

**Soddy Daisy High School
Student Handbook
2020-21**



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MISSION

The mission of Soddy Daisy High School is to build a relationship-based culture of collaboration among all stakeholders with a focus on student achievement.

BELIEFS

We believe that student success occurs in an enriching and interactive learning environment where expectations are high and the climate is inspiring.

We recognize that quality learning is a cooperative effort among staff, students, parents and community members where students have opportunities to apply their knowledge in real-life situations and where risk-taking is a valuable part of learning.

It is our goal to provide a strong school community where what is best for students always comes first.

SODDY-DAISY HIGH SCHOOL HONOR CODE

We expect students to be honorable in academic endeavors at Soddy Daisy High School. If participating in cheating, students should expect consequences.

Cheating involves one or more of the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's work
3. To plagiarize (use another person's idea, expression, or words without giving the original author credit.).
4. To prepare for cheating in advance.
5. To fail to follow test procedures or instructions announced by the instructor or facilitator.
6. Inappropriate use of a phone, calculator, or any electronic device (SDHS administration will confiscate the electronic device in addition to the consequences for cheating).

When a teacher determines to his/her satisfaction that an act of cheating has taken place, he/she will give the student a zero for the assignment, notify the student's parent or guardian, and notify the appropriate administrator.

ACADEMICS

Grading Scale:

LETTER GRADE	DESCRIPTION	NUMBER SCALE
A	Excellent	93 - 100
B	Very Good	85 - 92
C	Average	75 - 84
D	Below Average	70 - 74
F	Failure	0 - 69

Each yearlong course that is passed with a grade of 70 or higher will receive 1 credit. Each semester course passed will earn half a credit.

CREDIT RECOVERY

A failing grade, 50 or above, from a previous quarter or semester may be “recovered” and if a passing grade is achieved, the student can receive a grade of 70 for the semester/year. For any class that is completed with a 49 average or below, the student will have to re-take that entire class.

HONORS POINTS

Per HCDE policy, five (5) points will be given for each class on the final average for Advanced Placement, four (4) points for Dual Enrollment and/or State Dual Credit classes and three (3) points for Honors courses at Soddy-Daisy High School. **The five (5) honors points will not be awarded for AP classes if the student does not take the AP Exam.**

NATIONAL HONOR SOCIETY

MEMBERSHIP REQUIREMENTS

1. 3.50 grade point average on a 4.00 scale
2. 5 faculty ratings (minimum)
3. After induction, if the grade point average drops below 3.50, the student is placed on probation and is given one grading period to attain a 3.50 average. If grade point average is not attained, the student is dismissed from the National Honor Society. Students will not be allowed to be on stage at graduation if community service hours are incomplete.
4. Administrative screening
5. **It is the student's responsibility to apply** in the spring to be considered for membership. Applications will be available on the school website (www.sdtrojans.com) in March of each year. **Students will not be accepted if they miss the application deadline or if they fail to submit all required documentation.**

NATIONAL BETA CLUB

MEMBERSHIP REQUIREMENTS

1. Members are drawn from the sophomore, junior, and senior classes and from second semester freshmen.
2. The scholastic requirements for membership in this chapter of the National Beta Club shall be a minimum of 3.00 cumulative grade point average on a 4.00 scale.
3. 10 faculty ratings (minimum).
4. A member of this chapter of the Beta Club may be dropped from membership if he/she is absent without justifiable reason from three (3) regular consecutive meetings.

5. A member of this chapter of the National Beta Club may be dropped from membership if the scholastic record falls below a "B" average for a freshman, sophomore, or junior or if there is more than one "C" for a senior. If and when a member is dropped from membership, a record of this action is relayed to the national office for the National Beta Club immediately.
6. Administrative screening.
7. **It is the student's responsibility to apply** in the spring to be considered for membership. Applications will be available on the school website (www.sdtrojans.com) in March of each year. **Students will not be accepted if they miss the application deadline or if they fail to submit all required documentation.**

9th GRADE STUDENTS, PLEASE NOTE: You are advised to study these requirements closely, and if you are interested in becoming a member of the National Honor Society or National Beta Club, then plan your high school experiences accordingly. Academic achievement alone will not guarantee admittance into the National Honor Society or the National Beta Club.

VALEDICTORIANS & SALUTATORIANS

The Valedictorian must earn the highest numerical average rounded to the nearest hundredth. The Valedictorian's course selection should be based on the highest academic level of a class offered, to include AP, Early College, and honors courses offered in the core curriculum that meet graduation requirements each year in high school. The Valedictorian must be enrolled in the school from which he/she graduates by the beginning of the junior year. The Salutatorian shall be the student with the second highest numerical average and must meet the same academic course selection requirements and school attendance as the Valedictorian.

The Valedictorian and Salutatorian will be declared at the end of the seventh (7th) semester for media and scholarship purposes. Speakers at graduation will be taken from this group.

ATTENDANCE

HCDE ATTENDANCE & PROCEDURES

Soddy Daisy High School expects students to be at school regularly and in classes on time. This will be closely monitored and consequences for skipping class, being tardy or forging notes will be levied. Please be at school at all times unless you're running a fever. In addition, please make every effort to schedule appointments at the latest time possible so that you do not miss class. Every absence, excused or unexcused, counts against our school and our students to identify those who are considered chronically absent and therefore at risk.

HCDE policy allows students **five (5) unexcused absences per school year**. HCDE will allow parent excuses to serve as documentation for three (3) additional personal illness days. After the five unexcused days and the three additional personal days, **parents must provide medical service documentation for the following: personal illness, family illness, or personal (as defined below under excused absences).** **To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent or guardian AND any medical documentation should be presented to the appropriate school official in the attendance office within five (5) days of the student returning to school.** By law social services will be involved after 5 absences. There will be a parent meeting to set up an attendance intervention system for any student who is absent more than 5 days. Court appearance for both student and parent should be expected if the student's attendance does not significantly improve during the intervention..

EXCUSED ABSENCES

1. Personal Illness: Students will have to provide a physician's statement for this to count as excused.
2. Death in the Immediate Family: Students may be excused for not more than three (3) days in the event of a death in their immediate family. An acceptable excuse for this is the funeral program.

3. Family Illness: Students having an illness in the family which requires the student to give temporary help will be excused upon proof of appointment. A doctor's statement is required. Prior approval by parent or guardian and the principal or his designee is required.
 4. Religious Holiday: Students will be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required.
 5. Medical or court: Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearance, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian and the principal or his designee is required.
- * School-Sponsored Activities: Students are marked **present** when participating in a school-sponsored activity.

EARLY DISMISSAL

Students will be allowed to sign out under the following conditions:

1. For planned absences, students need to submit a parent note requesting the student's dismissal prior to the start of the first period. The attendance secretary will give the student a dismissal slip during the day before his or her dismissal time. When the student leaves campus, he or she has to sign out in the attendance office. The note, signed by a parent or guardian, should be sent to the office with the following information included:
 - a. Student's name
 - b. Grade level
 - c. Phone number where the parent can be reached so that the school attendance secretary can confirm that the student has parental permission to leave school.
 - d. Parent's signature

NOTE: FOR THE SAFETY OF YOUR STUDENT, ALL REQUESTS MUST BE VERIFIED. If the parent/guardian cannot be reached, the student WILL NOT be given permission to sign out early

2. In the case of an emergency, a parent or guardian must come to the attendance office to sign the student out in person. Teachers cannot release a student from class except on authorization from the attendance office. Any person asking for a student should be directed to the Main Office. A student cannot leave in the company of any person other than a parent, legal guardian, a school employee, or a person designated by the parent or guardian **AS LISTED ON THEIR EMERGENCY CONTACT IN THE ONLINE REGISTRATION FORM**. If this is not filled out, the student may not be released.
3. Students will NOT be dismissed via a telephone call by parent/guardian due to the danger of unverifiable documentation. A Parent/Guardian must come to the school and sign out the student through the attendance office.

PLEASE make every effort not to request student dismissal after 1:30 due to traffic and office personnel accessibility.

4. Hamilton County policy is not to dismiss students after 1:15 due to traffic issues; however, in a true emergency, a parent or guardian must report to the main office and the student will be released, of course.
5. Students who leave campus without checking out through the attendance office will be considered skipping and will face consequences.

ABSENCES, MAKE-UP WORK AND STUDENT GRADING

By law students are expected to be in school. However, illness and emergencies do happen. In this case, students are responsible for maintaining and presenting documentation for excused absences to the attendance clerk.

In the event of an absence, teachers will provide information and assistance on assignments and permit the completion of work missed. Absences may result in homework/classwork assignments as make up work on the student's time. Students must make up work at the teacher's convenience and **shall have five (5) school days after the absence to complete missed assignments**. After an excused absence, make up work shall receive 100% credit. Any work completed after an unexcused absence may be made up for a maximum of 90% credit. At the teacher's discretion, he or she can allow 100% credit for unexcused absences.

***Request for makeup work is the responsibility of the student.**

EXAM EXEMPTIONS

Students can be exempt from final exams if they have an average of an 80 or higher in the class and **no more than 3 unexcused absences**. These absences include any suspension/expulsion days but do not include ISS or school activity days as the student is considered in attendance. **Tardies WILL affect exemptions.** See tardy policy below. All students are expected to take mid-term exams because exemptions are only allowed for final exams.

TARDIES

Students are expected to be in class on time. All students will be counted tardy if they are not in the classroom when the tardy bell rings. For every 3 tardies, students will be given detention (30 minutes) after school the following Tuesday or Thursday of the next week. **Three tardies to any class will be counted as an unexcused absence to determine exam exemptions.**

BEHAVIOR

BEHAVIOR GUIDELINES FOR STUDENT DISCIPLINE

1. Each student should leave his or her car upon arrival at school to enter the building. Loitering in the parking lot is not acceptable.
2. Students are to refrain from inappropriate language.
3. SDHS students are expected to show respect for all adults and peers at all times.
4. No student will be permitted to go into the parking lot during normal school hours without authorization from the SRO. If caught in a parking lot during school hours without an appropriate written pass, students will be considered skipping. Loss of driving privileges may result.
5. Students should not enter the hall without a HALL PASS from the immediate supervising teacher. Teachers only will permit hall passes in the case of emergency. **This includes restrooms for use during that class. No hall passes will be issued during the first 10 and last 10 minutes of each class.. Hall passes are color coded and indicate the area in which you should be at all times during that class.**
6. Student couples should conduct themselves in a manner that is respectable for the school and students. Public displays of affection are not acceptable.
7. Loss of personal property, including all electronic devices, is the responsibility of the student.

ASSAULT/THREATENED ASSAULT

A student who assaults or threatens to assault a student or employee of the Hamilton County Department of Education will be reported to local law enforcement officials and shall be suspended for a period of time determined by administration. Coordination with law enforcement for the transport of the student aggressor(s) to the Hamilton County Juvenile Facility may occur. The act may also result in expulsion. **Any threat (either in person or via electronic communication) to harm another student or school employee or self will be taken seriously by the school administration.**

BULLYING/CYBER-BULLYING

Bullying will not be tolerated on school property, at a school function, or on a school bus. Bullying shall mean repeated and deliberate harassment and/or violence against a student perpetrated by another student or group of students. Bullying includes but is not limited to any on-going:

1. Physical Violence
2. Taunts, name-calling or ethnic, racial or gender-based verbal abuse (in person or via electronic communication)
3. Threats, intimidation, or extortion by any means
4. Intentional behavior toward a student or group of students whether directly, through a third party, or through the use of electronic devices or media, that places a student or group of students in fear or creates a hostile educational environment.

A student who commits an offense under this policy will be disciplined in accordance with the guidelines set forth in **HCDE Board Policy 5.500**. A copy of the entire harassment policy is on file in the library and principal's office.

FALSE REPORTS

A student who intentionally initiates or circulates a report of a past, present, or impending emergency, such as bombing, fire, etc., knowing that the report is false or baseless, shall be referred to law enforcement officials. A student guilty of filing a false report is subject to suspension and/or expulsion..

FIGHTING

Fighting will not be tolerated. Students will be suspended according to the Hamilton County Code of Acceptable Behavior and subject to arrest.

Students who instigate fights but are not physically involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight or use an electronic device to film an altercation) submit themselves to the same penalties as those who are involved in the fight. Videoing a physical altercation and/or sharing it via electronic communication will be subject to discipline.

Students are to report incidents of fighting or situations that could lead to a fight immediately to an administrator or teacher.

SEXUAL HARASSMENT

Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee Law. Sexual harassment toward any student by an employee, other student, or an individual associated with the school system will not be tolerated. Sexual harassment shall be defined as conduct, advances, gestures, words of a specific sexual nature, or words which are commonly accepted to have a sexual connotation. Students who believe that they are victims of sexual harassment shall report such activity to a school administrator or a school guidance counselor.

The school system will take such disciplinary action as it deems necessary and appropriate to end harassment or sexual harassment and prevent its recurrence. Soddy-Daisy High School will follow **HCDE Board Policy 6.304** concerning sexual harassment.

SKIPPING CLASS

Students skipping class will receive consequences including but not limited to loss of driving privilege for those who drive, as well as detention and/or Evening School to make up for lost time and inability to follow rules.

TRESPASSING ON A SCHOOL PROPERTY

A student who trespasses in a building or grounds of any public school and engages in any disorderly conduct shall be reported to local law enforcement officials. The act may result in suspension or expulsion. Students are not allowed to have visitors on campus. All visitors must sign-in and have prior permission from administration to be on campus.

VANDALISM

A student who defaces or disfigures any building or fixture attached thereto owned by the Hamilton County Department of Education shall be reported to local law enforcement officials. The act may result in suspension or expulsion. Parents or guardians of a student under eighteen (18) years of age or a student eighteen (18) years or older shall be responsible for all damage intentionally, willfully or negligently inflicted on school property by the student.

WEAPONS

The carrying or possessing of a weapon by a student is unlawful while on school property and will result in discipline infractions, possible criminal action, and confiscation of the weapon.

ZERO TOLERANCE POLICY

The following will result in a suspension of at least one calendar year:

Public Chapter 375 has created an additional offense that will qualify as zero tolerance (beginning 2013-2014 Year).

1. Possession of a Firearm or an Explosive or Incendiary or Poison Gas device.
2. Striking a School Employee or School Resource Officer.
3. Unlawfully possessing any controlled Substance or Drug.
4. Possessing, transferring, or receiving drug paraphernalia, “look-alike” drugs, or non-prescriptions drugs.

The above includes possession on school property, a school bus, or at a school sponsored activity and may be reported to local law enforcement officials.

BUS TRANSPORTATION & CONDUCT

To obtain appropriate bus transportation, go to www.hcde.org and click on “Parents” and you will see “Bus Transportation.” There you will see all Hamilton County transportation information for both bus routes and rules, as well as how to request a stop and what to expect in the case of an early dismissal day county-wide.

Bus drivers are in charge of the pupils on their buses, and their instructions must be followed at all times. FOR THE SAFETY OF ALL INVOLVED, OFFENSES WILL CARRY THE SAME PUNISHMENT AS SIMILAR OFFENSES AT SCHOOL AND MAY RESULT IN LOSS OF TRANSPORTATION PRIVILEGES. FIGHTING WILL NOT BE TOLERATED ON THIS CAMPUS OR ON THE SCHOOL BUS. Both bus suspension and/or school suspension are possible at the discretion of school administration for students who refuse to follow the bus driver’s rules.

DELIVERIES

No deliveries of any kind are allowed during the school day to students. In the case of a forgotten academic, athletic or band items, students will be allowed to pick up the item in the main office ONLY BETWEEN CLASSES. It is not the responsibility of office personnel to notify students of deliveries and no announcements will be made during the school day regarding items brought in for delivery.

DISMISSALS

Students will be allowed to sign out under the following conditions:

1. For planned absences, students need to submit a parent note requesting the student’s dismissal prior to first period beginning. The attendance secretary will give the student a dismissal slip. When the student leaves campus, he or she has to sign out. A note signed by a parent or guardian can be sent to the office with the following information on that note:
 - a. Student's name
 - b. Grade level
 - c. Phone number where the parent can be reached so that the school attendance secretary can confirm that the student has parental permission to leave school.
 - d. Parent's signature

NOTE: ALL REQUESTS MUST BE VERIFIED. If the parent/guardian cannot be reached, the student WILL NOT be given permission to sign out early

2. In the case of an emergency , a parent or guardian must come to the attendance office to sign the student out in person.
3. Teachers cannot release a student from class except on authorization from the administration. Any person asking for a student should be directed to the Main Office. A student cannot leave in the company of any person other than a parent, legal guardian, a school employee, or a person designated by the parent or guardian **AS LISTED ON THEIR EMERGENCY CARD.**

Students will NOT be dismissed via a telephone call by parent/guardian. Parent/Guardian must come to the school and sign out the student through the attendance office.

Hamilton County policy is not to dismiss students after 1:15 due to traffic issues, but in an emergency, a parent or guardian must report to the main office.

Students who leave campus without checking out through the attendance office will be considered skipping and will receive the appropriate consequences for such actions.

DRESS CODE

We strive to give students an opportunity for choice and creative expression within the dress code while maintaining an appropriate educational setting. For this reason, school dress and grooming must be modest and decent. Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided. We ask for parents' help with these decisions. As always, we appreciate your support and assistance. **However, when necessary, in matters of opinion, the judgment of administrators will prevail.**

PANTS

- Solid colors (gray, navy, white, khaki, black)
- No denim material
- Knee-length shorts (gray, navy, white, khaki, black)
- No sweatpants, athletic shorts, leggings
- No pajama pants

SHIRTS

- Soddy Daisy spirit wear is allowed i.e. sweatshirts without hoods, polos, short or long-sleeve t-shirts, with SD logos
- Any other tops should be school appropriate and must be modest, not showing undergarments
- All tops should be without hoods
- T-shirts should have no large advertisements other than SDHS; small logos/trademarks in the upper corner/center are acceptable, such as the small Nike swoosh, small Under Armour logo, etc.

SHOES

- No house shoes, heelies or flip flops

HEADWEAR

- No Hoods, Hats, Bandanas, Toboggans, or Head Coverings (except for religious purposes)
- These items are to be kept in cars or left at home. They are NOT to be out during school hours and may be confiscated by any school employee if necessary.

OUTERWEAR

- Appropriately sized Jackets, Sweatshirts without hoods and Sweaters are allowed. If removed, appropriate dress code must be worn underneath.
- Blankets are not allowed and are not to be brought into the building. These may be confiscated by any school employee.

ACCESSORIES

- Sunglasses are not to be worn inside the building

- Earbuds are only to be used during class time when instructed by a teacher.

**No clothing adorned with racial, confederate flags, alcohol, or drug insignias, or other distracting or offensive (admin decision) designs can be worn.*

DRIVING PERMITS and PRIVILEGES

Driving Permits(State of Tennessee Guidelines)

Chapter 819 of Public Acts of 1990, established the requirement for driving privileges to be denied or suspended for children under the age of 18 for the following reasons related to school:

1. A child under 18 applies for a Tennessee Driver License and is in non-compliance with the compulsory school attendance laws.
2. A student age 15 or older withdraws from school
3. Failure to pass three (3) classes per semester or the equivalent.

"Withdrawn" means more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester (TCA 49-6-3017 (C). Suspension days are unexcused in regard to this policy. The Department of Safety requires written certification from local school officials for persons under the age of 18 applying for a Tennessee driver's license and for persons who have withdrawn from school and are 15 years of age. These forms are available from the main office.

STUDENT DRIVERS

Driving to school is a privilege afforded to students, not a right. Certain conditions are attached to the privilege. A student's parking permit is subject to confiscation at any point due to excessive tardies and/or unexcused absences. Students who fail to uphold those conditions will be subject to loss of parking privileges, monetary fines, and disciplinary actions. The conditions for parking are as follows. All students will

1. Possess a valid driver's license and physical proof of insurance.
2. Clear all debts and hold
3. Register any vehicle driven to school with school authorities.
4. Pay a non-refundable \$25 fee for a permit that must be hung from the rear view mirror
5. Not share their permit with another student
6. Return their permit upon withdrawing from school
7. Observe a 15-MPH speed limit while on campus.
8. Leave the car upon arrival and enter the building.
9. **Always park in their assigned space.**

Any of the above mentioned driving and parking rules may be a reason for loss of driving privileges.

Soddy-Daisy High School is not responsible for theft or damage to automobiles or possessions in automobiles that are parked on the Soddy-Daisy High School campus. In an event such as this, a report should be filed with the Soddy Daisy Police Dept.

Parking lots are identified as Lots A, B, C, D, and E. THEY ARE RESERVED SPACES; YOU MUST PARK IN YOUR ASSIGNED SPACE. Students must not park in a space marked R (Reserved) or V (Visitor) and must park between the two white lines.

ELECTRONIC DEVICES

CELL PHONES

Because devices are to be 1:1, a student will not have any reason to use his/her cell phone during class. Whether or not the student has a Chromebook, **cell phones or other personal electronic devices may not be used during class for any**

reason. To keep distractions to a minimum during instructional time, students will be asked to place the phone in the viewable Pockets provided within each classroom and pick it up as they exit the room. If a student does not follow the established cell phone policy, the cell phone will be confiscated. This confiscation will follow the guidelines established and approved by HCDE of 3 calendar days. If an electronic device is confiscated due to misuse, neither SDHS nor HCDE is responsible for the device during the time of confiscation. The refusal to turn over an electronic device for misuse will result in disciplinary action for insubordination and the phone will be kept an additional 2 days. Likewise, any student who is dishonest about not having a phone but is seen using it or it goes off, the device will be kept 5 days instead of 3. Students are allowed the use of their phones before and after school, between classes, and during lunch.

PERSONAL COMPUTERS/ELECTRONIC DEVICES

Students are responsible for the content of all devices in their care. Any use of an electronic device must meet the rules and expectations of the school and county internet use policy, as well as electronic device policy. Personal laptops may not be brought into the school building.

SCHOOL ISSUED DEVICES

Students are responsible for the care of all devices supplied by the school. Students must turn in the device which they were issued at the time designated by the supervising teacher. If a student damages the device and does not have insurance on it, that repair cost will become the responsibility of the student and that student's guardian. In addition, students may be denied the use of a school and/or personal device due to inappropriate use. Appropriate use is when the school device and/or school account is used for instructional purposes related to school assignments and adheres to all school rules.

FEES

FIELD TRIPS/SCHOOL ACTIVITIES

Students attending instructional or optional field trips may use the website link to pay any associated fees. This is also the link for paying for optional activities such as prom, etc.

HOLDS

Report cards, diplomas, transcripts, etc., may be held by Soddy Daisy High School for those students who owe debts to the school. Public Chapter 1074-Senate Bill 2109 House Bill 1808 prescribe that local schools may withhold all grade cards, diplomas, certificates of progress, or transcripts of a student who has incurred a debt to the school or a student who has taken property which belongs to a local school or any agency thereof until the student makes restitution. Examples of debt are library fines, destroyed or lost textbooks/workbooks/electronic devices, lunch charges, and costs for activities occurring outside the regular school day including sports (i.e. uniforms), trips, social events, and fundraisers.

INSTRUCTIONAL FEES

While instructional fees are not requested this year, they would allow students at SDHS to more fully experience the educational process of hands-on activities such as lab experiments, online databases for student learning, document cameras to display and analyze student work, computers for student research and writing, graphing calculators for students in all math classes, printers for those who do not have home access, PE equipment for student health and activity, and many other various classroom supplies.

As a non-Title 1 school, SDHS does not receive funds from the state and federal government, as many other schools in Hamilton County do. If you would like to give a donation to enhance our student's educational experience, there is a link on our website under Parent Resources. We cannot accomplish great things without all our stakeholders' involvement.

The following are the only school fees requested this year:

Art/Science/Technology	\$20.00
Parking Permit:	\$25.00
Senior fee: (Diplomas, flowers, senior night)	\$30.00
Transcripts:	\$ 2.00

PARKING FEES

Students who are privileged to drive to school are expected to have a school parking pass that is hung visibly on their rear view mirror. The cost is \$25 for the year and may be purchased through the link on our school website. Parking spaces can be selected online by the student on a first-come-first-served basis. If a student purchases a parking permit during the school year, the fee remains \$25.

FIELD TRIPS

School sanctioned field trips will follow Hamilton County Board Policy. The following provisions will be used by Soddy-Daisy High School in explaining student responsibilities for attending field trips:

1. Following the field trip, the student will be responsible for assigned homework, tests, quizzes, projects, etc., as scheduled by the teacher. Time extensions may be granted at the teacher's discretion.
2. The student should make arrangements with the teacher to get help, if needed, prior to the field trip.
3. Hamilton County Department of Education field trip policy MUST be followed in regard to student vehicles. Administrative approval is required.
4. Students are under the same behavior rules as if they were actually on the school campus.
5. Field trips are planned for educational purposes to meet classroom objectives.
6. Field trip participation is a privilege. Decisions regarding student participation can be based on attendance, grades, and/or behavior.

FOOD AND DRINKS

Drink machines are provided for students in the commons and other designated areas. All drinks and snacks are to be consumed in the commons area and not to be taken into classrooms without teacher permission. **Students are not to be at drink and snack machines at any time during class. Purchases must be made before school or between classes.** By Federal Law, vending machines in the commons are turned off during lunch hours. **Students may not leave the commons area to visit other vending machines during lunch.**

GRADE REPORTING

Soddy-Daisy High School reports each student's progress using PowerSchool online reports. **Report cards will not be printed at the end of grading periods.** If a student desires a paper copy of his or her report card, the student will need to bring a self-addressed, stamped envelope to the office. The semester grade is the final grade and is recorded on the permanent record.

ILLEGAL SUBSTANCES

ALCOHOL AND TOBACCO PRODUCTS/E-CIGARETTES

SDHS is an alcohol and tobacco free campus, including E-cigarettes and Vapes. If you do not want your Vape taken, do not bring it onto campus. It is illegal and will be confiscated.

Any student who is found with alcohol or who has consumed alcohol and is attending school or any school-sanctioned event, whether on campus or off, will be suspended for safety reasons, and parents will be notified.

Any student who is found in possession of any type of tobacco while on campus will have the tobacco and any accompanying paraphernalia confiscated, and the student will be assigned Evening School.

DRUGS

Any person who is found guilty by any court of using, possessing, or selling legally controlled drugs or alcohol in an unlawful manner off campus or not at a school-related function shall be subject to the same suspension as he would have been if the offense had occurred on school property. TCA 49-6-3401(a) (12)

Any student in possession of drugs, drug paraphernalia, or in the condition of being under the influence of any controlled substance will be expelled for a full calendar year and must attend an appeals hearing at the county office to be reinstated. It is also possible that the student could be arrested by Hamilton County Sheriff's Department.

INTERNET USE POLICY

SDHS follows the guidelines set forth by HCDE. Please refer to <http://www.hcde.org/AUP> for these guidelines. SDHS reserves the right to block, stop, and discipline as is deemed necessary for any misuse of the Internet and email, as well as Google accounts and devices that are accessed on campus.

MEDICATIONS AT SCHOOL

Medications should be limited to those required during school hours and necessary to maintain the child in school. Authorized personnel designated by the school principal should administer medication. Any student who is required to take medication during the regular school day must comply with the following regulations:

1. The Health Services Department permission form for prescription medications will be provided to the student by the attendance secretary or school nurse when medications become necessary to be dispensed at school. This form must be ***completely filled out*** and signed by both the parent(s) and child's licensed healthcare provider.
2. A new permission form must be provided to the school at the beginning of each new school year. The permission form must be updated when there is a change in dosage or time of medication.
3. Secondary school students are permitted to bring medication to school provided it is taken to the office or clinic immediately upon the student's arrival at school. Medication must be in the original prescription bottle and refilled in like manner.
4. All medication will be kept in locked storage boxes. These are available from the Health Services Department.
5. Any unused medication must be picked up by a parent or legal guardian at the end of the school year. Unused medication that is not picked up on or before the last day of school or medication that has expired will be properly disposed of by the school.
6. Authorized personnel will monitor storage and proper documentation of medications administered, on a regular basis, to insure that medications are handled properly.
7. **All medications administered will be given in accordance with the above guidelines.**
8. **Prescribed emergency medications to address life-threatening situations must be readily accessible to the student at all times. These may be in the student's possession or in a designated location as is appropriate to the situation (field trips, etc.). Examples of these medications include but are not necessarily limited to: asthma inhalers, epi-pens, glucose tablets, etc.**
9. **The school system retains the right to reject requests for administering medication that are not in compliance with the above guidelines.**

SAFETY

Students will receive instruction on all safety drills and will practice these procedures on a regular basis. Students are not to use their cell phones to notify parents as this causes undue concern during drills. A Connect Ed message will be sent to parents as a means of communication among stakeholders regarding safety drills, as well as any actual emergency situation that requires implementation of the practiced actions.

SEARCHES

Lockers- When individual circumstances in a school dictate, a principal may order that lockers or other enclosures used for storage by students, and other areas accessible to students, be searched in his presence or in the presence of other members of his staff.

Person-Under reasonable suspicion, 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 of the following standards of reasonableness shall be met:

- There are reasonable grounds for suspecting that a particular student has violated school policy
- The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students
- The scope of the search is reasonably related to the objectives of the search, and is not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution.

Vehicles-A principal or his designee, or both, may search any vehicle parked or otherwise located on school property if there is probable cause to believe that the vehicle contains a dangerous weapon, drug paraphernalia, or drugs 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.

Field Trips-A student, his/her possessions or room may be searched while the student is on a school-sponsored field trip. The reason for the search must be based on reasonable information or evidence that the student has violated or is violating a rule related to the trip.

Use of Animals-In order to facilitate a search that is found to be necessary, dogs or other animals trained to detect drugs by odor or otherwise may be used in conducting searches.

ALL PEOPLE ENTERING THE BUILDING ARE SUBJECT TO RANDOM SEARCHES.

SOCIAL MEDIA

Students are to use social media at school only for the purpose of accomplishing school assignments. Any pictures and/or videos taken during school are not to be posted to social media unless approved by a teacher or administrator. Social media is for the purpose of promoting the good things that are happening at SDHS, and any postings that do not accomplish this are against school policy and may result in consequences.

VISITORS

1. Parents are **ALWAYS** welcome at Soddy-Daisy High School. We ask that an appointment be made ahead of time to see a teacher, counselor, or administrator.
2. The school policy is to accept only those visitors who have legitimate business at school.
3. **ALL** visitors must report to the main office first to use the new RAPTOR system as required by Hamilton County and receive a printed **VISITOR'S PASS**.

An administrator may refuse to issue a visitor's pass anytime he or she feels it is in the best interest of the school to do so. Any person found on the school grounds without permission from the administration is trespassing and is subject to arrest by police authorities.

ADMINISTRATION

Hamilton County Superintendent
Principal
Assistant Principal
Assistant Principal
Assistant Principal
Bookkeeper
Administrative Secretary
Attendance Secretary
Registrar
PowerSchool Assistant

Dr. Bryan Johnson
Steve Henry
Karyn Cox
Jared Hensley
Jennifer Williams
Lacey Brown
Jodi Pelham
Tomesa Johnson
Joy Ellis
Angela Owens

STUDENT SERVICES/GUIDANCE

Seniors
Juniors
Sophomores
Freshmen
College and Career Counselor

Ginger Williams
Mary Bridges
Ellen Chamberlain
Kelly Jeno
Kelly Martin & Andrew
Stone

INFORMATION

If you need help or information concerning any of the following areas, please call or email the person listed:

Athletic Director
College or Career Planning

Illness/Medication
Lunch Program
Parking
School Yearbook
Student Council
Transcripts of Grades

Jared Hensley
Kelly Martin & Andrew
Stone

Lindsey Gibson
Toni Cranmore
Tomesa Johnson
Adara Joiner
David Sneed
Joy Ellis