

2016 – 2017
Student Handbook



Hunters Lane
High School

ADMINISTRATIVE STAFF

EXECUTIVE PRINCIPAL:

Dr. Susan Kessler

ASSISTANT PRINCIPALS:

Dr. Scheniquah King
Mr. Russell Young

Ms. Nicole Newman
Mr. James Warbel
Mrs. Melody McDonald
Mrs. April Snodgrass

STUDENT ACADEMIES

Griffin Academy of Design and Technology
Academy of Health and Human Services/
International Baccalaureate
Freshmen Academy
Academy of Marketing and Business
Academy of Hospitality

INSTRUCTIONAL SPECIALIST:

Mrs. Rachel Goode
Mr. Anthony Sewell

STUDENT ACADEMIES

Freshmen Academy & International Baccalaureate
Griffin Academy of Design and Technology &
Academy of Marketing and Business & Academy of
Hospitality & Academy of Health and Human Service

SCHOOL COUNSELORS:

Ms. Elizabeth Finchum

Mr. Joe Levickis
Ms. Alejandra Morales
Ms. Sharika Starks
Ms. Pamela Williams

STUDENT ACADEMIES

Academy of Health and Human Services/
International Baccalaureate
Academy of Design and Technology
Freshmen Academies
Academy of Marketing and Business
Academy of Hospitality

SCHOOL HOURS:

7:05 a.m. – 2:05 p.m.

SCHOOL PHONE:

(615) 860-1401

Dr. Kessler's text number:

(615) 400-9825

Website: www.hunterslanehs.mnps.org

Hunters Lane Bell Schedules

One Lunch Bell Schedules

Regular Day – One Lunch

1st: 7:05-8:30

2nd: 8:37-10:05

Lunch: 10:05-10:45

3rd: 10:52-12:31

4th: 12:38-2:05

Warrior Time Day – One Lunch

1st: 7:05-8:30

2nd: 8:37-10:05

Lunch: 10:05-10:45

3rd: 10:52-12:08

Warrior Time: 12:15-12:42

4th: 12:49-2:05

Four Lunches Bell Schedules

Regular Day – Four Lunches

1st: 7:05-8:35

2nd: 8:42-10:12

3rd: 10:19-12:30

Lunch 1: 10:19-10:49

Lunch 2: 10:54-11:24

Lunch 3: 11:29-11:54

Lunch 4: 11:59-12:30

4th: 12:37-2:05

THE WARRIOR VISION

The faculty, staff, and students of Hunters Lane High School will provide a nurturing environment where personal growth and responsibility are valued and academic excellence is a daily pursuit.

ACADEMIC ACHIEVEMENT

At Hunters Lane High School we offer a rigorous and relevant curriculum that will provide each one of our students many opportunities to increase their academic achievement and to pursue a college career.

ACADEMIC ACHIEVEMENTS

The following criteria must be met in order for students to be considered for Honor Roll or Principal's List.

- Honor Roll – Students must maintain a grade point average of 90 or above with no grade lower than 77.
- Principal's List – Students must achieve a grade point average of 95 or above with no grade lower than 93.

CREDIT REQUIREMENTS

Students can earn 8 academic credits per year. To graduate from Hunters Lane High School, students must earn 28 credits. Transfer students will need to talk to their guidance counselor to determine the number of credits needed for graduation.

SENIOR EXAM EXEMPTION POLICY

To be eligible for exam exemption a senior must meet both attendance and grade requirements, and have no out-of-school suspensions. Students must have a 90 or above average with one of two nine-weeks grades being 93 or above AND have 93% attendance, which means a student can be absent no more than three days from class for the semester. Students who have been suspended out-of-school must take all exams. If a senior elects to take the exam, the grade must count and be recorded.

INTERNATIONAL BACCALAUREATE PROGRAM (IB)

Established in Geneva, Switzerland in the 1960's, the International Baccalaureate Program is the most challenging educational option available to high school students in the State of Tennessee. Courses in this program taken during the junior and senior year require rigorous study in the following six subject areas:

- Language A1 (student's spoken language; English)
- Language B (Student's second Language; French or Spanish)
- Experimental Sciences (Biology)
- Mathematics (Math Studies or Mathematics)
- Histories (History of the Americas)
- Group 6 (Visual Art, Music, or Psychology)
- Theory of Knowledge

In addition, students are required to complete a course called "Theory of Knowledge". This course is similar to a Philosophy course and requires students to complete an essay about world problems. Also required is a 4,000 work essay, and 150 hours of community service. Students who complete the program gain valuable knowledge and communication skills that prepare them for college and life in the outside world.

Requirements for graduating in a black gown

International Baccalaureate Full Diploma Program students are eligible to graduate in a black gown if they meet the following requirements:

- 1.) Extended Essay completed and submitted on time. Extended essay must meet the minimum requirements of the rubric.
- 2.) TOK written assignment completed and submitted on time. Written assignment must meet the minimum requirements of the rubric.
- 3.) CAS hours must be turned in and CAS coordinator must sign off on CAS completion.
- 4.) All IA's must be completed and submitted on time. All IA's must meet the minimum requirements of the rubric.
- 5.) All IB Exams must be taken.
- 6.) All exam fees must be paid in full to the IB coordinator.

IB Honor Court

Students that exhibit unethical behavior such as cheating, disciplinary problems, plagiarism, or dishonesty are subject to a disciplinary hearing in front of a teacher and student elected honor court. Students who appear in honor court are expected to complete the decided corrective actions. Failure to follow the recommendations of the honor court may result in removal from the IB Program.

STUDENT'S CLASSROOM RESPONSIBILITY

1. Be present and on time to class each day.
2. Have all necessary materials for each class (book, planner, notebook, pencil, etc.).
3. Be alert, positive, and attentive.
4. Take notes as needed.
5. Develop consistent study habits at home.
6. Follow classroom and school policies.
7. Treat teachers and other students with courtesy and respect.

TEACHERS' CLASSROOM RESPONSIBILITY

1. Explain the course expectations, grading scale, and classroom discipline policies so that they are fully understood by parents and students.
2. Explain and place on the board each day the objectives of the lesson, the standards to be covered, and the resultant homework.
3. Provide students at various levels of achievement with a reasonable chance of successfully completing assignments.
4. Inform students and parents of student's progress (academic and conduct).
5. Align curriculum with the K-12 and Graduate Standards.
6. Assess student's progress regularly and use results to drive instruction.
7. Treat students and parents with courtesy and respect.
8. Communicate (phone, e-mail, etc) with parents on a regular basis.
9. Implement Individual Education Plans (IEPs).

TEXT BOOKS

All textbooks are scanned and then distributed to teachers who form classroom sets of books. If a teacher assigns a student a book to take home, that student is financially responsible for that textbook. Books damaged or lost must be paid for before a new book is issued. All financial obligations must be settled before receiving report cards, driver's license forms, graduation, withdrawing, transferring, or any other school functions involving school records.

SCHOOL POLICIES AND PROCEDURES

ABSENCES

After an absence from class or school, the student should bring a note from his/her parent(s) stating the reason for the absence. The note from home should be given to the attendance secretary on the day the student returns to school. The student will then be given an official receipt showing they submitted an excuse. This note must be presented to and signed by the student's other teachers. Absences will be considered unexcused if the student does not bring a note from home.

All absences must be verified in writing within three (3) days from the parent or guardian. All absences for which no written verification is received will be considered unexcused.

EXCUSED ABSENCES ARE:

1. Personal illness
2. Illness in the family requiring the student's temporary help
3. Death in the family (not more than 3 days)
4. Recognized religious holiday regularly observed by persons of the child's faith
5. Court appearances or legal mandates
6. Documented college visitations juniors or seniors (3 days per year)

MAKE-UP WORK

Students with excused absences are expected to begin making up any missed class work on the day they return to school. All make-up work is to be completed within one week unless the teacher makes other arrangements. Make-up tests will be administered at a time designated by the teacher. A student returning from an absence will be expected to take any test given on the day of his return unless the teacher approves a later testing time. Students are expected to keep up with their schoolwork during absences.

ARRIVAL and DEPARTURE TIMES

On arrival to school, students must enter the building. The school does not open until 6:50 am. Students may NOT sit in their cars or gather outside the school building. After 2:35 pm, all students must leave the building or be under the direct supervision of an adult in an after-school activity. Please make sure you plan your transportation accordingly. Students who are in the building after 2:35 pm. and not under the direct supervision of a teacher are subject to disciplinary action.

ATHLETIC ELIGIBILITY

In order to be eligible to participate in TSSAA sanctioned sports or activities, students must pass 3 out of 4 classes during the semester prior to participation and not be 19 years-old before August 1st. All students, parents, and spectators are expected to display good sportsmanship at all times. Failure to do so may result in disciplinary action from TSSAA, the coach, and / or the school.

BUS TRANSPORTATION

Any student needing to ride a bus different from his/her assigned bus or to get off at a different location from his/her assigned stop must bring a note to their alpha principal in the morning. The note must contain the student's name, parent's signature, and phone number for verification. No notes will be approved after 9:00 AM. Students are expected to obey the rules and regulations of the bus. Failure to follow the above procedures could result in temporary suspension of bus riding privileges. The use of cell phones on the bus is strictly prohibited.

CELL PHONES

Students may use a cell phone and personal technology during hours of lunch and transition. Personal technology includes, but is not limited to, cellular phones, wireless earpieces, iPods, iPads, other mp3 players, calculators, and portable gaming devices. These devices are not to be used during instructional hours unless it is used as an aid to classroom instruction. This will be determined by the classroom teacher and building administrator, not the student. The student who possesses a cell phone/personal technology shall assume responsibility for its care.

A student who brings his/her device to school shall do so at his/her own risk. No searches or investigations will be conducted for lost or stolen devices. If a student is in violation of this policy, the item will be confiscated and the student will face disciplinary action. **At no time shall Hunters Lane High School be responsible for theft, loss, or damage to cell phones brought onto its property.**

DELIVERIES

Student deliveries including balloons, gift baskets, flowers and food are not allowed at Hunters Lane High School. Such items cause disruptions to the learning environment. Food from outside vendors (McDonald's, Sonic, etc.) will not be permitted at any time during regular school hours. The above mentioned items are also not allowed on campus regardless if they were delivered or not.

CONFLICT RESOLUTIONS

When students encounter conflicts with other students, they are expected to consult one of their teachers immediately. If this does not resolve the issue, then talk with your school counselor. The next step, if a resolution cannot be found, is to consult with your alpha Principal. Dr. Kessler is the final person to consult within the school.

DRESS CODE

Standard School Attire for 2016-17

- **Shirts must have a collar and be solid orange, blue, or white. Sheer shirts not permissible.**
- **All pants, shorts, capri pants, skirts, skorts or jumpers must be navy blue, black or any shade of khaki. Denim jeans of any color and/or leggings are not permissible. Jogging/exercise pants/shorts of any type (including HL warm ups) are not allowed.**
- **All shirts must be properly buttoned.**
- **All clothing must be appropriately sized. Tight-fitting, baggy or sagging shirts or pants are not allowed.**
- **Logos or manufacturer trademarks, if any, must be no larger than four inches. School logos are permitted and are not limited in size.**
- **T-shirts with or without sleeves may be worn as undergarments. They must be solid white, blue or orange and may not display any writing, pictures or images.**
- **Hunters Lane (tops only) attire may be worn in lieu of a collared shirt.**
- **Dresses must be solid color (orange, white, blue, khaki or black) and have no logo or manufacturer trademarks larger than 2 inches. Dresses must extend beyond the fingertips when arms are extended. Dresses must have a collar. Dresses that appear to be long shirts and sweater dresses are prohibited. Leggings may not be worn with dresses because they are prohibited.**

DRIVER'S LICENSE OR PERMIT

The State of Tennessee has mandated that juveniles must be full-time students and progressing academically passing seven out of eight block classes in order to receive a driver's license. In addition, a student cannot have more than five unexcused absences per semester. In order for students to get their permits, the school must verify that the student has satisfied the above requirements. Students who plan to get their permits need to take a copy of their latest report card to their alpha office. Allow at least one (1) school day for the form to be completed. Students who drive to school must register their car. Parking permits cost \$5.00 and are valid until the end of the school year.

DRIVING AND PARKING PRIVILEGES

Driving to school is a privilege granted to students in grades 10-12. Freshmen are not allowed to drive or park on campus. Students who drive to school must come into the building after parking their cars. No students are allowed to sit in their cars or stand in the parking lot after arriving at school. When school is dismissed students must get into their cars and exit school grounds. Students are not allowed to "hang out" in the parking lot after school.

Students who drive recklessly, leave school without permission, and/or take other students off campus without permission will have their driving privileges suspended for a specified period of time. PURSUANT to TCA 49-6-4204: Any vehicle driven on school property is subject to search at any time. There will be no loitering in the parking lot before or after school. Students in the parking lot without permission will be placed in In-School Suspension. Remember: Students making U-turns on Nesbitt Drive are subject to a moving violation involving a ticket, fine, and/or loss of driving privileges. Students must receive written permission from a Principal or Police Officer to go to their vehicles during school hours. No one is to park or be dropped off in the back parking lots, bus loops, and back driveway. The back parking lots are for employees, buses, and delivery persons only.

EARLY DISMISSAL

A student should bring a note of explanation from his/her parents and present it to the Attendance office before school. The note must include a telephone number where a parent can be reached. In an emergency, the student should report to his/her Academy Principal's office for parental contact. A student may not wait in the front lobby. They will be called down to the office from class. Under no circumstances should a student leave school without prior written permission from his/her Academy Principal. All students will be dismissed through the attendance office. **In order to protect the safety of each student, dismissals by phone will not be permitted. All students regardless of their age must be signed out by a parent/guardian. Students may not be dismissed during the last 30 minutes of the school day.**

FIGHTING

Fighting will not be tolerated at Hunters Lane High School. Students who fight will be suspended and may be excluded from extracurricular events: Prom, senior week, graduation and any other event/activity based upon the principal's discretion.

FREE/REDUCED LUNCH

It is the responsibility of the student to complete and return the waiver form. Each principal's office will have the waiver forms for this school year. If the waiver form has not been completed, the student will not receive free or subsidized meals. Each year a new form must be completed.

FUND RAISERS

All fund raising activities must be sponsored by a faculty member and have prior approval from executive principal, Dr. Kessler. There will be no private solicitation on school grounds. Private solicitation items will be subject to confiscation.

GAMBLING

Gambling on school property is prohibited. Dice and playing cards are not allowed at school.

GANG ACTIVITY

Gang activity will not be tolerated at Hunters Lane High School (see Metropolitan Nashville Public Schools' Code of Acceptable Student Behavior and Discipline). Students participating in such activities as identical dressing, turf ownership, tagging, intimidation, using gang signs, handshakes, bandanas, footwear advertising gang-related colors, and other such activities will be suspended immediately. For repeated offenses (more than one), students can receive up to ten days of suspension and can be removed from Hunters Lane High School.

HALL PASSES

Students are not allowed to leave class unless there is an emergency. In the event of an emergency, hall passes from your teacher and your ID Badge are required. Hall Passes must be visible with teacher's name, time and destination. Going to your locker, snack machines, or to the restroom are NOT emergencies. Students may not leave the classroom during the first/last 15 minutes of class.

HARRASSMENT & INTIMIDATION

A student shall not exhibit conduct that has the purpose or effect of unreasonably interfering with another student's academic development or creating an intimidating, hostile, or offensive learning environment. Behavior that intentionally intimidates or demeans another person or group on the basis of sex, race, or ethnic background will never be tolerated in the school environment. Students should refer to the CODE OF STUDENT CONDUCT booklet for more information.

IDENTIFICATION

All students must identify themselves with a correct name, address, and telephone number when requested. The student must have on their person an official HLH ID badge which will be provided to the student at no cost. If this badge is lost, a replacement ID will cost \$5.00. Students failing to respond or who give misinformation will be subject to further disciplinary action including suspension from school.

IDENTIFICATION BADGE (ID) GUIDELINES

ID Badges help keep Hunters Lane safe. Parents are asked to support this policy by helping insure that your student has his/her ID badge every day.

1. Students must have an ID badge in their possession at all times while on school grounds during the school day. Students who do not have an ID badge may be denied admission to school grounds and other school events.
2. Students must present their ID badges to a school official upon request.
3. Students who repeatedly fail to have ID badges will be subject to more severe sanctions/consequences.
4. Hunters Lane will require ID badges to be used to access school programs such as library, food service, attendance, and other functions as technology-based applications increase.
5. The first student ID badge is free. A \$5.00 replacement fee will be charged for lost ID Badges. However, if a student comes to school without their ID, he/she may purchase a temporary badge for \$2.00 (good for one day only). This offer is good only one time during each semester.

ILLNESS

If a student becomes ill, the student must notify the nearest teacher or principal immediately. The nurse, when present in the building, will then be notified. Students are not to go directly to the restroom or to leave school.

INSURANCE

School insurance is available for a nominal fee. The main office will have the applications.

INTERNET USAGE

Students must have an Internet Agreement Form signed by their parent or legal guardian on file before being allowed to use the Internet. Internet agreement forms may be picked up at the circulation desk in the library.

LIBRARY INFORMATION

If a student comes without his/her class, the student is expected to sign-in at the circulation desk and show his/her ID badge. Books are checked out for two weeks. Students may check out up to three books at a time. Food or drink is not permitted in the library.

LOCKERS

Every student is assigned a locker and they are not to be shared. Lockers are the property of the school and are subject to random search by school principals. Students are responsible for all contents of their assigned lockers. The school is not responsible for personal belongings or valuables. A locker can be obtained from Ms. McDonald's office before and after school and are free.

LOST AND FOUND

Any article found in the building will be placed in the "Lost & Found" located in the main office. If such items are not claimed within a reasonable length of time, they will be donated to charity.

LUNCH SCHEDULE

The lunch schedule will consist of a one-hour lunch (approximately). Students will have the luxury of eating in areas outside of the cafeteria (must be on campus, no one is to leave) and participating in teacher-supervised clubs, intramural sports, tutoring, and taking advantage of other opportunities such as going to the library, guidance department, etc.

Only food purchased in the school or brought from home may be eaten in the lunchroom. No food from outside vendors (McDonald's, Wendy's, Subway, etc.) will be allowed in the cafeteria during school hours from 7:05-2:05 pm. No visitors will be allowed to come to the campus to partake in lunch.

MONEY TO SCHOOL

As a safety issue, students are not to bring more than \$25.00 in cash to school. If, on a rare occasion, a student needs to bring more than \$25.00 to school, permission should be obtained from his/her alpha principal upon entering the building. The school is not responsible for money that is lost or stolen.

PERFORMANCE GROUPS INFORMATION

Below are listed school performance groups and their teacher sponsor. If a student wishes to try out for a performance group, please contact the appropriate sponsor.

JROTC Color Guard – Major Stiles

Fall Productions – Mr. Justin Kirby

Chorale – Mr. Justin Kirby

Marching and Concert Bands – Mr. William Brooks

Spring Musical – Mr. Justin Kirby

RESTROOMS

Restrooms for students are located in four areas of the building and will be opened throughout the day. Restroom locations are across from the library, in the vocational hallway, the cafeteria, and the main lobby.

** ID Badge and Hall Pass are required for use of the restroom during class time.

SAFETY AND SECURITY

We all want to attend a school that is safe. Towards that goal, we must all work together to assure that safe practices exist at our school. If a student knows or suspects another student may be carrying a weapon, otherwise indulging in illegal activities or acting in an unsafe manner, they need to notify the school resource officers or the nearest teacher or principal. The student's identity will be protected.

SCHEDULE CORRECTION POLICY

Schedule corrections will only be done for the following reasons:

- The class has already been passed.
- A counselor's scheduling error.
- The student lacks prerequisite course.

After the second week of a semester, no student initiated schedule changes will be accepted including dropping IB, Advanced Placement, and Honors classes.

SEARCHES

To maintain a safe and secure learning environment, students and visitors are subject to random searches at any time of all personal possessions by any principal, campus security guard, or Metro school security. This includes clothing, purses, book bags, vehicles (on or in close proximity to school grounds), lockers, etc. Classrooms will not be searched for lost/stolen cell phones, iPods, electronic devices, etc.

SELECTIVE SERVICE

Federal Law requires all 18-year old males to register with the Selective Service System within 30 days of their 18th birthday. To register for the draft, male students need to go to the Attendance office, the Guidance office, or the library to register on-line (using the Internet).

SEXUAL HARRASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. When that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile, or offensive employment or educational environment, it should be prohibited.

Sexual harassment may include but is not limited to:

- verbal, written/graphic harassment or abuse
- subtle pressure for sexual activity
- intentional brushing against the individual's body
- any unwelcome touching of a sexual nature
- unwelcome discussion which is sexual in nature

SMOKING ON SCHOOL GROUNDS

Students found with tobacco products in their possession shall be issued a citation (if under 18 years of age) and will be required to attend court where they will be fined and ordered to participate in an anti-smoking class. Students found smoking will be suspended from school.

SPORTS INFORMATION

Below is a list of sports teams. If a student wishes to try out for a sports team, they need to contact the appropriate coach.

Fall

Football – MCP hail
Boys Cross Country - Sewell
Girls Cross Country - Sewell
Girls Soccer: Fleck
Boys & Girls Golf - Meyers
Varsity Cheerleading – Cosper
Majorettes- Ross

Winter

Boys Basketball – Sewell
Girls Basketball - Moore
Wrestling - Levickis
Freshmen Cheerleading – King

Spring

Boys Baseball - Dahl
Girls Softball - Tedeschi
Boys Track & Field - Towns
Girls Track & Field - Towns
Boys & Girls Tennis - Overstreet
Boys Soccer - Fleck

TARDINESS TO CLASS

Students have 7 minutes between classes. No student should be tardy to class unless they have a note signed by a teacher, counselor, or principal. Those who are tardy to class will volunteer for restricted lunch and/or face other disciplinary action.

TARDINESS TO SCHOOL

Students must sign in at the attendance office whenever they are late to school. Excessive tardies to school will result in disciplinary action.

TELEPHONE

No student is to miss class or leave the cafeteria to use the telephone without permission of a teacher or principal. In case of medical emergency, students are to call from their academy principal's office. All school offices are equipped with caller ID devices. Students are not allowed to use a teacher's phone for any reason.

TRANSFER AND WITHDRAWAL PROCEDURES

If a student is withdrawing or transferring from school, he/she must secure a check-out form from his/her academy principal's office the day before the withdrawal. Parents must write a note requesting withdrawal from school. All financial obligations must be paid before graduating, transferring, or withdrawing from school.

VISITORS

All visitors (including parents and former students) must check in at the main office to obtain a visitor's pass. Visitors must have a valid driver's license. No one is permitted to visit the school or attend classes unless prior permission is granted by the principal. Parents may observe classes with a 24 hour notice to a principal and teacher. **NO ONE UNDER THE AGE OF 21 WILL BE PERMITTED IN THE BUILDING DURING SCHOOL HOURS! NO PARENTS, GUARDIANS, RELATIVES OR FRIENDS MAY VISIT A STUDENT DURING THE SCHOOL DAY.**

WEAPON REPORTING

School safety is everyone's issue. It is very important that students report the presence of any weapon on school grounds, school buses, etc. They may report this to any teacher, administrator, campus supervisor, bus driver, or school resource officer at any time. These reports will remain confidential. **To report a weapon call 232-AGUN.**

Website: <http://www.hunterslanehs.mnps.org>

ALMA MATER

Hunters Lane
Our Alma Mater
Warriors always true
May your name live on forever
With friends old and new

Be our guardian
Be our guide
Excellence in all
Orange and blue
We will be loyal
Warriors strong and true

[Words written by the Class of 1987]

