time, and then sign-in, to return to school
- Truancy: unauthorized absence from school is considered truancy and will be treated as such. This includes absence from class, study hall, or any activity during the school day for which the student is scheduled.
- Hooky: a student is not in his/her assigned area

## **School Hours**

School hours are 7:55 a.m. to 2:50 p.m. Students arriving early should not arrive before 7:15 a.m. Students should leave promptly after school is dismissed; those remaining after 3:30 p.m. should be in direct supervision of an adult, school person.

**For up-to-date information refer to:**

<http://dchs.dicksoncountyschools.org>

Facebook – DC Cougarnation

Twitter – @DCcougarnation Instagram –  
dccougarnation

Calendar and Daily Schedule - <http://www.dcstn.org/DCHSCalendar.aspx>

## Code of Conduct

### Dress and Grooming

**Students normally may wear only the following items during the school day:**

- Sleeved shirts that cover cleavage and midriffs
- Pants that are free of holes and frays that show skin
- Dresses, skirts, and shorts that are beyond fingertips
- Proper undergarments that are not visible
- Appropriate shoes

**Students may not wear the following:**

- Cold shoulder or slit sleeve tops
- Sheer/see-through items
- Leggings, including athletic leggings
- Bicycle shorts
- Clothes, buttons, backpacks, purses, accessories, etc. with questionable slogans such as tobacco, alcohol, or drug advertisements; the use of profanity; sexual connotations; or gang affiliation
- Costumes
- Body or face paint
- Blankets
- Sunglasses
- Hoods or hats inside the buildings
- Pajamas or pajama-like articles
- House Shoes

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the educational environment of the school as determined by the administration.

### **Consequences of Violations**

If the violation cannot be immediately corrected, the offender will be assigned to In School Suspension for the remainder of the school day.

### **Public Display of Affection (PDA)**

Public displays of affection, including holding hands, are not permissible.

### **Consequences of Violations**

Administrative discretion.

### **Personal Electronic Devices and Other Electronic Devices**

Personal communication devices and other electronic devices may not be used during class time. Devices may only be used during lunch and class changes.

### **Consequences of Violations**

- 1st violation- The student will give the device to the teacher for the remainder of the class period.
- 2nd violation- The student will give the device to the teacher for the remainder of the class period and will also receive a demerit.
- 3rd violation- The device will be turned into administration for the remainder of the day, and the student will be assigned to ISS for the class period for three days.
- 4th violation- The device will be turned into administration for the remainder of the day, and the student will be assigned to ISS for three days.
- 5th violation- The device will be turned into the office for parent pick-up, and the student will be assigned to ISS for five days.

**Any student who refuses to give up a phone or other electronic device when asked will be considered defiant, and administration will be involved.**

### **Using Electronic Devices for Video Purposes**

The Dickson County Board of Education recognizes that instances may arise when the media, businesses, and/or individuals may request access to students, schools, or locations for projects which require filming, audio-taping, or photographing students. To protect children, employees, and the district, persons wanting to film, audio-tape, videotape, or do photography work on any school property or inside any school building must have prior written approval from the Director of Schools. **Specifically this policy prohibits any type of secret filming, audio-taping, videotaping, or photography work.**

Consequences of Violation- To be determined by Administration



## Demerits

A demerit will be issued for the following:

- tardiness to class
- sleeping in class
- inappropriate language
- minor classroom rule violations

**Consequences of Violations:** An accumulation of a set of four demerits within a 20 school day period will result in the following assignments to in-school suspension (ISS):

- 1<sup>st</sup> set—1 day of ISS
- 2<sup>nd</sup> set—2 days of ISS
- 3<sup>rd</sup> set—3 days ISS
- 4<sup>th</sup> set— 4 days ISS
- 5<sup>th</sup> set—5 days suspension at NDA

## Use of Tobacco

Possession or use of tobacco/tobacco looking products, including vaping and vaping products, by a DCHS student on any Dickson County school campus during the school day or while under the direct supervision of a school board employee will be in violation of Dickson County Board of Education policy.

**Consequences of Violations:**

- 1<sup>st</sup> Offense – 3 Days ISS (Referral to Juvenile Court)
- 2<sup>nd</sup> Offense – 5 Days ISS (Referral to Juvenile Court)
- 3<sup>rd</sup> Offense – Subject to 5 Days NDA (Referral to Juvenile Court)

## Alcoholic Beverages

Possession, use, under the influence of, and sale of alcoholic beverages is a zero-tolerance offense.

**Consequence of Violations:** The student will be suspended and remanded to a Disciplinary Hearing Authority (DHA). In addition, the student will be cited and remanded to Juvenile Court.

## Drugs and Look-Alikes

Possession, use, under the influence of, and sale of illegal drugs, marijuana, pills, capsules, or substances of a look-alike nature is a zero-tolerance offense and a violation of the drug-free school policy. CBD and THC are considered drugs.

**Consequences of Violations:** The student will be suspended and remanded to a Disciplinary Hearing Authority (DHA). In addition, the student will be cited and remanded to Juvenile Court.

## Possession of a Weapon

It is an offense for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, knives, ice pick,

dagger, slingshot, leaded cane, blackjack, splatter ball gun, brass knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any public or private school building or bus, on any public or private school campus, grounds, recreational area, athletic field, or any other property owned, used, or operated by any board of education, school, college or university board of trustees, regents, or directors for the administration of any public or private educational institution. Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors, or compasses with the intent to do harm or in a manner which renders the item dangerous.

**Consequences of Violations:** Students who violate this policy shall be subject to expulsion from the regular school program for at least one year.

## **Fighting**

Fighting will not be tolerated.

**Consequences of Violations:** Violators will be subject to a 5 day suspension to NDA.

## **Threats**

Acts of violence or threatened violence including formulation of lists, videos, social media posts, or verbal threats will not be tolerated.

**Consequences of Violations:** Violators will be subject to a DHA with a law enforcement referral.

## **Damage to Property**

**Consequences of Violations:** Students who deface, vandalize, or damage in any manner any school property, including school buses, shall pay in full for all damage and shall subject themselves to disciplinary action and possible law enforcement referral.

## **Theft**

**Consequences of Violations:** Theft of any type will subject a student to the following disciplinary actions and possible law enforcement referral:

- Petty Theft (under \$200) – 3 Days ISS and restitution
- Minor Theft (\$200-\$499) – Subject to 5 Days NDA and restitution
- Major Theft over \$500 – Subject to a DHA at the DCBE, possible police involvement
- Felony Theft over \$1000 – Felony Offense with police involvement

## **Bullying, Harassment and/or Cyberbullying**

**Bullying** – an act directed at one or more students that is intended to harm or embarrass, involves an imbalance of physical, emotional, or social power, and is repeated over time; **harassment** – unwelcomed conduct based on a protected class (race, national origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment, unwelcome conduct of a sexual nature (sexual harassment) which can include advances, request or other verbal, nonverbal or

physical conduct of a sexual nature; and/or **cyberbullying** – bullying undertaken through use of electronic devices, including but not limited to telephones, cell phones, wireless telecommunication devices, text messaging, e-mails, social networking sites, videos, websites or fake profiles will not be tolerated. If you believe student behaviors constitute a violation of the policy of Dickson County Schools, you may report this matter in writing and give anonymously to any staff member of this school or report it through the school “STOP IT” app.

### **Searches by School Personnel (Board Policy 6.303)**

Any principal, or designee, having reasonable suspicion may search any student, container or packages, places 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 visitor 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 has no 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 students 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. 15 A principal /designee may search any vehicle parked or otherwise located on school property if there is reasonable suspicion to believe that the vehicle contains a dangerous weapon or drug or contains evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body. School officials may conduct hand-held or walk-through metal detection checks, to search a student’s person or personal effects.

### **Explanation of Disciplinary Consequences**

#### **Suspension (Tennessee Code 49-6-3401)**

Any principal, principal-teacher, or assistant principal of any public school in this state is authorized to suspend a student from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Suspensions of three (3) or more days will be served at New Directions Academy (NDA). **The student will not return to DCHS until all days have been served. If a student elects not to go to NDA, zeros for all work and tests during that time.**

## **In-School Suspension**

A student may be sent to in-school suspension for any type of misconduct prejudicial to good order and discipline in the school as deemed punishable by the administration.

## **New Directions Academy**

At the discretion of the administration, a student can be recommended to the Disciplinary Hearing Authority. A request may be made for the student to be assigned to New Directions Academy (NDA). If assigned to NDA, a student must complete all successful days required before returning to DCHS.

## **Disciplinary Hearing Authority (DHA)**

A Disciplinary Hearing Authority (DHA) has been established to conduct hearings for students who have been suspended, for more than ten (10) school days. Each hearing shall be conducted by at least three (3) members of the Disciplinary Hearing Authority. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension. Notification of the decision shall include a statement of the right of parents to appeal the decision made by the Disciplinary Hearing Authority within five (5) days after receiving the decision to the Director of Schools. The appeal must be submitted in writing within five (5) calendar days of the decision rendered by the Disciplinary Hearing Authority.

The DHA may take the following disciplinary actions:

1. Order removal of the suspension unconditionally;
2. Order removal of the suspension upon such terms and conditions as it deems reasonable;
3. Assign the student to an alternative program;
4. Suspend the student for a specified period of time.

## **Lunch Procedures**

All students will go to the cafeteria at their appointed time and remain there until dismissed by the cafeteria supervisor. Once a student is in the cafeteria, he/she is under the supervision of the cafeteria monitor. If a student leaves the cafeteria without the written permission of a supervisor, it will be treated as hooky. When excused from the cafeteria, all students must remain in the designated break areas. No food is to be eaten outside the dining area. As an example, students may not eat in teachers' classrooms. Guest are not allowed to eat with students in the cafeteria. Students are not permitted to leave school for lunch, have lunch delivered, or pick up lunches off campus. Students will be assigned an ID number which will be the last four digits of their Social Security number unless there is a duplication. These numbers and the student status will be coded into the cash registers. Students can prepay for their meals, or they can pay as they go through the line.

Upper Campus Lunch Shifts: 1st Lunch Shift - 120, 215-220, 300 Hallway  
2nd Lunch Shift -100, 200, 400, and 500 Hallways  
3rd Lunch Shift - Gym/Wellness, 600 and 700 Hallways

Lower Campus Lunch Shifts: 1st Lunch Shift- English, History,  
2nd Lunch Shift- Math, Science, ELL, RTI  
3rd Lunch Shift- CTE, Wellness, Art

**Meal Costs**

*BREAKFAST*

Student: \$1.50

Reduced Student: \$0.30

Staff: \$2.00

Visitor: \$2.50

*LUNCH*

Student: \$3.00

Reduced Student: \$0.40

Staff: \$4.00

Visitor: \$4.50

**Online Breakfast and Lunch Payment**

Payments may be made online at [www.LunchPrePay.com](http://www.LunchPrePay.com). Parents need to enter their child's seven (7) digit student ID number to begin this process. Premium service should be selected as the \$10 fee is waived for Dickson County residents. This service will allow parents to make payments, track their children's daily participation, and set up email notifications for balance alerts.

# Transportation

## Motor Vehicles Regulations

All student vehicles parked on DCHS property must be registered and assigned a parking spot.

### Parking Lots

- Orange/Blue Lots (\$15 fee)- These parking lots are reserved for assigned parking. The Orange lot has 141 spaces and the Blue Lot has 239 spaces.
- Upper Field House (\$15 fee)- This parking lot is assigned parking. The Upper Field House lot has 74 spaces.
- Top of the Rock Lot (\$15 fee)- This parking lot is unassigned parking. The Band Hill Lot has 100 spaces.
- Stadium Visitor Parking Lot (Free)- This parking lot is unassigned parking.

### Parking Policies

Parking privileges can be revoked for failure to follow parking rules, driving laws enacted by the State of Tennessee, and any other reason deemed appropriate by Administration. All front row parking spaces along the orange and blue parking lots are reserved for staff and visitors only. Students are prohibited from parking in any other areas on campus other than the designated parking lots listed above unless permission granted by Administration.

Parking hangers are to be displayed on the rearview mirror in plain view. If the vehicle does not have a rear view mirror the hanger is to be displayed on the dash in plain view or taped to the windshield in the bottom driver side corner so as not to obstruct the driver's view.

In the event a parking permit is lost or stolen the student is to report the lost/stolen permit to the SRO or Administration and a second permit can be issued. The second and all other subsequent permits approved by Administration will be subject to original fee per Administration discretion.

Campus speed limit is 15 mph.

Students are to park within the parking spot not on or over the lines which would hinder someone from parking beside them. Students driving with any type of trailer attached to their vehicle are to park in the Upper Field House parking lot along the curb in a manner that does not impede traffic flow or block any vehicles from entering/exiting the parking lot.

Upon arrival students are to exit their vehicles and come inside the building. During the school day students are NOT to be in the parking lots, sitting in their vehicles, or using their vehicles without permission from Administration. Failure to abide by this can result in hooky.

All students are to exit the parking lots by 3:15 PM each day unless they are staying after school for an approved after school event. Students are not allowed to

congregate in the parking lots after 3:15 PM unless permission is granted by Administration.

Radios and other music devices are not to be played in a loud, disruptive manner. This includes loud muffler (or lack thereof) systems on vehicles. Any audible noise coming from the vehicle heard from a distance of 50 ft. or greater can constitute a violation.

Parking hanger deception (FAKE HANGERS) will result in loss of parking privileges, notification of parents, and/or other disciplinary action as deemed appropriate.

Non-registered vehicles parked on campus will be identified and the student will be subject to disciplinary action. Once students arrive on campus, they are not permitted to leave without permission from administration or the main office.

Students with assigned parking space are to park in their assigned space. If their space is taken they are to park in the overflow parking (Stadium Visitor Lot) and report to the SRO. Any violation with parking on school grounds can result in student's assigned parking space being revoked for the remainder of the school year per administration.

### **Registering a Vehicle**

- Vehicles are registered and parking hangers are purchased through Eventbrite.
- Detailed instructions will be provided during the first weeks of school.

***Cell phone use while the vehicle is in motion is prohibited.***

### **Bus and Car Riders**

- The school bus driver shall report any misconduct of students on the bus to the administration. The administration will suspend or recommend expulsion of students for disobedience or disturbance on a school bus in the same manner as for any other infraction which occurs in the school. Students who ride buses to another school in the county and transfer to a high school bus are under the supervision of the principal of that school and must abide by all rules and regulations of that school.  
While on that campus, students will not be permitted to get off the school bus except at their destination.
- Students who drive to school shall not be on the campuses of other schools on the way to and from school. No student shall ride a bus to another school and transfer to a car to ride to DCHS.
- Student drop-off and pick-up should be made in front of the auditorium lobby.

# Miscellaneous Information

## Textbooks

Each student will be furnished with a sufficient supply of textbooks for each class. At the completion of a unit of study, all books previously distributed to the students shall be returned to the teacher, who shall check each book. If any book has been unduly abused, mutilated, lost, or destroyed, a charge shall be issued against the student.

## Flowers

Students will be notified of flowers by the end of the last period and allowed to pick up their flowers at the end of the school day on Valentine's Day only.

## Student Insurance

- An accident insurance program is made available to each student enrolled in DCHS. This insurance is required for all students enrolled in athletics, band, physical education, vocational classes, and science classes.
- Parents who believe their students are adequately covered may present a signed waiver to the teacher in charge of each program.

## Visitors & Welcome Center Procedures

Visitors must report directly to the office after obtaining a visitor's pass from the Welcome Center. All visitors must be approved by an administrator. Upon arrival at the welcome center, visitors will be required to present an ID. Only those listed on a student's Skyward account will be admitted on campus. As a reminder, no food or drinks can be delivered to students on campus.

## Reporting Pupil Progress

When students withdraw, they must go through the proper clearance procedure to ensure that obligations are clear for transcripts and recommendations to be sent upon request. Students who withdraw and later re-enter will have all absences recorded as unexcused unless they have been enrolled in another school.

*DCHS also follows all policies and procedures outlined in the **Dickson County Schools Student – Parent Handbook.***



**Dickson County High School uses Skyward as our student management system.**

### **Skyward Family & Student Access Overview**

Dickson County High School is dedicated towards helping all parents and guardians to be easily involved with their child's educational team. In our ongoing effort to increase communication between school and home, we are pleased to offer Skyward Family Access to our families. Skyward is our statewide student information system, and all families have access to the system. With this online ability, you will be able to view your child's schedule, daily attendance, quarter/semester grades and grade books, and general and emergency information.

### **Skyward Frequently Asked Questions**

#### **What is Skyward Family Access?**

Dickson County High School realizes the important role that parents/guardians play in the education of children and the importance of parent/guardian involvement. Skyward Family Access is an easy to use web based tool for parents and guardians that provides secure, near real time information about your child's grades, attendance, class schedule, messages from teachers, and demographic information.

#### **How do I get access to Skyward Family Access?**

Your student's school sets up access at time of enrollment. If you do not remember how to access your account, please contact your school.

#### **Do I need a separate account for each child? Can I see student information for children attending?**

You will have one account that gives you access to all of your children attending school within this district.

#### **Are passwords case sensitive?**

Yes, passwords are case sensitive.

#### **Can I change my password?**

Yes, you will have the option to change your password once you login to Skyward Family Access.

#### **What if I forget my password?**

Go to the Skyward Family Access log in page and click on "Forgot Login/Password" link. You will receive an email with your username and a link for your password. Please follow the directions in the email to reset your password.

#### **Will I need to sign up for Skyward Family Access every year?**

No, once you have an active account it will remain active as long as you have a student enrolled.

#### **Can/should I share my password with my student?**

No, parents and students have different passwords because they have different types of access. Students in grades 9-12 will have their own Student Access account (login will be provided by the school). Student access in elementary and middle schools is at the discretion of each school. Skyward Family Access is password and user name protected. PLEASE KEEP YOUR PASSWORD AND USER NAME CONFIDENTIAL.

#### **Is there a free mobile app for Skyward Family Access?**

Yes, Skyward has a free mobile app available on all major platforms, including iOS, Android and Windows Mobile.