EB WILSON VIRTUAL HIGH SCHOOL
2016-2017
STUDENT HANDBOOK

685 East Main Street
Gallatin, TN 37066
Phone: (615) 451-5417

http://ebw.sumnerschools.org
A Message from Your Principal

Welcome to the 2016-2017 School Year at E. B. Wilson Virtual High School! I am excited to be the Principal of such an awesome school. Here at EB Wilson, we are not a "one size fits all" program. Our students come from a wide range of experiences and we are happy to create a personalized learning environment to meet the needs of all. We support homeschooling families, gifted learners, or students with specific circumstances that prevents them from attending the traditional high school setting. Regardless of each student’s situation, as Principal of EB Wilson Virtual High School, it is my goal that all students successfully graduate on time and receive quality instruction to assist them in becoming college and career ready.

At EB Wilson, we specialize in ensuring our students feel connected to our school and pride ourselves in building strong interpersonal relationships with our students. This year, we will continue to increase our student enrollment and strive to become the best Virtual High School in the State of Tennessee.

It is extremely important that you read this handbook and familiarize yourself with the academic requirements and student behavioral expectations. Remember it is a privilege to attend EB Wilson; the only Virtual school in the Sumner County School District. Any behavioral infractions or failure to meet attendance and academic expectations, may result in the student having to return to their school of zone.

Welcome to EB Wilson Virtual High School! And remember … “We are PHOENIX”

Sincerely,

Tanya Coleman

Tanya Coleman
Principal
EB WILSON

HISTORY AND PROGRAM OFFERING

History

EB Wilson High School is named after Edwin Blackburn Wilson who was a beloved teacher, principal and superintendent. EB Wilson High School was originally founded in 1987 as a credit recovery program. It supported area high schools by aiding students who needed or wanted to attend school beyond the typical school day. EB Wilson High School began accepting fulltime students in the fall of 1994 and held its first graduation ceremony in the spring of 1995. In July of 2011, Tennessee’s General Assembly passed The Virtual Public Schools Act. This Act allowed, for the first time in our state, the creation and operation of a public online school. In 2012, E. B. Wilson High School moved from its Hendersonville location to Gallatin and was re-established in the fall of 2013 as EB Wilson Virtual High School.

In 2014, EB Wilson Virtual School changed from the Hawks to the Phoenix Bird. As documented throughout history; the Phoenix Bird is a bird that burned to ashes, however rose up from the ashes to be reborn and start anew. The Phoenix bird represents a fresh start and a new beginning, as is the case for many of our students that attend EB Wilson Virtual High School.

Program Offering

EB Wilson Virtual High School is proud to offer opportunities where students can enroll as part-time and take one or more online courses while still enrolled at their zoned schools, or can enroll on a full-time basis with EB Wilson Virtual School.

Our students are taught by highly qualified and certified teacher. Each course has a real teacher who guides students through the coursework, which is broken into modules. The modules are taught through a system called PLATO. Full-Time and Part-Time enrollment allows students the opportunity to complete core courses needed to earn a high school diploma.

School Colors

Royal Blue and Grey
EB WILSON: MISSION, VISION AND BELIEFS

Mission Statement: EB Wilson Virtual High School’s mission is to provide a high quality, rigorous, and virtual-based education that provides the skills and knowledge to empower students to be college and career ready.

Vision and Beliefs:

EB Wilson Virtual High School is dedicated to a partnership for the development of the educational, social, and ethical facets of the students we serve. We are committed to our vision of teaching and learning, where:

Students Will:

- Accept responsibility for their learning and progress while setting goals and meeting deadlines.
- Develop valuable research, analysis, and communication skills that will allow them to become college and career ready.
- Engage in peer mentoring to benefit the entire group.
- Foster and atmosphere of acceptance and develop a community of learners focused on completing graduation requirements.

Teachers Will:

- Provide quality, consistent, and timely feedback to student and parents focused on preparing students for graduation.
- Ensure student access to both technological and academic assistance whenever requested.
- Consistently seek ways to improve curriculum and other available resources.

School Will:

- Provide technology based instruction building on the self-directed thinking and problem-solving skills for college and career readiness.
- Provide the opportunity and environment to accommodate the needs of all students of Sumner County Schools.
- Provide a physically and emotionally safe environment in which students work towards meeting graduation requirements.

Parents/Community Will:

- Benefit from increased graduation rate.
- See Growth in population and economic opportunities due to optional educational programs.
GENERAL INFORMATION

School Calendar
EB Wilson follows the established Sumner County School calendar. Time is stockpiled as per state law to allow for up to 13 days of school being missed due to “dangerous or extreme weather conditions” or “upon approval of the (SDE) Commissioner”.

EB Wilson’s operation will be the same as announced for the other Sumner County schools. Please listen to area television and radio stations for cancellations. If Sumner County schools are closed, EB Wilson will not have classes.

When EB Wilson is NOT closed, use good judgment in deciding whether or not it is safe to travel to school in bad weather. Please notify the office if you decide it is unsafe to drive.

The director of schools, Dr. Phillips, will advise us as to road conditions when bad weather occurs after school begins. Parents of students under the age of 18 will be notified of early dismissal. Students over the age of 18 are encouraged to call and let someone know they are leaving school.

Non-discrimination Policy
The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Title VI/IX Coordinators:
Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6500, Katie Brown
Mr. Shawn Curtis (if adults are involved), Assistant Director for Human Resources. 695 East Main Street, Gallatin, TN 37066, 615-451-5226, Shawn Curtis

504 Coordinator:
Ms. Selena Elmore, SCS Section 504 District Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6598, Selena Elmore

Family Educational Rights and Privacy Act (FERPA)
Information regarding the rights afforded to parents/guardians and students over the age of 18 are provided upon request.
GRADUATION REQUIREMENTS

High School Diploma

English 4 credits
(English I, II, III, IV)

Mathematics 4 credits
(Algebra I, Algebra II, Geometry, additional credit beyond Algebra II)

Science 3 credits
(Biology I, Chemistry or Physics, additional laboratory science)

Social Studies 3 credits
(U.S. History, World History or World Geography, Economics/Government)

Wellness/PE 1.5 credits

Personal Finance .5 credits

Foreign Language 2 credits (2 units of the same language)

Fine Arts 1 credit

Focus Area 3 credits

TOTAL 22 credits

School Tuition
Fulltime Tuition is $250.00 per year - ($125.00 per semester). 1st Payment due on student Registration day or upon the student’s acceptance to the school. The 2nd Payment is due before the first day of the 2nd semester. (Exact date will be communicated to parents and students each year).

Note: Students may complete a Tuition Fee Waiver Form to see if the school fees can be waived. This waiver form must be completed before the first day of school.

Schedule
Fulltime Students of EBW Virtual School
Monday - Thursday (A.M. or P.M. session)
9:00 A.M. - 12:00 P.M.  Morning Session
1:00 P.M. - 4:00 P.M. Afternoon Session
2:30 P.M. – 5:30 P.M. Late Afternoon Session

All students are required to report On Time to their scheduled Session. Upon entering the school building; students should present their Student ID to the front desk receptionist, sign in, and immediately report to class. If you do not sign in, you will not be counted as “in attendance”. Attendance reports will be sent to Administration on a weekly basis.

Four Week Evaluations
During the required 4 weeks of consecutive attendance at EB Wilson Virtual High School, all students will be evaluated by Administration, the School Counselor, and the teachers in regards to their behavior, academic standing and attendance progress. If the student is in good academic standing with all classes and has attended all required sessions during the 4 weeks; the student will be given written permission from Administration to work on their virtual classes at home. Students are still required to come to a 3-hour session 1 day per week.
Those students **not** in good academic standing and who have not met their required attendance during these 4 required consecutive weeks will be referred to Administration, and may be required to return to their school of zone.

**Note:** Working virtually from home is a privilege for our students, and can be revoked at any time during the school year based on failure of the student to make academic progress, as well as maintain the behavioral expectations at the school. Those students that are not able to stay on track while working virtually from home, will be required to come back to the school to attend one or more of the scheduled 3 hour sessions each day (Monday – Thursday) until they are back on track. If the student still fails to get back on track with their course modules, they will be referred to Administration, and may be required to return to their school of zone.

**Full-Time Student Expectations:** All students, upon acceptance, have signed the “**Full Time Student Expectation**” Form. It is imperative that all students adhere to the expectations in order to continue to succeed academically and remain a student at E.B. Wilson Virtual High School.

<table>
<thead>
<tr>
<th>FULL- TIME STUDENT EXPECTATIONS</th>
<th>STUDENT INITIALS</th>
<th>PARENT INITIALS</th>
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<tbody>
<tr>
<td>Students <strong>must</strong> have access to a computer with internet to complete the assignments.</td>
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<td>Students <strong>must</strong> have transportation or means to transportation.</td>
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<tr>
<td>All Students <strong>must</strong> sign in at the Front Desk upon arrival for their session prior to reporting to the Computer Lab. Students should be <strong>on time</strong> for their session.</td>
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<td>Newly enrolled students are <strong>Required</strong> to attend (1) 3-hour sessions, 4 days per week (Monday – Thursday) for the first 4 weeks.</td>
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<td><strong>Note:</strong> Students <strong>must</strong> have perfect attendance and be in good academic standing before getting approved to work from home.</td>
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<td>Our 3-hour class sessions are as follows: 9:00am – 12:00pm, 1:00pm – 4:00pm, or 2:30pm – 5:30pm. Students are allowed to stay for more than a 3-hour course.</td>
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<tr>
<td>***Students approved to work from home are still <strong>Required</strong> to attend 1 (3 hour) session per week.</td>
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<td>You can use your notes on all quizzes and Post/Unit Test. Please bring notes when you test. &quot;Having good note taking is a crucial skill needed for postsecondary settings. Use this opportunity to improve your GPA.</td>
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<td>Students are expected to remain in good academic standing and make adequate weekly progress.  <strong>Note:</strong> Students working from home, who do not continue to meet these expectations, will be required by Administration to physically attend sessions at EB Wilson more than 1 day per week.</td>
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<td>Students that continue to not meet Academic or Attendance requirements, will be <strong>Required</strong> to return to their school of zone</td>
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ATTENDANCE PROCEDURES

Absenteeism is a hindrance to education, and the progress of a student at school depends on the regularity of attendance. Tennessee law requires that all students must attend school until the age of (18) eighteen. Schools shall make every reasonable effort to make daily contact with parents/guardians regarding student absences whether excused or unexcused. The efforts shall be documented in writing.

All students must attend the required 4 week sessions, and continue to attend 1 day per week. In conjunction with this, once students are able to work virtually from home, they must adhere to the course pacing guides of each of their classes. In order to remain in good academic standing and stay on track with the pacing, reports are submitted to Administration regarding the time students are logged into the PLATO system on a weekly basis.

Tardies
It is important to be on time for class sessions; tardiness impedes instructional time and is disruptive to both students and the teacher. Because of the nature of the virtual program and limited staffing, it is important to adhere to the set instructional times. Students are enrolled in specific 3-hour sessions and are required to be on time to each scheduled session. In the event an issue arises where the student is not able to make it to their class on time; students will need to contact the teacher or office to notify them of their delay.

BEHAVIORAL EXPECTATIONS

Behavior infractions
- Students with two or more minor behavior violations may be required to return to their zoned school. This includes but is not limited to tardies, absenteeism, and minor class disruptions
- Willful and persistent violation of rules will result in dismissal from E.B. Wilson.
- Major infraction will result in immediate dismissal from E.B. Wilson and possible referral for a disciplinary hearing.

Building Pride
We are very proud of our facility. Therefore, we urge each and every student to take pride in our school and its campus. All of us working together can keep our school and campus attractive for visitors, students, and faculty. Each of us must take his/her share of the responsibility in keeping our campus and building attractive and a welcoming place for visitors.

Any damage to or destruction of school property will result in immediate disciplinary action and students and their parents/guardians will be responsible for repairs or replacement of damaged property.

Cellular Phones
Sumner County Student Handbook states the following:

High School Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may not be used during
school hours. Because our students are attending 3-hour sessions; they will need to be focused and on task; therefore, cell phones should not be visible. Parents and Guardians will be given direct numbers to the teacher’s classrooms in cases of emergencies. A student in violation of this policy is subject to disciplinary action. Use of cameras on personal communication devices is strictly prohibited on school property or at school functions, including restrooms or locker rooms. A student in violation of this policy is subject to disciplinary action. Students may carry cellular telephones while participating in off-campus activities, such as field trips, if specifically authorized by the teacher. Principals may authorize the use of personal cellular telephones in the event of an emergency or serious situation.

Dress Code
Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school. When a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action which may include suspension from school.

The following shall NOT be worn to school:
- Shorts above the knee and athletic shorts (i.e. basketball/gym shorts)
- Saggy/sagging pants
- Spandex
- Holes in clothes
- Suggestive slogans, vulgar captions, pictures or advertisements for tobacco or alcoholic product on clothes
- Head dress for boys or girls
- Form fitting or body conforming clothes
- Bare midriff, halter, fishnet, or tank tops
- Dresses with tank tops
- Revealing necklines
- Cleated shoes
- Clothing or articles related to gangs
- Extreme hair color

In addition, the following guidelines shall be enforced:
- Leggings only with standard length dress/skirt
- Skirt length or slits in skirts must not be higher than 3 inches from the back of the knee
- Pant length must not drag the floor
- Shoulders must be covered
- No tinted glasses/sunglasses unless doctor prescribed
- No body piercing jewelry except for earrings may be worn during school hours
- Jewelry must not be distracting/disruptive or unsafe
- Valuable clothes and jewelry are discouraged

Penalties:
Change or go home; unexcused absence in classes missed.
Drivers’ License Forms
Students under the age of (18) eighteen attempting to obtain a Driving Permit or License must take a valid “Certification of Compulsory School Attendance” form to the testing center. Tennessee Department of Safety requires all students to obtain documentation that they are not in violation of the school’s attendance policy and that they are passing at least half of their subjects during a grading period. Full-time students may request forms in the main office. The school may revoke this form if students violate state requirements, therefore, revoking the student’s driver’s license. Forms are only good for (30) thirty days. Forms should be requested two days in advance.

Early Dismissal
If a student needs early dismissal, he/she must sign out with the teacher AND the main office. No student is to leave school for any reason without checking out in the main office. Students sick in the restroom during class need to let the office know of their illness as soon as possible.

Fighting
Fighting is not tolerated. The nature of the punishment will be determined by the degree of involvement on the part of individual students. All parties involved in a fight will be disciplined. The parents/guardians will be notified by telephone concerning the incident. Please inform the administrator of any potential problems. This will help avoid major problems and protect you and other students. Any matters reported will be handled discreetly and in your best interest.

Fire Safety Equipment and Alarms
Any student guilty of pulling any school fire alarm, tampering with the sprinkler system, fire extinguishers, or any other fire safety equipment will be automatically suspended from school and referred to Fire Marshall Officials for legal proceedings. Fire alarms and safety equipment are placed in school buildings for the safety of students and NOT under any circumstances to be falsely used.

Insubordination
Students who willingly refuse to submit or comply with authority are subject to suspension, and will be sent back to their school of zone.

Items Not Allowed at School
Unless prior permission is obtained from an administrator, the following items are not to be brought to or used at school:

- Playing cards
- Dice
- Mace or pepper spray
- Lasers unless under the supervision of a school official and with prior principal approval. Improper use of a laser may result in criminal charges.

If these items are brought to school, they will be confiscated and tagged and placed in safekeeping. Parents may be required to pick up confiscated items.
Leaving the Building
At no time should a student be outside the building without administrative approval. If a student needs to leave the building, he/she must see the principal. This includes class time, class changes, breaks, and before classes begin.

Medication
All medication (prescription and over-the-counter) must be taken to the office and left there throughout the school day. No student will be allowed to take medication (prescription or over-the-counter) until the proper forms are completed and returned to the office. Forms are located in the office.

Money and Valuables
Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. The school cannot accept responsibility for stolen money or articles.

Office Telephones
No student will be allowed to use office telephones except for school business. A school official must grant permission before a student is allowed to use the school phones. Phone calls will be held to a maximum of three minutes. Personal business should be taken care of either before school, during breaks, or after school.

Parking / Driving
There are no designated parking spaces for students. At the end of the students’ class sessions, students are to leave campus immediately. Please notify the office if extenuating circumstances are delaying departure.

- Please do not loiter or linger in vehicles after arriving on campus
- Permission must be obtained from an administrator for students to return to their vehicles during school hours
- All vehicles on campus are subject to be searched by school officials

Personal Belongings
Backpacks are discouraged at EBW. Personal belongings, including backpacks, totes, purses, and hats must be placed under students’ chairs in the classrooms.

Profanity
Profane or vulgar language will not be tolerated in classrooms, hallways, at any school activity, or on campus. Stern discipline will be dealt to any student guilty of this conduct. Language used to convey a lewd, profane, or vulgar statement will not be tolerated.

Respectful Conduct
To have a good school, we must have confidence in and respect for our teachers. Please remember to be respectful and courteous to all teachers, substitutes, staff, and visitors. Disrespect will be considered a serious infraction of school policy and will result in stern disciplinary action.

Search of Persons and Containers
A person may be subject to physical search, or a student’s pocket, purse, or other container may be required to be emptied because of information received from a teacher, staff member, or other
student, if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated school policy.
2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon or drug.
3. The search is in pursuit of legitimate interest of the school in maintaining order, discipline, safety, supervision, and education of students, and to be used in criminal prosecution.

Lockers and other storage areas are property of the Sumner County Board of Education and are subject to search for drugs, dangerous weapons, or any property that is not properly in possession of the student (T.C.A. 49-6-4202).

**Sexual Harassment**

Sexual harassment of ANY individual **will not** be tolerated. Sexual harassment is defined as conduct, advances, gestures, or statements of a sexual nature that produces any of the following:

1. Interferes with the student’s work or educational opportunities.
2. Creates an intimidating, hostile, or offensive learning environment.
3. Implies that submission to such conduct is made an explicit or implicit term of receiving grades or credit and/or participation in student activities. Victims of sexual harassment shall report these conditions to a school official. The Guidance Office shall be notified.

Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of sexual harassment. In determining whether alleged conduct constitutes sexual harassment, all circumstances, including the nature of the conduct and the context in which alleged conduct occurred, will be investigated. The administration in conjunction with the personnel office shall be responsible for investigating all complaints of sexual harassment. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Director of Schools, and ultimately, the Board.

**Soliciting or Collecting Money at School**

Any effort designed to solicit or collect money at EBW must have prior approval by the principal. Neither students nor parents are authorized to purchase or obligate school funds.

**Student Relationships**

Mutual respect is a policy that reflects maturity. Our school adheres to the “HANDS OFF” policy for student relationships. When the policy is violated the parents will be contacted, and they may be required to come to school for a conference concerning the problem. Have respect for your fellow students.

**Tobacco Use**

Students shall not use or possess tobacco products in any form while on school property, attending or participating in school-sponsored events, or while on school buses at any time. Students in violation of this policy will be assigned three (3) days of OSS for the first offense, five days of OSS for the second offense and OSS pending a Board of Education Disciplinary hearing for the third offense. Students in violation of tobacco use will be sent back to their school of zone.

**Visitors**

All visitors must report to the office upon arrival to campus.
DISCIPLINE

Classroom Management Model
The classroom management plan outlined below is to be followed by teachers in dealing with discipline problems.

1. Teacher administers appropriate disciplinary action.
2. Teacher notifies the administrator and calls the parent of the student if problem persists.
3. Student is removed from class if above procedures are ineffective.

In dealing with more serious problems, the Administrator is to be involved immediately. Teachers are to follow this classroom management model unless the discipline problem is considered extraordinary.

Out of School Suspension

Any principal or principal/teacher of any public school in Tennessee is authorized to suspend a pupil from attendance at school, including its sponsored activities, for good and sufficient reasons.

GRADES

Grading and Reporting
A grade will be issued each nine weeks and at the end of each course. The following grade system is used in Sumner County schools:

- A.....93 – 100
- B.....85 – 92
- C.....75 – 84
- D.....70 – 74
- F.....0 – 69

Progress reports will be issued every four and one-half weeks. Please check your calendar for the scheduled dates.

Cheating Policy
If a teacher suspects a student of cheating to earn a grade, then that teacher shall consider an alternative test or measure. Unless a teacher has absolute proof of cheating, the student shall be given the benefit of an alternative measurement or test. When a teacher has proof of cheating by a student, the student will receive a “0” for the work and a parent notified. Further disciplinary action may be required by the administration.

Exams
No student will be exempt from exams.

Heads Up Policy
Students are expected to sit up in the school setting. Students who cannot sit up during class will be asked to leave school.

Homework Policy
Assignments are designed to increase student academic success and to encourage parental awareness of student progress. It is important for students to have a parental support system that stresses the necessity of completing work in order to obtain a good education.
I have read and understand all of the policies and rules of EB Wilson Virtual High School and the Sumner County Board of Education.

___________________________________
Parent/Guardian

___________________________________
Student

___________________________________
Date

___________________________________
Date

(This form must be signed and turned into the office)