

**UNIVERSITY SCHOOL  
A MATH/SCIENCE SIGNATURE SCHOOL  
2012-2013**

**STUDENT/PARENT HANDBOOK**

**HOME OF THE BUCCANEERS**



University School  
East Tennessee State University  
Box 70632  
Johnson City, Tennessee 37614-1702  
Phone number – (423) 439-4271  
Fax number – (423) 439-5921

**School Mascot: Buccaneer  
School Colors: Navy Blue and Old Gold**

<http://www.usbucs.com>

**Property of:**

**Name:** \_\_\_\_\_

## **UNIVERSITY SCHOOL ALMA MATER**

Revised by Dr. Joe Borden

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

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

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

### **FOREWORD**

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

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

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

**UNIVERSITY SCHOOL**  
**A Math/ Science Signature School**

**Mission Statement**

**“As a model K-12 school, we are committed to an integrated academic curriculum emphasizing science and mathematics, which prepares all students and future educators to contribute to and succeed in a technologically oriented and global society.”**

**Strategic Initiatives**

1. Develop a set of guiding principles for a model K-12 educational program that crosses traditional barriers in teaching/learning through a challenging curriculum in an environment that encourages innovation, engagement and interaction.
2. Create and implement a development plan that enables the creation and ongoing support of a model K-12 school.
3. Determine the number and characteristics of the students the school will serve, including abilities, interests and educational objectives, and develop a strategy to recruit and admit those students.
4. Develop and implement mechanisms and strategies for enhancing student and faculty knowledge and experiences so that they contribute to and succeed in a global society.
5. Construct a seamless integration of curriculum (K-12 post) using benchmarks that will foster scientific and mathematical innovation through technology.
6. Create a plan to recruit, retain, and develop highly qualified instructors (faculty) who reflect our philosophy and prepare students to achieve our school's mission.

**Guiding Principles**

In order to enhance mathematics and science education, University School encourages and supports sound educational practices. In accordance with the *National Science Education Standards* and the *National Council of Teachers of Mathematics' Curriculum and Educational Standards and Professional Standards*, University School believes that:

1. science and mathematics should be taught in context with other academic areas and real world experiences and not in isolation.
2. excellence in mathematics and science education requires equity—high expectations and strong support for all students.
3. inquiry and hands-on, minds-on mathematics and science education is a natural vehicle for the development of students' reasoning and problem solving skills.
4. a curriculum is more important than a collection of activities; it must be coherent, focused on important mathematics and science, and well articulated across the grades.
5. students should learn mathematics and science with understanding, activity building new knowledge from experience and prior knowledge.
6. the use of appropriate technology and teacher pedagogy must be promoted to allow students to take an active role in the learning process; it influences the mathematics and science that are taught and enhances students' learning.
7. solutions for the future will require, more than ever before, groups of people working together to solve problems.
8. it is imperative for students and teachers to become life-long learners as well as active contributors to an increasingly scientific and technological world.
9. effective mathematics and science teaching requires understanding what students know and need to learn and then challenging and supporting them to learn it well.
10. assessment should support the learning of important mathematics and science and furnish useful information to both teachers and students.

## **WELCOME LETTER**

Dear Parents/Guardians and Students,

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

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

Sincerely,

Doyle Brinson, Director

## **PHILOSOPHY AND PURPOSE**

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

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

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

## **HISTORY OF UNIVERSITY SCHOOL**

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

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

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

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

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

## **FACULTY/ STAFF DI RECTORY**

### **Administration**

Dr. Brian Noland	President, East Tennessee State University
Dr. W. Hal Knight	Dean, Clemmer College of Education
Dr. Doyle Brinson	Director
Ms. Patricia Jungkeit (NBCT)	Assistant Director

### **Elementary Faculty (K-5)**

Mary Myron (NBCT)	Kindergarten
Noell Brickell	First Grade
Kelli Barnett	Second Grade
Erin Doran	Third Grade
Susan Ellwanger	Fourth Grade
Jill Janaitis	Fifth Grade

### **Middle School Faculty (6-8)**

Nicole Poling	Language Arts – 7 <sup>th</sup> , 8 <sup>th</sup> , Exploratory
Jill Powell-Fernandez	Math – 7 <sup>th</sup> , 8 <sup>th</sup> , Exploratory
Amy Horton (NBCT)	Middle School Coordinator
	Language Arts – 6 <sup>th</sup> , Social Studies – 6 <sup>th</sup> , 8 <sup>th</sup>
Pam Cromie	Math, Science – 6 <sup>th</sup> , Social Studies – 7 <sup>th</sup> , Exploratory
Laura Robertson	Science – 7 <sup>th</sup> , 8 <sup>th</sup> , Exploratory

### **High School Faculty**

Evelyn Hammonds	AP English 11, English 9, Advanced English, Journalism
Kristen Johnson	English 10, Advanced English, Personal Finance
Gina Bailiff	English 11, English 9 Advanced, Media Literature
Carol Ann Bevan	English 12, AP English 12, Creative Writing/World Religions
Aracelis Vasquez	Spanish I, II
Ariane Day	French I, II, III, German I
April Sims	Algebra II, Pre Calculus
Kimberly Summey	Algebra I, Advanced Algebra I
Amy Malone	Geometry, Algebra II
Daniel Tadlock	Biology, AP Biology, Anatomy & Physiology
Rayne Price	Environmental Science, Advanced Physical Science, Biology
Mahua Chakraborty	AP Chemistry, Chemistry
Jessica Bragg	World History, U.S. Government, AP US History
Heidi Campbell	Economics, US Government, World Geography
Josh Petty	Technology I, MS Health/PE, Current Issues, World History
Justin Penley	Wellness, Weightlifting

### **Special Area Faculty**

Sharon Squibb	Art I, II, III/IV
Sharon Cradic	Elementary & Middle School Physical Education
Tim Erwin	Technology I, Web Page/Graphics, AP Computer Programming
Dr. Joe Borden	Theatre, Beginner/Advanced Instrumental Music, Vocal Music
Allyson Ross	K-8 Music, HS Music Appreciation

Terri Knight (NBCT)  
Kim Allison  
Julia Cantrell  
Aleeta Shaw  
Ellen Pitts  
Andrea Lowery

Media Center  
Resource  
Speech  
School Counselor  
Elementary Art  
RTI and Attendance Counselor

### **Support Personnel**

Cliff Hudson  
Rosemary Lowe  
TBD  
TBD  
Dianna Rea

School Resource Officer  
Executive Aide  
Bookkeeper  
Nurse  
Receptionist

### **Instructional Aides**

Sandra Elkins  
Myra McGhee  
Sandy Robinson  
Cindy Estes  
Huichun Thomas

Main Office  
Elementary  
Counseling Office  
Elementary  
Elementary

### **Food Services**

Angie Tipton  
Ronnie Tipton  
Karen Assad  
Treaasa Goode

Manager

### **Physical Plant Staff**

Mike Tolley  
Laura Morin  
Shane Pilkington

Custodian  
Custodian  
Custodian

## **CLASS SPONSORS**

### **9th grade**

Evelyn Hammonds  
Daniel Tadlock  
Sharon Squibb  
Josh Petty  
Kimberly Summey

### **10th grade**

Kristen Johnson  
Heidi Campbell  
Tim Erwin  
Mahua Chakraborty  
Amy Malone

### **11th grade**

Gina Bailiff  
Ariane Day  
Rayne Price  
Jessica Bragg  
April Sims

### **12th grade**

Carol Ann Bevan  
Dr. Joe Borden  
Aracelis Vasquez  
Aleeta Shaw  
Justin Penley

## ACADEMIC EXPECTATIONS

University School is academically oriented and college preparatory focused. Potential students and their parents/guardians should be committed to academic excellence.

## ACADEMIC FEES (To be paid by July 29<sup>th</sup>)

Fees will be paid to the bookkeeper, (room 109) and must be paid for the following:

- \$20 science fee for each science class to cover consumable lab materials. (High School)
- \$20 art fee to cover materials cost. (High School only)
- University School will cover the cost of Advanced Placement exam registration. (All students taking advanced placement courses are **required** to take the exam.)
- The cost of the AP English test prep workbook – information will be provided by the teacher.
- \$20 music fee (High School and Middle School Band and Chorus, Theatre Arts)
- \$20 High School class fee for grades 9, 10, 11, 12 (defrays the cost of prom and senior picnic)
- \$5 ID fee for 10<sup>th</sup> graders and all new students in grades 10, 11, 12.
- \$20 athletic fee for each sport participated in. (Middle and High School athletes) Athletic fees are due to the coach prior to first practice for each specific sport. A student cannot play in a scheduled scrimmage or game until fees are paid. Athletic fees will be capped at a \$100 maximum per family. Paid directly to the coach after team selection.
- \$200 Drivers Education fee. Driver's Education fees are due, as the instructor designates, at the time of registration for the class.

## ADMINISTERING MEDICINE TO STUDENTS

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

**Authorizations to administer medication forms are available at the front office.**

**Please see Ms. Lowe, the administrative aide, for these forms.**

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

## ADMISSIONS POLICY

University School has one section each for grades K-6. The kindergarten enrolls 18 students. Grades 1, 2, and 3 each have 20 students. Grades 4, 5, and 6 each enroll 25 students. Grades 7 and 8 have 50 students each. Grades 9-12 have no more than 75 students per grade level.

University School is a "school of choice". In January and February each year an advertisement containing enrollment information is run in the local newspapers. This advertisement is run twice each month. The Dean of the College of Education and the East Tennessee State University Office of University Relations will approve the advertisement.

A drawing is held each March to fill vacancies for the next school year. Applications are accepted between January 1<sup>st</sup> and the end of February for the term beginning in July. Students selected through the lottery will be eligible for an interview. University School reserves the right to screen applicants for past attendance, academic, and discipline problems. **No admissions are final until after the interview process is complete, including the director's signature.** A letter of acceptance or non-admittance will be mailed in a timely manner following the interview.



University School students are subject to all public school laws, the policies and regulations of the Tennessee State Board of Education as stated in the Tennessee Code Annotated (TCA), and the policies and regulations of the State University and Community College System of Tennessee as administered through the President of ETSU.

Applications to University School are accepted beginning January 1 of each year. During early March a random drawing is conducted and numbers are assigned to each applicant for each grade level. In April students are then invited to interview for enrollment in University School for the next school year based on space availability and order of priority. That priority order is as follows:

1. First priority is given to children whose parent/guardian is a full-time University School faculty or staff member.
2. Next in order are siblings of students already enrolled at University School (except for siblings of graduating seniors when that senior is the only sibling at school).
3. The third priority group is residents of Washington County.
4. The final priority group is students residing outside of Washington County.

All applications received after the cutoff date and time will not be included in the pool. These applications will be stamped and dated recording when they were received and will be added to the waiting list. As openings become available, eligible students will be called for the interview process in the order of their placement on the waiting list.

Dates are set according to the calendar, however they follow this procedure:

1. Applications are accepted each school day until 4:00 p.m. on the last day of February. If the last day of February falls on Saturday or Sunday, the deadline will be the preceding Friday.
2. The executive aide (school secretary) will need a minimum of one week to alphabetize and organize the received applications.
3. The drawing date will occur as was posted in the newspaper advertisements.
4. The initial pool of applicants will be notified by the end of March to attend an interview. Additional applicants will be accepted as openings become available.

Once students have been notified that they have been accepted for an interview to University School, the executive aide will provide the following forms to the family. These forms are to be completed, appropriately signed and returned in no less than three (3) school days prior to the interview. Applicants who are eligible for services under 504, IDEA, or ESL must have their prior school's service plan included. Any false representation(s) on required documents may result in admission refusal/dismissal from University School. All forms can also be found on the school web site in PDF form.

<http://www.etsu.edu/coe/uschool>

- Application form\*
- Properly signed "Records Release Form"\*
- Student Enrollment Form\*
- Athletic Records (if applicable)\*
- Special Education Records (if applicable)\*
- Immunization record\*
- Birth certificate\*
- Social Security Card\*
- Materials Fee Paid
- Final Report card from previous school\*
- Copy of legal documentation certifying physical custody\* (does not require entire divorce/separation document)

- Green card
- Civil Rights Grievance Procedure (Federal requirements)
- Internet Access Form
- Applications for Free and Reduced Lunch (optional)
- Persons Authorized to Sign out your child\*
- Student Accident Insurance Form
- Contract of Understanding (if applicable)
- Standardized tests \*
- Girls Inc. (after school care for grades K-5)

**\* Documentation with asterisk must be completed and in possession of the administration before enrollment interview.**

### **International exchange students**

International exchange students must follow all admission policy procedures.

### **Continued enrollment**

Parent/Guardian/Student Code of Conduct: Attending University School is your choice. Please note that University School also has the choice at anytime to convene a committee to discuss options which may include withdrawal when academic progress, behavior or attendance becomes a concern. Withdrawal may also result when the conduct of any student or parent/guardian is determined to interfere with the operation of University School or ETSU.

In early January parents/guardians of currently enrolled students are mailed a letter to re-enroll their child. Parents/Guardians must return this enrollment form and materials fee by the specified date or the child's position in the school will be considered open. This child will then be placed at the bottom of the waiting list; not on the sibling list.

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

### **Reapplications**

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

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

### **APPEAL PROCESS**

The appeal process should adhere to the following sequence:

1. A staff member or a committee
2. Director of University School
3. Dean of the College of Education
4. Provost of ETSU

All appeals to the Dean and Provost should be submitted in writing, listing specific issues to be addressed.

## **ARMED FORCES RECRUITMENT**

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

## **ARRIVAL AND DISMISSAL**

Students may be dropped off at the school between 7:30 a.m. and 7:50 a.m. Elementary students arriving before 7:50 a.m. must wait in the cafeteria even when accompanied by an adult. Students are to be picked up between 3:00 p.m. and 3:15 p.m. Students are **not** allowed on campus unsupervised after 3:15 p.m. The administration will conduct conferences with parents/guardians of children who are continually left at school unsupervised.

Children in grades K-5 are to be dropped off and picked up at the west end of the building. Students in grades 6 through 12 are to be dropped off and picked up on Alexander Drive, in the front of the school building. For parents/guardians having children in both the lower and upper grades, K-5 students will be dismissed from inside the building and their 6-12 siblings will wait on the grassy area by the west parking lot.

High school students that drive should leave campus immediately after dismissal. All other 6-12 students should wait close to Alexander Drive.

Parents/Guardians should wait with their children in the cafeteria, not in the hallways, in the morning. When the bell rings at 7:50 parents/guardians should drop their child at the classroom door and exit the building. Parents/Guardians who need to remain in the building after 8:00 a.m. should get a visitor's pass.

### **Emergency Dismissal**

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

### **Weather**

University School will close if Johnson City Schools close for inclement weather. University School will also close for inclement weather if ETSU is closed. We will not make an announcement over the media due to the fact that saying University School will be closed is confusing to ETSU students. Instead we ask that students and parents/guardians be aware that we will close the school if Johnson City schools close. Some students live in areas where the weather may be worse than it is in town. If University School is open, but road conditions between your home and the school are dangerous, please do not put yourself at risk by attempting to drive to school. Call the office and inform us of your circumstances. On inclement weather days when Johnson City Schools are not regularly scheduled, announcements will be made through the media.

## **ATTENDANCE POLICY**

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

### **Attendance Guidelines**

- Three (3) unexcused absences per semester will result in a letter home informing parents/guardians of potential consequences.
- Three unexcused tardies – 3 per semester in the same class - equal one unexcused absence.
- Four (4) unexcused absences per semester will result in a referral to the University School Attendance Panel.
- Five (5) unexcused absences per semester will result in being called before the Attendance Panel and/or referred to the courts for truancy.
- Five (5) unexcused absences in a semester course will result in no credit for the course regardless of the average.
- Ten (10) unexcused absences in a year-long course or elementary grade level will result in no credit for the course/promotion regardless of the average.
- Ten (10) absences of any kind will result in a referral to the University School Attendance Panel.
- A student is counted absent if he/she misses 20 or more minutes of a class session.
- Attendance contracts will be developed as deemed appropriate by the attendance panel.

Consequences for attendance issues may include: restricting or suspending a student driver's license, making up time during intersession(s), restricting lunch privileges, requiring a doctor's notes for all absences, ISS or OSS, Saturday school, referral to the courts, withdrawal, and/or any other consequences deemed appropriate. **(TCA 49-6-3007)**

### **Acceptable Reasons for an Excused Absence**

- Child's personal illness - a parent/guardian statement is required unless excessive absences require a doctor's statement. A Doctor's statement is required if a student is absent four or more consecutive days.
- Death in the immediate family. (mother, father, guardian, siblings, grandparents)
- Illness in the family requiring the child to give temporary help. A physician's statement is required.
- Special and recognized religious holidays regularly observed by persons of that particular faith.
- Medical or dental appointments that cannot be arranged during non-school hours must be accompanied by a doctor's statement. ***Please note, because University School is a year-round school, parents/guardians are encouraged to schedule medical and dental appointments that may interfere with school during the breaks in September, December, March, and June.***
- Circumstances, which in the judgment of the director create an emergency over which the student has no control.
- Parent/Guardian request-with **prior written notification 5 days in advance of the requested date of absence and approval by the director**; five (5) days of parent/guardian-requests will be allowed per year. **Parent/ Guardian requests will not be granted during midterm or final exam week.**

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

- A courtesy call from parents/guardians informing the school of the reason for the student's absence is appreciated. **The courtesy call does not substitute for a written excuse.**
- Calls should be made to the University School office (439-4271 or 439-4333). If no one is available to answer the call, please leave a message including the child's name, reason for absence, and expected date of return.
- If no parent/guardian contact is made, the school will call the parents/guardians.
- If parents/guardians are unaware of the student's absence, the student will receive an unexcused absence and a discipline referral.

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

In order to be considered excused, the student must:

- Bring a parent/guardian/doctor note stating the date, the reason for the absence, and a parent/guardian signature. Upon approval the absence will be excused.
- The student will receive an unexcused admit which will become permanent if no approved written excuse is provided.
- Bring the excuse to the office between 7:30 and 7:55 and obtain an admit slip.
- Students who present their excuse after 8:00 will be issued an unexcused tardy along with the admit slip.
- Consult each teacher to determine what assignments were missed during the absence.

### **Make-up Work**

- The student is excused for the day or days of absences, not the material covered in his/her classes. **It is the responsibility of the student to request make-up work. The student, not the teacher, must take all responsibility for completion of missed work.**
- Students with excused absences have one day for each day they are absent to turn in missed assignment(s).
- Students may receive a 0 for work not completed and turned in to the teacher by the required deadline.
- The classroom teacher/administration will determine whether any credit is given for work missed during unexcused absences.
- If a test, quiz, or project due date is announced/assigned in advance of the absence, the student must take the quiz/test or hand in the project the day he/she returns.
- Students participating in activities that take them out of class, (field trips, athletic events, retreats, etc.), must be prepared to hand in any work due or to take tests and quizzes on the day they return.

### **Checking Out**

- Students will not be excused to leave school grounds without parent/guardian and administrative approval. After approval has been obtained, the student must sign out through the office. **Students who leave without permission or without signing out will be considered truant.**
- All students checking out during the school day must bring a check-out note to the office between 7:30 and 7:50. Include the following information on the check-out note: student name, date, time leaving, reason for leaving, parent's/guardian's signature, and a phone number where the parent/guardian can be reached for verification.
- Only people whose names are on record in the office may sign out students. Someone other than the parent/guardian cannot sign out a student unless there is written authorization from the student's parent/guardian stating that the person may sign him or her out.

- Parents/Guardians must report to the office, and the office personnel will send for the student. Parents/Guardians should not go to the classrooms to get their children.
- If a student is too sick to attend class, the student will call his/her parent/guardian (**from the office only**) to come to the school in order to check out early. If, for any reason, the student goes to a restroom, counselor's office or any other portion of the campus rather than coming to the office, the student will be considered truant.

### **Visits to the Media Center or Counselor's office**

- **Students must report to class for attendance before requesting permission to go to the counselors office. A hall pass should be issued to the student.**
- Most visits should take place before school, after school or during lunch times.
- Teachers should only admit a student back into class with a signed admit slip from the counseling or main office.
- Lunch should not be taken to the counselor's office or the media center.
- Not following these guidelines could result in an unexcused absence from class.

### **Tardy Policy**

It is essential that students arrive to 1<sup>st</sup> Period class before the late bell rings at 8:00 a.m. and on time to each class throughout the day. This will prevent interrupting valuable class time and loss of instruction. After the third unexcused tardy to any class, the student will be issued a Disciplinary Referral Form and detention will be served. In addition, Middle School students will also receive a conduct slip for each unexcused tardy to any class.

- Detention Guidelines:
  - The student will have the choice of a two-hour study hall detention or one-hour work detention for the first occurrence only. After the first detention hall of the school year (2012-13 academic year), each detention hall after that will be a mandatory two hour study hall detention. Detentions will be served on the day and time decided on by the supervising staff.
  - A student will only be excused from attending the detention for a documented medical appointment. If the student does not attend school the day the detention is to be served, a written excuse from a parent/guardian will be required and the student will serve the next scheduled detention on the following Friday.
  - Students scheduled for detention will not be excused to attend help sessions or make up work of any kind. This includes quizzes, tests, and projects.
  - Students scheduled for detention will not be excused to participate in any extracurricular activity.
  - Any student arriving late to detention, after 7:00 am for morning detention and after 3:05 pm for after-school detention, will be required to serve the remainder of that day's detention as well as the following scheduled detention.
  - If a student misses detention in its entirety, he/she will serve ISS the next full school day. The student's parent/guardian will be notified. If a student is more than 20 minutes late to detention, he/she will be considered absent and will serve ISS.
  - If the student accumulates three more (total of 6) unexcused tardies in a grading period, he/she will serve In School Suspension (ISS).
  - If the tardy problem continues, additional disciplinary action will be taken. This may include OSS, behavior contract, attendance panel referral, referral to court, and/or withdrawal from University School.

- An unexcused absence for an individual class period will be combined with unexcused tardies and result in the same penalties. Ex: 2 unexcused tardies and 1 unexcused absence to first period would result in detention.
- The unexcused tardy count begins anew with each grading period (9 weeks).
- University School students who are assigned as “Teaching Assistants” will be held to this same policy. Teachers are required to report any tardy or absence for each period.

### **Truancy**

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

Students missing more than 10 unexcused days are automatically considered truant. If the attendance problem continues, the parent/guardian and/or student will be summoned into Juvenile or General Sessions Court to face charges of truancy and/or neglect. Unexcused tardies also count towards the ten-day accumulation. An attendance contract will be developed.

**NOTE: Be reminded that 3 unexcused tardies equals 1 unexcused absence.**

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

### **Cutting Class (disciplinary referral)**

A behavior contract may be developed. **The administration may use its discretion in assigning consequences.**

- 1<sup>st</sup> offense – 1 day ISS
- 2<sup>nd</sup> offense – 1 day OSS
- 3<sup>rd</sup> offense – 3 days OSS and parent conference
- 4<sup>th</sup> offense – possible withdrawal from University School

### **Leaving Campus (discipline referral)**

Leaving campus includes being in any buildings or on any grounds not directly considered University School. The school grounds include the block on which the school building is located. Off campus means being in another building, parking lot, or grounds where the student has no academic business. Those students who have University School classes in other ETSU buildings are permitted in those buildings ONLY during that class period. Students taking college classes are permitted to leave University School for those class periods only. Juniors and Seniors ONLY are allowed to go to the Culp Center for lunch unless special occasions are allowed by the administration. Students found off campus during University School hours are subject to disciplinary action. A behavior contract may be developed. **The length of a suspension is discretionary.**

**No phone call permissions will be accepted during semester exams or end-of-year finals or to leave for lunch.**

- Students may not go to their car without prior permission from the administration and an appointed escort.
- Students may not purchase food or beverages at The Tree House or any vending machines on their way to and from class

- Leaving University School campus, while remaining on ETSU campus, without permission:
  - 1<sup>st</sup> offense – 1 day ISS
  - 2<sup>nd</sup> offense – 1 day OSS
  - 3<sup>rd</sup> offense – 3 days OSS and parent conference
  - 4<sup>th</sup> offense – possible withdrawal from University School
- Leaving campus, not remaining on ETSU campus, without permission:
  - 1<sup>st</sup> offense – 1 day OSS
  - 2<sup>nd</sup> offense – 3 days OSS and parent conference
  - 3<sup>rd</sup> offense – 5 days OSS and possible withdrawal from University School
- Leaving campus in a car without permission:
  - 1<sup>st</sup> offense – 3 days OSS and possible loss of driving privileges
  - 2<sup>nd</sup> offense – 5 days OSS and possible withdrawal from University School

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

Attendance verification forms for driver's license must be submitted to Ms. Lowe at least two school days in advance. If the student has attendance or tardy issues, verification will not be issued until the Attendance Officer has investigated the issues. **(TCA 49-6-3017)**

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

- In order to participate in school-related activities that involve missing classes (field trips, academic competitions, etc.), students must maintain regular attendance and have passing grades.
- In order to participate in after-school activities (sports, dances, academic competitions, etc.), students must be present for a minimum of 3 ½ hours on the day of the event.
- Students assigned to ISS or OSS are excluded from all school related activities on the days of the assigned suspension.

### **CAFETERIA**

Students may be assigned seats if needed by cafeteria staff, teachers or administrators.



## CODE OF CONDUCT

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

The University School was formed in 1911 as a training school for practice teachers. Its primary mission is the training of teachers. By Tennessee statute, T.C.A. 49-8-105 (a), the University School is recognized as fundamentally different from other schools located within the Washington County school district. The statute provides that ETSU as a state university in the state college (Tennessee Board of Regents) system:

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

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

### **Student**

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

**University School is a "school of choice". If a student is expelled or suspended, University School does not have an Alternative School.**

### **Parent/ Guardian:**

**University School is not the primary school of assignment, but rather a school of mutual choice. University School has the option, with appropriate consultation, to withdraw any child or children from the school if the parents/ guardians consistently conduct themselves in a manner which interferes with the operation, safety, academic or extracurricular activities of the school. The determination to withdraw children from school on such grounds shall be made by the Dean of the College of Education after a hearing at which the parent or guardian shall have the opportunity to present evidence or testimony. The parents or guardians shall receive written notice of the charges prior to the hearing. The decision of the Dean is reviewable by the Provost as the President's designee and the decision of the Provost shall be final.**

## **Beverage and food**

### **No beverages or food, other than water, will be allowed in the classrooms or hallways. Only clear plastic water bottles are allowed in the classrooms.**

Students who bring their lunches will be allowed to store beverages for lunch in their lockers provided they are sealed and have not been opened prior to being brought to school. These beverages should be consumed during lunch only. Containers with broken seals such as thermoses, coffee, fountain drinks, or any other open beverage are not allowed. These beverages will be confiscated.

## **Bullying/ Harassment**

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

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

**If a student believes that the teacher or counselor has failed to stop the offending action, the student should report any further bullying/ harassment to the Director or Assistant Director.**

Offenses will result in disciplinary action including conference, referral, contract, ISS, OSS, withdrawal, expulsion, or petition to courts.

## **Destruction of property**

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

## **Disruption**

A student will not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct that will cause the disruption, interference, or obstruction of any school activity. Neither will the student engage in or urge other students to engage in conduct that causes or can reasonably be foreseen to cause disruption, interference, or obstruction of any University School or ETSU activity during, before, or after school hours, on school grounds, or off school grounds at a school activity.

## **Electronic Devices (Radios, Tape Players, Tape Recorders, CD Players, Cell phones, Cameras, iPods, Electronic Pagers, etc.)**

Students will not use personal electronic devices on the school grounds during the school day, (from 7:30 am – 3:00 pm). This rule is not intended to preclude the use of electronic devices for educational purposes. All prohibited electronic devices will be confiscated by University School employees. The device will be turned in to the office along with a disciplinary referral. The device will be kept in the office and returned to the parent/guardian at the end of the day before 4:00 pm. Repeat offenses will result in additional disciplinary action at the discretion of the administration.

### **Internet/ technology policy**

Students and parents/guardians are required to sign a school Internet use form. Breach of this form results in loss of Internet use at school for the student for up to one year as well as OSS. Users are expected to not violate the generally accepted rules of network etiquette. This includes, but is not limited to the following:

- writing or sending abusive messages,
- using inappropriate language
- revealing personal addresses or phone numbers of students or colleagues
- using unapproved games
- chats from public social sites

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

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

### **ISS – In-school suspension**

University School utilizes In-School Suspension (ISS) as one consequence for a disciplinary infraction or infractions. A staff person coordinates and supervises ISS and the Director/Assistant Director provides administrative oversight. Students that are placed in ISS remain in a single location within the school building for the assigned days. The student's teachers will provide classroom assignments for the student. Lunch will be eaten in the ISS room. Students may also be assigned supervised cleaning tasks on school grounds or in the school building if their school work is finished for the day.

### **ISS rules**

- The coordinator has full control of the ISS environment.
- No talking except to ask the coordinator for assistance.
- A student placed in ISS may not leave the ISS environment without permission and supervision.
- Attention to task is required: all assigned work must be completed.
- No other student(s) are allowed in the ISS environment.
- Students placed in ISS may not make telephone calls
- Only family emergencies can be communicated to students placed in ISS.
- Meals may not be brought to school during the school day for students placed in ISS.
- Students placed in ISS will not communicate with other students placed in ISS.
- If a student placed in ISS does not comply with all rules, another day will be added to the suspension.
- If a student placed in ISS continues non-compliance with a rule or rules she/he will be given OSS for up to (10) ten days. **No credit for missed work will be given in this instance.**
- Continued lack of cooperation may result in withdrawal from University School.

### **\* Plagiarism/ cheating**

University School is responsible for maintaining academic integrity for all of its students. It is the responsibility of the students to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Infractions of academic integrity are:

- Cheating (using or attempting to use any information that the student knows is unauthorized)
- Fabrication (unauthorized falsification or invention of information in an academic assignment)
- Plagiarism (representing the words or ideas of another as one's own ideas, including copying from another person's paper)
- Facilitating infractions of academic integrity (Helping or attempting to help another commit an infraction of academic integrity)
- \* Please note that the above policy includes copying homework, lab papers, workbooks, and tests materials. It also includes using the on-line translators in foreign languages. Students who loan out their work to friends will receive the same consequences as those who copy the work.

**Students caught plagiarizing/ cheating will receive a referral and will not receive credit for the given assignment.** Repeat offenses will result in additional disciplinary action at the discretion of the administration.

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

Intimate displays of affection are considered inappropriate and disruptive while students are on campus or at school events. Hugging, kissing, and/or holding hands are not appropriate in the school building, on campus, or school events.

### **Zero Tolerance**

(T.C.A. 49-6-4216)

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

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

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

Juvenile Offender Act TCA 49-6-451:  
Title 55, Chapter 10, Part 7

When a student between the ages of 13-18 engages in and is convicted of such prohibited conduct as possession, use, sale, consumption of any alcoholic beverage, wine or beer or any controlled substance or involved in the possession or carrying of a weapon on school property, the student/offender can be issued a denial or suspension of driving privileges until age 18 by the Tennessee Department of Safety, Driver Control Division.

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

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

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

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

### **Sexual assault or abuse**

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

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

### **Weapons**

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

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

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

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

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

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

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

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

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

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

### **Tobacco/ tobacco substitutes**

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

For the first infraction parents/guardians will be notified via a "Disciplinary Referral Form" requiring their signature of acknowledgement. Students will be suspended for 1 school day for a first offense. The student also receives a written reprimand for the record. The second infraction will result in the student receiving three (3) days out-of-school suspension and referral to juvenile court as per state laws. A third offense will result in 5 days out-of-school suspension. A fourth offense will result in 10 days out-of-school suspension and withdrawal. There is no tolerance for tobacco and/or any tobacco products at University School. Lighters found in a student's possession will result in questions concerning smoking and possible possession and can also result in a disciplinary referral for possession of drug paraphernalia. Possession of a lighter can be grounds for a search of the student's belongings, locker, backpack and/or vehicle if on school grounds. This includes the entire ETSU campus and during any school-sponsored activity (i.e., prom).

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

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

## **BEHAVIOR CONTRACTS**

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

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

## **ACADEMIC CONTRACTS**

Academic contracts will be developed for any student failing two or more subjects at either interim reports or at the end of each quarter. The administration, parents/guardians, and student will meet to complete the contract. All academic contracts will be based on quarter averages, not semester averages.

# University School Academic Report

Quarter \_\_\_\_\_ Interim \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_  
Course \_\_\_\_\_ Teacher \_\_\_\_\_  
Current Average \_\_\_\_\_ (If less than 70% please add narrative) Teacher E-mail \_\_\_\_\_

## Teacher Report of Deficiencies:

### Assignments:

Missing: \_\_\_\_\_

Late: \_\_\_\_\_

Incomplete: \_\_\_\_\_

### Projects/Presentations:

Missing: \_\_\_\_\_

Late: \_\_\_\_\_

Incomplete: \_\_\_\_\_

Poor quiz/test scores \_\_\_\_\_

Inattentive in class \_\_\_\_\_

Excessive absences \_\_\_\_\_

Notebook / portfolio Issues \_\_\_\_\_

Poor Class Participation \_\_\_\_\_

Failure to bring materials

Not taking notes

Other: \_\_\_\_\_

## Plan for Success:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_ after talking with my instructor/administrator and parent(s)/guardian(s), agree to put the above plan into action immediately.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return by: \_\_\_\_\_

To request a conference please contact Ms. Lowe at 423-439-4271.

## Administrative Use Only

Student Athlete: \_\_\_\_\_

Signatures

Title

Date Signed

\_\_\_\_\_  
\_\_\_\_\_



## **ATHLETIC CONTRACTS**

### **TSSAA eligibility**

According to the TSSAA 2007-2008 handbook, the rule states, “all credits must be earned by the first day of the beginning of the school year. To be eligible in a school that requires less than 24 credits to graduate, a student must earn 5 credits the previous year. Students who are ineligible first semester may gain eligibility second semester by passing five subjects...”

### **University School eligibility**

Initial Athletic Eligibility at the beginning of the school year will follow TSSAA guidelines. No student can begin a clinic, or tryouts without a current physical.

### **Maintaining Eligibility**

Grades will be reviewed by the administration at interim reports and at the end of each quarter. Students must be enrolled in and passing a total of five (5) assigned classes. When a student is failing two or more subjects, an Academic Contract will be developed. The Administration, coach (optional), parents/guardians, and student will complete the contract.

- The initial academic/athletic contract will include specific strategies for the student to follow. Practice and play can continue.
- If the student is failing two or more courses at the second grade check, the student will be suspended from the team regardless of efforts made to fulfill the conditions of the initial contract.
- If the student is passing the original courses but failing different courses, a new initial contract will be developed and the student may continue practicing and playing.

SEE FLOW CHART

**Athletic Contract  
Flow Chart to Success**

**GRADES REPORTED**

This will be completed at the interim and at the end of each quarter



**FAILING TWO OR MORE COURSES**



**INITIAL CONTRACT DEVELOPED**

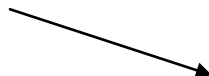
Practice/play continue



**NEXT GRADE CHECK**



**FAILING  
2 OR MORE COURSES**  
Second contract developed  
Practice/play suspended



**FAILING  
DIFFERENT COURSES**  
New Initial contract developed  
Practice/play continues



**NEXT GRADE CHECK**

Process continues

## **COUNSELING OFFICE**

The University School counseling office is staffed with one full-time counselor, one assistant, and two graduate assistants. The office provides a variety of services including individual and small group counseling, classroom counseling, and college and career counseling services.

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

The Counseling Office of University School also operates under the following provisions of the Tennessee Code Annotated (T.C.A. 49-6-303).

### **\* DRESS CODE**

University School's Dress Code provides guidelines regarding appropriate clothing conducive to a supportive, learning-centered K-12 environment. Parents/Guardians and students, themselves, should be the first line of monitoring attire, using the guidelines presented below. These guidelines were developed through a process which included input from students, parents/guardians, and teachers. University School expects adherence to the dress code to be a family commitment that should not require extensive monitoring from school personnel. In fact, it is often uncomfortable and sometimes even embarrassing, for teachers or staff to correct a student who is inappropriately dressed.

Students are encouraged to dress appropriately and wear clothing, hair, and makeup that is not disruptive. Clothing should not violate the health, safety, or decency aspects of the school operation and should not interfere with classroom activities and procedures. Having these principles in mind, the following guidelines are in effect throughout the school day (from arrival to departure) and at all school functions unless otherwise announced by school officials. *Accommodations to these guidelines may be made, on an individual basis, for students with religious requirements, with disabilities, or special conditions. All individual accommodations must be requested and approved in writing through consultation with the Director or Assistant Director in advance.*

### **General Requirements**

The following are not allowed:

- See-through clothing or cutouts
- Industrial or pet chains around neck, wrists, waists, or chains attached to wallets or clothing
- Spiked bracelets or necklaces
- Sun glasses worn on the face in the school building
- Spaghetti straps
- Head coverings inside the building
- Clothing that advertises obscene, suggestive, or illegal materials
- Pajamas or slippers
- Flip flops in the elementary grades

### **Additional requirements**

- The waist area must be covered by apparel at all times. Shirts worn outside the waist band must be of such length that no flesh is exposed when the student fully extends one arm over his/her head.
- No undergarments can be visible.
- Athletic and spirit group uniforms, when worn during the school day, must meet or be altered to meet dress code.

### **Shirts/ Sweaters/ Sweatshirts**

- \* Shirts must have a neckline that exposes no cleavage/curve of the breast. If the shirt has buttons, it must be buttoned to meet above requirement.
- All sleeveless shirts must have straps that are at least 2 inches wide.
- The back of the clothing can be no lower than the neckline in front.
- Patches are acceptable.

### **Pants**

- All rips, frays, and holes must be below the knuckle length.
- Patches are acceptable

### **Shorts/ Skirts/ Dresses**

- Skirts must be at or below the length of the fingertip of the wearer.
- \*Shorts/skorts must be below the knuckle length.
- The top of the dress must meet shirt requirements of the dress code.

### **Special Occasions (dances, etc)**

- Spaghetti straps or strapless dresses are acceptable.
- No cleavage/curve of the breast can be visible.
- Slits on dresses or skirts can be no higher than the extended fingertips of the wearer.
- The back can be no lower than midway down the back of the wearer.

### **Sports Practice**

- Sports bras can be worn but only with an outer garment (which may have spaghetti straps)
- Shirts must be worn at all times

### **Violations**

Dress code violations will be dealt with consistently, immediately, and firmly. Teachers or staff will send violators to the office. First-time offenders will be asked to comply with the dress code immediately. First-time offenders for clothing violations will be given shirts or other appropriate attire to wear and, if possible, will return to class. In cases that cannot be resolved immediately, administrators will use discretion as to the course of action.

\* If a student repeatedly violates the dress code (second time or more), the student's parents/guardians will be contacted to remove the student from school until such time as the student is meeting the dress code. The student will be removed from all classes until the parents/guardians arrive. Any absences due to violation of dress code will be unexcused. Behavior contracts may be developed for repeated and/or serious dress code violations.

## DROP/ ADD

All students in grades 9 through 12 have the opportunity to drop or add a class(s) the first three school days. Only semester courses have a three-day drop/add opportunity at the beginning of the second semester. After the three days, students must see the counselor for late drop/add procedures.

## DUAL ENROLLMENT GUIDELINES

**All dual enrollment courses, even if they are not needed to meet graduation requirements, will count as high school credits on the transcript.**

### Eligibility

- According to ETSU policy, Juniors or Seniors may enroll in ETSU courses if they have at least a 19 on the ACT, composite as well as subscores, and at least a 3.2 GPA and must have approval from a University School counselor or principal and a parent/guardian. Students who do not have an ACT score may be eligible based on their PLAN scores. Students in grades 9-12 who have been identified as gifted/talented may also be eligible.
- According to Northeast State policy, students may enroll in Northeast State courses if they have at least a 19 on the ACT and meet any additional application requirements.

### Funding

- According to state policy, the Tennessee Dual-Enrollment Grant awards \$300 per semester (up to a maximum of \$600 per academic year) to students who are admitted. To retain grant eligibility, a previously enrolled dual-enrollment student must have a minimum college GPA of 2.75.
- ETSU scholarships that cover remaining costs except for \$75 can be awarded to students having a 3.4 or higher.

### Management issues

- Dual enrollment students may choose to remain at University School and will be assigned a “work location” by the administration. These students will either sign-in by the bell and work in an assigned “work location” for the entire period, or sign out in the office and leave the building for the entire period on their off days.
- Students may not choose to be a TA or audit a University School course on their free days
- Students who take a dual-enrollment course first semester must take either a dual-enrollment, online or University School class during that time slot second semester.

### Acceptable Dual-Enrollment Combinations

College course (3 credit hour) / High School course (1 credit)		
Semester 1	Semester 2	Total HS credits per year
4 College courses / 0 HS courses	4 College courses / 0 HS courses	8 HS credits
3 College courses / 2 HS courses	3 College courses / 2 HS courses	8 HS credits
2 College courses / 4 HS courses	2 College courses / 4 HS courses	8 HS credits
1 College course / 5 HS courses	1 College course / 5 HS courses	7 HS credits

Exceptions to this chart will be dealt with on an individual basis.

### **Drop/ Add for online courses and courses held on a college campus**

- Students may drop a dual enrollment class and add a University School class during the first three days of the University School semester schedule.  
**(After the University School three day open enrollment period, students would use the same class change application that all University School students use for special drop/ add requests)**
- Because students are required to be enrolled in the equivalent of six high school courses each semester, they may only withdraw from a dual-enrollment course during the college add period if they replace that course with another dual-enrollment course.
- Students who withdraw from a dual enrollment course and do not replace it will receive an F from University School because they have not completed the high school course (credit) required (see bullet above). The college grading policy will apply to their college transcript. They may also need to refund their lottery and scholarship money.

**Ex. Student A takes physics at ETSU. After 8 weeks in the course the student is failing and wants to drop it. According to ETSU policy the student may withdraw but may not transfer to another class. The student receives an F on their high school transcript for that course because the student did not complete the required high school course.**

- Students will be required to take a University School class until they provide the counselor with proof of college enrollment.
- If a student drops a University School course (including math, social studies or foreign languages) at the semester to take a dual-enrollment course, the ½ credit will remain on their high school transcript. Additionally, if the course is an AP course, the student will not get the weighted ½ credit.

### **Dual Enrollment Courses taught at University School**

- A minimum of ten registered students is needed for a dual enrollment course to be held at University School.
- A dual enrollment course held at University School will be on the same yearly calendar as University School.
- Courses held at University School will be limited to University School Dual Enrollment students only.

### **Drop/ Add for Dual Enrollment courses taught at University School**

- Students may withdraw from a dual enrollment course held at University School and enroll in another dual-enrollment course during the three day college add period.

**Ex. Student B enrolls in Statistics which is being held at University School and begins July 11<sup>th</sup>. August 27<sup>th</sup> (6 weeks later) the student decides he/ she doesn't wish to continue this course and drops the class to enroll in another statistics course on campus taught by a different teacher. The student is free to enroll since the college is just beginning fall registration.**

- Students may drop a University School course to take an equivalent dual enrollment course until three days after the start of classes at the College. (This is the last day any College student can add a course.)

**Ex. Student C enrolls in AP US History at University School. In August or in December the student requests to drop AP history and take a course at North East State.**

## **EIGHTH GRADE HIGH SCHOOL CREDIT ACCELERATION PROGRAM**

### **Selection Process**

Students with “A” averages in all classes for the year will be considered for this pilot program. Students may not have a “C” or below on the report card. If there are more students interested than spots available, the student(s) with the highest overall yearly average(s) in 7<sup>th</sup> grade will have the first opportunities.

### **Homework Load**

This course will be considered one of your core curriculum courses. Not only will you have nightly homework in English, Social Studies, Math, and Science, but homework as well in the high school course.

### **Responsibility and Maturity**

It is very important that you consider the amount of responsibility it will take to participate in this program. You will be in a class with high school students ranging from freshmen to seniors. You will be expected to follow all high school rules and may be disciplined as any other high school student.

### **High School Credit**

Students will be given credit for high school courses successfully completed and the grade will be factored into class rank and GPA.

### **Drop/ Add Policy**

8<sup>th</sup> grade students will begin the high school course during the first week of school. You will be responsible for making up any missed assignments and getting any missing notes. You have until the end of the first nine weeks to drop this course and go back to the regular middle school rotation. You may be pulled by an administrator, teacher, parent/guardian, or by student request. After the first nine weeks, you must remain in this course for the entire school year and the grade will remain on your transcript.

### **Limitations**

If a student is enrolled in a high school class during 3<sup>rd</sup> or 7<sup>th</sup> period, he/she will not participate in the regular middle grades specials rotation.

## **FACILITIES**

As a safety precaution, University School exterior doors will be locked during school hours with the exception of the main entrance located in the front center of Alexander Hall. After 8:00 a.m., everyone must enter the building through the main entrance. In the spirit of cooperation, we appreciate your support in our efforts to provide a safe school environment for our students, faculty, and staff.

University School is housed in Alexander Hall, a three-story structure that was completed in 1929. The building consists of classrooms, offices, computer labs, and smaller rooms for other uses.

The basement level houses the art, Spanish, and social studies classrooms.

The first floor includes offices for the director, assistant director, secretaries, and classroom suites for grades K through four, cafeteria, and gymnasium.

The second floor consists of the Media Center, faculty lounge, College of Education conference room/speech room, two computer labs, resource room, counseling office, French, and classrooms for grades five through eight.

The third floor contains science labs, 2 computer labs, and classrooms for the ninth through twelfth grades.

High school physical education/wellness classes are taught at Brooks Gym.

Although most of the University School programs are contained within Alexander Hall, other facilities are sometimes utilized. Graduation exercises and other large assemblies are held in the D.P. Culp Center or Brown Hall Auditorium. In addition, University School students have access to Sherrod Library and the Culp Center.

## **FAMILY LIFE CURRICULUM**

(T.C.A. 49-6-1301 2-b)

University School is mandated by state law to implement the complete plan for family life instruction according to state standards. One meeting per year, at the beginning of the school year, is conducted for parents/guardians to speak and express their opinions and concerns. At this time, all family life instructors, materials, and course content will be explained.

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

## **HEALTH AND SAFETY**

In keeping with the theory that healthy children learn better, illness may require your child to stay home or be dismissed early from school. Below are some health-related conditions, which are seen in the school and how school personnel and our families are advised to respond.

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

Any student who has a dangerous communicable disease or violent disposition that poses a substantial threat to the health or safety of the school community may be removed from school by the Director, Assistant Director, or campus security until he/she no longer poses a threat. A professional evaluation at parent/guardian expense will be required before the student can return to the school. Withdrawal from University School may result.



## **LIBRARY POLICY AND USE**

### **Check-out policy**

- Grades K-2 may check out one book a week.
- Grades 3-5 may check out 2 books a week. Items may be renewed for up to one month.
- Grades 6-12 may check out 2 books at a time. Additional books may be checked out for research. Students may keep the books for 2 weeks and renew up to a month.
- While there are no fines for overdue books, a student may not checkout a new book until the overdue item is returned.

Once a student checks out a book, it is his/her responsibility to return the book in a timely manner and in good condition. Book replacement fees will be charged for lost or damaged material.

### **Middle and High School Students**

Middle and high school students may use the library during the day with the permission of their classroom teacher. Middle and high school students may use the library during their lunch period with permission from a teacher or librarian. Students are required to sign in and out on the library attendance sheet. Students are expected to exhibit proper behavior in the library. Low voices and productivity are expected of students visiting the library. Loud or rude behavior will result in the student being sent back to class. Students may use the computers in the library lab for work and research only. For additional information on computer use, please see the Internet/Technology Policy.

### **Sherrod Library Use**

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

### **LOST/ STOLEN ITEMS**

School locks are available for school use. During locker searches, any non-school locks will be cut off. Students are responsible for items missing from lockers if they do not utilize the locks made available to each student at the beginning of each school year. Any missing items must be immediately reported to the School Resource Officer. Calculators may be engraved with the student's name by the SRO when first brought to school. This is a preventative step on behalf of the student. "Lost and Found" items accumulate in the front lobby each nine weeks. If the items are not claimed before the last day of the term, the items will be given to charities. Every effort will be made to prevent losses or thefts.

## **PROMOTION AND GRADUATION REQUIREMENTS**

**University School is a Math/ Science Signature School with a great majority of the graduates entering college. Potential students and their parents/ guardians should be committed to academic excellence.**

### **Kindergarten through Fifth Grade**

Students in grades K-3 receive progress reports every nine weeks. Students begin receiving letter grades in 4<sup>th</sup> grade. The 4<sup>th</sup> and 5<sup>th</sup> grade teachers use the following scale to assign letter grades:

#### **Grades 4, 5 grading scale**

A	93-100
B	85-92
C	75-84
D	70-74
F	Below a 70

### **Middle School Promotion**

If a student fails two or more courses (Math, Science, English, and Social Studies), the student must be retained in the same grade the following school year. If a student fails to meet the academic requirements for advancement to the next grade level (retention), a parent/guardian conference will be held to discuss whether University School is the most appropriate placement for the student. The Director of University School retains the right in the final determination of placement.

#### **Middle School Grading Scale**

A	93-100
B	85-92
C	75-84
D	70-74
F	Below 70

## University School Graduation Requirements Class of 2013+

<b>Class 2013+</b>	
<b># Credits Required</b>	
<b>English</b>	4 (must include 9, 10, 11, 12)
<b>Math</b>	4* (must include Algebra I, Geometry, Algebra II and another math above Algebra I)
<b>Science</b>	4* (must include Biology and Chemistry, and another lab science)
<b>Social Studies</b>	3 (must include U.S. History, Gov/Econ, & World History or Geography)
<b>Wellness</b>	1
<b>Physical Education</b>	.5 (can include documented equivalent time in athletics)
<b>Personal Finance</b>	.5
<b>Foreign Language</b>	2 (must be the same language)
<b>Fine Art</b>	1
<b>Technology</b>	1
<b>Electives</b>	0
<b>Elective Focus</b>	3 (3 related elective courses)**
<b>Total Credits Required</b>	<b>23* * *</b> + Capstone Experience****

\* Must enroll in a math and science course each year of high school.

\*\* Elective focus may be in science/math, humanities, fine arts, AP, or other series approved by the school.

\*\*\* In order to complete the chosen focused elective series, some students may need 24 credits to graduate.

\*\*\*\* May include a school approved documented senior project, work-based learning experience, or community service (minimum of 40 hours required)

Effective July 1, 2009, for students entering University School after the beginning of the 9<sup>th</sup> grade year, the number of credits needed for graduation will be 1 (one) less than the number that could have been earned during the 4-year high school experience.

For example: A student enrolls at the beginning of the 12<sup>th</sup> grade. He/She comes from a school where 4 credits could have been earned for each semester. The graduation requirements would be determined this way:

9<sup>th</sup> grade- 8 possible credits (4 per semester X 2)

10<sup>th</sup> grade- 8 possible credits (4 per semester X 2)

11<sup>th</sup> grade- 8 possible credits (4 per semester X 2)

12<sup>th</sup> grade- 6 possible credits (University School offers 6 credits per year)

Total possible credits- 30

Credits needed for graduation- 29 (30-1)

Students who have passed all the required courses and cleared encumbrances will receive their diploma at graduation. Encumbrances may include: ID cards, parking fines, library fines, lost or damaged book fines, and damaged school property. Seniors who are failing one required course for graduation may participate in the graduation ceremony, but will not receive a diploma until they earn the required credit. If the student earns the required credit by August of the same year he/she will receive a University School diploma. Students failing two or more required courses will not have the privilege of participating in the graduation ceremony, but may still earn a diploma from University School provided they earn the missing credits by August 1<sup>st</sup> of the same year. Any student, who completes graduation requirements after August 1<sup>st</sup> of the same year, will receive his/her diploma from the institution last attended under the guidelines set forth by that institution.

Students must have **successfully completed** the required number of credits to be considered 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students.

10<sup>th</sup> grade – 5 credits

11<sup>th</sup> grade – 11 credits

12<sup>th</sup> grade – 17 credits

## **University High Grading Policy**

### **High School Grading Scale**

A	93-100
B	85-92
C	75-84
D	70-74
F	Below 70

### **Advanced Placement Grading Scale**

Students earning a C or higher in an AP course will receive a weighted grade, provided the student completes the course and takes the AP exam. All students taking an AP course are required to take the AP exam. If a student drops an AP course to take a dual-enrollment course, the ½ credit and grade remain on the transcript but will not be weighted.

Regular Course GPA will be averaged as:

- A 4 points
- B 3 points
- C 2 points
- D 1 points
- F 0 points

AP Course GPA will be averaged as:

- A 5 points
- B 4 points
- C 3 points
- D 1 points
- F 0 points

- End-of-course examinations will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, U.S. History, Biology I, Chemistry and Physics. Further, the results of these examinations will be factored into the student's grade at a percentage determined by the State Board of Education in accordance with Tennessee Code Annotated 49-1-302. For the 2012-2013 school year, the end-of-course examination will count as 20% of the student's second semester grade.
- Teacher generated final exam or culminating activity will count as 20% of the student's second semester grade.

### **Yearly Average Calculation**

1<sup>st</sup> Semester – 50% of yearly average

2<sup>nd</sup> Semester – 50% of yearly average

Yearly average = (1<sup>st</sup> semester average + 2<sup>nd</sup> semester average) / 2

### **GPA/ Class Rank/ Valedictorian, Salutatorian Policy**

Any class taken for high school credit will be calculated in determining GPA, class rank, valedictorian, and salutatorian. Driver's Education will not be included in the computation of the GPA as the course is taken during out-of-school time. It will also not be used as a credit toward graduation.

In order for a student to be eligible for senior academic awards, they must have been enrolled for a full class load during their four years of high school. To become valedictorian or salutatorian, a student must have been enrolled as a student at University High at least 5 of the final eight semesters.

### **Computation of Grade Point Average (GPA)**

The GPA will be calculated on a 4.0 scale and will be calculated at the end of each school year. Seniors may include the 1<sup>st</sup> semester of their senior year in the calculation if needed for college applications.

For example, a student receives the following grades:

English 9	A = 4 points
Geometry	C = 2 points
Spanish I	C = 2 points
Biology	B = 3 points
Technology I	A = 4 points
Wellness	D = 1 point

Note: A grade of F receives no points.

Total of 16 points divided by 6 classes (units) = 2.67 GPA

The GPA is a cumulative average of the classes taken and the points received for each.

## **Transfer Student Grades**

Transfer students grades will be converted by the administrative assistant and approved by the Administration. Number grades from other schools are transferable. Letter grades are converted in the following manner:

A	96
B	88
C	80
D	72
F	65

## **Academic Progress Reports**

Report cards will be sent home to parents/guardians at the end of each nine-week period. An interim report will be sent home at the midpoint of the nine weeks for any subject in which a student has a letter grade of D or below.

An incomplete in any subject must be made up before the next grading period or the grade will be changed from an incomplete to an F.

## **SCHOOL HOURS**

The regular school day for University School is 7:50 a.m. to 3:00 p.m.

University School's placement on a university campus provides many benefits that accompany some risks. For everyone's protection, students may not be left in the building or on University School grounds after 3:15 p.m. unless they are supervised. Students involved in sports must be with their coach. Students remaining after school for help from a teacher must be with that teacher, not wandering in the hallways. If students are in the afterschool program they must report there immediately at 3:00 p.m. Any student found in the building or on grounds after 3:15 p.m. will be sent to the school office to call a parent/guardian. The students must remain in the office until they are picked up. Students who continue to be left on campus without supervision will be disciplined through the administration and could be placed in the after-school program at the parent's/guardian's expense, ISS, OSS, referral to the Department of Children Services, the Courts, or withdrawn from University School.

Girls Inc. provides the after-school program for University School. All K-5 students must complete an after-school application at the beginning of each school year. A fee is not required until the first day that a student is placed in the program. The cost of which will be the responsibility of the parent/guardian.

## **SPECIAL EDUCATION SERVICES**

Special Education services are provided through Washington County. The program at University School is an inclusion model with limited resource and SLP pull-out services. Students who have been determined eligible by their local school system to receive services through 504, Public Law 94-142 (the Education for all Handicapped Children Act of 1975), and/or IDEA (Individuals with Disabilities Education Act), and who have been randomly selected for admission, may be admitted to University School, provided the school can meet the educational program (Least Restrictive Environment) for which the student is eligible.

**University School is not a school system but rather a single individual school formed under T. C. A. 59-8-105 for the primary purpose of training teachers. If a University School student is qualified for special education services under IDEA, those services are provided by University School only if it is an appropriate placement for the student.**

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

## **TRAFFIC AND PARKING**

Having a car on campus is a privilege NOT a right. Students, who have behavior, attendance or academic referrals, contracts, or are found loitering in the parking lots before or after school may lose that privilege.

Motor vehicles operating on campus must be properly registered. Registration/parking fee for a student vehicle is \$50.00 per year. Parking permits are valid from the date of purchase until September 30 of the following year. A campus-parking permit may be obtained through Public Safety. Students of University School who drive to school should park in the spaces immediately to the rear of Alexander Hall or along Lake Street. If these parking areas are full, students may park in Parking Lot # 1, adjacent to the ETSU Family Practice building. Signs at the entrances to parking lots indicate whether parking is for faculty/staff or students. Painted curbs or upright signs also designate reserved parking. Students are to park only in student lots. Visitors may park in any designated space except those reserved for handicapped provided they have requested a hangtag from public safety which is located on University Parkway.

Drivers on the campus are subject to all traffic laws of the State of Tennessee and ETSU. Pedestrians have the right of way at all crosswalks. All accidents involving a vehicle must be reported to Public Safety. The vehicles are not to be moved until the investigating officer instructs the drivers to do so. ETSU will not be liable for damage to any vehicle driven or parked on university property.

University School students are not permitted to possess or use tobacco products in the parking lot or anywhere on campus. This offense can lead to suspension or withdrawal.

## UNPAID BILLS

Students failing to pay any outstanding bills due ETSU or University School will be refused end-of-school-year report cards and admission the succeeding year until the obligation is paid in full. If outstanding bills are not paid by the second week of the next school year (July) the student's enrollment will be revoked, and the next student on the waiting list will fill the vacancy.

## VISITORS

Only family members may visit a student during school hours. No student visitors can sign in and spend the day. Only new students who have been accepted may visit with approval from an administrator. All visitors to the school must check in through the office and receive a visitor's pass. Persons in the building must, upon request, identify themselves to school personnel. All visitors' passes must be in full view to school personnel. **Parents/ Guardians, who need to discuss a matter with a teacher, should set up an appointment through email or the office to avoid disruption to instruction.**

## VOLUNTEERS

All volunteers must complete the University School Volunteer Form. All volunteers must report to the office and get a pass before reporting to the classroom. Volunteers are expected to follow all school policies and procedures, (i.e. confidentiality, etc.) Please sign out when your volunteer responsibilities are complete.



## UNIVERSITY SCHOOL COURSE OFFERING DESCRIPTIONS

2012-2013

### ENGLISH SELECTIONS: (4 CREDITS REQUIRED)

**English 9, 10, 11, and 12:** Skill mastery in literature, grammar, vocabulary, and composition will be the focus of our grade-level English classes. **Prerequisite: Students must pass the year of English to proceed to the next level. English 9, 10, 11 students will take an end-of-course state exam.**

**Advanced English 9 & 10:** For students demonstrating above average ability in English, focuses on both writing and literature. **It is recommended that students have a B or higher in the prior English course to enroll in an Advanced English course. Advanced English 9 & 10 students will take an end-of-course state exam.**

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

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

**Media Literacy ½ credit:** An exploration of a variety of media formats, including television, film, magazines, newspapers, and literature and their impact on the values and ideas of popular culture.

**Creative Writing ½ credit:** Open for any student who wants to discover and explore his/her unique writing voice with a concentration on poetry and drama. This is an academically rigorous course. (Grades 11-12)

**Literature of World Religions ½ credit:** An in-depth examination of the sacred texts and traditions of Buddhism and Taoism, Confucianism, Hinduism and Islam. This is an academically rigorous course. A college-level text is used. (Grades 11-12)

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

### MATH SELECTIONS: (4 CREDITS REQUIRED)

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

**Geometry:** Students will investigate properties of plane and solid figures as well as aspects of coordinate geometry. **Prerequisite: Algebra I. Geometry students will take an end-of-course state exam. This course is required for graduation.**

**Algebra II:** An advanced study of algebraic concepts. **This course is required for graduation. Prerequisite: Algebra I and Geometry. Algebra II students will take an end-of-course state exam.**

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

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

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

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

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

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

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

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

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

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

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

**AP Biology (Not offered for 2012-2013):** A course designed for the motivated college-bound student. The course is divided into three areas of study: ecology (populations), molecular/cellular and the adaptations of life forms. Classes start at 7:00 am one day per week. **Prerequisite: Biology I and Chemistry I. Up to 8 hours of college credit available based on AP Test performance. Students enrolling in this course are required to take the AP exam.**

**AP Chemistry (Not offered for 2012-2013):** The AP Chemistry course is designed to be the equivalent of the general chemistry course usually taken during the first college year. Students who receive credit for this during high school will have the opportunity to take more advanced science courses as freshmen or to take other courses of interest because their lab course requirement will be completed. In addition to covering college-level chemistry topics, students are required to complete a laboratory component that is equivalent to that of a typical college course.

Students will be required to come to school at 7:00 a.m. one day each week in order to complete labs. Furthermore it is assumed that students will spend at least five hours each week completing independent study. **Prerequisites: Chemistry and Algebra II. Up to 8 hours of college credit available based on AP Test performance. Students taking this class are required to take the AP exam.**

### **SOCIAL STUDIES SELECTIONS: (3 CREDITS REQUIRED)**

**World Geography 1 credit:** Using the perspectives of several disciplines, students will examine the influences of geography on why and how nations and cultures live as they do. **Recommended for Freshmen. World History or World Geography is required.**

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

**Economics ½ semester credit:** A hands-on experience in economic decision making and a survey of how the business community operates. **Recommended for Sophomores. This is a required course.**

**Government ½ semester credit:** The political process of the United States government on the national, state, and local levels will be examined. **Recommended for Sophomores. This is a required course.**

**U.S. History 1 credit:** Surveys the cultural background of the United States from Reconstruction to the Present. **Recommended for Juniors. Students will take an end-of-course state exam.**

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

**\*\* Either U.S. History or AP U.S. History is required.**

**Contemporary Issues 1/2 semester credit:** "The rest of the story," An interactive, hands-on experience class that focuses on current and 20<sup>th</sup> century issues.

**Personal Finance 1/2 semester credit:** Personal Finance is designed to help students understand the impact of individual choices on occupational goals and future earnings potential. Real world topics covered will include income, money management, spending and credit, as well as saving and investing.

### **PHYSICAL EDUCATION/ WELLNESS SELECTIONS (1 CREDIT REQUIRED)**

**Lifetime Wellness I:** A course covering physical fitness, nutrition, family life, safety, first aid, and AIDS education. **This is a required course.**

**Physical Education II: ½ or 1 Credit:** Designed for students to improve physical fitness. **Prerequisite: Lifetime Wellness I.**

## **FOREIGN LANGUAGE SELECTIONS: (2 CREDITS REQUIRED)**

**(Two years in the same language are required)**

**French I:** An introduction to the French language and culture. Examines basic vocabulary and grammatical structures within the four skill areas: listening, speaking, reading, and writing. Emphasis is on acquisition of listening and speaking skills.

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

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

**Spanish I:** An introduction to the Spanish language and culture. Examines basic vocabulary and grammatical structures within the four skill areas: listening, speaking, reading, and writing. Emphasis is on acquisition of listening and speaking skills.

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

**Spanish III (Not offered for 2012-2013):** Examines advanced grammatical structures and vocabulary. Emphasis is on accurate self-expression in Spanish, both in written and oral forms. Cultural studies include an introduction to the history, the arts and literature of Spanish-speaking cultures. **Prerequisite: Spanish I and II**

**German I:** An introduction to the German language and culture. Examines basic vocabulary and grammatical structures within the four skill areas: listening, speaking, reading, and writing. Emphasis is on acquisition of listening and speaking skills. **This course is offered in alternating years.**

**German II (Not offered for 2012-2013):** A continuation of the study of the German language and culture with an introduction to more complex grammatical structures and vocabulary. Greater emphasis on accuracy and reading and writing skills. **Prerequisite: German I. This course is offered in alternating years.**

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

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

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

**Prerequisite: Visual Art I**

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

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

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

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

**Vocal Music (Not offered 2012-2013):** This course introduces students to choral singing. Proper vocal technique is stressed. The group gives several public performances. Uniform purchase is required. Many public performances are a required part of the grade for this class. **An audition will take place the first week of class.**

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

**UH Singers:** An advanced vocal ensemble. **An audition is required.**

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

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

**Graphics in Technology ½ credit:** This course explores the graphic software tools Photoshop and Flash CS3. The course provides the students with an exciting opportunity to explore many upper level techniques of Photoshop and an introduction to Macromedia Flash CS3. Students will apply these software tools to various types of business and web page applications. **Prerequisite: Technology I**

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

**Advanced Placement Computer Science:** This course will follow the National Advanced Placement Standards and will prepare students for the advanced placement exam.

## OTHER ELECTIVE SELECTIONS

**Driver's Education:** Student will learn how to become safe drivers. There are thirty (30) hours of book instruction and six (6) hours of driving instruction. This class has limited space, and therefore selection will be made through attendance screening and academic performance records to meet state standards. **No credit toward graduation will be given for Driver's Education. All driving and classroom sessions will be arranged after school and during Intersession. Supply Fee: \$200.**

## PHYSICAL ACTIVITY

As mandated by the State of Tennessee, all students, when possible, will receive 90 minutes of teacher directed physical activity each week.

East Tennessee State University is a Tennessee Board of Regents institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status, or sexual orientation. TBR 210-002-11 .7M

## **ANNUAL NOTIFICATION LETTER**

This notice is to inform you that Terracon has completed an asbestos inspection and management plan as required by the Asbestos Hazard Emergency Response Act (AHERA). This plan is available for your review in the office of University School during normal operating hours.

The management plan contains information regarding the locations of asbestos containing materials (ACM), the condition and a plan for dealing with ACM.

University School will inform you, at least annually, about asbestos activities including: re-inspection, periodic surveillance, and response action activities that are planned or in progress.

The following activities are currently planned or in progress for University School:

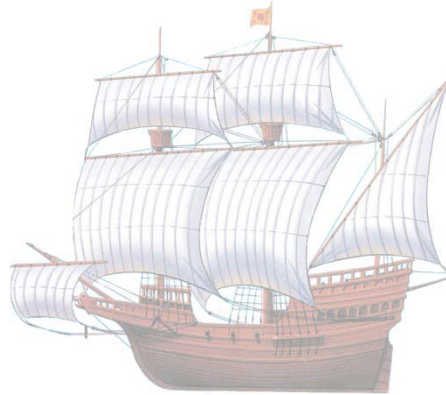
**Re-Inspection:** This is required by law every three years after re-inspection. Our re-inspection was completed in April of 2011.

**Periodic Surveillance:** This will be performed by ETSU personnel once every six months for visual changes and conditions.

**Response Action:** These are activities designed to reduce or eliminate the potential for ACM in the building.

If you have any questions or concerns regarding this letter, please contact Chris Hurley at 423-439-7784.

**NOTICE OF RECEIPT**



**Please return this page by July 30, 2012, to your child's teacher. High school students will return signed page to their Study Hall teacher.**

**My child (name) \_\_\_\_\_ and I have read the 2012-2013 Student/ Parent/ Guardian Handbook. We understand that with every privilege there is a responsibility.**

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

**Our signatures acknowledge that we have received and read or had read to us this Code of Student Conduct. We understand that these rules apply to all students and parents/ guardians at University School/ ETSU and all rules and polices apply to school-related activities and events.**

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

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

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

**Note: The student and parent(s)/ guardian(s) are to sign the above statement. If a student lives with both parents/ guardians, both are required to sign statement. If a student lives with only one parent/ guardian, one is required to sign.**

**Please sign in all appropriate places and return to the designated teacher.**



# ETSU University School

## 2012-2013 Academic Calendar

<p><b>July 2012</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>August 2012</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><b>September 2012</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p><b>October 2012</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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<p><b>In School (180 days)</b></p> <p><b>Admin. Day (4 days)</b></p>	<p><b>Holiday (6 days)</b></p> <p><b>Half Day (3 days)</b></p> <p><b>In School</b> Administrative Days- 9/14, 6/4, 6/5, 6/6</p> <p><b>Holidays</b> – 9/3, 11/22, 11/23, 1/21, 3/29, 5/27</p> <p><b>Half-Days</b> – 7/9, 11/21, 12/11</p>	<p><b>In-service (5 days)</b></p> <p><b>Parent/Teacher (1 day)</b></p> <p><b>In-Service</b> – 7/5, 7/6, 8/24, 1/2, 6/3</p> <p><b>Parent/Teacher Conference</b> – 9/13</p> <p><b>Classes begin</b> – 7/9/2012</p> <p><b>2<sup>nd</sup> Semester begins</b> – 1/3/2013</p> <p><b>Last School Day</b> – 5/31/2013</p> <p><b>Graduation</b> – 5/31/2013</p>
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**2012-2013**  
Total Days: 180 days

1<sup>st</sup> Semester: 91 days  
 1<sup>st</sup> quarter: 46 days  
 2<sup>nd</sup> quarter: 45 days

2<sup>nd</sup> Semester: 89 days  
 3<sup>rd</sup> quarter: 41 days  
 4<sup>th</sup> quarter: 48 days

\*The school day for 2012-2013 will be 8:00 a.m. – 3:00 p.m.