

WELCOME

We welcome you as a member of the Sweetwater Junior High School student body. Sweetwater Junior High and Sweetwater City Schools take pride in our tradition of academic excellence. You are invited to take full advantage of the programs and facilities available to you. Printed here you will find policies and procedures of Sweetwater Junior High School as well as other useful information that will help you to make the most of your school experience.

PUBLICITY NOTICE

At times SJHS submits pictures of our students to the newspaper or post pictures of our students on the website and other educational internet sites. Additionally, our desktop publishing class frequently takes pictures of students and posts them on the morning news and other websites. If you do not want your child's picture or name to appear on any of the above mentioned sites, please send a note with your child's name and your signature to your child's homeroom teacher. If it is acceptable to use your child's picture but not name, please specify in your note.

ARRIVAL POLICY

School doors open at 7:00 a.m. No student will be allowed to enter the building before 7:00 a.m. Before 7:40 a.m. all students are to report to the library immediately upon arrival at school. Those who eat school breakfast will be taken to the cafeteria at the appropriate time by a teacher. **No student is allowed in classrooms before 7:40 a.m.** Once a student boards a bus or comes onto campus, even if it is before the start of school, that student is not to leave campus until the end of the school day unless permission to leave has been granted by the administration. At 7:40 a.m. students will be dismissed to homerooms.

Once they enter their homeroom classes, they are not to go back into the hall for any reason unless they have a teacher pass.

ASSEMBLIES

Assemblies take place during the school year. Pep rallies, plays and guest speakers will be presented for the student's education and entertainment. Your behavior is important to the success and value of these assemblies. You are asked to follow these guidelines during assemblies:

1. Take seats quickly and quietly.

2. Be quiet when speaker approaches the microphone.
3. Give full attention to the speaker.
4. Remain seated until dismissed.
5. No whistling or any inappropriate behavior.

Violations of these rules may result in the student losing the privilege of attending assemblies.

ATTENDANCE

Sweetwater Junior High feels that students need to attend school to be truly successful.

Parents are reminded that absences due to dentist/doctor appointments or death in the family are excused **IF** the student brings in a note from the dentist/doctor affirming the reason for the absence, within five (5) days of the occurrence. Students are also allowed **five** (5) parent notes per year, stating the child's name, date, and reason for absence from the parent. All other absences will be unexcused.

After the student has used their five (5) parent notes, an attendance letter will be sent to the parent explaining the state law and the parent's responsibility in assuring the student attends school. A **truancy petition will be filed** against both the student and the parent with the Monroe County Juvenile Court for students exceeding these limits.

Notice of Policy as of Change 2014

Tardies and early dismissal absences will accumulate into absences in the following manner. On each fifth unexcused tardy or unexcused early dismissal, the accumulated actions will be converted to a day of unexcused absence. This day will be added to any other unexcused days of absence.

When a student has accumulated five unexcused absences for the year, the child is considered to be truant. The school will send a legal notice/warning letter to the parent concerning the truancy. If the child has any more unexcused absences—either as a result of accumulated tardies or early dismissal or as a result of a day of absence—the parent and student (11 years of age or older) must appear before Truancy Board (if the child has never been before Truancy Board) or Juvenile Court (if the child has previously been before Truancy Board). A child can appear before Truancy Board only one time in his/hers years of school. After a Truancy Board hearing, a child can have no more unexcused absences during the year or

the parent and child (11 years of age or older) will be summoned to juvenile court.

It is imperative that the students attend school each and every day until they reach their eighteenth birthday. We understand that there will be, on occasion, extenuating circumstances that might prevent students from attending school. We will work any way we can with the parent to keep the student in school.

BELL SCHEDULE

The bell schedule will be distributed by teachers to their first period classes. **Classes will begin promptly at 8:00**

BICYCLES AND SKATEBOARDS

Bicycles are to be parked in the designated area upon arrival at school and are not to be used until the end of the school day. **Skateboards used for transportation to school should be stored in student's homeroom until dismissal. Skateboards are not allowed on buses.**

BUS POLICY

1. In the morning, students will board their assigned bus **only** at the proper loading stop and get off **only** at SJHS. In the afternoon, students will board their assigned bus **only** at SJHS and get off **only** at their proper bus stop.
2. Bus students riding early buses in the afternoon will go directly to the bus area at the 3:00 bell.
3. Running and rough play will not be permitted in the halls or loading area.
4. When a bus is late or if a student misses a bus, the teacher on duty will permit students to call home.
5. **Bus privileges may be suspended for violations of the rules.**
6. All school conduct rules apply to students riding the bus.
7. Students must bring a note that has been signed by their parents if they ride any bus other than their normal bus. **This note will be used to get a bus pass in the office.**
8. Students riding a bus to another school must ride a 1st bell bus.

CAFETERIA

Students may bring their lunch from home or buy lunch at school. In either case lunches must be eaten in the cafeteria. Lunches may be paid for daily, weekly or monthly. Extra milk, juices

and desserts may be purchased separately. **Soft drinks may not be brought to school. (No cans, bottles, or restaurant cups)**

Regular breakfast is **FREE** to all students and lunch is \$2.00.

Students may charge their lunch for a limited time. After five days of charges, the bill must be paid. **Unpaid lunch charges could result in records and grade cards being held. We use the pre-pay computer system. Parents may pay for breakfast and lunch in a lump sum for a particular amount of time. The student draws on this account as needed. The student will be told when the account is getting low.**

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in appropriate containers.
2. Returning all trays and utensils to the dish area.
3. Leaving the table and floor around your place in a clean condition for others.
4. Staying in your place in line in single file.
5. Not taking food from the cafeteria.
6. Be sure and select **all** food items when going through the line.
7. Must buy or bring a lunch in order to buy extra items.
8. Make a main course selection at homeroom and don't change at lunchtime.

CHANGE OF ADDRESS

All students should inform the office of address or telephone number changes.

CO-CURRICULAR ACTIVITIES AND ATHLETICS

SJHS offers a Student Council, a quality athletic program, and many clubs that reflect student interests, such as Builder's Club, Warriors of Christ, yearbook staff, and others. For those students who excel academically, there is the National Junior Beta Club. Detailed information about these activities will be sent home throughout the course of the year. **Get involved and join!**

Sweetwater Junior High has organized teams in boys' and girls' basketball, cheerleading, and cross-country. To be eligible to participate in athletics, a student must not fail more than one

class. Failing two or more classes results in a nine-week suspension, beginning the day after the grade card is issued. Students must also be regular in attendance and maintain a “B” in conduct. All students going out for athletics must have school insurance or a written statement from their parent verifying personal coverage, as well as a copy of the student’s insurance card. All insurance coverage must be verified before participation in the athletic program begins. All students must have a well child physical by a physician before participating in athletics. (Including participation in any practices before games begin). Each student is responsible for athletic equipment issued to him/her. **Students participating in athletic events at night are to be at school on time the following day.**

No student will be eligible for recognition and/or participation in co-curricular activities if a problem persists with discipline or truancy. Club members may miss no more than two club meetings without a proper excuse before being removed from the club. For officers, only one unexcused meeting absence is acceptable.

Cheerleaders are selected by judges to represent SJHS at athletic events. Cheerleaders shall be subject to all rules and regulations of athletic competition. Copies of these regulations are available from the cheerleading sponsor.

DISCRIMINATION/HARASSMENT and Bullying

A student subjected to sexual, racial, ethnic, and/or religious discrimination/harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations shall be fully investigated and dealt with appropriately. Results in extreme and continuous infractions could lead to court petitions. Additional information can be found in the policy manual of the Board of Education, which is available in the school office.

DISCIPLINE

This student handbook does not contain all of the discipline procedures for this school. A copy of the complete Code of Discipline for Sweetwater City Schools may be obtained by contacting the principal’s office or contacting Mr. Rodney Boruff at (423) 337-7051.

Some rules are necessary when a group as large as ours works together for a school year. Focus on being safe and orderly, maximizing student learning, and treating each other with dignity and respect will cover all of the situations where behavior matters.

GENERAL SCHOOL POLICIES

1. Students are expected to follow directions the first time the directions are given.
2. Students are expected to refrain from littering anywhere on campus.
3. Students are expected to use appropriate language.
4. Students are expected to respect school property including bathrooms, hallways, and outdoor areas.
5. Students are expected to remain on campus throughout the school day.
6. Students are expected to use a respectful tone with teachers and other students.
7. No chewing gum is allowed inside the school building.
8. Students are expected to come to class with pencil, paper, textbook, and completed assignments.
9. Keep hands, feet, and other objects to yourself.
10. Once a student leaves campus after school, they may not return to catch a bus or another ride.
11. Seventh graders are to use the staircase near the 7th grade hallway while 8th graders are expected to use the staircase near the library hallway.

All school rules apply at all school-sponsored activities regardless of location including while waiting for the bus, even if you are with a parent.

If a student violates classroom or school rules, that student may be isolated from other classmates until an acceptable plan is worked out and approved. The isolation may take the form of time-out, after-school detention, in-school suspension, out-of-school suspension, and, finally, alternative school placement.

In-school suspension is often more beneficial than out-of-school suspension because the student can keep up with his/her studies and receive proper supervision. Alternative School is for those students who have extreme difficulty following rules and are a continuous disruption to the learning process. **Alternative School and in-school suspension are held at the**

Sweetwater City Schools Teacher Center (Old National Guard Armory).

Violation of school rules will result in disciplinary action. Consideration will be made for the situation and degree of infraction. Disciplinary options may include but are not limited to: counseling, a letter or telephone call to parents, parent conferences, referral to the guidance counselor, after-school detention, isolation, suspension, paddling or other appropriate consequences. Disciplinary records are kept on file. (Parents who do not want paddling to be used with their child should annually so state in a note to the school). A disciplinary infraction list is included at the end of the handbook, with point values.

RULES FOR DETENTION

- Detention is held after school from 3:15 until 4:00 on Wednesday.
- A student assigned to detention has four days in which to serve the detention.
- Parents must make arrangements to have the student picked up at 4:00.
- Misbehavior during detention or failure to serve detention within two weeks will result in the student being assigned to In-School Suspension.

SUSPENSION

The following will result in automatic suspension:

- Weapons (possession)-ZERO TOLERANCE
- Alcohol (possession/use)-ZERO TOLERANCE
- Tobacco (possession/use)-ZERO TOLERANCE
- Drugs (possession/use)-ZERO TOLERANCE
- Gross disrespect
- Incorrigible behavior

It will be the student's responsibility to get assignments upon immediate return of suspension. Tests may be made up for credit. Some offenses automatically result in a suspension for an entire school year. Those offenses are possession and/or use of weapons, drugs, and alcohol; and assault of a school employee.

FIGHTING

We believe that there are better ways of handling disagreements other than fighting. All participants will be dealt with regardless of who started the fight. The following are the possible consequences for fighting:

(PRINCIPAL DISCRETION WILL BE USED DEPENDING ON THE SITUATION)

First offense-

- persons involved may be assigned in-school suspension or out-of-school

suspension (depending on severity)

-parents will be called

Second offense-

-the student will receive an out-of-school suspension

-a parent conference may be required before the student may return to school

-the student may be required to see the guidance counselor as needed

-A functional Behavior-assessment (FBA) may be performed

Third offense-

-student will be suspended from school pending placement in Alternative School

(Civil charges may be brought by the school or the victim in any case).

Should your child become the victim of a violent crime at Sweetwater City Schools, you have the right to request a transfer to the nearest county school, pending their enrollment. Because Sweetwater City School is an independent city school district, Tennessee State Board of Education Unsafe School Choice Policy states that the district may choose to facilitate a requested transfer to another school; however, such transfer shall not be required. Sweetwater City Schools' faculty and staff are making every effort to prevent any situation in which your child may not be safe. If you have any questions regarding safety policies or procedures, please contact Mr. Boruff at (423) 337-7051.

DISRUPTIVE DEVICES

Students are discouraged from bringing personal gaming systems, radios, water guns, or any other device that may interfere with the educational process. Students are not to bring items to sell or trade (candy, gum, sports cards, etc.)

1. ALL personal communication devices must not be seen, heard or used between the hours of 7:40 a.m. and 3:10 p.m. including texting, receiving calls, or taking pictures or videos unless authorized by the teacher. Students will turn in devices at the beginning of classes each day and will pick them up as they leave. Students may use their phones and electronic devices during lunch. Otherwise, any device used during the school day will be confiscated until such time as it may be released to a parent or guardian. At no time during school hours will the use of social media will be tolerated (face book, snap chat, instagram etc.)

2. Fidget spinners are expected to be kept inside lockers or backpacks for the duration

of the school day. If seen, fidget spinners may be confiscated by teachers or other school personnel and returned to students at the end of the day.

DRESS CODE

The Sweetwater Board of Education believes that good taste and normal standards should be maintained in dress and grooming. We are asking your cooperation with the following dress requirements. Students violating the dress code are subject to disciplinary action to include correcting immediately or call home for help with it or be dismissed for the day.

1. All students should be appropriately dressed or groomed in keeping with the purposes and ideals that contribute to the learning process. **NO “sagging” is allowed. Pants, shorts, and skirts must be worn at a natural waistline and securely fastened.** Shorts, skirts, and dresses must not be shorter than the point a dollar bill reaches up from the knee. Students may **NOT** wear spaghetti straps, halter tops, racer-back shirts, muscle shirts, fish net shirts, or any other clothing showing bare midriff. Any apparel with provocative suggestions or that makes reference to products which students may not legally buy is prohibited. Tank tops must be at least 3 fingers width across the straps. No excessive cleavage of breasts or buttocks will be tolerated.
2. No clothing, accessories, or other items associated with gang affiliation are allowed.
3. Jewelry must be of the appropriate size. Earrings and/or studs may be worn in the **ears only**. Studs or ornaments of any kind worn in any other pierced area are not authorized. Band-aids do not excuse the rule; however, clear spacers are acceptable.
4. No chains hooked to pants or other garments will be allowed
5. See-through clothing is unacceptable.
6. Head apparel and sunglasses, except for medical purposes, must not be worn inside the building. (this will include hoods from hooded sweatshirts)
7. Footwear is required and must be safe and appropriate for indoor and outdoor physical activity.
8. No apparel, dress, or grooming which may become potentially disruptive will be allowed.
9. No inappropriate or excessively torn jeans can be worn.

10. Students should not write on themselves, others, or on their clothing.

DISPENSING OF MEDICATION

No school officer or teacher shall routinely dispense medication to students except when it is required for the child to be in school. Before any prescription or over-the-counter medicine is given at school, a **medication request form** needs to be completed and signed by a parent/guardian. These can be obtained in each school office. In order for **prescription** medicine to be given at school, a doctor's order must be on file. (This may be a copy of the physician's prescription or a copy of a medication request form completed and signed by the physician.) This must be done each time a new medicine, dose, time, etc. is ordered. Note the following guidelines for medications:

- **All** medicine, except inhalers, must be in original container with original label. We must follow label directions.
- Morning and afternoon doses should be given at home. If food is needed, simply give with crackers, etc.
- **Children cannot take medicine home. A responsible adult must pick it up.**
- **ALL** medicine must be kept in the office. Any student found in possession of medication may be subject to the Zero Tolerance Law.

ENROLLING AND WITHDRAWING FROM SCHOOL

Before students can be enrolled, the following will be required: student must be accompanied by a person who has custody or power of attorney, a record of immunizations (out of state students must have a Tennessee Certificate of Immunization before entering school). It is required by law that students entering grades K, 4, 8, and 12 must have proof of a second MMR before entering school.

Any student who is planning to withdraw from school should have their custodial parent report to the office for correct procedures prior to the day of withdrawal. Students are expected to meet all obligations (return of books, payment of fees or fines and lunch accounts) before withdrawing.

EMERGENCY AND DISASTER PLAN

Fire and tornado drills are held at regular intervals as required by law. It is essential that everyone take immediate and appropriate action when emergency signals are given. Each classroom teacher will provide specific instructions for students. The alternate assembly area in case of emergency evacuation is Sweetwater High School gymnasium.

FIELD TRIPS AND OTHER RELATED SCHOOL FUNCTIONS

Students have field trip experiences that are offered to enhance the curriculum. Students must exhibit reasonable behavior while attending school, or they may be denied the opportunity to participate in school sponsored field trips. Students may be denied participation for the following reasons:

1. An office referral that results in an out-of-school suspension.
2. Accumulation of 100 points throughout the school year
3. Alternative School placement
4. **Truancy issues resulting in court petitions.**

GRADING SYSTEM, HONORS, AND REPORT CARDS

A student's evaluation (grade) is the teacher's estimate of the progress the student has made. A student will receive an academic grade in each subject area each nine weeks. Parents and/or students may view student progress through the Parent Vue online portal located on the SJHS website.

Cheating or otherwise compromising the grading system will not be tolerated.

Grading Scale:

A =	93 - 100
B =	85 - 92
C =	75 - 84
D =	70 - 74
F =	69 and below

Honor Roll:

The honor roll will be announced for each nine-week grading period.

-To be eligible for the **A Honor Roll**, a student must have all A's with at least a B in all special classes and a B in conduct.

-To be eligible for the **B Honor Roll**, a student must have all B's or above with at least a B in all Special classes and a C in conduct

***Special classes include Art, P.E., Computer, Music, and Enrichment.**

Report Card:

Report cards are issued each nine-weeks, generally one-week after the end of the nine week term. You will also receive progress reports every three weeks.

Report cards will be withheld at the end of the school year for students who fail to meet their obligations (financial, books, uniforms, etc.)

GUIDANCE

Guidance services are provided to help each student with educational, social, vocational, and personal development. The counselor is in the school daily. Conferences with students receive the counselor's first consideration and are scheduled whenever needed.

The guidance counselor consults with parents and teachers, distributes educational and occupational information, communicates with staff and community, maintains student records, manages the school testing program, and refers students and families to community agencies. In addition, the guidance counselor coordinates various programs such as Job Shadowing, Career Day and Desktop Publishing.

HALL COURTESY

Keep halls open to traffic by walking to the right. Pass through the halls quietly. Be considerate of others in the halls and classrooms. Seventh use stairs on 7th grade hall and eighth use stairs near side entry door.

Discard trash in the containers provided. Keep the school clean by picking up papers from the floor and grounds.

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or the students have a hall pass.

ILLNESS/ACCIDENTS

By law, any child that has a contagious medical condition cannot remain at school. Signs and symptoms, include but are not limited to, pink eye, fever greater than 100.5, vomiting or diarrhea, weeping skin lesions, headache with fever, and some rashes. If your child had any signs or symptoms of illness the day before, please be sure the school knows how to get in touch with you in case they reoccur. If an accident occurs at school, we will administer first aid as necessary. Please read, complete, and return the student medical history.

LEAVING SCHOOL

Students are not permitted to leave school grounds **at any time during the school day** without permission from the principal or designee. Arrangements must be made prior to the student's departure by the parents by either a telephone call or note. When parents come to pick up their child, they must come to the office and sign out the student.

After dismissal at the end of the day, and after evening activities, students are expected to leave campus and **not return until the next scheduled school date.**

LIBRARY

The library has books, magazines, pamphlets and audio-visual materials for assigned study and recreational reading. All students have access to the SJHS library through activities involving an entire class, individuals, or small groups. Library privileges may be lost when students do not behave properly. Students are responsible for all materials checked out in their name and compensation must be received for lost books before the end of each nine weeks. Books may be checked out for two weeks. **Library privileges will be limited for students who do not return materials, pay fines or observe library rules regarding behavior and the use of its resources.**

LOCKERS

Each student is assigned a locker. **Use only the locker assigned to you.** You may put a lock on this locker. School locks are available to students for use on the lockers. If a lock is not returned to the office at the end of the school year, the student will owe \$5.00. Periodic inspections will be made by the teachers and the principal to see that lockers are kept neat and orderly. **We cannot be responsible for losses or damages to textbooks, school supplies or your personal property.** The school, by law, may inspect student lockers at any time.

LOST AND FOUND

Students' clothing that is labeled with their name makes it possible for easy identification and return. Students who find lost articles are asked to take them to the office where their owner can claim them. Articles not claimed within a reasonable time will be donated to charity.

MAKE-UP WORK

Students with excused absences have the responsibility for arranging make-up work with all teachers upon their return to school. In the case of single day absences, the students will be expected to be prepared to participate in all activities assigned prior to the absence. All class work assigned on the day of the absence will be due one day later. Tests and quizzes on day of absence will be taken on the day they return to school. Work missed due to excused absences of more than one (1) day must be made up within the number of school days missed during the excused absence (i.e., if a student misses 3 days, the student will have 3 days to make up work). Students with unexcused absences are expected to have homework when they return.

PARENT CONFERENCES

SJHS is receptive to conferences with parents. We encourage parents of a student with a problem to call the school office at 337-7336 to schedule a conference with the classroom teacher. The guidance counselor and principal are also available to help resolve difficulties. Use of e-mail is encouraged when possible.

PARENT VOLUNTEERS

Parents who have time available for volunteer work are encouraged to do so. Parents are needed to do clerical work and help tutor students. Any person wishing to become involved as a volunteer should call the office at 337-7336.

PHYSICAL EDUCATION

Physical education is required unless excused by written request of the family physician. P.E. is a serious class with strict grading practices. Please read and comply with course description furnished by the teacher. The physician's excuse should note the student's physical limitations in sufficient detail for the development of an adaptive physical education program. Students should not leave valuables in the PE dressing room. **Valuables may be left with the PE teacher or locked in the student's locker. The school will not be responsible for lost or stolen items.**

SCHOOL CLOSING AND EARLY DISMISSAL

During periods of inclement weather or other emergency it may be necessary to close school, delay the starting time, or dismiss early. The following radio and TV stations will be asked to make announcements regarding school closing or schedule changes: WDEH, WYGO, WBIR, WATE, and WVLT. We will also send a School Reach message to all students with current, updated phone numbers.

STAIR LIFT

Only those students with physical handicaps sufficient to prevent safe use of the stairways are permitted to use the stair lift.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Decisions made by school personnel that students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal.

Any student who wishes to file a discrimination/harassment grievance against another student or an employee may file a complaint with a system complaint manager or with a school official.

Additional information can be found in the policy manual of the Board of

Education that is available in the school office.

STUDENT INSURANCE

Student insurance is available at nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form upon request. This form must be completed by his/her parents and presented to the doctor or hospital.

TARDINESS

We keep track of two different types of tardies. The first type is tardies to school. We realize that there might be a variety of reasons for a student to be late to school. On the fifth tardy to school a warning is given. **On each fifth unexcused tardy, it will be converted to an unexcused absence per new board policy.** The second type of tardy is class-to-class tardies. The students have three minutes to get from one class to the next. **Teachers will keep up with individual classroom tardies which could result in a detention.**

Students will receive only one warning for each type of tardy. Tardies are cumulative and consequences will be given to those students who do not make sufficient effort to be at school and class on time.

TELEPHONE

The office phone may be used **ONLY** in the case of an emergency. Students will not be excused from class to use the telephone.

TEXTBOOKS

Textbooks are furnished by the state and are issued at the beginning of the year. State law requires that lost or damaged textbooks be paid for before records will be released. Books are charged according to their age.

TOBACCO

It is required by law to file a petition in juvenile court for any student possessing/using any tobacco products. Students will also receive a disciplinary consequence at school.

VISITORS

Parents are encouraged to visit the school at any time. All visitors must check in at the office before going to any classroom. Students may not bring visitors during any part of the school day without permission from the office. **All visitors must wear a visitors' badge at all times.**

DISCIPLINARY INFRACTION LIST

Category I

Infraction may result in after school detention

- Talking or Notes
- Disobedience/NFD (not following directions)
- Bus referral/action
- Disturbing class
- Gum/food
- AM and Class tardies (after warning)

Category II

Infraction may result in ASD, Time Out, or ISS

- Repeated Category I offenses
- Threatened violence
- Backtalk/disrespect
- Bus referral/suspension

Category III

These offenses will be referred to the office. Infraction may result in Time Out, ISS, OSS, or Alternative Class placement

- Repeated Category II offenses
- Damage to property (plus cost)
- Theft
- Gross disrespect
- Violence/Threatened violence
- Profanity
- Assault of school employee
- Skipping school
- Office referral from teacher
- Accumulation of excessive conduct points

The above list is not all-inclusive. Each disciplinary incident will be handled on an individual basis. Our belief is that every teacher should teach and every student should learn.

CENTRAL OFFICE PERSONNEL

Mr. Rodney Boruff Director of
 Schools
Diana Howard Supervisor of
 Instruction

Nancy Crabtree
Janet Collins
Jennifer Davis

Valerie Allmon

Donna Cook
Traci Bryant
Larry Arwood

Jewel Sledge
Victor Upton
David Underwood

Special Ed Supervisor
Finance Director
School Health
Coordinator
Benefits Manager/
Accounts Payable
Administrative Asst.
Human Resources
Technology
Coordinator
Food Services
Maintenance
Maintenance

FACULTY AND STAFF

Jaime Downs Principal
Holly Kidder Asst. Principal
Terrie Dalton School Counselor
Danielle Gross Secretary/Bookkeeper
Diane Solomon Office Assistant
Amber Bohrer Nurse
Jill Nichols Speech
Lisa Morris ESL

7th Grade

Stephanie Bivens ELA
Jeremy Lorenz Math
Chris Shamblin ELA
Tammy Cox Science
Matt Smith World History

8th Grade

Amy Wood ELA
Desiree Johnson Math
Mary Peters Math
Jennifer Miller American History
Cameran Hickey ELA
Marlene Prater Science

7th&8thGrade

Angela Chesery SPED Inclusion
Connie Ridgell Special Education
Julia Lee Library Science
Robin Bowden Physical Education
Greg Allen Keyboarding/RTI
Julie Whited Art
Kathy Allen Literacy Coach/RTI
Barbara Heuer RTI
Wendy Duncan AlternativeSchool
Officer Jim Kile School Resource
 Officer

CUSTODIANS:

Sandra Hawkins
Drew Leinart

CAFETERIA:

Tuesday Stallcup	Manager
Linda Greenwood	Cook
Debra Brock	Cook
Cynthia Smith	Cook
Lisa Tujague	Cook

**DISCIPLINARY INFRACTION
LIST AND POINT VALUES FOR
OFFICE ASSIGNED DISCIPLINE**

Writing Assignment	5
After School Detention	10
Before School Detention	10
Lunch Detention	10
Work Detail	10
Warning with Points	10
Time Out	15
Bus Suspension	15
In-School Suspension	20
Corporal Punishment	25
Out-of-School Suspension	40

CONDUCT GRADING SCALE

A=0-9 Points
B=10-19 Points
C=20-29 Points
D=30-39 Points
F= 40 & Up